

**AMENDED
AGENDA**

REGULAR MEETING OF THE CITY COUNCIL OF THE CITY OF COTTONWOOD,
ARIZONA, TO BE HELD JULY 6, 2017, AT 6:00 PM., AT THE COUNCIL CHAMBERS
BUILDING, 826 NORTH MAIN STREET, COTTONWOOD, ARIZONA.

- I. CALL TO ORDER
- II. ROLL CALL
- III. PLEDGE OF ALLEGIANCE
- IV. BRIEF SUMMARY OF CURRENT EVENTS BY MAYOR, CITY COUNCIL AND/OR CITY MANAGER -- THE PUBLIC BODY DOES NOT PROPOSE, DISCUSS, DELIBERATE OR TAKE LEGAL ACTION ON ANY MATTER BROUGHT UP DURING THIS SUMMARY UNLESS THE SPECIFIC MATTER IS PROPERLY NOTICED FOR LEGAL ACTION.
- V. CALL TO THE PUBLIC--This portion of the agenda is set aside for the public to address the Council regarding an item that is not listed on the agenda for discussion. However, the Council cannot engage in discussion regarding any item that is not officially listed on the agenda for discussion and/or action (A.R.S. §38-431.02(H).) Comments are limited to a 5 minute time period.

VI. APPROVAL OF MINUTES

BUDGET WORK SESSION OF APRIL 27, 2017; AND
REGULAR MEETINGS OF MAY 16 AND JUNE 20, 2017

Comments regarding items listed on the agenda are limited to a 5 minute time period per speaker.

VII. UNFINISHED BUSINESS

10 minutes

- 1. ORDINANCE NUMBER 624--AMENDING SECTION 406.C.2 (PARKING AND LOADING REQUIREMENTS, DESIGN AND LOCATION OF PARKING SPACES) OF THE CITY'S ZONING ORDINANCE BY REPEALING AND REPLACING SECTIONS 406.C.2.c. AND 406.C.2.g.; SECOND AND FINAL READING.

VIII. CONSENT AGENDA--The following items are considered to be routine and non-controversial by the Council and will be approved by one motion. There will be no separate discussion of these items unless a Council Member or a citizen so requests, in which case the item will be removed from the Consent Agenda and considered in its normal sequence on the Agenda.

- 1. AMENDMENT TO CONTRACT WITH PSOMAS ENGINEERING FOR CONSTRUCTION ADMINISTRATION SERVICES ON THE MINGUS AVENUE RECONSTRUCTION PROJECT IN AN AMOUNT NOT TO EXCEED \$15,000.00

2. ACCEPTANCE OF A LIBRARY SERVICES & TECHNOLOGY ACT GRANT FROM THE ARIZONA STATE LIBRARY, ARCHIVES & PUBLIC RECORDS DEPARTMENT TO UPGRADE THE PUBLIC MEETING ROOM AT THE COTTONWOOD LIBRARY.
3. AWARD OF BID AND APPROVAL OF AGREEMENT WITH COMBS CONSTRUCTION COMPANY, INC., FOR THE AIRPORT APRON RECONSTRUCTION PROJECT, PHASES 3, 4, AND 5.
4. RESOLUTION NUMBER 2896--APPROVING AN INTERGOVERNMENTAL AGREEMENT WITH THE YAVAPAI COUNTY FLOOD CONTROL DISTRICT FOR THE FINANCIAL CONTRIBUTION FROM THE DISTRICT TO THE CITY FOR THE OLD TOWN COTTONWOOD FLOOD STUDY.
5. NEW LIQUOR LICENSE APPLICATION SUBMITTED BY ANKIT S. PATEL, AGENT FOR COTTONWOOD CHEVRON LOCATED AT 1204 HIGHWAY 260.

IX. NEW BUSINESS—The following items are for Council discussion, consideration, and possible legal action.

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| 20 minutes | 1. PUBLIC HEARING REGARDING ADOPTION OF THE CITY'S FISCAL YEAR 2017-18 FINAL BUDGET. |
| 5 minutes | 2. RESOLUTION NUMBER 2893--ADOPTION OF THE CITY'S FISCAL YEAR 2017-18 FINAL BUDGET AND SETTING AN EXPENDITURE LIMITATION. |
| 15 minutes | 3. AWARD OF THE CITY'S BUILDING COMMUNITY GRANT FUNDS. |
| 5 Minutes | 4. RESOLUTION NUMBER 2895--APPOINTING A MEMBER TO THE HISTORIC PRESERVATION COMMISSION. |
| 10 minutes | 5. ORDINANCE NUMBER 623--AMENDING THE ZONING MAP FOR TWO PARCELS OF LAND TOTALING .18 ACRES OF LAND LOCATED AT 920 NORTH MAIN STREET AND 925 NORTH CACTUS STREET (APN 406-22-015 AND 406-22-020A) TO CHANGE CERTAIN DISTRICT BOUNDARIES AND CLASSIFICATIONS FROM THE PRESENT ZONING OF C-1 (LIGHT COMMERCIAL) TO PAD (PLANNED AREA DEVELOPMENT;); FIRST READING. |
| 5 minutes | 6. REQUEST FROM THE CITY'S PARKS & RECREATION DEPARTMENT TO WAIVE SECTIONS 9.12.030 (ALCOHOLIC BEVERAGES,) AND 8.52.020 (CAMPING ON PUBLIC PROPERTY,) OF THE MUNICIPAL CODE FOR THE THUNDER VALLEY RALLY EVENT SCHEDULED FOR SEPTEMBER 15, AND 16, 2017, AT RIVERFRONT PARK, AND FOR CLOSURE OF CERTAIN PARKING LOTS DURING THE EVENT. |
| 5 minutes | 7. REQUEST FOR CLOSURE OF MAIN STREET BETWEEN |

PIMA AND CACTUS STREETS ON SEPTEMBER 15, 2017 BETWEEN THE HOURS OF 10 A.M.-4 P.M., AND ON SEPTEMBER 16, 2017, BETWEEN THE HOURS OF 6 A.M.-4 P.M.; CLOSURE OF THE FOLLOWING PARKING LOTS IN OLD TOWN: OLD TOWN JAIL, PIMA AND MAIN STREET LOTS, FINANCE DEPARTMENT, AND CIVIC CENTER; AND DESIGNATING MOTORCYCLE ONLY PARKING ON MAIN STREET FROM WILLARD TO PIMA STREETS.

X. CLAIMS AND ADJUSTMENTS

XI. PURSUANT TO ARIZONA REVISED STATUTES SECTION 38-431.03.A.3 AND/OR A.4, THE COUNCIL MAY VOTE TO CONVENE IN EXECUTIVE SESSION TO RECEIVE LEGAL ADVICE, CONSIDER ITS POSITION AND INSTRUCT ITS REPRESENTATIVES REGARDING A CLAIM FOR ADDITIONAL COMPENSATION FROM A VENDOR/CONTRACTOR.

XII. ADJOURNMENT

Pursuant to A.R.S. 38-431.03.(A) the Council may vote to go into executive session on any agenda item pursuant to A.R.S. 38-431.03.(A)(3) and/or A.R.S. 38-431.03(A)(4) Discussion or consultation for legal advice with the attorney or attorneys of the public body.

The Cottonwood Council Chambers is accessible to the disabled in accordance with Federal "504" and "ADA" laws. Those with needs for special typeface print or hearing devices may request these from the City Clerk (TDD 634-5526.) All requests must be made 24 hours prior to the meeting.

Members of the City Council will attend either in person or by telephone conference call.

Notice is hereby given that pursuant to A.R.S. 1-602.A.9 , subject to certain specified statutory exceptions, parents have a right to consent before the State or any of its political subdivisions make a video or audio recording of a minor child. Meetings of the City Council are audio and/or video recorded, and, as a result, proceedings in which children are present may be subject to such recording. Parents in order to exercise their rights may either file written consent with the City Clerk to such recording, or take personal action to ensure that their child or children are not present when a recording may be made. If a child is present at the time a recording is made, the City will assume that the rights afforded parents pursuant to A.R.S. 1-602.A.9 have been waived.

MINUTES OF THE WORK SESSION OF THE CITY COUNCIL OF THE CITY OF
COTTONWOOD, ARIZONA, HELD APRIL 27, 2017, AT 5:30 P.M., AT THE COUNCIL
CHAMBERS BUILDING, 826 NORTH MAIN STREET, COTTONWOOD, ARIZONA.

CALL TO ORDER AND ROLL CALL

Mayor Elinski called the work session to order at 5:30 p.m. Roll call was taken as follows:

COUNCIL MEMBERS PRESENT

Tim Elinski, Mayor
Ruben Jauregui, Vice Mayor (arrived at 5:52 p.m.)
Kyla Allen, Council Member
Deb Althouse, Council Member
Tosca Henry, Council Member
Linda Norman, Council Member
Karen Pfeifer, Council Member

STAFF MEMBERS PRESENT

Rudy Rodriguez, Deputy City Manager
Marianne Jiménez, City Clerk
Steve Horton, City Attorney

DEPARTMENTAL BUDGETS

Fire Department

Chief Kuykendall reviewed the Fire Department's budget and stated not being able to approve budgeting for some items are going to be a real problem in the near future, and he thought they could get by this year but some of the things are reaching the 10 year mark which was the recommended date for them. Items cut to get within the budget were items in training, some of the volunteer programs, and some of the EMS expenses and operational equipment supply budget. He handed out a copy of the Cottonwood Fire and Medical department call volume statistics from 2012-2016,

Council Member Allen asked the Chief if he had any kind of reason for the increase in the call volume.

Chief Kuykendall stated our population is increasing in age and a lot of calls were medical. There was a bigger increase in calls for public service, and citizens' assist, which was a social issue in our country that a lot of the elderly population don't have families or others to help them so they are calling the fire department to pick them up and do those things. In general, we are seeing an increase of activity in our area. We serve a population of 11,000-12,000, but during the day serve a much higher population base.

Mayor Elinski asked what the large jump from last year to this year was under furnishings and equipment.

Chief Kuykendall stated the \$660,000 was the lease purchase of the fire truck and rescue tool. It was in this year's budget and rolled over to next year's budget.

Police Department

Mr. Rodriguez went over the police department budget which had gone up 8.6 percent; a large portion of that was the public safety retirement. There were budget cuts in equipment and building supplies. The police department came back with the biggest cuts in their budget--the two police officers and communication personnel, and were instrumental in keeping the city's budget balanced.

Mayor Elinski stated the community policing has dropped by \$4,600, and questioned what would be cut.

Commander Makuch stated they had budgeted \$3,000 for the Cottonwood Cares Program to assist with fundraising.

Animal Control

Mr. Rodriguez reviewed the Animal Control department's budget and stated their budget increased by 6 percent, which was workman's comp and health insurance.

Communications

Mr. Rodriguez reviewed the Communication Department's budget and stated they had eliminated one position. They had a 12 percent increase, mostly in utilities and telephone.

Commander Makuch went over a PowerPoint presentation regarding the Police Department's fiscal year 2018 operational constraints which are personnel constraints and significant recruitment challenges. It was imperative that the proper number of officers are deployed, and the current budget represents the fourth officer position cut due to budgetary constraints. The police department had 21 police officers; 18 were assigned to patrol. There was a potential for adverse service impacts, reduction in proactive policing and reduced citizen interface. With a reduction in authorized training, it may lead to safety and additional liability exposure, reduced morale, and increased attrition. Initiatives such as Cottonwood Cares, the Citizen's Academy, recruitment media, the police department phone app, community service specialist position, crime analysis ability, and website enhancements have been impacted, ended or deferred.

Commander Eisenga then reviewed the Communication Center's operation area and stated they provided law enforcement dispatching services to the Cottonwood police department, law enforcement communications support to Dead Horse Ranch State Park rangers, fire and

EMS dispatching services to Verde Valley Fire District, Jerome Fire Department, Copper Canyon Fire and Medical Authority, and Sedona Fire District, and EMS dispatching services to Verde Valley Ambulance Company. The center had five communication vacancies, one supervisor absent for FMLA, (Family Medical Leave Act) and three dispatchers in training. He reviewed staffing challenges, and then reviewed the total calls received, dispatched calls and burn permit activations.

Parks and Recreation

Mr. Rodriguez reviewed the Parks and Recreation department's budget and stated they had to cut back on some of their summer programs and trim down some of their other programs. Currently, they had no capital budgeted.

Council Member Allen stated a 50 percent cut in the softball budget was pretty severe and questioned if anybody was stepping up to help with that.

Mr. Faust stated this was happening state-wide and nation-wide and softball programming has dropped significantly. In 2012 we had close to 18 men's league teams and at this point we were looking at 8 men's and 7 women's. We cut all of the spring programs and will try to regrow it by doing a fall program. This cut operational costs on lights and for the fields.

Recreation Center and Pool

Mr. Rodriguez reviewed the Recreation Center and Pool budgets and stated one the things they trimmed out was equipment maintenance and repairs, which was a 30 percent drop. They were also looking at possibly closing the pool a couple of weeks early to save money.

Mayor Elinski asked for an explanation of the rise in computer support which seemed like every department had a spike on computer support.

Mr. Rodriguez stated it was allocated per department by the amount of computers.

Council Member Althouse stated she assumed this department was also getting hit by the minimum wage increase.

Mr. Rodriguez stated Parks and Rec was one of the departments that was getting hit the hardest because they had the most amount of part-time employees.

Custodial

Mr. Rodriguez reviewed the custodial budget and stated we were looking at a significant increase due to the changes in the minimum wage laws.

Mr. Rodriguez then stated one department he forgot to mention was the Youth Center that used to be the old Boys & Girls Club. We had been remodeling the building in phases to fix a

lot of deficiencies that were there when we took the building back. This program was originally at the Rec Center but was having growth problems and was moved. It was a safe venue, but there are still some issues that need to be resolved and some areas have been blocked off until they are taken care of.

Library

Mr. Rodriguez reviewed the Library department's budget and stated they reduced their book purchases in order to be able to accommodate balancing the budget. This year the city is contributing \$851,000 into the library. The county's portion is \$169,000.

Municipal Court

Mr. Rodriguez stated the Court's budget showed a bit of growth from the current fiscal year. A lot of it is the health insurance and court enhancement expenses. The court gets a lot of unfunded mandates from the court system. Several years back the Judge proposed, and the council agreed, that we should have a court enhancement fee that he collects and when there are certain mandates that are required he draws from the money that is set aside for the court system.

Council Member Henry asked what is going into the expenses this year and if it was just the cameras that were causing the large spike.

Judge LaSota handed out a copy of the balance and expenditures of the court enhancement fund that was started in 2010. The \$80,000 figure is a lot of security things they have to do based on recommendations from the U.S. Marshals and the Cottonwood Police department, and other security things required by the Supreme Court.

Council Member Henry asked if these items he mentioned were actual mandates from any agency or department at this time.

Judge LaSota stated it was not mandated for a lot of those things, but certainly in the best interest of the city to have proper security protection for the court. He then continued with a review of the court's budget.

Economic Development

Mr. Rodriguez stated this was another fairly small department. They had a 3 percent increase and one of the things that was cut to balance the budget was cutting out some of the Focus on Success budget.

OTHER BUDGET ITEMS THE COUNCIL DESIRES TO DISCUSS

Mr. Rodriguez we normally have a section for other items the council would like to discuss or some issue they wanted to talk about or things they wanted in the budget.

There were no comments from the council, and Mr. Rodriguez stated the budget was not finalized yet and if something came up after tonight they could call or send an email to the finance department.

BUDGET WRAP-UP

Mr. Rodriguez went over the budgeted personnel changes/additions, status of employee benefits, which at a previous budget work session had initiated questions regarding the merit program and the average of the merit percentage given to employees, which was 3.86 percent.

Council Member Henry commented that earlier Mr. Rodriguez has stated we'd have under \$10,000 of an impact from the range changes with the personnel changes, and questioned if we had a long-term cost estimate of what this decision will cost us long term.

Mr. Rodriguez stated it was difficult to determine because we do have people that will leave and new people will come in at lower ranges. At the top end it would be about a five percent increase.

Mr. Rodriguez continued and reviewed the capital requests and approvals, which overall totaled about \$12,500,000, and the funding of outside agencies, which totaled \$373,880, including the Chamber which was funded by the bed tax.

Mr. Bartosh reviewed the council's Strategic Plan budget additions to the budget which included: \$6,400 for the Bicycle Advisory Committee; \$24,720 for Focus on Success II to continue to market Cottonwood; Thunder Valley Rally in the amount of \$150,000; funding for injections wells; dues for NAMWUA; increase of the roadway maintenance budget by 25 percent (increased from \$600,000 to \$750,000); and increase budget for sidewalk improvements by 25 percent (increase from \$80,000 to \$100,000.) He stated as we've gone through this budget process you can see that we've looked at reducing expenditures and each department has taken an overall budget reduction of 3 percent this year. It doesn't look like it because of the way we measure the percentages, but those cuts are in there.

Mayor Elinski stated when you look through the budget you see the increases of 3-30 percent in the budgets, and questioned how you reconcile those numbers.

Mr. Bartosh stated what that percentage is based on is the year-end department head estimate versus what was budgeted last year. If you look at the line that says, "department head estimate 6-30-17," it's what they ended up this year compared to what they are asking for next year. What he would like to see is a percentage that takes into account the budget requests for this year versus what was requested last year, and he thought you would see those decreases.

Mayor Elinski stated it would help more if we could compare it to the same budget from last year.

Council Member Allen stated if we can get that it would definitely help the public as well in their perception we are over spending money and let them know the budget is decreased by 3 percent.

Mr. Rodriguez stated we have to go back and take out all the capital and stuff in order to make that balance. There are a lot of factors involved. It was not that easy to say there was a 3 percent cut and that's all there is to it. You have to realize that all of our costs are also going up; salaries, retirement, and utilities. Regardless of all the increases that are coming in, staff has to go back and cut 3 percent off of their budgets. It's not an easy apples, to apples, comparison.

Mr. Bartosh stated he thought it was more of a line item issue as opposed to total budget. We are down four police officers, yet we're showing an increase in salaries, and that's based on the fact that it's the year-end estimate versus what we started the budget with. He and Rudy would talk about it tomorrow and figure out if there's a way we can present that, that gives the 3 percent more of a visual reality.

Mr. Rodriguez then reviewed the positions that were eliminated in the budget which were 2 police officers and 1 communication specialist, and other budget cuts that were made by departments which included travel and training; contractual services; temporary employees; overtime; office, printing and operational supplies; subscriptions and memberships; book purchases at the library; recreational programming; and vehicle and building maintenance.

Mr. Rodriguez reviewed the general fund reserve status. The 60 days coverage was a little over 3 million dollars, our capital accumulation fund was at 1 million, and undesignated reserves were \$30,075, and the city manager no longer had a contingency fund. He then reviewed the wastewater rates, infrastructure concerns for the Mingus plant, and stated realistic rate increases are needed to keep up with the aging infrastructure. Our temporary solution was to do a short-term loan from our water company and compensate the water company for the use of those funds. The permanent solution was to have the rate study done this coming year and look realistically at where we need to be.

Mayor Elinski stated he was still not on board with that interest rate.

Council Member Althouse stated she was not either.

Mr. Rodriguez stated the final budget adopt was scheduled for June 20.

Mayor Elinski questioned when he would come back and updated the Council on revenue streams and how we are doing on our projections.

Mr. Rodriguez stated almost monthly we put a report out online, and can go ahead and send it to you on a regular basis.

ADJOURNMENT

Council Member Althouse moved to adjourn. The motion was seconded by Mayor Elinski and carried unanimously. The work session adjourned at 7:36 p.m.

MINUTES OF THE REGULAR MEETING OF THE CITY COUNCIL OF THE CITY OF COTTONWOOD, ARIZONA, HELD MAY 16, 2017, AT 6:00 P.M., AT THE CITY COUNCIL CHAMBERS BUILDING, 826 NORTH MAIN STREET, COTTONWOOD, ARIZONA.

Mayor Elinski called the meeting to order at 6:00 p.m. Roll call was taken as follows:

COUNCIL MEMBERS PRESENT

Tim Elinski, Mayor
Ruben Jauregui, Vice Mayor
Tosca Henry, Council Member
Kyla Allen, Council Member
Karen Pfeifer, Council Member
Deb Althouse, Council Member
Linda Norman, Council Member

STAFF MEMBERS PRESENT

Doug Bartosh, City Manager	Charlie Scully, Planner
Marianne Jiménez, City Clerk	Morgan Scott, Development Services Manager
Steve Horton, City Attorney	Tom Whitmer, Natural Resources Director
Steve Gesell, Police Chief	
Debbie Breitreutz, Regulatory Compliance, Safety, and Education Administrator	

PLEDGE OF ALLEGIANCE

Mayor Elinski led the Pledge of Allegiance.

SUMMARY OF CURRENT EVENTS

The Council and staff announced past events they had attended and upcoming events in the community.

PRESENTATION - TRANSITION FROM ARIZONA PUBLIC EMPLOYERS HEALTH POOL (APEHP) TO KAIROS

John Aston, co-owner of Ashton Tiffany, an independent risk management company based in Phoenix that specializes in pool management and Executive Director of Kairos, gave a brief presentation of the city's transition from the Arizona Public Employers Health Pool to the new health insurance pool, Kairos Health Arizona.

CALL TO THE PUBLIC

There were no comments from the public.

APPROVAL OF MINUTES OF WORK SESSION OF MARCH 14, 2017; REGULAR MEETING OF APRIL 18, 2017; BUDGET WORK SESSION OF APRIL 25, 2017; AND SPECIAL MEETING OF MAY 9, 2017

Mayor Elinski moved to approve the minutes. The motion was seconded by Council Member Norman, and carried unanimously.

UNFINISHED BUSINESS

DISCUSSION, CONSIDERATION, AND POSSIBLE LEGAL ACTION REGARDING A REQUEST FOR ADDITIONAL COMPENSATION FOR CITY-WIDE CUSTODIAL SERVICES DUE TO THE RECENT STATEWIDE MINIMUM WAGE INCREASE. PURSUANT TO ARIZONA REVISED STATUTES SECTION 38-431.03.A.3 AND/OR A.4, THE COUNCIL MAY VOTE TO CONVENE IN EXECUTIVE SESSION TO DISCUSS THIS MATTER

Mr. Faust stated we discussed at the April 18, 2017, regular meeting that staff had identified issues with the contract involving the current city-wide custodial services with Accurate Building Maintenance. Staff advised council that the contractor was seeking additional compensation due to Prop 206 for minimum wage. This was for changes in the scope and a marked increase for cost for services rendered by the company due to heavy use of part-time staff. The city attorney discussed with Mr. Finken the options for moving forward with the contract along with the possibility of a compromise solution with final consideration by the City Council. Invoicing for all buildings was originally set at \$21,989 per month, with the exclusion of the Civic Center in January 2017 which was compensated due to closure for construction. Costs were then reduced to \$20,493 per month and that was with additional services for trash pickup at the library transit stop along with the inclusion of the Kids Park in March. Total amounts paid were \$23,976 at that time. As described to the City Attorney in an email from Mr. Finken on May 4, 2017, amounts were invoiced for increases for over 140,000 square feet of surfaces monthly which total \$23,702.18 which was identified by Mr. Finken for his work force for minimum wage law. In addition, Mr. Finken identified in his email letter to the City Attorney that if the new request for proposal for custodial services was not effective as of June 1, the city would then be invoiced at a rate of \$25,689.63 per month. Mr. Finken was present and would like to speak to the Council.

Randy Finken, CEO of Accurate Building Maintenance, gave a brief history of their relationship with the city since he understood a lot of the City Council members weren't here when they started four and a half years ago. The city had told us in the past we received the highest monthly scores from the various facilities versus past contractors in recent history. The reason he was here today was because we find ourselves in a situation where there was a vote on November 8 and the people of the State of Arizona said they wanted the minimum wage raised to \$10 an hour and it escalates from there along with sick pay. In 2012 when we bid this he believed minimum wage was \$7.65. It went from \$8.05 to \$10 recently--not that we necessarily pay a minimum wage. Immediately after the election he reached out to Richard Faust and started the discussion around the need to increase the contract, knowing that the fifth option year was due to start December 20, 2016. This was about a little over a month

ahead of that. We moved forward with the option year once we were told that our request for an increase was approved. I've since sent the documentation of all the emails showing the approval to Steve Horton, City Attorney, and he was assuming the City Council had seen that.

Mr. Horton stated we have an executive session on the agenda if the council wants to go into executive session.

Mr. Finken stated he had copies for the City Council if they would like to see them. Additionally, I have a list of all the other changes to the contract that have been approved over the life of the contract. There's been the youth center since it opened up, the communications center over at public safety, so there's been \$43,000 a year added to the contract since it started. I also have copies of that if you'd like them showing all the changes to the contract. To my knowledge none of this went to City Council for approval. So here we are almost five months into the fifth year and I'm literally paying the city to clean your facilities because the margins in this business are tight and for us to absorb a 23-24 percent increase in wages and still clean your buildings is a struggle. So in an attempt to resolve this matter I agreed to split the difference of the total for the first five months of this year's increase which is about \$22,000, because my theory is legal action nobody ever wins in those situations. I want to maintain the relationship we have with the city. Our goal has always been our people get rewarded for the good grades we get from the city and to provide a safe, healthy and clean environment for the employees of the city as well as the residents of Cottonwood.

Mayor Elinski asked if any of the members of the Council had questions for Mr. Finken, and there were none.

Mayor Elinski asked if we have a copy of the original contract in the email correspondence from Mr. Finken available.

Mr. Horton stated he was not sure if we included the contract in this packet. I know the council has received it. We discussed this at least one other occasion, and I know we had prepared to visit with Council in executive session at the Council's discretion.

Council Member Althouse questioned Mr. Finken if his employees were local, and he responded yes.

Mayor Elinski moved to go into executive session. The motion was seconded by Council Member Allen, and carried unanimously.

After meeting under executive session, Mayor Elinski moved to resolve back into regular session. The motion was seconded by Council Member Allen, and carried unanimously.

Mayor Elinski stated we had a discussion with staff in executive session and gave staff the direction that they need and there was no further action necessary on this item tonight, and indicated to Mr. Finken that staff would be contacting him.

CONSENT AGENDA

ACCEPTANCE OF PARCELS OF LAND FROM THE ALTMAN LAND AND CATTLE COMPANY, LLC., AND THE VINEYARDS AT COTTONWOOD 1, LLC., FOR CITY RIGHT-OF-WAY.

Council Member Pfeifer moved to approve the Consent Agenda. The motion was seconded by Council Member Althouse, and carried unanimously.

NEW BUSINESS

MEMORANDUM OF UNDERSTANDING WITH VERDE VALLEY HABITAT FOR HUMANITY FOR THE ESTABLISHMENT OF THE COTTONWOOD CARES PROGRAM

Chief Gesell stated tonight they were asking the council to approve the MOU with Habitat for Humanity. Our initiative is called Cottonwood Cares which is two-prong. One is we are trying to promote self-reliance and encourage healthy environments, and we want to do that through trying to convince people to not give money to panhandlers. Social services will tell you that 9 times out of 10 you're promoting a destructive lifestyle habit rather than helping. This initiative is a collaborative that is an attempt to persuade our citizenry and visitors to donate to Cottonwood Cares, which is a program that will enable us to channel these funds rather than going into destructive lifestyle choices by funding our local social service agencies to promote healthy environments. Our partners represented tonight are the Verde Valley Habitat for Humanity, Tania Simms, Executive Director. MatForce is a partner as well, but Merilee Fowler had to go; she was here earlier. Another familiar face is Christian Oliva del Rio from the Chamber of Commerce.

Ms. Simms stated they were pleased to partner with the city in this initiative. We have a common philosophy of giving a handout instead of a hand-up, and agreed to be the fiduciary and manage any donations that come in for the initiative. She appreciated the partnership.

Chief Gesell then showed the two 30-second public service announcements for TV and the web that were produced to market the initiative. Part of the donations will go to continuing the initiative. The last remaining piece of the program is to get the web page together that was under construction using CableOne.

Council Member Pfeifer questioned the City Attorney if she had a conflict because of MatForce and she worked with the Chamber, and he indicated no.

Mayor Elinski requested the Chief go into a little bit more detail about where the money goes when somebody donates.

Chief Gesell stated Habitat has volunteered to be our fiscal agent. They will establish a bank account that will be linked to the webpage which is where people would go if they want to make a donation. There will be a group of project decision makers where there's a benchmark of whatever that group decides what social service agencies are going to receive those funds,

and typically we would send out an announcement to local social service providers inviting them to fill out a simple application for funding.

Council Member Allen moved to approve the proposed Memorandum of Understanding with the Verde Valley Habitat for Humanity to create the Cottonwood Cares Initiative, subject to approval of the final form of agreement by the City Attorney. The motion was seconded by Council Member Norman, and carried.

WATER CONSERVATION EDUCATION PROGRAM FOR KINDERGARTEN THROUGH 8TH GRADE STUDENTS

Mr. Whitmer introduced Erin Cody, from Verde Natural Resources Conservation District (VNRCS,) and Debbie Breitreutz from the city. He gave a brief history of the water conservation curriculum for this program that was initially designed to provide classroom water conservation education for grades kindergarten through 8th for Cottonwood-Oak Creek elementary and middle school. The program now also involves hands on field activities related to water that the VNRCS presents to the kids so the kids get a full understanding of water in general. They were requesting financial support for another two years of the program. The cost to the city is \$17,760 per year, which would come out of the water conservation fund. The overall program runs about \$29,000, but the VNRCS, since the first time we funded this, has managed to go out and gain some other financial supporter. They are now entering into the charter school system.

Council Member Pfeifer stated it was a great program.

Mayor Elinski asked Mr. Whitmer to explain how the money is collected from our water bills.

Mr. Whitmer stated on each bill there is a fee that is attached to the bill specific to water conservation; twenty-seven cents on each bill. It's made Cottonwood very unique. Clarkdale adopted this shortly after we did and they are doing the same thing in their area as well.

Ms. Cody stated she took over two years ago from Linda Zanolli, and since she has taken over they had grown the project from about 1,500 students per year in Cottonwood, to this year we reached 2,000 and she has a goal of reaching 2,100 next year. We started out with just Cottonwood Middle school and now reach all of Cottonwood-Oak Creek School district. This year she reached out to American Heritage School and Verde Valley Montessori School as well. They've seen a 34 percent increase in student knowledge from beginning their program to the end of the program.

Ms. Breitreutz stated the past couple of years we have had about 800 eighth graders come through the Mingus plant to do tours, which was part of the program. She had also helped out doing some of the fourth grader stuff and wanted to get more into doing the teaching or helping out with the program.

Council Member Allen stated to watch the degree of sophistication that our youth have now that have had the training since they were in kindergarten, to what our high schoolers were several years ago, is leaps and bounds. The knowledge they have and bring to the table is incredible, and thanked them for that.

Mayor Elinski moved to approve the funding of the K thru 8th-grade water conservation education program through school year 2018/19 at a cost of \$17,760 per year. The motion was seconded by Vice Mayor Jauregui, and carried unanimously.

CONSIDERATION AND POSSIBLE APPROVAL OF THE FINAL PLAT FOR PHASE 1 OF THE VINEYARDS AT COTTONWOOD, A 41-SINGLE-FAMILY RESIDENTIAL SUBDIVISION LOCATED AT THE NORTHEAST CORNER OF SR 89A AND GROSETA RANCH ROAD (APN 406-23-036W), AND A FINANCIAL ASSURANCE AGREEMENT FOR COMPLETION OF UTILITY INFRASTRUCTURE AND OTHER PUBLIC IMPROVEMENTS

Mr. Scully stated this project has gone through a lot of steps to get to this point tonight, starting almost a year and a half ago. The rezone ordinance was approved in November for this project that was almost 101 acres and up to 555 residential units. The master development plan also included the description of how the project would go through in nine development phases with a mix of housing types to be determined at each phase. The preliminary plat was approved for Phase I with 41 units. In between the preliminary plat and the final plat it goes through a staff technical review process. Being the first phase there was a considerable amount of background work that needed to be done to establish the overall project. The final plat does not go back to the planning and zoning commission because it's essentially the same as the preliminary plat. It's just taking care of all the technical requirements. There were 10 conditions of approval for the final plat and were summarized in documents that go along with this process that are being worked on extensively with the developers and the city attorney. The first four conditions are related to the recording of the documents that need to be accomplished starting with the development agreement, which applies to the overall development. The second condition has to do with the recording of the final plat which has to be signed and recorded before construction starts. The third condition has to do with the Phase I assurance agreement that is the technical document that goes along with the financial assurance related to Phase I. Number four is the actual financial assurance instrument that gets signed and agreed upon and deposited with the city. The following six conditions of approval for the final plat are: the first one is it needs to be in compliance with the plans that are approved and all the agreements; the second one has to do with setting the corners which is part of the land survey process; condition three has to do with the consent agenda item tonight which had to do with the ownership; items four and five have to do with completion of the development of the street edge of the abutting parts of Groseta Ranch Road and Anna's Avenue; and number six was finalizing the easements for the off-site utilities and trail corridor.

Mr. Horton stated the developer is obtaining that from another private property owner pursuant to an agreement, and we had some work to do to finalize that.

Mr. Scully stated with these conditions and the documents that have been received related to the final plat and the engineering package, it's ready to approve the final plat. The developers have representatives here tonight.

Mayor Elinski questioned if the council had any questions for Mr. Scully, and there were none.

Clark Petit, one of the managing members of Granite Mountain Asset Management and the Vineyards at Cottonwood, thanked the council and staff for all of their work to get to this point.

Council Member Allen moved to approve the Final Plat for Phase 1 of the Vineyards at Cottonwood development, subject to all staff recommendations and recommended stipulations, and to approve the attached Phase 1 Assurance Agreement, subject to approval of the final form of agreement by the city attorney. The motion was seconded by Mayor Elinski, and carried unanimously.

PROPOSED ALLEY IMPROVEMENT AND SHARED COST AGREEMENT BETWEEN THE CITY, LEMAIN LLC AND JEROME PROPERTIES LLC FOR CONSTRUCTION OF ALLEY IMPROVEMENTS BETWEEN PINAL AND PIMA STREETS FROM MAIN TO CACTUS

Mr. Scott stated this was a proposed agreement to share in the cost of developing an alley in Old Town. There are two developments proposed in Old Town. One called LeMain who owns both properties, and they are proposing a retail location and condo location. Jerome Properties, LLC., owns the other parcel and they are expanding a hotel that is well under construction. Both of those developments are going to benefit by the improvements of the alley. They've approached the city to see if the city wants to consider a cost sharing agreement. The agreement is the city will pay the cost to design the alley at a cost of about \$8,000, and both the developers will share the cost of developing the alley. He believed they had one other property owner on this block to contribute partially to the development of that alley. One major benefit to the city is it verifies that the improvements will be built even if one development falls through. They are agreeing to the ability for property owners to lien the property should they not follow through with their terms of the agreement.

Mr. Horton stated the city was a "stranger" to that part of the transaction. At this point, the way the agreement has evolved, the city's only involvement would be to provide the design for the project and then accept the project once it was complete.

Council Member Henry asked if the \$7,800 was not money; it was design services.

Mr. Horton stated if she was asking if that was in-kind, there had been some discussion about staff doing the design work in-house, but right now SEC, the engineers for both of the private projects, will provide the design at city expense, so it would be hard costs.

Mr. Scott stated the reason we would like to recommend SEC is they are the design engineers for both of the developments. That's critical to make sure that the plans line up both vertically and horizontally to make sure we don't have a big change in grade of the areas.

Eric Jurisin, owner of the Tavern Hotel and a few of the other businesses in the business district, stated this alley has been talked about for a long time. I have 8 parking places going into the alley in front of the hotel. He did not know if it was required or not to pave the alley. With part of LeMain's deal he became involved because he wanted it to look nice, and that turned into the city was going to pave the alley and we were going to donate money, to now we are doing the alley and hiring a contractor because maybe we can do it for less and probably do it quicker to get it done and hit all of our time frames. This alley has been a bit of a problem and we are having problems in all four alleys in Old Town. This is one alley out of four we are going to have to address. This is coming to you with a lot of effort and input. SEC is working on the design because as local property owners we don't want liability and want it built correct.

Mr. Horton stated the alley improvement was a stipulation to the approval of Mr. Jurisin's project as well.

John Haupt, part of the LeMain development group, came forward and asked if the council had any questions on the project.

Mayor Elinski stated he had followed his project all the way through the design phase and was looking forward to it being built.

Vice Mayor Jauregui move to approve the proposed alley improvement and shared cost agreement between LeMain LLC, Jerome Properties LLC, and the city to improve the alley between Pima and Pinal Streets from Main Street to Cactus Street, subject to approval of the final form of agreement by the city attorney. The motion was seconded by Mayor Elinski, and carried unanimously.

EXTENSION OF ON-CALL PROFESSIONAL SERVICES CONTRACT WITH C&S ENGINEERS, INC.
AND APPROVAL OF SCOPE AND FEE PROPOSAL FOR CONTRACT ADMINISTRATION SERVICES
FOR THE SECOND PHASE OF THE AIRPORT APRON RECONSTRUCTION PROJECT

Mr. Scott stated we do have a 94.47 percent grant from both the FAA and ADOT for reconstruction of the airport apron. We did a seal in 2010 that has since come apart. Many of our local pilots have petitioned ADOT and the FAA for funds. Due to those petitions we now have the funds to reconstruct the second portion of the apron. We constructed the first portion last year. We would like to suggest C&S Engineers for the construction management services. Basically, they bid it, do the inspection, and make the recommendation for payment. C&S is not only the designer of the project, they also work the construction administration service provider for Phase I. We also have an on-call contract with them. That expires at the end of this month and we are recommending the council consider direct selecting C&S and extending their services to the end of this year so they can move forward with the construction administration services on this project alone. The FAA and ADOT are okay with this since we are right now under contract and this project extends past the on-call contract period.

Mayor Elinski moved to extend the on-call engineering services contract with C&S Engineers, Inc., until December 31, 2017, and approve the proposed scope of work and fee proposal to provide contract administration services for the second phase of the airport apron reconstruction project for a not-to-exceed fee of \$167,929.00, pending final award of the matching grants for this project by the FAA and ADOT. The motion was seconded by Council Member Norman, and carried unanimously.

CONSIDERATION OF NOT HOLDING REGULARLY SCHEDULED COUNCIL MEETINGS DURING THE MONTH OF AUGUST

Mayor Elinski stated this was something that would come up every year for the last few years, and staff had asked if the council wanted to consider not meeting in the month of August unless there was some dire need to. It gives folks an opportunity to go on vacation, and staff an opportunity to not scramble to get packets together for us. It was an option to present to council. I have historically voted against it just because I'm a workaholic. I always feel like there's so much work to be done that skipping an entire month would set us behind, but wanted to give the council an opportunity to weigh in.

Council Member Allen stated she thought one of the reasons that we also did that is we had National Night Out in August and that fell on a Tuesday, and then we have the conference which falls on a Tuesday through Friday, so we had two meetings that typically we weren't able to hit. She did not know if that was happening this year because we've moved National Night Out to a different date and we've got three free weeks right there. The conference was the fourth week this year.

Council Member Althouse stated she was against it; she never understood it. We were elected to serve and there's weeks we can take vacation and thinks we should serve. She never thought about the staff aspect of it.

Ms. Jimenez stated it wasn't something that staff brought up; it was brought up by our former mayor.

Council Member Althouse stated the Fourth of July falls on a Tuesday, which is a national holiday this year and questioned what were we doing in that circumstance and if we were meeting on Wednesday.

Mayor Elinski stated we were meeting on Thursday.

Mayor Elinski then moved to meet in the month of August. Council Member Allen seconded the motion. The motion carried with a dissenting vote by Council Member Pfeifer.

Council Member Jauregui stated a better month to take off would be December because everyone was so busy in that month. If we're looking to take a month off, he would recommend December, but that can be discussed later.

CLAIMS/ADJUSTMENTS

Mayor Elinski moved to pay the Claims. The motion was seconded by Council Member Althouse, and carried unanimously.

ADJOURNMENT

Council Member Althouse moved to adjourn. The motion was seconded by Council Member Allen, and carried. The regular meeting adjourned at 8:15 p.m.

MINUTES OF THE REGULAR MEETING OF THE CITY COUNCIL OF THE CITY OF COTTONWOOD, ARIZONA, HELD JUNE 20, 2017, AT 6:00 P.M., AT THE CITY COUNCIL CHAMBERS BUILDING, 826 NORTH MAIN STREET, COTTONWOOD, ARIZONA.

Mayor Elinski called the meeting to order at 6:00 p.m. Roll call was taken as follows:

COUNCIL MEMBERS PRESENT

Tim Elinski, Mayor
Ruben Jauregui, Vice Mayor
Kyla Allen, Council Member
Deb Althouse, Council Member
Tosca Henry, Council Member
Linda Norman, Council Member
Karen Pfeifer, Council Member

STAFF MEMBERS PRESENT

Matt McLean, Deputy Clerk
Steve Horton, City Attorney
Rudy Rodriguez, Administrative Services General Manager
Berrin Nejad, Community Development Manager

PLEDGE OF ALLEGIANCE

Mayor Elinski led the Pledge of Allegiance.

SUMMARY OF CURRENT EVENTS

The council and staff announced past and current events they attended.

PRESENTATIONS

KAI MCKINSTRY, REGIONAL EDUCATION AND OUTREACH SPECIALIST FROM THE SOUTHWEST FAIR HOUSING COUNCIL, WILL PRESENT INFORMATION REGARDING GENERAL FAIR HOUSING RULES AND NEW HUD UPDATES

Kai McKinstry, Regional Education and Outreach Specialist from the Southwest Fair Housing Council, presented information regarding the seven protected classes for the Fair Housing Act, and HUD updates.

DOUG HULSE, PARKS & RECREATION COMMISSION CHAIRMAN, WILL PRESENT AN UPDATE ON THE COMMISSION'S ACTIVITIES

Doug Hulse, Chairman of the Parks and Recreation Commission, was not present at the meeting and did not give an update.

CALL TO THE PUBLIC

There were no comments from the public.

APPROVAL OF MINUTES OF BUDGET WORK SESSION OF APRIL 24, 2017, AND REGULAR MEETING OF JUNE 6, 2017

Council Member Althouse stated she gave the Deputy Clerk one additional correction to the presenter's name under the American Legion item.

Mayor Elinski moved to approve the minutes as corrected. The motion was seconded by Vice Mayor Jauregui, and carried unanimously.

CONSENT AGENDA

ACQUISITION OF CONTROL LIQUOR LICENSE APPLICATION FOR OLD TOWN RED ROOSTER CAFE, LLC., (SHANE SMITH & JAMES ARIOLA) LOCATED AT 901 NORTH MAIN STREET.

ACQUISITION OF CONTROL LIQUOR LICENSE APPLICATION SUBMITTED BY ANDREA D. LEWKOWITZ, AGENT FOR WALGREENS #05567, LOCATED AT 550 SOUTH MAIN STREET.

APPLICATION FOR EXTENSION OF PREMISES LIQUOR LICENSE PERMIT SUBMITTED BY TAMARA MORKEN FOR THAT BREWING COMPANY, LOCATED AT 300 EAST CHERRY STREET, FOR AN EVENT SCHEDULED FOR JULY 4, 2017

ACCEPTANCE OF AN AVIGATION EASEMENT OVER THE VINEYARDS SUBDIVISION LOCATED AT THE NORTHEAST CORNER OF STATE ROUTE 89A AND GROSETA RANCH ROAD

PROFESSIONAL SERVICES AGREEMENT WITH LUMBARD & ASSOCIATES PLLC. FOR FISCAL AUDITING SERVICES

REQUEST FOR CONSENT TO COLLATERAL ASSIGNMENT OF LESSEE'S LEASEHOLD INTEREST IN LOT 122 OF THE REPLAT OF COTTONWOOD AIRPARK TRACT ONE - PARTS B & C FROM BACKUS FAMILY INVESTMENTS, LLC, TO COUNTRY BANK

RESOLUTION NUMBER 2891 – AUTHORIZING APPLICATION FOR MATCHING GRANT FOR BACKWASH TREATMENT PILOT PROGRAM

Council Member Henry requested item number 1 be pulled, and declared a conflict of interest on it.

Mayor Elinski moved to approve the consent agenda, excluding item number one. The motion was seconded by Council Member Allen, and carried unanimously.

Mayor Elinski asked the Deputy Clerk to read Resolution Number 2891 by title only.

RESOLUTION NUMBER 2891

A RESOLUTION OF THE MAYOR AND CITY COUNCIL OF THE CITY OF COTTONWOOD, YAVAPAI COUNTY, ARIZONA, AUTHORIZING THE CITY TO COMMIT TO THE FINANCIAL AND LEGAL OBLIGATIONS ASSOCIATED WITH RECEIPT OF AN AWARD UNDER THE UNITED STATES BUREAU OF RECLAMATION'S WATERSMART PROGRAM

ACQUISITION OF CONTROL LIQUOR LICENSE APPLICATION FOR OLD TOWN RED ROOSTER CAFE, LLC., (SHANE SMITH & JAMES ARIOLA) LOCATED AT 901 NORTH MAIN STREET.

Council Member Henry declared a conflict of interest.

Council Member Allen moved to recommend approval of the Acquisition of Control Liquor License Application submitted by Shane Smith, Agent, for the Old Town Red Rooster Cafe, LLC., located at 901 North Main Street. The motion was seconded by Council Member Norman, and carried.

NEW BUSINESS

ORDINANCE NUMBER 624-AMENDING SECTION 406 OF THE CITY'S ZONING ORDINANCE CONCERNING PARKING AND LOADING REQUIREMENTS-FIRST READING

Ms. Nejad stated you will be seeing more of these kind of amendments coming up. Tonight we have 406.c.2.g and 406.c.2.c., and 406.c.2.g is access and says no access driveway shall be closer than 150 feet from a street intersection or closer than 20 feet from another access driveway or closer than 10 feet from the property line. More and more we are seeing that 150 feet is really not attainable in certain areas. Staff is recommending that when this situation happens, the Community Development Director and the City Engineer get together and they make that decision. That way we won't delay the process and internally staff can make that decision. The second portion is 406.c.2.c., which is off street parking spaces shall be situated in a manner which will not result in automobiles backing onto a public street. We are recommending that the Community Development Director and the City Engineer look at the data and come up with a solution. The stipulations are that the road (Pima Street) is unlikely to be extended in the future, and mostly likely will be a dead end. The average daily trip should be less than 1,000, the back out parking will not create any safety hazards, and the speed limit is less than 25 miles per hour in the area.

Council Member Allen asked if there is a possibility of making it a mandatory right turn out of those driveways when it is less than 150 feet from an intersection so we don't get people trying to make a left turn.

Ms. Nejad stated that will need to be determined by the traffic engineering study, and let the City Engineer decide on that.

Mayor Elinski asked what is the mechanism for the developer to appeal the decision.

Ms. Nejad stated any decision appeal goes to the board of adjustment.

Council Member Althouse stated she was under the impression that board was an as needed board, and it convenes when it is needed.

Mr. Horton stated the council designated itself as the board of adjustment. There is nobody called the board of adjustment, and we would have to reconstitute.

Council Member Althouse stated she sees that it gets advertised sometimes for openings on the board of adjustment.

Mayor Elinski stated he is confused about that too since there used to be a board of adjustment.

Mr. Horton stated the city was having a hard time keeping it populated.

Council Member Henry stated so we are clear, we are still the sitting board of adjustment if there is a case, and questioned if we are moving forward to have a separate board of adjustment.

Council Member Althouse stated Mr. Horton has told us we are, but it gets advertised that there are openings and that there is a board so somebody is confused.

Council Member Henry stated we are default appeals officers.

Mr. Horton stated he remembers some years ago the council took a decision to serve as the city's board of adjustment.

Council Member Althouse questioned to be clear on that, either we are the board of adjustment or we are not.

Mr. Horton stated the statute requiring a board of adjustment says it will be between five and seven people, and the council designated a hearing officer to hear the matters, and it can serve as the board of adjustment. There a couple of options, having very technical standards in the code, to have the process come to the council, or have staff make a decision based on certain conditions. The other option for a variance won't always apply, because a variance is a very narrow remedy that can only be granted in cases of actual hardship and what would be a discriminatory application on an otherwise applicable rule.

Mayor Elinski stated this makes sense; he just wanted to make sure there is a relief valve if they wanted to appeal the decision made by the director.

Mayor Elinski requested the Deputy Clerk read Ordinance Number 624 by title only.

ORDINANCE NUMBER 624

AN ORDINANCE OF THE MAYOR AND CITY COUNCIL OF THE CITY OF COTTONWOOD, YAVAPAI COUNTY, ARIZONA, AMENDING SECTION 406.C.2 (PARKING AND LOADING REQUIREMENTS, DESIGN AND LOCATION OF PARKING SPACES) OF THE CITY'S ZONING ORDINANCE BY REPEALING AND REPLACING SECTIONS 406.C.2.c. AND 406.C.2.g

CLAIMS/ADJUSTMENTS

Council Member Allen moved to pay the claims and adjustments. The motion was seconded by Council Member Pfeifer, and carried unanimously.

ADJOURNMENT

Council Member Pfeifer moved to adjourn. The motion was seconded by Mayor Elinski, and carried unanimously. The meeting adjourned at 6:25 p.m.

City of Cottonwood, Arizona
City Council Agenda Communication

☐ Print

Meeting Date:	July 6, 2017
Subject:	Proposed Ordinance Amending Section 406.C.2.g and Section 406.C.2.c of the City's Zoning Ordinance.
Department:	Community Development
From:	Berrin Nejad - Planning

REQUESTED ACTION

Council is requested to consider the adoption of Proposed Ordinance Amending Section 406.C.2.g and Section 406.C.2.c of the City's Zoning Ordinance.

SUGGESTED MOTION

If the Council desires to approve this item the suggested motion is: I move to approve Ordinance Number 624.

BACKGROUND

The first reading of the ordinance was held on June 20, 2017. Existing parcels within the city have previously been created which do not allow for the development of these parcels to comply with current zoning ordinances. The ability for staff to approve a development project based on the specific shape, size and configuration is necessary to allow the property owner to develop their property. Some existing platted parcels do not allow the minimum distance of 150 feet for a driveway to be located away from an intersection and are located in an area which cannot accommodate parking standards as currently exist in the zoning code. Many of the existing platted parcels are smaller in size, or the roadway and adjacent development do not allow for the strict implementation of the current code requirements.

The parking requirements sometimes make it hard for the property owners to meet the requirements not to back into street due size, location, and the development of the property.

The Planning and Zoning Commission considered the proposed amendment at their June 5, 2017 Special Meeting and recommended approval unanimously.

1. The proposed amendment of the City of Cottonwood Zoning Ordinance, Section 406.C.2.g: Access.

Existing Code Section 406.C.2.g: Access:

Access to off street parking from a public or private street shall be from a two way driveway with a minimum width of 24 feet and a maximum width of 32 feet, or two one way driveways each with a minimum width of 12 feet and a maximum width of 20 feet. No access driveway shall be located closer than 150 feet from a street intersection, or closer than 20 feet from another access driveway, or closer than 10 feet from an interior property line.

Amend the City of Cottonwood Zoning Ordinance, Section 406.C.2.g as follows:

g. Access: Access to off-street parking from a public or private street shall be from a two-way driveway with a minimum width of 24 feet and a maximum width of 32 feet, or two one-way driveways each with a minimum width of 12 feet and a maximum width of 20 feet. No access driveway shall be located closer than 150 feet from a street intersection, or closer than 20 feet from another access driveway, or closer than 10 feet from an interior property line. At locations where the minimum driveway distance is not attainable due to property size, configuration, or other factors as determined by staff, a reduced minimum driveway location may be allowed if approved by the Community Development Director and the City Engineer.

2- The proposed amendment of the City of Cottonwood Zoning Ordinance, Section 406.C.2.c:

Existing Code Section 406.C.2.c

Off-Street Parking Spaces shall be situated in a manner which will not result in automobiles backing onto a public street.

Amend the City of Cottonwood Zoning Ordinance, Section 406.C.2.c. as follows:

c. Off-Street Parking Spaces shall be situated in a manner which will not result in automobiles backing onto a public street, except the Community Development Director and the City Engineer may administratively waive this requirement under the following conditions:

- 1) The road is unlikely to be extended in the future due to geographical, legal, or other limitations.
- 2) The location is within 1,500 feet of the end of a street and the Average Daily Trips (ADT) of the street is less than 1,000.
- 3) The back out parking would not create any safety hazards such as site distance issues, etc., as determined by staff.
- 4) The speed limit of the street is 25 mph or less.

JUSTIFICATION/BENEFITS/ISSUES

The proposed amendments would allow development proposals to go through the system more smoothly when requirements cannot be met, and avoid having applicants look for other options like a variance or in some cases it might even prevent from moving forward.

COST/FUNDING SOURCE

N/A

ATTACHMENTS:

File Name	Description	Type
2017-06-19_JUNE_5__2017_SPECIAL_MEETING_APPROVED.doc	June 5th P&Z Approved Minutes	Exhibit
2017-03-21_June_5_2017_PZ_Action_Report.docx	June 5th P&Z Action Report	Exhibit
ord624.docx	Ordinance Number 624	Cover Memo

Official Minutes of the City of Cottonwood
Planning & Zoning Commission Special Meeting
Held, June 5, 2017 at 6:00 P.M. at the City Council Chambers
826 N. Main Street – Cottonwood, Arizona

CALL TO ORDER & ROLL CALL

Chairman Kiyler called the meeting to order at 6:01 p.m. Roll call was taken as follows:

Planning & Zoning Commission Members Present

Chairman Ed Kiyler
Vice Chairman Robert Williams
Thomas Narwid
Suzanne Poslaiko
Jean Wilder
Robert Hart
Judd Wasden

Planning & Zoning Commission Members Absent

None

Staff Members Present

Berrin Nejad, Community Development Manager
Scott Ellis, Community Development Planner
Marisol Burnett, Community Development Administrative Assistant, Recorder

APPROVAL OF MINUTES OF APRIL 3, 2017- SPECIAL MEETING

Motion: ***To approve the minutes of 4/3/2017 – Special Meeting***

Made by: ***Vice Chairman Williams***

Second: ***Commissioner Hart***

Vote: ***Unanimous***

CALL TO THE PUBLIC (NONE)

OLD BUSINESS (NONE)

NEW BUSINESS

- 1. DR 17-002 CHERRY STREET INDUSTRIAL PARK-** Consideration of Design Review approval to move an existing building to a vacant parcel to be used as a warehouse. Address: 223 E. Cherry Street. APN 406-42-105S. Owner: Millar Bros LLC. Agent: Paul Millar.

STAFF REPORT

TO: Planning and Zoning Commission

FROM: Scott Ellis, Planner

THROUGH: Berrin Nejad, Community Development Director

HEARING DATE: June 5, 2017

PROJECT NUMBER: **DR 17-002** **Cherry Street Industrial Park**

The applicant is requesting approval of a Design Review application for the placement of an existing building on a piece of vacant property.

PROJECT DATA AND FACTS:

Applicant/Agent	Paul Millar
Property Owner	Millar Bros LLC
Location of Property	253 E. Cherry Street
Present Zoning and Land Use	I-2 (Heavy Industrial) Vacant
Description of Applicant's Request	Design Review for placement of a warehouse building on vacant property.

LAND USE:

Description and Character of Surrounding Area
North: I-2 (Heavy Industrial) – Industrial use. East: I-2 (Heavy Industrial) – Parking Lot. South: I-2 (Heavy Industrial) – Industrial use. West: C-1 (Light Commercial) – Commercial use/YES THE ARC

PROJECT PROPOSAL:

Background:

The applicant owns vacant property in the industrial area at the end of E. Cherry Street and would like to move an existing building from another location to this property for warehouse use.

BUILDING AND STRUCTURE DESIGN:

The building will be moved from another location near the proposed site and is approximately 7,500 square feet.

Architecture, Materials, Colors:

The building currently exists as a metal roofed, parking shade structure (see photos). Once moved, the applicant will install r-panel (metal) walls with a terracotta sand color around the exterior to enclose it.

SITE PLAN:

Total parcel area is approximately 30,056 square feet, on one parcel. The building will be placed on the west side of the property to allow efficient parking and circulation.

Parking:

Fourteen parking spaces will be provided for the property, two of which will meet ADA requirements. Ten of the parking spaces will be on the north end of the property with the remaining four on the south end of the property.

Lighting:

Eight new lighting fixtures will be placed on the building and will meet all outdoor lighting requirements.

Signage:

No signage is currently proposed. Any tenants that may occupy the building would be required to obtain the appropriate sign permit and meet all sign regulations.

Access/Driveways:

Access is available at the end of E. Cherry Street. This portion of Cherry St. is private and not part of the City's public street system. The property is currently paved.

Landscape Plan:

Extensive landscape screening is not required adjacent to other similar uses in the industrial zone. New landscaping will be provided at the entrance to the property and along the north side of the building to consist of low growing evergreens, shrubs, and crushed rock. Existing landscaping will remain along the southern boundary of the property. There is currently a large segment of bamboo screening from the property to the west which is sufficient to meet screening requirements for this location.

Utilities:

All necessary utilities for the site are existing.

CRB Review:

This project was reviewed by the Code Review Board on June 28, 2016. The applicant will need to meet all requirements as indicated in the meeting comments.

STIPULATIONS:

If approved, staff recommends the following stipulations:

1. That the project is developed in conformance with the development plans submitted for the June 5, 2017 special meeting and as may be further modified by the Planning and Zoning Commission.
2. That the project conforms to Code Review Board comments dated July 5, 2016.
3. A Certificate of Zoning Compliance documenting the completion of Design Review conditions shall be issued prior to the Certificate of Occupancy.
4. Any other stipulations the Planning & Zoning Commission deems necessary.

Commissioner Narwin asked about the parking spaces in the back, they look as though they are encroaching on adjacent property. Staff responded that the property owners own both parcels, usually when parking crosses two (2) parcels, a shared parking agreement is needed, at the moment they have enough parking. Commissioner Narwid asked if there was a covenant in the ingress/egress easement? Staff responded there is an ingress/egress easement. Commissioner Narwid mentioned that whoever enters and exists will have to drive over some private land, should the planning board worry about whether or not he has legal rights to cross over someone else's property; unless he has a document that says there is a covenant for a period of time? Commissioner Wasden mentioned that it is a prescribed easement, it has been used for that purpose and been recognized, the state calls it a prescribed easement.

The applicant Paul Millar came up and gave a brief introduction of himself and the project. Commissioner Narwid asked if Cherry Street ends at the intersection not at the gate? Applicant mentioned that the easement, Cherry Street is privately held from about half way from the recycling center, has been that way for over thirty (30) to forty (40) years from what they know, they do have an ingress/egress, Cherry Street dead ends at the property does not go through.

Motion: To approve DR 17-002 Cherry Street Industrial Park with the following four (4) stipulations:

1. ***That the project is developed in conformance with the development plans submitted for the June 5, 2017 special meeting.***

2. *That the project conforms to Code Review Board comments dated July 5, 2016.*
3. *A Certificate of Zoning Compliance documenting the completion of Design Review conditions shall be issued prior to the Certificate of Occupancy.*

Made by: Vice Chairman Williams
Second: Commissioner Wasden
Vote: Unanimous

2. **ZO 17-001 - AMENDMENT TO SECTION 406 PARKING AND LOADING REQUIREMENTS** – Consideration of a Zoning Ordinance text amendment to Section 406, adding administrative waiver provisions to allow backing into a street from parking lots and allowing reduced distance requirements for driveways in proximity to intersections.

STAFF REPORT

TO: Planning and Zoning Commission
FROM: Berrin Nejad, Community Development Manager
MEETING: June 5, 2017
SUBJECT: **ZO-17-001 AMENDMENTS TO SECTION 406 PARKING AND LOADING REQUIREMENTS** - Consideration of Zoning Ordinance text amendments to Section 406.C.2.g and Section 406.C.2.c

BACKGROUND

Staff has identified sections of the existing zoning ordinance that are in need of text amendments to address frequent development concerns when properties are unable to meet existing requirements.

Section 406.C.2.g. Access

Existing Code Section 406.C.2.g: Access:

Access to off-street parking from a public or private street shall be from a two-way driveway with a minimum width of 24 feet and a maximum width of 32 feet, or two one-way driveways each with a minimum width of 12 feet and a maximum width of 20 feet. No access driveway shall be located closer than 150 feet from a street intersection, or closer than 20 feet from another access driveway, or closer than 10 feet from an interior property line.

1- Amend the City of Cottonwood Zoning Ordinance, Section 406.C.2.g:

g. Access: Access to off-street parking from a public or private street shall be from a two-way driveway with a minimum width of 24 feet and a maximum width of 32 feet, or two one-way driveways each with a minimum width of 12 feet and a maximum width of 20 feet. No access driveway shall be located closer than 150 feet from a street intersection, or closer than 20 feet from another access driveway, or closer than 10 feet from an interior property line. **At locations where the minimum driveway distance is not attainable due to property size, configuration, or other factors as determined by staff, a reduced minimum driveway location may be allowed if approved by the Community Development Director and the City Engineer.**

AND;

2- Existing Code Section 406.C.2.c

Off-Street Parking Spaces shall be situated in a manner which will not result in automobiles backing onto a public street.

Amend the City of Cottonwood Zoning Ordinance, Section 406.C.2.c. as follows:

c. Off-Street Parking Spaces shall be situated in a manner which will not result in automobiles backing onto a public street, **except the Community Development Director and the City Engineer may administratively waive this requirement under the following conditions:**

- 1) The road is unlikely to be extended in the future due to geographical, legal, or other limitations.
- 2) The location is within 1,500 feet of the end of a street and the Average Daily Trips (ADT) of the street is less than 1,000.
- 3) The back out parking would not create any safety hazards such as site distance issues, etc., as determined by staff.
- 4) The speed limit of the street is 25mph or less.

STAFF ANALYSIS

Existing parcels within the city have previously been created which do not allow for the development of these parcels to comply with current zoning ordinances. The ability for staff to approve a development project based on the specific shape, size and configuration is necessary to allow the property owner to develop their property. Some existing platted parcels do not allow the minimum distance of 150 feet for a driveway to be located away from an intersection and are located in an area which cannot accommodate parking

standards as currently exist in the zoning code. Many of the existing platted parcels are smaller in size, or the roadway and adjacent development do not allow for the strict implementation of the current code requirements.

RECOMMENDATION

Consider the proposed amendments to the Zoning Ordinance to provide a recommendation to the City Council to:

1. Allow a modified minimum driveway distance from intersections with the ability of the Community Development Director and City Engineer to approve driveway access distances from intersections.
2. Allow vehicles to back into the street when the listed conditions are met, as determined and approved by the Community Development Director and City Engineer.

Commissioner Hart mentioned there are already places that don't conform and they seem to work in their own way such as Circle K. People over at Giant don't seem to have too much of a problem unless they are turning into Cove Parkway. Commissioner Narwin mentioned that what exists already exists, there are whole lot of issues that currently exists and we are going to change things to conform to what is already existing; in the future, new businesses will be able to do the same thing? Staff responded it is not working, one hundred fifty (150) feet is too big for us. Commissioner Narwin mentioned if this is a safety issue, all that will happen is it will open up more safety issues. Staff mentioned in less than a year we have had a hand full of projects most of them on corner lots that were great projects, if they have to meet this one hundred fifty (150) feet requirement with no exceptions, the projects are dead. It will be an improvement for some run down places in town, there is the safety factor that the engineer will look at. A lot of standards with ADOT is right in right out, that will be something the city engineer on some of the projects is requiring or will be requiring. Commissioner Narwin mentioned in the wording, it states, they have to build a driveway at the maximum allow distance for safety, within the property if they have a choice of twenty five (25) feet it might be better if it is at fifty (50) feet, the wording should mention that they have to allowed the maximum distance to another intersection rather than give just the minimum distance that they can do that is what they probably will do. Staff responded we are concerned with the safety, usually big companies in intersection give us a traffic study, public works and engineering department reviews them. Commissioner Wasden mentioned the wording does not say anything about minimum or maximum it needs the flexibility. Vice Chairman Williams mentioned there is also Design Review for all the new projects, we have some say if they cannot meet the exceptions.

Motion: To recommend to City Council for approval ZO-17-001 amendments to section 406 Parking and loading requirements - Consideration of Zoning Ordinance text amendments to Section 406.C.2.g and Section 406.C.2.c.

Made by: Vice Chairman Williams
Second: Commissioner Hart
Vote: Unanimous

DISCUSSION ITEMS- NONE

INFORMATIONAL REPORTS AND UPDATES-

1. Commissioners discussed with staff upcoming projects and special meeting for June 26, 2017.

There was a brief update/discussion in regards to the following, no action was taken, and these were only for informational purposes.

ADJOURNMENT

Meeting adjourned at 6:57 p.m.

Made by: Vice Chairman Williams
Second: Commissioner Narwid
Vote: Unanimous



**CITY OF COTTONWOOD
PLANNING AND ZONING COMMISSION
COUNCIL CHAMBERS
826 N. MAIN Street
Cottonwood, AZ 86326**

ACTION REPORT
SPECIAL MEETING – MONDAY JUNE 5, 2017
6:00 p.m.

CALL TO ORDER:

A. Roll Call

Commissioners Present:

Ed Kiyler, Chairman
Robert Williams, Vice Chair
Robert Hart
Suzanne Poslaiko
Judd Wasden
Thomas Narwid
Jean Wilder

City Staff Present:

Berrin Nejad, Community Development Manager
Scott Ellis, Community Development Planner
Marisol Burnett, Administrative Assistant, Recorder

Commissioners Absent:

NONE

Approved 7-0

B. Approval of Minutes

April 3, 2017 Special Meeting

OLD BUSINESS:

NONE

NEW BUSINESS:

1. **DR 17-002 CHERRY STREET INDUSTRIAL PARK-** Consideration of Design Review approval to move an existing building to a vacant parcel to be used as a warehouse. Address: 223 E. Cherry Street. APN 406-42-105S. Owner: Millar Bros LLC. Agent: Paul Millar.

2. **ZO 17-001 - AMENDMENT TO SECTION 406 PARKING AND LOADING REQUIREMENTS** – Consideration of a Zoning Ordinance text amendment to Section 406, adding administrative waiver provisions to allow backing into a street from parking lots and allowing reduced distance requirements for driveways in proximity to intersections.

Approved 7-0

Approved 7-0

DISCUSSION ITEMS:

NONE

INFORMATIONAL REPORTS AND UPDATES:

NONE

ADJOURNMENT

7:38 PM

ORDINANCE NUMBER 624

AN ORDINANCE OF THE MAYOR AND CITY COUNCIL OF THE CITY OF COTTONWOOD, YAVAPAI COUNTY, ARIZONA, AMENDING SECTION 406.C.2 (PARKING AND LOADING REQUIREMENTS, DESIGN AND LOCATION OF PARKING SPACES) OF THE CITY'S ZONING ORDINANCE BY REPEALING AND REPLACING SECTIONS 406.C.2.c. AND 406.C.2.g

WHEREAS, The City of Cottonwood Planning and Zoning Commission has recommended that Section 406. PARKING AND LOADING REQUIREMENTS, of the City's Zoning Ordinance be amended; and

WHEREAS, the City Council finds that the amendments recommended by the Planning and Zoning Commission are appropriate and in the City's best interests;

NOW, THEREFORE, BE IT ORDAINED BY THE MAYOR AND CITY COUNCIL OF THE CITY OF COTTONWOOD, YAVAPAI COUNTY, ARIZONA, AS FOLLOWS:

Section 1. That Section 406. PARKING AND LOADING REQUIREMENTS, C. DESIGN AND LOCATION OF PARKING SPACES, 2. c. of the City's Zoning Code is hereby amended by deleting 406. C. 2. c., in its entirety and adding a new Section 406. C. 2. c., as follows:

SECTION 406. PARKING AND LOADING REQUIREMENTS

C. DESIGN AND LOCATION OF PARKING SPACES.

2. All uses except as provided above:

c. Off-Street Parking Spaces shall be situated in a manner which will not result in automobiles backing onto a public street, except the Community Development Director and the City Engineer may administratively waive this requirement under the following conditions:

- 1) The road is unlikely to be extended in the future due to geographical, legal, or other limitations.
- 2) The location is within 1,500 feet of the end of a street and the Average Daily Trips (ADT) of the street is less than 1,000.
- 3) The back out parking would not create any safety hazards such as site distance issues, etc., as determined by staff.

- 4) The speed limit of the street is 25mph or less.

Section 2. That Section 406. PARKING AND LOADING REQUIREMENTS, C. DESIGN AND LOCATION OF PARKING SPACES, 2. g. of the City's Zoning Code is hereby amended by deleting 406. C. 2. g., in its entirety and adding a new Section 406. C. 2. g., as follows:

SECTION 406. PARKING AND LOADING REQUIREMENTS

C. DESIGN AND LOCATION OF PARKING SPACES.

2. All uses except as provided above:

g. Access: Access to off-street parking from a public or private street shall be from a two-way driveway with a minimum width of 24 feet and a maximum width of 32 feet, or two one-way driveways each with a minimum width of 12 feet and a maximum width of 20 feet. No access driveway shall be located closer than 150 feet from a street intersection, or closer than 20 feet from another access driveway, or closer than 10 feet from an interior property line. At locations where the minimum driveway distance is not attainable due to property size, configuration, or other factors as determined by staff, a reduced minimum driveway location may be allowed if approved by the Community Development Director and the City Engineer.

Section 3. That if any section, subsection, sentence, clause, phrase or portion of this ordinance is for any reason held to be unlawful, invalid or unenforceable by decision of any court of competent jurisdiction, such decision shall not affect the validity of the remaining portions hereof.

PASSED AND ADOPTED BY THE CITY COUNCIL AND APPROVED BY THE MAYOR OF THE CITY OF COTTONWOOD, ARIZONA, THIS ____ DAY OF _____ 2017.

Tim Elinski, Mayor

APPROVED AS TO FORM:

ATTEST:

Steven B. Horton, Esq., City Attorney

Marianne Jiménez, City Clerk

City of Cottonwood, Arizona
City Council Agenda Communication

☐ Print

Meeting Date:	July 6, 2017
Subject:	Mingus Avenue Reconstruction, Willard to 8th Streets - Contract Amendment/Scope of Work for Post-Design Construction Administration Services
Department:	Development Services
From:	Robert L. Winiecke, PE, CFM, City Engineer

REQUESTED ACTION

Staff is requesting that Council approve a proposed contract amendment, scope of work, and cost proposal from PSOMAS Engineering to perform post-design construction administration services on the Mingus Avenue Reconstruction project (Willard to 8th Streets) on a time and materials basis for a not-to-exceed fee of \$15,000.00.

SUGGESTED MOTION

If the Council desires to approve this item the suggested motion is:

"I move to authorize PSOMAS Engineering to provide construction administration services on the Mingus Avenue Reconstruction Project on a time and material basis for a not-to-exceed fee of \$15,000.00."

BACKGROUND

PSOMAS was the engineering firm that prepared the design plans for the upcoming Mingus Avenue Roadway Improvement Project, which is being administered by the Arizona Department of Transportation (ADOT). Both PSOMAS and the engineer who designed the project is very familiar with the ADOT construction process, which will prove to be a valuable asset as the project progresses.

JUSTIFICATION/BENEFITS/ISSUES

PSOMAS designed this project and has significant experience working with ADOT. By retaining PSOMAS during the construction phase we will have both the design engineer and someone who has significant experience working with ADOT to help bring this important project to a swift and successful completion.

COST/FUNDING SOURCE

This will be a General Fund expenditure, not to exceed \$15,000.00.

ATTACHMENTS:

File Name	Description	Type
Let-Winiecke062017-PDS.pdf	Cost Proposal	Backup Material

June 20, 2017

Robert Winiecke, PE, CFM
City of Cottonwood
City Engineer
1490 W. Mingus Ave.
Cottonwood, AZ 86326

Re: Mingus Avenue, Willard Street to 10th Street
TRACS No. SZ011 01C
Post Design Services

Dear Mr. Winiecke:

Psomas is submitting this contract modification request for professional engineering services related to post design services. Post Design Services may include, but are not limited to the following items:

- Attendance at various meetings that could include, but not limited to, meeting with: City of Cottonwood/ADOT personnel, the contractor, the public, or other agencies. It is assumed that Psomas will attend the meetings via teleconference.
- Clarification of Design and or Construction Document (including Plans and Specifications) issues
- Review of shop drawing submittals
- Provide Record Drawings according to ADOT Red-Line and As-Built Procedure and Guidelines

Psomas will submit a monthly invoice of services provided, including a description, date and time expended on each associated task. The total proposed fee for these services is on a Time and Materials Basis with a NOT TO EXCEED AMOUNT of \$15,000. This is an estimate only and if the NTE amount is being approached for unforeseen reasons, we will bring it to your attention in a timely manner to determine if additional budget is warranted.

333 E. Wetmore Road
Suite 450
Tucson, AZ 85705-5256

Tel 520.292.2300
Fax 520.292.1290
www.Psomas.com

Robert Winiecke
Page 2 of 2
June 20, 2017
7CTW140101

Thank you for the continued opportunity to be of service to the City of Cottonwood. If you have any questions or comments, please call me at 520-690-7866.

Sincerely,

P S O M A S

A handwritten signature in blue ink, appearing to read 'K.T.T.', followed by a long horizontal flourish.

Kevin T. Thornton, PE
Sr. Project Manager

**CITY OF COTTONWOOD
DERIVATION OF COST PROPOSAL
SUMMARY
MINGUS AVE - POST DESIGN SERVICES**

Contract No.: 2010-021.17
Fed Project No.: CWD-0(200)T
Tracs No.: SZ011 01C
New Contract: ☐
Contract Mod.: ☒

ESTIMATED DIRECT LABOR:

Classification	Estimated Hours	Average Hourly Rates	Labor Costs
Project Principal	0	\$76.40	\$0.00
Project Manager	54	\$56.95	\$3,075.30
Project Engineer - Sr.	35	\$41.01	\$1,435.35
Project Engineer	0	\$45.68	\$0.00
Cost Estimator	0	\$33.63	\$0.00
Engineer	16	\$31.22	\$499.52
Designer	0	\$24.56	\$0.00
CADD Technician	0	\$20.78	\$0.00
Senior Registered Land Surveyor	0	\$43.60	\$0.00
Registered Land Surveyor	0	\$40.39	\$0.00
Survey Party Chief	0	\$24.28	\$0.00
Survey Technician	0	\$21.50	\$0.00
Administrative	0	\$23.75	\$0.00

Total Estimated Labor	105	\$5,010.17	EC 10
Overhead Provisions/Maximum	170.23% of Direct Labor	\$8,528.81	EC 20
Sub-total		\$13,538.98	

ESTIMATED DIRECT EXPENSES:

(Listed by Item at Estimated Actual Cost - NO MARKUP)

Reproduction	\$14.60	
Postage/Overnight Mail/Outside Messenger Service	\$24.88	
Travel	\$0.00	
Total Estimated Direct Expenses	\$39.48	EC 30
Total Estimated Cost to Consultant	\$13,578.46	
Net Fee (Direct Labor + Overhead) x Multiplier	10.5%	\$1,421.59 EC 50
Total Time and Materials Cost	\$15,000.06	
<u>TOTAL TIME AND MATERIALS COST (Rounded)</u>	<u>\$15,000</u>	



Kevin Thornton, PE, Team Leader

June 20, 2017

Date

City of Cottonwood

Mingus Ave - Post Design Services

	Project Principal	Project Manager	Project Engineer - Sr.	Project Engineer	Cost Estimator	Engineer	Designer	CADD Technician	Senior Registered Land Surveyor	Registered Land Surveyor	Survey Party Chief	Survey Technician	Administrative	Total
	\$228.13	\$170.06	\$122.46	\$136.40	\$100.42	\$93.22	\$73.34	\$62.05	\$130.19	\$120.61	\$72.50	\$64.20	\$70.92	
Post Design Services														
Project Administration (0.5 hours/week for 9 months)	0	18	0	0	0	0	0	0	0	0	0	0	0	18
Meetings (1/mo for 9 months @ 0.5 hours/mtg)	0	18	9	0	0	0	0	0	0	0	0	0	0	27
RFIs/Shop Drawing Review (1 hours/week for 9 months)	0	16	20	0	0	0	0	0	0	0	0	0	0	36
Shop Drawing Review (0.5 hours/week for 9 months)	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Other Submittal Review (1 hours/week for 9 months)	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Record Drawings (73 Sheets @ 15 min/sheet)	0	2	6	0	0	16	0	0	0	0	0	0	0	24
Post Design Services Total:	0	54	35	0	0	16	0	0	0	0	0	0	0	105
	\$0	\$9,183	\$4,286	\$0	\$0	\$1,492	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$14,961
Grand Total:	0	54	35	0	0	16	0	0	0	0	0	0	0	105
	\$0	\$9,183	\$4,286	\$0	\$0	\$1,492	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$14,961

REPRODUCTION

Record Drawing Submittals:

Half Size (11 x 17) Bond Copies

	Number of Plan Sets	
	Draft	Final
Construction Administrator	1	1
Total Sets	1	1
Est. No. of Dwgs/Set	73	73
Total Sheets	73	73
Bond @ \$0.10 /sht	\$7.30	\$7.30
Total Costs/Submittal	\$7.30	\$7.30
Subtotal for Plan Submittal:		\$14.60
TOTAL REPRODUCTION		\$14.60

POSTAGE/OVERNIGHT/OUTSIDE MESSENGER SERVICE

	No. of Deliveries	Cost/ Delivery	Total Costs
Draft/Final As-Built (Overnight)	2	\$12.44	\$24.88
TOTAL POSTAGE/OVERNIGHT/MESSENGER:			\$24.88

TOTAL DIRECT EXPENSES	
Reproduction	\$14.60
Postage/Overnight Mail/Outside Messenger Service	\$24.88
TOTAL DIRECT EXPENSES	\$39.48

City of Cottonwood, Arizona
City Council Agenda Communication

☐ Print

Meeting
Date: July 6, 2017
Subject: Library Services and Technology Act Subgrant
Department: Community Services
From: Vanessa Ward, Library Manager

REQUESTED ACTION

Authorization for the Library Manager to accept the awarded Library Services and Technology Act sub grant, execute the assurances and certifications, and implement the project as proposed in the approved grant application.

SUGGESTED MOTION

If the Council desires to approve this item the suggested motion is:

"I move to authorize the Library Manager to accept the Library Services and Technology Act sub grant, to execute the assurances and certifications, and to implement the project as proposed in the approved grant application."

BACKGROUND

The goal of this project is to equip a free and public space for the community that is capable of providing the technology and capacity needed to foster the exchange of ideas, lifelong education and civic engagement among residents of the Verde Valley. The grant request was for \$21,104.19 and we were granted a partial award of \$16,700.00.

These funds will be used to upgrade available technology and furnishings and create an enhanced public meeting space at the library.

JUSTIFICATION/BENEFITS/ISSUES

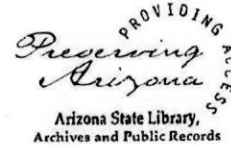
Acceptance of the grant will enable the City to create a valuable new enhanced public space at library.

COST/FUNDING SOURCE

N/A

ATTACHMENTS:

File Name	Description	Type
June_2017_grant.pdf	LSTA Sub-Grant Fund Approval	Cover Memo



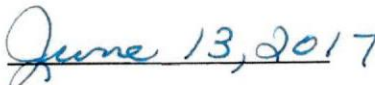
Award Notification for LSTA Subgrants

Library Name & Address: Cottonwood Public Library 100 S 6th St Cottonwood AZ 86326	State Project Number: 2017-0170-03	
Project Name: If You Build It, They Will Come	Project Manager: Mary Griffith	
CFDA Number: 45.310	Amount Awarded: \$16,700	
DUNS: 100838775	Indirect Cost Rate:	
Period of Performance: July 1, 2017 to August 1, 2018	Final Report Due: September 5, 2018	
Contact for LSTA grant questions: Janet "Jaime" Ball, Library Development Administrator	Phone: 602-542-6266	Email: jball@azlibrary.gov

Enclosures:

- General Assurances and Certifications
- Internet Safety Certification
- Non-Construction Assurances
- Managing Your LSTA Grant Award


Holly Henley, State Librarian & Director of Library Services


Date

LSTA 2017 Application**Organization Information**

Organization Information		
Library Name Cottonwood Public Library		
Library Address 100 S 6th St		
City Cottonwood	State AZ	Zip Code 86326
Website Address ctwpl.info		
DUNS Number 100838775		

Project Contacts

Project Administrator			
Prefix Mrs.	First Name Mary	Last Name Griffith	
E-mail mgriffith@cottonwoodaz.gov	Phone 928-340-2781	Fax 928-634-0253	

Legal Administrator (if different from Project Administrator)			
Prefix Mr.	First Name Kyle	Last Name Smith	
E-mail ksmith@cottonwoodaz.gov	Phone 928-340-2782	Fax 928-634-0253	

Request Information

Project Category

Choose One Category
Community

Please note: This is the application for LSTA general grants. If you are applying for an AZ Community Reads or CAP Mini-grant, please return to the Arizona State Library LSTA grant page to find the correct application.

Needs Assessment

What community need or opportunity does your project address?

The community members of Cottonwood and the surrounding Verde Valley area have a great need for a meeting room available to them at no cost offering both the capacity and cutting-edge technology for a diverse array of meetings, workshops, lectures and discussion groups. This space will be available to all community non-profit groups and organizations for meetings that are educational, cultural or civic in nature. The upgraded meeting room will give the Library the opportunity to provide a free and public space for the exchange of information. The room will be able to accommodate over a hundred people while also providing the technology needed to easily make effective presentations, both of which greatly exceed our current limitations.

How do you know this is a need?

Access to information and technology is limited in our population and there is a dire need for available meeting room space in the Cottonwood area. Our Adult Meeting Room is currently one of the only venues in Cottonwood providing a free space for community learning and civic engagement. The limitations of our current room have caused us to turn away organizations, potential partners and participants in library programs. The current room is 336 square feet and has a maximum capacity of 27 people. It has an old 32" television with a VCR/DVD player that are both obsolete. Limited capacity and old technology currently restrict the types of meetings our Library is able to host and/or offer. For example, this year in January we had a local diagnostic cardiologist present a lecture on cholesterol. Over 60 people showed up and our meeting room could in no way accommodate them all. We struggled to provide seating for everyone while also finding the room to set up the required Audio/Visual components. Patrons were turned away for lack of space. This is only one example of the limitations we currently face when trying to provide an adequate space for educational, cultural and civic programs.

What audiences are you targeting with this project and why?

We are targeting all residents of the Verde Valley, and the non-profit groups and community organizations they may represent. Because of the surrounding unincorporated county communities the population we serve well-exceeds the 11,000 residents of

Cottonwood. The city is the nerve-center of the greater surrounding area as it provides the closest shopping, schools, hospital and other amenities. This in turn draws people of all socioeconomic backgrounds to our Library. Specific examples of our audience are working people, consumers, the large senior population, youth, and lifelong learners.

How does this project relate to your library's mission or other plans (such as a technology plan)?

"The purpose of the Cottonwood Public Library is to serve as a cultural, recreational, educational and research center for residents of the City of Cottonwood and Yavapai County."

This project will help to promote community organizations by giving them a place to have a voice while also promoting the Cottonwood Public Library as a cultural hub with high-end technology readily available. The Library will no longer need to turn patrons away to attend educational programs and can offer more opportunities for community learning and engagement.

Project Outcomes

What specific change do you intend to achieve with this project?

The meeting room will provide a free, comfortable environment that contains the resources needed to increase opportunities for a better educated and engaged population which in turn will ultimately lead to improved quality and enjoyment of life.

Briefly explain why you have selected this outcome, tying it to the Needs Assessment provided.

This outcome is selected because the community currently does not have an available meeting space to utilize for civic engagement and education. A fully equipped meeting room will allow the Cottonwood Public Library to grow as a community center that can provide access to more educational opportunities for the citizens of the Verde Valley. It creates potential for partnerships with more organizations that have been turned away in the past due to the ill-equipped existing meeting room.

Why is this project the best approach?

This project addresses the need for an easily accessible and free meeting room available to the community. A small community library is an essential forum that should be able to offer adequate resources for meaningful, twenty-first century learning and information. Our Library recognized this community need and our first step was to create a larger meeting room. The next step is to provide the furnishing and technology needed to utilize this space to it's fullest potential.

How will the general public participate or use this product? Who will participate, and how many will directly participate in the first year? How will you publicize this activity or product?

The meeting room is a place for education and the exchange of ideas. Those wishing to improve their life skills including digital literacy, language, economic development and health education will participate. In 2016 our adult meeting room was used 653 times and had 7037 participants. From September 2017 through September 2018 our goal is to increase these numbers to 1,000 uses with 10,000 participants in new and existing programs. Publicity comes in the form of the Library's quarterly newsletter, the Library website, local newspapers, the City's monthly newsletter and Facebook page, posters and signage throughout the library and the Yavapai Library Network.

Project Activities

What steps has your library taken to prepare for this project?

Planning has begun to move our large type collection into our audio/visual room to make available the space needed for the new meeting room. The new space measures approximately 1224 square feet, a 264% increase in size from our current meeting room. The capacity of this space is 102 people with tables and chairs, a 278% increase in capacity. Another benefit of using this space is that the room has a room divider already installed which gives us the option to turn one large meeting room into two smaller rooms. We have recently upgraded the infrastructure needed to boost the efficiency of our public WiFi network which greatly benefits larger groups of people using and putting strain on the network.

What will you do, and how will you do it? Give specific information about the types of activities, number of programs, or resources you'll make available.

Existing programs can number up to four a day, the goal is to increase this number to up to at least six a day. A room divider is already in place that can turn one large meeting room into two smaller ones, creating potential for more and concurring meetings.

New Library sponsored programs include:

Mango Language Class. A staff member will teach patrons how to use our online language learning resource

Jobs 101. This monthly class will present job-seekers with the wealth of resources available to them through the Library.

Radical Resources highlights some of the more popular online resources we offer and brings more awareness to them.

iPhone Class will provide students tips and tricks for utilizing their smartphone.

The Verde Valley Computer Club is interested in providing digital literacy classes geared towards seniors, a major need in our community.

Local First Arizona and the Business Assistance Center of Cottonwood are interested in providing economic development training for local small businesses.

Potential future programs include:
Voter education/registration programs
Legal help with Community Legal Services
Astronomy related programs with the Verde Valley Astronomy Club
Health related programs through the local hospital
Gardening and Seed Saving classes with a local gardening group

These future programs will be pursued in 2018.

List at least one product or activity that will help you meet the outcome. All products and activities that are a part of your project should be linked to an outcome.

The products needed to facilitate our outcome are new furnishings and technology. The Mondopad will provide a smart and easy touchscreen system that will eliminate the hassle of setting up complicated audio/visual components for many different types of programs and meetings. This product will give us the technological capabilities that will boost us light-years ahead of our current technology.

Thirty tables with seating for sixty people and an additional forty chairs will provide furnishings for larger presentations. Adequate furnishings are essential to any effective meeting space.

Project Evaluation

Describe what tool(s) or method(s) you will use to evaluate each product or activity listed. Examples include pre- and post-assessments, surveys, benchmarks, and observations. Pre-assessment survey for existing meeting room users. This survey will collect data on needs of current users.

Pre- and post-assessment surveys will be created for all participants of programs in the new meeting room. This survey will gather data on how the new meeting room impacted their learning experience.

A post-assessment survey will be created for meeting room instructors to gather data on the meeting room's ease of use/usefulness.

We will query staff and volunteers on positive feedback.

Monthly Library statistics will help us track the increase in both number of programs and attendance compared to last year/last month.

Project Personnel

Provide a list of the names of project personnel, the organization they represent and their title, and a description of their duties for this project. If the project will require a consultant, provide a brief resume for any consultant for whom you are requesting LSTA funds and upload below.

Library Staff:

Vanessa Ward, Library Manager. Vanessa's role will be to submit purchase orders while also overseeing and approving the implementation of programming and infrastructure.

Mary Griffith, Library Supervisor. Mary will coordinate the logistics of the procurement and installation of the new technology and furnishings. She will also work with partners to provide new programming to the public.

Kyle Smith, Library Assistant II. Kyle will work with partners to provide new programming to the public. He will teach the Mango Language Class, Jobs 101, and Radical Resources classes. He will be in charge of marketing and publicity.

Rose Barnett, Library Clerk. Rose will teach the iPhone Class while also using the space to continue her OverDrive ebook/audiobook training.

Kevin Rose, City of Cottonwood, IT Specialist. Kevin will help to install the Mondopad and it's accessories. He will also train Library staff on the use of the Mondopad.

Identify the project director, and explain why he or she is appropriate for this project. Mary Griffith is the project director. She has been the Library Supervisor for the last four years and has worked for the Library for eleven years. Mary shows the initiative and passion for continuing to transform our Library into an innovative community center.

If special skills or expertise are necessary for a participant, briefly list his or her qualifications.

Partners

If you are partnering with other organizations for this project, describe each partner's role. Enter N/A if not applicable. Provide a letter of support from each partnering organization and upload below.

The Verde Valley Computer Club would like to provide digital literacy training. The Yavapai Library Network will utilize the space for network wide meetings. Both Local First Arizona and The Business Assistance Center of Cottonwood can offer small business assistance training. The Cottonwood-Oak Creek School District will have more room for conferences and meetings when their facilities are in use for other functions. The City of Cottonwood will have a place for workshops and employee training. Each institution is eager to have access to this meeting room.

Upload Consultant Resumes and Letters of Support

Please combine all consultant resumes and letters of support into one document to upload.

Letters of Support.pdf

Timeline/Schedule of Activities

What are the major steps you'll take to reach the outcomes you've listed?

1. Move our large type collection into our audio/visual room which will free up space for the project.
2. Order IT items and furnishings.
3. Install IT items and furnishings.
4. Create surveys for evaluation.
5. Promote availability of the room to bring in more organizations.
6. Create specific new programs while also having the opportunity to offer future Library sponsored programs utilizing the larger space.
7. Work with partners to develop future programming otherwise unavailable to the public.

Provide a timeline that includes planning, implementation and evaluation, and indicates when funds will be spent. Remember, funds are not available before May 19, 2017, and must be spent by August 1, 2018.

May-August will be spent coordinating new programs with partners and staff

April 15: The large type collection will be moved into our audio/visual room

May 23-31: Funds will be spent

May 1st: Announce Cottonwood Public Library receives grant to city council, public, staff, partners

June-July: Create surveys, publicity and press releases, Library signage, flyers

July 1: Quarterly Library Lines newsletter will announce the grant and invite community organizations to make use of the space

July: Offer reservations to public

July: Mondopad will be installed by our IT department

July-August: Staff will be trained on use of the Mondopad with help from our IT department

August: New tables and chairs received, assembled and arranged

September 1: Tentative grand opening/celebration

September-January: New Library sponsored programs take place

October 1: Quarterly Library Lines newsletter will be released containing relevant information about the new space and available programs

January 15: Surveys will be evaluated for appropriate feedback measuring the success of the project

September 31, 2018: Library stats will be compiled to show how the new meeting room has increased number of programs and attendance over the past year

Provide specifics about each public program activity, including the date and location. Enter N/A if not applicable.

We are currently working with partners to set up programs with firm times and dates.

Partners are unwilling to commit until we can offer a larger space with updated technology.

The Library intends to host these programs if the grant is awarded. Examples would be

Basic Computer Class and other lectures related to digital literacy, professional development training, City of Cottonwood employee training, small business assistance training and more.

Library sponsored programs include:

September 21: Mango Language Class using Mondopad to fully explain the use of our free online language learning resource.

October 19: Jobs 101 use the Mondopad to teach patrons about resources for job seekers.

November 16: Radical Resources using the Mondopad to demonstrate the online resources available.

January 18: iPhone Class will help patrons who may have gotten a new iPhone for Christmas get the most out of their devices.

Sustainability

If successful, will you continue this project once the grant period has ended? If so, how will you sustain it?

After the new technology and furnishing has been installed we will announce the availability of this new space to the community via press releases, signage and web presence. This will help to attract new community groups to use the space to promote learning opportunities that are possible because the Library can now equip such groups. Once the meeting space has been configured we will then be able to reach out to new organizations such as the Verde Valley Astronomy Club, The Verde Thumbs Gardening Club, The Verde Valley Archaeology Society and discuss potential partnerships for the use of this space.

Summary Project Information

Project Title

If You Build It, They Will Come

Briefly summarize the project, by completing the following: The goal of this project is _____. Funds will be used to _____. Community members will benefit because _____.

The goal of this project is to equip a free and public space for the community that is capable of providing the technology and capacity needed to foster the exchange of ideas, lifelong education and civic engagement among residents of the Verde Valley. Funds will be used to upgrade available technology and furnishings to accommodate this space. Community members will benefit because expanded access to new ideas, knowledge and technology opens the door for improved quality and enjoyment of life.

Select a Primary Project Intent. Please Check one.

Improve library's physical and technology infrastructure (Institutional Capacity)

Amount of grant funds you are requesting:

21104.19

For your library, is this project New or Continuing?

New

Budget Information

Project Budget

Provide a detailed explanation and justification of the proposed LSTA expenditures. Quotes, estimates, mileage, and other methods of calculating budget items should be detailed.

Travel:

\$109.00 for travel to and from the Arizona State Library on May 19th, 2017 for the Grants Recipient Workshop.

Equipment:

\$8,772.50 InFocus INF7021-kit 70" Mondopad w/ multi-touch LCD Display & Soundbar. This is from the quote received from www.touchboards.com.

This device will give us the high-end technology that will drive us into the twenty-first century.

From the infocus.com website: "Present, annotate and collaborate on Mondopad's giant 70-inch touchscreen with meeting participants in the room and around the world. Everything you need to visually present, capture and share ideas is at your fingertips -- all integrated into a single, elegant device."

Supplies/Materials:

\$162.80 Flat Panel Tilt Wall Mount for mounting the Mondopad to the wall. This is from the quote received from www.touchboards.com.

\$189.05 HoverCam Solo 5 Ultra Portable "Flip-Up" Document Camera. This is from the quote received from www.touchboards.com. This accessory to the Mondopad will provide added functionality for video conferencing, document scanning, hard-copy presentation and more.

\$178.00 Sony BDPS7200 Dual Core 3D 4K Upscaling Blu-Ray Player with Wi-Fi. This will be connected to the Mondopad for Blu-Ray and 4k video wireless capability.

\$15.99 on Amazon.com. Cable Matters Gold Plated DisplayPort to HDTV Cable 15 Feet for connecting the Blu-Ray player to the Mondopad.

\$19.05 for a Demco 25ft 26awg cl2 Standard HDMI cable

\$24.00 Logitech MK270 Wireless Keyboard/Mouse Combo, Logitech Wireless Mouse USB (Black)

\$5,715.00 for 30 72" X 24" Correll Flip Top Melamine Top Rectangle Tables. Provides

capacity for 90 people as needed to sit with laptops, notes, etc. These tables have locking, rolling casters that will allow us to easily set up the meeting room in many different configurations.

\$3,185.00 for 100 OFM Flexure Folding Chairs. If we host a presentation to meet the new capacity of 100 people, 100 people will need a place to sit.


\$378.53 for one P136-3901 Chair Dolly. This rolling dolly can store up to 80 folding chairs.

\$1,835.67 for the shipping/processing costs of the tables, chairs and dolly.

\$519.60 for the sales tax on the tables, chairs and dolly. These items will be purchased from Demco.


Project Budget Form


- Complete the budget form below for the project described in this application.
- In-kind services or funds are not required, but are encouraged.
- Use only numerical digits in the budget fields in order to calculate totals; any non-numeric digits will not calculate correctly.
- This budget form is designed for online use and does not print well. If you need a printed copy of your budget, use a separate form.

\$ Salary/Benefits Requested	\$ Local Match Total Salary Wages and Tips
	1031.00 1031 


Salary, Wage and Benefits Description
Hours of work done on grant times hourly wage

\$ Consultant Fees Requested	\$ Local Match	Consultant Fees Description
------------------------------	----------------	-----------------------------

Total Consultant
0 

\$Travel Requested	\$ Local Match Total Travel
\$109	

Travel Description
Travel to and from the Arizona State Library on May 19th, 2017, for the Grants Recipient Workshop

\$ Supplies/Materials Requested	\$ Local Match Total Supplies and Materials
\$12,222.69	200.00 

Supplies Description

Tables, chairs and technology/accessories, shipping costs and sales tax. \$200.00 is material already owned by library

\$ Equipment Requested

A single item valued at \$5,000 or more

\$8,772.50

\$ Local Match Total Equipment



Equipment Description

70" Mondopad w/ multi-touch LCD Display & Soundbar

\$ Services Requested

\$ Local Match

2500.00

Services Description

Labor costs for shelf moving crew and paint.

Total Services

2500

\$ Indirect Costs Requested

\$ Local Match

111,652.00

Indirect Total



\$ Total Grant Budget

Click on calculator icon to total the amounts



\$ Total Local Match

Click on calculator icon to total the amounts



Total Budget

Click on calculator icon to total the amounts



Beneficiaries

Beneficiaries

Age Group

All Ages

Population Served (Optional)

Ethnicity (Optional)

Certification

To complete your application, the Certification of Application form must be postmarked by March 10, 2017. Registered or certified mail is recommended.

Please fill out the certification form, print it, sign it and mail to:

Grants Consultant

Arizona State Library, Archives & Public Records

1700 W. Washington St., Suite 220

Phoenix, AZ 85007

Keep a copy of the signed certification for your records.

[Click here to open the certification form](#)



Verde Valley Computer Club

PO Box 3023 • Cottonwood, Arizona 86326-2540 • Email: Info@vvclub.com

March 3, 20107

To the Cottonwood Public Library:

The Board of the Verde Valley Computer Club discussed the Cottonwood Library's plans for a new meeting room with state-of-the art digital presentation capabilities and are in hearty support.

There is a dearth of good meeting spaces here in the area, particularly ones with presentation and conferencing facilities. For many years the computer club has utilized a facility that has limited availability as well as being costly. It would be very useful have access to a room in the library with the necessary presentation technology.

The computer club gets many requests for digital training and education, particularly from the growing older population. Life is becoming ever more convenient due to "digital", but also more complex. Digital skills are becoming a necessity of life. For both older people and the less educated portions of the population, digital is still a mystery and a struggle. A facility where presentations and training could take place would be a real asset to the entire Verde Valley area.

We get people coming from the entire area (Rimrock, Lake Montezuma, Camp Verde, Sedona and Village of Oak Creek, as well as the closer towns of Jerome and Clarkdale) for our meetings and workshops; so a facility at the Cottonwood Library would serve a rather large and diverse population. There are many organizations and clubs, formal and informal, that would utilize such a facility that would enable online and conferencing technology.

The VVCC was started in 1980 and has held meetings and workshops providing computer education in the Verde Valley all these years. We recognize the changing needs of the area and, thus, support the library's plans for this new meeting facility.

Sincerely,

Rae Ebeling, Vice President
Verde Valley Computer Club (vvclub.com)
cc. file



March 3, 2017

To Whom It May Concern:

I am pleased to write this letter of support for the Cottonwood Public Library's grant application. Local First Arizona (LFA) is a leading state wide nonprofit organization working to build sustainable economic development practices throughout Arizona. Part of this work includes rural economic development and the support of community centers and community resources like the Cottonwood Public Library.

By providing a free, public space for the community with advanced technology capabilities, the library will increase the capacity of the Verde Valley and provide opportunities for collaboration, networking, and the exchange of information that otherwise do not exist.

The Mondopad conferencing technology will expand access to resources and will support effective communication between rural communities, stakeholders and potential partners, all critical to remain economically competitive.

Local First Arizona and other statewide organizations seek venues with high quality conferencing to more effectively connect with professionals, community leaders, and others in rural communities, while eliminating the often high costs of travel.

I see great value in this project which will open the door for many opportunities and which will improve the economic viability and quality of life for area citizens. I express my full support for the Cottonwood Public Library's project and their commitment to building an invaluable resource for their community and beyond.

Sincerely,

A handwritten signature in black ink, appearing to read "Kimber Lanning".

Kimber Lanning
Executive Director
407 East Roosevelt Street
Phoenix, Arizona 85004



THE UNIVERSITY OF ARIZONA
COLLEGE OF AGRICULTURE & LIFE SCIENCES

Cooperative Extension

Yavapai County

840 Rodeo Drive, Building C, Prescott AZ 86305 • 928-445-6590 • Fax: 928-445-6593 • extension.arizona.edu/yavapai
2830 N. Commonwealth Dr, #103, Camp Verde AZ 86322 • 928-554-8999 • Fax: 928-554-8996 • extension.arizona.edu/Yavapai

Monday, March 6, 2017

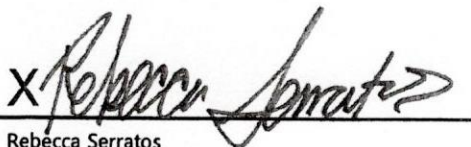
To Whom It May Concern:

As a community partner with Cottonwood Public Library, I am pleased to write this letter in support of their grant application. By providing a free, public space for the community with advanced technology capabilities, the library will increase the capacity of the Verde Valley and provide opportunities for collaboration, networking, and the exchange of information that otherwise do not exist.

We at the University of Arizona Cooperative Extension utilize the services and free meeting space of the Cottonwood Public Library to regularly connect with community members and professionals in the Verde Valley. In addition, we conduct classes for youth and their caregivers as well as adults in promoting healthy living behaviors, all of which would not be possible without the free meeting space and the amenities that provides.

As a partner and local academic institution in the Verde Valley we strongly support the issuance of monies and assistance in creating an updated meeting space with relevant technological capabilities. I urge you to consider Cottonwood Public Library's grant application and be rest assured that not only our organization, but many others, would greatly benefit and be better equipped to continue our outreach to the public.

Sincerely,

X 

Rebecca Serratos
SNAP-Ed Program Coordinator



Yavapai County Free Library District
1971 Commerce Center Circle, Suite D • Prescott, AZ 86301
(928) 771-3191 • FAX: (928) 771-3113

March 1, 2017

Vanessa Ward, Library Manager
Cottonwood Public Library
100 S. 6th St.
Cottonwood, AZ 86326

Dear Ms. Ward,

The Yavapai County Free Library District (YCFLD) supports your expansion of your meeting room including technology and capacity. Specifically, the YCFLD and the Yavapai Library Network (YLN) will benefit from an expanded meeting location between Sedona and Prescott Valley. The increased capacity and technology of the CPL meeting room will allow for additional county meetings in the Cottonwood area given many of our groups exceed the current 27-person capacity limitation of the existing meeting room.

The increased technology will also allow for greater flexibility with regard to facilitating a single meeting across multiple locations throughout the county and state.

With Kind Regards,

A handwritten signature in black ink, appearing to read "Corey A. Christians".

Corey A. Christians, MLIS
Director
Yavapai County Free Library District

February 28, 2017



Vanessa Ward,

In response to our phone conversation today regarding the potential need for the 70 inch monopod, I reviewed the information you forwarded to me. I am very interested in this technology.

Our Business Assistance Center can accommodate approximately 15 people. There is demand for meeting space far exceeding our present capacity. I am excited to hear that you are expanding your Cottonwood Library facilities to accommodate 102. We have a shortage of conference room space in Cottonwood. We are often looking for space to provide training assistance to larger groups. Our training sessions max out at 15 participants. If we had more space such as what you are proposing we could provide more training sessions with more participants enrolled in each session. We would certainly partner with your library to provide business assistance to our entrepreneurial business community.

We presently have a 48 inch monitor in our Business Assistance Center for use by 15 trainees at a time. Even with small groups of 15, it is not large enough. In a facility such as what you are proposing, our monitor would be too small. The 70 inch Monopod would be sufficient for larger groups and the technology upgrade would be so much more useful than then what we presently have. It would be more user- friendly and allow us to expand our methods of training delivery.

I am very much in favor of partnering with you.

Regards,

A handwritten signature in black ink that reads "Casey Rooney". The signature is written in a cursive, flowing style.

Casey Rooney
Cottonwood Economic Development Director



City of Cottonwood
Public Works Department
1490 W Mingus Avenue
Cottonwood, Arizona 86326
(928) 634-8033

February 27, 2017

Mrs. Griffith,

I was very excited to hear about your grant application for the monopod. Although I was not familiar with the equipment the more I researched the more I am intrigued and enthusiastic about the potential uses and benefits to both City employees and the public in general.

As you know we live in a rural community, which although this brings many benefits to the quality of life to our citizens and employees it hinders education and training opportunities. Our community is a two-hour drive from the Phoenix metropolitan area and a one-hour drive from both Flagstaff and Prescott the largest nearby communities. These distances limit our ability to connect employees to training opportunities and make training extremely expensive due to the travel.

In addition, collaboration with other communities, which is essential to the success of smaller communities due to limited resources, is limited due to the travel time required. The equipment you are applying for will enable us to connect to both trainers and other communities for necessary cooperation.

Morgan Scott
City of Cottonwood
Development Services Manager
928-634-8033 x 1
Direct 928-340-2768
Fax: 928-634-7285
mscott@cottonwoodaz.gov



Cottonwood-Oak Creek School District No. 6
1 N. Willard St.
Cottonwood, AZ 86326
(928) 634-2288

Barbara U'Ren
COCSD
Superintendent

Steve King
Assistant
Superintendent

Michael Remus
Student Support
Services Director

David Snyder
Business Services
Director

February 28, 2017

Ms. Mary Griffith
Cottonwood Public Library
100 S. 6th St.
Cottonwood, AZ 86326

RE: Letter of Support for Cottonwood Library - Mondopad


To Whom it May Concern,

This letter is written on behalf of Ms. Mary Griffith in support of the Cottonwood Public Library seeking a grant to purchase a Mondopad video conferencing system. Cottonwood-Oak Creek School District prides itself on being innovative, and using technology to the fullest extent possible. Cottonwood is a rural community that doesn't have all the resources available to us such as the larger metropolis.

- It is often costly to cover per diem for travel related expenses to outlying metropolitan areas for training opportunities to enhance our employees skills and believe this would provide an additional venue for arranging training opportunities in a cost effective manner.
- In addition, our District often needs space to hold conferences and meetings when our facilities are at capacity due to public use. We believe that the purchase of this system for our local library would be a great resource for our community and could be utilized in the event we required additional conference space for professional development trainings.
- Our District has a large population of non-English speaking families and we support the library in its efforts to reach out to the community to provide additional opportunities for families to learn Mango language, which we also use as a district to support students. We believe our parent population could benefit.
- We know that due to low socio economic factors in our students lives, parents often rely on the local public library for resources that they cannot afford such as internet services and availability to computers, and we believe this could be used as a great learning tool through virtual field trips to extend student learning.

If you should require any additional information please don't hesitate to contact me at (928) 634-2288.

Respectfully,

SL 

Steve King, Assistant Superintendent

Governing Board Members:
M. Jason Finger • JoAnne Cook • Linda Machurek-Walker
• Janice Rollins • Mary Valenzuela



Assurances and Certifications for 2016 Arizona LSTA Subgrant Award

1. Nondiscrimination

The applicant shall comply with the following nondiscrimination statutes and their implementing regulations:

- a) Title VI of the Civil Rights Act of 1964, as amended (42 U.S.C. § 2000 *et seq.*), which prohibits discrimination on the basis of race, color, or national origin;
- b) Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. § 701 *et seq.*), which prohibits discrimination on the basis of disability (note: IMLS applies the regulations in 45 C.F.R. part 1170 in determining compliance with § 504 as it applies to recipients of Federal assistance);
- c) Title IX of the Education Amendments of 1972, as amended (20 U.S.C. §§ 1681–83, 1685–86), which prohibits discrimination on the basis of sex in education programs;
- d) the Age Discrimination in Employment Act of 1975, as amended (42 U.S.C. § 6101 *et seq.*), which prohibits discrimination on the basis of age; and
- e) the requirements of any other nondiscrimination statute(s) which may apply.

2. Debarment and Suspension

The applicant shall comply with 2 C.F.R. part 3185 and 2 C.F.R., as applicable. The authorized representative, on behalf of the applicant, certifies to the best of his or her knowledge and belief that neither the applicant nor any of its principals:

- a) Are presently excluded or disqualified;
- b) Have been convicted within the preceding three years of any of the offenses listed in 2 C.F.R. §180.800(a) or had a civil judgment rendered against it or them for one of those offenses within that time period;
- c) Are presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State, or local) with commission of any of the offenses listed in 2 C.F.R. §180.800(a); or
- d) Have had one or more public transactions (Federal, State, or local) terminated within the preceding three years for cause or default.

Where the applicant is unable to certify to any of the statements in this certification, the authorized representative shall attach an explanation to this form.

The applicant is required to comply with 2 C.F.R. part 180 subpart C (Responsibilities of Participants Regarding Transactions Doing Business with Other Persons) as a condition of participation in the award. The applicant is also required to communicate the requirement to comply with 2 C.F.R. part 180 subpart C (Responsibilities of Participants Regarding Transactions Doing Business with Other Persons) to persons at the next lower tier with whom the applicant enters into covered transactions.

3. Drug-Free Workplace

The authorized representative, on behalf of the applicant, certifies, as a condition of the award, that the applicant will or will continue to provide a drug-free workplace by complying with the requirements in 2 C.F.R. part 3186 (Requirements for Drug-Free Workplace (Financial Assistance)). In particular, the applicant as the recipient must comply with drug-free workplace requirements in subpart B of 2 C.F.R. part 3186, which adopts the Government-wide implementation (2 C.F.R. part 182) of sections 5152-5158 of the Drug-Free Workplace Act of 1988 (P. L. 100-690, Title V, Subtitle D; 41 U.S.C. §§ 701707).

This includes, but is not limited to: making a good faith effort, on a continuing basis, to maintain a drug-free workplace; publishing a drug-free workplace statement; establishing a drug-free awareness program for the applicant's employees; taking actions concerning employees who are convicted of violating drug statutes in the workplace; and identifying (either at the time of application or upon award, or in documents that the applicant keeps on file in its offices) all known workplaces under its Federal awards.

4. Federal Debt Status The authorized representative, on behalf of the applicant, certifies to the best of his or her knowledge and belief that the applicant is not delinquent in the repayment of any Federal debt.

5. Certification Regarding Lobbying Activities (Applies to Applicants Requesting Funds in Excess of \$100,000)(31 U.S.C. §1352)

The authorized representative certifies, to the best of his or her knowledge and belief, that:

- a) No Federal appropriated funds have been paid or will be paid, by or on behalf of the authorized representative, to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.
- b) If any funds other than Federal appropriated funds have been paid or will be paid to any person (other than a regularly employed officer or employee of the applicant, as provided in 31 U.S.C. § 1352) for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the authorized representative shall complete and submit Standard Form LLL, "Disclosure of Lobbying Activities," in accordance with its instructions.
- c) The authorized representative shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance is placed when the transaction is made or entered into. Submission of this certification is a prerequisite for making or entering into the transaction imposed by 31 U.S.C. § 1352. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

In addition, in accordance with Federal appropriations law, no IMLS funds may be used for publicity or propaganda purposes for the preparation, distribution, or use of any kit, pamphlet, booklet, publication, electronic communication, radio, television, or video presentation designed to support or defeat the enactment of legislation before the Congress or any State or local legislature or legislative body or designed to support or defeat any proposed or pending regulation, administrative action, or order issued by the executive branch of any State or local government. No IMLS funds may be used to pay the salary or expenses of any grant or contract recipient, or agent acting for such recipient, related to any activity designed to influence the enactment of legislation, appropriations, regulation, administrative action or Executive order proposed or pending before the Congress or any State government, State legislature or local legislature or legislative body.

6. Trafficking in Persons

The applicant must comply with Federal law pertaining to trafficking in persons. Under 22 § 7104(g), any grant, contract, or cooperative agreement entered into by a Federal agency and a private entity shall include a condition that authorizes the Federal agency (IMLS) to terminate the grant, contract, or cooperative agreement, if the grantee, subgrantee, contractor, or subcontractor engages in trafficking in persons, procures a commercial sex act, or uses forced labor.

7. General Certification The authorized representative, on behalf of the applicant, certifies that the applicant will comply with all applicable requirements of all other Federal laws, executive orders, regulations, and policies governing the program. These assurances and certifications are provided in connection with any and all financial assistance from the Institute of Museum and Library Services after the date this form is signed. These assurances and certifications are binding on the applicant, its successors, transferees, and assignees, and on the Authorized Certifying Official whose signature appears below.

The undersigned further provides assurances that it will include, as applicable, the language of the assurances and certifications in all subawards and that all subrecipients shall certify and disclose accordingly.

As the duly authorized representative of the applicant, I hereby certify that the applicant will comply with the above assurances and certifications.

Signature of Authorized Certifying Official

Library Name

Print Name and Title of Authorized Certifying Official

Date

ASSURANCES - NON-CONSTRUCTION PROGRAMS

Public reporting burden for this collection of information is estimated to average 15 minutes per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Office of Management and Budget, Paperwork Reduction Project (0348-0040), Washington, DC 20503.

**PLEASE DO NOT RETURN YOUR COMPLETED FORM TO THE OFFICE OF MANAGEMENT AND BUDGET.
SEND IT TO THE ADDRESS PROVIDED BY THE SPONSORING AGENCY.**

NOTE: Certain of these assurances may not be applicable to your project or program. If you have questions, please contact the awarding agency. Further, certain Federal awarding agencies may require applicants to certify to additional assurances. If such is the case, you will be notified.

As the duly authorized representative of the applicant, I certify that the applicant:

1. Has the legal authority to apply for Federal assistance and the institutional, managerial and financial capability (including funds sufficient to pay the non-Federal share of project cost) to ensure proper planning, management and completion of the project described in this application.
2. Will give the awarding agency, the Comptroller General of the United States and, if appropriate, the State, through any authorized representative, access to and the right to examine all records, books, papers, or documents related to the award; and will establish a proper accounting system in accordance with generally accepted accounting standards or agency directives.
3. Will establish safeguards to prohibit employees from using their positions for a purpose that constitutes or presents the appearance of personal or organizational conflict of interest, or personal gain.
4. Will initiate and complete the work within the applicable time frame after receipt of approval of the awarding agency.
5. Will comply with the Intergovernmental Personnel Act of 1970 (42 U.S.C. §§4728-4763) relating to prescribed standards for merit systems for programs funded under one of the 19 statutes or regulations specified in Appendix A of OPM's Standards for a Merit System of Personnel Administration (5 C.F.R. 900, Subpart F).
6. Will comply with all Federal statutes relating to nondiscrimination. These include but are not limited to: (a) Title VI of the Civil Rights Act of 1964 (P.L. 88-352) which prohibits discrimination on the basis of race, color or national origin; (b) Title IX of the Education Amendments of 1972, as amended (20 U.S.C. §§1681-1683, and 1685-1686), which prohibits discrimination on the basis of sex; (c) Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. §794), which prohibits discrimination on the basis of handicaps; (d) the Age Discrimination Act of 1975, as amended (42 U.S.C. §§6101-6107), which prohibits discrimination on the basis of age; (e) the Drug Abuse Office and Treatment Act of 1972 (P.L. 92-255), as amended, relating to nondiscrimination on the basis of drug abuse; (f) the Comprehensive Alcohol Abuse and Alcoholism Prevention, Treatment and Rehabilitation Act of 1970 (P.L. 91-616), as amended, relating to nondiscrimination on the basis of alcohol abuse or alcoholism; (g) §§523 and 527 of the Public Health Service Act of 1912 (42 U.S.C. §§290 dd-3 and 290 ee 3), as amended, relating to confidentiality of alcohol and drug abuse patient records; (h) Title VIII of the Civil Rights Act of 1968 (42 U.S.C. §§3601 et seq.), as amended, relating to nondiscrimination in the sale, rental or financing of housing; (i) any other nondiscrimination provisions in the specific statute(s) under which application for Federal assistance is being made; and, (j) the requirements of any other nondiscrimination statute(s) which may apply to the application.
7. Will comply, or has already complied, with the requirements of Titles II and III of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (P.L. 91-646) which provide for fair and equitable treatment of persons displaced or whose property is acquired as a result of Federal or federally-assisted programs. These requirements apply to all interests in real property acquired for project purposes regardless of Federal participation in purchases.
8. Will comply, as applicable, with provisions of the Hatch Act (5 U.S.C. §§1501-1508 and 7324-7328) which limit the political activities of employees whose principal employment activities are funded in whole or in part with Federal funds.

9. Will comply, as applicable, with the provisions of the Davis-Bacon Act (40 U.S.C. §§276a to 276a-7), the Copeland Act (40 U.S.C. §276c and 18 U.S.C. §874), and the Contract Work Hours and Safety Standards Act (40 U.S.C. §§327-333), regarding labor standards for federally-assisted construction subagreements.
10. Will comply, if applicable, with flood insurance purchase requirements of Section 102(a) of the Flood Disaster Protection Act of 1973 (P.L. 93-234) which requires recipients in a special flood hazard area to participate in the program and to purchase flood insurance if the total cost of insurable construction and acquisition is \$10,000 or more.
11. Will comply with environmental standards which may be prescribed pursuant to the following: (a) institution of environmental quality control measures under the National Environmental Policy Act of 1969 (P.L. 91-190) and Executive Order (EO) 11514; (b) notification of violating facilities pursuant to EO 11738; (c) protection of wetlands pursuant to EO 11990; (d) evaluation of flood hazards in floodplains in accordance with EO 11988; (e) assurance of project consistency with the approved State management program developed under the Coastal Zone Management Act of 1972 (16 U.S.C. §§1451 et seq.); (f) conformity of Federal actions to State (Clean Air) Implementation Plans under Section 176(c) of the Clean Air Act of 1955, as amended (42 U.S.C. §§7401 et seq.); (g) protection of underground sources of drinking water under the Safe Drinking Water Act of 1974, as amended (P.L. 93-523); and, (h) protection of endangered species under the Endangered Species Act of 1973, as amended (P.L. 93-205).
12. Will comply with the Wild and Scenic Rivers Act of 1968 (16 U.S.C. §§1271 et seq.) related to protecting components or potential components of the national wild and scenic rivers system.
13. Will assist the awarding agency in assuring compliance with Section 106 of the National Historic Preservation Act of 1966, as amended (16 U.S.C. §470), EO 11593 (identification and protection of historic properties), and the Archaeological and Historic Preservation Act of 1974 (16 U.S.C. §§469a-1 et seq.).
14. Will comply with P.L. 93-348 regarding the protection of human subjects involved in research, development, and related activities supported by this award of assistance.
15. Will comply with the Laboratory Animal Welfare Act of 1966 (P.L. 89-544, as amended, 7 U.S.C. §§2131 et seq.) pertaining to the care, handling, and treatment of warm blooded animals held for research, teaching, or other activities supported by this award of assistance.
16. Will comply with the Lead-Based Paint Poisoning Prevention Act (42 U.S.C. §§4801 et seq.) which prohibits the use of lead-based paint in construction or rehabilitation of residence structures.
17. Will cause to be performed the required financial and compliance audits in accordance with the Single Audit Act Amendments of 1996 and OMB Circular No. A-133, "Audits of States, Local Governments, and Non-Profit Organizations."
18. Will comply with all applicable requirements of all other Federal laws, executive orders, regulations, and policies governing this program.

SIGNATURE OF AUTHORIZED CERTIFYING OFFICIAL	TITLE	
APPLICANT ORGANIZATION		DATE SUBMITTED June 19, 2017

City of Cottonwood, Arizona
City Council Agenda Communication

☐ Print

Meeting	July 6, 2017
Date:	
Subject:	Airport Apron Reconstruction South Phase Contract Award
Department:	Development Services
From:	Morgan Scott, Development Services Manager

REQUESTED ACTION

Consider approval of the contract with Combs Construction Company Inc., for reconstruction of phases 3, 4 and 5 of the asphalt apron at the Cottonwood Airport.

SUGGESTED MOTION

If the Council desires to approve this item the suggested motion is:

I move to approve the contract with Combs Construction Company Inc., in the amount of \$1,386,881.50 for reconstruction of phases 3, 4 and 5 of the asphalt apron at the Cottonwood Airport, subject to final approval of funding from the Federal Aviation Administration (FAA) and FAA concurrence in the contract award.

BACKGROUND

The City Council may be aware that the Airport Apron is approaching the end useful lifespan. In August of 2014, ADOT conducted a study and produced a Pavement Management Report for the City of Cottonwood Airport. ADOT and the FAA agreed to fund of 91.06% of the project with the State and the City splitting the remainder of the costs. The City proceeded with the design of the reconstruction of the apron. Due to limited funding the project was split into five phases and multiple fiscal years. Last winter phases 1 and 2 were completed. This summer phases 3, 4, and 5 were advertised for bids.

Based on the bids that were received on June 21st, 2017 the FAA has approved enough funding to complete the final 3 phases this year. Below is a breakout of the phases and attached is a map showing the alternate phases.

The low bidder was Combs Construction Company Inc. This company has conducted multiple airport pavement projects and staff recommends the City award the contract to this bidder.

JUSTIFICATION/BENEFITS/ISSUES

Awarding this contract will allow the City to complete the airport apron reconstruction project, which will significantly improve the condition of the apron and extend its useful lifespan.

COST/FUNDING SOURCE

The Funding required from the city will come from the Airport Fund.

TOTAL	100%	\$1,386,811.50
FAA	91.06%	\$1,262,830.55
State	4.47%	\$61,990.47
City	4.47%	\$61,990.47

ATTACHMENTS:

File Name	Description	Type
Recommendation_of_Award_6-22-17.pdf	Consultant Recommendation of Award	Cover Memo
Bid_Opening_Doc.pdf	Bid Tabulation Form	Cover Memo
Phasing_Plan.pdf	Phasing Plan	Cover Memo
Combs_Construction.pdf	Contract	Cover Memo
Plans_April_2017.pdf	Plans	Cover Memo
7-6-17_Combs_Agreement.docx	Combs Agreement	Cover Memo



C&S Companies
9200 E. Pima Center Pkwy.
Suite 240
Scottsdale, AZ 85258
p: (602) 997-7536
f: (602) 997-7592
www.cscos.com

June 22, 2017

Mr. Morgan Scott
Development Services Manager
City of Cottonwood
1490 W. Mingus Ave.
Cottonwood, Arizona 86326

Re: Apron Reconstruction Project, Phase 2
FAA AIP No. 3-04-0012-018

Dear Mr. Scott,

We have reviewed the bids received on June 21, 2017, for the above referenced project. Five bid proposals were received as follows:

	Total
Combs Construction Co., Inc.	\$1,386,881.50
NGU Contracting, Inc.	\$1,525,555.55
Pavex Corp.	\$1,544,271.00
J. Banicki Construction, Inc.	\$1,662,952.50
InterMountain West Civil Constructors, Inc.	\$1,698,945.00
<i>Engineer's Estimate</i>	<i>\$1,622,200.00</i>

The apparent low bidder for the project, Combs Construction Co., Inc., Glendale, Arizona, has a current and active Type 'A' General Engineering License No. 100380 with no valid complaints on file for a two-year reporting period. Based on our review of the bid documents submitted, we recommend that the project be awarded to **Combs Construction Co., Inc.** of Glendale, Arizona for **\$1,386,881.50**.

Attached, please find the Bid Tabulation sheet. If you have any questions, feel free to call.

Best regards,

C&S COMPANIES, INC.

A handwritten signature in blue ink, appearing to read 'R. D. Graham', written over a light blue horizontal line.

Richard D. Graham, P.E.
Sr. Project Engineer

\Attachments



COTTONWOOD MUNICIPAL AIRPORT APRON RECONSTRUCTION PROJECT, PHASE 2 FAA AIP PROJECT NO. 3-04-0012-018					ENGINEERS OPINION OF CONSTRUCTION COST C&S Engineers, Inc. 9200 E. Pima Center Pkwy., #240 Scottsdale, AZ 85258		Combs Construction Company, Inc. P.O. Box 10789 Glendale, AZ 85318		NGU Contracting, Inc. 3820 W. Happy Valley Road, #141 Glendale, AZ 85310		Pavex Corp. 4001 E. Michigan Street Tucson, AZ 85714		J. Banicki Construction, Inc. 4720 E. Cotton Gin Loop, #240 Phoenix, AZ 85040		Intermountain West Civil Constructors, Inc. 1564 N. Alma School Road, #200 Mesa, AZ 85201	
ITEM NO.	FAA SPEC NO.	DESCRIPTION	QUANTITY	UNITS	UNIT PRICE	TOTAL	UNIT PRICE	TOTAL	UNIT PRICE	TOTAL	UNIT PRICE	TOTAL	UNIT PRICE	TOTAL	UNIT PRICE	TOTAL
BASE BID																
1	M-100	MAINTENANCE AND PROTECTION OF TRAFFIC	1	LS	\$25,000.00	\$25,000.00	\$55,000.00	\$55,000.00	\$50,000.00	\$50,000.00	\$10,000.00	\$10,000.00	\$60,000.00	\$60,000.00	\$25,000.00	\$25,000.00
2	M-150	PROJECT SURVEY AND STAKEOUT	1	LS	\$50,000.00	\$50,000.00	\$30,000.00	\$30,000.00	\$20,000.00	\$20,000.00	\$32,000.00	\$32,000.00	\$39,000.00	\$39,000.00	\$33,000.00	\$33,000.00
3	GP-105	MOBILIZATION	1	LS	\$101,000.00	\$101,000.00	\$120,000.00	\$120,000.00	\$50,000.00	\$50,000.00	\$30,000.00	\$30,000.00	\$105,500.00	\$105,500.00	\$134,000.00	\$134,000.00
4	D-751	CATCH BASIN	1	EACH	\$5,000.00	\$5,000.00	\$3,400.00	\$3,400.00	\$5,500.00	\$5,500.00	\$3,200.00	\$3,200.00	\$2,750.00	\$2,750.00	\$4,200.00	\$4,200.00
5	D-751	VERTICAL FLOW CLARIFIER	1	EACH	\$50,000.00	\$50,000.00	\$26,400.00	\$26,400.00	\$40,000.00	\$40,000.00	\$30,000.00	\$30,000.00	\$30,000.00	\$30,000.00	\$26,000.00	\$26,000.00
6	L-110	2" PVC CONDUIT, CONCRETE ENCASED	100	LF	\$30.00	\$3,000.00	\$18.00	\$1,800.00	\$21.00	\$2,100.00	\$12.00	\$1,200.00	\$52.00	\$5,200.00	\$50.00	\$5,000.00
7	L-115	ELECTRICAL PULLBOX	2	EACH	\$5,000.00	\$10,000.00	\$1,100.00	\$2,200.00	\$1,250.00	\$2,500.00	\$1,000.00	\$2,000.00	\$2,100.00	\$4,200.00	\$2,000.00	\$4,000.00
8	L-126	CONCRETE TIE-DOWN ANCHORS	89	EACH	\$250.00	\$22,250.00	\$300.00	\$26,700.00	\$475.00	\$42,275.00	\$200.00	\$17,800.00	\$650.00	\$57,850.00	\$800.00	\$71,200.00
9	P-120	REMOVE EXISTING AC PAVEMENT	31,100	SY	\$3.00	\$93,300.00	\$1.40	\$43,540.00	\$1.25	\$38,875.00	\$1.00	\$31,100.00	\$1.25	\$38,875.00	\$2.00	\$62,200.00
10	P-152	UNCLASSIFIED EXCAVATION	11,250	CY	\$10.00	\$112,500.00	\$11.00	\$123,750.00	\$12.50	\$140,625.00	\$6.00	\$67,500.00	\$15.00	\$168,750.00	\$15.00	\$168,750.00
11	P-154	6" THICK SUBBASE COURSE	50	CY	\$18.00	\$900.00	\$26.00	\$1,300.00	\$47.00	\$2,350.00	\$21.00	\$1,050.00	\$29.00	\$1,450.00	\$80.00	\$4,000.00
12	P-154	7" THICK SUBBASE COURSE	6,600	CY	\$20.00	\$132,000.00	\$9.50	\$62,700.00	\$12.50	\$82,500.00	\$16.00	\$105,600.00	\$12.00	\$79,200.00	\$15.00	\$99,000.00
13	P-156	STORMWATER POLLUTION PREVENTION	1	LS	\$15,000.00	\$15,000.00	\$8,000.00	\$8,000.00	\$7,000.00	\$7,000.00	\$3,400.00	\$3,400.00	\$8,000.00	\$8,000.00	\$22,000.00	\$22,000.00
14	P-208	5" THICK CRUSHED AGGREGATE BASE COURSE	4,700	CY	\$50.00	\$235,000.00	\$52.50	\$246,750.00	\$58.00	\$272,600.00	\$82.00	\$385,400.00	\$45.00	\$211,500.00	\$75.00	\$352,500.00
15	P-208	4" THICK CRUSHED AGGREGATE BASE COURSE	40	CY	\$50.00	\$2,000.00	\$84.00	\$3,360.00	\$122.00	\$4,880.00	\$92.00	\$3,680.00	\$80.00	\$3,200.00	\$90.00	\$3,600.00
16	P-403	3" THICK CRUSHED AGGREGATE BASE COURSE	5,700	TON	\$100.00	\$570,000.00	\$83.00	\$473,100.00	\$100.00	\$570,000.00	\$106.00	\$604,200.00	\$120.00	\$684,000.00	\$89.00	\$507,300.00
17	P-602	BITUMINOUS PRIME COAT	30,900	SY	\$1.00	\$30,900.00	\$0.28	\$8,652.00	\$0.65	\$20,085.00	\$2.75	\$84,975.00	\$0.75	\$23,175.00	\$0.60	\$18,540.00
18	P-620	PAINTSTRIPING (YELLOW, REFLECTORIZED)	1,170	SF	\$5.00	\$5,850.00	\$1.40	\$1,638.00	\$3.50	\$4,095.00	\$3.80	\$4,446.00	\$1.80	\$2,106.00	\$3.00	\$3,510.00
19	P-620	PAINTSTRIPING (YELLOW, NON-REFLECTORIZED)	650	SF	\$5.00	\$3,250.00	\$0.87	\$565.50	\$3.50	\$2,275.00	\$3.80	\$2,470.00	\$1.35	\$877.50	\$3.00	\$1,950.00
20	P-620	TIE-DOWN NUMBER PAVEMENT MARKINGS	30	EACH	\$100.00	\$3,000.00	\$20.00	\$600.00	\$65.00	\$1,950.00	\$60.00	\$1,800.00	\$20.00	\$600.00	\$60.00	\$1,800.00
21	P-620	INTERIM PAINTSTRIPING (WHITE, NON-REFLECTORIZED)	3,500	SF	\$3.00	\$10,500.00	\$0.38	\$1,330.00	\$3.50	\$12,250.00	\$3.80	\$13,300.00	\$1.20	\$4,200.00	\$3.00	\$10,500.00
22	P-620	PAINTSTRIPING (WHITE, NON-REFLECTORIZED)	3,500	SF	\$5.00	\$17,500.00	\$0.40	\$1,400.00	\$3.50	\$12,250.00	\$3.80	\$13,300.00	\$1.35	\$4,725.00	\$3.00	\$10,500.00
23	SP-12	SAWCUT EXISTING AC PAVEMENT	190	LF	\$20.00	\$3,800.00	\$1.50	\$285.00	\$11.00	\$2,090.00	\$3.00	\$570.00	\$1.50	\$285.00	\$8.00	\$1,520.00
24	SP-13	SOIL STERILANT	31,100	SY	\$0.50	\$15,550.00	\$0.21	\$6,531.00	\$0.25	\$7,775.00	\$0.30	\$9,330.00	\$0.29	\$9,019.00	\$0.25	\$7,825.00
25	SP-14	SANITARY SEWER MANHOLE	2	EACH	\$8,000.00	\$16,000.00	\$5,000.00	\$10,000.00	\$11,500.00	\$23,000.00	\$5,700.00	\$11,400.00	\$8,400.00	\$16,800.00	\$8,000.00	\$16,000.00
26	SP-15	6" DIA. SDR-35 SEWER PIPE	110	LF	\$50.00	\$5,500.00	\$90.00	\$9,900.00	\$158.00	\$17,380.00	\$55.00	\$6,050.00	\$130.00	\$14,300.00	\$80.00	\$8,800.00
27	SP-15	4" DIA. SDR-35 SEWER PIPE	40	LF	\$45.00	\$1,800.00	\$75.00	\$3,000.00	\$87.00	\$3,480.00	\$40.00	\$1,600.00	\$135.00	\$5,400.00	\$100.00	\$4,000.00
28	SP-16	2" WIDE CONCRETE RIBBON CURB	660	LF	\$25.00	\$16,500.00	\$28.00	\$18,480.00	\$21.00	\$13,860.00	\$30.00	\$19,800.00	\$25.00	\$16,500.00	\$30.00	\$19,800.00
29	SP-17	4" WIDE CONCRETE VALLEY GUTTER	570	LF	\$30.00	\$17,100.00	\$35.00	\$19,950.00	\$55.50	\$31,635.00	\$30.00	\$17,100.00	\$47.00	\$26,790.00	\$35.00	\$19,950.00
30	SP-18	5" THICK PCCP	45	CY	\$400.00	\$18,000.00	\$450.00	\$20,250.00	\$800.00	\$36,000.00	\$400.00	\$18,000.00	\$700.00	\$31,500.00	\$500.00	\$22,500.00
31	SP-9	MISCELLANEOUS REMOVALS	1	LS	\$30,000.00	\$30,000.00	\$56,300.00	\$56,300.00	\$6,225.55	\$6,225.55	\$12,000.00	\$12,000.00	\$7,200.00	\$7,200.00	\$30,000.00	\$30,000.00
TOTAL						\$1,622,200.00		\$1,386,881.50		\$1,525,555.55		\$1,544,271.00		\$1,662,952.50		\$1,698,945.00
BID BOND (10%)							YES		YES		YES		YES		YES	
NON-COLLUSIVE BIDDING CERTIFICATE							YES		YES		YES		YES		YES	
BUY AMERICAN CERTIFICATION							YES		YES		YES		YES		YES	
CERTIFICATIONS (NON-SEGREGATED FACILITIES, DEBARMENT & SUSPENSION, LOBBYING & INFLUENCING FEDERAL EMPLOYEES)							YES		YES		YES		YES		YES	
BIDDER'S STATEMENT OF PREVIOUS CONTRACTS TO EEO CLAUSE							YES		YES		YES		YES		YES	
CERTIFICATION FOR RECEIPT OF ADDENDA							YES		YES		YES		YES		YES	
STATEMENT OF SURETY'S INTENT							YES		YES		YES		YES		YES	
CONTRACTOR'S STORM WATER POLLUTION PREVENTION PLAN CERTIFICATION							YES		YES		YES		YES		YES	
LIST OF SUBCONTRACTORS AND PROFESSIONAL SERVICES PROVIDERS							YES		YES		YES		YES		YES	
CONTRACTOR IMMIGRATION WARRANTY							YES		YES		YES		YES		YES	
DBE STATEMENT (10% GOAL)							YES (committed to contract goal)		YES (committed to contract goal)		YES (0.5% commitment)		YES (committed to contract goal)		YES (2.6% commitment)	
SAFETY PLAN COMPLIANCE DOCUMENT (SPCD) CERTIFICATION							YES		YES		YES		YES		YES	
CONTRACTOR LICENSE CHECK							#100380 (A) - Current		#296105 (A) - Current		#079187 (A) - Current		#091410 (A) - Current #309223 (C) - Current		#145649 (A) - Current #194358 (KB-1) - Current	

C&S ENGINEERS, INC.

I CERTIFY THAT THIS IS A TRUE AND CORRECT TABULATION OF BIDS RECEIVED JUNE 21, 2017

SIGNED: _____

DATE: _____

City of Cottonwood

SOLICITATION TABULATION

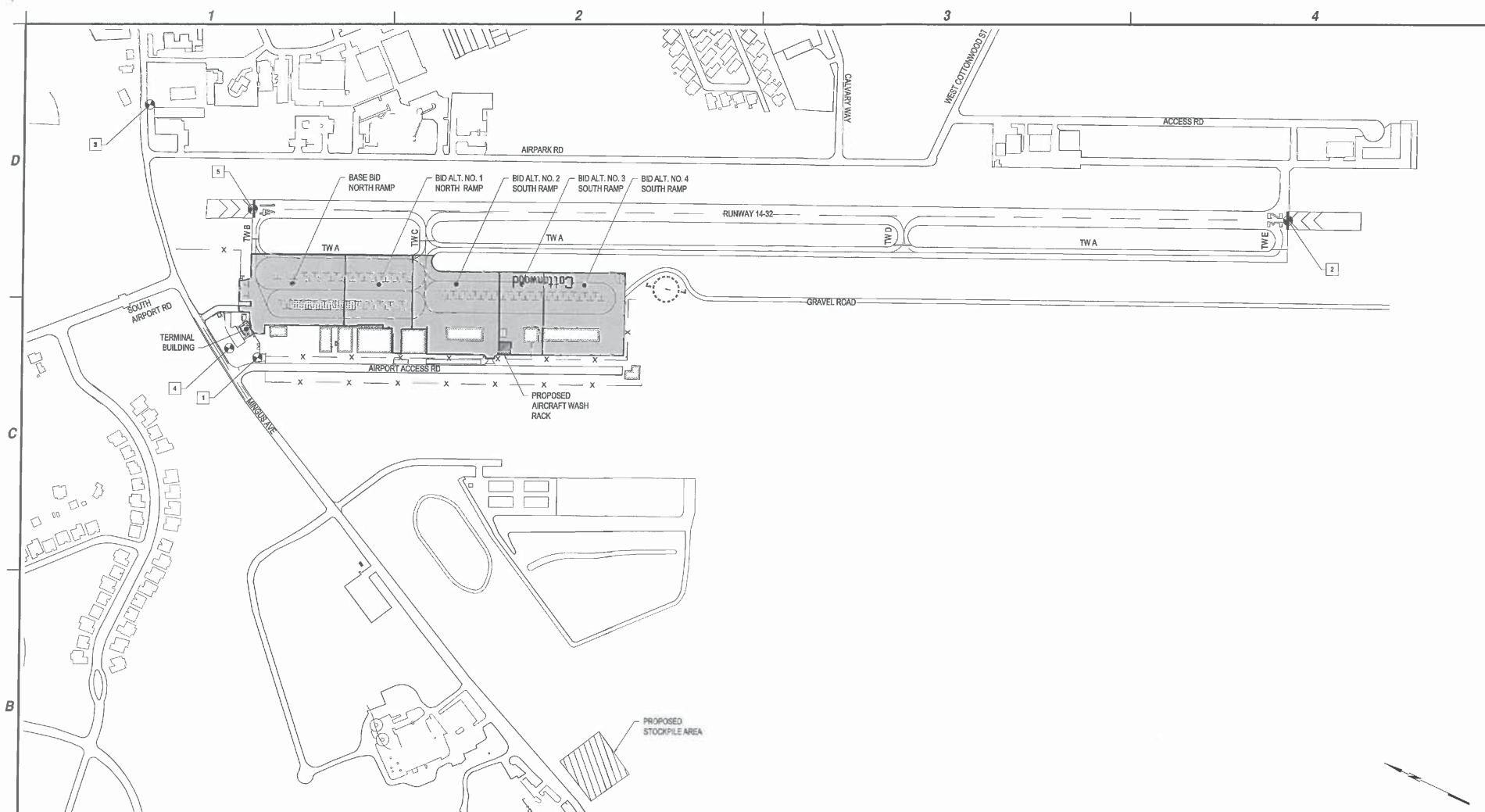
Project Name: City of Cottonwood Airport Apron Reconstruction Phase II

Solicitation Number: _____

Solicitation Opening Date: 06/21/2017 2:00p.m.

Firm Name	Base Bid	Ack. Addenda?
J. Banicki Construction, Inc.	1,662,952.50	Y
NGU Contracting Inc.	1,525,555.55	Y
Inter Mountain West Civil Contractors, Inc.	1,698,945.00	Y
Pavex Corp.	1,544,271.00	Y
Combs Construction Company, Inc.	1,386,881.50	Y

Notes: In attendance: JEFF COOL City of Cottonwood Purchasing
S. SAMSEAN Pavex Corp
J. JOHNSON EMWCC.
Combs Ferguson Bonicki
Jeff Philler Combs Construction



B1 GENERAL PLAN

SCALE: 1" = 200'

NO.	NAME	NORTH	EAST	ELEV.	CODE
1.	1000	48999.617	33009.824	3534.63	CPR 2" AL CAP RLS 27263
2.	5001	45410.241	35309.820	3559.805	GVT BV 0.07' BELOW PVMT
3.	5010	49850.469	33763.558	3498.087	CPR 5/8" PL CAP LS 13015
4.	5012	49121.680	32996.808	3528.127	CPR 5/8" PL CAP LS 13015
5.	5013	49282.064	33553.789	3519.008	GVT BC 0.08' BELOW PVMT

NOTE: CONTRACTOR SHALL PROTECT ALL CONTROL POINTS. IF DISTURBED, MINIMUM CHARGE FOR REPLACEMENT SHALL BE \$10,000 PER POINT LOCATION.

SURVEY WAS PERFORMED BY SHEPARD WESNITZER, INC ON FEBRUARY 1, 2016.

A1 PROJECT CONTROL POINTS

SCALE: NOT TO SCALE

A3 NOT USED

SCALE: NOT TO SCALE

A4 NOT USED

SCALE: NOT TO SCALE

APRON RECONSTRUCTION AND REHABILITATION PROJECT

MARK DATE
PROJECT NO: K2
DATE: AF
DRAWN BY: GT
DESIGNED BY: RDG
CHECKED BY: RDG

GEN
PI

G-

4

PROPOSAL

PROPOSAL
FOR CONSTRUCTION OF THE
APRON RECONSTRUCTION PROJECT, PHASE 2
AT
COTTONWOOD MUNICIPAL AIRPORT
COTTONWOOD, ARIZONA

TO: City of Cottonwood, Purchasing Division Office
816 N. Main St., Cottonwood, AZ 86326

The undersigned, as bidder, hereby declares that he/she has examined the site of the work and informed himself/herself fully in regard to all conditions pertaining to the place where the work is to be done; that he/she has examined and read the Contract Documents and Contract Drawings for the work and all addenda relative thereto furnished prior to the opening of bids; that he/she has satisfied himself/herself relative to the work to be performed.

The bidder understands that the advertisement, located in the front of these Contract Documents, contains the location and a description of the proposed construction, as well as indicates the place, date, and time of the proposal opening; information about a Pre-Bid conference, if scheduled, is contained in the advertisement; the time in which the work must be completed shall be in accordance with the subsection titled FAILURE TO COMPLETE ON TIME of Section 80. If the bidder considers that the time to complete the work is inadequate, they should not submit a bid.

The bidder understands the quantities for bid items listed on the proposal sheets are estimated quantities only for the purpose of comparing bids; any difference between these estimated quantities and actual quantities required for construction shall not be taken as a basis for claims by the Contractor for extra compensation; compensation will be based upon the unit prices and actual construction quantities.

The bidder understands that the description under each item, being briefly stated, implies, although it does not mention, all incidentals and that the prices stated are intended to cover all such work, materials and incidentals as constitute bidder's obligations as described in the specifications and any details not specifically mentioned, but evidently included in the Contract shall be compensated for in the item which most logically includes it.

The bidder understands that proposal guaranty shall be in the form of a bid bond in the amount of ten percent (10%) of this bid in accordance with the subsection titled BID GUARANTEE of Section 20; the proposal guaranty shall become the property of the Owner in the event the Contract and bond(s) are not executed within the time above set forth, as liquidated damages for the delay and additional expense to the Owner caused thereby.

The bidder agrees that upon receipt of written notice of the acceptance of this proposal, bidder will execute the Contract attached within 15 days and deliver a Surety Bond or Bonds as required by the subsection titled REQUIREMENTS OF CONTRACT BONDS OF Section 30. The bidder further agrees to commence construction with an adequate work force, plant and equipment on the date stated in the written notice to proceed and will progress therewith to its completion within the time stated, and in accordance with this Contract and Specification.

ATTACHMENT 'B'

ITEM NO.	FAA SPEC NO.	QUANTITY	ITEM LIST ITEM DESCRIPTION (PRICE WRITTEN IN WORD)	UNIT PRICE IN FIGURES		TOTAL AMOUNT	
				DOLLARS	CENTS	DOLLARS	CENTS
1	M-100	1 LS	MAINTENANCE AND PROTECTION OF TRAFFIC				
			AT Fifty five thousand dollars and zero cents PER LUMP SUM	55,000	.00	55,000	00
2	M-150	1 LS	PROJECT SURVEY & STAKEOUT				
			AT Thirty ⁺ thousand dollars and zero cents PER LUMP SUM	30,000	00 +	30,000	00 +
3	GP-105	1 LS	MOBILIZATION				
			AT One hundred twenty thousand dollars and zero cents PER LUMP SUM	120,000	00	120,000	00
4	D-751	1 EACH	CATCH BASIN				
			AT Three thousand four hundred dollars and zero cents PER EACH	3,400	00	3,400	00
5	D-751	1 EACH	VERTICAL FLOW CLARIFIER				
			AT Twenty-six thousand four hundred dollars and zero cents PER EACH	26,400	00	26,400	00
6	L-110	100 LF	2" PVC CONDUIT, CONCRETE ENCASED				
			AT Eighteen dollars and zero cents PER LINEAR FOOT	18	00	1,800	00
7	L-115	2 EACH	ELECTRICAL PULLBOX				
			AT One thousand one hundred dollars and zero cents PER EACH	1,100	00	2,200	00
8	L-126	89 EACH	CONCRETE TIE-DOWN ANCHORS				
			AT Three hundred dollars and Zero cents PER EACH	300	00	26,700	00
9	P-120	31,100 SY	REMOVE EXISTING AC PAVEMENT				
			AT One dollar and forty cents PER SQUARE YARD	1	40	43,540	00

ATTACHMENT 'B'

ITEM NO.	FAA SPEC NO.	QUANTITY	ITEM LIST ITEM DESCRIPTION (PRICE WRITTEN IN WORD)	UNIT PRICE IN FIGURES		TOTAL AMOUNT	
				DOLLARS	CENTS	DOLLARS	CENTS
10	P-152	11,250 CY	UNCLASSIFIED EXCAVATION Eleven dollars and zero cents PER CUBIC YARD	11	00	123,750	00
11	P-154	50 CY	6" THICK SUBBASE COURSE Twenty-Six dollars and zero cents PER CUBIC YARD	26	00	1,300	00
12	P-154	6,600 CY	7" THICK SUBBASE COURSE Nine dollars and fifty cents PER CUBIC YARD	9	50	62,700	00
13	P-156	1 LS	STORMWATER POLLUTION PREVENTION Eight thousand dollars and zero cents PER LUMP SUM	8,000	00	8,000	00
14	P-208	4,700 CY	5" THICK CRUSHED AGGREGATE BASE COURSE Fifty two dollars and fifty cents PER CUBIC YARD	52	50	246,750	00
15	P-208	40 CY	4" THICK CRUSHED AGGREGATE BASE COURSE Eighty four dollars and zero cents PER CUBIC YARD	84	00	3,360	00
16	P-403	5,700 TON	3" THICK BITUMINOUS SURFACE COURSE, GRADATION 2 Eighty three dollars and zero cents PER TON	83	00	473,100	00
17	P-602	30,900 SY	BITUMINOUS PRIME COAT Zero dollars and twenty eight cents PER SQUARE YARD	0	28	8,652	00
18	P-620	1,170 SF	PAINTSTRIPING (YELLOW, REFLECTORIZED) One dollar and forty cents PER SQUARE FOOT	1	40	1,638	00

ATTACHMENT 'B'

ITEM NO.	FAA SPEC NO.	QUANTITY	ITEM LIST ITEM DESCRIPTION (PRICE WRITTEN IN WORD)	UNIT PRICE IN FIGURES		TOTAL AMOUNT	
				DOLLARS	CENTS	DOLLARS	CENTS
19	P-620	650 SF	PAINTSTRIPING (YELLOW, NON-REFLECTORIZED)				
			AT zero dollars and eighty seven cents PER SQUARE FOOT	0	87	565	50
20	P-620	30 EA	TIE-DOWN NUMBER PAVEMENT MARKINGS				
			AT Twenty dollars and zero cents PER EACH	20	00	600	00
21	P-620	3,500 SF	INTERIM PAINTSTRIPING (WHITE, NON-REFLECTORIZED)				
			AT zero dollars and thirty eight cents PER SQUARE FOOT	0	38	1,330	00
22	P-620	3,500 SF	PAINTSTRIPING (WHITE, NON-REFLECTORIZED)				
			AT zero dollars and forty cents PER SQUARE FOOT	0	40	1,400	00
23	SP-12	190 LF	SAWCUT EXISTING AC PAVEMENT				
			AT One dollar and fifty cents PER LINEAR FOOT	1	50	285	00
24	SP-13	31,100 SY	SOIL STERILANT				
			AT zero dollars and twenty one cents PER SQUARE YARD	0	21	6,531	00
25	SP-14	2 EA	SANITARY SEWER MANHOLE				
			AT Five thousand dollars and zero cents PER EACH	5,000	00	10,000	00
26	SP-15	110 LF	6" DIA. SDR-35 SEWER PIPE				
			AT Ninety dollars and zero cents PER LINEAR FOOT	90	00	9,900	00
27	SP-15	40 LF	4" DIA. SDR-35 SEWER PIPE				
			AT Seventy five dollars and zero cents PER LINEAR FOOT	75	00	3,000	00

ATTACHMENT 'B'

ITEM NO.	FAA SPEC NO.	QUANTITY	ITEM LIST ITEM DESCRIPTION (PRICE WRITTEN IN WORD)	UNIT PRICE IN FIGURES		TOTAL AMOUNT	
				DOLLARS	CENTS	DOLLARS	CENTS
28	SP-16	660 LF	2' WIDE CONCRETE RIBBON CURB	28	00	18,480	00
			AT Twenty eight dollars and zero cents PER LINEAR FOOT				
29	SP-17	570 LF	4' WIDE CONCRETE VALLEY GUTTER	35	00	19,950	00
			AT Thirty five dollars and Zero cents PER LINEAR FOOT				
30	SP-18	45 CY	5" THICK PCCP	450	00	20,250	00
			AT Four hundred fifty dollars and zero cents PER CUBIC YARD				
31	SP-9	1 LS	MISCELLANEOUS REMOVALS	56,300	00	56,300	00
			AT Fifty six thousand three hundred dollars and zero cents PER LUMP SUM				
TOTAL PRICE (WRITTEN IN WORD)						DOLLARS	CENTS
One million three hundred eighty six thousand						1,386,881	50

Eight hundred eighty one dollars and fifty cents
¢

The bidder states that this proposal is based upon prevailing wages in and in no case are wages considered less than those predetermined by the State and Federal Departments of Labor, schedules of which are contained in the Contract Documents.

The bidder proposes and agrees, if this Proposal is accepted, to contract in the form of contract specified with the City of Cottonwood (Owner), to furnish all necessary materials, equipment, machinery, tools, apparatus, means of transportation and labor necessary to complete the construction of the project in full and complete accordance with the shown, noted, described and reasonably intended requirements of the Contract Documents and Contract Drawings, to the full and entire satisfaction of the above said Owner, with a definite understanding that no money will be allowed for extra work except as set forth in the attached Contract Documents, for the unit prices listed for each item.

BIDDER, IF AN INDIVIDUAL:

N/A

BY: _____
(Printed Name)

(Signature)

COMPANY NAME: _____

ADDRESS: _____

PHONE NO: _____

DATE: _____

BIDDER, IF A PARTNERSHIP (GIVE NAMES AND ADDRESSES OF EACH PARTNER):

N/A

BY: _____
(Printed Name)

(Signature)

COMPANY NAME: _____

ADDRESS: _____

PHONE NO: _____

DATE: _____

PARTNER'S
NAME: _____

N/A

BUSINESS
ADDRESS: _____

PARTNER'S
NAME: _____

BUSINESS
ADDRESS: _____

PARTNER'S
NAME: _____

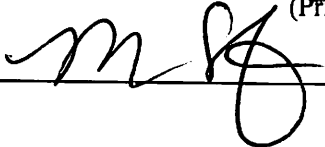
BUSINESS
ADDRESS: _____

PARTNER'S
NAME: _____

BUSINESS
ADDRESS: _____

BIDDER, IF A CORPORATION:

BY: Michael R. Steg, Vice President
(Printed Name & Title)


(Signature)

CORPORATION
NAME: Combs Construction Company, Inc.

ADDRESS: PO Box 10789
Glendale, AZ 85318

STATE OF CORPORATION
CHARTER: Arizona

PHONE NO: (602) 237-4029

DATE: 06/21/17

(SEAL)

PRESIDENT'S
NAME: Ryan Combs

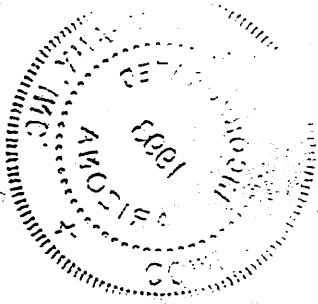
BUSINESS
ADDRESS: PO Box 10789
Glendale, AZ 85318

SECRETARY'S
NAME: Azadeh Ranjbar

BUSINESS
ADDRESS: PO Box 10789
Glendale, AZ 85318

TREASURER'S
NAME: Azadeh Ranjbar

BUSINESS
ADDRESS: P.O. Box 10789
Glendale, AZ 85318



TO: Mr. J. Edgar Hoover

FROM: Mr. [illegible]

SUBJECT: [illegible]

RE: [illegible]

DATE: [illegible]

TIME: [illegible]

PLACE: [illegible]

REASON: [illegible]

REFERENCE: [illegible]

ADDITIONAL INFORMATION: [illegible]

COMMENTS: [illegible]

REMARKS: [illegible]

NOTES: [illegible]

CONCLUSION: [illegible]

SIGNATURE: [illegible]

TITLE: [illegible]

DEPARTMENT: [illegible]

ATTACHMENTS TO PROPOSAL

BIDDER and his/her surety, where appropriate, have completed and executed the attached documents which are identified below.

Non-Collusive Bidding Certificate

Buy American Certification

Certifications:

- **Certification of Non-Segregated Facilities**
- **Debarment & Suspension Certification**
- **Lobbying and Influencing Federal Employees**

Bidder's Statement of Previous Contracts Subject to EEO Clause as Described in Section 70-21

Certification for Receipt of Addenda

Statement of Surety's Intent

Contractor's Storm Water Pollution Prevention Plan Certification

List of Subcontractors and Professional Services Providers

Contractor Immigration Warranty

Disadvantaged Business Enterprise Requirements

Safety Plan Compliance Document (SPCD) Certification

NON-COLLUSIVE BIDDING CERTIFICATE

The Signer of this Bid declares:

- A. That he/she has carefully examined the annexed form of the Agreement and Contract.
- B. That each Bidder and each person signing on behalf of any Bidder certifies, and in the case of a joint Bid each party thereto certifies as to its own organization, under penalty of perjury, that to the best of knowledge and belief:
 - 1. The prices in this Bid have been arrived at independently without collusion, consultation, communication or agreement, for the purpose of restricting competition, as to any matter relating to such prices with any other Bidder or with any competitor;
 - 2. Unless otherwise required by law, the prices which have been quoted in this Bid have not been knowingly disclosed by the Bidder, and will not knowingly be disclosed by the Bidder prior to opening, directly or indirectly, to any other Bidder or to any competitor; and
 - 3. No attempt has been made or will be made by the Bidder to induce any other person, partnership or corporation to submit or not to submit a Bid for the purpose of restricting competition.

I hereby affirm under the penalties of perjury that the foregoing statement is true.

Affix Seal
if Principal
is Corporation

BIDDER:

Combs Construction Company, Inc.

BY:

[Signature]

TITLE:

Michael R. Steg, Vice President

STATE OF ARIZONA)

SS:
COUNTY OF Maricopa

On the 20th day of June, 2017, before me personally came Michael R. Steg

to me known, who, being by me duly sworn, did swear and affirm that he/she resides at 2801 S. 49th
Avenue Phoenix, AZ 85043, that he/she is the Vice President
of the Bidder herein and signs the foregoing Non-Collusive Certification on behalf of such Bidder; that
he/she executed the foregoing Non-Collusive Certification; and that, to the best of his knowledge and
belief, the statement made in the foregoing Non-Collusive Certification is true.

[Signature]
NOTARY PUBLIC

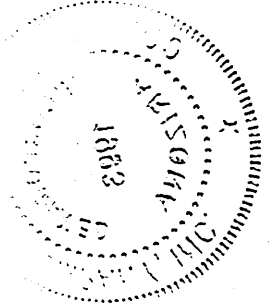
MY COMMISSION EXPIRES:

September 24, 2020



MARIA G SOTO
NOTARY PUBLIC, ARIZONA
MARICOPA COUNTY
My Commission Expires
September 24, 2020

(This form must be completed and submitted with the Proposal.)



MARIA G SOTO
NOTARY PUBLIC, ARIZONA
MARICOPA COUNTY
My Commission Expires
December 24, 2020



BUY AMERICAN CERTIFICATION

Certificate of Buy American Compliance for Manufactured Products

As a matter of bid responsiveness, the bidder or offeror must complete, sign, date, and submit this certification statement with their proposal. The bidder or offeror must indicate how they intend to comply with 49 USC § 50101 by selecting one on the following certification statements. These statements are mutually exclusive. Bidder must select one or the other (not both) by inserting a checkmark (✓) or the letter "X".

- ☒ Bidder or offeror hereby certifies that it will comply with 49 USC § 50101 by:
- Only installing steel and manufactured products produced in the United States, or;
 - Installing manufactured products for which the FAA has issued a waiver as indicated by inclusion on the current FAA Nationwide Buy American Waivers Issued listing, or;
 - Installing products listed as an Excepted Article, Material or Supply in Federal Acquisition Regulation Subpart 25.108.

By selecting this certification statement, the bidder or offeror agrees:

- To provide to the Owner evidence that documents the source and origin of the steel and manufactured product.
- To faithfully comply with providing US domestic product
- To furnish US domestic product for any waiver request that the FAA rejects
- To refrain from seeking a waiver request after establishment of the contract, unless extenuating circumstances emerge that the FAA determines justified.

- ☐ The bidder or offeror hereby certifies it cannot comply with the 100% Buy American Preferences of 49 USC § 50101(a) but may qualify for either a Type 3 or Type 4 waiver under 49 USC § 50101(b). By selecting this certification statement, the apparent bidder or offeror with the apparent low bid agrees:

- To submit to the Owner within 15 calendar days of the bid opening, a formal waiver request and required documentation that support the type of waiver being requested.
- That failure to submit the required documentation within the specified timeframe is cause for a non-responsive determination may result in rejection of the proposal.
- To faithfully comply with providing US domestic products at or above the approved US domestic content percentage as approved by the FAA.
- To refrain from seeking a waiver request after establishment of the contract, unless extenuating circumstances emerge that the FAA determines justified.

Required Documentation

Type 3 Waiver - The cost of the item components and subcomponents produced in the United States is more than 60% of the cost of all components and subcomponents of the "item". The required documentation for a type 3 waiver is:

- Listing of all product components and subcomponents that are not comprised of 100% US domestic content (Excludes products listed on the FAA Nationwide Buy American

Waivers Issued listing and products excluded by Federal Acquisition Regulation Subpart 25.108; products of unknown origin must be considered as non-domestic products in their entirety).

- b) Cost of non-domestic components and subcomponents, excluding labor costs associated with final assembly at place of manufacture.
- c) Percentage of non-domestic component and subcomponent cost as compared to total "item" component and subcomponent costs, excluding labor costs associated with final assembly at place of manufacture.

Type 4 Waiver – Total cost of project using US domestic source product exceeds the total project cost using non-domestic product by 25%. The required documentation for a type 4 of waiver is:

- a) Detailed cost information for total project using US domestic product
- b) Detailed cost information for total project using non-domestic product

False Statements: Per 49 USC § 47126, this certification concerns a matter within the jurisdiction of the Federal Aviation Administration and the making of a false, fictitious or fraudulent certification may render the maker subject to prosecution under Title 18, United States Code.

06/21/17
Date


Signature

Combs Construction Company Inc
Company Name

Michael R. Steg, Vice President
Title

(These forms must be completed and submitted with the Proposal.)

CERTIFICATIONS

BIDDER'S NAME: Combs Construction Company, Inc.
ADDRESS: P.O. Box 10789 Glendale, AZ 85318
TELEPHONE NO.: (602) 237-4029 **FAX NO.** (602) 237-4182
IRS EMPLOYER IDENTIFICATION NUMBER: 86-0744516

NOTICE OF NONSEGREGATED FACILITIES REQUIREMENT

Notice to Prospective Federally Assisted Construction Contractors

1. A Certification of Non-segregated Facilities shall be submitted prior to the award of a federally-assisted construction contract exceeding \$10,000 which is not exempt from the provisions of the Equal Opportunity Clause.
2. Contractors receiving federally-assisted construction contract awards exceeding \$10,000 which are not exempt from the provisions of the Equal Opportunity Clause will be required to provide for the forwarding of the following notice to prospective subcontractors for supplies and construction contracts where the subcontracts exceed \$10,000 and are not exempt from the provisions of the Equal Opportunity Clause.
3. The penalty for making false statements in offers is prescribed in 18 U.S.C. § 1001.

Notice to Prospective Subcontractors of Requirements for Certification of Non-Segregated Facilities

1. A Certification of Non-segregated Facilities shall be submitted prior to the award of a subcontract exceeding \$10,000, which is not exempt from the provisions of the Equal Opportunity Clause.
2. Contractors receiving subcontract awards exceeding \$10,000 which are not exempt from the provisions of the Equal Opportunity Clause will be required to provide for the forwarding of this notice to prospective subcontractors for supplies and construction contracts where the subcontracts exceed \$10,000 and are not exempt from the provisions of the Equal Opportunity Clause.
3. The penalty for making false statements in offers is prescribed in 18 U.S.C. § 1001.

* * * * *

CERTIFICATION OF NON-SEGREGATED FACILITIES

The federally-assisted construction contractor certifies that she or he does not maintain or provide, for his employees, any segregated facilities at any of his establishments and that she or he does not permit his employees to perform their services at any location, under his control, where segregated facilities are maintained. The federally-assisted construction contractor certifies that she or he will not maintain or provide, for his employees, segregated facilities at any of his establishments and that she or he will not permit his employees to perform their services at any location under his control where segregated facilities are maintained. The federally-assisted construction contractor agrees that a breach of this certification is a violation of the Equal Opportunity Clause in this contract.

As used in this certification, the term "segregated facilities" means any waiting rooms, work areas, restrooms, and washrooms, restaurants and other eating areas, time clocks, locker rooms and other storage or dressing areas, parking lots, drinking fountains, recreation or entertainment areas, transportation, and

housing facilities provided for employees which are segregated by explicit directives or are, in fact, segregated on the basis of race, color, religion, or national origin because of habit, local custom, or any other reason. The federally-assisted construction contractor agrees that (except where she or he has obtained identical certifications from proposed subcontractors for specific time periods) she or he will obtain identical certifications from proposed subcontractors prior to the award of subcontracts exceeding \$10,000 which are not exempt from the provisions of the Equal Opportunity Clause and that she or he will retain such certifications in his files.

* * * * *

CERTIFICATE REGARDING DEBARMENT AND SUSPENSION (BIDDER OR OFFEROR)
(Required for all contracts and subcontracts that exceed \$25,000.)

By submitting a bid/proposal under this solicitation, the bidder or offeror certifies that neither it nor its principals are presently debarred or suspended by any Federal department or agency from participation in this transaction.

CERTIFICATION REGARDING DEBARMENT AND SUSPENSION (SUCCESSFUL BIDDER REGARDING LOWER TIER PARTICIPANTS)

The successful bidder, by administering each lower tier subcontract that exceeds \$25,000 as a "covered transaction", must verify each lower tier participant of a "covered transaction" under the project is not presently debarred or otherwise disqualified from participation in this federally assisted project. The successful bidder will accomplish this by:

1. Checking the System for Award Management at website: <http://www.sam.gov>
2. Collecting a certification statement similar to the Certificate Regarding Debarment and Suspension (Bidder or Offeror), above.
3. Inserting a clause or condition in the covered transaction with the lower tier contract

If the FAA later determines that a lower tier participant failed to disclose to a higher tier participant that it was excluded or disqualified at the time it entered the covered transaction, the FAA may pursue any available remedies, including suspension and debarment of the non-compliant participant.

* * * * *

LOBBYING AND INFLUENCING FEDERAL EMPLOYEES
(Required for all contracts and subcontracts that exceed \$100,000.)

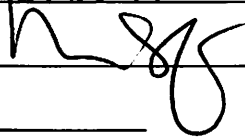
The bidder or offeror certifies by signing and submitting this bid or proposal, to the best of his or her knowledge and belief, that:

- (1) No Federal appropriated funds have been paid or will be paid, by or on behalf of the Bidder or Offeror, to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.

-
- (2) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.
- (3) The undersigned shall require that the language of this certification be included in the award documents for all sub-awards at all tiers (including subcontracts, sub-grants, and contracts under grants, loans, and cooperative agreements) and that all sub-recipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

Printed Name & Title: Michael R. Steg, Vice President

Signature: 

Date: 06/21/17

(This certification must be completed and submitted with the Proposal.)

**BIDDER'S STATEMENT OF PREVIOUS CONTRACTS SUBJECT TO EEO CLAUSE AS
DESCRIBED IN SECTION 70-21**

The Bidder shall complete the following statement by checking the appropriate boxes.

The Bidder has X has not participated in a previous contract subject to the Equal Opportunity Clause prescribed by Executive Order 11246, as amended, of September 24, 1965.

The Bidder has X has not submitted all compliance reports in connection with any such contract due under the applicable filing requirements; and that representations indicating submission of required compliance reports signed by proposed subcontractors will be obtained prior to award of subcontracts.

If the Bidder has participated in a previous contract subject to the Equal Opportunity Clause and has not submitted compliance reports due under applicable filing requirements, the Bidder shall submit a compliance report on Standard Form 100, "Employee Information Report EEO-1", attached to this proposal.

CERTIFICATION FOR RECEIPT OF ADDENDA

Receipt of the following Addenda is acknowledged:

ADDENDUM NO.: <u>#1</u>	DATED: <u>6/19/17</u>
ADDENDUM NO.: <u> </u>	DATED: <u> </u>
ADDENDUM NO.: <u> </u>	DATED: <u> </u>

Combs Construction Company, Inc.
(Firm or Corporation Making Bid)


(Signature of Authorized Person)

P.O. Address: 10789 Glendale, AZ 85318
Dated: 06/21/17

(This form must be completed and submitted with the Proposal.)

STATEMENT OF SURETY'S INTENT

TO: City of Cottonwood

We have reviewed the bid of Combs Construction Company, Inc.

(Contractor)

of PO Box 10789, Glendale, AZ 85318

(Address)

for the Apron Reconstruction Project, Phase 2

project for which bids will be received on: June 21, 2017

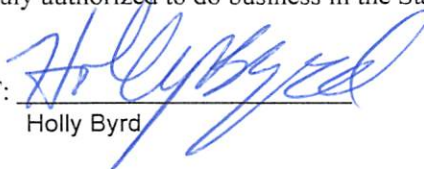
(Bid Opening Date)

and wish to advise that should this Bid of the Contractor be accepted and the Contract awarded to him, it is our present intention to become surety on the performance bond and labor and material bond required by the Contract.

Any arrangement for the bonds required by the Contract is a matter between the Contractor and ourselves and we assure no liability to you or third parties if for any reason we do not execute the requisite bonds.

We are duly authorized to do business in the State of Arizona.


ATTEST:


Holly Byrd

Western Surety Company



Surety's Authorized Signature(s) Andrea T. Windish, Attorney-In-Fact


(Corporate seal, if any. If no seal, write "No Seal" across this place and sign.)

ATTACH PROPOSAL GUARANTEE

ATTACH POWER OF ATTORNEY

(This form must be complete and submitted with the Proposal.
Copies of this form may be filled out and attached to this page.)

SECRET

1952

...

...



BID BOND

ARIZONA STATUTORY BID BOND PURSUANT TO
TITLES 28, 34, AND 41,
OF THE ARIZONA REVISED STATUTES

(Penalty of this bond must not be less than 10% of the bid amount)

KNOW ALL MEN BY THESE PRESENTS: That, we Combs Construction Company, Inc., (hereinafter "Principal"), as Principal, and Western Surety Company, (hereinafter "Surety"), a corporation organized and existing under the laws of the State of South Dakota, with its principal offices in Chicago, IL, holding a certificate of authority to transact surety business in Arizona issued by the Director of the Department of Insurance pursuant to Title 20, Chapter 2, Article 1, as Surety, are held and firmly bound unto City of Cottonwood, (hereinafter "Obligee"), as Obligee, in the amount of Ten Percent (10%) of Principal's Bid Amount

for the payment of which sum, the Principal and Surety bind themselves, and their heirs, administrators, executors, successors, and assigns, jointly and severally, firmly by these presents.

WHEREAS, the Principal has submitted a bid for:

Apron Reconstruction Project, Phase 2
FAA AIP No. 3-04-0012-018 (C) / 3-04-0012-016 (D) / ADOT No. EXFXX (C) / E6F3C (D)
Cottonwood Municipal Airport; Cottonwood, AZ

NOW, THEREFORE, if the Obligee shall accept the proposal of the Principal and the Principal shall enter into a contract with the Obligee in accordance with the terms of the proposal and give the Bonds and Certificates of Insurance as specified in the specifications with good and sufficient Surety for the faithful performance of the Contract and for the prompt payment of labor and materials furnished in the prosecution of the contract, or in the event of the failure of the Principal to enter into the contract and give the Bonds and Certificates of Insurance, if the Principal pays to the Obligee the difference not to exceed the penalty of the bond between the amount specified in the proposal and such larger amount for which the Obligee may in good faith contract with another party to perform the work covered by the proposal then this obligation is void. Otherwise it remains in full force and effect provided, however, that this bond is executed pursuant to the provisions of Section 34-201, Arizona Revised Statutes, and all liabilities on this bond shall be determined in accordance with the provisions of that section to the extent as if it were copied at length herein.

Witness our hands this 14th day of June, 2017

Combs Construction Company, Inc.

Principal

SEAL

Western Surety Company

SURETY

SEAL

By:

Its:

Michael R. Steg, Vice President

By:

Andrea T. Windish, Attorney-In-Fact

Lovitt & Touché, Inc.

AGENCY OF RECORD

1050 W Washington, Suite 233, Tempe, AZ 85281

AGENCY ADDRESS

BID BOND

1. The first step in the process is to identify the problem or issue that needs to be addressed. This involves gathering information and understanding the context of the problem.

[illegible]

1997, 1998, 1999, 2000, 2001, 2002, 2003, 2004, 2005, 2006, 2007, 2008, 2009, 2010, 2011, 2012, 2013, 2014, 2015, 2016, 2017, 2018, 2019, 2020, 2021, 2022, 2023, 2024, 2025, 2026, 2027, 2028, 2029, 2030, 2031, 2032, 2033, 2034, 2035, 2036, 2037, 2038, 2039, 2040, 2041, 2042, 2043, 2044, 2045, 2046, 2047, 2048, 2049, 2050, 2051, 2052, 2053, 2054, 2055, 2056, 2057, 2058, 2059, 2060, 2061, 2062, 2063, 2064, 2065, 2066, 2067, 2068, 2069, 2070, 2071, 2072, 2073, 2074, 2075, 2076, 2077, 2078, 2079, 2080, 2081, 2082, 2083, 2084, 2085, 2086, 2087, 2088, 2089, 2090, 2091, 2092, 2093, 2094, 2095, 2096, 2097, 2098, 2099, 2100, 2101, 2102, 2103, 2104, 2105, 2106, 2107, 2108, 2109, 2110, 2111, 2112, 2113, 2114, 2115, 2116, 2117, 2118, 2119, 2120, 2121, 2122, 2123, 2124, 2125, 2126, 2127, 2128, 2129, 2130, 2131, 2132, 2133, 2134, 2135, 2136, 2137, 2138, 2139, 2140, 2141, 2142, 2143, 2144, 2145, 2146, 2147, 2148, 2149, 2150, 2151, 2152, 2153, 2154, 2155, 2156, 2157, 2158, 2159, 2160, 2161, 2162, 2163, 2164, 2165, 2166, 2167, 2168, 2169, 2170, 2171, 2172, 2173, 2174, 2175, 2176, 2177, 2178, 2179, 2180, 2181, 2182, 2183, 2184, 2185, 2186, 2187, 2188, 2189, 2190, 2191, 2192, 2193, 2194, 2195, 2196, 2197, 2198, 2199, 2200, 2201, 2202, 2203, 2204, 2205, 2206, 2207, 2208, 2209, 2210, 2211, 2212, 2213, 2214, 2215, 2216, 2217, 2218, 2219, 2220, 2221, 2222, 2223, 2224, 2225, 2226, 2227, 2228, 2229, 2230, 2231, 2232, 2233, 2234, 2235, 2236, 2237, 2238, 2239, 2240, 2241, 2242, 2243, 2244, 2245, 2246, 2247, 2248, 2249, 2250, 2251, 2252, 2253, 2254, 2255, 2256, 2257, 2258, 2259, 2260, 2261, 2262, 2263, 2264, 2265, 2266, 2267, 2268, 2269, 2270, 2271, 2272, 2273, 2274, 2275, 2276, 2277, 2278, 2279, 2280, 2281, 2282, 2283, 2284, 2285, 2286, 2287, 2288, 2289, 2290, 2291, 2292, 2293, 2294, 2295, 2296, 2297, 2298, 2299, 2300, 2301, 2302, 2303, 2304, 2305, 2306, 2307, 2308, 2309, 2310, 2311, 2312, 2313, 2314, 2315, 2316, 2317, 2318, 2319, 2320, 2321, 2322, 2323, 2324, 2325, 2326, 2327, 2328, 2329, 2330, 2331, 2332, 2333, 2334, 2335, 2336, 2337, 2338, 2339, 2340, 2341, 2342, 2343, 2344, 2345, 2346, 2347, 2348, 2349, 2350, 2351, 2352, 2353, 2354, 2355, 2356, 2357, 2358, 2359, 2360, 2361, 2362, 2363, 2364, 2365, 2366, 2367, 2368, 2369, 2370, 2371, 2372, 2373, 2374, 2375, 2376, 2377, 2378, 2379, 2380, 2381, 2382, 2383, 2384, 2385, 2386, 2387, 2388, 2389, 2390, 2391, 2392, 2393, 2394, 2395, 2396, 2397, 2398, 2399, 2400, 2401, 2402, 2403, 2404, 2405, 2406, 2407, 2408, 2409, 2410, 2411, 2412, 2413, 2414, 2415, 2416, 2417, 2418, 2419, 2420, 2421, 2422, 2423, 2424, 2425, 2426, 2427, 2428, 2429, 2430, 2431, 2432, 2433, 2434, 2435, 2436, 2437, 2438, 2439, 2440, 2441, 2442, 2443, 2444, 2445, 2446, 2447, 2448, 2449, 2450, 2451, 2452, 2453, 2454, 2455, 2456, 2457, 2458, 2459, 2460, 2461, 2462, 2463, 2464, 2465, 2466, 2467, 2468, 2469, 2470, 2471, 2472, 2473, 2474, 2475, 2476, 2477, 2478, 2479, 2480, 2481, 2482, 2483, 2484, 2485, 2486, 2487, 2488, 2489, 2490, 2491, 2492, 2493, 2494, 2495, 2496, 2497, 2498, 2499, 2500, 2501, 2502, 2503, 2504, 2505, 2506, 2507, 2508, 2509, 2510, 2511, 2512, 2513, 2514, 2515, 2516, 2517, 2518, 2519, 2520, 2521, 2522, 2523, 2524, 2525, 2526, 2527, 2528, 2529, 2530, 2531, 2532, 2533, 2534, 2535, 2536, 2537, 2538, 2539, 2540, 2541, 2542, 2543, 2544, 2545, 2546, 2547, 2548, 2549, 2550, 2551, 2552, 2553, 2554, 2555, 2556, 2557, 2558, 2559, 2560, 2561, 2562, 2563, 2564, 2565, 2566, 2567, 2568, 2569, 2570, 2571, 2572, 2573, 2574, 2575, 2576, 2577, 2578, 2579, 2580, 2581, 2582, 2583, 2584, 2585, 2586, 2587, 2588, 2589, 2590, 2591, 2592, 2593, 2594, 2595, 2596, 2597, 2598, 2599, 2600, 2601, 2602, 2603, 2604, 2605, 2606, 2607, 2608, 2609, 2610, 2611, 2612, 2613, 2614, 2615, 2616, 2617, 2618, 2619, 2620, 2621, 2622, 2623, 2624, 2625, 2626, 2627, 2628, 2629, 2630, 2631, 2632, 2633, 2634, 2635, 2636, 2637, 2638, 2639, 2640, 2641, 2642, 2643, 2644, 2645, 2646, 2647, 2648, 2649, 2650, 2651, 2652, 2653, 2654, 2655, 2656, 2657, 2658, 2659, 2660, 2661, 2662, 2663, 2664, 2665, 2666, 2667, 2668, 2669, 2670, 2671, 2672, 2673, 2674, 2675, 2676, 2677, 2678, 26

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7-11-66

(Signature)

Western Surety Company

POWER OF ATTORNEY APPOINTING INDIVIDUAL ATTORNEY-IN-FACT

Know All Men By These Presents, That WESTERN SURETY COMPANY, a South Dakota corporation, is a duly organized and existing corporation having its principal office in the City of Sioux Falls, and State of South Dakota, and that it does by virtue of the signature and seal herein affixed hereby make, constitute and appoint

**Charles A Touche, Saralyn B Seymour, Andrea T Windish, Brian D Wilder, Holly Byrd,
Individually**

of Tempe, AZ, its true and lawful Attorney(s)-in-Fact with full power and authority hereby conferred to sign, seal and execute for and on its behalf bonds, undertakings and other obligatory instruments of similar nature

- In Unlimited Amounts -

and to bind it thereby as fully and to the same extent as if such instruments were signed by a duly authorized officer of the corporation and all the acts of said Attorney, pursuant to the authority hereby given, are hereby ratified and confirmed.

This Power of Attorney is made and executed pursuant to and by authority of the By-Law printed on the reverse hereof, duly adopted, as indicated, by the shareholders of the corporation.

In Witness Whereof, WESTERN SURETY COMPANY has caused these presents to be signed by its Vice President and its corporate seal to be hereto affixed on this 2nd day of March, 2017.



WESTERN SURETY COMPANY

Paul T. Bruflat
Paul T. Bruflat, Vice President

State of South Dakota }
County of Minnehaha } ss

On this 2nd day of March, 2017, before me personally came Paul T. Bruflat, to me known, who, being by me duly sworn, did depose and say: that he resides in the City of Sioux Falls, State of South Dakota; that he is the Vice President of WESTERN SURETY COMPANY described in and which executed the above instrument; that he knows the seal of said corporation; that the seal affixed to the said instrument is such corporate seal; that it was so affixed pursuant to authority given by the Board of Directors of said corporation and that he signed his name thereto pursuant to like authority, and acknowledges same to be the act and deed of said corporation.

My commission expires

June 23, 2021



J. Mohr
J. Mohr, Notary Public

CERTIFICATE

I, L. Nelson, Assistant Secretary of WESTERN SURETY COMPANY do hereby certify that the Power of Attorney hereinabove set forth is still in force, and further certify that the By-Law of the corporation printed on the reverse hereof is still in force. In testimony whereof I have hereunto subscribed my name and affixed the seal of the said corporation this 14th day of June, 2017.



WESTERN SURETY COMPANY

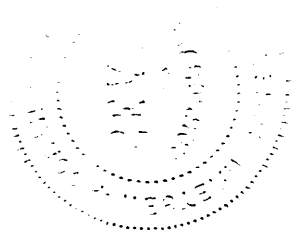
L. Nelson
L. Nelson, Assistant Secretary

Authorizing By-Law

ADOPTED BY THE SHAREHOLDERS OF WESTERN SURETY COMPANY

This Power of Attorney is made and executed pursuant to and by authority of the following By-Law duly adopted by the shareholders of the Company.

Section 7. All bonds, policies, undertakings, Powers of Attorney, or other obligations of the corporation shall be executed in the corporate name of the Company by the President, Secretary, and Assistant Secretary, Treasurer, or any Vice President, or by such other officers as the Board of Directors may authorize. The President, any Vice President, Secretary, any Assistant Secretary, or the Treasurer may appoint Attorneys in Fact or agents who shall have authority to issue bonds, policies, or undertakings in the name of the Company. The corporate seal is not necessary for the validity of any bonds, policies, undertakings, Powers of Attorney or other obligations of the corporation. The signature of any such officer and the corporate seal may be printed by facsimile.



CONTRACTOR'S STORM WATER POLLUTION PREVENTION PLAN CERTIFICATION

Airport Name/Location: Cottonwood Municipal Airport - 1001 W. Mingus Ave
Cottonwood, AZ 86326
Project Name: Apron Reconstruction project, Phase 2
Contractor's Official Name: Combs Construction Company, Inc.
Address: PO BOX 10789 Glendale, AZ 85318
Telephone Number: (602) 237-4029

Certification Statement:

"I certify under penalty of law that I understand and agree to comply with the terms and conditions of the Storm Water Pollution Prevention Plan for this project presented in the technical specifications of these Contract Documents in Item P-156, "Soil Erosion and Sediment Control". I further agree that I shall be responsible for furnishing all materials, labor and equipment necessary to comply with all National Pollutant Discharge Elimination System (NPDES) requirements for erosion control during construction including the installation of all construction BMP's and the preparation and filing of a Notice of Intent, Inspection and Maintenance Reports and a Notice of Termination. All work and methods shall comply with the best management practices required by the Federal Aviation Administration (FAA), the Arizona Department of Environmental Quality (ADEQ), the City of Cottonwood, and any other governing agencies. This work shall include preparing and revising as necessary a comprehensive stormwater pollution prevention plan, including descriptions of proposed measures to be implemented, a schedule detailing the proposed coordination for accomplishing the erosion control features in a timely and appropriate manner, and site-specific diagrams indicating proposed locations where erosion control devices or measures may be required during successive construction stages."

Combs Construction Company, Inc.
Printed Name of Bidder


Signature

Vice President
Title

06/21/17
Date

(This form must be completed and submitted with the Proposal.)

**LIST OF SUBCONTRACTORS
AND PROFESSIONAL SERVICES PROVIDERS**

The bidder is required to furnish the following information for all proposed Subcontractors to be used in the completion of the project. *All entities that will be providing work or services on this project must be included in this list.* By submission of this form, Bidder certifies that all Subcontractors are eligible to perform work on public projects pursuant to A.R.S. 34-241.B.

Name Subcontractor is licensed under: _____

License Number: _____

Address of Subcontractor: _____

Percent (%) of Total Contract: _____

Specific Description of Subcontract: _____

Name Subcontractor is licensed under: _____

License Number: 289069A

Address of Subcontractor: White & White Contracting LLC
953 E. Constitution Dr. Chandler, AZ 85225

Percent (%) of Total Contract: 4.27%

Specific Description of Subcontract: PIPE

Name Subcontractor is licensed under: _____

License Number: _____

Address of Subcontractor: _____

Percent (%) of Total Contract: _____

Specific Description of Subcontract: _____

Name Subcontractor is licensed under: _____

License Number: 1141040 KE

Address of Subcontractor: Traffic Safety Inc.
8901 E. Laredo Dr. Prescott Valley, AZ 86314

Percent (%) of Total Contract: 0.03%

Specific Description of Subcontract: Striping

Name Subcontractor is licensed under: _____

License Number: 219435 KE

Address of Subcontractor: Spar Construction Co., LLC
PO Box 10506 Glendale, AZ 85318

Percent (%) of Total Contract: 1.4%

Specific Description of Subcontract: Tie down anchor/Adjustment

(This form must be completed and submitted with the Proposal.
Copies of this form may be filled out and attached to this page.)

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AND PROFESSIONAL SERVICES PROVIDERS**

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Name Subcontractor is licensed under: A-CORE Concrete Cutting LLC
License Number: 196637 K-05
Address of Subcontractor: 605 S. Drew Mesa, AZ 85210
Percent (%) of Total Contract: 0.5%
Specific Description of Subcontract: Sawcutting

Name Subcontractor is licensed under: Matrix Land Surveying Inc
License Number: N/A
Address of Subcontractor: 9700 Lunar Drive
Percent (%) of Total Contract: 1.15%
Specific Description of Subcontract: Survey

Name Subcontractor is licensed under: ATC Group Services LLC
License Number: 3010781A
Address of Subcontractor: 9185 S. Farmer Ave, Suite 111 Tempe, AZ 85284
Percent (%) of Total Contract: 2.1%
Specific Description of Subcontract: Quality Control

Name Subcontractor is licensed under: Oothoudt Trucking
License Number: N/A
Address of Subcontractor: PO Box 2493 Camp Verde, AZ 86322
Percent (%) of Total Contract: 1.6%
Specific Description of Subcontract: Trucking

Name Subcontractor is licensed under: _____
License Number: _____
Address of Subcontractor: _____
Percent (%) of Total Contract: _____
Specific Description of Subcontract: _____

(This form must be completed and submitted with the Proposal.
Copies of this form may be filled out and attached to this page.)

**LIST OF SUBCONTRACTORS
AND PROFESSIONAL SERVICES PROVIDERS**

The bidder is required to furnish the following information for all proposed Subcontractors to be used in the completion of the project. *All entities that will be providing work or services on this project must be included in this list.* By submission of this form, Bidder certifies that all Subcontractors are eligible to perform work on public projects pursuant to A.R.S. 34-241.B.

Name Subcontractor is licensed under: Hanson Aggregates
License Number: N/A
Address of Subcontractor: PO BOX 1630 CLARKDALE, AZ 86324
Percent (%) of Total Contract: 12.7%
Specific Description of Subcontract: SUPPLY ABC

Name Subcontractor is licensed under: Vulcan Materials Co.
License Number: N/A
Address of Subcontractor: 2526 E University Drive PHOENIX, AZ 85034
Percent (%) of Total Contract: 25.6%
Specific Description of Subcontract: SUPPLY ASPHALT

Name Subcontractor is licensed under: AZ Utility & Signal LLC
License Number: 302499 A-17
Address of Subcontractor: 4935 W. TETHER TRAIL PHOENIX, AZ 85003
Percent (%) of Total Contract: 0.26%
Specific Description of Subcontract: ELECTRICAL

Name Subcontractor is licensed under: WSP INC
License Number: 0723871A
Address of Subcontractor: 7777 N. 70TH AVE GLENDALE, AZ 85303
Percent (%) of Total Contract: 1.4%
Specific Description of Subcontract: PULVERIZE

Name Subcontractor is licensed under: Evergreen Spray Service
License Number: 1794107 CR-5
Address of Subcontractor: PO BOX 121050 PRESCOTT, AZ 86304
Percent (%) of Total Contract: 0.49%
Specific Description of Subcontract: SOIL STERILANT

(This form must be completed and submitted with the Proposal.
Copies of this form may be filled out and attached to this page.)

**LIST OF SUBCONTRACTORS
AND PROFESSIONAL SERVICES PROVIDERS**

The bidder is required to furnish the following information for all proposed Subcontractors to be used in the completion of the project. *All entities that will be providing work or services on this project must be included in this list.* By submission of this form, Bidder certifies that all Subcontractors are eligible to perform work on public projects pursuant to A.R.S. 34-241.B.

Name Subcontractor is licensed under: Ridder Concrete
License Number: 156738 CR-9
Address of Subcontractor: 2128 Miramonte Drive Prescott, AZ 86301
Percent (%) of Total Contract: 3.56%
Specific Description of Subcontract: Concrete

Name Subcontractor is licensed under: _____
License Number: _____
Address of Subcontractor: _____
Percent (%) of Total Contract: _____
Specific Description of Subcontract: _____

Name Subcontractor is licensed under: _____
License Number: _____
Address of Subcontractor: _____
Percent (%) of Total Contract: _____
Specific Description of Subcontract: _____

Name Subcontractor is licensed under: _____
License Number: _____
Address of Subcontractor: _____
Percent (%) of Total Contract: _____
Specific Description of Subcontract: _____

Name Subcontractor is licensed under: _____
License Number: _____
Address of Subcontractor: _____
Percent (%) of Total Contract: _____
Specific Description of Subcontract: _____

**(This form must be completed and submitted with the Proposal.
Copies of this form may be filled out and attached to this page.)**

CONTRACTOR IMMIGRATION WARRANTY

(Compliance with Federal and State Laws)

The Contractor understands and acknowledges the applicability to it of the Americans with Disabilities Act, the Immigration Reform and Control Act of 1986 and the Drug Free Workplace Act of 1989. The following is only applicable to construction contracts: The Contractor must also comply with A.R.S. §34-301, "Employment of Aliens on Public Works Prohibited," and A.R.S. §34-302, as amended, "Residence Requirements for Employees."

Under the provisions of A.R.S. §41-4401, Contractor hereby warrants to the Owner that the Contractor and each of its subcontractors ("Subcontractors") will comply with, and are contractually obligated to comply with all Federal Immigration laws and regulations that relate to their employees and A.R.S. §23-214(A) (hereinafter "Contractor Immigration Warranty").

A breach of the Contractor Immigration Warranty shall constitute a material breach of this Contract and shall subject the Contractor to penalties up to and including termination of this Contract at the sole discretion of the Owner.

The Owner retains the legal right to inspect the papers of any Contractor or Subcontractor's employee who works on this Contract to ensure that the Contractor or Subcontractor is complying with the Contractor Immigration Warranty. Contractor agrees to assist the Owner in regard to any such inspections.

The Owner may, at its sole discretion, conduct random verification of the employment records of the Contractor and any of its Subcontractors to ensure compliance with the Contractor's Immigration Warranty. Contractor agrees to assist the Owner in regard to any random verifications performed.

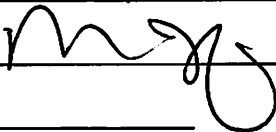
Neither the Contractor nor any Subcontractor shall be deemed to have materially breached the Contractor Immigration Warranty if the Contractor or Subcontractor establishes that it has complied with the employment verification provisions prescribed by sections 274A and 274B of the Federal Immigration and Nationality Act and the E-Verify requirements prescribed by A.R.S. §23-214 Subsection A.

The provisions of this Article must be included in any contract the Contractor enters into with any and all of its subcontractors who provide services under this Contract or any subcontract. "Services" are defined as furnishing labor, time or effort in the State of Arizona by a contractor or subcontractor. Services include construction or maintenance of any structure, building or transportation facility or improvement to real property.

Printed Name & Title: _____

Michael R. Steg, Vice President

Signature: _____



Date: _____

06/21/17

DISADVANTAGED BUSINESS ENTERPRISE (DBE) STATEMENT

The requirements of 49 CFR Part 26, Regulations of the U.S. Department of Transportation, apply to this contract. It is the policy of the Sponsor to practice nondiscrimination based on race, color, sex, or national origin in the award or performance of this contract. All firms qualifying under this solicitation are encouraged to submit proposals. Award of this contract will be conditioned upon satisfying the DBE requirements of this contract. These requirements apply to all bidders, including those who qualify as a DBE. A DBE contract goal of 10 percent has been established for this contract. The bidder shall make good faith efforts, as defined in Appendix A, 49 CFR Part 26, to meet the contract goal for DBE participation in the performance of this contract. Excerpts from 49 CFR Part 26 are included in Section 70-21.13.

Within 15 days after the opening of bids and before award of the contract, all bidders/offers wishing to remain in competition for award of this contract shall submit "The Contractor's DBE Plan" to the Owner. The bidder/offeror will be required to submit the following information: (1) the names and addresses of DBE firms that will participate in the contract; (2) a description of the work that each DBE firm will perform. To count toward meeting a goal, each DBE firm must be certified in a NAICS code applicable to the kind of work the firm would perform on the contract; (3) the dollar amount of the participation of each DBE firm participating; (4) written documentation of the bidder/offeror's commitment to use a DBE subcontractor whose participation it submits to meet the contract goal; (5) written confirmation from each listed DBE firm that it is participating in the contract in the kind and amount of work provided in the prime contractor's commitment; and (6) if the contract goal is not met, evidence of good faith effort.

The Contractor's DBE Plan Form and DBE Letter Of Intent Form are located in Section 200. The website for the Unified Certification Program directory in the state of Arizona is: <https://adot.dbesystem.com/>

CERTIFICATION OF BIDDER: The undersigned bidder will satisfy the DBE requirements of these specifications in the following manner (please check the appropriate space):

☒ The bidder is committed to meeting or exceeding the DBE utilization goal stated above on this contract.

☐ The bidder, if unable to meet the DBE utilization goal stated above, is committed to a minimum of ____% DBE utilization on this contract, and will submit documentation demonstrating good faith efforts.

SAFETY PLAN COMPLIANCE DOCUMENT (SPCD) CERTIFICATION

Project Location: 1001 W. Mirrus Ave Cottonwood, AZ 86326
Project Name: Apron Reconstruction Project, phase 2
Contractor's Official Name: Combs Construction Company, Inc.
Contact Person: Michael R. Steg Telephone: (602) 237-4029
Street Address: 2801 S. 49th Ave
City: Phoenix State: AZ Zip: 85043

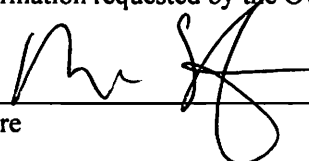
Certification Statement:

I certify that I have read the Construction Safety and Phasing Plan (CSPP) included in the Contract Documents and if awarded this Contract, I will abide by its requirements as written.

I certify that I have read the Safety Plan Compliance Document (SCPD) included in the Contract Documents and if awarded this Contract, I will abide by its requirements as written;

I certify that I will provide the information required in the SCPD prior to the start of construction work, if awarded this Contract, and that I will provide any additional information requested by the Owner.

Michael R. Steg
Printed Name of Signer


Signature

Vice President
Title

06/21/17
Date

END OF PROPOSAL

ADDENDUM NO. 1
COTTONWOOD MUNICIPAL AIRPORT
APRON RECONSTRUCTION PROJECT, PHASE 2
FAA AIP NO. 3-04-0012-018

In accordance with the Advertisement, Page ADV-1, paragraph 5 of the Project Specifications and the Contract Documents, the following revisions to the Plans and Specifications shall become a part of the Contract Documents and each bidder shall acknowledge receipt thereof on the Certification for Receipt of Addenda, page PROPOSAL-16.

GENERAL

- ITEM 1:** Included in this addendum is **Attachment 'A'**, Pre-Bid Meeting Minutes and Sign-In Sheet.
- ITEM 2:** Clarification: Because the bid documents were distributed electronically, the entire book does not need to be submitted with the bid. Only the proposal pages need to be submitted.

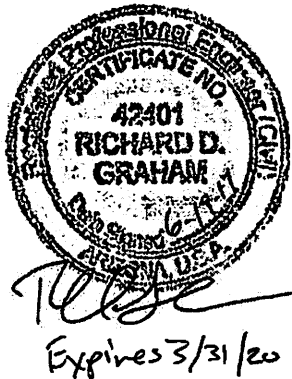
SPECIFICATIONS

- ITEM 3:** PROPOSAL FORM, delete pages PROPOSAL-2 through PROPOSAL-5 and replace with **Attachment 'B'** pages PROPOSAL-2 through PROPOSAL-5 (Rev. Adden. No. 1).
- ITEM 4:** ITEM P-120 COLD MILLING EXISTING PAVEMENTS, paragraph 120-2.1. Revise paragraph 4 to read as follows:
- “Any excess millings or mixture of millings and existing aggregate base course not needed for recycled subbase material on the project and less than 1.5” in size shall become property of the Owner, and shall be stockpiled offsite by the Contractor at 1480 W. Mingus Ave., Cottonwood, AZ 86326. All other material shall become the property of the contractor and disposed of off airport property.”
- ITEM 5:** P-620 APRON MARKING. Add the following paragraphs to section 620-3.6:
- “Paint used for interim markings shall be waterborne or solvent base and shall be applied between 230 square feet (minimum) per gallon, to 380 square feet (maximum) per gallon to the interim markings shown on the Contract Drawings. There shall be no reflective media applied to interim paint unless otherwise shown or specified. Once the proper pavement curing period has been reached, the permanent markings shall be painted with the full application rate specified in Table 1, along with reflective media where specified.
- Pavement markings may be applied at the end of construction rather than at the completion of each work area. However, any damage to the runway hold position markings at Taxiway B shall be repaired prior to opening the taxiway to aircraft traffic.”

PLANS

- ITEM 6:** SHEET G-002, GENERAL NOTES, QUANTITIES AND SHEET LIST. Revise quantities listed to reflect the changes made in ITEM 3 above.
- ITEM 7:** Replace Sheet G-102 with Attachment 'C'.
- ITEM 8:** Replace Sheet CG-502 with Attachment 'D'.
- ITEM 9:** Replace Sheet CM-102 with Attachment 'E'.

C&S COMPANIES, INC.



ATTACHMENT 'A'

PRE-BID MEETING MINUTES FOR CONSTRUCTION OF APRON RECONSTRUCTION PROJECT, PHASE 2 AT THE COTTONWOOD MUNICIPAL AIRPORT

I. INTRODUCTION

- A. Welcome to the Pre-Bid Meeting for the Apron Reconstruction Project, Phase 2.
- B. Attendees filled out name, affiliation, mailing address and phone number on the sign-in sheet for correspondence.
- C. A site visit was conducted immediately following this meeting, no questions answered shall be considered inclusive unless issued in writing.

II. PROJECT DESCRIPTION

- A. General Description: Reconstruction of the existing aircraft parking apron, divided into two work areas. Included in the project is an aircraft wash rack, earthwork, paving, tie-down anchors and pavement markings.
- B. Special Items:
 - 1. P-403 FAA asphalt pavement
 - 2. P-208 FAA base course
 - 3. Aircraft wash rack
 - 4. CSPP Document in proposal – Safety Plan compliance
 - 5. Range of estimated construction cost \$1.3M to \$1.7M
 - 6. No field office will be required

III. SAFETY AND OPERATIONAL REQUIREMENTS

- A. Safety during construction is the No. 1 priority for the protection of the Airport users, employees and the contractor's employees. The Contractor is responsible for safety during Construction on Airport Projects. Contractor to prepare proposal exercising all safety requirements and required barricades
 - 1. The Contractor is responsible for his employees and for compliance with OSHA standards, rules and regulations.
 - 2. Barricades must be placed prior to start of construction.
 - 3. No deviations of men and equipment from designated work areas and access routes will be allowed. If a gate is taken off-line, the contractor is responsible for manning this gate area as all times.
 - 4. Unless otherwise shown on the Plans or Specifications, under no circumstances will the contractor be allowed to travel on or across active airport operating surfaces.
- B. Prevention of Foreign Object Damage (FOD) is extremely important as ingestion of material into jet engines and prop-wash will cause extensive damage.

ATTACHMENT 'A'

1. Work areas must be kept clean and pavements must be continually swept to prevent the accumulation of dirt and debris.
2. Dust control measures must be implemented by the Contractor.
3. Trash and debris must be placed in appropriate containers.

C. Security

1. Contractor must provide padlocks for the access gate and gate must be kept locked at all times.
2. If a gate is left open, the contractor must post a guard to ensure no unauthorized entry.
3. Open, unattended gates are subject to fines by the FAA of up to \$10,000.00. Fines incurred by the Owner will be passed on to and become the responsibility of the contractor.

D. Construction safety phasing plan (CSPP)

1. Phasing plan description
2. The proposal does require the construction safety plan compliance document be completed, if contractor has better routing or safety, phasing plans then this would be acceptable but must be submitted with proposal.

IV. DBE & CIVIL GOALS

- A. DBE participation goal for this contract is 10%. These are goals only.
- B. EEO participation goals for this contract are 19.6% minority and 6.9% female. Goals must be met unless otherwise approved in writing.
- B. Other civil rights requirements are as designated in the AC 150/5100-15 (available at faa.gov).
- C. Contractor can reference the ADOT website for firms that are qualified DBE within the state. This is a goal and if it is not met, the contractor will need to provide evidence of an effort to meet or exceed the goal.

V. LABOR REQUIREMENTS

- A. Contractor must pay the higher prevailing wage rate as a minimum in accordance with the current Federal Wage Rate Schedules.
- B. Other labor requirements are as contained in the AC 150/5100-6 (available at faa.gov)
- C. Wage rate interviews will be conducted as part of this project.

VI. ADDENDA

- A. Any changes or modifications identified at this meeting will be made by addendum to all prospective bidders.
- D. Other questions raised after this meeting or on the site visit must be submitted by email to C&S Attn: Richard Graham to be considered for future addendum.
- E. No interpretation of the meaning of the Contract Documents, Contract Drawings or other portions of the Contract will be made orally. Every request for such interpretation must be in writing or email and addressed to Richard Graham, PE, (rgraham@cscos.com) C&S Engineers, Inc., located

ATTACHMENT 'A'

at 9200 E. Pima Center Pkwy., Suite 240, Scottsdale, AZ 85258, and to be given consideration must be received at the above address at least three (3) days prior to the date fixed for opening of bids. Any and all such interpretations and any supplemental instructions will be in the form of written addenda, which, when issued, will be sent by certified mail with return receipt requested, or by confirmed facsimile to all holders of Contract Documents at the respective addresses furnished for such purposes, not later than twenty-four (24) hours prior to the date fixed for the opening of bids. Failure of any Bidder to receive any such addenda or interpretation shall not relieve said Bidder from any obligation under his bid as submitted. All addenda so issued shall become part of the Contract

VII. QUESTIONS & GENERAL DISCUSSION

- A. Bids are due June 21, 2017 at 2:00PM AZ time to the City Purchasing Division Office, 816 N. Main St., Cottonwood, AZ 86326. Bids will be read aloud in the Purchasing Division Office.
- B. Clarification needed on soil disposal location. The City will not accept spoil material in their yard. The addendum will revise the specifications regarding this item.
- C. Processed material for subbase, consisting of existing AC and ABC materials, shall be 1.5" minus.
- D. The specifications will be revised to remove the required milling machine width.
- E. The phasing plan will be revised to allow aircraft access to the self-fuel island at all times.
- F. No City permits are required for this project.
- G. Typos on Proposal Forms – conflicting information as to unit of measurement for some items.
- H. Tie-down anchor detail will be revised.
- I. City emphasized that only reclaimed water is to be used for construction water on this project. The hydrants on-site are not to be used. There is a reclaimed water filling station about a quarter mile up Mingus Road from the airport.
- J. The pullbox lids for the spare conduit run shall be metal, heavy traffic rated lids. Plan detail will be revised to reflect this.
- K. Loctite is required on the tie-down anchor shackles to prevent tampering.
- L. City will provide adjacent property owner contact information to bidders if that owner is willing to accept spoil materials.

ATTACHMENT 'B'

ITEM NO.	FAA SPEC NO.	QUANTITY	ITEM LIST ITEM DESCRIPTION (PRICE WRITTEN IN WORD)	UNIT PRICE IN FIGURES		TOTAL AMOUNT	
				DOLLARS	CENTS	DOLLARS	CENTS
1	M-100	1 LS	MAINTENANCE AND PROTECTION OF TRAFFIC				
			AT				
			PER LUMP SUM				
2	M-150	1 LS	PROJECT SURVEY & STAKEOUT				
			AT				
			PER LUMP SUM				
3	GP-105	1 LS	MOBILIZATION				
			AT				
			PER LUMP SUM				
4	D-751	1 EACH	CATCH BASIN				
			AT				
			PER EACH				
5	D-751	1 EACH	VERTICAL FLOW CLARIFIER				
			AT				
			PER EACH				
6	L-110	100 LF	2" PVC CONDUIT, CONCRETE ENCASED				
			AT				
			PER LINEAR FOOT				
7	L-115	2 EACH	ELECTRICAL PULLBOX				
			AT				
			PER EACH				
8	L-126	89 EACH	CONCRETE TIE-DOWN ANCHORS				
			AT				
			PER EACH				
9	P-120	31,100 SY	REMOVE EXISTING AC PAVEMENT				
			AT				
			PER SQUARE YARD				

ATTACHMENT 'B'

ITEM NO.	FAA SPEC NO.	QUANTITY	ITEM LIST ITEM DESCRIPTION (PRICE WRITTEN IN WORD)	UNIT PRICE IN FIGURES		TOTAL AMOUNT	
				DOLLARS	CENTS	DOLLARS	CENTS
10	P-152	11,250 CY	UNCLASSIFIED EXCAVATION				
			AT PER CUBIC YARD				
11	P-154	50 CY	6" THICK SUBBASE COURSE				
			AT PER CUBIC YARD				
12	P-154	6,600 CY	7" THICK SUBBASE COURSE				
			AT PER CUBIC YARD				
13	P-156	1 LS	STORMWATER POLLUTION PREVENTION				
			AT PER LUMP SUM				
14	P-208	4,700 CY	5" THICK CRUSHED AGGREGATE BASE COURSE				
			AT PER CUBIC YARD				
15	P-208	40 CY	4" THICK CRUSHED AGGREGATE BASE COURSE				
			AT PER CUBIC YARD				
16	P-403	5,700 TON	3" THICK BITUMINOUS SURFACE COURSE, GRADATION 2				
			AT PER TON				
17	P-602	30,900 SY	BITUMINOUS PRIME COAT				
			AT PER SQUARE YARD				
18	P-620	1,170 SF	PAINTSTRIPING (YELLOW, REFLECTORIZED)				
			AT PER SQUARE FOOT				

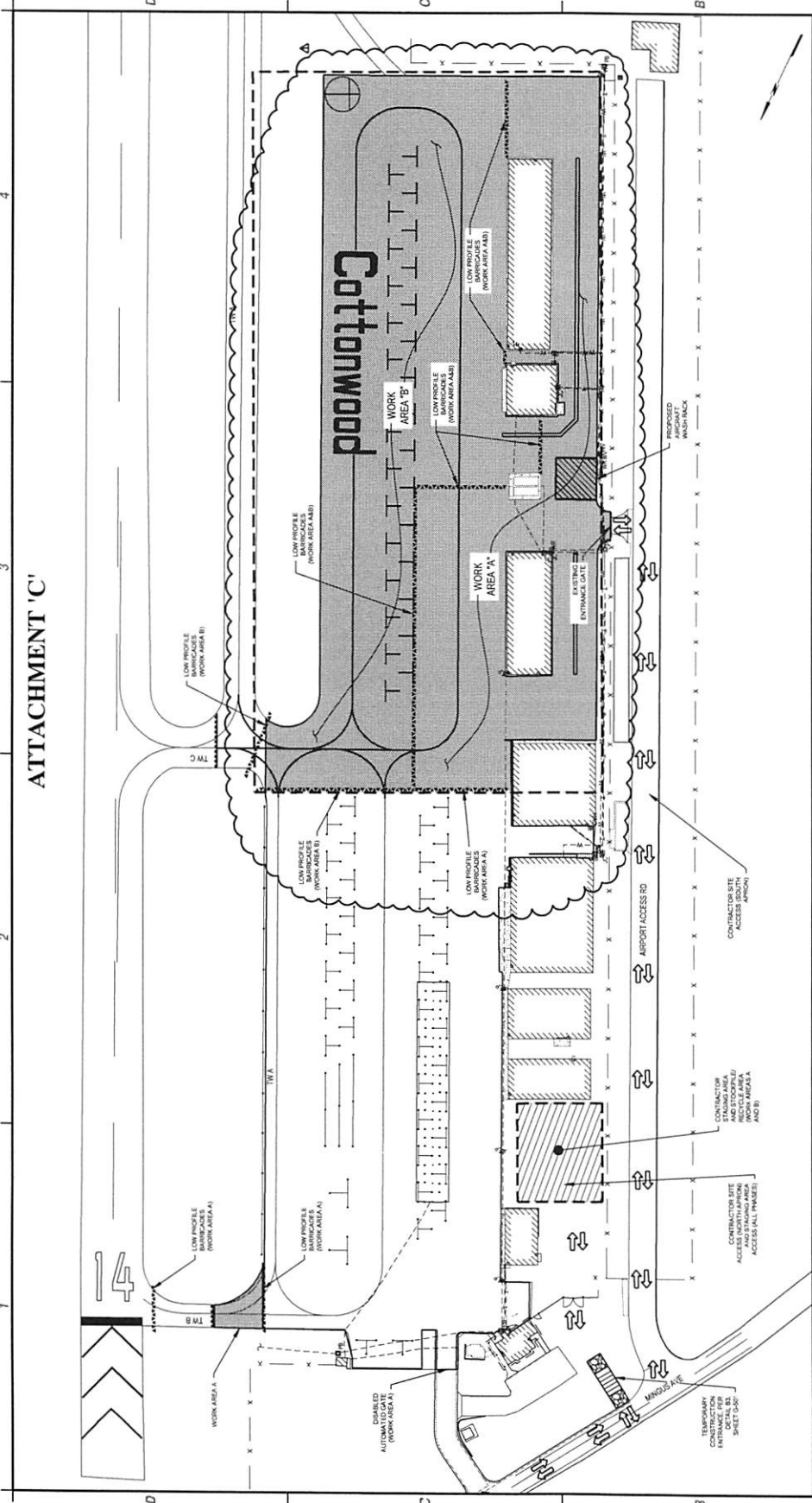
ATTACHMENT 'B'

ITEM NO.	FAA SPEC NO.	QUANTITY	ITEM LIST ITEM DESCRIPTION (PRICE WRITTEN IN WORD)	UNIT PRICE IN FIGURES		TOTAL AMOUNT	
				DOLLARS	CENTS	DOLLARS	CENTS
19	P-620	650 SF	PAINTSTRIPING (YELLOW, NON-REFLECTORIZED)				
			AT PER SQUARE FOOT				
20	P-620	30 EA	TIE-DOWN NUMBER PAVEMENT MARKINGS				
			AT PER EACH				
21	P-620	3,500 SF	INTERIM PAINTSTRIPING (WHITE, NON-REFLECTORIZED)				
			AT PER SQUARE FOOT				
22	P-620	3,500 SF	PAINTSTRIPING (WHITE, NON-REFLECTORIZED)				
			AT PER SQUARE FOOT				
23	SP-12	190 LF	SAWCUT EXISTING AC PAVEMENT				
			AT PER LINEAR FOOT				
24	SP-13	31,100 SY	SOIL STERILANT				
			AT PER SQUARE YARD				
25	SP-14	2 EA	SANITARY SEWER MANHOLE				
			AT PER EACH				
26	SP-15	110 LF	6" DIA. SDR-35 SEWER PIPE				
			AT PER LINEAR FOOT				
27	SP-15	40 LF	4" DIA. SDR-35 SEWER PIPE				
			AT PER LINEAR FOOT				

ATTACHMENT 'B'

ITEM NO.	FAA SPEC NO.	QUANTITY	ITEM LIST ITEM DESCRIPTION (PRICE WRITTEN IN WORD)	UNIT PRICE IN FIGURES		TOTAL AMOUNT	
				DOLLARS	CENTS	DOLLARS	CENTS
28	SP-16	660 LF	2' WIDE CONCRETE RIBBON CURB				
			AT				
			PER LINEAR FOOT				
29	SP-17	570 LF	4' WIDE CONCRETE VALLEY GUTTER				
			AT				
			PER LINEAR FOOT				
30	SP-18	45 CY	5" THICK PCCP				
			AT				
			PER CUBIC YARD				
31	SP-9	1 LS	MISCELLANEOUS REMOVALS				
			AT				
			PER LUMP SUM				
TOTAL PRICE (WRITTEN IN WORD)						DOLLARS	CENTS

ATTACHMENT 'C'



B1 CONSTRUCTION SAFETY PHASING PLAN

- GENERAL NOTES:**
1. WORK AREA LIMITS BASED ON PHASING LIMITS.
 2. FOR WORK AREA DESIGNATED (A) BARRICADES SHALL BE MOVED AND RELOCATED BY THE CONTRACTOR AS THE WORK AREA BEING CONSTRUCTED WITH APPROVAL OF ENGINEER.
 3. CONSTRUCTION ACCESS ROAD AND STAGING AREA SHALL BE RETURNED TO PREVIOUS CONDITION AFTER PROJECT COMPLETION BY THE CONTRACTOR.
 4. CONTRACTOR IS TO USE ALL SECURITY MEASURES WHILE USING EXISTING GATE ACCESS PER CONTRACT DOCUMENTS.
 5. CONTRACTOR TO USE ROUTES TO ACCESS TO WORK AREAS AS SHOWN.
 6. CONTRACTOR MAY CONSTRUCT AREA A FIRST OR AREA B FIRST.

PHASE I (WORK AREA 'A') NOTES

1. TAXIWAY B CLOSED. AIRCRAFT TO BACK TAXI FROM TAXIWAY C TO DEPART ON RUNWAY 14.
2. PARKED AND HANGARED AIRCRAFT IN WORK AREA 'A' WILL BE RELOCATED BY OWNER BEFORE CONSTRUCTION STARTS IN THIS PHASE.

PHASE II (WORK AREA 'B') NOTES

1. APRON ACCESS TO TAXIWAY C IS CLOSED. AIRCRAFT TO BACK TAXI FROM TAXIWAY A TO TAXIWAY B FOR APRON ACCESS.
2. PARKED AND HANGARED AIRCRAFT IN WORK AREA 'B' WILL BE RELOCATED BY OWNER BEFORE CONSTRUCTION STARTS IN THIS PHASE.

LEGEND

DIRECTION OF TRAFFIC FOR CONTRACTOR ACCESS DURING CONSTRUCTION

CONSTRUCTION SAFETY PHASING PLAN

PROJECT NO. 43702303
DATE: APRIL 2017
DRAWN BY: JZ
CHECKED BY: TGO

CONSTRUCTION SAFETY PHASING PLAN

G-102
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C&S COMPANIES
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Scottsdale, Arizona 85257
Phone: 602.977.7500
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APRON RECONSTRUCTION AND
REHABILITATION PROJECT
COTTONWOOD MUNICIPAL AIRPORT
COTTONWOOD, ARIZONA

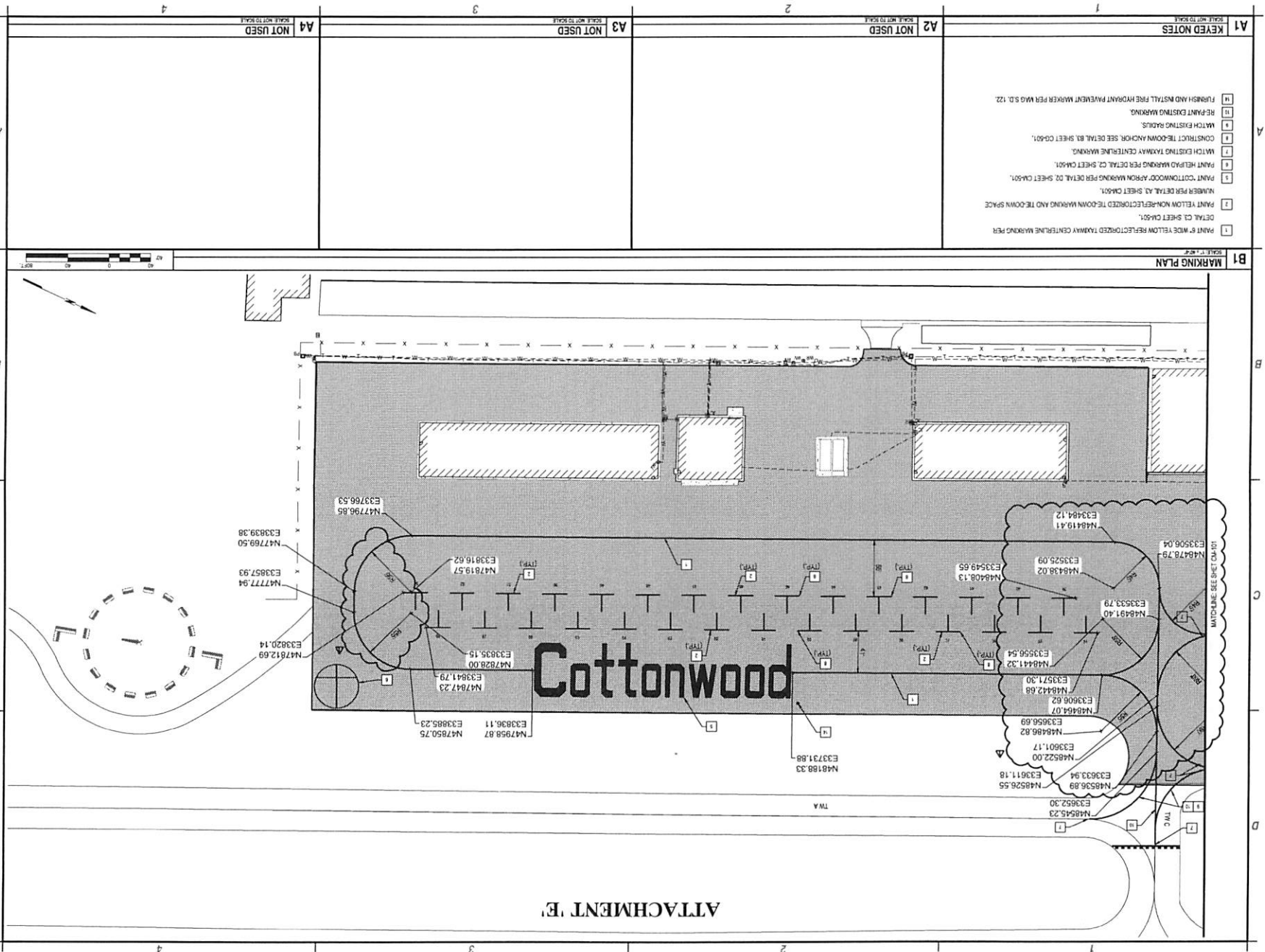
NO.	DATE	DESCRIPTION
1	04/01/2017	ISSUED FOR PERMIT
2	04/01/2017	ISSUED FOR CONSTRUCTION

A1 GENERAL NOTES

A2 NOTES

A3 LEGEND

A4 NOT USED



ATTACHMENT E

B1 MARKING PLAN

- 1 PAINT 6" WIDE YELLOW PERFECTORIZED THAWAY CENTERLINE MARKING PER DETAIL C3 SHEET C4-501.
- 2 PAINT YELLOW NON-REFLECTORIZED TIE-DOWN MARKING AND TIE-DOWN SPACE NUMBER PER DETAIL A3 SHEET C4-501.
- 3 PAINT COTTONWOOD APRON MARKING PER DETAIL D2 SHEET C4-501.
- 4 PAINT HELIPAD MARKING PER DETAIL C2 SHEET C4-501.
- 5 MATCH EXISTING THAWAY CENTERLINE MARKING.
- 6 CONSTRUCT TIE-DOWN ANCHOR, SEE DETAIL B3 SHEET C4-501.
- 7 MATCH EXISTING RADIOS.
- 8 RE-PAINT EXISTING MARKING.
- 9 FURNISH AND INSTALL FIRE HYDRANT MARKER PER M&S D. 122.

A1 KEYED NOTES

A2 NOT USED

A3 NOT USED

A4 NOT USED

CM-102

MARKING PLAN

PROJECT NO. K7202-003
DATE: APRIL 2017
DRAWN BY: GT
DESIGNED BY: BOC
CHECKED BY: BOC

**APRON RECONSTRUCTION AND
REHABILITATION PROJECT
COTTONWOOD MUNICIPAL AIRPORT
COTTONWOOD, ARIZONA**



C&S ENGINEERS, INC.
9200 East Pinal Avenue, Suite 240
Scottsdale, Arizona 85258
Phone: 602.992.7500
Fax: 602.992.7502
www.candse.com



CONTRACT DRAWINGS
FOR THE CONSTRUCTION OF

APRON RECONSTRUCTION PROJECT, PHASE 2

COTTONWOOD MUNICIPAL AIRPORT

CITY OF COTTONWOOD
COTTONWOOD, ARIZONA

FAA AIP No. 3-04-0012
C&S PROJECT: K72.002.003

APRIL 2017



LOCATION MAP
N.T.S.



G-001
1 of 18

SHEET NO.	SHEET REFERENCE NO.	TITLE
1	G-001	TITLE SHEET
2	G-002	GENERAL NOTES, QUANTITIES AND SHEET LIST
3	G-003	LEGEND AND ABBREVIATIONS
4	G-101	GENERAL PLAN
5	G-102	CONSTRUCTION SAFETY PHASING PLAN
6	G-501	CONSTRUCTION SAFETY PHASING DETAILS
7	C-101	EROSION AND SEDIMENT CONTROL PLAN
8	CD-101	DEMOLITION PLAN
9	CD-102	DEMOLITION PLAN
10	CG-101	GEOMETRY PLAN
11	CG-102	GEOMETRY PLAN
12	CG-201	PAVING PLAN
13	CG-202	PAVING PLAN
14	CG-501	PAVEMENT DETAILS
15	CG-502	WASH RACK PLAN AND DETAILS
16	CM-101	MARKING PLAN
17	CM-102	MARKING PLAN
18	CM-501	MARKING DETAILS

C1 SHEET LIST

SCALE: NOT TO SCALE

- THE CONTRACTOR'S ATTENTION IS DIRECTED TO SECTION 80, ATTACHMENT A - CONSTRUCTION SAFETY AND PHASING PLAN (CSPP) OF THE GENERAL PROVISIONS.
- THESE DRAWINGS HAVE BEEN PREPARED, IN PART, BASED UPON RECORD DRAWINGS AND/OR CAD FILES FURNISHED BY OTHERS. WHILE THIS INFORMATION IS BELIEVED TO BE RELIABLE, THOSE UTILIZING THE INFORMATION ON THESE DRAWINGS ARE ADVISED TO OBTAIN INDEPENDENT VERIFICATION OF ITS ACCURACY BEFORE USING IT FOR ANY PURPOSE.
- THE ACTUAL LOCATION AND ELEVATION OF ALL UTILITIES SHALL BE FIELD VERIFIED BY THE CONTRACTOR PRIOR TO THE START OF CONSTRUCTION.
- IN THE EVENT OF DAMAGE TO EXISTING UTILITIES OR CABLES, THE ENGINEER AND OWNER SHALL BE NOTIFIED IMMEDIATELY.
- THE CONTRACTOR SHALL REPAIR ALL DAMAGE TO UTILITIES OR CABLES, AS DIRECTED BY THE ENGINEER, IMMEDIATELY AND AT THE CONTRACTOR'S EXPENSE.
- ALL AREAS DISTURBED AS A RESULT OF THE CONTRACTOR'S STAGING AND CONSTRUCTION OPERATIONS SHALL BE RESTORED EQUAL TO OR BETTER THAN ORIGINAL CONDITION AT THE CONTRACTOR'S EXPENSE.
- ALL DIRT, DUST, STONES AND LOOSE DEBRIS SHALL BE CONTINUOUSLY REMOVED FROM ALL PAVED SURFACES DURING THIS CONTRACT.
- THE CONTRACTOR SHALL RECONSTRUCT AND MAINTAIN EXISTING ACCESS ROADS AS REQUIRED FOR ACCESS TO THE WORK AREAS.
- ALL OF THE CONTRACTOR'S OPERATIONS SHALL REMAIN ON AIRPORT PROPERTY AT ALL TIMES. UNDER NO CIRCUMSTANCES WILL THE CONTRACTOR BE ALLOWED ON ADJACENT PROPERTY.
- THIS CONTRACT DOES NOT ALLOW FOR PRICE INCREASES DUE TO ESCALATION IN COST OF UNIT BID ITEMS. THE CONTRACTOR SHALL TAKE THIS INTO CONSIDERATION WHEN PREPARING UNIT PRICES FOR BID.
- ALL SPOIL SHALL BE DISPOSED OF OFF-SITE AT THE CONTRACTOR'S EXPENSE.
- THE COMBINATION OF SILT/CLAY SOILS AND HIGH NATURAL MOISTURE CONTENTS CREATE THE POTENTIAL FOR LOSS OF STRENGTH UNDER REPETITIVE LOADINGS OR VIBRATION. THE CONTRACTOR SHOULD TAKE THESE FACTORS INTO CONSIDERATION WHEN SELECTING EQUIPMENT, METHODS AND MEANS FOR CONSTRUCTION OF THIS PROJECT, AS WELL AS HAULING EQUIPMENT THAT WILL OPERATE IN THE AREA THROUGHOUT CONSTRUCTION. ANY DAMAGE TO THE SUBGRADE CONDITION AS A RESULT OF CONSTRUCTION OPERATIONS SHALL BE RESTORED TO EQUAL OR BETTER THAN ORIGINAL CONDITION, AS DIRECTED BY THE ENGINEER AND ALL AT THE CONTRACTOR'S EXPENSE.
- THE COST OF MEASURES AND PRACTICES FOR COMPLIANCE WITH POLLUTION, EROSION, AND SILTATION CONTROL, SUCH AS AIR POLLUTION PREVENTION, WATER POLLUTION PREVENTION, TEMPORARY SEEDING, TEMPORARY MULCHING, CONSTRUCTION ROAD STABILIZATION, DUST CONTROL, PROTECTING VEGETATION, AND EROSION AND SILTATION CONTROL PRACTICES DUE TO THE CONTRACTOR'S MEANS AND METHODS, SHALL BE INCLUDED IN ITEM P-156 UNDER PAYMENT FOR "COMPLIANCE WITH POLLUTION, EROSION AND SILTATION CONTROL".
- ALL SOIL EROSION AND SEDIMENT CONTROL DEVICES AND MATERIALS SHALL BE IN PLACE PRIOR TO BEGINNING EARTHWORK OPERATIONS AND SHALL BE MAINTAINED UNTIL THE NEW SLOPES ARE STABILIZED WITH SEEDING AND/OR SLOPE PROTECTION.
- ALL ELEVATIONS REFER TO NAVD 88 VERTICAL DATUM. COORDINATES REFER NAD 83 HORIZONTAL DATUM.
- THE TOPOGRAPHIC FEATURES SHOWN HEREON WERE COMPILED FROM FIELD SURVEY PERFORMED BY SWI DATED FEBRUARY 1 2016.

A1 GENERAL NOTES

SCALE: NOT TO SCALE

BASE BID, PHASE 2

1	M-100	MAINTENANCE AND PROTECTION OF TRAFFIC	1	LS
2	M-150	PROJECT SURVEY & STAKEOUT	1	LS
3	GP-105	MOBILIZATION	1	LS
4	D-751	VERTICAL FLOW CLARIFIER	1	EA
5	D-751	CATCH BASIN	1	EA
6	L-110	2" PVC CONDUIT, CONCRETE ENCASED	100	LF
7	L-115	ELECTRICAL PULLBOX	2	EA
8	L-126	CONCRETE TIE-DOWN ANCHORS	89	EA
9	P-120	REMOVE EXISTING AC PAVEMENT	31,100	SY
10	P-152	UNCLASSIFIED EXCAVATION	12,300	CY
11	P-154	7" THICK SUBBASE COURSE	6,600	CY
12	P-154	6" THICK SUBBASE COURSE	50	CY
13	P-156	STORMWATER POLLUTION PREVENTION	1	LS
14	P-208	5" THICK CRUSHED AGGREGATE BASE COURSE	4,700	CY
15	P-208	4" THICK CRUSHED AGGREGATE BASE COURSE	40	CY
16	P-403	3" THICK BITUMINOUS SURFACE COURSE, GRADATION 2	5,700	TON
17	P-602	BITUMINOUS PRIME COAT	30,900	SY
18	P-620	PAINTSTRIPING (YELLOW, REFLECTORIZED)	1,170	SF
19	P-620	PAINTSTRIPING (YELLOW, NON-REFLECTORIZED)	650	SF
20	P-620	TIE-DOWN NUMBER PAVEMENT MARKINGS	30	EA
21	P-620	PAINTSTRIPING (WHITE, NON-REFLECTORIZED)	3,500	SF
22	SP-12	SAWCUT EXISTING AC PAVEMENT	190	LF
23	SP-13	SOIL STERILANT	31,100	SY
24	SP-14	SANITARY SEWER MANHOLE	2	EA
25	SP-15	4" DIA. SDR-35 SEWER PIPE	40	LF
26	SP-15	6" DIA. SDR-35 SEWER PIPE	110	LF
27	SP-16	2' WIDE CONCRETE RIBBON CURB	660	LF
28	SP-17	4' WIDE CONCRETE VALLEY GUTTER	570	LF
29	SP-18	5" THICK PCCP	45	CY
30	SP-9	MISCELLANEOUS REMOVALS	1	LS

A3 QUANTITIES

SCALE: NOT TO SCALE



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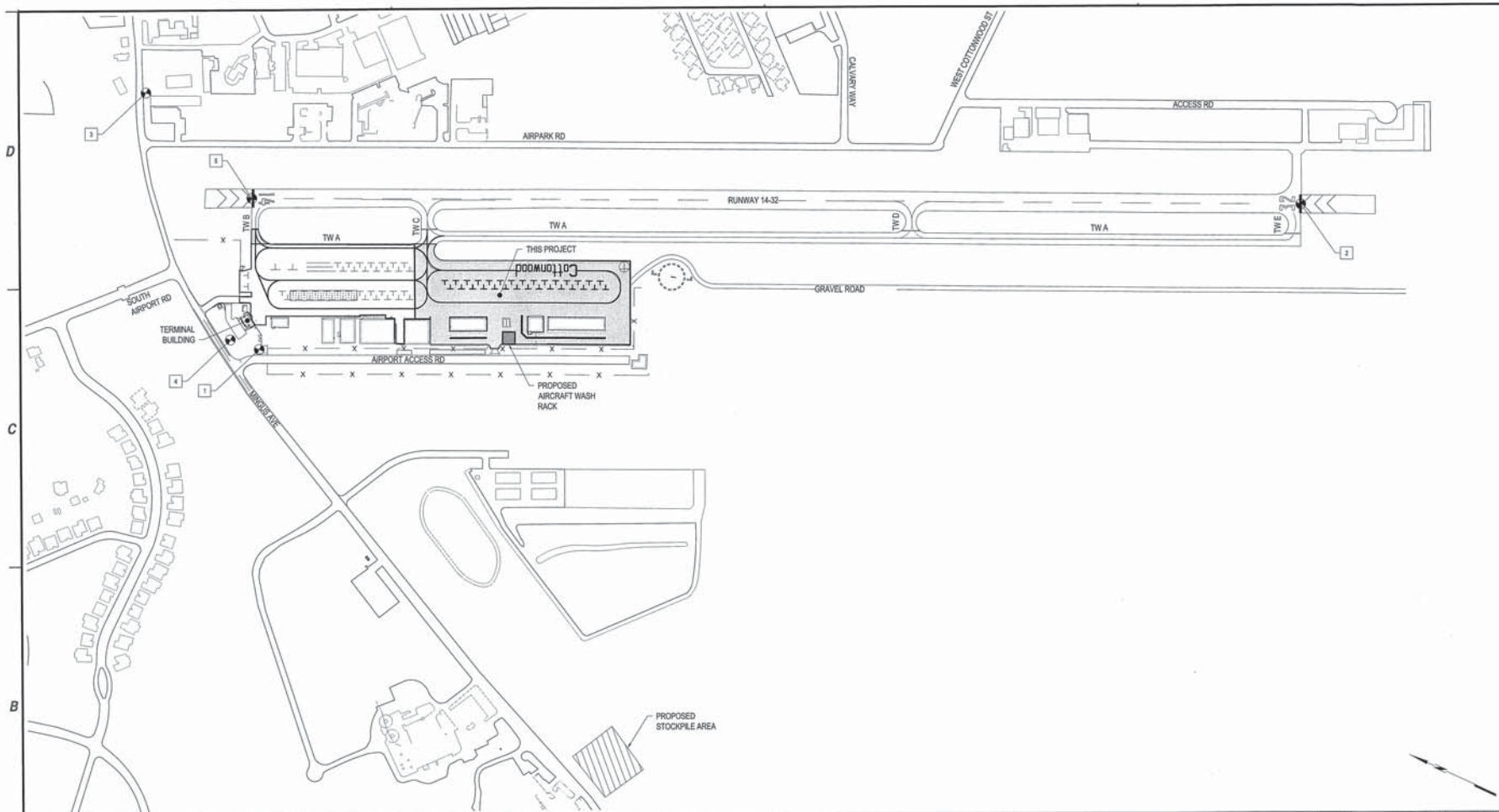
APRON RECONSTRUCTION AND REHABILITATION PROJECT COTTONWOOD MUNICIPAL AIRPORT COTTONWOOD, ARIZONA

MARK	DATE	DESCRIPTION
REVISIONS		
PROJECT NO:	K72.002.003	
DATE:	APRIL 2017	
DRAWN BY:	GT	
DESIGNED BY:	ROJ	
CHECKED BY:	ROJ	

GENERAL NOTES, QUANTITIES AND SHEET LIST

G-002

2 of 18



B1 GENERAL PLAN
SCALE: 1" = 300'-0"

NO.	NAME	NORTH	EAST	ELEV.	CODE
1.	1000	48999.617	33009.824	3534.63	CPR 2" AL CAP RLS 27253
2.	5001	45410.241	35309.820	3559.805	GVT BV 0.07" BELOW P/MT
3.	5010	48850.469	33763.558	3486.087	CPR 5/8" PL CAP LS 13015
4.	5012	49121.680	32995.808	3526.127	CPR 5/8" PL CAP LS 13015
5.	5013	49282.064	33553.789	3519.008	GVT BC 0.08" BELOW P/MT

NOTE: CONTRACTOR SHALL PROTECT ALL CONTROL POINTS. IF DISTURBED, MINIMUM CHARGE FOR REPLACEMENT SHALL BE \$10,000 PER POINT LOCATION.
SURVEY WAS PERFORMED BY SHEPARD WESNITZER, INC ON FEBRUARY 1, 2016.

A1 PROJECT CONTROL POINTS
SCALE: NOT TO SCALE

A3 NOT USED
SCALE: NOT TO SCALE

A4 NOT USED
SCALE: NOT TO SCALE



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9200 East Pima Center Pkwy
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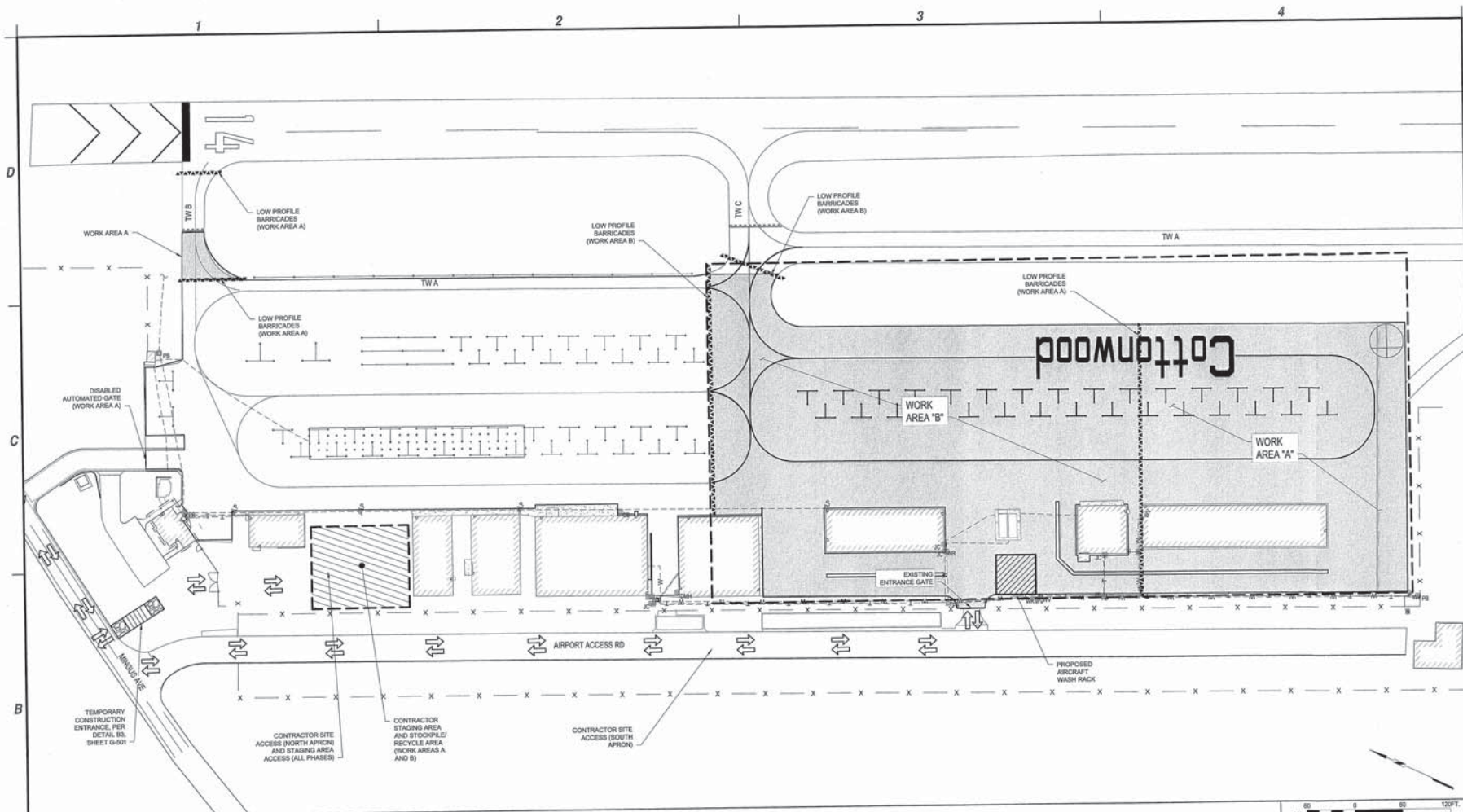


**APRON RECONSTRUCTION AND
REHABILITATION PROJECT
COTTONWOOD MUNICIPAL AIRPORT
COTTONWOOD, ARIZONA**

MARK	DATE	DESCRIPTION
REVISIONS		
PROJECT NO: K72.002.003		
DATE: APRIL 2017		
DRAWN BY: GT		
DESIGNED BY: RDG		
CHECKED BY: RDG		

**GENERAL
PLAN**

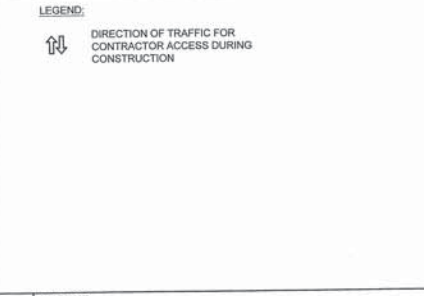
Apr 20, 2017 - 4:54pm
 C:\Users\jw171\OneDrive\Documents\Projects\K72.002.003 - Apron Rehabilitation\G-101 - General Plan.dwg
 Project: K72.002.003 - Apron Rehabilitation
 Drawn by: GT
 Designed by: RDG
 Checked by: RDG




B1 CONSTRUCTION SAFETY PHASING PLAN
SCALE: 1"=100'

- GENERAL NOTES:**
1. WORK AREA LIMITS BASED ON PHASING LIMITS.
 2. FOR WORK AREA DESIGNATED (A) (B) BARRICADES SHALL BE MOVED ACCORDINGLY BASED ON WORK AREA BEING CONSTRUCTED WITH APPROVAL OF ENGINEER.
 3. CONSTRUCTION ACCESS ROAD AND STAGING AREA SHALL BE RETURNED TO ITS PREVIOUS CONDITION AFTER PROJECT COMPLETION BY THE CONTRACTOR.
 4. CONTRACTOR IS TO USE ALL SECURITY MEASURES WHILE USING EXISTING GATE ACCESS PER CONTRACT DOCUMENTS.
 5. CONTRACTOR TO USE ROUTES TO ACCESS TO WORK AREAS AS SHOWN.



- PHASE I (WORK AREA "A") NOTES**
1. TAXIWAY B CLOSED. AIRCRAFT TO BACK TAXI FROM TAXIWAY C TO DEPART ON RUNWAY 14.
 2. PARKED AND HANGARED AIRCRAFT IN "WORK AREA "A" WILL BE RELOCATED BY OWNER BEFORE CONSTRUCTION STARTS IN THIS PHASE.
- PHASE II (WORK AREA "B") NOTES**
1. APRON ACCESS TO TAXIWAY C IS CLOSED. AIRCRAFT TO BACK TAXI FROM TAXIWAY A TO TAXIWAY B FOR APRON ACCESS.
 2. PARKED AND HANGARED AIRCRAFT IN WORK AREA "B" WILL BE RELOCATED BY OWNER BEFORE CONSTRUCTION STARTS IN THIS PHASE.



A1 GENERAL NOTES SCALE: NOT TO SCALE	A2 NOTES SCALE: NOT TO SCALE	A3 LEGEND SCALE: NOT TO SCALE	A4 NOT USED SCALE: NOT TO SCALE
--	--	---	---



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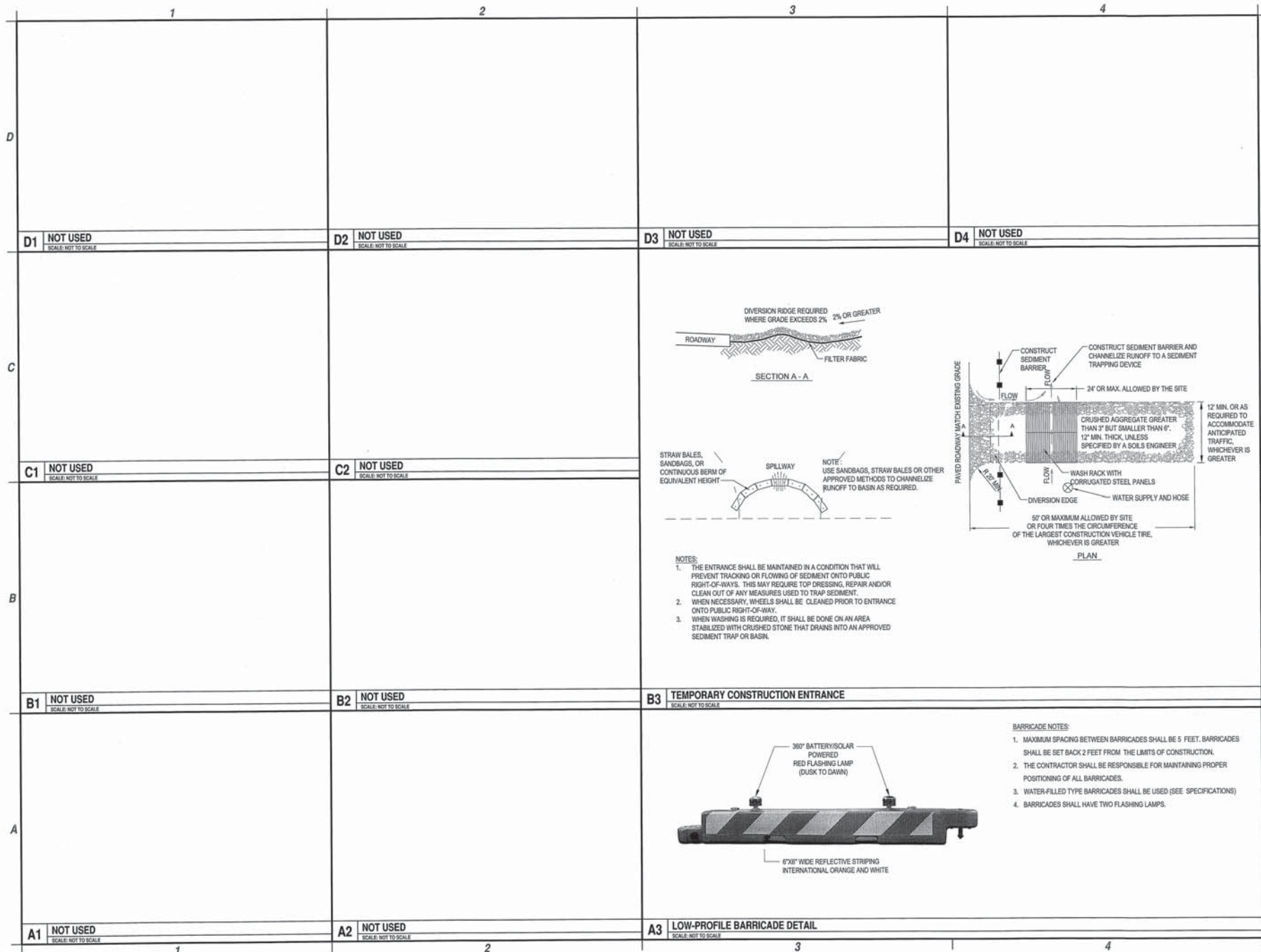
**APRON RECONSTRUCTION AND
REHABILITATION PROJECT
COTTONWOOD MUNICIPAL AIRPORT
COTTONWOOD, ARIZONA**

MARK	DATE	DESCRIPTION
REVISIONS		
PROJECT NO: K72.002.003		
DATE: APRIL 2017		
DRAWN BY: GT		
DESIGNED BY: RGS		
CHECKED BY: RGS		

**CONSTRUCTION
SAFETY
PHASING PLAN**

G-102
5 of 18

Apr 20, 2017 - 4:45pm
P:\Project\K72 - City of Cottonwood - 4517000003



C&S Engineers, Inc.
9200 East Pima Center Parkway
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Scottsdale, Arizona 85258
Phone: 602-987-7536
Fax: 602-987-7562
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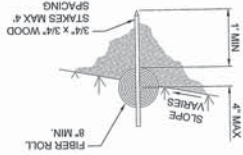
APRON RECONSTRUCTION AND
REHABILITATION PROJECT
COTTONWOOD MUNICIPAL AIRPORT
COTTONWOOD, ARIZONA

MARK	DATE	DESCRIPTION
REVISIONS		
PROJECT NO:	K72.002.003	
DATE:	APRIL 2017	
DRAWN BY:	GT	
DESIGNED BY:	RDG	
CHECKED BY:	RDG	

CONSTRUCTION
SAFETY
PHASING
DETAILS

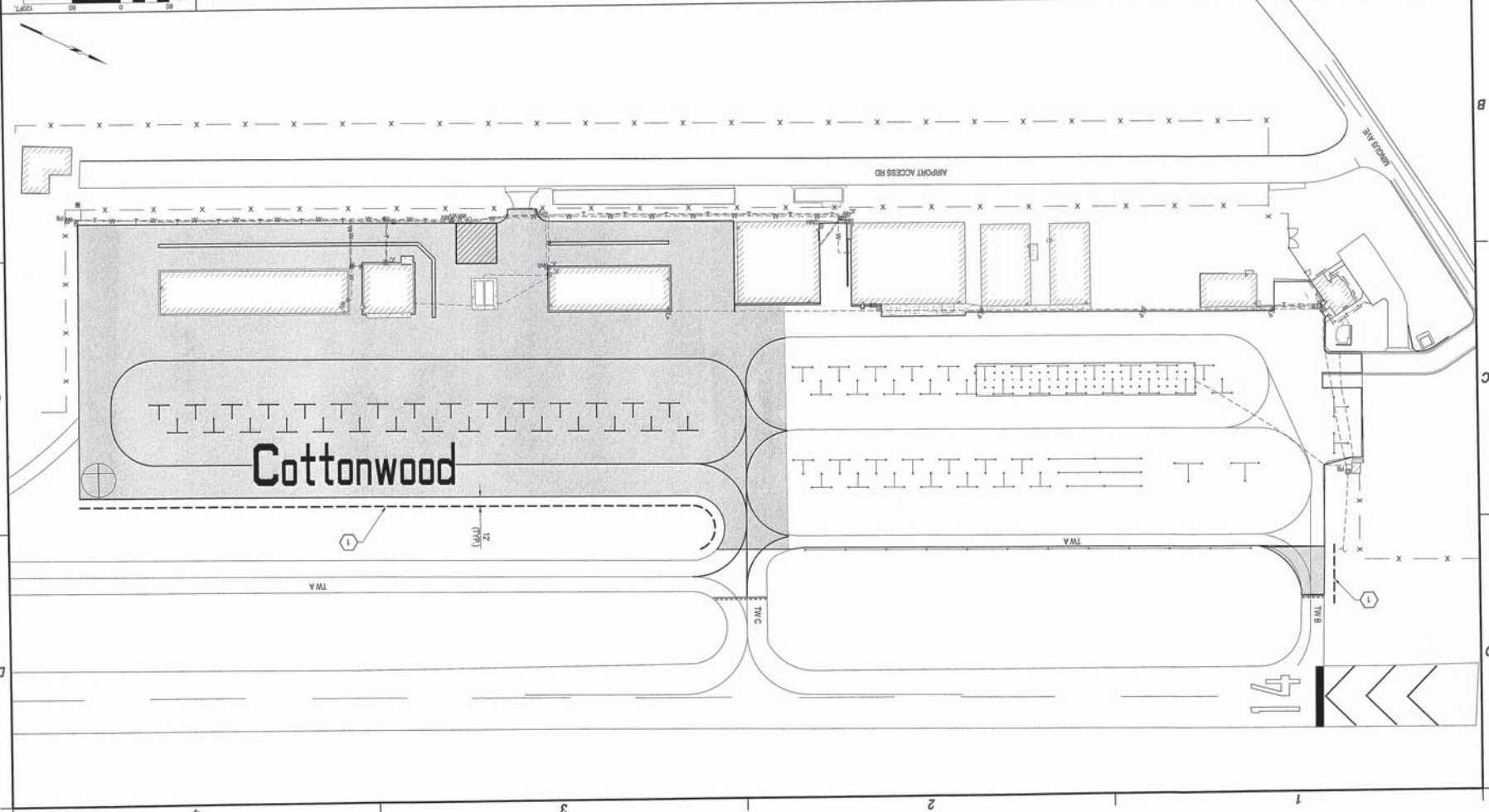
G-501

6 of 18



1 FURNISH AND INSTALL FIBER ROLL PER DETAIL A1, THIS SHEET.

B1 CONSTRUCTION SAFETY PHASING PLAN
SCALE: 1"=50'



A4 NOT USED
SCALE: NOT TO SCALE

A3 NOT USED
SCALE: NOT TO SCALE

A2 KEYED NOTES
SCALE: NOT TO SCALE

A1 FIBER ROLL DETAIL
SCALE: NOT TO SCALE

C-101
7 of 18

EROSION AND SEDIMENT CONTROL PLAN

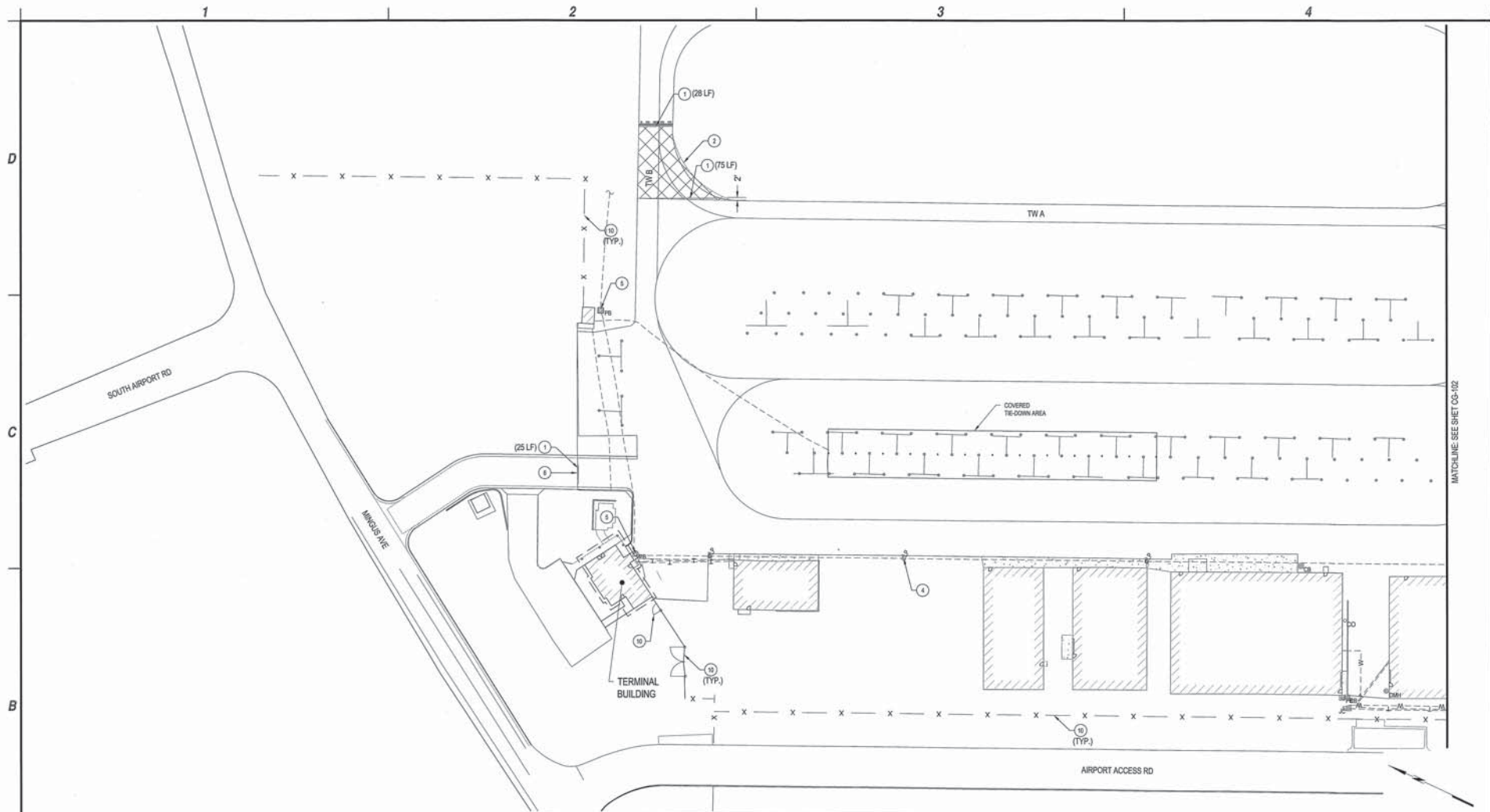
APPROVED BY: HGS	DATE:	PROJECT NO:	REVISIONS
	APRIL 2017	K72-002-003	
	DESIGNED BY: HGS	CHECKED BY: HGS	
	DATE:	PROJECT NO:	REVISIONS
	APRIL 2017	K72-002-003	
	DESIGNED BY: HGS	CHECKED BY: HGS	

**APRON RECONSTRUCTION AND REHABILITATION PROJECT
COTTONWOOD MUNICIPAL AIRPORT
COTTONWOOD, ARIZONA**



C&S Engineers, Inc.
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Scottsdale, Arizona 85258
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Fax: 602-997-7592





B1 DEMOLITION PLAN
SCALE: 1" = 40'

- ① SAWCUT EXISTING PAVEMENT TO PROVIDE A CLEAN VERTICAL FACE, SEE KEYING DETAIL A4, SHEET CG-501.
- ② REMOVE EXISTING PAVEMENT AND BASE COURSE.
- ③ REMOVE EXISTING TIE-DOWNS WITHIN DEMOLITION AREA.
- ④ LIGHT POLE TO REMAIN, PROTECT IN PLACE.
- ⑤ ELECTRICAL BOX TO REMAIN, PROTECT IN PLACE.
- ⑥ EXISTING VEHICULAR GATE, PROTECT IN PLACE.
- ⑦ EXISTING CATCH BASIN TO REMAIN, PROTECT IN PLACE.
- ⑧ EXISTING 1'X8" SUPPORT I-BEAM TO REMAIN, PROTECT IN PLACE.

- ⑩ EXISTING FENCE LINE AND GATES, PROTECT IN PLACE.
- ⑪ EXISTING UNDERGROUND ELECTRIC LINE, PROTECT IN PLACE.
- ⑫ EXISTING UNDERGROUND TELEPHONE LINE, PROTECT IN PLACE.
- ⑬ EXISTING SEWER CLEANOUT, PROTECT IN PLACE.
- ⑭ EXISTING SLOTTED DRAIN AND CONCRETE VALLEY GUTTER, PROTECT IN PLACE.
- ⑮ EXISTING MANHOLE, PROTECT IN PLACE.

A1 CONSTRUCTION NOTES
SCALE: NOT TO SCALE

A3 NOT USED
SCALE: NOT TO SCALE

A4 NOT USED
SCALE: NOT TO SCALE

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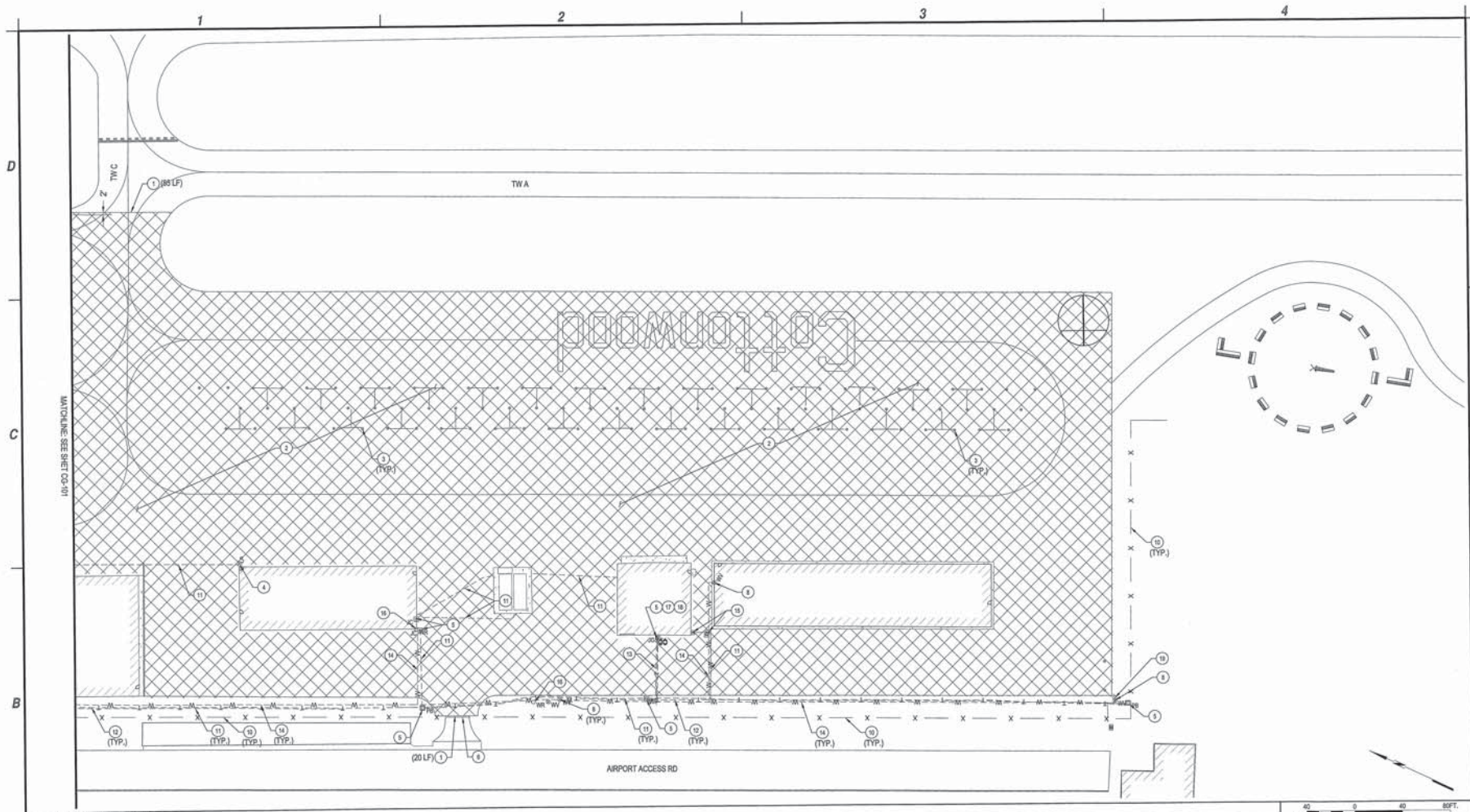


**APRON RECONSTRUCTION AND
REHABILITATION PROJECT
COTTONWOOD MUNICIPAL AIRPORT
COTTONWOOD, ARIZONA**

MARK	DATE	DESCRIPTION
REVISIONS		
PROJECT NO:	K72.002.003	
DATE:	APRIL 2017	
DRAWN BY:	GT	
DESIGNED BY:	RDG	
CHECKED BY:	RDG	

**DEMOLITION
PLAN**

CD-101
8 of 18



B1 DEMOLITION PLAN

SCALE: 1" = 40'

- | | |
|---|--|
| <p>1 SAWCUT EXISTING PAVEMENT TO PROVIDE A CLEAN VERTICAL FACE, SEE KEYING DETAIL A4, SHEET CG-501.</p> <p>2 REMOVE EXISTING PAVEMENT AND BASE COURSE.</p> <p>3 REMOVE EXISTING TIE-DOWNS WITHIN DEMOLITION AREA.</p> <p>4 LIGHT POLE TO REMAIN, PROTECT IN PLACE.</p> <p>5 ELECTRICAL BOX TO REMAIN, PROTECT IN PLACE.</p> <p>6 EXISTING VEHICULAR GATE, PROTECT IN PLACE.</p> <p>7 EXISTING WATER VALVE TO REMAIN, PROTECT IN PLACE.</p> <p>8 EXISTING FENCE LINE AND GATES, PROTECT IN PLACE.</p> <p>9 EXISTING UNDERGROUND ELECTRIC LINE, PROTECT IN PLACE.</p> | <p>10 EXISTING UNDERGROUND TELEPHONE LINE, PROTECT IN PLACE.</p> <p>11 EXISTING SANITARY LINE, PROTECT IN PLACE.</p> <p>12 EXISTING WATER LINE, PROTECT IN PLACE.</p> <p>13 EXISTING WATER METER, PROTECT IN PLACE.</p> <p>14 EXISTING WATER RISER/SPIGOT, PROTECT IN PLACE.</p> <p>15 EXISTING SEWER CLEANOUT, PROTECT IN PLACE.</p> <p>16 EXISTING TELEPHONE JUNCTION BOX, PROTECT IN PLACE.</p> <p>17 EXISTING HYDRANT TO REMAIN, PROTECTED IN PLACE.</p> |
|---|--|

A1 KEYED NOTES

SCALE: NOT TO SCALE

A3 NOT USED

SCALE: NOT TO SCALE

A4 NOT USED

SCALE: NOT TO SCALE



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APRON RECONSTRUCTION AND REHABILITATION PROJECT COTTONWOOD MUNICIPAL AIRPORT COTTONWOOD, ARIZONA

MARK	DATE	DESCRIPTION
REVISIONS		
PROJECT NO:	K72.002.003	
DATE:	APRIL 2017	
DRAWN BY:	GT	
DESIGNED BY:	RFG	
CHECKED BY:	RFG	

DEMOLITION PLAN

CD-102
9 of 18



A1	NOT USED
	SCALE: NOT TO SCALE

A2	NOT USED
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A3	NOT USED
	SCALE: NOT TO SCALE

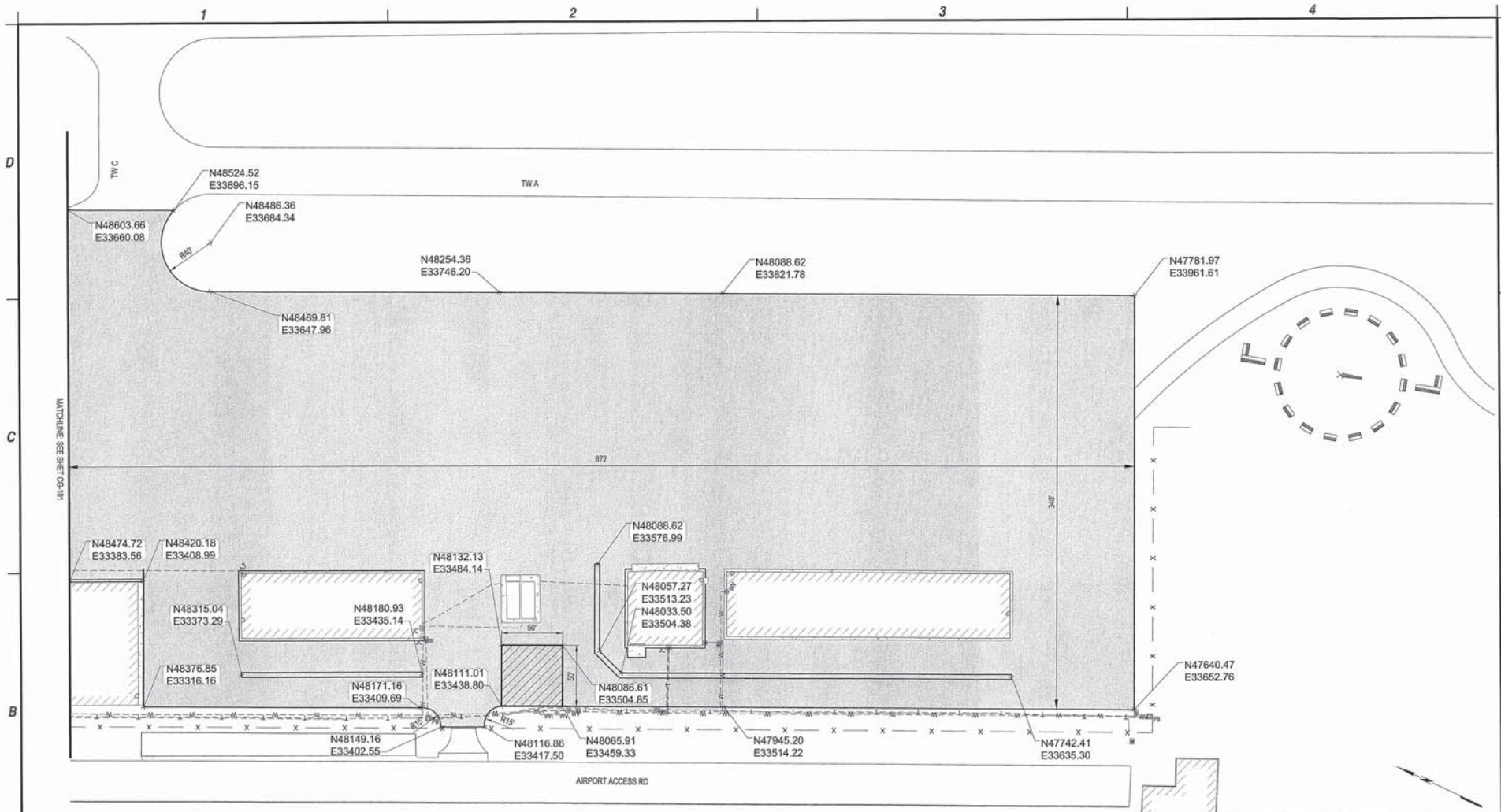
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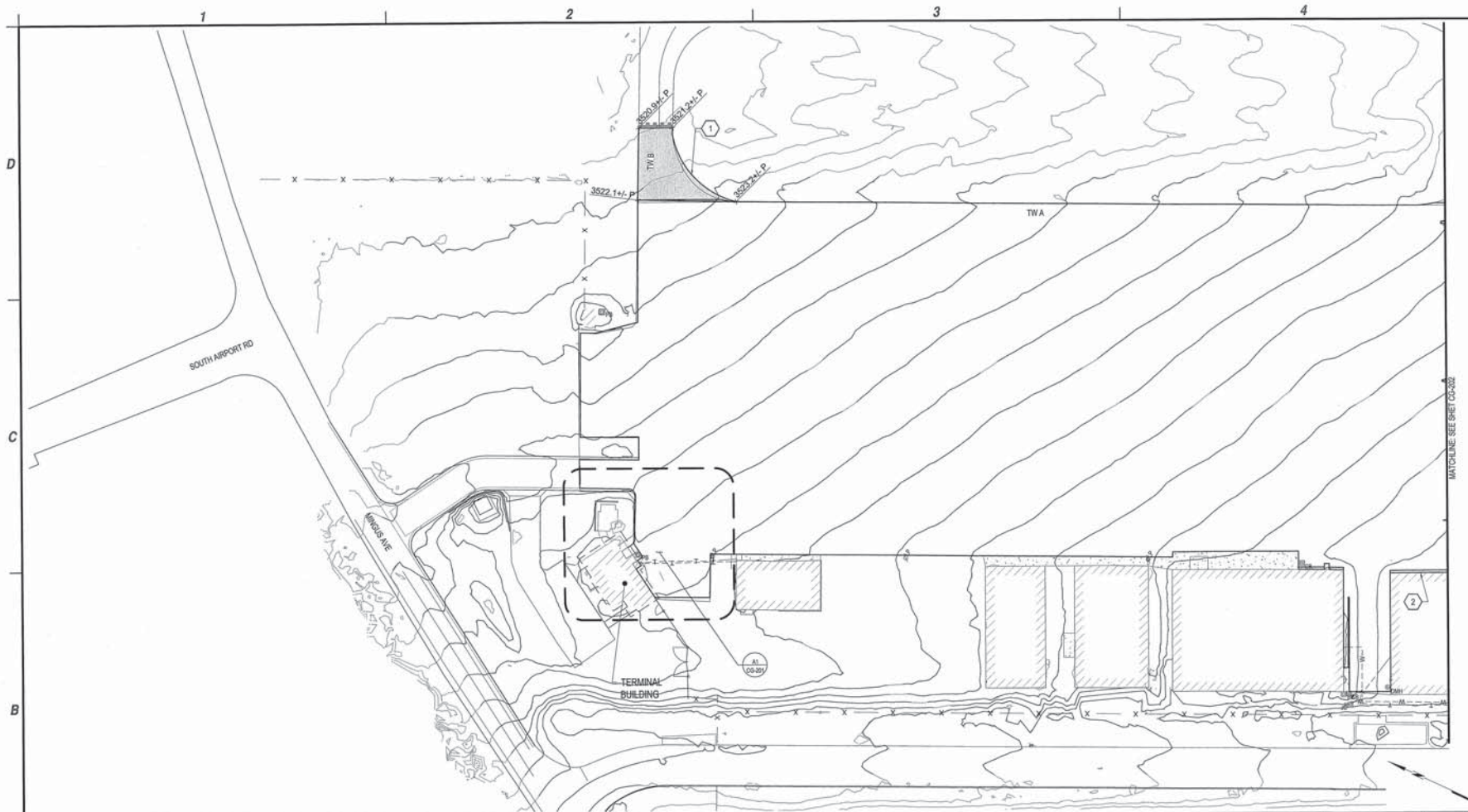


MARK	DATE	DESCRIPTION
REVISIONS		
PROJECT NO: K72.002.003		
DATE: APRIL 2017		
DRAWN BY: GT		
DESIGNED BY: RDG		
CHECKED BY: RDG		

CG-101
10 of 18

Apr 25, 2017 -- 6:15pm





B1 PAVING PLAN
SCALE: 1" = 40'

A1 NOT USED
SCALE: NOT TO SCALE

① CONSTRUCT NEW PAVEMENT STRUCTURAL SECTION, FOR TYPICAL SECTION, SEE DETAIL A2, SHEET CG-501.

APRON SURFACE ELEVATIONS ARE LOCATED ON A 50'X50' GRID PARALLEL AND PERPENDICULAR TO THE ALIGNMENT UNLESS OTHERWISE NOTED.

A4 KEYED NOTES
SCALE: NOT TO SCALE

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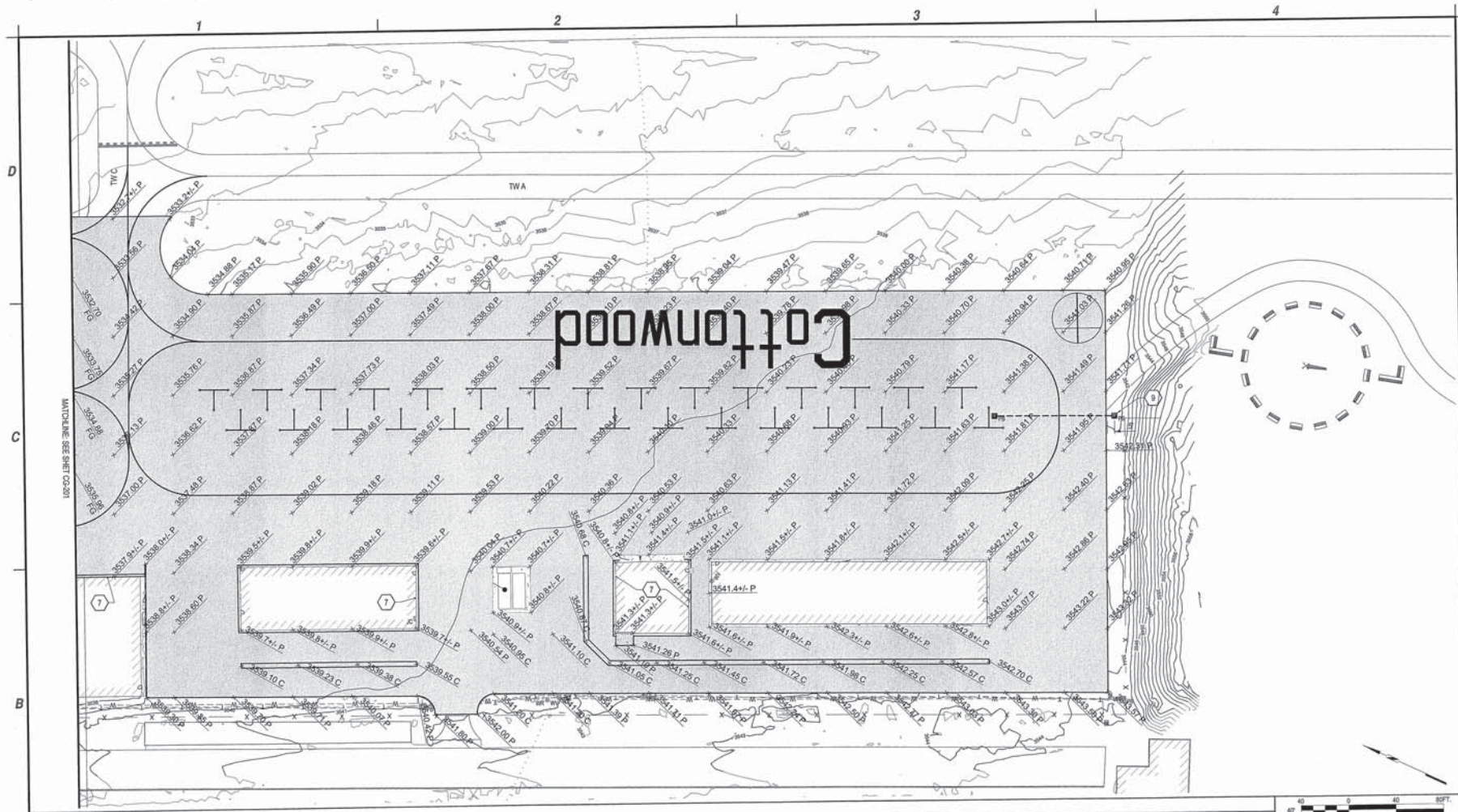


**APRON RECONSTRUCTION AND
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COTTONWOOD, ARIZONA**

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REVISIONS		
PROJECT NO:	K72-002-003	
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DESIGNED BY:	RDG	
CHECKED BY:	RDG	

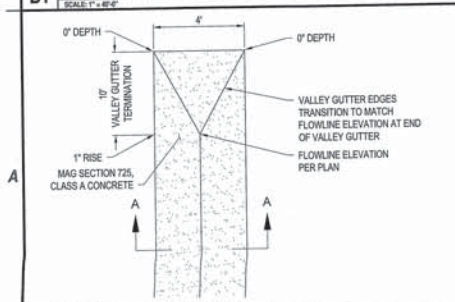
PAVING PLAN

Apr 26, 2017 - 6:28pm
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 Project: Cottonwood Municipal Airport
 Sheet: PAVING PLAN, 2 of 18



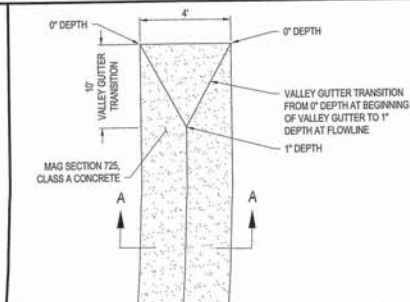
B1 PAVING PLAN

SCALE: 1" = 40'



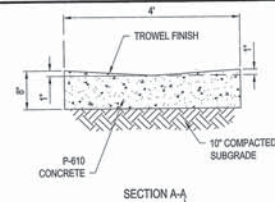
A1 VALLEY GUTTER DOWNSTREAM END

SCALE: NOT TO SCALE



A2 VALLEY GUTTER UPSTREAM END

SCALE: NOT TO SCALE



NOTES:

1. ALL EXPOSED SURFACES TO BE STRIPPED GREEN.
2. CONTRACTION JOINT SPACING 10' MAXIMUM. AND TROWEL FINISHED.
3. EXPANSION JOINT SPACING 30' MAXIMUM EXPANSION ON JOINT FILLER 1/2" PER MAG SECT. 340.

A3 VALLEY GUTTER DETAIL

SCALE: NOT TO SCALE

1. CONSTRUCT NEW PAVEMENT STRUCTURAL SECTION, FOR TYPICAL SECTION, SEE DETAIL A2, SHEET CG-501.
2. CONSTRUCT 4' WIDE VALLEY GUTTER PER DETAILS, THIS SHEET.
3. CONSTRUCT 2' WIDE CONCRETE RIBBON CURB PER MAG S.D. 220-1, TYPE B, USING P-610 CONCRETE.
4. FURNISH AND INSTALL 2" PVC CONDUIT, CONCRETE ENCASED PER DETAIL B2, SHEET CG-501.
5. FURNISH AND INSTALL ELECTRICAL PULL BOX PER DETAIL C2, SHEET CG-501.

APRON SURFACE ELEVATIONS ARE LOCATED ON A 1' GRID PARALLEL AND PERPENDICULAR TO THE ALIGNMENT UNLESS OTHERWISE NOTED.

A4 KEYED NOTES

SCALE: NOT TO SCALE



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**APRON RECONSTRUCTION AND
REHABILITATION PROJECT
COTTONWOOD MUNICIPAL AIRPORT
COTTONWOOD, ARIZONA**

MARK	DATE	DESCRIPTION
		REVISIONS
		PROJECT NO: K72.002.003
		DATE: APRIL 2017
		DRAWN BY: GF
		DESIGNED BY: ROD
		CHECKED BY: ROD

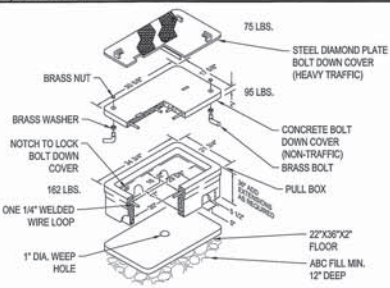
**PAVING
PLAN**

CG-202

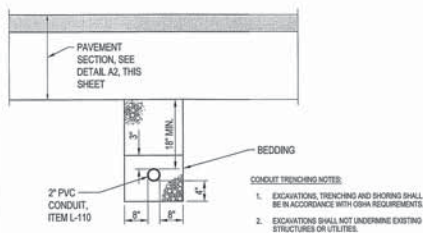
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1. SEE GEOTECHNICAL INVESTIGATION FOR THE EXISTING PAVEMENT STRUCTURAL LOG AND ADDITIONAL INFORMATION.
2. THE CONTRACTOR SHALL PERFORM ADDITIONAL SITE INVESTIGATIONS AS HE/SHE DEEMS NECESSARY TO DETERMINE THE EXISTING CONDITIONS AND LEVEL OF EFFORT REQUIRED TO PERFORM THE WORK AS INDICATED.
3. MILL AND REMOVE EXISTING AC PAVEMENT AND ABC FOR RECYCLING TO A DEPTH OF APPROXIMATELY 7". SAWCUT THE BOUNDARY EDGES IF RAVELING OCCURS, OR IF NEAR STRAIGHT LINE CANNOT BE MAINTAINED.
4. HAUL AC AND ABC MILLINGS TO THE STOCKPILE/RECYCLING SITE SHOWN ON SHEET G-102, AND PLACE AS DIRECTED BY THE ENGINEER. THE CONTRACTOR SHALL USE THE MILLINGS TO MANUFACTURE THE RECYCLED SUBBASE, AND TO REPLACE UNACCEPTABLE SOIL THAT MAY BE ENCOUNTERED IN THE EXISTING SUBBASE. UNUSED MILLINGS AT THE END OF THE PROJECT SHALL BE DEPOSITED BY THE CONTRACTOR TO THE AREA SHOWN ON THE PLANS AND SHALL BECOME THE PROPERTY OF THE OWNER. THE CONTRACTOR'S EQUIPMENT AND VEHICLES SHALL NOT FOLLOW THE SAME ROUTE PATTERN ON THE WORK AREA, BUT SHALL DRIVE RANDOM ROUTES WHERE EVER POSSIBLE.
5. UNCLASSIFIED EXCAVATION: REMOVE THE REMAINING MATERIAL DOWN TO A DEPTH OF 15". THIS MATERIAL SHALL BE PROPERLY DISPOSED OF BY THE CONTRACTOR OFF OF AIRPORT PROPERTY.
6. RECYCLED SUBBASE:
 - a) MATERIAL AND BREAK UP PIECES AS REQUIRED TO SIZES LESS THAN 1½". IF MORE QUANTITY OF SUBBASE MATERIAL IS REQUIRED, THE CONTRACTOR SHALL ADD ADDITIONAL NEW ABC MEETING THE REQUIREMENTS OF P-208, AT NO ADDITIONAL COST TO THE OWNER.
 - b) PLACE AND COMPACT THIS RECYCLED SUBBASE TO 100 PERCENT OF MAXIMUM DENSITY PER ASTM D-698 (STANDARD). THE CONTRACTOR'S EQUIPMENT AND VEHICLES SHALL NOT FOLLOW THE SAME ROUTE PATTERN ON THE WORK AREA, BUT SHALL DRIVE RANDOM ROUTES WHERE EVER POSSIBLE.
 - c) FINAL COMPACTED DEPTH OF RECYCLED SUBBASE SHALL BE AS REQUIRED TO ACHIEVE THE NEW FINISHED GRADE.
 - d) THE PROCESSING AND BLENDS OF MATERIALS SHALL BE PERFORMED AT THE STOCKPILE/RECYCLING AREA, AND ARE NOT TO BE PERFORMED IN PLACE.
7. THE CONTRACTOR SHALL ACCESS THE SITE USING ONLY THE INGRESS/EGRESS ROUTE SHOWN ON SHEET G-102.

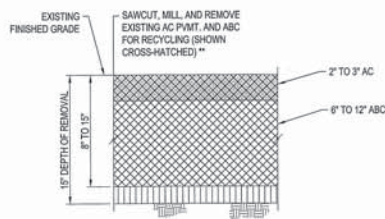
SCALE: NOT TO SCALE



SCALE: NOT TO SCALE

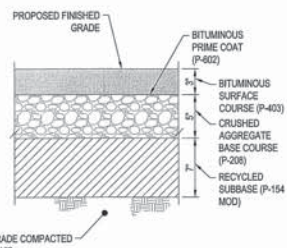


SCALE: NOT TO SCALE



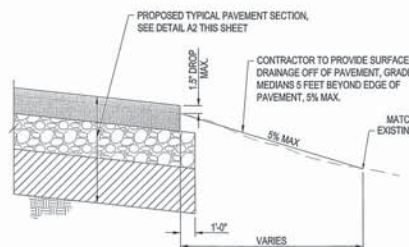
A1	REMOVAL C
	SCALE: NOT TO SCALE

SCALE: NOT TO SCALE

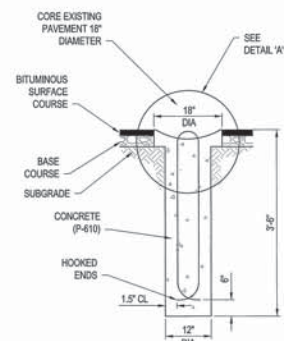


A2 TYPICAL PA
SCALE: NOT TO SCALE

SCALE: NOT TO SCALE

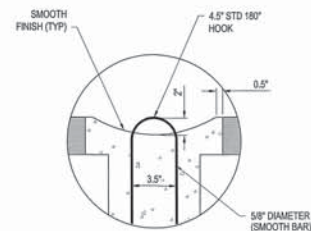


A3 **EDGE OF FA**
SCALE: NOT TO SCALE



NOTE:
EACH TIE-DOWN TO INCLUDE TRADE SIZE 2" HOT GALVANIZED OIL CHAIN (STRAIGHT LINK) AS MANUFACTURED BY CAMPBELL, OR EQUAL. A LENGTH OF 8' SHALL BE CONNECTED TO EACH TAIL ANCHOR AND A LENGTH OF 12' TO BE ATTACHED TO EACH WING ANCHOR. ANCHORS SHALL BE INSTALLED AFTER PACING IS COMPLETE. TIE-DOWN CHAINS SHALL BE ATTACHED TO TIE-DOWN ANCHORS PER TIE-DOWN ATTACHMENT.

NOTE:
TIE-DOWN CHAIN IS NOT TO BE PLACED UNTIL THE CONCRETE HAS
REACHED STRENGTH.



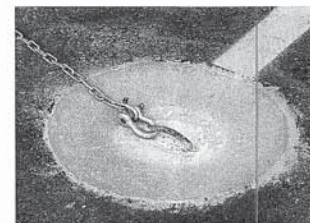
DETAIL 'A'

THE CONTRACTOR SHALL PROVIDE THE BELOW MENTIONED ITEMS

THE CONTRACTOR SHALL PROVIDE THE BELOW MENTIONED ITEMS (OR APPROVED EQUALS), FOR EACH TIE-DOWN ANCHOR LOCATION

VENDOR BRAND: MARTINSON ENTERPRISE CHAINMASTER
1-#72 S HOOK 130 POUND LOAD
3-#210 STRAIGHT LINK CHAIN
520 POUND STRENGTH
(ONE 8' LENGTH FOR TAILS &
TWO 12' LENGTH FOR WINDS)

BRAND: CROSBY
1-1/2" SCREW PIN ANCHOR
SHACKLE 2 TON LOAD
1-1/4" SCREW PIN ANCHOR
SHACKLE 1 1/2 TON LOAD



TIE-DOWN CHAIN ATTACHMENT DETAIL

The diagram illustrates a cross-section of a pavement structure during a reconstruction project. On the left, the existing pavement structure is shown, consisting of an existing bituminous surface, an existing grade, and an existing base course. A vertical line indicates the 'EDGE OF EXISTING PAVEMENT'. To the right of this edge, the new pavement structure is being constructed. The new structure includes a 'FINISHED GRADE' at the top, followed by a 'BITUMINOUS SURFACE COURSE (ITEM P-403)' with thickness t_1 , a 'CRUSHED AGGREGATE BASE COURSE (ITEM P-208)' with thickness t_2 , and a 'SUBBASE COURSE (P-154 MOD)' with thickness t_3 . The subgrade is shown at the bottom. A 'SAWCUT PAVEMENT FULL DEPTH PRIOR TO REMOVAL' is indicated on the left side of the new structure. A '2" MIN.' dimension is shown for the thickness of the existing base course. The diagram also shows the 'EXISTING BITUMINOUS PAVEMENT' and 'EXISTING BITUMINOUS SURFACE PAVEMENT AND SUBBASE COURSE TO BE REMOVED'.

A4 NEW ASPHALT
SCALE: NOT TO SCALE

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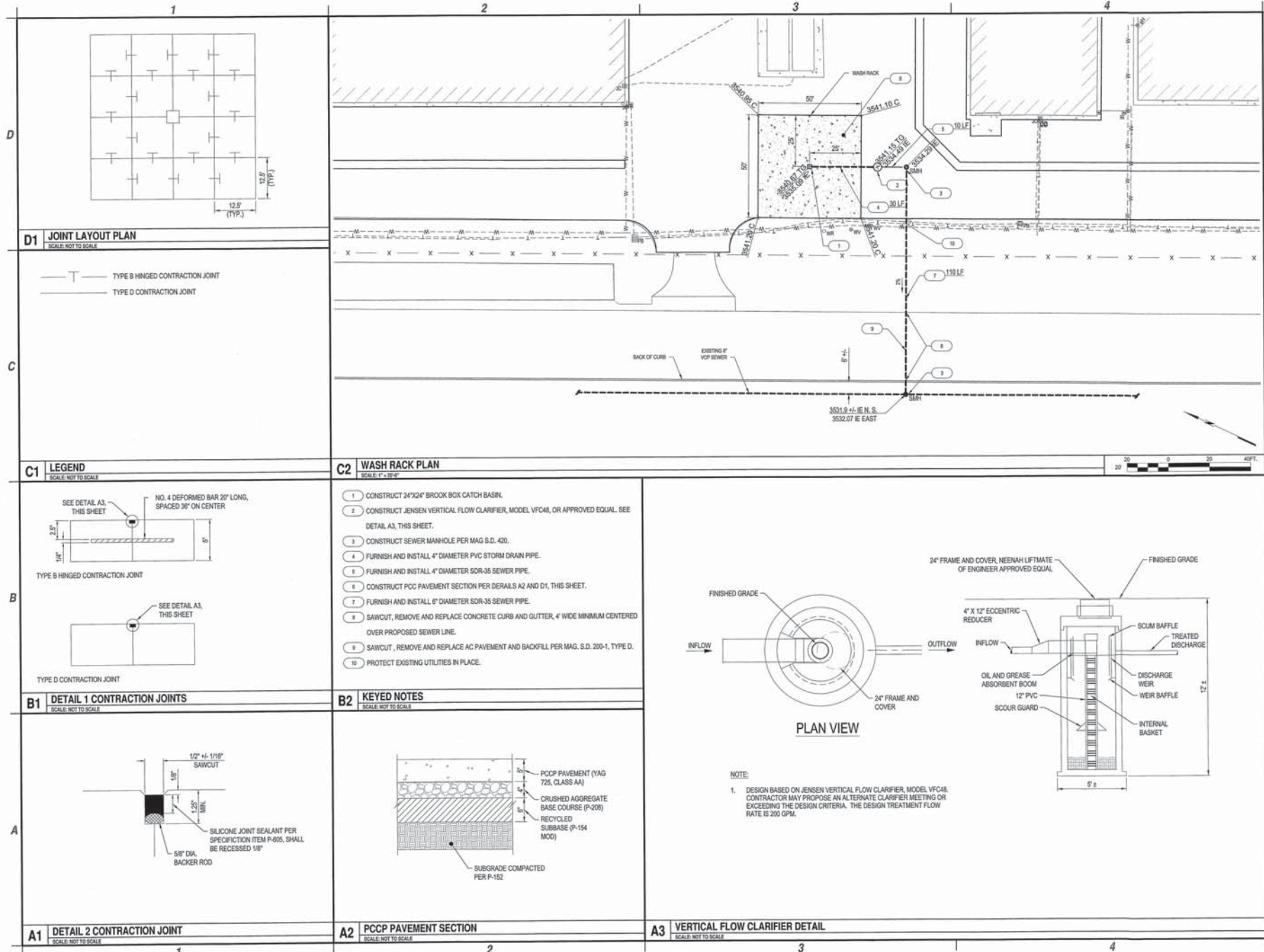


77200000A, 10, 05-501-502 DETAILS, Pgs. 2-405

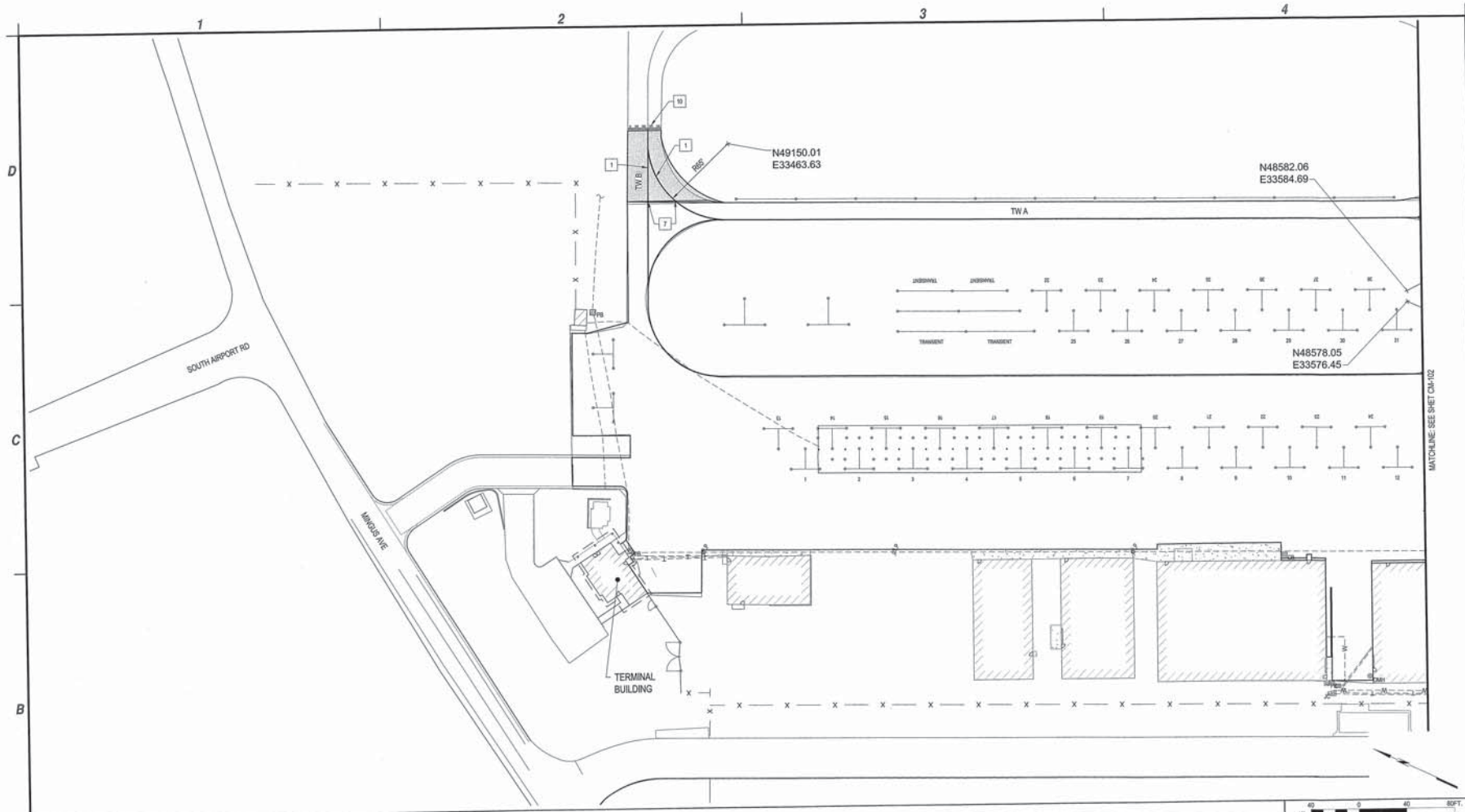
MARK	DATE	DESCRIPTION
REVISIONS		
PROJECT NO:		K72.002.003
DATE:		APRIL 2017
DRAWN BY:		GT
DESIGNED BY:		RDG
CHECKED BY:		RDG

PAVING DETAILS

CG-501



MARK	DATE	DESCRIPTION
		REVISIONS
		PROJECT NO: K72020203
		DATE: APRIL 2017
		DRAWN BY: GT
		DESIGNED BY: PDG
		CHECKED BY: PDG



B1 MARKING PLAN

SCALE: 1" = 40'

1. PAINT 6" WIDE YELLOW REFLECTORIZED TAXIWAY CENTERLINE MARKING PER DETAIL C1, SHEET CM-501.
2. PAINT YELLOW NON-REFLECTORIZED TIE-DOWN MARKING AND TIE-DOWN SPACE NUMBER PER DETAIL A3, SHEET CM-501.
3. PAINT LARGE TIE-DOWN MARKING AND LETTERING PER DETAIL A2, SHEET CM-501.
4. PAINT TRANSIENT TIE-DOWN MARKING AND LETTERING PER DETAIL C4, SHEET CM-501.
5. MATCH EXISTING TAXIWAY CENTERLINE MARKING.
6. CONSTRUCT TIE-DOWN ANCHOR, SEE DETAIL B3, SHEET C0-501.
7. MATCH EXISTING RADIUS.
8. RE-PAINT EXISTING MARKING.
9. CONSTRUCT CABLE TIE-DOWN PER DETAILS B1 AND C1, SHEET CM-501. INCLUDE 10 FRONT CHAIN ATTACHMENTS AND 5 REAR CHAIN ATTACHMENTS.
10. CONSTRUCT CABLE TIE-DOWN PER DETAILS B1 AND C1, SHEET CM-501. INCLUDE 25 REAR CHAIN ATTACHMENTS.
11. CONSTRUCT SHADE STRUCTURE TIE-DOWN ANCHOR, SEE DETAIL A1, SHEET CM-501.

A1 KEYED NOTES

SCALE: NOT TO SCALE

A2 NOT USED

SCALE: NOT TO SCALE

A3 NOT USED

SCALE: NOT TO SCALE

A4 NOT USED

SCALE: NOT TO SCALE

APRON RECONSTRUCTION AND REHABILITATION PROJECT COTTONWOOD MUNICIPAL AIRPORT COTTONWOOD, ARIZONA

MARK	DATE	DESCRIPTION
REVISIONS		
PROJECT NO:	K72.002.003	
DATE:	APRIL 2017	
DRAWN BY:	GT	
DESIGNED BY:	RDG	
CHECKED BY:	RDG	

MARKING PLAN

CM-101
16 of 18

Apr 25, 2017 - 6:47pm
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Apr 25, 2017 - 6:47pm
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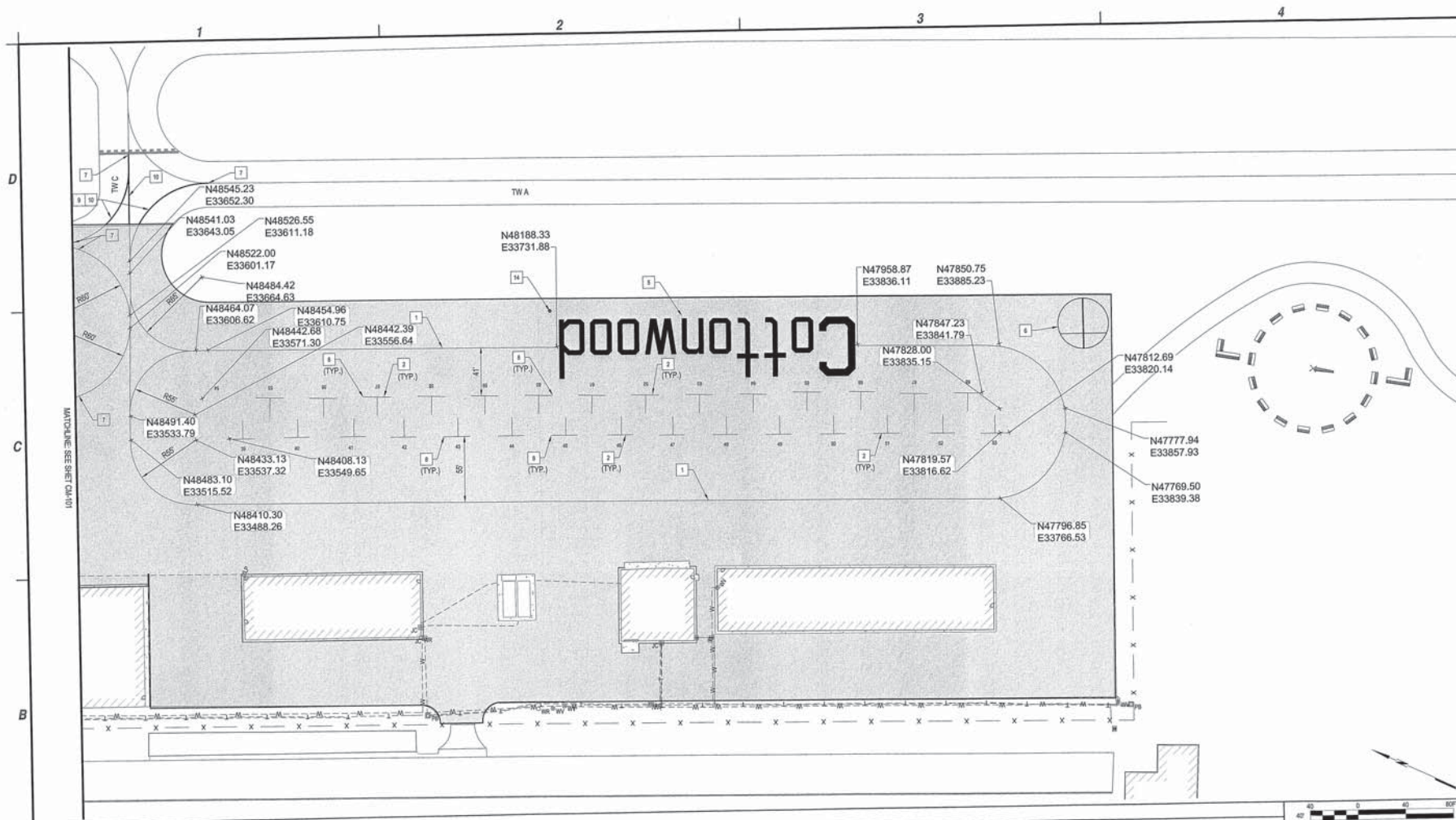
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Apr 25, 2017 - 6:47pm
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B1 MARKING PLAN SCALE: 1" = 80'

- 1 PAINT 6" WIDE YELLOW REFLECTORIZED TAXIWAY CENTERLINE MARKING PER DETAIL C3, SHEET CM-501.
- 2 PAINT YELLOW NON-REFLECTORIZED TIE-DOWN MARKING AND TIE-DOWN SPACE NUMBER PER DETAIL A3, SHEET CM-501.
- 3 PAINT "COTTONWOOD" APRON MARKING PER DETAIL D2, SHEET CM-501.
- 4 PAINT HELIPAD MARKING PER DETAIL C2, SHEET CM-501.
- 5 MATCH EXISTING TAXIWAY CENTERLINE MARKING.
- 6 CONSTRUCT TIE-DOWN ANCHOR, SEE DETAIL B3, SHEET CM-501.
- 7 MATCH EXISTING RADIUS.
- 8 RE-PAINT EXISTING MARKING.
- 9 FURNISH AND INSTALL FIRE HYDRANT PAVEMENT MARKER PER MAG S.D. 122.

A1 KEYED NOTES SCALE: NOT TO SCALE

A2 NOT USED SCALE: NOT TO SCALE

A3 NOT USED SCALE: NOT TO SCALE

A4 NOT USED SCALE: NOT TO SCALE



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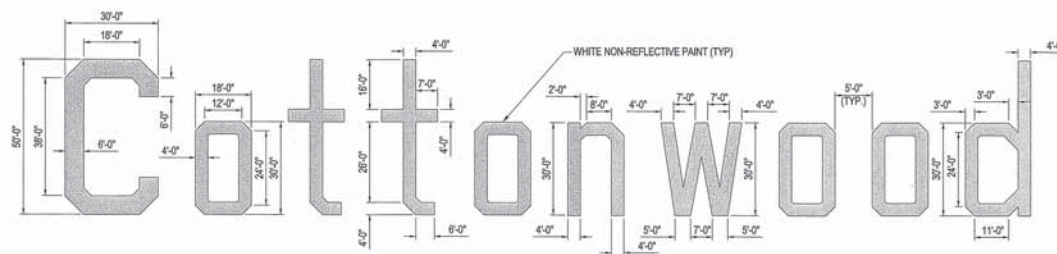
APRON RECONSTRUCTION AND REHABILITATION PROJECT COTTONWOOD MUNICIPAL AIRPORT COTTONWOOD, ARIZONA

MARK	DATE	DESCRIPTION

REVISIONS
PROJECT NO: K72-002-003
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DRAWN BY: BT
DESIGNED BY: RDS
CHECKED BY: RDS

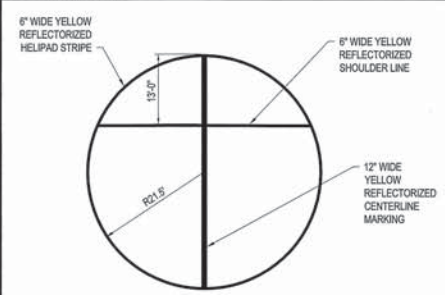
MARKING PLAN

CM-102
17 of 18



D1 NOT USED
SCALE: NOT TO SCALE

D2 COTTONWOOD APRON MARKING
SCALE: NOT TO SCALE

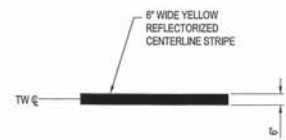


C1 NOT USED
SCALE: NOT TO SCALE

C2 HELIPAD MARKING DETAIL
SCALE: NOT TO SCALE

C3 TAXIWAY CENTERLINE MARKING DETAIL
SCALE: NOT TO SCALE

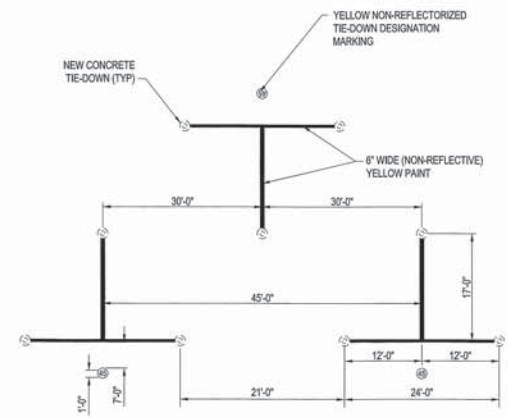
C4 NOT USED
SCALE: NOT TO SCALE



B1 NOT USED
SCALE: NOT TO SCALE

A2 NOT USED
SCALE: NOT TO SCALE

A3 TIE-DOWN MARKING DETAIL PER ITEM P-620
SCALE: NOT TO SCALE



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**APRON RECONSTRUCTION AND
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COTTONWOOD, ARIZONA**

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CHECKED BY:	RDG	

**MARKING
DETAILS**

CM-501
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APR 21, 2017 - 3:10pm
C:\Users\rdg\OneDrive\Documents\CM-501\CM-501.dwg - Cottonwood, AZ\72002003 - Apron Rehab Phase 3 (TYP) Design\CM-501.dwg File: 72002003.12-24-17.dwg MARKING DETAILS, p. 2 of 2

AGREEMENT

THIS AGREEMENT is dated as of the ____ day of _____ in the year 20__ by and between the City of Cottonwood, Arizona, a municipal corporation, having an address at 816 N. Main St., Cottonwood, AZ 86326 (hereinafter called Owner) and _____ having an address at _____ (hereinafter called Contractor).

Owner and Contractor, in consideration of the mutual covenants hereinafter set forth, agree as follows:

ARTICLE 1 - WORK

Contractor shall perform, construct and complete all Work as specified and indicated in the Apron Reconstruction Project, Phase 2 Contract.

ARTICLE 2 - CONTRACT TIMES

- 2.1 **Contract Time.** The Work shall be substantially complete within the Contract Time as stated in General Provisions Section 80-08 "Failure to Complete on Time", and accepted in accordance with General Provisions Section 50-15 "Final Acceptance". In addition, intermediate stages or sequences of the Work shall be substantially completed and accepted as in accordance with General Provisions Section 80-08.
- 2.2 **Damages for Delay in Completion.** If the Work is uncompleted after the Contract Time, including all extensions and adjustments in accordance with General Provisions Section 80-07 "Determination and Extension of Contract Time", the sum stipulated in General Provisions Section 80-08 "Failure to Complete on Time" will be deducted from any money due or to become due the Contractor or their surety. Such deducted sums shall not be deducted as a penalty but shall be considered as liquidation of a reasonable portion of damages including but not limited to additional engineering services that will be incurred by the Owner should the Contractor fail to complete the work in the Contract Time provided in this Contract.

ARTICLE 3 - CONTRACT PRICE

- 3.1 The Owner will pay Contractor for completion of the Work in accordance with the Contract for the Total _____ in the amount of \$ _____, hereby identified as the Contract Price, as shown in the Contractor's Proposal, with discrepancies corrected in accordance with General Provisions Section 30-01 "Consideration of Proposals" if applicable.
- 3.2 When unit bid price items are included in the Contract Price, the quantities of various units contained in the Proposal are estimated and payment to the Contractor will be made only for the actual quantities of units that are incorporated in the Work or materials furnished in accordance with the plans and specifications, as determined by the Engineer in accordance with General Provisions Section 90, "Measurement and Payment".

ARTICLE 4 - PAYMENT PROCEDURES

- 4.1 **Partial Payments.** Partial payments will be made at least once per month based on the Engineer's estimate in accordance with General Provisions Section 90, "Measurement and Payment". Progress payments will be made in accordance with General Provision Section 90-06, "Partial Payments".

4.2 **Retainage.** From the total of the amount determined to be payable on a partial payment, the amount specified in General Provisions Section 90-06, "Partial Payments", will be deducted and retained by the Owner until the final payment is made.

4.3 **Final Payment:** Final payment will be made in accordance with General Provisions Section 90-09, "Acceptance and Final Payment".

ARTICLE 5 - CONTRACTOR'S REPRESENTATIONS

In executing this Agreement, Contractor makes the following representations:

- 5.1 Contractor has examined and carefully studied the Contract including Addenda.
- 5.2 Contractor has visited the site and become familiar with and is satisfied as to the general, local and site conditions that may affect cost, progress, performance or furnishing of the Work.
- 5.3 Contractor is familiar with and is satisfied as to all federal, state and local Laws and Regulations that may affect cost, progress, performance and furnishing of the Work.
- 5.4 Contractor has carefully studied all reports of explorations and tests of subsurface conditions at or contiguous to the site and all drawings of physical conditions in or relating to existing surface or subsurface structures at or contiguous to the site (except Underground Facilities) which have been identified in the Contract. Contractor acknowledges that such reports and drawings are not part of the Contract and may not be complete for Contractor's purposes. Contractor acknowledges that Owner and Engineer do not assume responsibility for the accuracy or completeness of information and data shown or indicated in the Contract with respect to Underground Facilities at or contiguous to the site. Contractor does not consider that any additional examinations, investigations, explorations, tests, studies or data are necessary for the performance and furnishing of the Work at the Contract Price, within the Contract Times and in accordance with the other terms and conditions of the Contract.
- 5.5 Contractor is aware of the general nature of work to be performed by Owner and others at the site that relates to the Work as indicated in the Contract.
- 5.6 Contractor has correlated the information known to Contractor, information and observations obtained from visits to the site, reports and drawings identified in the Contract and all additional examinations, investigations, explorations, tests, studies and data with the Contract.
- 5.7 Contractor has given Design Engineer written notice of all conflicts, errors, ambiguities or discrepancies that Contractor has discovered in the Contract and the written resolution thereof by the Design Engineer is acceptable to Contractor, and the Contract is generally sufficient to indicate and convey understanding of all terms and conditions for performance and furnishing of the Work.
- 5.8 If this Project utilizes multiple prime contracts, the Contractor has examined the Contract for all prime contracts and has acquired sufficient knowledge of the required work of the other prime contractors to the extent that Contractor clearly understands his own obligations and responsibilities relative to the other prime contracts.

ARTICLE 6 - CONTRACT

The Contract which comprises the entire Agreement between Owner and Contractor concerning the Work consists of the following:

- 6.1 The Proposal with discrepancies corrected.
- 6.2 This Contract Form.
- 6.3 The Contractor's Performance Bond and Payment Bond.
- 6.4 The Contractor's Certificates of Insurance.
- 6.5 The Notice of Award and Notice to Proceed.
- 6.6 The General Provisions and the Technical Specifications, which are a part of the Contract.
- 6.7 The Contract Drawings as listed in the Table of Contents.
- 6.8 Addenda listed below:

<u>Addendum No.</u>	<u>Date</u>
_____	_____
_____	_____
_____	_____

- 6.9 There are no documents other than those listed above in this Article 6. The Contract may only be modified by Supplement Agreement.

ARTICLE 7 - MISCELLANEOUS

- 7.1 Terms used in this Agreement shall have the meanings in the General Provision Section 10, "Definition of Terms".
- 7.2 No assignment by a party hereto of any rights under or interests in the Contract will be binding on another party hereto without the written consent of the party sought to be bound; and specifically but without limitation, moneys that may become due and moneys that are due may not be assigned without such consent (except to the extent that the effect of this restriction may be limited by law), and unless specifically stated to the contrary in any written consent to an assignment no assignment will release or discharge the assignor from any duty or responsibility under the Contract.
- 7.3 Owner and Contractor each binds itself, its partners, successors, assigns and legal representatives to the other party hereto, his partners, successors, assigns and legal representatives in respect to all covenants, agreements and obligations contained in the Contract.
- 7.4 Any provision or part of the Contract held to be void or unenforceable under any Law or Regulation shall be deemed stricken, and all remaining provisions shall continue to be valid and binding upon Owner or Contractor, who agree that the Contract shall be reformed to replace such stricken provision or part thereof with a valid and enforceable provision that comes as close as possible to expressing the intention of the stricken provision.

IN WITNESS WHEREOF, Owner and Contractor have signed copies of this Agreement. This Agreement will be effective on the day and year first above written.

OWNER

Tim Elinski
Mayor

(SEAL)

CONTRACTOR:

(Company Name)

(SEAL)

(Signature)

(Printed Name)

(Printed Title)

(ACKNOWLEDGMENT OF OFFICER OF OWNER)

STATE OF _____

COUNTY OF _____

} SS:

On the _____ day of _____ in the year 20____, before me, the undersigned, a Notary Public in and for said State, personally appeared _____, personally known to me or proved to me on the basis of satisfactory evidence to be the individual(s) whose name(s) is (are) subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their capacity(ies), and that by his/her/their signature(s) on the instrument, the individual(s), or the person upon behalf of which the individual(s) acted, executed the instrument.

Notary Public

(ACKNOWLEDGMENT OF CONTRACTOR, IF A CORPORATION)

STATE OF _____

COUNTY OF _____

} SS:

On the _____ day of _____ in the year 20____, before me, the undersigned, a Notary Public in and for said State, personally appeared _____
to me known, who, being by me duly sworn, did depose and say that he/she/they reside(s) at _____,
that he/she/they is(are) the _____ of _____,
the corporation described in and which executed the above instrument; and that he/she/they know(s) the seal of said corporation; that the seal affixed to said instrument is such corporate seal; that it was so affixed by authority of the board of directors of said corporation, and that he/she/they signed his/her/their name(s) thereto by like authority.

Notary Public

(ACKNOWLEDGMENT OF CONTRACTOR, IF OTHER THAN A CORPORATION)

STATE OF _____ }
COUNTY OF _____ } SS:

On the _____ day of _____ in the year 20____, before me, the undersigned, a Notary Public in and for said State, personally appeared _____, personally known to me or proved to me on the basis of satisfactory evidence to be the individual(s) whose name(s) is(are) subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their capacity(ies), and that by his/her/their signature(s) on the instrument, the individual(s), or the person upon behalf of which the individual(s) acted, executed the instrument.

Notary Public

(CERTIFICATE OF OWNER'S ATTORNEY)

I, the undersigned, _____, the duly authorized and acting legal representative of the Owner, do hereby certify as follows:

I have examined the foregoing Contract and surety bond and the manner of execution thereof, and I am of the opinion that each of the aforesaid Agreements has been duly executed by the proper parties thereto acting through their duly authorized representatives; that said representatives have full power and authority to execute said Agreements on behalf of the respective parties named therein; and that the foregoing Agreements constitute valid and legally binding obligations upon the parties executing the same in accordance with the terms, conditions, and provisions thereof.

Owner's Attorney

Date

END OF CONTRACT FORM

City of Cottonwood, Arizona
City Council Agenda Communication

☐ Print

Meeting Date:	July 6, 2017
Subject:	Resolution 2896 - Intergovernmental Agreement (IGA) with Yavapai County Flood Control District (YCFCD) for funding to perform a detailed floodplain study of the "Old Town Cottonwood Approximate A Zone."
Department:	Development Services
From:	Robert L. Winiecke, PE, CFM, City Engineer

REQUESTED ACTION

Adoption of Resolution 2896, approving a proposed Intergovernmental Agreement with the Yavapai County Flood Control District for funding to perform a detailed floodplain study of the "Old Town Cottonwood Approximate A Zone."

SUGGESTED MOTION

If the Council desires to approve this item the suggested motion is: I move to adopt Resolution 2896, approving the proposed Intergovernmental Agreement with the Yavapai County Flood Control District for funding to perform a detailed floodplain study of the "Old Town Cottonwood Approximate A Zone," subject to approval of final form of agreement by the City Attorney.

BACKGROUND

During the 2010 Verde River Physical Map Revision Project performed by the Yavapai County Flood Control District, new floodplain maps were issued for the City of Cottonwood. The revised maps re-designated a large portion of an "AE Zone" as an "Approximate A Zone." This has created a substantial financial hardship on the businesses and residents of the Old Town District and surrounding areas.

JUSTIFICATION/BENEFITS/ISSUES

By conducting this study, City staff will be better able to identify the actual risk of flooding to the businesses and residents of the Old Town area that are currently identified as being in an Approximate A Zone on the City's effective Flood Insurance Rate Maps. It is anticipated that the improved data will be utilized to seek a Letter of Map Revision from FEMA to reduce the effects of the current delineation/categorization on adjacent landowners. While it is anticipated that the limits of the floodplain will be reduced, the improved data developed through this study may also identify other flood hazard issues that have not been previously identified.

COST/FUNDING SOURCE

YCFCD Grant - \$150,000.00 with no city match.

ATTACHMENTS:

File Name	Description	Type
Cottonwood_Old_Town_Flood_Study_IGA_2017-18.docx	IGA Document	Backup Material
res2896.docx	RESOLUTION NUMBER 2896	Cover Memo

INTERGOVERNMENTAL AGREEMENT
BETWEEN
THE YAVAPAI COUNTY FLOOD CONTROL DISTRICT
AND THE CITY OF COTTONWOOD
FOR THE FISCAL YEAR 2017/2018 FINANCIAL CONTRIBUTION
FROM THE DISTRICT TO THE CITY FOR
FLOOD CONTROL IMPROVEMENTS

THIS INTERGOVERNMENTAL AGREEMENT BY AND BETWEEN THE YAVAPAI COUNTY FLOOD CONTROL DISTRICT AND THE CITY OF COTTONWOOD, FOR THE FISCAL YEAR 2017/2018 FINANCIAL CONTRIBUTION TO THE CITY FOR FLOOD CONTROL IMPROVEMENTS (the "Agreement") is entered into, effective this 2nd day of August, 2017, between the Yavapai County Flood Control District, a political subdivision of the State of Arizona (the "DISTRICT"), and the City of Cottonwood, Arizona, a municipal corporation of the State of Arizona (the "CITY"). The District and the City are sometimes collectively referred to as the "Parties" or individually as the "Party."

RECITALS

WHEREAS:

- A. The DISTRICT is a special taxing district legally created in the State of Arizona and organized by Yavapai County to include and govern its jurisdiction.
- B. The DISTRICT administers the Federal Emergency Management Agency ("FEMA") Regulations under the National Flood Insurance Program.
- C. The Yavapai County Board of Supervisors is the Board of Directors of the DISTRICT.
- D. A portion of the CITY lies within the legal boundaries of the DISTRICT.
- E. The DISTRICT, the CITY, and the County are separate and distinct political subdivisions, but each can provide for the benefit of the other(s), for the benefit of public health, safety, and welfare, and other public purposes.
- F. The DISTRICT and the CITY have authority to enter into Intergovernmental Agreements pursuant to Arizona Revised Statutes ("A.R.S.") §§11-952, 48-3603, and 9-240, and CITY's Code.
- G. Among other things, the DISTRICT receives tax proceeds as general funding for the planning, construction, and maintenance of flood control improvements.

- H. Under the budgeting process for the DISTRICT, a category of “Contributions” (hereinafter “Funds”) has been established, setting aside monies that may be utilized by the various political subdivisions located within the boundaries of Yavapai County.
- I. The DISTRICT has approved and budgeted Funds to provide funding assistance for flood mitigation work and is authorized to expend such funds for flood control projects (including storm water control) to political subdivisions for projects so long as the projects are flood or drainage related, cost-effective, a benefit to the County, the DISTRICT, and the political subdivision and are in accordance with FEMA regulations.
- J. The CITY has experienced storm water control and flooding problems for a number of years in various locations and seeks to mitigate such problems to increase safety and protect public and private property and persons within the CITY.
- K. The CITY seeks to improve its storm water control, make drainage improvements, and/or mitigate flooding problems by completing the Old Town Cottonwood Flood Study (hereinafter the “Project”).
- L. The CITY desires to receive DISTRICT Funds for the 2017/2018 fiscal year to be used for its Project.
- M. The DISTRICT has budgeted Funds to support the Project in an amount not to exceed One Hundred Fifty Thousand Dollars (\$150,000) for fiscal year 2017/2018 which begins on July 1, 2017.

AGREEMENTS

NOW THEREFORE, for good and valuable consideration, including consideration of the mutual promises, terms, and conditions hereinafter set forth, including the mutual promises and obligations to be performed by the Parties hereto, IT IS AGREED BETWEEN THE CITY AND THE DISTRICT AS FOLLOWS:

I. PURPOSE

The purpose of this Agreement is to authorize the DISTRICT to pay and contribute to the CITY Funds in support of the CITY’s Project. Such funding for fiscal year 2017/2018 shall not exceed One Hundred Fifty Thousand Dollars (\$150,000).

II. COMMENCEMENT, DURATION, AND TERMINATION

The effective date is as set forth on page one (1) of this Agreement. Performance under this Agreement shall commence following the effective date and shall terminate upon the earliest of:

- A. The completion of the Project as determined by the CITY;
- B. The exhaustion of the Funds allocated to the CITY for the Project;
- C. The end of the fiscal year 2017/2018; or
- D. The mutual agreement of the Parties.

III. RESPONSIBILITIES OF PARTIES

A. The CITY shall:

1. Be solely responsible for the design, engineering, bidding, right-of-way acquisition, supervision, construction, inspection, administration and project management of the Project and for contracting directly for all Project work.
2. If plans are used to bid, provide the DISTRICT a copy of the final Project plans.
3. Use the Funds for the Project in fiscal year 2017/2018.
4. Use the Funds exclusively for costs associated with the Project described above.
5. When requesting Funds from the DISTRICT, provide detailed invoices with supporting documentation for the request(s).
6. Request Funds from the DISTRICT on or before July 31, 2018 (for work completed in fiscal year 2017/2018).
7. Be responsible for the proper disbursement of the Funds provided by the DISTRICT.
8. Be responsible for maintaining the Project and the resulting improvements.

B. The DISTRICT shall:

1. Make Funds available to the CITY for the Project as approved by the Board of Directors.
2. Provide funding as available and appropriate upon proper request(s) by the CITY.
3. Pay properly invoiced requests monthly or on an alternate schedule as agreed to by the CITY and DISTRICT.
4. Pay properly invoiced requests for work completed by the CITY in fiscal year 2017/2018 so long as CITY's requests are received by the DISTRICT on or before July 31, 2018.

C. The DISTRICT and CITY mutually agree:

1. That they recognize the Funds to be used by Parties pursuant to this Agreement are tax funds. The agreements herein for funding are based upon projected tax funds to be received. In the event the projected income is not received, there is the possibility that some or all of the Funds anticipated by this Agreement and set forth herein will not be available. All monetary obligations under this agreement shall be subject to annual budget approval of the respective governing bodies of the parties. A failure of either party's governing body to approve funding for payment of any obligation hereunder shall constitute grounds for termination of this agreement.
2. The Project is the sole responsibility of the CITY, and not of the DISTRICT or the County. All real property upon which the Project work will occur is within the CITY limits and not owned or under the control of the DISTRICT or County.

VII. INDEMNIFICATION

The CITY agrees to defend, indemnify, and hold harmless the DISTRICT, its Board of Directors, the County, its Board of Supervisors, officers, employees, agents, or other representatives from any and all claims for damages or otherwise arising under this Agreement and from any negligent acts of the City, its officers, employees, agents, or other representatives. This Indemnification provision shall survive the termination of this Agreement.

VIII. OTHER PROVISIONS

- A. NOTICE. All notices or demands upon any party to this Agreement shall be in writing and shall be delivered in person or sent by certified mail, return receipt requested, addressed as follows:

CITY OF COTTONWOOD
City Manager
827 North Main Street
Cottonwood, AZ 86326

DISTRICT
Yavapai County Flood Control District Director
1120 Commerce Drive
Prescott, AZ 86305

- B. ENTIRE AGREEMENT. This Agreement represents the entire understanding between the parties with respect to the subject matters herein, and may be amended, modified, or waived only by written instrument signed by both Parties.
- C. CONFLICT OF INTEREST. This contract is subject to the cancellation provisions of A.R.S. §38-511.
- D. SEVERABILITY. In case one or more of the provisions contained in this Agreement shall for any reason be held to be invalid, illegal, or unenforceable in any respect, such invalidity, illegality, or unenforceability shall not affect any other provision thereof and this Agreement shall be construed as if such invalid, illegal, or unenforceable provision had never been contained therein.
- E. NON-DISCRIMINATION. The Parties shall comply with Executive Order 2009-09, which mandates that all persons, regardless of race, color, religion, sex, age, national origin or political affiliation, shall have equal access to employment opportunities, and all other applicable State and Federal employment laws, rules and regulations, including the Americans with Disabilities Act. The Parties shall take affirmative action to ensure that applicants for employment and employees are not discriminated against due to race, creed, color, religion, sex, national origin or disability.
- F. EMPLOYMENT VERIFICATION. The Parties are required to comply with A.R.S. §41-4401, and hereby warrants that they will, at all times during the term of this Agreement, comply with all federal immigration laws applicable to the employment of their respective employees, the requirements of A.R.S. §41-4401, and with the e-verification requirements of A.R.S. §23-214(A) (together the “state and federal immigration laws”). The Parties further agree to ensure that each subcontractor that performs any work under

this Agreement likewise complies with the state and federal immigration laws. A breach of a warranty regarding compliance with the state and federal immigration laws shall be deemed a material breach of the Agreement and the party who breaches may be subject to penalties up to and including termination of the Agreement. The Parties retain the legal right to inspect the papers of any contractor or subcontract employee working under the terms of the Agreement to ensure that the other party is complying with the warranties regarding compliance with the state and federal immigration laws.

- G. LAWS. The Parties shall each be fully responsible for compliance with all statutes ordinances, codes, regulations, rules, court decrees, or other laws (hereinafter “Laws”) applicable to it as part of fully performing the Project with regards to their respective roles. This Agreement shall not relieve either Party of any obligation or responsibility imposed upon it by Laws.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement on the date and year specified below.

YAVAPAI COUNTY
FLOOD CONTROL DISTRICT

CITY OF COTTONWOOD

Thomas Thurman, Chairman Date
Board of Directors
Yavapai County Flood Control District

Tim Elinski, Mayor Date
City of Cottonwood

ATTEST:

Kim Kapin Date
Clerk of the Board of Directors

Marianne Jiménez Date
Cottonwood City Clerk

DETERMINATIONS OF COUNSEL
FOR THE
INTERGOVERNMENTAL AGREEMENT

BETWEEN
THE YAVAPAI COUNTY FLOOD CONTROL DISTRICT
AND THE CITY OF COTTONWOOD

FOR THE FISCAL YEAR 2017/2018 FINANCIAL CONTRIBUTION
FROM THE DISTRICT TO THE CITY FOR FLOOD CONTROL IMPROVEMENT

Pursuant to A.R.S. §11-952, as amended, the foregoing Agreement has been submitted to the undersigned Attorney City of Cottonwood. The undersigned has determined that this Agreement is in proper form and is within the powers and authority granted under the laws of the State of Arizona and the City of Cottonwood.

Attorney	Date
City of Cottonwood	

Pursuant to A.R.S. §11-952, as amended, the foregoing Agreement has been submitted to the undersigned Attorney for the Yavapai County Flood Control District, Prescott, Arizona. The undersigned has determined that this Agreement is in proper form and is within the powers and authority granted under the laws of the State of Arizona to the Yavapai County Flood Control District.

Deputy County Attorney	Date
Flood Control District	

RESOLUTION NUMBER 2896

A RESOLUTION OF THE MAYOR AND CITY COUNCIL OF THE CITY OF COTTONWOOD, YAVAPAI COUNTY, ARIZONA, APPROVING AN INTERGOVERNMENTAL AGREEMENT WITH THE YAVAPAI COUNTY FLOOD CONTROL DISTRICT FOR THE FINANCIAL CONTRIBUTION FROM THE DISTRICT TO THE CITY FOR THE OLD TOWN COTTONWOOD FLOOD STUDY.

Whereas, The District is a special taxing district legally created in the State of Arizona and organized by Yavapai County to include and govern its jurisdiction; and

Whereas, the District administers the Federal Emergency Management Agency (FEMA) Regulations under the National Flood Insurance Program; and

Whereas, a portion of the City lies within the legal boundaries of the District; and

Whereas, The District and the City have authority to enter into Intergovernmental Agreements pursuant to A.R.S. §§11-952, 48-3603, and 9-240, and

Whereas, the City seeks to improve its storm water control, make drainage improvements, and/or mitigate flooding problems by completing the Old Town Cottonwood Flood Study, and desires to receive District funds for the 2017/2018 fiscal year to be used for this project; and

Whereas, the District has budgeted funds to support the Old Town Cottonwood Flood Study in an amount not to exceed \$150,000 for fiscal year 2017/2018 which begins on July 1, 2017.

NOW, THEREFORE, BE IT RESOLVED BY THE MAYOR AND CITY COUNCIL OF THE CITY OF COTTONWOOD, YAVAPAI COUNTY, ARIZONA:

THAT, the Intergovernmental Agreement with the Yavapai County Flood Control District for the District to contribute funds to the City for the Old Town Cottonwood Flood Study in an amount not to exceed \$150,000 is hereby approved.

PASSED AND ADOPTED BY THE CITY COUNCIL AND APPROVED BY THE MAYOR OF THE CITY OF COTTONWOOD, YAVAPAI COUNTY, ARIZONA, THIS 6TH DAY OF JULY 2017.

RESOLUTION NUMBER 2896

Page 2

Tim Elinski, Mayor

ATTEST:

Marianne Jiménez, City Clerk

APPROVED AS TO FORM:

Steven B. Horton, Esq.
City Attorney

City of Cottonwood, Arizona
City Council Agenda Communication

☐ Print

Meeting Date: July 6, 2017
Subject: New Liquor License Application for Cottonwood Chevron.
Department: City Clerk
From: Marianne Jiménez, City Clerk

REQUESTED ACTION

Council consideration of recommending approval or denial of a new Liquor License Application submitted by Ankit S. Patel, agent for Cottonwood Chevron.

SUGGESTED MOTION

If the Council desires to approve this item the recommended motion is:

"I move to recommend approval of the new Liquor License Application submitted by Ankit S. Patel, agent for Cottonwood Chevron located at 1204 Highway 260."

BACKGROUND

A new Liquor License Application was received for Ankit S. Patel, agent for Cottonwood Chevron located at 1204 Highway 260. The application has been posted for 20 days, and no arguments for or against the application have been received.

JUSTIFICATION/BENEFITS/ISSUES

All Liquor License applications that are submitted to the Arizona Department of Liquor Licenses & Control (ADLLC) for establishments located within the City of Cottonwood are presented to the Council for its recommendation of approval or denial of the application. The Council's recommendation is taken into consideration by the ADLLC prior to their final approval of the application.

COST/FUNDING SOURCE

N/A

ATTACHMENTS:

File Name	Description	Type
7-6-17_Cottonwood_Chevron_LLA.pdf	Cottonwood Chevron LL Application	Cover Memo



Arizona Department of Liquor Licenses and Control
800 W Washington 5th Floor
Phoenix, AZ 85007-2934
www.azliquor.gov
(602) 542-5141

*17 MAY 31 Lic. Lic. PM 3 01

DLLC USE ONLY

License #	10133315
Date Accepted:	5/31/17
CSR:	<i>[Signature]</i>

Application for Liquor License
Type or Print with Black Ink

APPLICATION FEE AND INTERIM PERMIT FEES (IF APPLICABLE) ARE NOT REFUNDABLE
A service fee of \$25 will be charged for all dishonored checks (A.R.S. § 44-6852)

SECTION 1 Type of License

- ☒ Interim Permit
☒ New License
☐ Person Transfer
☐ Location Transfer (series 6, 7 and 9)
☐ Probate/ Will Assignment/ Divorce Decree (No Fees)
☐ Seasonal

SECTION 2 Type of Ownership

- ☐ J.T.W.R.O.S.
☐ Individual
☐ Partnership
☒ Corporation
☐ Limited Liability Co
☐ Club
☐ Government
☐ Trust
☐ Tribe
☐ Other (Explain) _____

SECTION 3 Type of license

- ☐ Add Sampling Privilege for Series 9 and 10 only (Complete Sampling Privilege application)
A.R.S. § 4-206.01 (G), (H), (I) & (L)
☐ Add Growler privileges (restaurant, series 12, license only. 300-foot restriction applies)
A.R.S. § 4-207(A) & (B)

1. Type of License (restaurant, bar etc.): 10 2. LICENSE # (if issued): 10133315

SECTION 4 Applicants

1. Agent's Name: PATEL ANKIT S P1078324
Last First Middle
2. Applicant/Licensee Name: BINAKA ENTERPRISES, INC. B1058951
(Ownership name for type of ownership checked on section 1)
3. Business Name (Doing Business As-DBA): COTTONWOOD CHEVRON B1009320
4. Business Location Address: 1204 HWY 260 COTTONWOOD AZ 86326 YAVAPAI
(Do not use PO Box) Street City State Zip Code County
5. Mailing Address: 1204 HWY 260 COTTONWOOD AZ 86326
(All correspondence will be mailed to this address) Street City State Zip Code
6. Business Phone: 928-639-2628 Daytime Contact Phone: 602-549-1478
7. Email Address: BINAKA626@GMAIL.COM
8. Is the Business located within the incorporated limits of the above city or town? ☒ Yes ☐ No
If you checked no, in what City, Town, County or Tribal/Indian Community is this business located? _____

Fees:	<u>\$100</u>	<u>\$100</u>	Department Use Only	<u>-</u>	<u>-</u>	\$ <u>200.00</u>
	Application	Interim Permit	Site Inspection	Finger Prints		Total of All Fees
Is Arizona Statement of Citizenship & Alien Status for State Benefits complete?						<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

SECTION 5 Background Check

EACH PERSON LISTED MUST SUBMIT A QUESTIONNAIRE, FINGERPRINT CARD ALONG WITH \$22. PROCESSING FEE PER CARD.

1. If the applicant is an entity, not an individual, answer questions 1a-b.

a) Date Incorporated/Organized: 3/29/17 State where Incorporated/Organized: AZ

b) AZ Corporation or AZ L.L.C. File No: 21735162 Date authorized to do business in AZ 3/30/17

2. List any individual or entity that own a beneficial interest of 10 % or more and/or controls the license. If the applicant is owned by another entity, attach an organizational chart showing the ownership structure. Attach additional sheets as needed to disclose any controlling person, member, shareholder or general partner who owns a beneficial interest of 10 % or more of the license.

Last	First	Middle	Title	%Owned	Mailing Address	City	State	Zip
SEE ATTACHED								

(Attach additional sheet if necessary)

SECTION 6 Interim Permit

If you intend to operate business while your application is pending you will need an interim permit pursuant to A.R.S. § 4-203.01 For approval of an interim permit:

- There **must** be a valid license of the same series issued to the current location you are applying for OR
- A Hotel/Motel license is being replaced with a restaurant license pursuant to A.R.S. § 4-203.01 (A)

1. Enter license number currently at the location: 10131053

2. Is the license currently in use? ☒ Yes ☐ No If no, how long has it been out of use? _____

I, (Signature) Steve Hallum declare that I am the CURRENT OWNER, AGENT, OR CONTROLLING PERSON on the stated license and location.

Attach a copy of the license currently issued at this location to this application.

NOTARY

State of Arizona

County of Coconino

On this 26 Day of May, 20 17 before me personally appeared Steve Hallum
Day Month Year (Print Name of Document Signer)

Whose identity was proven to me on the basis of satisfactory evidence to be the person who he or she claims to be and acknowledged that he or she signed the above/attached document.



ELFRIEDA MEANS
NOTARY PUBLIC - STATE OF ARIZONA
COCONINO COUNTY
My commission expires Oct. 04, 2018.

(Affix Seal Above)

Elfrieda Means
Signature of NOTARY PUBLIC

SECTION 7 Probate, Receiver, Bankruptcy Trustee, Assignment, or Divorce Decree of an existing liquor license ARS § 4-204

EACH PERSON LISTED MUST SUBMIT A QUESTIONNAIRE, FINGERPRINT CARD ALONG WITH \$22. PROCESSING FEE PER CARD.

1. Current Licensee's Name: _____

(Exactly as it appears on the license)

Last

First

Middle

2. Assignee's Name: _____

Last

First

Middle

License Number: _____

ATTACH A COPY OF THE DOCUMENT THAT SPECIFICALLY ASSIGNS THE LIQUOR LICENSE TO THE ASSIGNEE.

17 MAY 31 11:47 AM 3:01

Last	First	Middle	Title	% Owned	Address
PATEL	SUREN	BABULAL	Director NONE	30	3279 S. TEHAMA CIRCLE FLAGSTAFF, AZ 86005
PATEL	VIPUL	VINUBHAI	Director NONE	10%	2918 E. ROUTE 66 FLAGSTAFF, AZ 86004
PATEL	VISHALKUMAR	G.	Director NONE	10%	926 W. LIL BEN TRAIL. FLAGSTAFF, AZ 86001
PATEL	CHIRAGBHAI	G.	Director NONE	10%	926 W. LIL BEN TRAIL FLAGSTAFF, AZ 86001
PATEL	ANKIT		OWNER Director OPERATOR	40%	26645 N. BABBLING BROOK DR. PHOENIX, AZ 85083

SECTION 8 Government (for Cities, Towns or Counties only)

1. Government Entity: _____

2. Person/Designee: _____
Last First Middle Daytime Contact Phone #

A SEPARATE LICENSE MUST BE OBTAINED FOR EACH PREMISES FROM WHICH SPIRITUOUS LIQUOR IS SERVED.

SECTION 9 ☐ Person to Person – Current Licensee Information ARS§4-203(C), (D), (G)
(Bar and Liquor Stores only – Series 06, 07 and 09)

1. License #: _____

2. Current Agent Name: _____
Last First Middle

3. Current Licensee Name: _____
(Exactly as it appears on the license)

4. Current Business Name: _____
(Exactly as it appears on the license)

5. Current Daytime Phone: _____ Primary Email Address: _____

6. Does current licensee intend to operate the business while this application is pending? ☐ Yes ☐ No

7. I authorize the transfer of this license to the applicant: _____
Signature or Agent or Individual controlling person

NOTARY

State of Arizona)
County of _____)

On this _____ Day of _____, 20____ before me personally appeared _____
Day Month Year (Print Name of Document Signer)

Whose identity was proven to me on the basis of satisfactory evidence to be the person who he or she claims to be and acknowledged that he or she signed the above/attached document.

Signature of NOTARY PUBLIC

(Affix Seal Above)

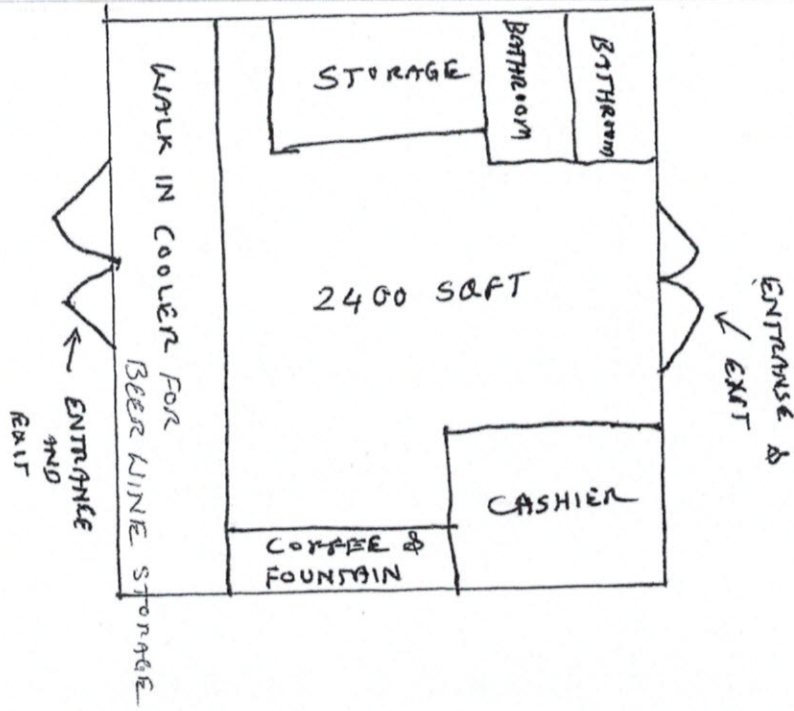
SECTION 10 Proximity to Church or School - Questions to be completed by 6, 7, 9, 10 and 12G applicants.

A.R.S. §4-207. (A) and (B) state that no **retailer's license** shall be issued for any premises which are at the time the license application is received by the director, within three hundred (300) horizontal feet of a church, within three hundred (300) horizontal feet of a public or private school building with kindergarten programs or grades one (1) through (12) or within three hundred (300) horizontal feet of a fenced recreational area adjacent to such school building.

The above paragraph DOES NOT apply to:

- a) Restaurants that do not sell growlers (A.R.S. §4-205.02) Series 12
- b) Hotel/motel license (A.R.S. §4-205.01) Series 11
- c) Microbrewery (A.R.S. §4-205.08) Series 3
- d) Craft Distillery (A.R.S. §4-205.10) Series 18

- e) Government license (A.R.S. §4-205.03) Series 5
- f) Playing area of a golf course (A.R.S. §4-207 (B)(5))
- g) Wholesaler/Distributor Series 4
- h) Farm Winery Series 13
- i) Producer Series 1



2. Provide the square footage or outside dimensions of the licensed premises. Please do not include non-licensed areas such as parking lots, living quarters, etc.

3. As stated in A.R.S. § 4-207.01 (B), I understand it is my responsibility to notify the Department of Liquor Licenses and Control when there are changes to the service areas or the square footage of the licensed premises, either by increase or decrease.

AP
Applicants Initials

RESTAURANTS AND HOTELS/MOTELS ONLY

(IMPORTANT NOTE: A site inspection must be conducted prior to activation of the license. The fee of \$50.00 will be due and payable upon submitting this application.)

4a. Provide a detailed drawing of the kitchen and dining areas, including the locations of all kitchen equipment and dining furniture, these are required as part of the diagram. A.R.S. § 4-205.02(C)

4b. Provide a restaurant operation plan.

SECTION 13 SIGNATURE BLOCK

I, (Signature) Ankit Patel, hereby declare that I am the Owner/Agent filing this application, I have read this document and verify the content and all statements are true, correct and complete, to the best of my knowledge.

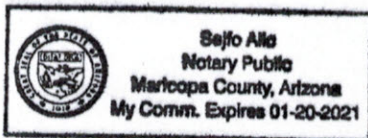
NOTARY

State of Arizona

County of Maricopa

On this 18th Day of May, 20 17 before me personally appeared Ankit Patel
Day Month Year (Print Name of Document Signer)

Whose identity was proven to me on the basis of satisfactory evidence to be the person who he or she claims to be and acknowledged that he or she signed the above/attached document.



(Affix Seal Above)

[Signature]
Signature of NOTARY PUBLIC

A.R.S. § 41-1030. Invalidity of rules not made according to this chapter, prohibited agency action; prohibited acts by state employees; enforcement; notice

B. An agency shall not base a licensing decision in whole or in part on a licensing requirement or condition that is not specifically authorized by statute, rule or state tribal gaming compact. A general grant of authority in statute does not constitute a basis for imposing a licensing requirement or condition unless a rule is made pursuant to that general grant of authority that specifically authorizes the requirement or condition.

D. THIS SECTION MAY BE ENFORCED IN A PRIVATE CIVIL ACTION AND RELIEF MAY BE AWARDED AGAINST THE STATE. THE COURT MAY AWARD REASONABLE ATTORNEY FEES, DAMAGES AND ALL FEES ASSOCIATED WITH THE LICENSE APPLICATION TO A PARTY THAT PREVAILS IN AN ACTION AGAINST THE STATE FOR A VIOLATION OF THIS SECTION.

E. A STATE EMPLOYEE MAY NOT INTENTIONALLY OR KNOWINGLY VIOLATE THIS SECTION. A VIOLATION OF THIS SECTION IS CAUSE FOR DISCIPLINARY ACTION OR DISMISSAL PURSUANT TO THE AGENCY'S ADOPTED PERSONNEL POLICY.

F. THIS SECTION DOES NOT ABROGATE THE IMMUNITY PROVIDED BY SECTION 12-820.01 OR 12-820.02.

City of Cottonwood, Arizona
City Council Agenda Communication

☐ Print

Meeting
Date: July 6, 2017
Subject: Public Hearing on the Final FY 2018 Annual Budget
Department: Administrative Services
Kirsten Lennon, Accounting/Budget Manager
From: Jesus R. Rodriguez, CGFM,
Administrative Services General Manager

REQUESTED ACTION

Open the floor to the public for comments regarding the City's fiscal year 2017-18 Final budget prior to the Council's consideration of approving the final budget

SUGGESTED MOTION

If the Council desires to approve this item the suggested motion is:
N/A - public hearing only.

BACKGROUND

Prior to the adoption of the final budget, the City Council conducts a public hearing to allow for public comment regarding the City's proposed final budget.

COST/FUNDING SOURCE

N/A

ATTACHMENTS:

File Name	Description	Type
No Attachments Available		

City of Cottonwood, Arizona
City Council Agenda Communication

☐ Print

Meeting	July 6, 2017
Date:	
Subject:	Adoption of the City's Fiscal Year 2018 Final Budget
Department:	Administrative Services
	Kirsten Lennon, Accounting/Budget Manager
From:	Via Jesus R. Rodriguez, CGFM
	Administrative Services General Manager

REQUESTED ACTION

Adoption of the City's Proposed Fiscal Year 2018 Final Budget as presented with an Expenditure Limitation of Eighty-Five Million, Fifty-Four Thousand, Seven-Hundred and Forty Dollars (\$85,054,740).

SUGGESTED MOTION

If the Council desires to approve this item the suggested motion is:

"I move to adopt the City's proposed Fiscal Year 2018 Final Budget as presented with an Expenditure Limitation of Eighty-Five Million, Fifty-Four Thousand, Seven-Hundred and Forty Dollars (\$85,054,740)."

BACKGROUND

The Adoption Process

Prior to the adoption of the final budget, the City Council conducts a public hearing at which it invites public comment on the final budget. After the close of the public hearing, the Council convenes into the regular meeting and votes on the adoption of the final budget.

The proposed FY 2018 Final Budget is \$85,054,740. This is higher by \$20,138,715 than the 2017 Revised Budget due to updated numbers discussed during this year's budget sessions, an increase in indirect costs, and adjustments to rollovers due to capital projects in progress, but not completed in fiscal year 2017. Changes to the final budget can still be made as long as the bottom line of the entire budget does not exceed the expenditure limitation established during the tentative budget adoption. The budget document has guidelines for such budgetary adjustments.

The following are some of the items that were considered and discussed during the budget preparation process, and which are included in the proposed tentative budget:

- Three new Full Time Equivalent positions (only if grant funding is received);

- Three job reclassifications ;
- Six range reclassifications ;
- Elimination of two Police Officers and one Communication Specialist position
- Funded merit program;
- Did not fund COLA;
- Did not fund longevity;
- Health insurance premium increase of 4%;
- Continuation of the present employee contribution structure toward dependent health insurance coverage;
- Retirement adjustments;
 - ASRS - 11.48% - 11.50%;
 - PSPRS Fire – 18.78% - 26.61%;
 - PSPRS Police – 37.72% - 47.6%;
- General Fund Reserve status;
 - 60 day coverage \$3,037,990;
 - Capital Accumulation Fund \$1,000,000;
 - Undesignated Reserves \$49,745;
- Capital budget of \$978,322
- Capital Projects in the amount of \$17,589,645

JUSTIFICATION/BENEFITS/ISSUES

This final budget reflects the changes identified during the budget work sessions with the Department Heads and with Council during the May work study sessions.

COST/FUNDING SOURCE

This is a balanced budget, meaning all expenditures have a revenue source. The nature of the income sources range from everyday operating revenues to grants and outside financing for major projects, financings, as well as the use of available reserves. The City is covering all operational and maintenance, current staffing, and capital equipment and project costs. It is also maintaining its required reserve structure in the General Fund.

ATTACHMENTS:

File Name	Description	Type
RES2893.doc	Resolution Number 2893	Cover Memo
FY 2018 FINAL BUDGET - COUNCIL_MTG_07-06-2017.pdf	Final Budget	Cover Memo

RESOLUTION NUMBER 2893

A RESOLUTION OF THE MAYOR AND CITY COUNCIL OF THE CITY OF COTTONWOOD, YAVAPAI COUNTY, ARIZONA, ADOPTING THE FINAL BUDGET FOR FISCAL YEAR 2017-2018 AND ESTABLISHING AN EXPENDITURE LIMITATION.

WHEREAS, in accordance with the provisions of Arizona Revised Statutes (A.R.S.) Title 42, Chapter 17 Articles 1-5, the City Council of the City of Cottonwood, Arizona, on June 2, 2015, made an estimate of the different amounts required to meet the public expenditures/expenses for the ensuing year; and

WHEREAS, in accordance with said sections of said title, and following due public notice, the Council met on July 6, 2017, at which meeting any citizen was privileged to appear and be heard in favor of or against any of the proposed expenditures/expenses; and

WHEREAS, publication has been duly made as required by law of said estimates, together with a notice that the City Council would meet on June 6, 2017, and July 6, 2017, for the purpose of hearing citizen's comments; and

WHEREAS, the document outlining said expenditures/expenses for the ensuing year is on file with the office of the City Clerk of the City of Cottonwood, Arizona, and said document is made a public record by this resolution and is hereby referred to, adopted, and made a part hereof as fully set forth in this resolution as the official annual budget of the City of Cottonwood for the fiscal year beginning July 1, 2017, and ending June 30, 2018.

NOW, THEREFORE, BE IT RESOLVED BY THE MAYOR AND CITY COUNCIL OF THE CITY OF COTTONWOOD, YAVAPAI COUNTY, ARIZONA:

THAT, the said estimates of revenues and expenditures/expenses and accompanying schedules, as now increased, reduced, or changed are hereby adopted as the budget of the City of Cottonwood, Arizona, for fiscal year 2017-2018, and establishing an expenditure limitation of \$85,054,740.

PASSED AND ADOPTED BY THE CITY COUNCIL AND APPROVED BY THE MAYOR OF THE CITY OF COTTONWOOD, YAVAPAI COUNTY, ARIZONA, THIS 6TH DAY OF JULY 2017.

Resolution Number 2893
Page 2

Tim Elinski, Mayor

ATTEST:

Marianne Jiménez, City Clerk

APPROVED AS TO FORM:

Steven B. Horton, Esq.
City Attorney



June 30, 2017

The Honorable Mayor and City Council

RE: Transmittal – Fiscal Year 2018 Budget

It is my pleasure to present to you the FY 2018 Final Budget for your review. There have been several budget work sessions with department heads to review, in detail, their staffing, programs, and planned project expenditures. This year's total approved expenditures budget is \$85,054,740, including all estimated reserves, potential grants and financing options, compared to last fiscal year's revised budget of \$64,916,025 which did not contain reserves or financing options or grants that did not come to fruition. Items that attributed to the difference for FY 2017 were the reallocation of resources for continuing projects, the 2004 and 2006 Water Bond refinancing, and new projects that were part of the 2016 original budget. These substantial decreases between original and revised budgets are noted in any fund that has reserves, grants or financing options. The chart below shows how the budget changed from 'adopted' to 'revised' over the past nine years.

FY 2018 Final Budget - \$85,054,740

Fiscal Year	Original Budget	Revised Budget	Original vs Revised
2009	\$88,545,340	\$77,346,715	(\$11,198,625)
2010	\$132,562,405	\$68,688,930	(\$63,873,475)
2011	\$100,876,915	\$60,723,320	(\$40,153,595)
2012	\$78,422,500	\$63,260,685	(\$15,161,815)
2013	\$73,417,765	\$54,231,275	(\$19,186,490)
2014	\$70,875,846	\$57,895,580	(\$12,980,266)
2015	\$86,638,905	\$76,488,750	(\$10,150,155)
2016	\$117,084,020	\$73,953,055	(\$43,130,965)
2017	\$73,112,570	\$64,934,025	(\$8,178,545)

The largest planned single increase is in the Debt Service fund and includes the refinancing of the GADA Recreation Center loan. A general discussion about the funds will follow; however, in-depth information is in the Key Issues section of this document.

The General Fund's overall budget is \$27,109,195, including transfers out and reserves. This is a \$7,129,305 increase over the previous fiscal year's revision of \$19,889,890. This increase includes \$4,087,735 in reserves, fully budgeted staffing but no additional staffing budgeted for FY2018.

The merit program has been budgeted for FY 2018. Although the Social Security Administration gave a .3% COLA, there is no Cost of Living Adjustment (COLA) budgeted for FY 2018 due to budgeting constraints. Even though the .3% wasn't budgeted, it will be added to the next budgeted COLA. The Public Safety Personnel Retirement contributions saw a substantial increase for FY 2018 due to the large unfunded liability that the retirement system has developed. The employer contribution rate for Public Safety Personnel Retirement for FY 2018 has increased by about 10% and is much higher than for the Arizona State Retirement. It has gone up from 37.72% to 47.6% for the Police Department and from 18.78% to 26.61% for the Fire & Medical Services Department. As for the employer contributions to the Arizona State Retirement System, rates increased slightly from 11.48% to 11.50%. A current capital equipment and capital projects summary can be found towards the end of this transmittal letter on page viii and details can be found on pages 275-278.

The total budget for the Special Revenue Funds is \$12,760,215 including transfers out and carryovers. These funds' expenditures increased by \$2,616,860 over last year's revised expenditures of \$10,143,355. Fiscal year 2017 showed a large increase due to the funding of a bond to cover streets projects. The balance has been reprogrammed and carried over to provide for projects expected to be completed in FY 2018. The reconstruction project of Mingus Avenue from Willard Street to Main Street is a major portion of the Special Revenue Funds increases. This stretch of Mingus Avenue is expected to cost \$4,112,500.

The Transit department transferred from Northern Arizona Intergovernmental Public Transportation Authority (NAIPTA) to the City on July 1, 2012. Both the LYNX system and the Cottonwood Area Transit (CAT) added additional services in FY 2014. The Transit System budget of \$1,652,525 is supported through fares, neighboring community financial support, state and federal grants, and City contributions.

The Airport Fund shows a slight decrease due to lower operating costs. The budget reflects a transfer out to the Grants Fund as a match for the grants for several airport related projects. Those projects include Pavement Preservation and a grant to develop an Airport Master Plan. The Community Development Block Grant (CDBG) for the 10th Street Reconstruction project was completed in FY 2014 and a new grant for the Civic Center Rehabilitation has been budgeted at \$267,300, while Other Grants include \$500,000 for any occasional grants that come along and were not budgeted. Five new grant prospects have been budgeted for a total of \$1,974,000; these grants are for an Old Town Flood Plain Study, Drainage Master Plan, Drainage Improvements, Bi-cycle Feasibility and Main Street Streetscape projects.

The Debt Service Fund is budgeted for \$16,469,125, which is \$14,542,275 more than last year's revised budget of \$1,926,850. The FY 2017 budget included the restricted fund balance which rolled over from FY 2016 and will be used in FY 2018 to complete building the new Riverfront Water Reclamation Facility. The Recreation Center Debt Service was refinanced in FY2017 and will be finalized in FY2018. The Library Debt Service expired July 1, 2013. The two loans of the Greater Arizona Development Authority (GADA) for Public Safety and Rail Road Wash were also paid in full on July 1, 2013. The Excise Tax Bond that was funded at the end of FY 2015 was split between the Funds where the projects were expensed and can therefore also be found in the Streets Capital Improvements, Water and Wastewater budgets.

The City budgeted \$2,800,390 in Capital Projects Fund, which is \$3,875,475 less than for FY2017 that included a transfer to the Sewer Fund of \$3,333,070 for construction of the water reclamation project at Riverfront Park. The rehabilitation of the Restrooms at the parks was finished in FY 2017 but the HVAC-installation for the Civic Center should be in full swing for FY 2018. The construction of the Cottonwood Public Safety Communications Center for approximately \$3.7M was completed in FY 2015.

The Enterprise Fund budget, which consists of Water and Wastewater, has decreased from last fiscal year's revised amount of \$26,042,265 to \$25,667,715 for FY 2018. The \$374,550 decrease can, in part, be attributed to the completion of the Riverfront Water Reclamation Facility for which construction began in FY 2016. The refunding of the 2004 Water Bonds was completed with a Water Infrastructure Finance Authority Loan (WIFA) in FY 2015 and the 2006 Water Bonds in FY 2016, also a WIFA loan. These two refundings will save the City money over the term of the new loan due to lower interest rates.

The Fiduciary Fund aggregate total is up by \$10,300. Both the City's Alternate Pension and Benefits Plan and the Employee Benefits Trust Fund are earning small amounts of interest. The Employee Benefits Trust Board was disbanded in FY 2013; the only activity is interest on the remaining fund balance.

General Commentary



The preparation of the budget continues to be an extraordinary challenge for all departments. Our largest revenue sources have shown signs of improvement since 2013 partially due to the .8% increase in sales tax but are not keeping up with the costs of doing business. Prior cost containment measures are providing value back to the City of Cottonwood and helping maintain the current staffing and services. Those same measures have played an integral role in surviving the downturn in our local economy.

Some issues are out of our control, such as rising health insurance premiums, large retirement contribution increases, utility costs, and common expenditures in general. Some external forces are also placing demands on our staffing and capital equipment requirements. These matters, along with the City's dedication to the citizens' insistence on quality services, are part of the highest priorities causing an increased challenge to balancing this budget. On a more encouraging note, it has become apparent that our sales tax figures have started to improve. The local economy as a whole is showing signs of improvement.


KEY ISSUES – FISCAL YEAR 2018


GENERAL FUND


The City of Cottonwood continues to face many issues during these still difficult times. Below are listed some of the foremost issues addressed within this budget.


-  **Slow Recovery of the Local Economy** – After nearly six years of declining revenues, the City has started to show some slow revenue growth ranging from 2% - 5%. Though not a significant growth number, it is an improvement from prior years' double digit declines. The local economy is still the single largest challenge the City of Cottonwood is facing.
-  **Taxes** – The City of Cottonwood has prided itself on managing its affairs through local transaction privilege tax, commonly called sales tax. Though successful for many years, it has shown the fallacy of the notion that it can continue to provide quality services as a major revenue source that is


at the mercy of the economy. The City Council passed a .8% sales tax increase that went into effect in November 2008 to counter the declining economy. This increase brought the total Cottonwood local sales tax rate to 3%, and along with cost cutting measures it helps Cottonwood stay fiscally sound. Cottonwood does not collect a property tax for services. Recent research reveals that, even with rising sales tax numbers due to increases in the sales tax rate, actual taxable sales are still lagging behind when compared to pre-Great Recession numbers.


- 
Underfunded Pension Liabilities – The City of Cottonwood has always funded the annual amount requested by both the Public Safety Personnel Retirement System (PSPRS) and the Arizona State Retirement System (ASRS), even though the requested amount did not fully cover the liability for the City’s future pensions. Prior to FY 2015, the unfunded liability was only reported by the individual retirement systems. In FY 2015, the Governmental Accounting Standards Board (GASB) implemented GASB #68, an accounting policy change that requires entities to record their own underfunded liability amounts. As a whole, the Public Safety Personnel Retirement System is about 52% underfunded, which amounts to a shortfall of \$7.7B. The City’s portion of that is approximately \$11.6M. The City of Cottonwood is looking at different options to pay down this liability such as prepaying its estimated annual contribution at the beginning of the fiscal year and contributing additional funding from any savings due to vacancies throughout the year. The City’s portion of the \$16.2B Arizona State Retirement System liability is \$12.7M. Due to the difference in how the two systems are organized and managed, this liability is being handled by the ASRS through continued increases in annual contribution amounts.


- 
State Shared Revenues – These revenue sources are always of concern to municipalities due to the state’s history of trying to reallocate them for state purposes. The budget reflects a decrease in State Shared Income Tax of \$35,235 from last year’s \$1,444,370. State Shared Sales is anticipated to decrease by 1.19% over FY 2017 estimated budget figures of \$1,080,000 and is anticipated to generate \$1,067,120 in FY 2018. Both of these revenues are projected by the Arizona Department of Revenue.

- 
General Staffing & Compensation – Even with the slow recovery in our community, the need for services continues to increase. Most departments continue to provide the necessary basic coverage with few enhancements. In FY 2013, a compensation study was completed and implemented at a cost of nearly \$500,000. For FY 2018, a Cost of Living Adjustment (COLA) is not included in the budget. The Longevity Program is currently not budgeted. The City of Cottonwood is doing everything it can to recruit and keep its valuable employees.

- 
Recreation Center – The multigenerational Recreation Center was completed in February 2010 and opened May 1, 2010. This facility was anticipated to have a 70% cost recovery rate; however, the struggling economy has hampered the achievement of this goal. Presently, it is recovering slightly above 60% of the expenditures. The largest concern stems from future maintenance and operational costs of the facility. To counter rising costs and improve the recovery rate, the City has eliminated many of the offered discounts and restructured the management portion of the operations. The staff will examine additional options to increase revenues and reduce costs.

- 
Capital Infrastructure Planning – The City has been struggling with capital planning due to the slow pace of recovery of the local economy. Some projects will continue to be postponed until the economy improves more. Other projects will, however, move forward, funded through planned resources or other financing sources.

 **Water Issues** – The growth of the Verde Valley region continues the need for the City to maintain an active role in the water issues that are affecting the region as well as the City of Cottonwood. Water quality and availability, water management and conservation, water rights, water system development, and fire protection are all critical issues in which we need to become more involved. Another issue is the downgrading by Standard and Poor's of the Water Utility Bonds due to inadequate debt service coverage. This was addressed during the budget process in FY 2015 and in FY 2016 with rate increases, and will be looked at again in FY 2018. A rate increase is not calculated into the budget due to the uncertainty of it coming to fruition.

 **Wastewater Issues** – The City of Cottonwood Wastewater Treatment Facility is slowly reaching its capacity and the infrastructure is getting more difficult to maintain. It is expected that even with the current slow growth patterns, the City needs to move forward with satellite wastewater treatment facilities. The Riverfront Water Reclamation Facility is expected to be the first satellite reclamation plant. Small package plants will be strategically placed to not only treat but also produce quality reclaimed water for use by city parks, home landscaping, fire sprinklers, dual plumbing, dust control, and many other possible uses. This enterprise is requesting a rate increase to counter the large drops in available fiscal resources. The increased rate is not reflected in the budget due to the uncertainty of it coming to fruition at this time.

City Staffing

The budget for FY 2018 includes funding for the employee merit program. There were fifteen requests for additional full-time staffing and seven for part-time staffing; three new full-time staff are included in the budget but only if grant funding is received for the requested positions.

PERSONNEL REQUESTS								
Dept	Job Description	Requested Range	Range Parameters			Est. Salary (min +5%)	Benefits	Est. Annual Costs
			min	mid	max			
Airport	Airport Clerk	16	35,549	41,162	52,386	37,326	16,797	54,123
Comm Dev	Building Official	23	50,021	57,918	73,712	52,522	23,635	76,157
Rec Center	Recreation Coordinator I	13	30,709	35,557	45,253	32,244	14,510	46,754
IT	Information Technology - Technician I	19	41,152	47,650	60,643	43,210	19,444	62,654
IT	Information Technology - Audio Visual Technician I	19	41,152	47,650	60,643	43,210	19,444	62,654
Library	Library Clerk - Adult Services/Youth Svs	11	27,853	32,251	41,047	29,246	13,161	42,406
Maintenance	PW Technician III	17	37,326	43,219	55,006	39,192	17,637	56,829
Police	Police Officer (reinstatement for FY2016)	22	47,639	55,160	70,203	50,021	42,018	92,039
Police	Police Officer (reinstatement for FY2017)	22	47,639	55,160	70,203	50,021	42,018	92,039
Public Works	Public Works (Vertical) Project Manager	25	55,148	63,854	81,267	57,905	23,162	81,068
Public Works	Public Works Inspector	18	39,193	45,380	57,756	41,153	16,461	57,614
Streets Maint.	PW Maintenance Technician II	13	30,709	35,557	45,253	32,244	12,898	45,142
Econ Dev	Business Assistance Advisor (grant)		53,572			53,572	21,429	75,001
Engineering	GIS Intern - 6 months intern (grant)		Dev SVCS Mgr still to provide grant amount					
Police	Community Service Specialist (grant)	13	30,709	35,557	45,253	32,244	14,510	46,754
				Total Requested		508,295	261,184	891,233
PERSONNEL REQUESTS - BUDGETED								
Dept	Job Description	Requested Range	Range Parameters			Est. Salary (min +5%)	Benefits	Est. Annual Costs
Econ Dev	Business Assistance Advisor (grant)		53,572			53,572	21,429	75,001
Engineering	GIS Intern - 6 months intern (grant)		Dev SVCS Mgr still to provide grant amount					
Police	Community Service Specialist (grant)	13	30,709	35,557	45,253	32,244	14,510	46,754
			Total Amount Budgeted			85,816	35,939	121,755
	Total Amount Requested but Not Budgeted							\$ 769,478






There were twelve reclassification requests made and nine were approved. It involves an allocation of \$6,462 to upgrade some ranges in the Police Department; the remaining requests will be at no cost for FY 2018 and will only allow for more compensation growth in the future so these positions remain competitive in the job market. The total requested amount for additional personnel that were not approved was \$781,045. If budgeted, these positions would have been recurring costs.

Contributions to Dependent Health Insurance Coverage

In fiscal year 2010, the Verde Valley Employee Benefits Pool (VVEBP), the City's health insurance provider, changed its name to Arizona Public Employers Health Pool (APEHP) to broaden its ability to attract new members to the Pool to help contain costs. For FY 2018, the City will transition with APEHP to a new health insurance pool called Kairos Health Arizona, Inc. Transition to Kairos will reduce costs since it is a much larger pool of organizations. For FY 2018, we will see a 4% increase in the health insurance rates. This increase would have been 10% had we not transitioned to Kairos.

Every year, there are major changes to the plan. Some of these changes are due to the Affordable Care Act (ACA) of 2010 and others are changes approved by the Board to keep on providing quality services and efficiencies.

Listed below are some of the changes taking effect on July 1, 2016:

-  Change in Trust to Kairos Health Arizona, Inc.
-  Life Insurance benefits will transition to MetLife
-  New Identification Cards will be issued with the medical/prescription coverage
-  Chiropractor Benefits will be increased from 8 to 12 per year
-  Enhanced wellness and preventive services will be provided

The tables on the following page summarize the total costs for health insurance for the City, our employees and their dependents. For families in good general health, an employee can choose from three High Deductible Health Plans and save on their dependent coverage, while taking advantage of the City's increased contribution into their Health Savings Account (HSA). For moderately healthy families, an employee has the option to choose either the Core Plan or the Co-Pay Plan.

Medical & Pharmacy Coverage	Core Plan/Co-Pay Plan**				HDHP Plan (\$1500/\$3000)				HDHP Plan (\$2500/\$5000)				HDHP Plan (\$5000/\$10000)			
	\$500 / \$750 deductible															
	Employer Pays \$	Employee Pays \$	Total* \$	Cobra \$	Employer Pays \$	Employee Pays \$	Total* \$	Cobra \$	Employer Pays \$	Employee Pays \$	Total* \$	Cobra \$	Employer Pays \$	Employee Pays \$	Total* \$	Cobra \$
Individual	721.00	0	721.00	727.26	721.00	(190.00)	531.00	533.46	721	(242.00)	479.00	480.42	721.00	(283.32)	408.00	408.00
Individual + Spouse/Domestic Partner	1220.80	214.20	1435.00	1455.54	896.40	156.60	1053.00	1065.90	808.00	141.00	949.00	959.82	683.50	124.50	808.00	816.00
Individual + Child(ren)	1097.80	94.20	1192.00	1207.68	805.40	68.60	874.00	883.32	726.20	61.80	788.00	795.60	616.20	55.80	672.00	677.28
Individual + Family	1375.00	436.00	1811.00	1839.06	1011.00	320.00	1331.00	1349.46	910.40	287.60	1198.00	1213.80	769.20	250.80	1020.00	1032.24

*All medical plans include the basic life insurance coverage (\$8 basic life fee included in Totals above).

**Cost is the same for Core Plan and Co-Pay Plan. See plan comparison for differences.



Note: The Employer's High Deductible costs do not include the employer contribution to the respective HAS's.

The City of Cottonwood also provides options for dental and voluntary vision coverage. These amounts are listed below.

Dental Coverage	Employer Pays	You Pay	Total
Employee Only	42.00	-	42.00
Employee & Spouse	71.40	12.60	84.00
Employee & Children	63.60	5.40	69.00
Employee & Family	81.00	26.00	107.00
Voluntary Vision Coverage	Employer Pays	You Pay	Total
Employee Only	-	5.39	10.77
Employee & Spouse	-	8.13	16.26
Employee & Children	-	8.71	17.41
Employee & Family	-	13.91	27.82

Vision coverage is strictly voluntary

Supporting Programs

-  **Building Community Grants:** The City will continue to fund this program for FY 2018 in order to assist local 501(c)(3) organizations that do not qualify for the outside agency program.
-  **Funding Outside Agencies:** The local Boys and Girls Club is no longer on the funding list since that organization went under. The City added a Youth Center to provide the services that the Boys and Girls Club were providing. Some of the other local agencies that will receive financial support in FY 2018 from the City of Cottonwood are listed below. These agencies include:

Old Town Association	FY 2017 - \$10,000	FY 2018 - \$10,000
Senior Center	FY 2017 - \$55,000	FY 2018 - \$55,000
Adopt for Life	FY 2017 - \$43,880	FY 2018 - \$43,880
Old Town Center for the Arts	FY 2017 - \$20,000	FY 2018 - \$20,000

BUDGET POLICIES – FISCAL YEAR 2018

This budget reflects the fund balance policies of the City Council. Currently, these policies require the City to restrict an amount equal to 16.67% of the previous year's operating revenues as part of its fund balance. This requirement brought this year's restricted fund balance reserve to \$3,023,735. This is also estimated to be about 60 days of expenditures coverage.

In November 2006, the Council decided, with a recommendation from management, to fund an additional \$700,000 from excess sales tax into this capital accumulation fund. With this fund now over \$1,000,000, the City Council, at the recommendation of management, made the decision to cap this fund at \$1,000,000 and use any excess for everyday maintenance and operational costs until the economy improves more significantly.

Due to the heavy use of this fund over the last few years to cover Capital Improvements, there is presently nothing budgeted or available in additional capital reserves, which comes from a 1% sales tax that is used to work on some General Fund capital projects. These policies, along with the development of the five-year budget projections, will ensure the financial stability of the City into the future.

BUDGET DEVELOPMENT

Long range financial planning plays an integral part in the budget development. Revenues and expenditures were prepared for a five-year period for all funds. These projections are included within the budget. The result of this five-year analysis demonstrates that revenues barely keep up with operational expenditures for the next five years. This is mainly due to the economy and the state's future financial picture. Any capital acquisition would require some financing alternatives, see pages 31-39. All other funds will continue to operate within their respective anticipated revenues.

LONG RANGE PROGRAMMATIC AND FINANCIAL PLANNING

Included in the budget is a section establishing long-range organizational programmatic goals and the five-year capital improvement plan. The organizational goals identified are presented programmatically, including a statement of operational fiscal impact to the City. Goals identified for fiscal year 2018, have been integrated into the work plans of the appropriate department responsible for implementation. A summary depicting the funding resources available for the many projects is also presented.

The five-year capital plan is an integration of these current and long-range organizational goals. Each major project is detailed within this section of the budget.

CAPITAL ACQUISITION PLAN – FISCAL YEAR 2018

Included in the budget is \$978,355 in equipment acquisitions and \$17,589,645 in construction projects. These items are listed in detail in each department's budget and summarized in the appendix of this budget on pages 275-279. A summary by function is provided for review and does not necessarily reflect the full cost of ongoing projects. Only those amounts to be expended for fiscal year 2018 are budgeted.

Capital Equipment		Capital Projects	
Function	Estimated Cost	Function	Estimated Cost
General Government	197,800	General Government	\$2,953,650
Public Safety	685,450	Public Safety	0
Culture & Recreation	40,105	Culture & Recreation	267,300
Health & Sanitation	0	Health & Sanitation	9,018,695
Transportation (CAT & Airport)	20,000	Transportation (CAT & Airport)	2,300,000
Streets	35,000	Streets	3,050,000
Total Capital Equipment	<u>\$978,355</u>	Total Capital Projects	<u>\$17,589,645</u>

ACKNOWLEDGMENTS

The preparation of this municipal budget document is attributed to the many hours spent by our Accounting/Budget Manager Kirsten Lennon and Budget Analyst Helen Bartels, who met with representatives from the various departments and compiled their departmental data. In addition, thanks to the General Managers, Department Heads, supervisors and staff who assisted in the development of the 2018 Annual Budget document.






Despite the tough economic challenges, the City of Cottonwood continues to be fiscally sound due to the efforts of the City Council and Staff. As the City Manager, I appreciate this opportunity to continue this strong financial state through the preparation of this budget document.

Vision and Mission Statement

Mission

Inspiring a vibrant Community

Vision

-  *The City of Cottonwood strives to maintain a uniquely desirable and sustainable community.*
-  *We are unique because of our people, our grand natural resources, public amenities, leadership, diversity and home town atmosphere.*
-  *We will continue to conserve, preserve and manage our precious resources, including the Verde River and its unique riparian habitat.*
-  *We will enhance our position as the economic center for the Verde Valley, providing retail, medical, education, transportation, recreation and tourism.*
-  *The City of Cottonwood provides leadership and solutions to ensure a prosperous community where a diversity of people and nature thrive.*

Sincerely,

Doug Bartosh
City Manager

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EXECUTIVE SUMMARY

City Profile

The City of Cottonwood is situated in central Arizona bordering the Verde River to its north and is the retail and services center for the picturesque Verde Valley. The community was established in 1879 as the Town of Cottonwood and incorporated in 1960.

In 1874, soldiers from nearby Camp Verde were stationed in an existing adobe structure in Old Town Cottonwood where the City of Cottonwood was founded. The first real settlers were ranchers utilizing the fertile grasslands along the Verde River to feed their herds. The name of the city was derived from a circle of 16 cottonwood trees located near the Verde River where these settlers began to develop the community. In 1987, the voters approved a name change from Town to City.

Cottonwood, located in Yavapai County, is approximately 100 miles north of Phoenix and 50 miles south of Flagstaff, near the geographic center of the entire state of Arizona, and close to Interstate 17 on the crossroads of State Route 89A and 260. The city lies at an elevation of 3,320 feet above sea level with a total geographic area of 16.65 square miles.

The 2010 census sets the city's population at 11,265 depicting a 22.7% increase over the 2000 census. The city's main industries are tourism, government services, retail and education.

Date of Incorporation – 1960

Form of Government – Council-Manager

Demographics/Economics

<u>Area – Square Miles</u>	<u>2017 Property Tax Assessed Valuation</u> ^(a)	
2015 – 16.65 Square Miles	Primary	\$85,037,323
	Secondary	\$ 98,039,013
<u>Paved Streets</u>		
52 Miles		

Cottonwood Labor Force Data ^(b)

	<u>2015</u>
Civilian Labor Force	5233
Employed	4,946
Unemployed	287
Unemployment Rate	5.5%

Source:

- a) Arizona Department of Revenue, Property Tax Division
- b) Arizona Department of Administration – <https://laborstats.az.gov/sites/default/files/documents/files/pr-laues-04cit-14-nsa.pdf>

<u>Year</u>	<u>Population</u> (a)	<u>Public School Enrollment</u> (b)	<u>Unemployment Rate</u> (c)
2016	11,818	3,060	5.4%
2015	11,532	3,191	5.5%
2014	11,402	3,331	6.3%
2013	11,313	3,102	7.9%
2012	11,224	2,889	8.2%
2011	11,237	3,108	10.4%
2010	11,265	2,722	9.7%
2009	12,180	2,876	9.1%
2008	11,260	3,369	5.1%
2007	11,130	3,008	3.7%
2006	10,925	3,190	3.9%
2005	10,860	3,432	4.4%

Sources:

- (a) Department of Economic Security - Research Administration Division – website:
<https://population.az.gov/sites/default/files/documents/files/pop-estimates2015-04pla.pdf>
- (b) School census – Cottonwood School Districts
- (c) Arizona Department of Administration - <https://laborstats.az.gov/sites/default/files/documents/files/pr-laues-04cit-14-nsa.pdf>

<u>Gross Taxable Sales</u> (a)		<u>Building Permits</u> (b)		
<u>Year</u>	<u>Value</u>	<u>Year</u>	<u>Number</u>	<u>Value</u>
2016	\$408,910,513	2016	379	\$26,750,004
2015	\$404,669,000	2015	304	\$22,306,303
2014	391,129,000	2014	343	\$15,891,831
2013	372,907,000	2013	26	4,033,518
2012	351,940,000	2012	27	4,113,790
2011	344,346,000	2011	10	1,467,400
2010	358,070,000	2010	13	1,510,901
2009	364,689,000	2009	19	1,235,804
2008	436,982,000	2008	76	8,667,927
2007	447,904,000	2007	58	5,651,406

Sources:

- (a) City of Cottonwood CAFR <http://cottonwoodaz.gov/finance/CAFR2015.pdf>, page 86
- (b) City of Cottonwood Community Development – Single Family homes

<u>Major Private Employers</u> (a)	<u>Education</u> (b)	
Verde Valley Medical Center	Elementary Schools	2
Wal-Mart – Retail	Exceptional Children Program	1
	Middle School	1
<u>Major Public Employers</u>	High School	1
Arizona Public Service	Community College	1
City of Cottonwood	Students:	
Cottonwood/Oak Creek Schools	Grades K-8	2,150
Mingus Union High School	Grades 9-12	1,181
Yavapai County	Total Students	3,331

Sources:

(a) Arizona Department of Commerce – Community Profile for Cottonwood, AZ

(b) Provided by the local school's business offices

Weather

<u>Month</u>	<u>Average Daily Temperature (F)</u>		<u>Average Total</u>
	<u>Maximum</u>	<u>Minimum</u>	<u>Precipitation (inches)</u>
January	58.1	28.1	0.8
February	63.3	31.7	0.8
March	68.3	35.6	0.9
April	76.6	41.9	0.5
May	84.8	49.2	0.4
June	94.8	57.8	0.5
July	98.5	65.9	1.9
August	95.5	63.8	2.2
September	91.3	57.4	1.1
October	81.2	46.4	1.0
November	68.1	35.6	0.7
December	58.6	28.7	1.1
Annual Average	78.2	45.2	1.0

Source: Arizona Department of Commerce – Community Profile for Cottonwood, AZ and Western Regional Climate Center

2017 Service Statistics

Fire Protection

Stations	1
Employees (Full-time)	28
Fire & Hazmat Calls	274
Rescue & Medical Calls	26,400
Public Assist Calls	325
Fire Inspections (various kinds)	1,739
Plan Reviews & Permits	3337
Public Ed Contact Hours	10,546

Public Works

Engineering Reviews (ea. Proj.)	14
Subdivisions (lots)	23011
Right of Way Permits (ea.)	61
Flood Plain Inquires	174
Contract Administration	13,762,000

Recreation Programs

Participation:	
Adult Sports	2,380
Special Events	2,400
Recreational Swimming	20,500
Instructional Classes	21,400
Youth Sports	10,800

Sewer

Sewer Line Inspected (LF)	1,800
Miles of Line	60
Average Daily Treatment	.949 mgd
Plant Capacity	1.5 mgd
Blue Stake Requests	830
Reclaimed Water Sold	11.779 mg
Number of Sewer Accounts	4,160
Sewer Taps installed	1

Police Protection

Stations	1
Employees (Full-time)	56
Sworn	31
Non-Sworn	25
Part I Crimes	524
Part II Crimes	11,108
Traffic Warnings	189
Traffic Citations	1,248
Arrests – Charged	756

Library

Items in Collections	133668
Total Items Circulated	241279
Circulation Transactions Per Day	804

Municipal Parks

Developed Parks	5
Developed Acres	38.7
Undeveloped Acres	91.3
Swimming Pools	2
Tennis Center	1
Lighted Ball fields	8
Community Recreation Centers	2

CAT/LYNX Transit System

Annual Ridership	150,354
Miles Traveled	435,228
CAT Ridership	78,454
LYNX Ridership	54,350
ADA Ridership	17550

Water Utility

Blue Stake Requests	1085
Pumping Capacity	10.0mgd
Average Pumpage	3.3 mgd
Number of Wells	27
Number of Storage Tanks	25

Draft

Governmental Organization and Services Provided

The Mayor is elected directly by the voters and serves a four-year term. The voters elect six City Council representatives for staggered four-year terms. The City Council appoints a City Manager who is responsible for the general administrative operations of the various departments within the City. An organizational chart is shown on page 51.

The City of Cottonwood is mandated by the State of Arizona to provide a variety of services including law enforcement and other public safety needs. Other support services include road maintenance, park services, regulation of building and zoning codes, animal control and a public library. City utilities include a water distribution system, sewer system, cemetery and municipal airport.

BUDGET POLICIES

These budget policies provide general guidance for preparing the City of Cottonwood's operational budget as well as its adoption and implementation. These policies are presented below in the various categories.

Budget Philosophy – The City's budget philosophy includes planning based on available information, developing a process by which financial guidelines and goals are established, implementation of those financial and programmatic goals, and the review and evaluation of the achievement of those goals. Policies are set forth to provide guidance for the City's budget philosophy.

The role of the Finance Department is to facilitate the budget process and to assist the City Council and City Manager in executing the budget. A part of this execution is the desire to review issues that challenge city government and to allow the City to meet these challenges.

Balanced Budget – The City of Cottonwood will develop a balanced budget in which current resources (current revenues plus fund balance) will equal or exceed current expenditures. The City will avoid budgetary or accounting procedures that balance the budget at the expense of meeting future years' expenditures, such as postponing expenditures, accruing future years' revenues, or rolling over short-term debt. The budget will provide for adequate maintenance and replacement of capital plant and equipment.

Budget Process – The budget process is always a cyclical process. The "beginning point" is the preparation of the base budget by each department head. These budgets are based on expenditures to date and the previous years' experience. The departments' base budgets along with any requests for new positions, programs or services are then presented to the City Manager. City management then meets with each department head to review their base budget and requests for new services and/or programs. Once management has reviewed the departments' requests, a final budget is presented to the City Council by the City Manager.

In accordance with Arizona Revised Statutes, the City Manager submits a final budget to the City Council for the fiscal year commencing the following July 1. The budget includes proposed expenditures and the means to financing them.

The City is subject to the State of Arizona's Spending Limitation Law for Towns and Cities. This law does not permit the City to spend more than budgeted revenues plus the carry-over unrestricted cash balance from the prior fiscal year. The limitation is applied to the total of the combined funds. All appropriations lapse at year-end requiring actual fund balances to be re-budgeted each fiscal year.





The City operates under the voter approved alternative expenditure limitation. The electorate authorized the City, in accordance with Arizona Revised Statutes, to establish a local annual expenditure limitation each fiscal year. The City sets the annual expenditure limitation for all fund types as a whole with the adoption of the annual budget.

Public hearings on the budget are held each year, in accordance with legal requirements, to obtain comments from local taxpayers. To ensure compliance with the state imposed expenditure limitation, a uniform expenditure report must be filed with the state each year. This report reconciles total City expenditures from the audited financial statements to total expenditures for reporting in accordance with the state's uniform expenditure reporting system (ARS §41-1279.07).

Per state law, expenditures may not legally exceed the expenditure limitation of all fund types as a whole. For management purposes, the City adopts a budget by department for each separate fund and establishes the legal level of local budgetary control at this level. The adopted budget cannot be amended in any way without City Council approval.

The implementation process consists of City management and departments monitoring revenues and expenditures in conjunction with the demands of the community. These activities lead directly to the preparation of the next fiscal year's budget. Thus, some part of the budgetary process for the current fiscal year is occurring simultaneously with the preparation for the next year's budget.

Prior to FY 1996, the City's budget process focused only on line item budgeting. City management recognized the need to improve the process and began by directing departments to:

-  Provide a summary of their department's function and mission.
-  Establish performance indicators departmentally.
-  Identify service accomplishments in relation to established goals for the previous fiscal year.
-  Establish goals for their departments for the new fiscal year.

As in the past, all department heads are required to justify expenditures within their department with the mission of their service. Each department requesting new personnel or any reclassification of existing positions will provide sufficient justification for each request. All capital acquisitions also require supporting justification.

Process for Changing the Budget

A budget is a plan and therefore instances will arise during the fiscal year that requires changes to be made. Although some minor adjustments can be made administratively within a department's budget (less than \$500), increases or decreases to a department's total budget legally must be approved by the City Council. The budget amendment process has been developed to provide for such adjustments.

Expenditures may not legally exceed expenditure limitations of all fund types as a whole. The types of adjustments that must be handled through the budget amendment process include additional funding above the department's budget allocations, requests for new positions, reclassification of existing positions, capital projects exceeding \$500, and requests for increases in revenue and expenditure authority when outside funding sources are available.



























Departments must first submit requests to the City Manager. The City Manager reviews the request and other background material. If he supports the request, a recommendation is made to the City Council. Requests are then placed on the council's agenda for discussion, review and action. If the City Council approves a request, necessary adjustments are made to the budget.

Budget Monitoring

The Finance Department will monitor, on an ongoing basis, the expenditures and revenues of all City departments. Any significant variances will be reported to the city management for action. On a monthly basis, an expenditure and revenue report with year-end projections will be distributed to the City Council and all city department heads.

Final Budget Calendar for FY 2018

This budget calendar serves to illustrate the progression of the budget process. It has been slightly restructured to allow for adequate coordination of the budget activities. As needed, additional items may be added to the calendar. Ultimately, the process will result in a balanced budget as well as a sound fiscal and capital plan. As a gentle reminder, this budget is always subject to change as the year progresses and as revenue projections can be reasonably measured.

 Distribute Goals, Accomplishments & Performance Measures Forms & Instructions	November 10, 2016
 Distribute Personnel Request & Reclassification Forms	December 22, 2016
 Distribute Capital Improvement Plan (CIP) Schedules, Forms & Instructions	December 22, 2016
 Revenue Review by the Finance Department	January 3, 2017
 Goals, Accomplishments and Performance Measures Forms due to the Finance Department	January 6, 2017
 City Council - Strategic Planning Retreat	January 20-21, 2017
 Capital Improvement Plan (CIP) Forms due back to the Finance Department	February 3, 2017
 Budget Personnel Requests & Reclassifications due back to the Finance Department	February 10, 2017
 Distribute Budget Worksheets & Instructions	March 1, 2017
 Departmental Meetings for Review of Personnel/Reclassification and CIP Requests	February 13-24, 2017
 Budget Worksheets due back to the Finance Department	March 13, 2017
 1 st Round of Departmental Budget Meetings	March 15-31, 2017
 Potential Budget Issues, Goal Setting Meeting & Capital Improvement Plan—City Manager	April 4, 2017
 2 nd Round of Departmental Budget/CIP Meetings—if needed	April 4-April 7, 2017
 ***Final day for changes to the Proposed Budget***	April 7, 2017
 Present FY 2018 Proposed Budget to City Council	April 18, 2017
 Budget Work Sessions with City Council in the Council Chamber	
o Introduction to the Budget / Personnel Matters / Capital Requests	April 24, 2017
o Departmental Presentations	April 25, 2017
o Departmental Presentations / Budget Wrap-up	April 27, 2017
o Budget Wrap-up—if needed	April 28, 2017
 ***Final day for changes to the Tentative Budget***	May 5, 2017
 Distribute FY 2018 Tentative Budget to City Council	May 30, 2017
 Public Hearing on Tentative Budget	June 6, 2017
 Adopt FY 2018 Tentative Budget; Set Expenditure Limitation	June 6, 2017
 ***Final day for changes to the Final Budget***	June 6, 2017
 Present FY 2018 Final Budget to City Council	July 6, 2017
 Public Hearing on Final Budget	July 6, 2017
 Adopt FY 2018 Final Budget	July 6, 2017
 Budget Due to Government Finance Office Administration (GFOA) for Award Review	October 4, 2017

FUND ACCOUNTING

This budget includes all the funds of the City of Cottonwood. The City of Cottonwood is financially responsible for the Municipal Property Corporation; therefore, this activity is included in the budget as a component unit. Component units are legally separate entities for which the primary government is financially accountable.

The accounts of the City are organized on the basis of funds, each of which is considered a separate accounting entity. The operations of each fund are accounted for with a separate set of self-balancing accounts that comprise its assets, liabilities, fund equity, revenues and expenditures, as appropriate. Government resources are allocated to and accounted for in individual funds based upon the purposes for which they are to be spent and the means by which spending activities are controlled. The various funds are grouped in the budget, into generic fund types and broad categories.

Governmental Funds

General Fund – The General Fund serves as the chief operating fund of the City. It is used to account for all financial resources, except those required to be accounted for in another fund.

Special Revenue Fund – Special Revenue Funds are used to account for the proceeds of specific revenue sources (other than major capital projects) that are legally restricted to expenditures for specified purposes.

Debt Service Fund – Debt Service Fund is used to account for the accumulation of resources for and the payment of general long-term debt principal, interest and related costs.

Capital Project Fund – The Capital Project Fund is used to account for financial resources for the acquisition or construction of major capital facilities (other than those financed by proprietary funds and trust funds).

Proprietary Funds

Enterprise Fund – The Enterprise Fund is used to account for operations of the City's water and wastewater fund. This fund is financed and operated in a manner similar to private business enterprises where the intent of the governing body is that the cost (expenses, including depreciation) of providing goods or services to the general public on a continuing basis be financed or recovered primarily through user charges. The governing body also has decided that periodic determination of revenues earned, expenses incurred, and/or net income is appropriate for capital maintenance, public policy, management control, accountability, or other purposes.

Fiduciary Funds

Alternative Pension and Benefits Plan Fund – The Pension Trust Fund is used to account for the City's Volunteer Firefighter's Relief and Pension Fund, a defined contribution plan for which the City holds the assets in a trustee capacity. Contributions are made by the City and the City's Volunteer Firefighters.

Employee Benefit Trust Fund – This fund is used to account for accumulated resources designated to providing City employees with benefits not issued through normal avenues. Currently, this fund provides short term disability to all City employees.

All Governmental Funds are accounted for using the modified accrual basis of accounting. Revenues are recognized when they become measurable and available. Taxpayers assessed income, gross receipts, and sales taxes are considered “measurable” when in the hands of intermediary collecting governments or agents and are recognized as revenue at that time. Expenditures are generally recognized under the modified accrual basis of accounting when the related fund liability is incurred.

The Proprietary and Fiduciary Funds are accounted for using the accrual basis of accounting. This method of accounting recognizes the financial effects, on a government, of transactions and other events and circumstances that have cash consequences, for the government, in the periods in which transactions, events and circumstances occur, rather than only in the periods in which cash is received or paid by the government.

Budget Basis

The budgets of general government type funds (for example, the General Fund, Special Revenue, Debt Service, and Capital Projects Fund) are prepared on a modified accrual basis. Briefly, this means that obligations of the City (for example outstanding purchase orders) are budgeted as expenses, but revenues are recognized only when they are actually received.

The Proprietary and Fiduciary Funds (Enterprise, Internal Service, Pension, and Agency Funds), on the other hand, are budgeted on a full accrual basis. Not only are expenditures recognized when a commitment is made (i.e. through a purchase order) but revenues are also recognized when they are obligated to the City (for example, sewer user fees are recognized as revenue when bills are produced).

The Comprehensive Annual Financial Report (CAFR) shows the status of the City’s finances on the basis of “*generally accepted accounting principles*” (GAAP). In most cases, this conforms to the way the City prepares its budget. Two exceptions are:











1. The treatment of depreciation expense (these are not shown in the budget, although the full purchase price of equipment and capital improvements is, while purchases of capital improvements are depreciated in the CAFR for enterprise funds), and
2. Compensated absences (accrued but unused sick and vacation leave) are treated slightly differently in the budget and in the CAFR.

Compensated absences and depreciation are not budgeted.

The Comprehensive Annual Financial Report (CAFR) shows fund expenditures and revenues on both a GAAP basis and budget basis for comparison purposes.





FISCAL POLICY

The overall goal of the City's fiscal policy is to establish and maintain effective management of the City's financial resources. The City's formal policy statements and major objectives provide the foundation for achieving this goal. Accordingly, this section outlines the policies used to guide the preparation and management of the City's overall budget and major objectives to be accomplished.

-  A comprehensive annual budget will be prepared for all funds expended by the City.
-  The Budget will be prepared in such a manner as to facilitate its understanding by citizens and elected officials.
-  In addition to any required hearings, the Council will hold work sessions on the budget that are open to the public.
-  Copies of the budget will be made available to citizens and elected officials prior to work sessions.
-  Budgetary emphasis will focus on providing those municipal services which provide the maximum level of services, to the most citizens, in the most cost effective manner, with due consideration to economic, fiscal, and social costs.
-  The budget will provide for adequate maintenance of capital, plant, and equipment, and their timely replacement.
-  The City will avoid budgetary practices that balance current expenditures at the expense of meeting future years' expenses.
-  The City will give highest priority to the use of one-time revenues for the funding of capital assets or other non-recurring expenditures.
-  The City will maintain a budgetary control system to help it adhere to the established budget.
-  Reports comparing actual revenues and expenditures to budgeted amounts will be prepared monthly.

Financial stability of the City

To ensure the financial stability of the City, some strict guidelines have been set forth by City Council and implemented by City management.

-  Maintain a restricted General Fund Balance of 16.67% of the previous year's operating revenues.
-  Continue a capital projects accumulation fund of 2.67% of the previous year's General Fund operating revenues, capped at \$1,000,000.
-  Develop five-year revenues and expenditures projections and analyze trends.
-  Ensure that operating expenditures remain within operating revenues for all funds.

DEBT SERVICE POLICY

The goal of the City of Cottonwood's debt management policy is to maintain the City's ability to incur debt at the most favorable interest rates in the amounts needed for financing capital projects and equipment, while keeping adverse effects to the City's ability to finance essential City services to a minimum.

The City may issue bonds for general improvement purposes or for specific programs within the statutory limitations on the amount of bonds sold as a percentage of secondary assessed valuation. Twenty percent (20%) of secondary assessed valuation represents the amount of bonding that can be used for water, sewer, lights, parks, open space and recreational facilities. An additional six percent (6%) of secondary assessed valuation can be used for all other "general municipal uses".

Computation of Legal Debt Margin June 30, 2017

Net secondary assessed valuation (Full Cash Value)	\$98,839,013
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Calculation of 20% Debt Limitation

20% of secondary net assessed valuation	19,767,803
Bonds outstanding	0
Net 20% Debt Limitation	19,767,803



Calculation of 6% Debt Limitation







6% of secondary net assessed valuation	5,930,341
Bonds outstanding	0
Net 6% Debt Limitation	5,930,341

Total Bonding Capacity	\$25,698,143
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General obligation bonds are secured by the ad valorem taxing of the City. Within the percentage of assessed valuation limitation above, the City may issue bonds for general improvement purposes or for specific projects. For statutory purposes, the City's current outstanding bonds are not considered general obligation bonds subject to the statutory limits listed above because the City's bonds outstanding at June 30, 2017 were secured by sales taxes and user fee revenues instead of property taxes.

Policy Statement

-  A five-year Capital Improvements Plan (CIP) will be developed and updated annually along with corresponding funding sources.
-  Financing of Capital projects will not exceed the useful life of the project.

-  Debt Service Schedules will be prepared and included in the Annual Budget as well as the Five-Year Capital Improvement Plan with annual updates.
-  Debt Service payment will be scheduled in equal installments over the life of the bonds.
-  Efforts will be made to maintain and improve the City's bond rating.
-  Timely submittal to the Electronic Municipal Market Access (EMMA).
-  Pay-as-you-go financing will be an essential part of the City's Capital Improvement Plan.
-  The City will carefully monitor compliance with all bond covenants.

Debt Performance

-  The City will limit long-term debt to only those capital improvements that cannot be financed through current revenues or designated capital reserves.
-  Terms of repayment for any debt will not exceed the estimated useful life of the asset acquired.
-  Debt will not be issued for recurring expenditures normally considered maintenance and operational expenditures.
-  Minimize debt service impact to taxpayers by:
 - Creating sinking funds, when possible, to provide for expansion or replacement of capital equipment.
 - Seeking grant funding opportunities and lower interest debt options such as Water Infrastructure Finance Authority (WIFA) or Greater Arizona Development Authority (GADA), or the State Revolving Loan Funds to lower the size of the debt obligation.
 - Working closely with the City's financial advisors to structure debt in such a way that the debt load is explicitly related to the operating budget yet does not impair operational needs.
 - Maintaining a good working relationship with City financial advisors, bond rating agencies, and insurance carriers, and providing full disclosure on all financial reports.

The following is a list of the City's current bond obligations along with their respective funding source.

Total Outstanding Debt by Type of Bond					
As of June 30, 2017					
Project	Note	Term	Principal	Interest	Funding Source
GADA- Recreation Center	¹	8/1/2027	\$ 12,130,000	\$ 3,283,931	1% Sales Tax
US Bank Pledged Revenue Refunding		7/1/2027	12,350,000	2,801,575	1% Sales Tax
Excise Bond - Various Capital Projects		7/1/2034	10,900,000	5,250,025	1% Sales Tax
2015 - Water Infrastructure Finance Authority Loan		7/1/2030	10,167,224	1,058,828	User Fees
2016 - Water Infrastructure Finance Authority Loan		7/1/2035	14,515,790	2,126,587	User Fees
Total Debt Service			\$ 60,063,014	\$ 14,520,946	

Note 1 - GADA Recreation Center Bond will be eliminated in November 2017. The US Bank Pledged Revenue Refunding was done in FY2017 to refund the GADA Recreation Center bond but the bond can't be paid until it is called in November.










INVESTMENT POLICY

Policy

It is the policy of the City of Cottonwood to invest public funds in a manner which will provide the highest investment return with the maximum security while meeting the daily cash flow demands of the City and conforming to all applicable state and City statutes governing the investment of public funds.

Scope

This investment policy applies to all financial assets of the City of Cottonwood. These funds are defined in the City of Cottonwood's Comprehensive Annual Financial Report (CAFR) and include:

-  General Funds
-  Special Revenue Funds
-  Debt Service Reserve Funds
-  Debt Service Sinking Funds
-  Capital Project Funds
-  Proprietary Funds
-  Fiduciary Funds
-  Expendable Trust Funds
-  Any new funds created, unless specifically exempted by Council

Objectives

The primary objectives, in priority order, of the City of Cottonwood's investment activities shall be:

Safety of Principal – The City recognizes its fiduciary responsibility for the stewardship of public funds with which it has been entrusted. Therefore, its foremost investment objective is to ensure safety of principal. Investments of the City shall be undertaken in a manner that seeks to ensure the preservation of capital in the overall portfolio. To attain this objective, diversification is required in order that potential losses on individual securities do not exceed the income generated from the remainder of the portfolio.

Liquidity – City of Cottonwood's investment portfolio will remain sufficiently liquid to enable the City to meet all operating requirements which might be reasonably anticipated.

Yield – City of Cottonwood's investment portfolio shall be designed with the objective of attaining a market rate of return throughout budgetary and economic cycles, taking into account City of Cottonwood's investment risk constraints and the cash flow characteristics of the portfolio.

Standard of Care

Prudence – This policy shall apply the "prudent person" standard, as defined in the glossary, in the context of managing the overall portfolio. Investment officials acting in accordance with procedures consistent with this policy and exercising due diligence, shall not be held personally liable for market price changes or the credit risk of a certain investment, provided that any unexpected deviations are reported in a timely manner and that appropriate action is taken to control adverse developments.

Ethics and Conflicts of Interest – Investment officials shall refrain from personal business activity that could conflict with proper execution of the investment program or which could impair their ability to make impartial investment decisions. Investment officials shall disclose to the City Manager any material personal financial interests in financial institutions that conduct business within this jurisdiction, and they shall further disclose any large personal financial/investment positions that could be related to the performance of the City, particularly with regard to the time of purchases and sales.

Delegation of Authority – Authority to manage the investment program is granted to the Administrative Services General Manager and derived from the Arizona Revised Statutes §35-323. Procedures for investing of Trust and Sinking Funds are specified in Arizona Revised Statutes §35-324 and §35-328. Investments in the State Treasurer's Pool investment fund for collective investments of public funds are authorized in Arizona Revised Statutes §35-326. Responsibility for the operation of the investment program is hereby delegated to the Administrative Services General Manager, who shall act in accordance with established written procedures and internal controls for the operation of the investment program consistent with this investment policy. Procedures should include references to: safekeeping, delivery vs. payment, investment accounting, repurchase agreements, wire transfer agreements and collateral/depository agreements, and resolutions for participation in the State Treasurer's Local Government Investment Pool – (LGIP) are included with this. No person may engage in an investment transaction except as provided under the terms of this policy and the procedures established by the investment officer within the City's Financial Operations Guide. The Administrative Services General Manager, with the concurrence of the City Manager, shall be responsible for all transactions undertaken and shall establish a system of controls to regulate the activities of subordinate officials.





Authorized Financial Dealers and Institutions

The Administrative Services General Manager shall maintain a list of financial institutions which are authorized to provide investment services. In addition, a list will be maintained of approved security brokers/dealers selected by credit worthiness who are authorized to provide investment services in the State of Arizona. No public deposit shall be made except in a qualified public depository as established by state laws.

Banks and Savings and Loans shall provide their most recent "Consolidated Report of Condition" (call report) at the request of the City.

Securities dealers not affiliated with a bank shall be required to be classified as reporting dealers affiliated with the New York Federal Reserve Bank as primary dealers or else meet certain other criteria as determined by the Administrative Services General Manager.

All financial institutions and broker/dealers who desire to become qualified bidders for investment transactions must supply the Administrative Services General Manager with the following:

-  Most recent audited annual financial statements
-  Proof of National Association Security Dealers membership
-  Proof of State of Arizona registration, and a
-  Completed broker/dealer questionnaire

An annual review of the financial condition and registrations of qualified bidders will be conducted by the Administrative Services General Manager.



A current audited financial statement is required to be on file for each financial institution and broker/dealer with which the City does business.

Safekeeping and Custody

Delivery vs. Payment – All trades of marketable securities will be executed by delivery vs. payment (DVP) to ensure that securities are deposited in an eligible financial institution prior to the release of funds.

Safekeeping – All securities shall be held by a third party custodian designated by the Administrative Services General Manager. The third party custodian shall be required to issue a safekeeping receipt to the City listing the specific instrument, rate, maturity and other pertinent information.

Collateralization shall be required on two types of investments:

-  Certificates of deposits
-  Repurchase agreements






In order to anticipate market changes and provide a level of additional security for all funds, the collateralization level will be 102% of market value of principal and accrued interest. Acceptable types of collateral for repurchase agreements shall consist of treasuries and agency notes with a maximum maturity of 5 years and a collateralization level of 102% of market value of principal and accrued interest.




Internal Controls – The Administrative Services General Manager shall establish a system of written internal controls, which will be reviewed annually with the independent auditor. This review will provide internal control by assuring compliance with policies and procedures.

Suitable and Authorized Investments











Authorized Investments

The City is empowered by statute to invest in the following types of securities. If an investment is not specifically listed in the suitable list, it is prohibited.

-  Fully insured or collateralized certificates of deposit and other evidence of deposit at banks and savings and loan associations
-  Interest bearing savings accounts in banks and savings and loan institutions doing business in Arizona whose accounts are insured by federal deposit insurance
-  Repurchase agreements with a maximum maturity of one hundred eighty days, collateralized at no less than 102 percent, provided a signed PSA Master Repurchase Agreement is on file with the counterpart bank or broker\dealer
-  Deposits in the local government investment pool operated by the Treasurer of the State of Arizona
-  Bonds or other evidences of indebtedness of the United States or any of its agencies or instrumentalities if the obligations are guaranteed as to principal and interest by the United States or by any agency of instrumentality of the United States









-  Bonds or other evidences of indebtedness of this state or any of its counties, incorporated cities or towns, school districts, or municipal improvement districts that carry as a minimum one of the A ratings of Moody's Investors Service or one of the A ratings of Standard and Poor's Rating Service or their successors
-  Commercial Paper with an A-1/P-1 rating or higher
-  Mortgage-backed securities.

Prohibited Investments

-  Reverse Repurchase Agreements
-  Futures, Contractual Swaps, Options
-  Inverse Floaters
-  Interest Only Securities
-  Interest Bearing Securities that have the possibility of not accruing current income
-  Closed end management type companies
-  Securities whose yield/market value is based on currency, commodity or non-interest indices
-  Bearer-form securities
-  Securities lending
-  Any security product not described in this document until reviewed and approved by the City Council.

Investment Pools






A thorough investigation of any investment pool is required prior to investing. There shall be a questionnaire developed which will answer the following general questions:

-  A description of eligible investment securities and a written statement of investment policy and objectives
-  A description of interest calculations, how it is distributed, and how gains and losses are treated
-  A description of how the securities are safe kept (including the settlement processes) and how often the securities are priced and the program audited
-  A description of who may invest in the program, how often, what size deposit and withdrawal
-  A schedule for receiving statements and portfolio listings
-  Are reserves, retained earnings, etc. utilized by the pool?
-  A fee schedule, and when and how is it assessed
-  Is the pool eligible for bond proceeds and/or will it accept such proceeds?

Diversification and Maturity Limitations

The City will diversify its investment portfolio to minimize the risk of loss resulting from overconcentration of assets in a specific maturity, specific issuer, or specific class of securities.

Diversification standards by security type and issuer shall not exceed the following:





- | | |
|--|------------------|
|  Fully insured or collateralized CDs | no more than 25% |
|  U.S. Treasuries and securities having principal and interest guaranteed by the U.S. Government or agencies or instrumentalities of the U.S. Government | 100% |
|  State, county, school district and other district municipal bonds or debt with an A rating or better | no more than 25% |
|  Repurchase agreements | 100% |
|  Local Government Investment Pool | 100% |

The Administrative Services General Manager shall be required to diversify maturities. To the extent possible, the Administrative Services General Manager and the City Manager will attempt to match investments with anticipated cash flow requirements. Matching maturities with cash flow dates will reduce the need to sell securities prior to maturity, thus reducing market risk. Unless matched to a specific requirement, the Administrative Services General Manager may not invest more than 25% of the portfolio for a period greater than three years. Unless matched to a specific requirement, the Administrative Services General Manager may not invest any portion of the portfolio for a period greater than 5 years.






Reporting

Method

The Administrative Services General Manager shall prepare quarterly reports for the City Manager's review, which provide a clear picture of the status of the current investment portfolio. The management reports shall include:

-  Comments on fixed income markets and economic conditions
-  Discussions regarding restrictions on percentage of investment by category
-  Possible changes in portfolio structure going forward, and
-  Thoughts on investment strategies.

Any schedule should include:

-  A listing of individual securities held at the end of the reporting period by authorized investment category
-  Weighted average maturity and final maturity of all investments listed
-  Coupon, discount or earnings rate
-  Par Value, Amortized Book Value and Market Value
-  Percentage of the portfolio represented by each investment category.

The City Manager and Administrative Services General Manager shall be responsible for making recommendations to the City Council of changes in the investment policy and in establishing performance benchmarks based upon City of Cottonwood's portfolio composition and current investment strategy.

The Administrative Services General Manager shall include a market report on investment activity and returns in the City of Cottonwood's Comprehensive Annual Financial Report – CAFR.

Performance Standards

The City of Cottonwood's cash management portfolio shall be designed with the objective of regularly meeting or exceeding a selected performance benchmark, which could be the average return on three-month U.S. Treasury bills, the state investment pool, a money market mutual fund or the average rate of Fed funds. These indices are considered benchmarks for lower risk investment transactions and therefore comprise a minimum standard for the portfolio's rate of return.

Investment Policy Adoption






City of Cottonwood's Investment Policy shall be adopted by the City Council. The policy shall be reviewed on an annual basis by the Administrative Services General Manager and significant modifications thereto must be approved by the City Council.

STRATEGIC PLANNING

City Accomplishments - Fiscal Year 2017








The City Council met in January 2017 to develop a new Strategic Plan for the City of Cottonwood. The planning session was a 2-day event starting on Friday, January 20, 2017 with community organizations speaking on the needs in the Verde Valley and how the City of Cottonwood can assist in those needs. January 21st was used for discussion among Council and staff to determine and re-write the Vision and Mission for the City of Cottonwood and establish a strategic directive for City staff to follow.

The City Council formulated with the following Vision Statement:




-  The City of Cottonwood strives to maintain a uniquely desirable and sustainable community
-  We are unique because of our people, our grand natural resources, public amenities, leadership, diversity and hometown atmosphere
-  We will continue to conserve, preserve and manage our precious resources, including the Verde River and its unique riparian habitat
-  We will enhance our position as the economic center of the Verde Valley, providing retail, medical, education, transportation, recreation and tourism
-  The City of Cottonwood provides leadership and solutions to ensure a prosperous community where a diversity of people and nature thrive

The following depicts the continued commitment of the City of Cottonwood to make the community a better place to live. Fiscal year 2017 goals obtained are summarized within this list of accomplishments:





Community Engagement

-  Kept the Citizens informed through traditional and social media about City activities, changes and general updates
-  Successfully launched the new City of Cottonwood website
-  Outfitted most City buildings with free public Wi-Fi to provide access to the general public when in City buildings
-  Implemented a “Neighborhood Officer Program” to aide in identifying community issues, concerns, problems, and crime trends that affect quality of life
-  Implemented multiple initiatives to improve transparency and connectivity with the community – web presences, media interface and a mobile application
-  Expanded the “Fire Pal” program in Cottonwood-Oak Creek School District schools to include additional grades, and also did program outreach to private and charter schools in the City of Cottonwood. This program provides extensive fire and life safety education to the children in our community.
-  Participated and presented at numerous community forums and events, produced local PSA's and increased media interface


Manage Future Growth

-  Provided City-support in facilitating economic growth in Old Town Cottonwood that is an ever changing business environment in which approximately 100 businesses employ about 500 people
-  Incubation support to four startup businesses through the Business Assistance Center (BAC) and “graduation” from their BAC-office space into office space offered on the general rental market within the city
-  Completed the Lodging Feasibility Study and the Trails Plan that will be used to make decisions for hotel locations and to construct a viable trail system respectively






Promoting a Vibrant, Healthy and Educated Community

-  Successfully provided a weight loss competition that offered education and exercise opportunities
-  Improved the irrigation system at the Little League complex, including adding vandal-proof lockable vaults and replacing nearly 50% of the sprinklers
-  Implemented improved crime prevention strategies for problem areas
-  The Police Department became the first police agency in the Verde Valley to hire a full-time Victim’s Assistant (grant funded) who ensures victims of crimes are aware of support and assistance services available to them






Marketing Cottonwood

-  Successfully hosted the 3rd Annual Author’s Forum featuring several local authors; 130 people were in attendance. Bestselling mystery author J.A. Jance also visited the library to promote her new book Clawback.

Promote and Preserve Historic and Natural Resources

-  Completion of a city-wide historic property “reconnaissance survey” of over 2,500 buildings to identify the properties’ estimated age and use. This survey provides a preliminary rough estimate of the total number of potential historic properties within the City of Cottonwood.
-  Assisted in preserving the Verde River through conservation, water management, and trail systems as well as supporting the Verde Front Project in identifying and creating sustainable recreational opportunities.
-  Completion (anticipated) of the feasibility analysis of recharging reclaimed water at the proposed Riverfront Water Reclamation Facility via injection well. If recharge via injection is feasible, an injection well will be constructed by the end of FY2017
-  Completed the design of the Drainage Project that will remove the Casa Del Sol Condominiums complex from the flood plain and funding for its construction will be secured
-  Completed the City Stormwater Program in accordance with the new ADEQ regulations

Develop Support and Maintain Infrastructure

-  Successfully refinanced the Recreation Center's GADA-loan against a lower interest which will result in substantial cost-savings over the lifespan of the loan
-  Finished preliminary planning for road reconstruction and reconfiguration of Mingus Avenue between 10th Street and Main Street where bike lanes and continuous sidewalks will be installed, a water line placed and the driving surface renewed
-  Redesigned network routes to properly utilize Internet connection speed and network equipment.
-  Completed the fee analysis for all departments that fall under the supervision of the Public Works Manager and made recommendations for new fees to the City Council
-  Completed construction of a new, fenced and secure chemical containment area which is OSHA and ADEQ compliant

Organizational Goals – Fiscal Year 2018

The following goals have been identified and included in the budget. These goals, established during budget planning sessions with the City Council and the Strategic Planning sessions, are integrated into departmental work plans for fiscal year 2018.

Community Engagement

IT Department - City Mobile Application

Develop a Mobile Application in cooperation with the current City of Cottonwood's website developer. This application will help citizens to engage with City staff and services.

Administration

Keeping the Citizens informed by communicating City activities, changes and updates via social media and traditional sources.

City Clerk

Prepare and provide council meeting packet information in timely manner to the Mayor, Council Members and general public.

Parks & Recreation

Improve marketing and outreach program by increasing presence in local schools, including providing marketing materials to students and teachers.

Manage Future Growth

Administration

Start the preliminary planning for a new City Hall that will serve as a centralized location for City departments and benefit citizens by providing convenient and efficient service.

Economic Development

Identify development opportunities associated with the SR 89A & Vine (Stuckey project) and The Vineyards SR 89A.

Economic Development

Provide business incubation space to three new startup businesses at the BAC and facilitate the expansion (‘graduation’) of three businesses into our local economy.

Communications

Implement strategies designed to recruit and retain quality employees in light of unprecedented recruitment challenges.

Fire Department

Evaluate potential site locations for a second fire station in the area of Hwy 260 and Fir Street or SR 89A and Cornville Road, and initiate preliminary design work.

Transit

Negotiate funding with stakeholders to start a connection to the unincorporated communities of Cornville and the Village of Oak Creek for which the routes have already been designed and estimated costs determined.

Economic Development

Designate Old Town as an entertainment district which will help to facilitate development in the proposed streetscape area between Willard Street and 10th Street.

Promoting a Vibrant, Healthy and Educated Community

Economic Development

Begin the implementation of the Cottonwood Riverfront and Recreation Master Plan pending grant funding by the State Parks. Two \$80,000 grant requests (\$160,000 total) have been submitted.

Economic Development

Conduct entrepreneurial workforce training and provide support for development and incubation to core sectors, i.e. healthcare, tourism, arts & culture, lite manufacturing, agriculture, transportation and logistics, and retail facilitating the creation of more and better jobs, and a better quality of life for our citizens.

Legal

Provide legal assistance to staff and the Bicycle Advisory Committee in their efforts to obtain “Silver” award status from The League of American Bicyclists.

Library

Be a learning commons that fosters learning and understanding by offering opportunities such as American Sign Language (ASL) and Spanish classes, for participatory learning.

Promote and Preserve Historic and Natural Resources

Administration

Carry on preservation efforts to protect the Verde River through water management and trail systems as well as providing ongoing support to the Verde Front Project in identifying and creating sustainable recreational opportunities

Natural Resources

Complete the plumbing infrastructure for injecting reclaimed water at the Mingus Avenue Wastewater Reclamation Plant and start injecting reclaimed water to increase the ground water supply

Public Works

Complete the Civic Center renovation

Public Works

Develop an Erosion Protection Project for the section of SR 89A between Willard and 6th Street

Develop Support and Maintain Infrastructure

Economic Development

Provide assistance, including for infrastructure, to the Old Town District pending grant funding for \$2,300,000 from the Economic Development Administration for streetscape development

Public Works

Obtain funding from the Flood Control District to complete a study of the Old Town/Del Monte flood plain as well as funding for necessary construction improvements

Street Department

Develop pro-active pavement maintenance program that will track the condition, age, type and maintenance of streets throughout the city

Street Construction

Complete the reconstruction of Mingus Avenue for the stretch of Willard Street to 10th Street

Street Construction

Complete the design for the reconstruction of Mingus Avenue for the stretch of 10th Street to Main Street

Water Department

Move forward with the multi-year (phased) Gila Crossing waterline replacement project

Grant Funds – Managing Future Growth & Developing and Maintaining Infrastructure

Project – Airport - Apron Reconstruction

The airport apron is in need of repair due to the failing surface which is causing damage to aircrafts. This project will not only decrease the damage to aircrafts but will also substantially improve the appeal and long-term maintenance of the airport.

Fiscal/Programmatic Impact

The FAA contributed \$1,154,160 or 91.06% of the total costs in FY 2017 and will contribute 1,245,760 in FY 2018 to finish the second phase. The City will be responsible for half of the remaining costs with ADOT contributing 4.47% of the total costs.

Project – Airport - Master Plan

The current Master Plan and the Airport Layout Plan (ALP) do not address the needs of the current airport users. The last master plan was done in 2006.

Fiscal/Programmatic Impact

The master plan is budgeted at \$400,000 for FY 2018. The FAA will contribute 91.06% and the City must contribute 4.47% or \$17,880 for FY 2018, and ADOT will contribute the remaining 4.47%.

Project – Engineering - Old Town Flood plain study

This project will study the flood plain in Old Town with the intent to reduce the impacts of the flood plain on property owners in the Old Town area. This project could have a major impact on the development of Old Town. It will likely take place in three phases: 1) Study of existing conditions and design of potential improvements; 2) Construction of improvements and 3) Completion of a new flood plain based on the improvements and the FEMA submittals to revise the flood plain.

Fiscal/Programmatic Impact

This project is budgeted at \$150,000 for FY 2018 with matching grant revenues. If the grant revenues are awarded and the project is completed, it will reduce the amount of flood insurance paid by many property owners in the Old Town area and spur more development.

Project – Engineering – City-wide Master Drainage Plan

The City received a \$220,000 grant to conduct a city-wide drainage study for a master plan. The City has completed the first year of the study and is moving forward with the second year. This study will identify flood concern areas in the city as well as define flow points to allow for the design of future flood projects, road projects and private development projects.

Fiscal/Programmatic Impact

This project is budgeted at \$220,000 for FY 2018 with matching grant revenues.

Project – Economic Development – Main Street Streetscape

Main Street Streetscape improvement project includes upgrading current sidewalks, curbs, gutters, light poles, bicycle lanes and landscaping elements to match the Old Town Streetscape from Willard Street to 10th Street. Increasing the Old Town Streetscape up to Mingus Avenue will allow for more commercial development in the area.

Fiscal/Programmatic Impact

This project is budgeted at \$1,350,000 for FY 2018 and \$1,350,000 for FY 2019. Grant funding is expected for the project and should cover 90% of the costs for the project.

Physical Development – Develop Support and Maintain Infrastructure**Project – Utilities - Riverfront Water Reclamation Facility Project**

This project involves the planned construction of a new water reclamation facility at Riverfront Park to ease the burden on the existing wastewater plant on Mingus Avenue. This plant will recycle wastewater and produce quality effluent to help with the irrigation needs at Riverfront Park.

Fiscal/Programmatic Impact

As the current, existing plant reaches capacity, the ability to safely and effectively treat wastewater begins to deteriorate. The new plant would allow the City to redirect wastewater flow from the southeastern side of the city to the new plant and reduce pumping distance and cost. This project will be funded through existing capital reserves. Construction was started in FY 2016 and continued through FY 2017. It will be completed in FY 2018. \$3,000,000 is budgeted for FY 2018.

Project – HURF - Mingus Ave; from 10th to Main St

This project is an improvement which includes reconstruction of the three-lane roadway from 10th Street to Main Street with a six foot shoulder suitable for bicycle use in each direction, curbs and gutters. The project also includes 6ft wide sidewalks installed where none currently exist. This is the second half of the Mingus Avenue design.

Fiscal/Programmatic Impact

This project is budgeted at \$2,200,000 for FY 2018 and was funded through the 2015 Excise Bond.

Project – Utilities - Well Improvements (ongoing)

This project is part of the arsenic remediation mandated by the United States Environmental Protection Agency (USEPA). Continued construction and improvement of the well sites will enhance the ability of the Cottonwood Municipal Utilities to take care of all the necessary arsenic remediation.

Fiscal/Programmatic Impact

This \$275,000 project is funded through system improvements reserves. It provides a more efficient and reliable operation directly related to less crisis management and a reduction in the amount of time staff spends monitoring and maintaining the system.

Project – Utilities - Line Replacements

Water line replacement is part of an ongoing replacement project of old water lines that are failing or have poor water quality and flow.

Fiscal/Programmatic Impact

The cost of this program for FY 2018 is \$400,000 and will result in reduced repairs and water loss. This project will possibly get the City an ISO rating improvement and will improve water quality and flows.

Project – Utilities - Mingus Waterline Project

During the reconstruction of Mingus Avenue, the waterline will be placed underground providing better service to the area.

Fiscal/Programmatic Impact

This project is budgeted at \$600,000 for FY 2018 and is funded by the 2015 WIFA loan with a forgivable amount of \$550,000.

Public Safety- Promoting a Vibrant, Healthy and Educated Community**Project – Police - SWAT Robot**

The robot would be utilized for reconnaissance, opening doors, delivery of items such as negotiator phone and any other application where it would be unsafe to send in an officer. This is a Department of Homeland Security (DOHS) funded project.

Fiscal/Programmatic Impact

This year, the budgeted amount for this potentially lifesaving piece of equipment is \$65,000 which will be fully funded by a DOHS grant.

Project – Public Safety - New Fire Engine (Type 1)

The need to replace fire apparatus is inherent in the fire service due to extreme “wear and tear” of emergency response. The Fire & Medical Services Department has an older 2007 American LaFrance nearing the 10 years in service mark. Due to the age and wear on this apparatus, and the manufacturer going out of business resulting in difficulty or impossibility to find repair parts as well as increasing demand for service with growth in the Verde Valley, the need to replace the vehicle is great.

Fiscal/Programmatic Impact

The budgeted amount for FY 2018 is \$600,000 and is carried over from FY 2017. This program will be funded by lease purchase paid through the .2% sales tax reserves. By having a newer fleet, maintenance costs are reduced and downtime avoided.

Project – Public Safety - Fire Suppression & Rescue Equipment

This project allows the Fire & Medical Services Department to replace two aging “Jaws of Life” apparatus that are used to facilitate rescue of persons from vehicles, buildings, etc.

Fiscal/Programmatic Impact

This program will be funded by lease purchase paid through the .2% sales tax reserves and is carried over from FY2017. The hydraulic rescue tools require routine maintenance and the cost to maintain them is increasing due to the age of the equipment.

ORGANIZATIONAL GOALS FOR THE FUTURE – FISCAL YEARS 2019-2023

The following long-range goals address issues facing the City in the future. The timing of the various programs and projects are reflected in the Five-Year Capital Improvement Plan on pages 31-39. Some of the current year is included in the City's organizational goals – Fiscal year 2018 on pages 24-26.

Grant Funds

Project – Airport - Install Jet A Tank

Install a Jet A tank at the airport. Cottonwood owns a 100LL fuel (aviation gasoline) tank but not a Jet A tank. Jet A fuel powers larger, more sophisticated aircrafts used for business, including air ambulances, business travel and helicopters. Not all Jet A burning aircrafts are large. Currently, there are 7 aircrafts based at Cottonwood that use this fuel ranging from a small business jet to single engine-turboprops. Being able to provide this fuel will attract more business visits to the Cottonwood Municipal Airport which will have a positive impact on economic development of the community.

Fiscal/Programmatic Impact

Cottonwood will get revenue from the sale of Jet A fuel, currently at a rate of \$0.10 per gallon. The total cost of \$480,000 would be funded over two years and be partially reimbursed through federal and state grant funding.

Project – Airport – Extend Runway 32

The project will convert the existing 300' of pavement (runway safety area) at the end of Runway 32 into usable runway for take offs. The addition of 300' is an increase of 7% to the existing 4280' runway. Aircrafts that require longer take-off runs, like small business jets, will use the runway extension. Once the parallel taxiway is extended to the south end of the extension, all aircrafts will use the 300' extension for take-offs.

Fiscal/Programmatic Impact

To allow for small business jets to take off out of the Cottonwood Municipal Airport, we can increase the use of the airport and increase fuel sales. This project would cost approximately \$590,000 and would be spread over two years. The project would be partially funded with FAA and ADOT grant funding.

Project – Parks - Old Town Flood Plain Study

This project will study the flood plain in Old Town with the intent to reduce the impacts of the flood plain on property owners in the Old Town area. This project could have a major impact on the development of old town. This project will likely take place in three phases: 1) Study of existing conditions and design of potential improvements; 2) Construction of improvements and 3) Completion of new flood plain based on the improvements and the FEMA submittals to revise the flood plain.

Fiscal/Programmatic Impact

This will effectively reduce the amount of flood insurance paid by many property owners in the Old Town area and also spur development of the Old Town area. This project will be budgeted at \$150,000 for FY18 and continue into FY 2019, FY 2020 and FY 2021 for a total project cost of \$965,000. Grant funding will be researched to defray costs being charged back to the General Fund.

Project – Airport - Increase Fence Height

This project will utilize federal and state grants to cover 95% of the cost to increase a 4 foot fence at the airport. The majority of the airport is surrounded by a 6 foot tall fence, except for the west side. This project would increase the security at the airport.

Fiscal/Programmatic Impact

The \$100,000 is the total cost of the project, 91.06% will be funded by FAA and 4.47% from ADOT and 4.47% local share matching. Additional M&O costs are not anticipated for this project.

Physical Development**Project – Parks - Tennis Center Resurface**

The City has four courts at the tennis center located near Garrison Park which will be resurfaced and then have the lines and court interior/exterior boundaries marked. This project will allow for the complete subsurface of the Tennis Center courts to be rebuilt with new asphalt materials and new elastomeric layered paint materials.

Fiscal/Programmatic Impact

An estimated cost of \$180,000 is to be funded in FY 2019 from the City's 1% sales tax dedicated to general government facilities. The resurface will extend the life of the courts which are used heavily year-round.

Project – Parks - Open Park Space, Trails and Recreation Master Plan

The need for a city-wide Park/Trails and Open Space Master Plan document has been identified through the City's Strategic Planning Process and General Planning Document. It establishes priorities for park development, funding priorities and need for public process within the planning element. Long range planning is necessary for justification of further enhancement/expansion possibilities for future property purchases, development opportunities, and need to operate park/trails and open space facilities within parameters for public use/enjoyment/quality of life experience.

Fiscal/Programmatic Impact

This would provide for optimum study of community direction, needs, and desires for the future of the municipality. Study of this nature would give future Council Members and Parks & Recreation Commission members the opportunity to provide guidance from community surveys, public forums and professional guidelines for community growth of parks, trails, open space and recreation. This project is scheduled for FY 2019 at \$135,000.

Project – Parks - Land Purchase/Park Acreage

Construction of multi-field complex facilities, which could combine both soccer and baseball/softball fields. There is a space for additional soccer and baseball/softball facilities next to the current Riverfront Park and Dog Park facilities

Fiscal/Programmatic Impact

This project would be 100% funded by the General Fund and is anticipated to cost \$850,000 for FY 2023.

Project – Parks - Riverfront Parking Lot Curb & Asphalt Overlay Project

The current parking lot at Riverfront Park along the northeast section near the park's ramadas and play apparatus is seeing major stratification and cracking of the asphalt in the parking lot's surface materials. The integrity of the asphalt is being seriously compromised due to the intense degradation of the sub-service areas of the asphalt. Many areas of the asphalt along the outside sections and interior island areas of the parking lot are also cracking and eroding severely.

Fiscal/Programmatic Impact

This project would be completely funded by the General Fund and is currently estimated to cost \$185,000. This project is anticipated for FY 2020.

Project – Parks - Old Town Field Project: Conversion to Cultural Park

This project will enable the City to expand current park amenities/components at the Old Town Activity Park. This project has been continuously identified in both the "Cottonwood General Plan" and the Parks & Recreation Commission Five-Year Planning document. This park area is currently being used by the Recreation Division for Thunder Valley Rally activities, Farmers Market, Fall Carnival, and small concerts.

Fiscal/Programmatic Impact

This project could possibly be grant funded and is currently estimated to be spread over two fiscal years, FY 2021 and 2022 respectively, for a total cost of \$250,000.

Project – Parks - Skate Park Slab

This project would complete putting concrete in the Skate Park area. This will reduce wear on current concrete and add visual appeal to the area.

Fiscal/Programmatic Impact

The estimated cost of this project is \$59,000 and would be fully funded by the General Fund. This project is currently scheduled for FY 2019.

Project HURF – Pavement Maintenance Program (Ongoing)

This program executes pavement maintenance contracts to extend the useful life of the streets. Pavement maintenance has typically been chip seal coating.

Fiscal/Programmatic Impact

As part of the strategic plan, Council has asked that the amount for Pavement Maintenance be increased to \$750,000 and be budgeted every other year. Other types of seal coats, such as slurry coats, may also be used. Chip seals are the only affordable treatment for most "local streets." Cottonwood historically gets a very long useful life out of all pavement types, far in excess of the expected useful life. Routine pavement maintenance is required to keep the streets from "going to gravel." This ongoing program is funded through the Highway User Revenue Fund (HURF) and the 1% construction sales tax initiated on January 1, 2006.

Project HURF – Main Street Mill-n-Fill

This project would be a mill and overlay of the pavement on several streets within the city limits. The pavement of major collector streets are cracked and distorted, and is 30-40 years old.

Fiscal/Programmatic Impact

This project would have to be funded by an outside revenue source, either through bonding or grant projects. The HURF would not be able to support the total cost and would also need additional help from the General Fund. The anticipated cost for this project would be \$1.2M in FY 2019, \$1.4M in FY 2020, \$2M in FY 2021, and \$1M in FY 2022.

Project HURF – 6th Street Mingus to 89A

This project would involve reconstruction and drainage improvements to 6th street from Mingus Ave to SR 89A. The roadway is in need of reconstruction due to high traffic.

Fiscal/Programmatic Impact

The cost of this project would be partially funded by the HURF revenues with the General Fund supplementing any additional costs. The projected amount is \$275,000 for FY 2018 and \$2,500,000 for FY 2019.

Project HURF – Sidewalk Additions

This project is budgeted every year. The funding for this project is to be used to add curbs and sidewalks on streets where needed. This ongoing program is funded through HURF and the 1% construction sales tax initiated on January 1, 2006.

Fiscal/Programmatic Impact

The budget for this project is included in the Capital Improvements Plan at \$100,000 a year and on an as needed basis.

Project – Utilities - Water System Upgrades (on-going)

This project is the continued funding of water system upgrades to track the arsenic mitigation needs and the development of the water infrastructure.

Fiscal/Programmatic Impact

Fiscal impact will be \$170,000 per year to cover needed maintenance and construction to the existing water lines and to further develop the water system. These funds will be covered by the current water reserves.

Project – Utilities Fire Flow Upgrades (on-going)

This program replaces undersized, substandard and defective water lines and installs fire hydrants in areas which do not currently have a sufficient flow amount to provide adequate fire protection.

Fiscal/Programmatic Impact

This program will allow increase fire protection capability and replace substandard and/or defective water lines which inhibit safe delivery of potable water. It will also reduce the amount of waterline repairs. The \$250,000 annual cost will be provided through system improvement reserves and user fees.

Project – Utilities – Aeration Blowers, Diffuser

The current aeration blowers (3) were installed with the plant expansion in 2000. The blowers were installed utilizing the piping from the previous aeration system. This has caused numerous operational and control problems. The blowers are unable to run together to create the desired amount of dissolved oxygen that the treatment process requires. The piping forces a restriction on the blower units causing them to overheat. This project requires a detailed engineering analysis prior to implementation.

Fiscal/Programmatic Impact

If the blowers fail, all wastewater treatment at the plant is lost. The biological processes require air to keep the microorganisms functioning. Normal operation is two blowers running with one on standby. Each of these is rotated into service on a regular basis. All blowers have the same amount of hours on the motor. This project is required to begin in FY 2018 with the engineering analysis at \$52,000 and construction beginning in FY 2021 with an estimated cost of \$1,575,000.

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Project – Utilities - Reclaimed Vault Screening

In order to supply the reclaimed lines down Mingus Avenue, the reclaimed vault requires additional pumps, screening equipment and storage. This project necessitates a detailed engineering analysis prior to implementation.

Fiscal/Programmatic Impact

To utilize the reclaimed piping that was installed and give prospective reclaimed clients water, the vault must be retrofitted to accommodate for growth and expansion. This project will be spread over two years and is projected to cost \$50,000 in FY 2018 and \$250,000 in FY 2019.

Public Safety**Project – Public Safety - Fire Vehicle Replacement**

This project provides for the systematic replacement of fire vehicles before their maintenance becomes too costly.

Fiscal/Programmatic Impact

The budget amounts for the next five years to a total of \$273,000 and will be funded by lease purchase paid through the .2% sales tax reserves. By having a newer fleet, maintenance costs are reduced and down time avoided.

Project – Public Safety - Fire Stations

This project relates to the design and construction of a fire station on or near Bill Gray Road to serve the development and growth projections for the Cornville Road/Mingus Avenue & SR 89A annexation area. New development plans for that area indicate the need to establish a fire station there in the next two to three years. By establishing the City's presence with a future fire station, the City is positioned for the expected growth and development and for future annexations of areas to the north and east.

Fiscal/Programmatic Impact

The fiscal impact would be to obtain bonding to fund the construction and design of the new building; the planned costs are \$3,500,000 in FY 2020. The City already has the staffing at one fire house. Twelve firefighters would be moving to this new station along with one fire engine.

Project – Public Safety - Aerial Ladder Truck (Quint)

The acquisition of a 100' ladder truck will enable the Fire & Medical Services Department to provide an increased level of safety for their firefighters while also providing increased fire suppression and rescue capabilities. This apparatus will be of a "Quint" type that has the attributes of an aerial ladder truck plus the attributes of a pumper truck allowing for increased versatility.

Fiscal/Programmatic Impact

This purchase will replace the 1987 ladder apparatus and is needed for the above stated reasons as well as to maintain the current ISO grading of Class 4. The increase in operation and maintenance costs will be minimal. Estimated cost for this vehicle and necessary equipment is anticipated to be \$1,300,000. This project may be funded by lease purchases proceeds or a grant in FY 2019, partnerships with private sector development, and/or bonding which would be paid through the .2% sales tax reserves.

Project – Public Safety - Spillman Analytics & CompStat Dashboards

This project is to purchase Spillman's CAD, Management, and Community Dashboards. The CAD dashboard will allow for the collection of statistical data which will measure employees' performance, target resources, identify staffing needs based on historical data, improve response times, and mine statistics. The Management dashboard maximizes historical data by identifying crime trends and patterns using information in the Spillman database. The Community Dashboard lets the Police Department share detailed crime statistics with the public. It allows citizens to view the rate of incidents and offenses within Cottonwood as well as identify crime hotspots by viewing them on Google Maps.

Fiscal/Programmatic Impact

First year's maintenance is included in the purchase price. Recurring annual maintenance fees, beginning in the second year will be included with the annual Spillman maintenance. The costs for the software would be ongoing at \$10,500 per year with an up-front purchase in FY 2019 of \$58,000.






FIVE-YEAR CAPITAL IMPROVEMENT PLAN

A Capital Improvement Plan (CIP) is a multi-year plan that projects spending for anticipated capital projects. The City's CIP represents a five-year program totaling \$38,471,000. This figure is imposing and cannot realistically be funded from normal operating revenues (pay-as-you-go financing). It will be necessary for many of the proposed improvements to be funded through other sources. Such funding sources may be the issuance of bonds, lease purchases and grants.

It is important to note that the CIP is intended to be a plan as well as a process, rather than a budget. Therefore, projects may be altered in subsequent years. Projects qualifying for the City's CIP shall have a total value of \$35,000 or greater.

As in the past fiscal years, we have programmed restricting revenues specifically designated to capital improvements projects. There are policies outlining the requirements of the various restricted revenue sources. Restricted revenues have multiple projects assigned based on council guidance.

GRANTS FUND POLICY

-  Any grant that is programmed yet funding is not attained, will not be allowed to proceed.
-  Grants will only be budgeted if there is a strong indication that it will be obtained.
-  All grant applications will be reviewed for funding ability by staff prior to application to ensure availability of matching funds.
-  Priority will be given to grant matching funds.
-  Sizeable matching funds and/or large percentage of contribution may keep some grants from being solicited.

Funding Availability	FY 2019	FY 2020	FY 2021	FY 2022	FY 2023
Beginning Balance	\$0	\$0	\$0	\$0	\$0
Transfers In	8,046	21,903	22,350		
FAA Aeronautic Grants	163,908	446,194	455,300		
Yavapai County Grant Funds		220,000			
FEMA Grant		150,000	600,000	65,000	
Grant Funding		325,000			
Bicycle Plan Feasibility and Implementation	64,000	3,000,000			
Wind Socks					
ADOT Grants	8,046	21,903	22,350		
Funds Available	\$244,000	\$4,185,000	\$1,100,000	\$65,000	\$0
Financing Commitments					
LP - Jet A Tank					
Subtotal Commitments	0	0	0	0	0
Revenue (net of commitments)	\$244,000	\$4,185,000	\$1,100,000	\$65,000	\$0
Planned Expenditures					
<u>Airport</u>					
ADOT Apron Reconstruction					
ADOT Fence Height Repair	100,000				
Extend Runway 32		90,000	500,000		
ADOT Runway Pavement Preservation					
Install JetA Tank	80,000	400,000			
<u>Other Grants</u>					
Old Town Flood Plain Study		150,000	600,000	65,000	
City Wide Master Drainage Plan		220,000			
Cottonwood Villag Drainage Improvement		225,000			
Casa Del Sol Drainage Improvement		100,000			
Bicycle Plan: Feasibility Study	64,000	3,000,000			
Subtotal Planned Expenditures	244,000	4,185,000	1,100,000	65,000	0
Resources Available	\$0	\$0	\$0	\$0	\$0

0.2% SALES TAX

This revenue source is derived from a .2% sales tax, originally designated for the payment of debt service on the Public Library. In November of 1998, voters requested that any amount collected above the necessary debt service be restricted to capital improvements. Any deficits showing in the five-year plan will be covered by General Fund reserves.

- 📍 Current commitments are priority
 - Public Safety Lease Purchase
- 📍 Restricted to Public Safety capital
 - 1st priority is fleet
 - 2nd priority is other projects

Funding Availability	FY 2019	FY 2020	FY 2021	FY 2022	FY 2023
Beginning Balance		\$72,265	(\$539,300)	(\$1,228,865)	(\$2,431,430)
Annual Deposit (net of DS)	143,830				
Grant Funding					
GOHS /RICO	25,000	25,000	25,000	25,000	25,000
Miscellaneous Income					
Interest Income					
Other Financing Sources					
LP -PD & Fire Dept Equip. - 2019	740,000				
LP - FD - Aerial Ladder Truck	1,300,000				
LP - Fire Engine Pumper Type 3			800,000		
GADA - Fire Stations - 2		3,500,000			
Revenue	\$2,208,830	\$3,597,265	\$285,700	(\$1,203,865)	(\$2,406,430)
Financing Commitments					
Other Financing Uses					
LP - FY17 PS Veh & Equip	164,565	164,565	164,565	164,565	
LP - FY19 PS Veh & Equip		165,000	165,000	165,000	165,000
LP - FY22 PS Veh & Equip					120,000
LP - Fire Enginer Pumper				120,000	120,000
GADA - Fire Stations - 2			315,000	315,000	315,000
GADA - Regional Communications Bldg					
Subtotal Commitments	164,565	329,565	644,565	764,565	720,000
Revenue (net of commitments)	2,044,265	3,267,700	(358,865)	(1,968,430)	(3,126,430)
Planned Expenditures					
<u>Fire</u>					
<u>Grant - Aerial Ladder Truck</u>	1,300,000				
Fire Stations		3,500,000			
Fire Engine Pumper Type 1			800,000		
Fire Vehicle Replacements	63,000	67,000	70,000	73,000	76,000
<u>Police</u>					
Parking Lot Paving	70,000				
Evidence Building Security Cameras	38,000				
Vehicle Replacement Program	347,000			330,000	
Public Safety Building Exterior Maint.	40,000				
Mobile Data Computing Laptops		80,000			
Building Consultant				60,000	
Command Vehicle	56,000				
In-car/Body Worn Camera's and Server		160,000			
Spillman Analytics & Compstat Dashboard	58,000				
Subtotal Planned Expenditures	1,972,000	3,807,000	870,000	463,000	76,000
Resources Available	\$72,265	(\$539,300)	(\$1,228,865)	(\$2,431,430)	(\$3,202,430)

1% SALES TAX

This revenue source is derived from a 1.0% sales tax, originally designated for the payment of debt service on the Wastewater Treatment Plant. This tax was to sunset on July 1, 2007, however, the City Council approved to implement a 1% sales tax effective July 1, 2007, to be used for capital improvement projects.




Anticipated commitment of funds


- Remaining revenue prorated among remaining areas
 - 50% Recreation Center Debt Service
 - 50% General Government M&O


Funding Availability	FY 2019	FY 2020	FY 2021	FY 2022	FY 2023
Beginning Balance	\$250,000	\$143,830	(\$28,471)	\$557,052	\$923,924
Annual Deposit	2,266,055	2,248,025	2,249,850	2,248,200	2,253,950
Grant Funding					
Miscellaneous Income					
Interest Income	2,000	2,000	2,000	2,000	2,000
Other Financing Sources					
Funds Available	\$2,518,055	\$2,393,855	\$2,223,379	\$2,807,252	\$3,179,874
Financing Commitments					
GADA - Recreation Center	1,542,825	1,542,826	1,542,827	1,542,828	1,542,829
Subtotal Commitments	1,542,825	1,542,826	1,542,827	1,542,828	1,542,829
Revenue (net of commitments)	\$975,230	\$851,029	\$680,552	\$1,264,424	\$1,637,045
Planned Expenditures					
<u>Culture & Recreation</u>					
Recreation Center Water Softener System	35,500				
Purchase & Installation of new Park Signage	35,000				
Youth Center Grounds and Parking Lot	105,000				
Urban Trail System - Heritage Grant		200,000			
Tennis Center Resurface	180,000				
Riverfront Park - Earthen Stage	85,000				
Riverfront Parking Lot Curb & Asphalt Overlay Project		185,000			
Skate Park Slab	59,000				
Large Park Acreage - Future Ball Field & Sports Park					850,000
Park Play Apparatus		120,000			
Leisure Park Facilities at Riverfront Treatment Plant		155,000			
Park Open space & Master Plan Study	135,000				
Old Town Field Conversion to Cultural Park - Grant Funded		45,000	33,000	250,000	
Paint Interior of the Library	34,000				
Replacement Vehicle Parks and Recreation		25,000			
<u>General Government</u>					
Air Curtain Burner					
Safety Improvements Transfer Station					
6th Street Wet Crossing at Silver Springs	5,400	59,000			
City Wide Roofing program	20,000	20,000	20,000	20,000	20,000
Civic Center Kiosk	21,000				
Stormwater Programs	40,500	40,500	40,500	40,500	40,500
Hazmat Cleanup Event					
City Wide Computer Replacement Program	30,000	30,000	30,000	30,000	30,000
Combine Phone Systems	26,000				
IT Vehicle	20,000				
Subtotal Planned Expenditures	831,400	879,500	123,500	340,500	940,500
Resources Available	\$143,830	(\$28,471)	\$557,052	\$923,924	\$696,545

HIGHWAY USER REVENUE FUND AND TRANSIT

These funding sources come from several areas. State HURF may be used for maintenance and operations as well as for capital projects. The City also approved an increase in the city's tax on construction activities by 1% to be designated to street improvements. Another source is grant funding for major street projects, and finally 30% of half of the 1% City Sales Tax mentioned in the previous restricted revenue section. These sources have council imposed guidelines.

 1% construction sales tax will be used by this fund

-  Uses of these revenue resources
- Street Department M&O
 - Street Construction
 - Street Capital

 All major street projects will have a 10% restricted funding component to be used for

- Sidewalks
- Landscape
- Bike paths and trails

Funding Availability	FY 2019	FY 2020	FY 2021	FY 2022	FY 2023
Beginning Balance	\$0	\$2,147,170	\$3,529,258	\$1,643,580	(\$692,664)
HURF Funds (net M&O)	0	0	0	0	0
1% Construction Sales Tax	266,370	279,688	293,672	308,356	323,774
General Fund Contribution (including portion of 1% Sales Tax)	500,000	525,000	551,250	900,000	945,000
Other Financing Sources					
Main Street Mill & Fill		5,700,000			
Bond -6th Street	2,775,000				
Funds Available	\$3,541,370	\$8,651,858	\$4,374,180	\$2,851,936	\$576,110
Financing Commitments					
GADA Loan - Mingus, W. Mingus, & 12th St.					
Excise Bond 2015	392,600	392,600	392,600	392,600	392,600
GADA- N Main Mill & Fill			10,000	100,000	100,000
Loan - 6th Street		150,000	150,000	150,000	150,000
Subtotal Commitments	392,600	542,600	552,600	642,600	642,600
Revenue (net of commitments)	\$3,148,770	\$8,109,258	\$3,821,580	\$2,209,336	(\$66,490)
Planned Expenditures					
(*Council Strategic Initiative)					
<u>Streets Construction & Maintenance</u>					
Pavement Maintenance Program		750,000		750,000	
Sidewalk Additions Alternative	100,000	100,000	100,000	100,000	100,000
Skyline Dr/Date Street Connection	89,600		650,000		
6th Street Mingus to 89A	275,000	2,500,000			
Main Street Mill/Fill	537,000	1,230,000	1,428,000	2,052,000	937,000
Subtotal Planned Expenditures	1,001,600	4,580,000	2,178,000	2,902,000	1,037,000
Resources Available	\$2,147,170	\$3,529,258	\$1,643,580	(\$692,664)	(\$1,103,490)

WASTEWATER USER FEES

User fees for wastewater are currently not sufficient enough to cover operations and maintenance costs as well as capital projects that are planned for the future in the Wastewater Department. There are plans underway for a possible rate increase in FY 2018. Other revenue sources have been allocated to assist this enterprise fund with its capital needs.

Funding Availability	FY 2019	FY 2020	FY 2021	FY 2022	FY 2023
Beginning Balance	\$415,335	\$116,207	\$231,519	\$361,992	\$508,385
User Fees	\$2,744,091	\$2,881,296	\$3,025,360	\$3,176,628	\$3,335,460
Transfers in from Capital					
Interest Income					
Other Financing Sources					
Funds Available	\$3,159,426	\$2,997,503	\$3,256,879	\$3,538,620	\$3,843,844
Financing Commitments					
Operational Costs	2,455,299	2,578,064	2,706,967	2,842,316	2,984,431
Bonding / Excise Bond FY 2015	187,920	187,920	187,920	187,920	187,920
Subtotal Commitments	2,643,219	2,765,984	2,894,887	3,030,236	3,172,351
Revenue (net of commitments)	\$516,207	\$231,519	\$361,992	\$508,385	\$671,493
Planned Expenditures					
WWTP Centrifuge	300,000				
Basin Roof Repair	100,000				
Clarifier repair					
Subtotal Planned Expenditures	400,000	0	0	0	0
Resources Available	\$116,207	\$231,519	\$361,992	\$508,385	\$671,493

WATER USER FEES

The Water Utility was designed to be self-sufficient. However, it currently does not generate enough revenue to cover costs of maintenance, operations, administration, debt service, and capital improvements. User fees provide the majority of the revenue for this utility. Cottonwood is currently in the process of proposing a new rate structure to improve revenue generation.

Funding Availability	FY 2018	FY 2019	FY 2020	FY 2021	FY 2022	FY 2023
Beginning Balance	\$5,368,570	\$11,304,948	\$17,648,710	\$24,420,227	\$31,640,885	\$39,333,142
User Fees	8,147,700	8,555,085	8,982,839	9,431,981	9,903,580	10,398,759
Interest Income	10,000	10,000	10,000	10,000	10,000	10,000
Other Funding Sources						
Funds Available	\$13,526,270	\$19,870,033	\$26,641,549	\$33,862,208	\$41,554,466	\$49,741,902
Financing Commitments						
WIFA 2015	806,990	806,990	806,990	806,990	806,990	806,990
WIFA 2016	923,793	923,793	923,793	923,793	923,793	923,793
Excise Bond 2015	75,540	75,540	75,540	75,540	75,541	75,542
Subtotal Commitments	1,806,323	1,806,323	1,806,323	1,806,323	1,806,324	1,806,325
Revenue (net of commitments)	\$11,719,948	\$18,063,710	\$24,835,227	\$32,055,885	\$39,748,142	\$47,935,577
Planned Expenditures						
Valve Replacement Program	60,000	60,000	60,000	60,000	60,000	60,000
Arsenic Treatment Recycling	75,000	75,000	75,000	75,000	75,000	75,000
Arsenic Mitigation	450,000	450,000	450,000	450,000	450,000	450,000
Fire Hydrant Improvements	225,000	225,000	225,000	225,000	225,000	225,000
Line Replacements & Extensions	40,000	40,000	40,000	40,000	40,000	40,000
Well Booster	75,000	75,000	75,000	75,000	75,000	75,000
Well Improvements	300,000	300,000	300,000	300,000	300,000	300,000
Water System Upgrades	135,000	135,000	135,000	135,000	135,000	135,000
Subtotal Planned Expenditures	415,000	415,000	415,000	415,000	415,000	415,000
Resources Available	\$11,304,948	\$17,648,710	\$24,420,227	\$31,640,885	\$39,333,142	\$47,520,577

The City entered into an operating lease contract for its arsenic treatment equipment and an in-house Arsenic Specialist was hired several years ago. In FY 2014, the City obtained a lease to purchase the arsenic equipment to help reduce the cost.

WATER RESOURCE RESERVE FUND

These reserve funds are accumulated by the water utility from fees collected for very specific purposes. These sources are expected to cover the costs of acquiring water rights, defending legal challenges and providing conservation incentives. These costs also include ancillary costs involved in getting these objectives accomplished.

Funding Availability	NOTES	FY2018	FY2019	FY2020	FY2021	FY2022
Beginning Balance		\$5,554,237	\$5,960,226	\$6,374,334	\$6,796,725	\$7,227,563
Resource Development	79.47%	475,190	475,190	475,190	475,190	475,191
WAC	6.36%	38,010	38,010	38,010	38,010	38,011
Adjudication	9.21%	55,065	55,065	55,065	55,065	55,066
Conservation	4.96%	29,680	29,680	29,680	29,680	29,681
Interest Income		123,044	131,163	139,446	147,893	156,510
Funds Available		\$6,275,226	\$6,689,334	\$7,111,725	\$7,542,563	\$7,982,022

Planned Expenditures

<u>Water Development</u>						
Resource Development		150,000	150,000	150,000	150,000	150,000
Water Advisory		10,000	10,000	10,000	10,000	10,000
Adjudication		80,000	80,000	80,000	80,000	80,000
Conservation		75,000	75,000	75,000	75,000	75,000
Subtotal Planned Expenditures		315,000	315,000	315,000	315,000	315,000
Resources Available		\$5,960,226	\$6,374,334	\$6,796,725	\$7,227,563	\$7,667,022

CAPITAL IMPROVEMENTS FUND

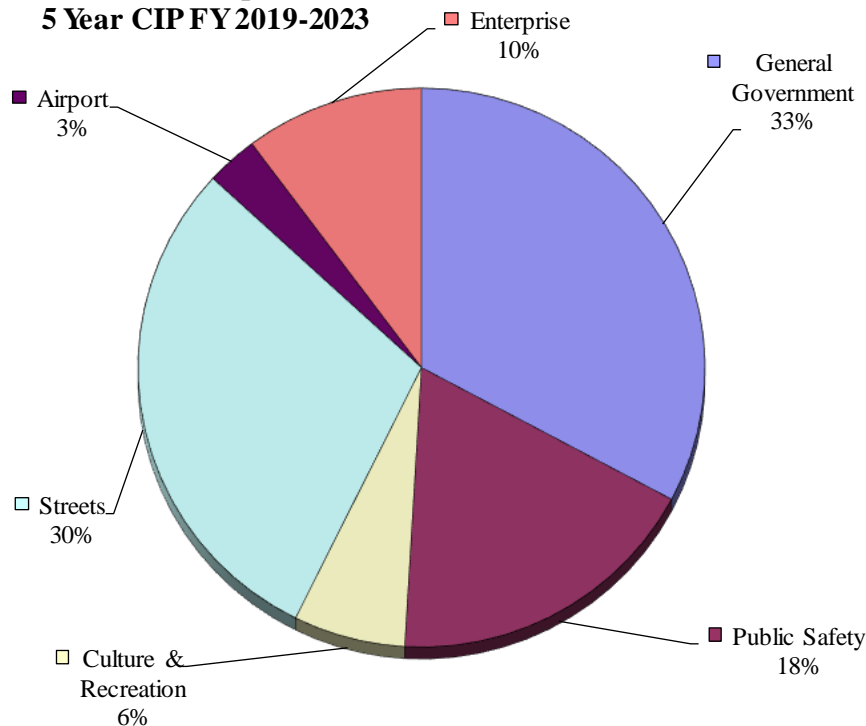
These accumulations are from an excess sales tax collected prior to July 1, 2007 and are set aside for capital improvements throughout the City organization. During the recent recession, it was decided to cap this fund at \$1,000,000 until the economy recovers and sales tax begins to see gains.

Funding Availability	FY 2019	FY 2020	FY 2021	FY 2022	FY 2023
Beginning Balance	\$1,000,000	\$1,000,100	\$1,000,200	\$1,000,300	\$1,000,400
Miscellaneous Income					
Interest Income	100	100	100	100	100
Other Financing Sources					
Bonds - City Hall		8,000,000			
Funds Available	1,000,100	9,000,200	1,000,300	1,000,400	1,000,500
Financing Commitments					
Bonds - City Hall					
Transfers Out - Sewer Fund					
Subtotal Commitments	0	0	0	0	0
Revenue (net of commitments)	\$1,000,100	\$9,000,200	\$1,000,300	\$1,000,400	\$1,000,500
Planned Expenditures					
<u>Culture & Recreation</u>					
<u>General Government</u>					
<u>Capital Projects - Bonding</u>					
<u>Architecture Design - City Hall</u>		8,000,000			
Transfer to GF					
Subtotal Planned Expenditures	0	8,000,000	0	0	0
Resources Available	\$1,000,100	\$1,000,200	\$1,000,300	\$1,000,400	\$1,000,500

SUMMARY OF CAPITAL

Funding Availability	FY 2019	FY 2020	FY 2021	FY 2022	FY 2023
Beginning Balance	\$12,588,142	\$20,744,745	\$28,216,249	\$33,551,010	\$38,177,063
Taxes	766,370	804,688	844,922	1,208,356	1,268,774
User Fees	10,891,791	11,436,381	12,008,200	12,608,610	13,239,040
Excess Revenue	2,409,885	2,248,025	2,249,850	2,248,200	2,253,950
Grants	\$269,000	\$4,210,000	\$1,125,000	\$90,000	\$25,000
Interest Income	12,100	12,100	12,100	12,100	12,100
Water Resource Fees	720,989	729,108	737,391	745,838	754,459
Other Financing Sources	4,815,000	17,200,000	800,000	-	-
Revenue	\$32,473,276	\$57,385,047	\$45,993,712	\$50,464,114	\$55,730,386
Financing Commitments					
Annual Debt Service - Bonds & Capital Leases	6,549,532	6,987,297	7,441,202	7,786,551	7,884,104
Subtotal Commitments	6,549,532	6,987,297	7,441,202	7,786,551	7,884,104
Revenue (net of commitments)	\$25,923,745	\$50,397,749	\$38,552,510	\$42,677,563	\$47,846,282
Planned Expenditures					
General Government	\$226,900	\$11,844,500	\$690,500	\$155,500	\$90,500
Public Safety	1,972,000	3,807,000	870,000	463,000	76,000
Culture & Recreation	668,500	730,000	33,000	250,000	850,000
Streets	1,001,600	4,580,000	2,178,000	2,902,000	1,037,000
Airport	180,000	490,000	500,000	-	-
Enterprise	1,130,000	730,000	730,000	730,000	730,000
Subtotal Planned Expenditures	5,179,000	22,181,500	5,001,500	4,500,500	2,783,500
Resources Available	\$20,744,745	\$28,216,249	\$33,551,010	\$38,177,063	\$45,062,782

Consolidated Expenditures 5 Year CIP FY 2019-2023



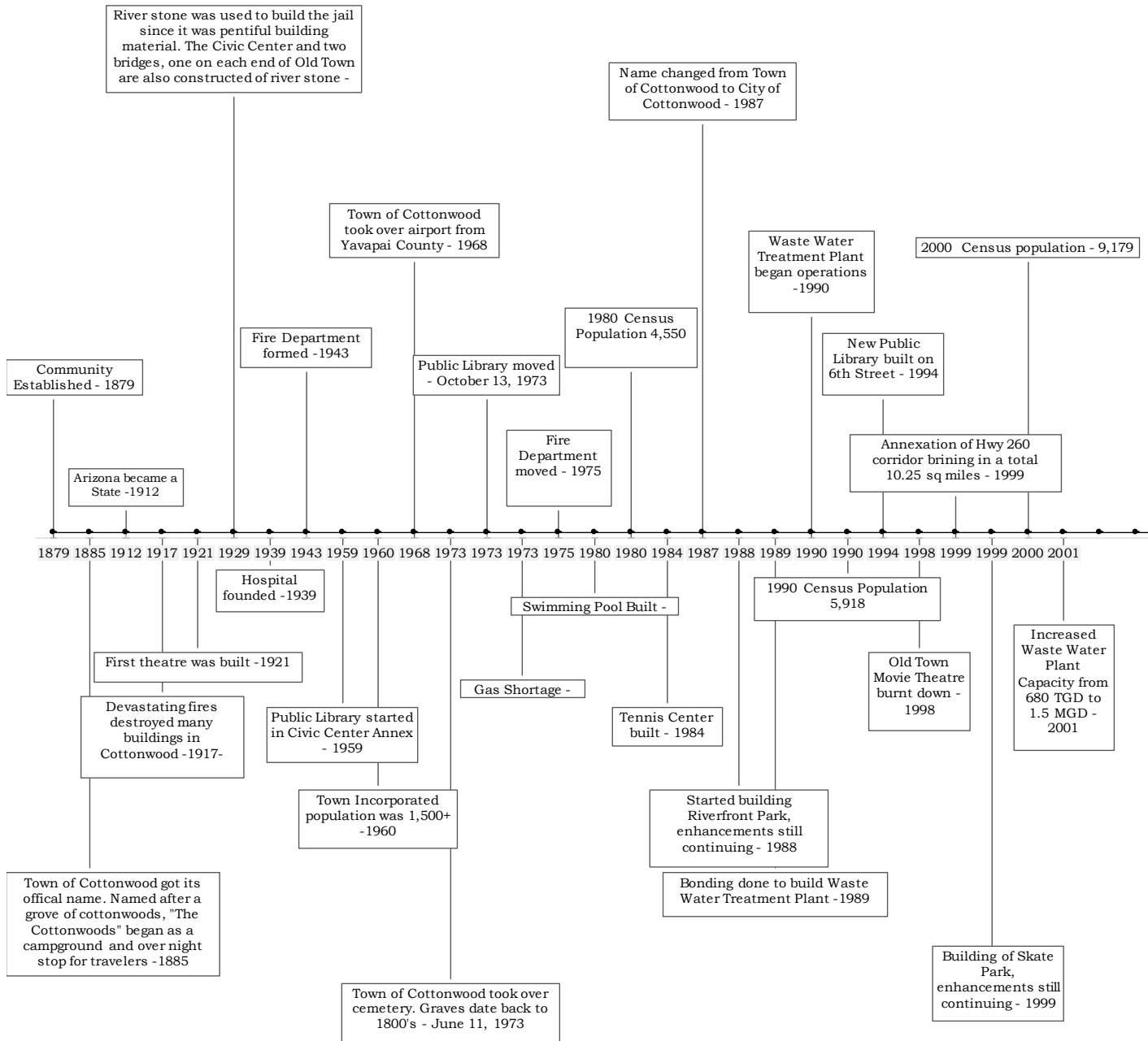
Planned Expenditures

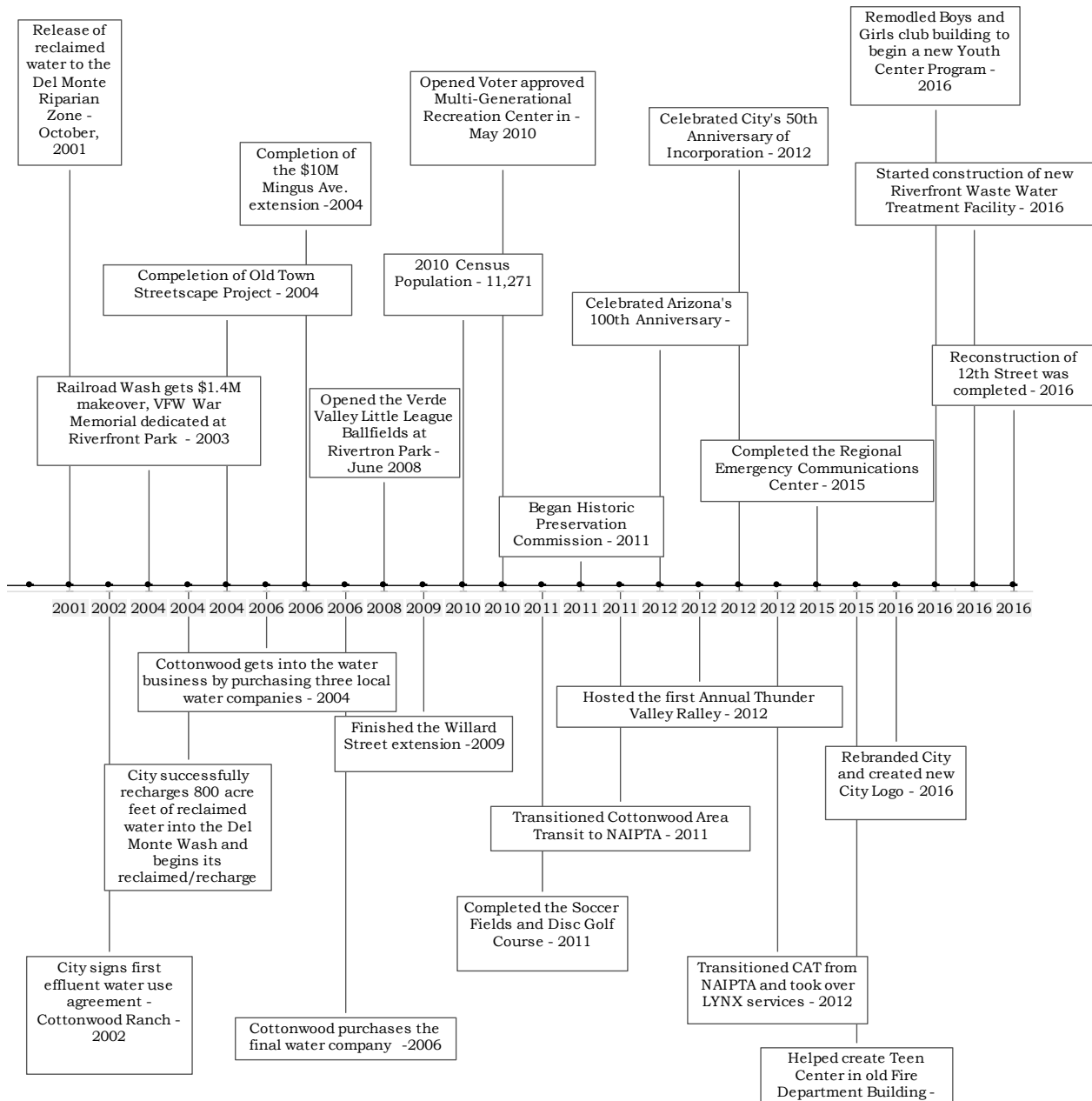
General Government	\$13,007,900
Public Safety	\$7,188,000
Culture & Recreation	\$2,531,500
Streets	\$11,698,600
Airport	\$1,170,000
Enterprise	\$4,050,000
Capital Purchases	39,646,000
Other Financing Uses	36,648,685
Total Capital & Financing	\$76,294,685

Funding Availability

Taxes	4,893,110
User Fees	60,184,021
Excess Revenue	11,409,910
Grants	5,719,000
Interest Income	60,500
Water Resource Fees	3,687,785
Total Funding Sources	85,954,326
Other Financing Sources	22,815,000
Use of Reserves	
Total Finance Available	108,769,326

COMMUNITY TIMELINE





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LONG RANGE FINANCIAL PROJECTIONS**GENERAL FUND**

Revenues	FY 2019	FY 2020	FY 2021	FY 2022	FY 2023
Taxes	\$16,861,310	\$17,536,910	\$18,257,510	\$19,030,020	\$19,862,960
Licenses and Permits	334,470	342,919	351,573	360,451	369,544
Intergovernmental Revenues	2,227,360	2,298,286	2,377,327	2,459,405	2,544,679
Charges for Services	1,256,190	1,289,510	1,305,911	1,232,592	1,339,604
Fines and Forfeitures	204,400	209,520	214,760	220,140	225,640
Use of Monies & Properties	17,600	17,780	17,960	18,140	18,320
Miscellaneous Revenues	78,250	80,270	82,330	84,450	86,630
Other Financing Sources	0	0	0	0	0
Total Revenues	\$20,979,580	\$21,775,195	\$22,607,371	\$21,929,434	\$24,447,377
Expenditures	FY 2019	FY 2020	FY 2021	FY 2022	FY 2023
General Government	\$9,682,110	\$9,974,030	\$10,470,990	\$10,990,240	\$11,372,510
Public Safety	10,808,250	11,348,670	11,916,140	12,512,000	13,137,550
Culture & Recreation	2,404,480	2,522,560	2,718,680	2,854,560	2,997,170
Total Expenditures	\$22,894,840	\$23,845,260	\$25,105,810	\$26,356,800	\$27,507,230
Gain/(Loss)	(\$1,915,260)	(\$2,070,060)	(\$2,498,440)	(\$2,951,600)	(\$3,059,850)

CONCLUSION

This five-year analysis of the General Fund demonstrates that operating revenues will not keep up with operating expenditures for the next five years. This reflects the City's inability to substantially increase the current revenue streams via rate increases or by diversifying the current revenues with additional fees or charges for services. The present economic situation will also stifle future revenue generation.

Other issues that are out of the City's control are some of the rising employee benefits costs. Health insurance costs for employees and their dependents will increase as of July 1, 2017. A 4% increase is reflected in this forecast. Worker's compensation will see a slight increase in FY 2018 as will both Retirement Systems.

There are required capital reserves that need to be met. To fund these reserves, the General Fund will run a deficit in current operating expenditures that will have to be covered by fund balance. That too poses a different set of issues. The S.A.F.E.R. Grant revenue, which funded 90% of the cost of 12 new firefighters in 2010, was completely eliminated in FY 2014. At this time, the City is solely responsible for funding these firefighters. The Recreation Center has been fully operational since FY 2011 and is forecasted to cover slightly below 60% of its expenditures through its own revenue stream. The new Cottonwood Public Safety Communications Center was built in FY 2015 and will increase the General Fund Expenditures due to additional employees and facility maintenance. These costs are not fully covered by Dispatch Fees.

This analysis reflects a conservative view of current City revenue sources and the Department Heads estimated costs to carry on the current level of services into the projected periods. Staff will monitor and make recommendations as the various budget periods come up for funding. Currently, the General Fund has reserves to handle any of these deficits, but efforts will be made to avoid tapping into them.

SPECIAL REVENUE FUND

Revenues	FY 2019	FY 2020	FY 2021	FY 2022	FY 2023
Street Department	\$1,579,200	\$1,626,910	\$1,676,190	\$1,727,090	\$1,779,670
CAT/LYNX	1,405,470	1,447,640	1,491,060	1,535,790	1,581,870
Library	1,068,515	1,121,400	1,176,930	1,235,200	1,296,380
Airport	369,510	380,600	392,020	403,780	415,880
Grants	0	0	0	0	0
CDBG	0	0	0	0	0
Total Revenues	\$4,576,550	\$4,736,200	\$4,901,860	\$5,073,800	\$5,252,260
Expenditures	FY 2019	FY 2020	FY 2021	FY 2022	FY 2023
HURF / Streets	\$1,354,470	\$2,149,520	\$1,446,725	\$2,246,885	\$1,554,710
CATS	1,733,820	1,820,480	1,911,510	2,007,070	2,107,401
Library	1,073,530	1,120,670	1,169,870	1,221,290	1,274,940
Airport	355,170	372,960	391,620	411,200	431,760
Grants	0	0	0	0	0
CDBG	0	0	0	0	0
Total Expenditures	\$4,516,990	\$5,463,630	\$4,919,725	\$5,886,445	\$5,368,811
Gain/(Loss)	\$59,560	(\$727,430)	(\$17,865)	(\$812,645)	(\$116,551)

CONCLUSION

Street Department

Revenues are a bit more stable in the HURF due to the City Council's approval of a 1% Contracting Activities Sales Tax designated for street improvements. Annual fuel tax contributed by the State of Arizona is unstable due to the State raiding the HURF Funds. The Capital Projects Fund will help ease this fund's fiscal problems where larger projects are planned.

Transit System

The City provides CAT fixed route system and paratransit programs in Cottonwood, Verde Village and Clarkdale areas. The LYNX system connects Cottonwood with Sedona as a commuter service. The transit system is partially funded by ADOT funds, fares and through inter-city revenues. Even with the funding received by other agencies, the General Fund has to transfer funds in to cover shortages.

Other Departments

The remaining departmental expenditures are tied to the actual revenues received. Any expenditure that exceeds the projected revenue sources will be paid for through a General Fund transfer in. Deficits will be covered by existing fund balances availability.

DEBT SERVICE FUND

Revenues	FY 2019	FY 2020	FY 2021	FY 2022	FY 2023
Interest Income	\$280	\$280	\$280	\$280	\$280
User Fees	0	0	0	0	0
City Sales Tax	1,646,942	1,641,830	1,643,830	1,642,870	1,648,450
Total Revenues	\$1,647,222	\$1,642,110	\$1,644,110	\$1,643,150	\$1,648,730
Expenditures	FY 2019	FY 2020	FY 2021	FY 2022	FY 2023
Trustee Fees	\$2,000	\$2,000	\$2,000	\$2,000	\$2,000
Principal Payments	1,147,660	1,170,550	1,201,350	1,235,700	1,300,050
Interest Payments	497,562	469,560	440,760	405,450	346,680
Total Expenditures	\$1,647,222	\$1,642,110	\$1,644,110	\$1,643,150	\$1,648,730
Gain/(Loss)	\$0	\$0	\$0	\$0	\$0

CONCLUSION

The special two-tenths of a percent (.2 %) city sales tax, enacted in 1992, funded the debt service of the Library Project of 1992. The trend is expected to increase as the economy recovers, demonstrating exceptional coverage. Final disposition of the library debt service was July 1, 2013, but the .2% city sales tax has been redirected to the General Fund.

The Debt Service for the Recreation Center is also reflected in the Debt Service Fund. The revenues to cover the Recreation Center payments come directly from sales tax and are transferred into the Debt Service Fund on a monthly basis. The Recreation Center payments are reflected in the Debt Services Fund until August 2027. The Carryover and Reserves are not calculated for Maintenance and Operations purposes.

The Debt Service for the water company is reflected in the Enterprise Funds. In January 2006, the City of Cottonwood completed the acquisition of the Cottonwood Water Company. Currently, this fund has ample reserves to cover this deficit.

ENTERPRISE FUND – SEWER & WATER

Revenues	FY 2018	FY 2019	FY 2020	FY 2021	FY 2022
Interest Income	\$30,910	\$31,690	\$32,480	\$33,290	34,120
User Fees	10,012,350	10,262,660	10,519,220	10,782,200	11,051,760
Miscellaneous Income	14,350	14,710	15,080	15,460	15,850
Total Revenues	\$10,057,610	\$10,309,060	\$10,566,780	\$10,830,950	\$11,101,730

Expenses	FY 2018	FY 2019	FY 2020	FY 2021	FY 2022
Operations	4,516,490	4,724,150	4,941,480	5,168,910	5,406,880
Administration	1,458,060	1,529,080	1,603,570	1,681,660	1,763,570
Debt Service	\$1,996,170	\$1,996,305	\$1,996,470	\$1,971,880	\$1,981,360
Total Expenses	\$7,970,720	\$8,249,535	\$8,541,520	\$8,822,450	\$9,151,810
Gain/(Loss)	\$2,086,890	\$2,059,525	\$2,025,260	\$2,008,500	\$1,949,920

CONCLUSION

The Enterprise Funds, which include the Water and Wastewater Divisions, are self-sufficient and depend on their user fees to fund their operations.

The Wastewater Division is no longer being subsidized by the special one percent sales tax, enacted in 1987, or the General Fund. The City began “weaning” itself off the dependence on this subsidy in FY 2001 and now relies predominately on user fees. Rates have been increased in FY 2015 and FY 2016 to help cover any operational and debt service shortfalls. Rates will be reviewed every fiscal year to determine if a rate increase is needed to cover operational and debt service costs.

The Water Division also relies only on its user fees to fund all of its operations, including capital projects and debt service. Original bond distributions assist the company to handle some system improvements. Other revenue sources for both divisions are interest on investments, building rentals, sale of effluent, and miscellaneous income. The City established a rate increase in FY 2015 and in FY 2016 with differential rates for inside and outside the City limits to help with the debt service coverage. Currently, the City is considering possible rate increases for FY 2018 and future years that will help balance any operating deficits.

FIDUCIARY FUND

Revenues	FY 2019	FY 2020	FY 2021	FY 2022	FY 2023
Interest Income	\$26,450	27,220	28,020	28,840	29,680
Contributions	-	-	-	-	-
Total Revenues	\$26,450	\$27,220	\$28,020	\$28,840	\$29,680
Expenditures	FY 2019	FY 2020	FY 2021	FY 2022	FY 2023
Benefits Paid	\$13,890	\$14,400	\$14,940	\$15,510	\$16,110
Total Expenditures	\$13,890	\$14,400	\$14,940	\$15,510	\$16,110
Gain/(Loss)	\$12,560	\$12,820	\$13,080	\$13,330	\$13,570

CONCLUSION

The Fiduciary Fund includes the City's Employee Benefits Trust Fund which used to be the City's health insurance for employees and dependents. In FY 2002, the City became a member of the Arizona Public Employers Health Pool (APEHP) that provides health, dental, and vision coverage for many of the schools and cities in the Verde Valley. For FY 2015 and beyond, no activity is expected for the Volunteer Pension Fund and the Employee Benefits Trust Fund.

REVENUE AND EXPENDITURE ANALYSIS

Consolidated Revenues - All Funds

Revenue projections were based on several different factors this year, including a detailed analysis of the past five years and economic factors provided by the State. Special attention was given to our local sales tax and the economic situation at the State and Federal level. FY 2017 showed revenue from our local sales tax improving and for FY 2018 we are projecting that revenues will increase by 4% and will continue to increase slightly over the next few years.

A listing of All Funds Consolidated Revenues by Sources is on page 65. A further breakdown by source and fund may be found on page 66.

Consolidated Expenditures - All Funds

Expenditure projections for FY 2018 began with the preparation of a “*base budget*” for each department. The base budget is defined as “*the essential expenses to operate a department at its current level of service.*” Projections were made in commodities and utilities based on an inflationary projection of 3-5% due to anticipated increases being proposed by the various local utilities and rising cost of fuel. Several positions throughout the City that were frozen in FY 2012 and FY 2013 were eliminated and are still not included in the projections for FY 2018. Salaries are also projected to increase at an annual rate of slightly over 5%, excluding any personnel requests and salary adjustments.

With the completion of the base budget, departmental budget requests were reviewed. Requests for new programs, buildings projects, position reclassifications and equipment were assessed with each department head individually and in a general budget update work session.

General Fund - Revenues

Revenue projections for the General Fund are based on both historic years’ receipts and the best future assumptions that can be made at this time. General Fund Revenues Schedule is provided on pages 72 and 73 of this document.

Taxes

Special attention was given to our local city sales tax. City Sales Tax dropped from FY 2008 until FY 2013 due to the economic downturn. Local sales tax compared to total operating revenues is important despite the current trend in sales tax and the transfer of sales tax to pay the Recreation Center Debt Service. Large fluctuations in the economy can dramatically affect this revenue source. Local Sales Tax constitutes 45% of all General Fund revenues.

State shared revenues constitute 11.9% of total operating revenues or about 3.2M for FY 2018. This is down by .5% from last year's revenues. State finances as well as state legislation can have a dramatic effect on the City’s budget. These revenue sources are being watched closely for any legislative action that could trickle down to cities, especially with the current State Government economic climate.

Franchise revenues are a percentage of the utility sales to customers. The City no longer receives a 1% fee for water, since it acquired all the local water companies. It does, however, collect a 2% fee from the electric company, 2% from the gas company, and 3% from cable television. Franchise revenues have been stagnating over the past five years as the economy is still recovering.

Licenses and Permits

License and permit revenues, which had peaked in FY 2006 and then declined due to the poor economy, are budgeted at \$309,850 for FY 2018 which is an increase of 2% from the FY 2017 revised budget. It is slowly increasing and expected to slowly increase for the next few years as the economy begins to improve and growth resumes.

Intergovernmental Revenues

Intergovernmental revenues are based on a sharing of state sales taxes, state income taxes and motor vehicle in-lieu tax on a per capita basis. The state was using the 2010 census and the Department of Economic Security (DES) population estimates. Until FY 2018, intergovernmental revenues were adjusted to the new per capita formula. As of FY 2018, the revenues are estimated based on the current U.S. Census numbers to reflect a more accurate population estimate. The City can expect a combined increase of 2.38% for FY 2018, including all police and fire grants. The State Shared Income Tax is distributed to the cities based on collections from two years prior.

Charges for Services

Charges for services had increased significantly over the past couple of years, mainly due to the opening of the Recreation Center. These revenues have stabilized and the estimate for FY 2018 is expected to increase 1.48%.

Fines and Forfeitures

Since FY 2011 and the creation of a new “Court Enhancement” fee, these revenues have increased slightly every year. For the upcoming year, revenues in this area are budgeted to 2.9% higher than in FY 2017.

Uses of Monies and Properties

The City adopted an investment policy to allow greater investment flexibility to capitalize on opportunities other than just the State’s Local Government Investment Pool (LGIP). With the preparation of the five-year capital plan, this policy will be a very useful tool. Investments are expected to earn a higher return over the next few years as interest rates begin to climb again after the recession.

Miscellaneous

Miscellaneous revenues have always fluctuated wildly with donations and one-time revenues that do not fit into other revenue line accounts. This category is conservatively budgeted and remains about the same.

General Fund - Expenditures

The General Fund is used to account for resources traditionally associated with government that are not to be accounted for in another fund. The general fund provides for municipal services including public safety (police, fire and building code enforcement), cultural and recreational activities, community planning and zoning, and general administrative services.

Expenditures

This fiscal year's total General Fund expenditures are projected to increase by 36.3% from the FY 2017 revised budget. This translates to an increase of \$7,219,304 over that of the previous fiscal year of \$19,889,891. This net increase includes some rollover projects and \$4,087,735 in fund balance reserves. The increase of funds for personnel is due to the merit program, health insurance, and other related taxes. The \$1,412,330 increase of funds for personnel is due to the merit program, health insurance, retirement and other related taxes.

The City provides paid health insurance coverage for all employees and part of dependent coverage based on a tiered system, implemented as a cost containment measure to offset rising premiums. The tiered system is based on the number of dependents being covered dictating the amount of contribution from the employee. A containment effort by the Arizona Public Employers Health Pool (APEHP) helped to keep the rate constant for two years, but in FY 2015 the rate was increased by 9%, in FY 2016 by 7%, and for FY 2017 there is a slight increase of 2%. With health care costs continuing to rise, APEHP and the City of Cottonwood decided to move all members out of APEHP starting FY 2018 into a new insurance pool called Kairos Health Arizona, Inc. Moving to Kairos will keep rates from increasing drastically by spreading the liability over more pool participants. FY 2018 will show a 4% increase in health insurance rates instead of the 9% increase that was anticipated with APEHP.

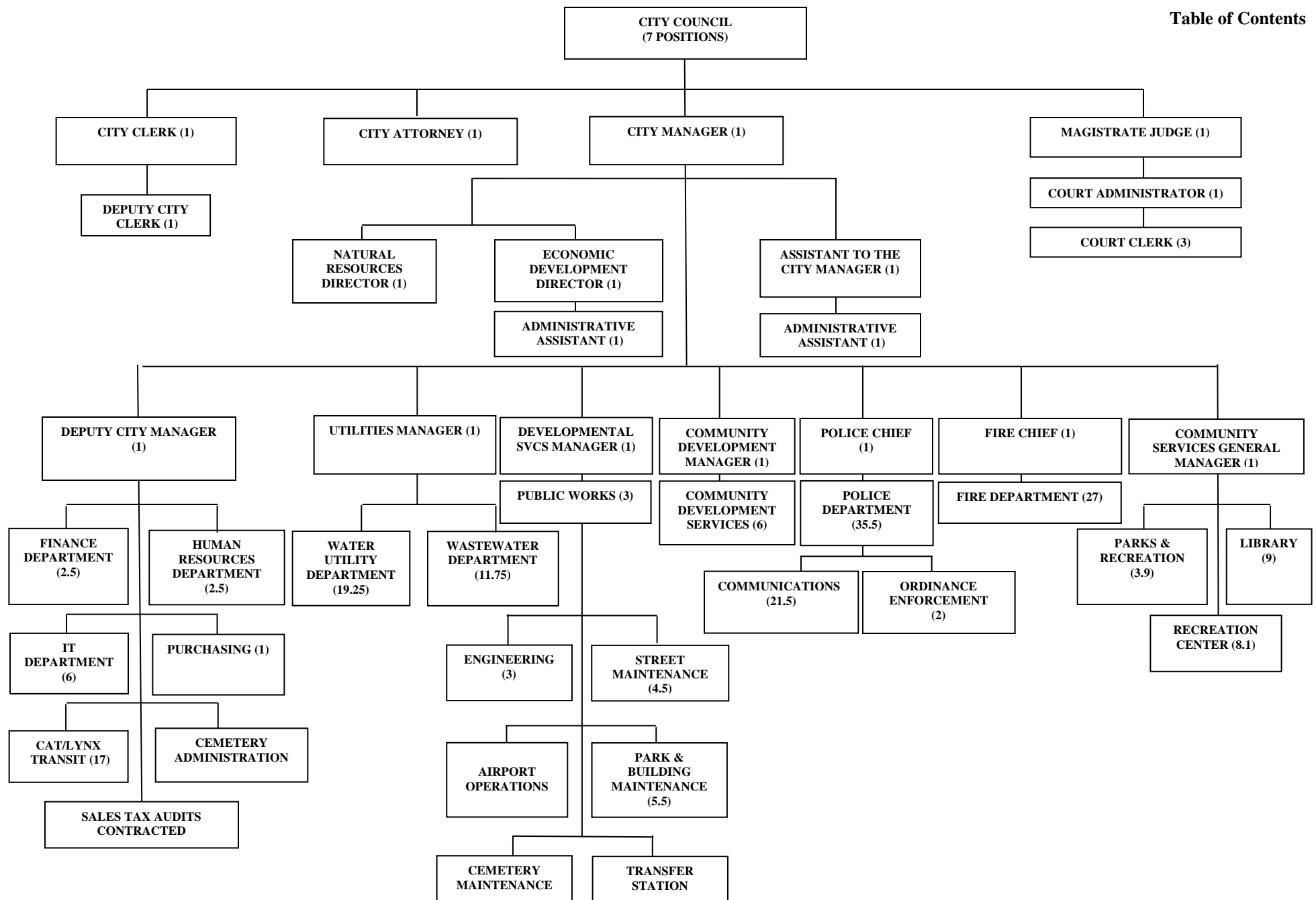
The Operating Supplies category has decreased by \$68,105 from \$585,765 last year to \$517,660 for this year. This decrease is the result of a re-evaluation of each department's needs after cutting operating budgets in previous years. Department heads continued to take a very close look at their operating supplies and most were able to stay within their overall requests.

Contractual Services is anticipated to decrease by 12.97%.

Other Services and Charges reflect an increase which is mainly due to departments adding services to the budget that are deemed necessary.

Capital Outlay is budgeted to increase with the City only budgeting major projects and postpone capital purchases to future fiscal years.

More information can be viewed on the summary pages of the individual funds and departments.



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Description:

The Transaction Privilege Tax (sales tax) is collected on the gross receipts of business activities. Until 1987, the tax rate was one percent. In 1987, the voters approved an increase of one percent to fund the construction of the wastewater collection/treatment system. Again, in 1992, the voters approved an additional two tenths percent increase to construct a new city library. In 1999, a change was made in the method used to accrue tax revenues to coincide with the State of Arizona's collections. This change increased the accrual period from a 30-day period to a 60-day period and has been carried over to the following years. The current tax rate is three percent (3%) after an increase of .8% in FY 2009.

Analysis:

The City of Cottonwood serves as the retail center of the upper Verde Valley. In fiscal years 2009-2017, gross business sales continued to increase proportionally to the population increase in the upper Verde Valley Area. Most of the population growth continues to be in the unincorporated areas.

The economic decline that affected the entire nation is clearly reflected in the FY 2009 and FY 2010 figures. The first full year of the .8% sales tax increase is reflected in the increase of revenues in FY 2010. A decline was originally budgeted for FY 2011. However, actual sales tax revenues were higher than FY 2010 by 3.98%. The continued growth in sales tax since the FY 2010 decline is partially due to the .8% sales tax increase. Sales tax has steadily increased for the last 5 years as the economy has improved. FY2013 showed a large increase of 10% over FY 2012 and FY 2014 increased by 8% over FY 2013 as consumers became more confident in the economy. Since FY 2014, there has been a steady increase in sales tax. FY 2018 sales tax projections are estimated to increase 5% over FY 2017 estimates.

Fiscal Year Ending 06/30	Amount	% Inc. / (Dec.)
2009	10,007,515	-0.94%
2010	9,925,087	-0.82%
2011	10,319,948	3.98%
2012	10,265,356	-0.53%
2013	11,329,353	10.36%
2014	12,276,615	8.36%
2015	12,774,861	4.06%
2016	13,385,255	4.78%
2017 est.	14,197,490	6.07%
2018 est.	14,907,375	5.00%



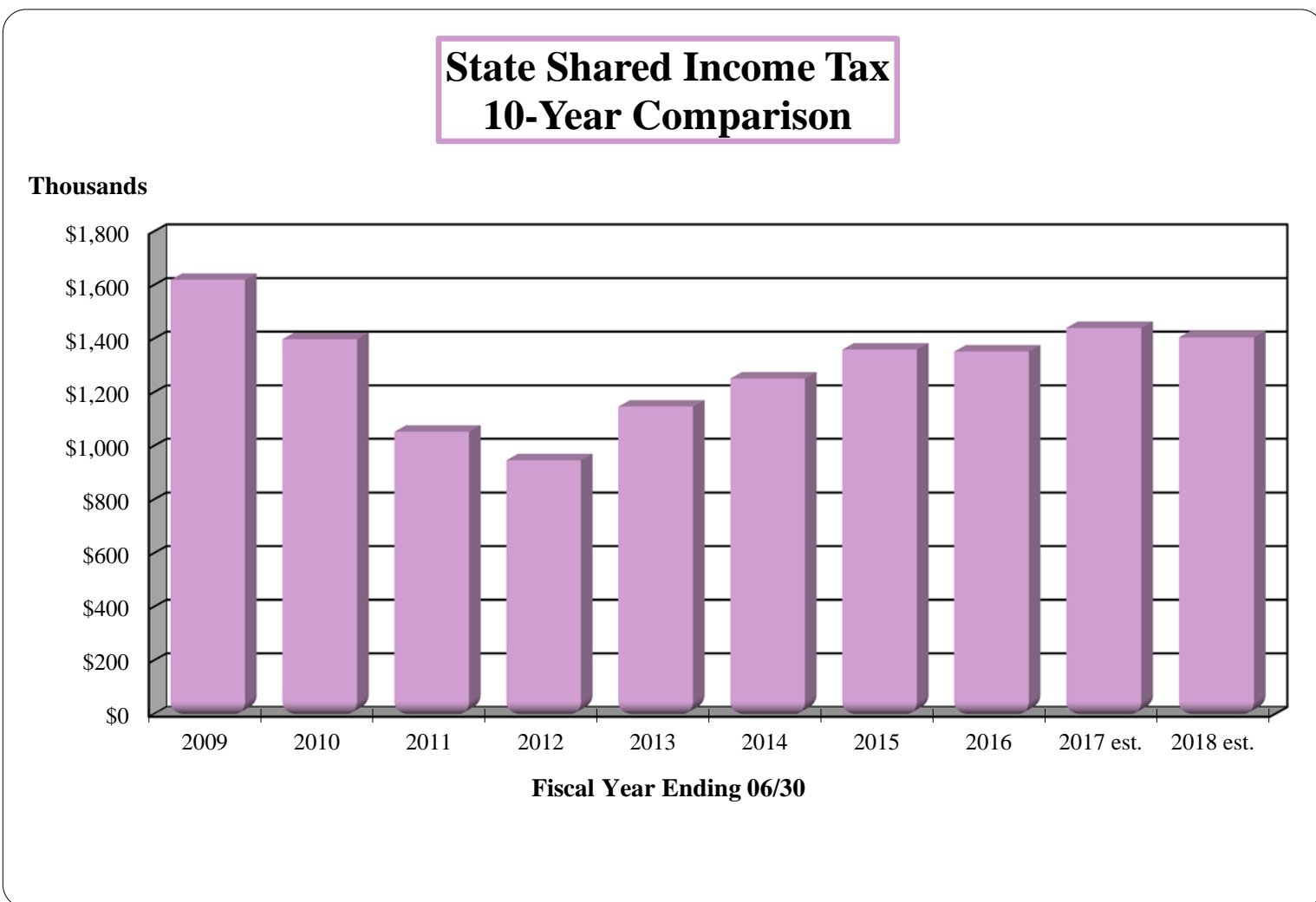
Description:

Arizona cities and towns share a portion of the total amount collected from the State Income Tax. A city's portion of the State Income Tax is based on the relationship of its population to the total population of all cities and towns within the state. These estimates are provided by the Arizona Department of Revenue and the League of Arizona Cities and Towns. These revenues are disbursed by the State two years after collection by the Arizona Department of Revenue.

Analysis:

In 2012, the state implemented new tax percentages, not based on the IRS deductions, which increased this revenue. FY 2013 and FY 2014 both showed signs of an improving economy, but the growth tapered off in FY 2015. The State is anticipating a reduced revenue growth which is reflected in the slight reduction for FY 2016. Prior to FY 2017, the state used the Department of Economic Security population estimates to determine each city's portion of the State Sales tax. Due to large growth in major cities in Arizona, the state is now using the Census Bureaus estimates for population which has resulted in a decrease in this revenue for FY 2018. The outlook for FY 2017 is optimistic with an estimated growth of 6.49% but FY 2018's estimate shows a slight decrease of 2.44%.

Fiscal Year Ending 06/30	Amount	% Inc. / (Dec.)
2009	1,623,403	6.22%
2010	1,402,140	-13.63%
2011	1,057,034	-24.61%
2012	950,774	-10.05%
2013	1,150,696	21.03%
2014	1,255,627	9.12%
2015	1,363,698	8.61%
2016	1,356,305	-0.54%
2017 est.	1,444,370	6.49%
2018 est.	1,409,135	-2.44%



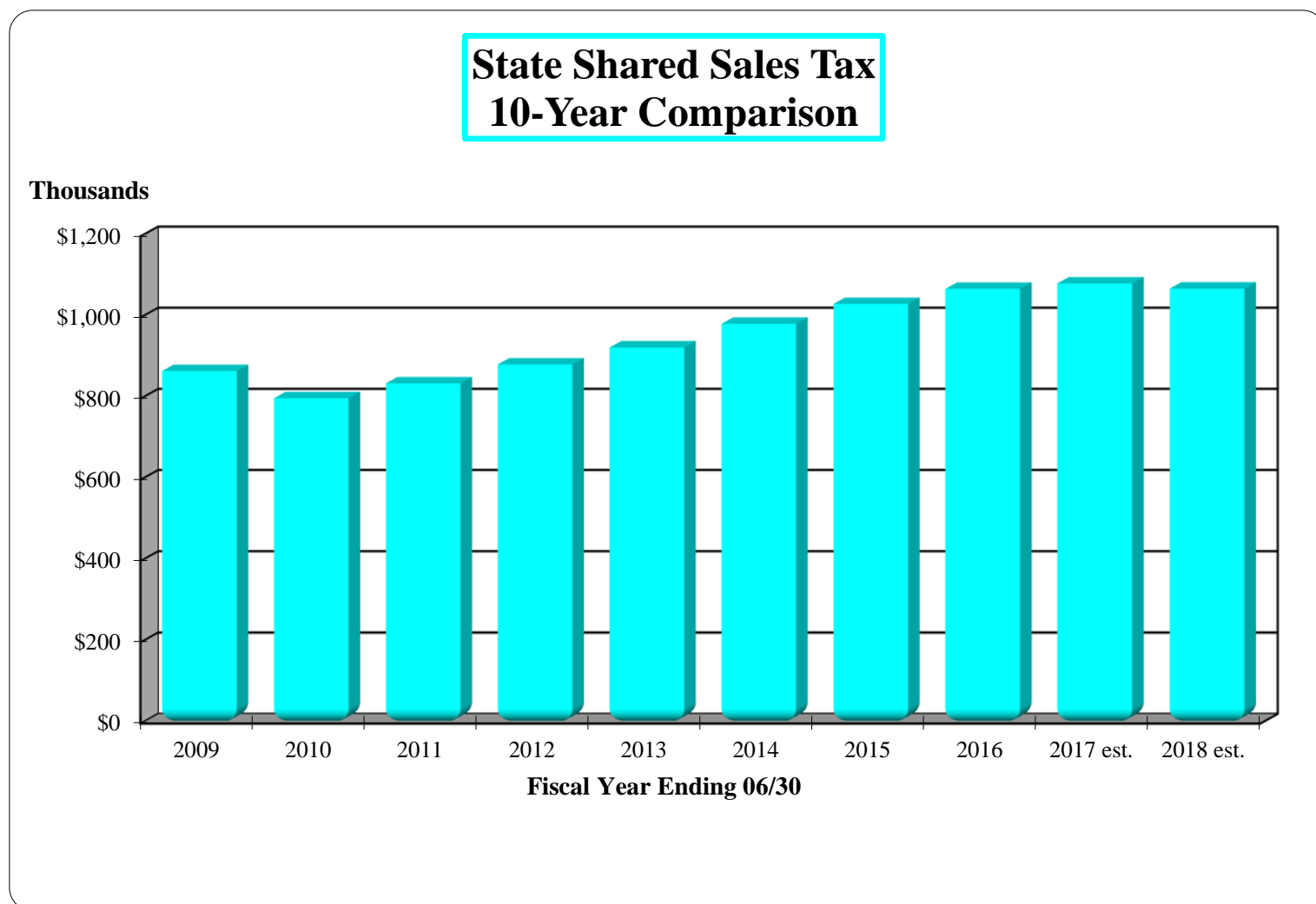
Description:

Arizona cities and towns share a portion of the total amount collected from the State Sales Tax. A city's portion of the State Sales Tax is based on the relationship of its population to the total population of all cities and towns within the state. The State has a separate tax code that differs from the City. For example, the State does not tax food whereas the City does. Correlations between the City sales tax projection and State Shared Sales Tax do not relate. The estimate is provided by the Arizona Department of Revenue and the League of Arizona Cities and Towns.

Analysis:

The increase in population numbers before 2006 deferred the impact of the slowing economy until FY 2008 through FY 2010. Since then, the economy has been showing signs of recovery with steady increases from FY 2011 to FY 2016. The growth of this revenue is based on the current economic expansion and the growing population in Arizona. FY 2018 shows a slightly estimated decrease in this revenue of 1.19% due to an anticipated slowing of population growth in Arizona.

Fiscal Year		
Ending 06/30	Amount	% Inc. / (Dec.)
2009	864,056	-13.43%
2010	796,966	-7.76%
2011	833,600	4.60%
2012	880,250	5.60%
2013	922,061	4.75%
2014	980,537	6.34%
2015	1,029,494	4.99%
2016	1,066,539	3.60%
2017 est.	1,080,000	1.26%
2018 est.	1,067,120	-1.19%



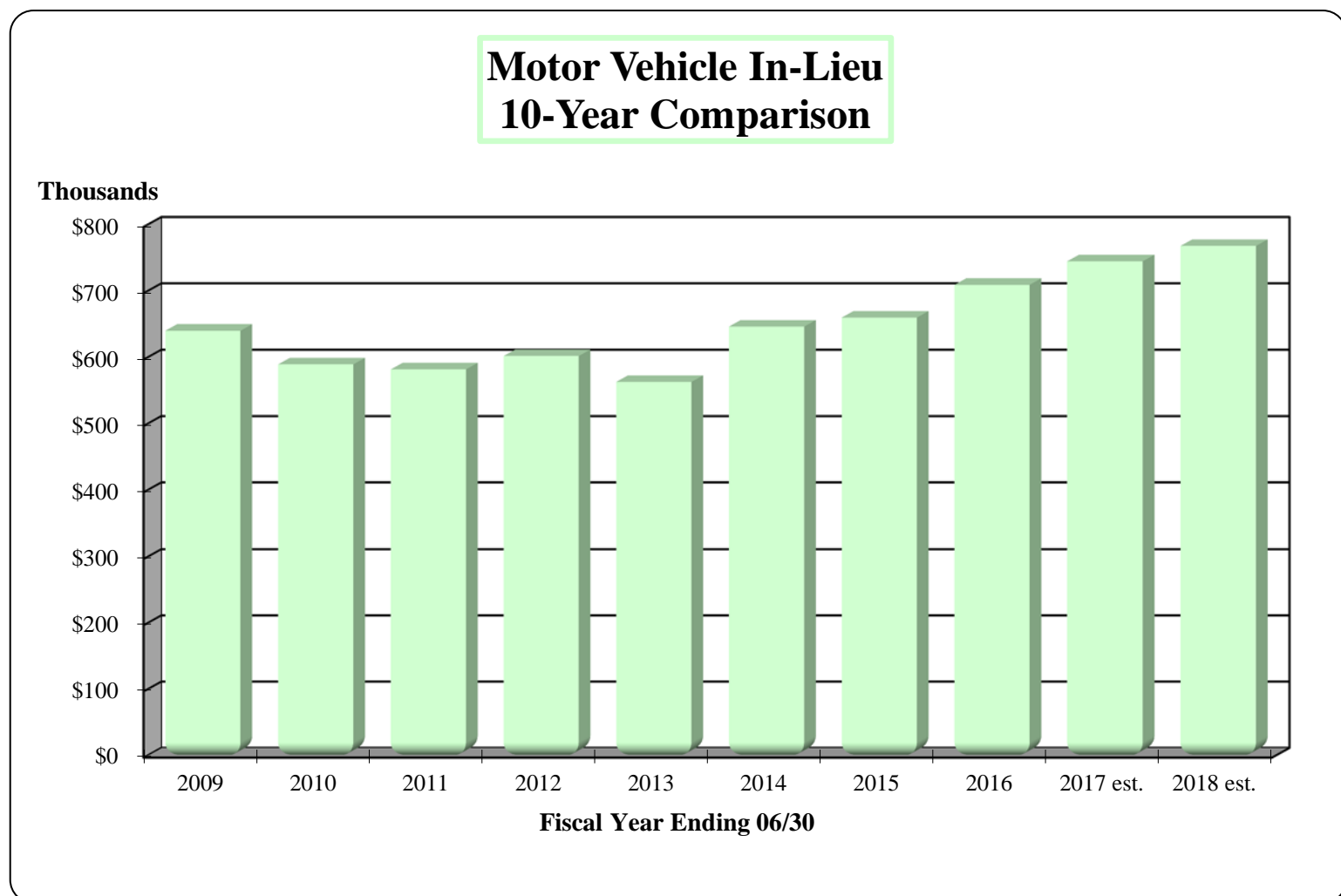
Description:

Arizona cities receive a 25% share of the net revenues collected for the licensing of vehicles in their related county. Each city's share within their county is determined based on the city's population in relation to that of the county as a whole. These revenues are distributed by the State Treasurer. The State began distributing the revenues collected directly to the communities rather than giving it to the counties and letting them distribute the funds. This change reduced the lag time by half for the communities to receive their revenues.

Analysis:

The falling auto sales in FY 2008 through FY 2010 is reflected in this chart. These revenues were still declining in FY 2011 and although there was a slight increase in FY 2012, the following year showed a relatively sharp decline which The League of Arizona Cities and Towns had already projected. There was a large rebound in FY 2014. The revenue of FY 2015 is closer to the level of 2008; FY 2016 has already surpassed that and the expectation is that the FY 2017 will too. For FY2018, the City has estimated a 3.10% increase over FY 2017.

Fiscal Year		
Ending 06/30	Amount	% Inc. / (Dec.)
2009	640,992	-4.03%
2010	590,201	-7.92%
2011	582,707	-1.27%
2012	602,832	3.45%
2013	563,851	-6.47%
2014	647,250	14.79%
2015	660,786	2.09%
2016	710,155	7.47%
2017 est.	745,660	5.00%
2018 est.	768,770	3.10%



Description:

Investment income is derived from idle funds which include the proceeds from bonds during the time of construction, planned reserves, fund balances and operating funds received in advance of required needs. Unrealized gains and losses are included to reflect the fair market value of investments.

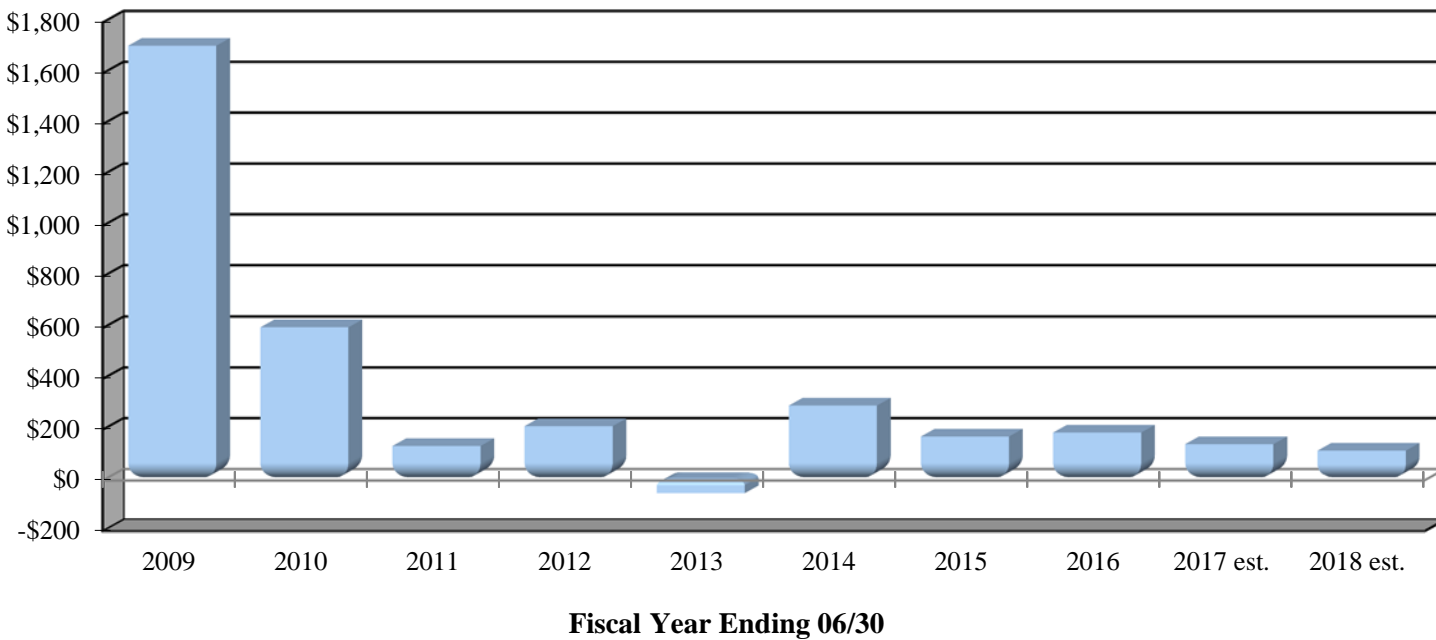
Analysis:

In 2005, the rise in interest rates and the acquisition of four water companies requiring substantial debt service and capital improvement reserves were driving these revenues to the growth in FY 2007 through FY 2009. The growth of these revenues began to slow in FY 2010 as interest rates had started dropping dramatically and the City began to use funds from its capital reserves for major projects in order to bolster the local economy. By FY 2013, with interest rates in the .03% range and much of the capital reserves having been used, the City began cashing in investments and taking a loss on those investments. The City increased its cash position and stopped investing any excess funds in order to have better availability to resources and has stabilized this revenue source. The revenue for FY 2018 is expected to decrease due to the use of these funds for capital projects and interest rates still being relatively low.

Fiscal Year		
Ending 06/30	Amount	% Inc. / (Dec.)
2009	1,701,210	21.18%
2010	595,496	-65.00%
2011	128,312	-78.45%
2012	206,489	60.93%
2013	(57,590)	-127.89%
2014	287,425	-599.09%
2015	165,704	-42.35%
2016	181,159	9.33%
2017 est.	135,450	-25.23%
2018 est.	109,870	-18.89%

**Investments
10-Year Comparison**

Thousands



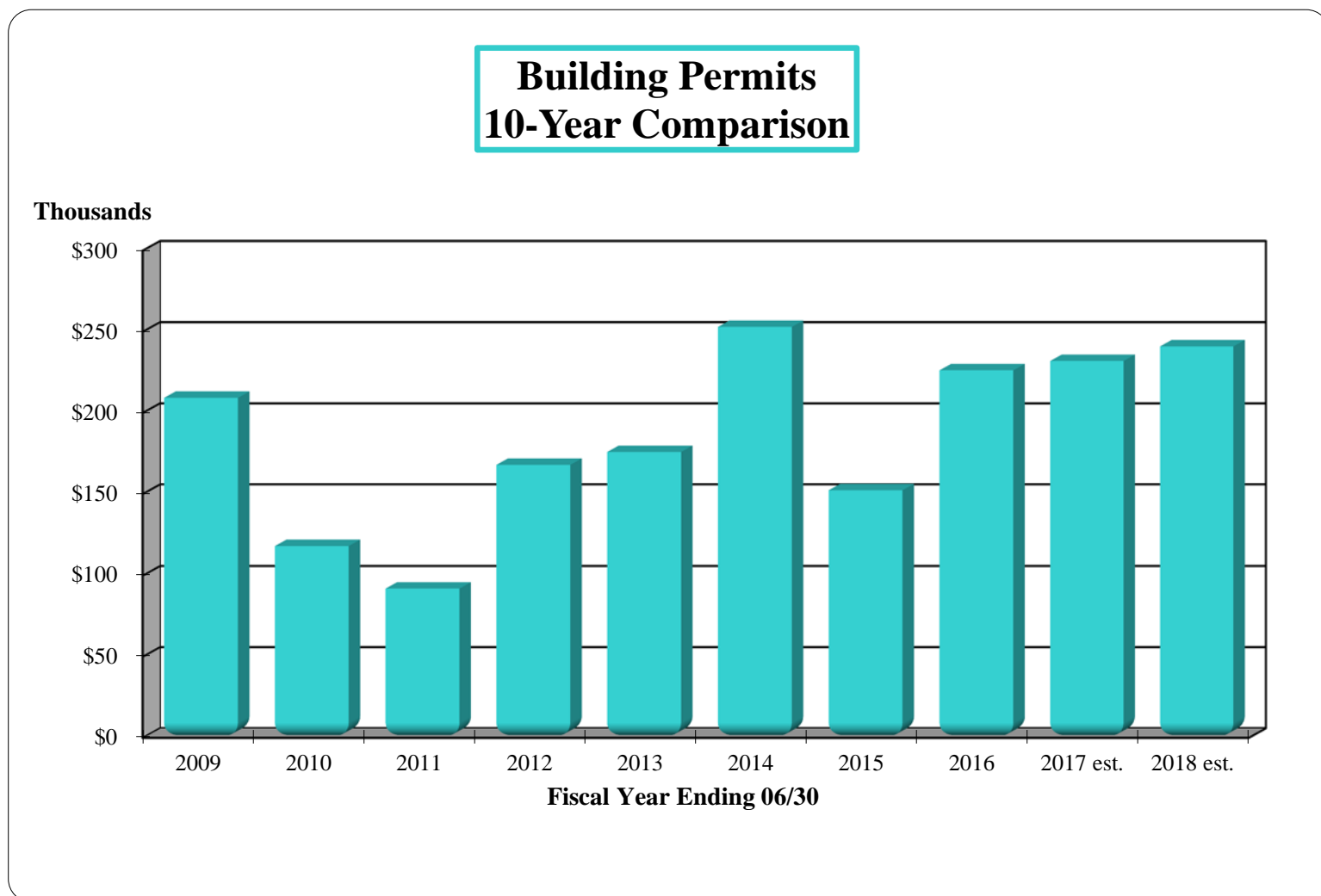
Description:

Building permits are assessed based on the City's building codes. Fees are charged for building, plumbing, mechanical and electrical activities. Inclusive, fees are assessed for plan checks and signs.

Analysis:

From FY 2004 through FY 2006, the City saw growth of these revenues as the local hospital and medical facilities were expanded, and businesses were moving into Cottonwood. Included in the growth was a WalMart Supercenter which opened its doors early in the third calendar quarter of 2004. Since FY 2008, the slowing economy has led to a continued decrease in revenue. The decrease came to a halt in FY 2012 when the economy started to turn around and in FY 2014 reached a revenue level that exceeded that of FY 2009. FY 2016 shows a strong increase due to growth in the commercial sector, but FY 2017 and FY 2018 are being forecasted at a modest increase.

Fiscal Year		
Ending 06/30	Amount	% Inc. / (Dec.)
2009	208,297	-38.85%
2010	117,278	-43.70%
2011	91,054	-22.36%
2012	167,007	83.42%
2013	174,930	4.74%
2014	252,014	44.07%
2015	151,390	-39.93%
2016	225,261	48.80%
2017 est.	231,000	2.55%
2018 est.	240,000	3.90%



Description:

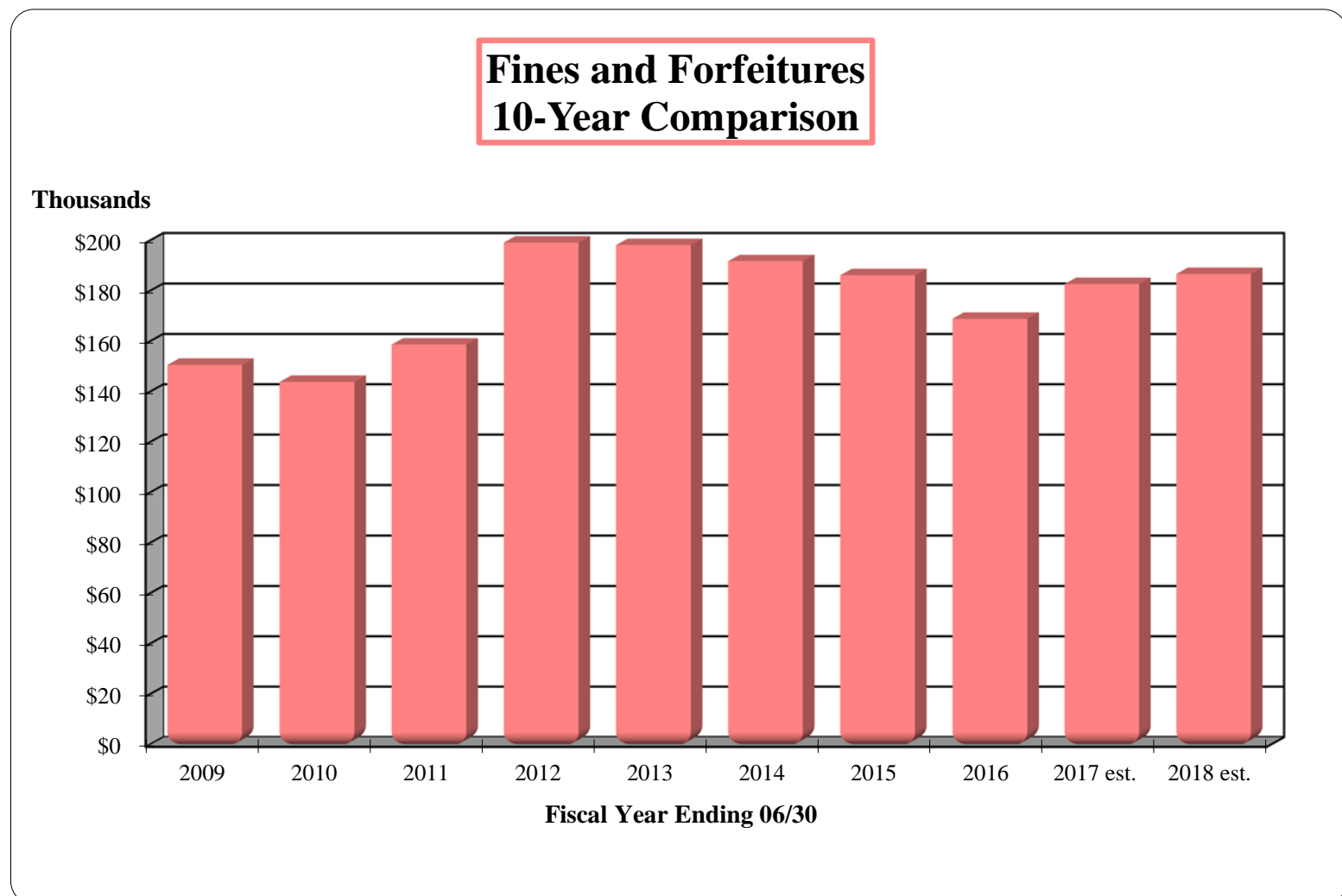
Fines and Forfeitures are generated as a result of imposed fines for the violation of various state laws and city ordinances. They include traffic violations, violations of city code and other criminal misdemeanors.

Court Appointed Attorney Reimbursements and Court Deferred Surcharges have been removed from the total to give a more accurate account of the Fines and Forfeitures revenue.

Analysis:

This City revenue fluctuates each year based on traffic enforcement. An interim magistrate was appointed in early FY 2005 after the sitting magistrate resigned his position. The new interim magistrate made some major changes in the way the Court conducted business which in turn improved the collections. Since that time, a full-time magistrate has been appointed by the City Council. The Court Enhancement Fee, introduced in FY 2010 and authorized by the State, helps the Court stay current with technology and other capital needs. Since FY 2013, this revenue has remained pretty steady. For FY 2018, the revenues are anticipated to increase 2.19% over FY 2017 estimates.

Fiscal Year		
Ending 06/30	Amount	% Inc. / (Dec.)
2009	150,913	-24.33%
2010	144,122	-4.50%
2011	158,977	10.31%
2012	199,445	25.46%
2013	198,445	-0.50%
2014	192,054	-3.22%
2015	186,504	-2.89%
2016	169,218	-9.27%
2017 est.	183,000	8.14%
2018 est.	187,000	2.19%



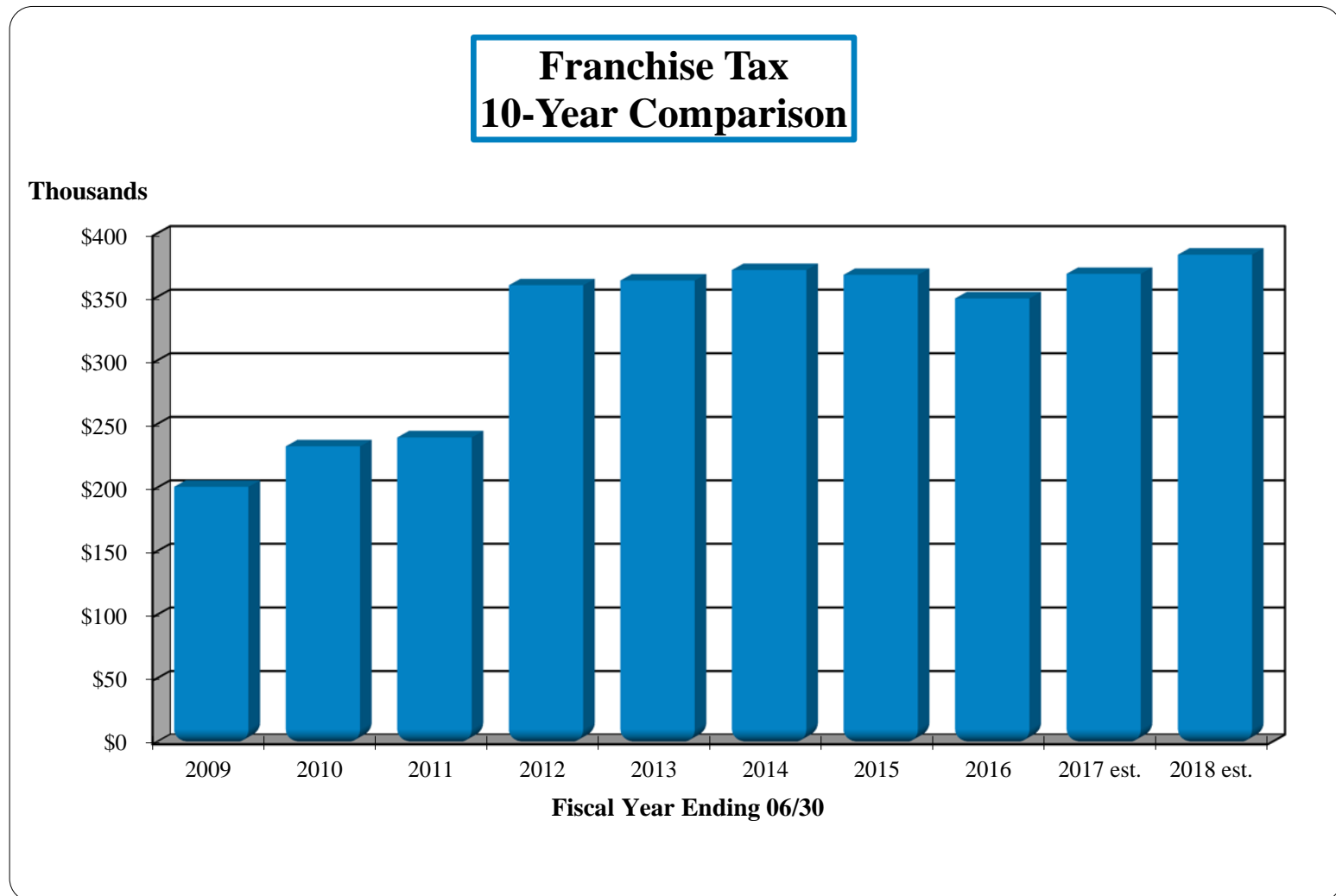
Description:

The Franchise Tax is based on the gross sales of the utility companies. Those currently paying the tax are: Arizona Public Service (2%), Citizens Gas (2%), Cable One (3%), and CableComm (1%).

Analysis:

This revenue has shown a steady increase as the utility companies continue to increase their rates to cover costs. In FY 2009, there was a decrease as the economy continued to falter. FY 2010 showed a rebound, most likely due to the rate increase APS got approved by the Corporation Commission. FY 2012 showed a strong surge, followed by a sharp decline in the following year. Since FY 2013, these revenues have been hovering around the same level. FY 2017 and FY 2018 show increases as Cottonwood is seeing residential growth as the economy is improving.

Fiscal Year Ending 06/30	Amount	% Inc. / (Dec.)
2009	201,322	-11.06%
2010	233,129	15.80%
2011	240,140	3.01%
2012	359,872	49.86%
2013	363,653	1.05%
2014	371,886	2.26%
2015	368,062	-1.03%
2016	349,537	-5.03%
2017 est.	368,900	5.54%
2018 est.	383,950	4.08%



Description:

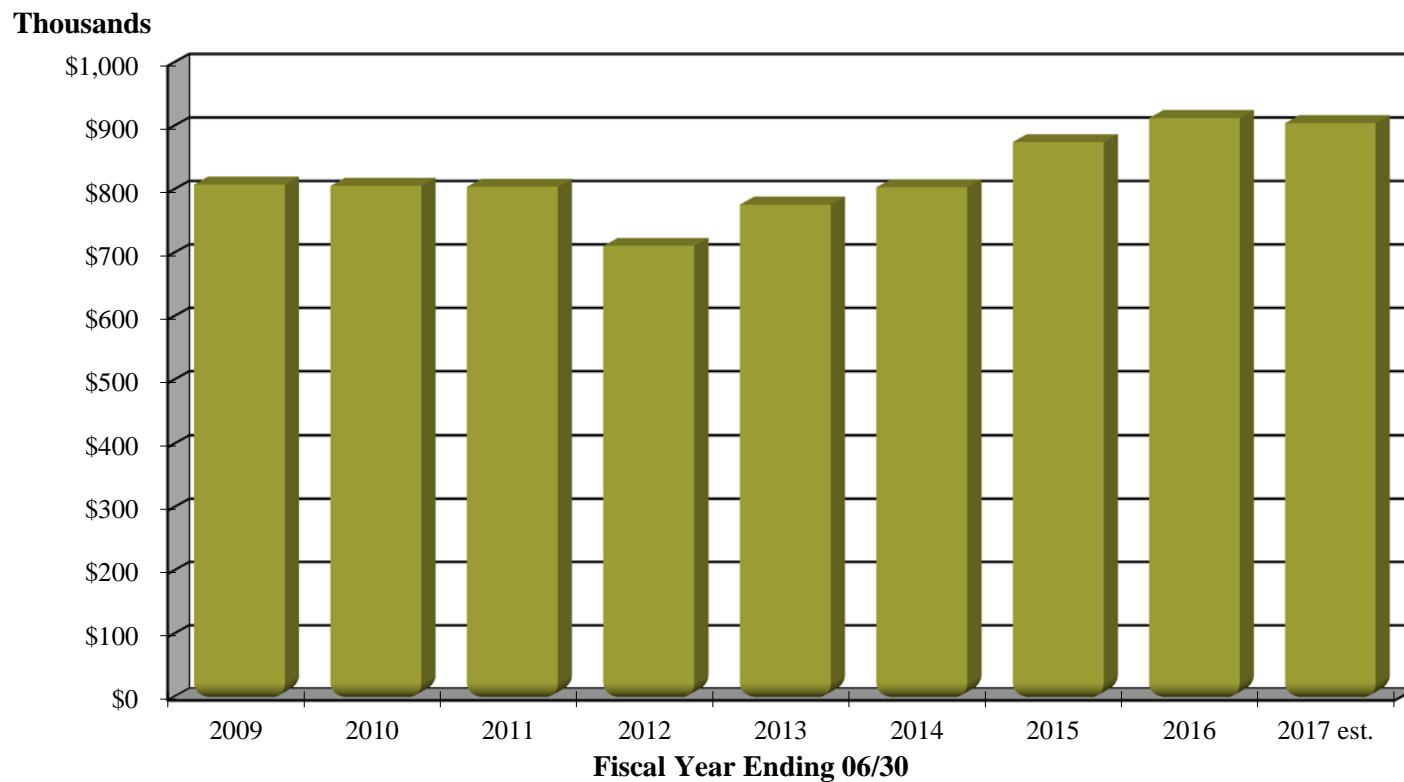
Arizona cities receive a share of State Motor Vehicle Fuel Taxes (Highway User Revenue Funds). The formula is based on two separate calculations; the first half is based on a city's population in relation to the State's total population, the second is based on the county in which the revenues were generated. These funds must be utilized for the construction and maintenance of streets and highways.

Analysis:

This state shared revenue has been fluctuating. The tax is based on a fixed charge per gallon of fuel and not on a percentage of the fuel purchased. The State continues to raid these funds as needed to balance the state budget. The FY2017 estimate from the state shows a decrease of .87% over FY 2016 but an increase of 7.69% for FY 2018 over FY 2017.

Fiscal Year Ending 06/30	Amount	% Inc. / (Dec.)
2009	809,827	-9.93%
2010	807,864	-0.24%
2011	806,386	-0.18%
2012	713,231	-11.55%
2013	778,265	9.12%
2014	805,540	3.50%
2015	876,817	8.85%
2016	914,640	4.31%
2017 est.	906,640	-0.87%
2018 est.	976,380	7.69%

**Highway User Revenue Fund - HURF
 10-Year Comparison**



Description:

Local Transportation Assistance Fund Revenues (LTAF) consist of two LTAF distributions, LTAF and LTAF II. LTAF monies are derived from the State Lottery Fund. Arizona cities have been receiving a portion of the proceeds from the Arizona lottery since 1982. The original LTAF allocation was based on individual cities' populations in relation to the total state population. Eligible expenditures for these funds include street and highway projects as well as transit programs. The legislature set a ceiling on the amount of lottery funds which the state would have to share. This ceiling was set at \$23,000,000 since the program's inception.

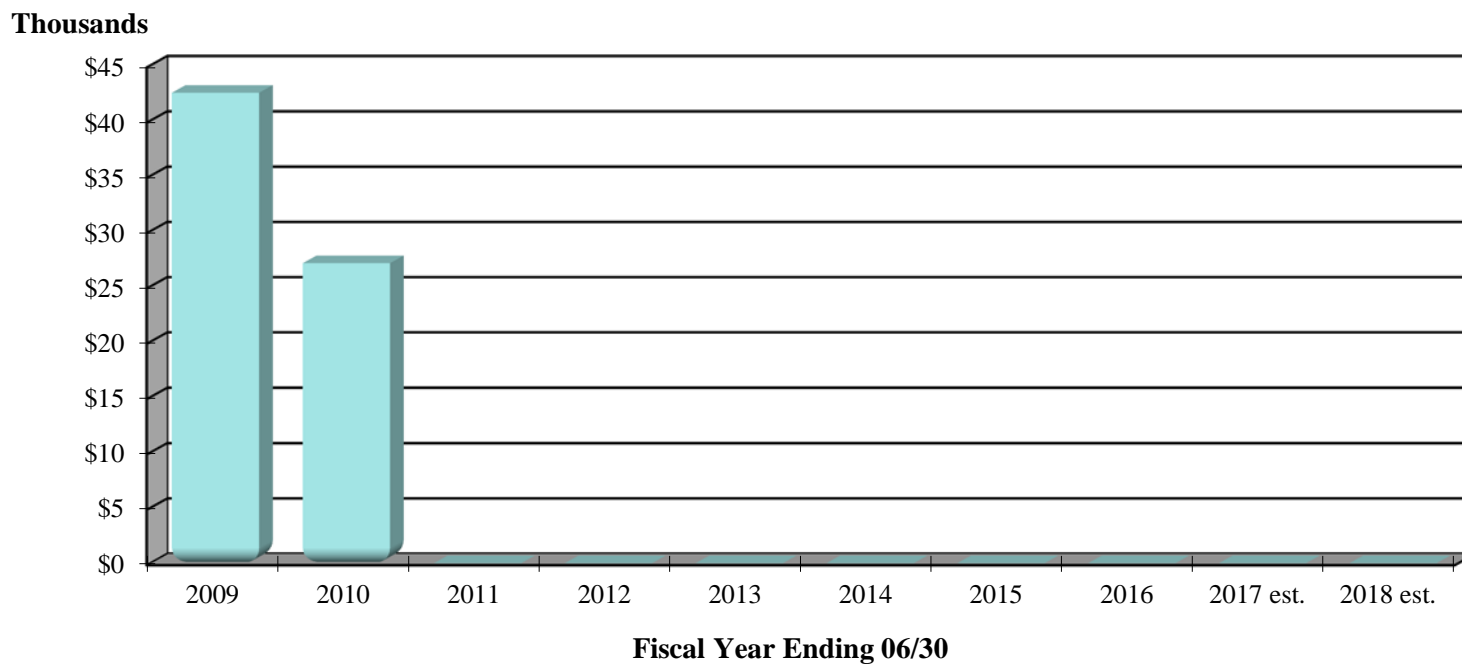
LTAF II monies are derived from the Powerball Lottery and have been distributed since 1997. The LTAF II allocations were awarded as a grant to cities and towns on a one-to-four match and could only be used for public transportation services, including operating and capital purposes.

Analysis:

This program was swept by the state in FY 2010 resulting in the drastic decline in revenues received. As of FY 2011, this program is no longer being funded by the State due to the need to keep the funds at the state level.

Fiscal Year		
Ending 06/30	Amount	% Inc. / (Dec.)
2009	42,541	40.83%
2010	27,118	-36.25%
2011	0	-100.00%
2012	0	0.00%
2013	0	0.00%
2014	0	0.00%
2015	0	0.00%
2016	0	0.00%
2017 est.	0	0.00%
2018 est.	0	0.00%

**Local Transportation Assistance Fund
10-Year Comparison**



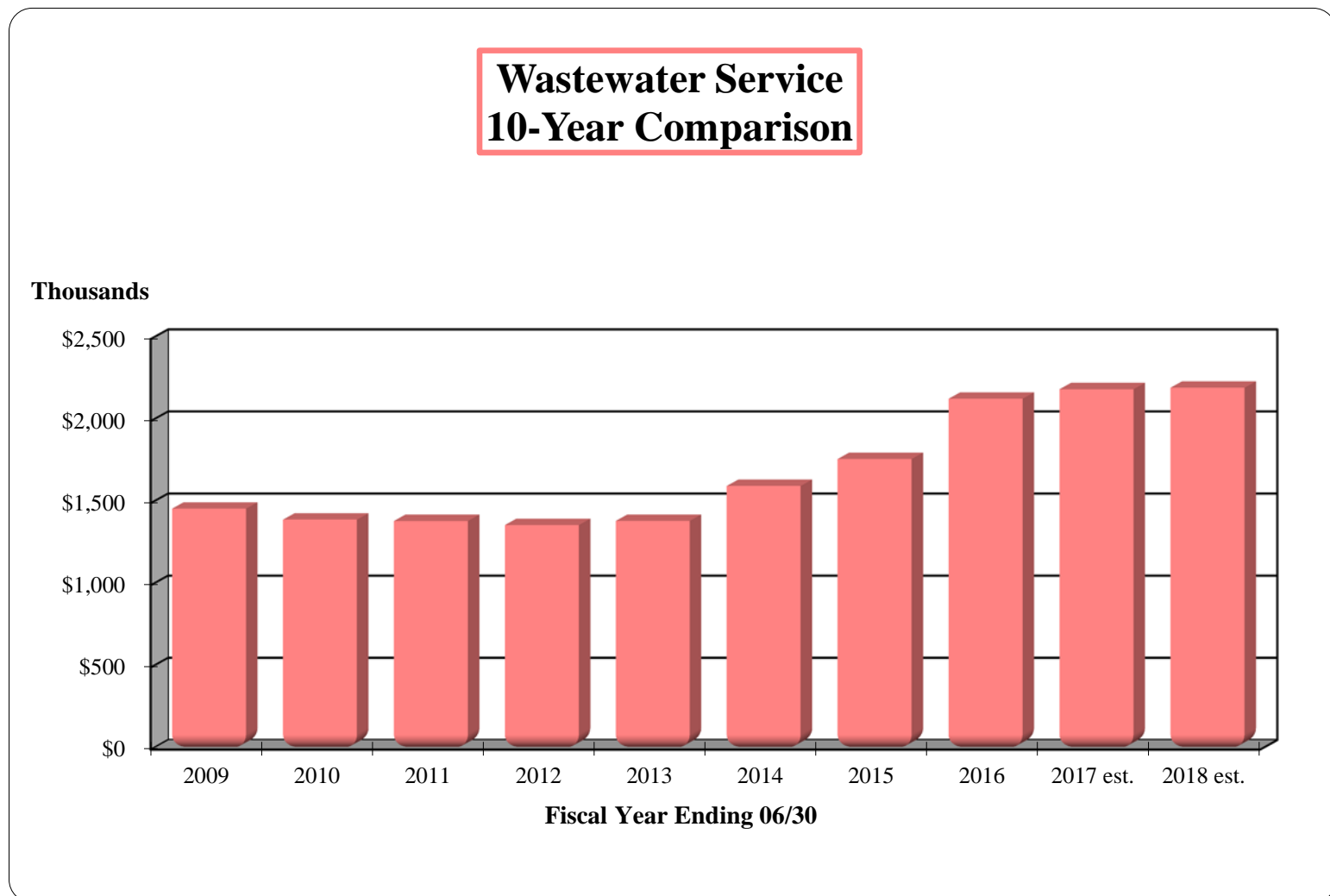
Description:

User Fees are charged to residential, commercial and industrial customers for the collection and treatment of wastewater. In addition, the City levies tap fees on all new construction.

Analysis:

The system became operational October 1, 1990, and the initial residential user fee was \$6.75 per month. The rate was increased in 1995 to \$13.20 per month, which the Council at that time froze for a five-year period. In 2002, the new rate of \$16.75 was established. With city growth and the aging system, a rate study was done in FY 2014 and the rate was increased to \$26.25, effective October 1, 2014. In January 2015 and March 2016, the rate was increased again after another rate study showed the need for increased revenues to cover the cost of system maintenance, upgrades and rehabilitation as well as equipment. The current rate is \$32.00. This revenue will be evaluated annually to determine if a rate increase is necessary.

Fiscal Year		
Ending 06/30	Amount	% Inc. / (Dec.)
2009	1,456,567	4.38%
2010	1,389,721	-4.59%
2011	1,381,487	-0.59%
2012	1,356,438	-1.81%
2013	1,381,902	1.88%
2014	1,594,815	15.41%
2015	1,759,260	10.31%
2016	2,126,351	20.87%
2017 est.	2,184,460	2.73%
2018 est.	2,193,500	0.41%



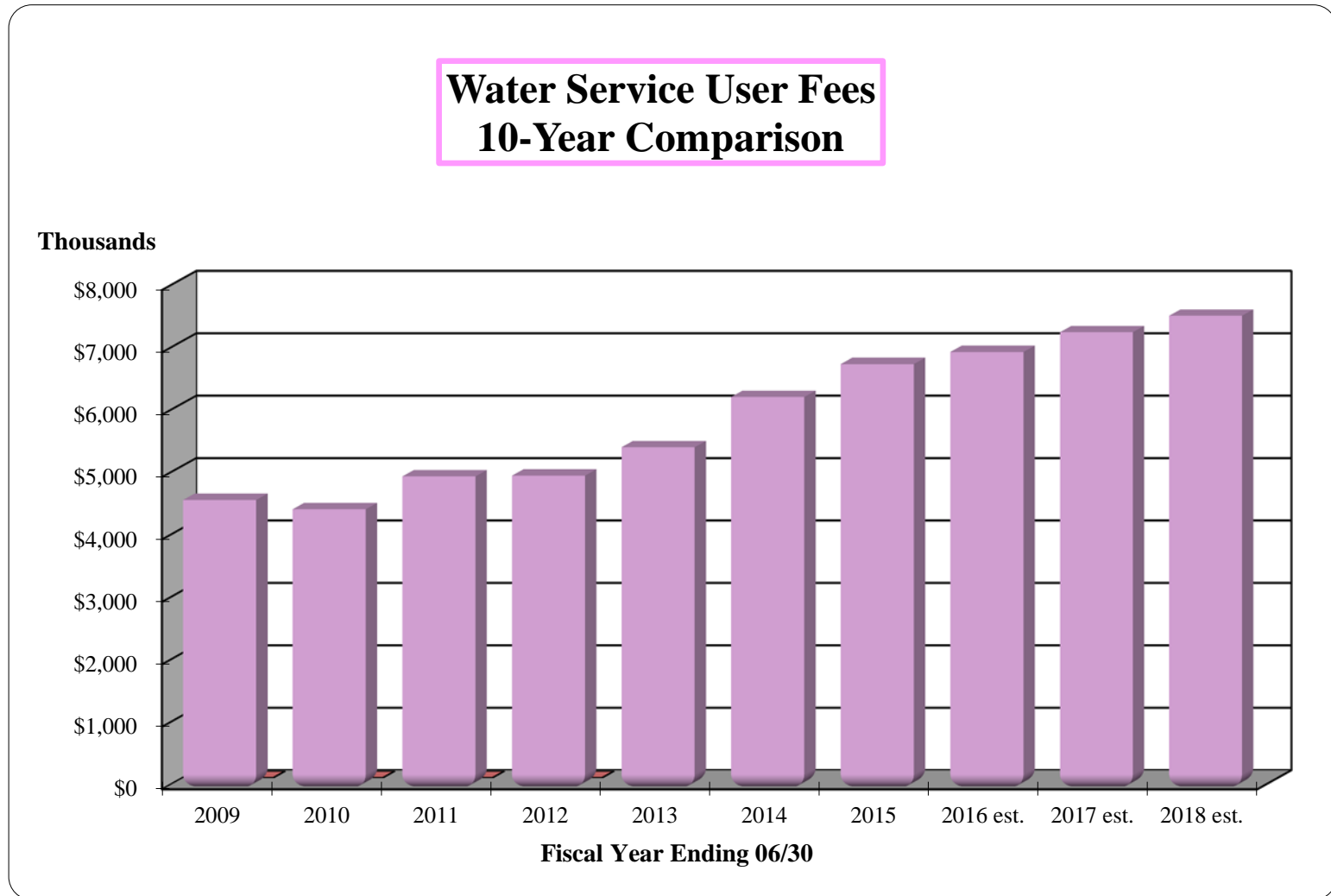
Description:

User Fees are charged to residential, commercial and industrial customers for the distribution of water. These User Fees are not only used for the maintenance and operations of the system, but also for administration, utility billing, debt service payments, as well as future capital improvements to the system. Conservation Fees are also collected by the City, but not tracked as a major revenue source.

Analysis:

These revenues have been steadily growing since the acquisition of the last area water company in early 2006 but the growth experienced a small drop for a couple of years due to the economic downturn. FY 2011 showed a remarkable growth that was repeated in FY 2013 and 2014. Since then the growth rate has slowed. A rate increase in FY 2015 created differential rates for inside and outside of the city limits to help with large cost of servicing the unincorporated area. The most recent rate increase was in March 2016. The base fee is set up by the water line size with additional charges in a tiered structure starting after the first 1,000 gallons. The fees will be evaluated annually to determine if an increase is necessary.

Fiscal Year		
Ending 06/30	Amount	% Inc. / (Dec.)
2009	4,607,776	-3.79%
2010	4,459,160	-3.23%
2011	4,985,843	11.81%
2012	4,997,833	0.24%
2013	5,453,178	9.11%
2014	6,259,609	14.79%
2015	6,787,255	8.43%
2016 est.	6,981,671	2.86%
2017 est.	7,297,960	4.53%
2018 est.	7,562,000	3.62%



Fiscal Year 2018 Budget
Comprehensive Summary Revenues & Expenditures
All Funds

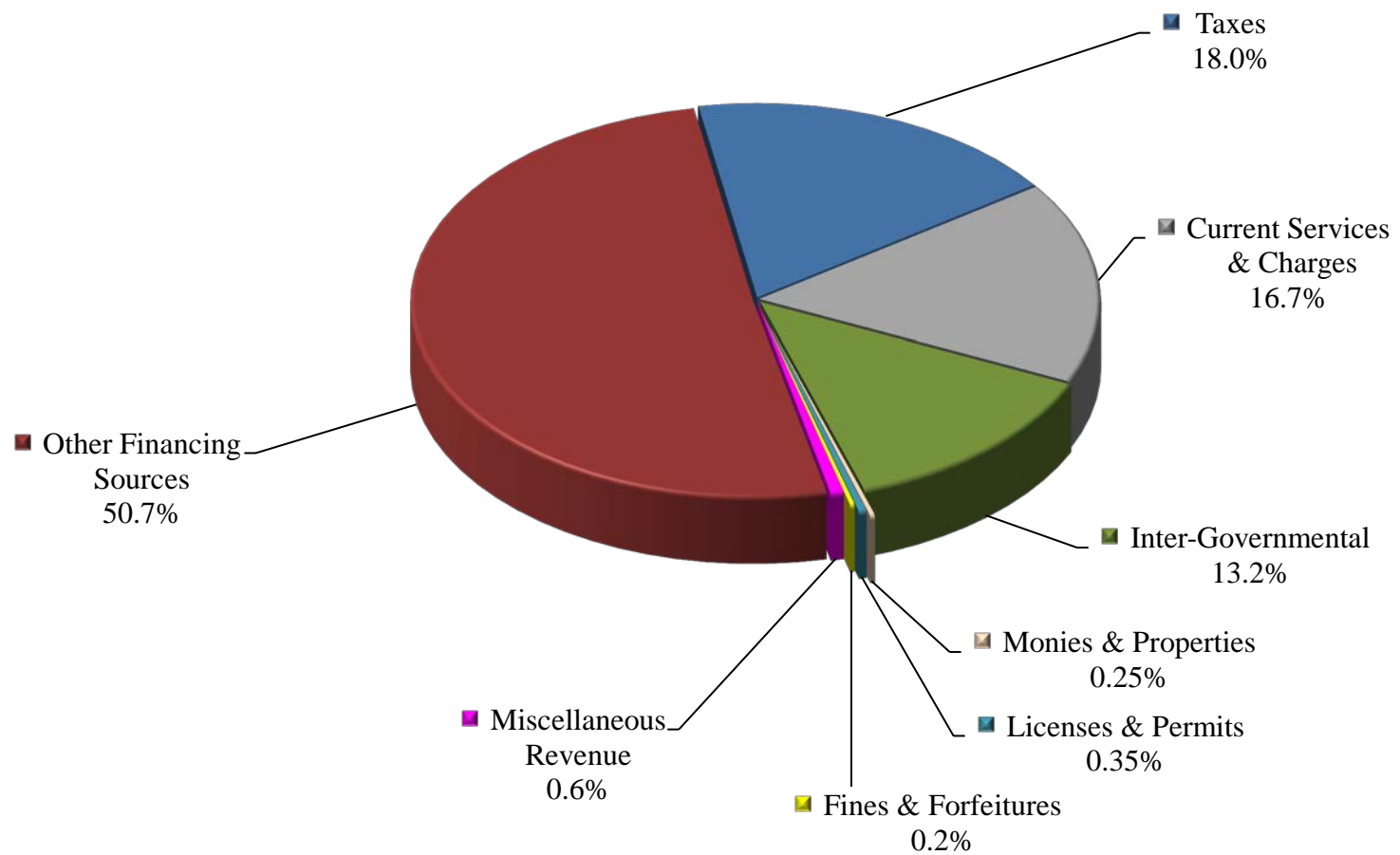
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Fund	2016	2017		2018	Percent Change
	Actual	Budget	Revised	Final	
Revenues Sources:					
General Fund	\$19,134,994	\$19,561,035	\$19,893,590	\$20,683,075	3.97%
Special Revenue Funds	3,293,876	7,188,015	5,547,165	8,524,955	53.68%
Capital Projects Funds	424,624	723,960	260,000	255,000	-1.92%
Debt Service Funds	1,541,635	1,540,235	1,665,250	1,644,705	-1.23%
Enterprise Funds	10,373,955	11,514,490	10,877,540	10,811,650	-0.61%
Fiduciary Funds	(9,483)	700	30,750	25,700	-16.42%
Total Revenues	34,759,601	40,528,435	38,274,295	41,945,085	9.59%
Other Financing Sources:					
Transfers In	1,572,342	1,414,230	4,240,700	5,490,895	29.48%
Carryover	0	29,175,670	28,582,850	36,477,430	27.62%
Other Financing Resources	0	0	0	1,141,330	0.00%
Residual Equity Interfund Transfer	0	0	0	0	0.00%
Proceeds from Lease Purchase	0	1,194,235	0	0	0.00%
Proceeds from Bonds	0	800,000	15,068,720	0	-100.00%
Total Other Financing Sources	1,572,342	32,584,135	47,892,270	43,109,655	-9.99%
Total Available Resources	36,331,944	73,112,570	86,166,565	85,054,740	-1.29%
Expenditures:					
General Fund	18,790,225	20,453,285	18,979,760	20,999,930	10.64%
Special Revenue Funds	5,218,568	9,611,250	8,002,825	12,687,015	58.53%
Capital Projects Funds	439,381	1,381,250	797,405	354,150	-55.59%
Debt Service Funds	1,541,599	1,540,235	1,926,850	15,520,200	705.47%
Enterprise Funds	8,858,581	24,471,225	15,420,615	17,922,325	16.22%
Fiduciary Funds	13,847	220,770	237,800	248,100	4.33%
Total Expenditures	34,862,201	57,678,015	45,365,255	67,731,720	49.30%
Other Uses:					
Transfers Out	1,572,342	1,414,230	4,240,700	5,489,895	29.46%
Reserves	151,215	14,020,325	15,310,070	11,833,125	-22.71%
Total Other Uses	1,723,558	15,434,555	19,550,770	17,323,020	-11.39%
Total Expenditures and Other Uses	36,585,759	73,112,570	64,916,025	85,054,740	31.02%
Net Income / (Loss)	(\$253,815)	\$0	\$21,250,540	\$0	-100.00%

Revenues for All Funds	
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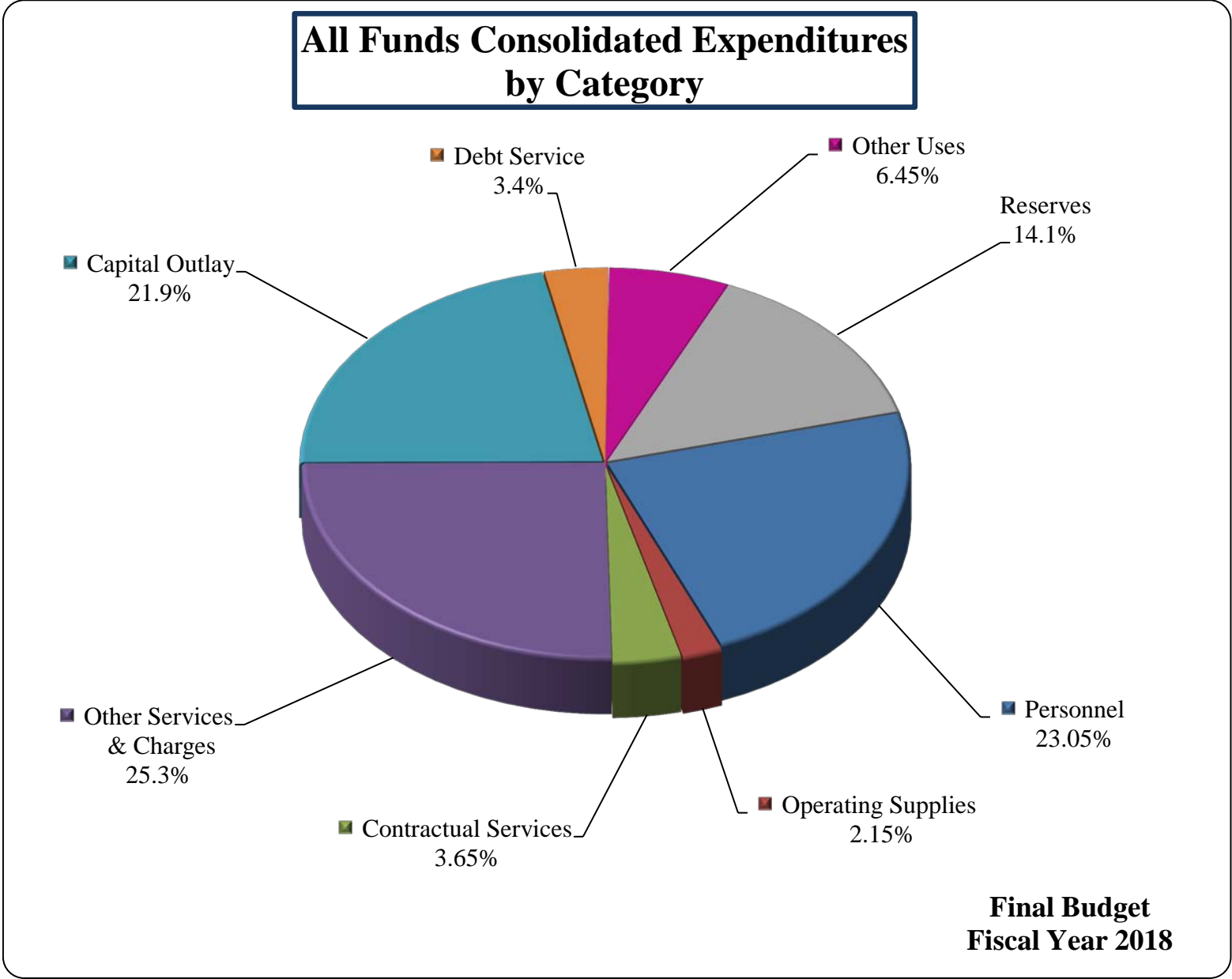
Taxes	\$15,291,325
Current Services & Charges	14,177,450
Inter-Governmental	11,250,350
Monies & Properties	196,460
Licenses & Permits	309,850
Fines & Forfeitures	187,000
Miscellaneous Revenue	532,650
Subtotal	41,945,085
Other Financing Sources	43,109,655
Total Revenues for All Funds	\$85,054,740

All Funds Consolidated Revenues by Source
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**Final Budget
Fiscal Year 2018**

Expenditures for All Funds	
Personnel	\$19,587,570
Operating Supplies	1,819,985
Contractual Services	3,096,735
Other Services & Charges	21,517,625
Capital Outlay	18,568,000
Debt Service	2,909,105
Subtotal	67,499,020
Other Uses - Transfers Out	5,489,895
Reserves	12,065,825
Total Expenditures for All Funds	\$85,054,740



Fiscal Year 2018 Budget
Consolidated Budget Summary - By Fund

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	General Fund	Special Revenue Funds	Debt Service Fund	Capital Projects Fund	Enterprise Fund	Fiduciary Funds	Grand Total
Funding Sources							
Taxes	\$13,046,090	\$600,820	\$1,644,415	\$0	\$0	\$0	\$15,291,325
Licenses & Permits	309,850	0	0	0	0	0	309,850
Intergovernmental	3,687,205	7,343,145	0	220,000	0	0	11,250,350
Charges for Services	3,360,330	462,800	0	0	10,354,320	0	14,177,450
Fines and Forfeitures	187,000	0	0	0	0	0	187,000
Uses of Monies & Prop.	42,100	98,920	290	0	30,150	25,000	196,460
Miscellaneous	50,500	19,270	0	35,000	427,180	700	532,650
Total Revenues	20,683,075	8,524,955	1,644,705	255,000	10,811,650	25,700	41,945,085
Other Financing Sources	6,426,120	4,235,260	14,824,420	2,545,390	14,856,065	222,400	43,109,655
Total Revenue & Other Financing Sources	27,109,195	12,760,215	16,469,125	2,800,390	25,667,715	248,100	85,054,740
Total Available All Sources	27,109,195	12,760,215	16,469,125	2,800,390	25,667,715	248,100	85,054,740
Expenditures							
Personnel	15,328,010	2,091,670	0	0	2,167,890	0	19,587,570
Operating Supplies	517,660	602,625	0	0	699,700	0	1,819,985
Contractual Services	1,480,790	449,855	1,300	0	1,159,190	5,600	3,096,735
Other Services & Charges	2,318,750	830,650	15,518,900	9,500	2,830,025	9,800	21,517,625
Capital Outlay	883,250	8,321,405	0	344,650	9,018,695	0	18,568,000
Debt Services	471,470	390,810	0	0	2,046,825	0	2,909,105
Subtotal of Expenditures	20,999,930	12,687,015	15,520,200	354,150	17,922,325	15,400	67,499,020
Other Uses							
Transfers Out	2,021,530	73,200	948,925	2,446,240	0	0	5,489,895
Reserves	4,087,735	0	0	0	7,745,390	232,700	12,065,825
Subtotal Other Uses	6,109,265	73,200	948,925	2,446,240	7,745,390	232,700	17,555,720
Total Expenditures & Other Uses	27,109,195	12,760,215	16,469,125	2,800,390	25,667,715	248,100	85,054,740
Net Income	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Total Commitments and Fund Balances	\$27,109,195	\$12,760,215	\$16,469,125	\$2,800,390	\$25,667,715	\$248,100	\$85,054,740

GENERAL FUND

The General Fund is the general operating fund of the City. It is used to account for all financial resources except those that are accounted for in another fund. The General Fund includes the basic governmental functions of the City such as General Government, Public Safety, and Culture and Recreation.

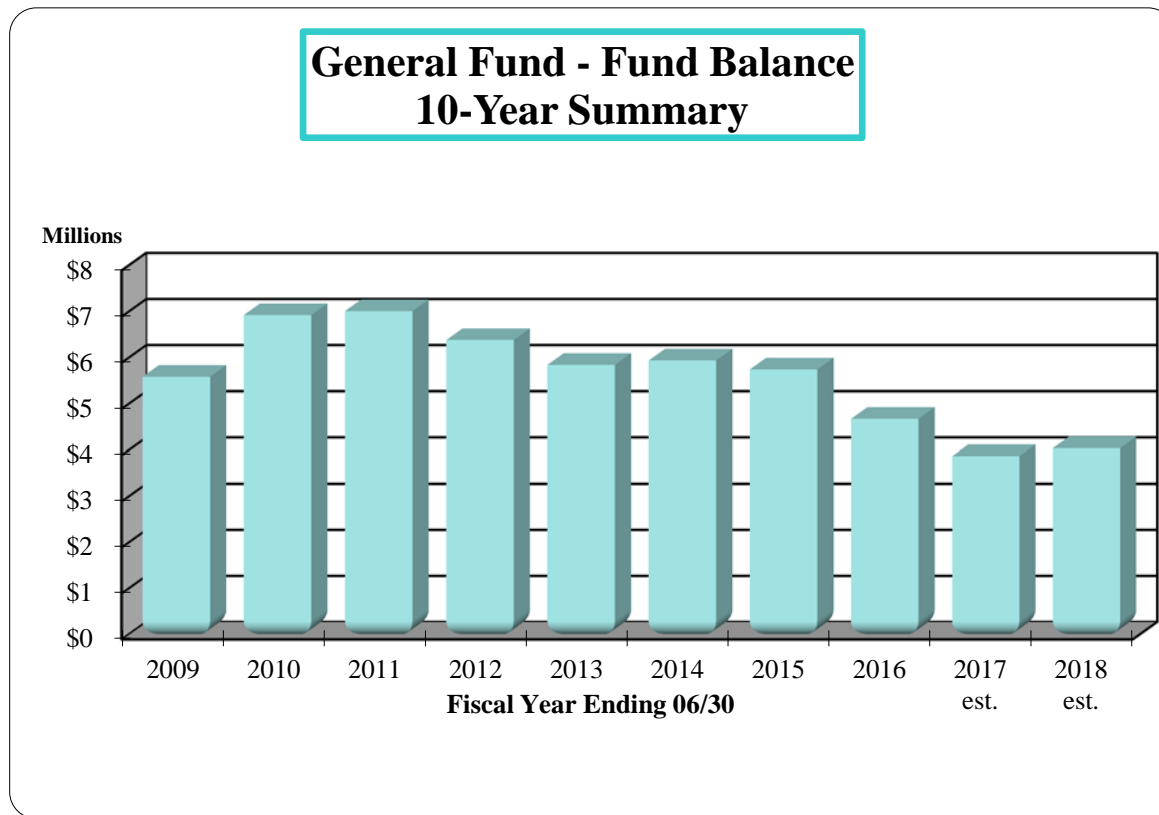
<u>Fund Number</u>	<u>Description</u>
01	General Fund

The following departments are funded by the General Fund:

<u>General Government</u>		<u>Public Safety</u>	<u>Culture & Recreation</u>
Administration	Economic Development	Police	Parks & Recreation
Human Resources	Municipal Court	Ordinance Enforcement	Recreation Center
City Council	Legal	Communications	
Natural Resources	Non-Departmental	Fire & Medical Services	
City Clerk	Engineering Services		
Finance	Public Works		
Information Technology	Transfer Station		
Purchasing	Building Maintenance		
Community Development	Custodial		

Fund Balance:

The following illustration depicts a ten-year presentation of the fund balance for the General Fund:



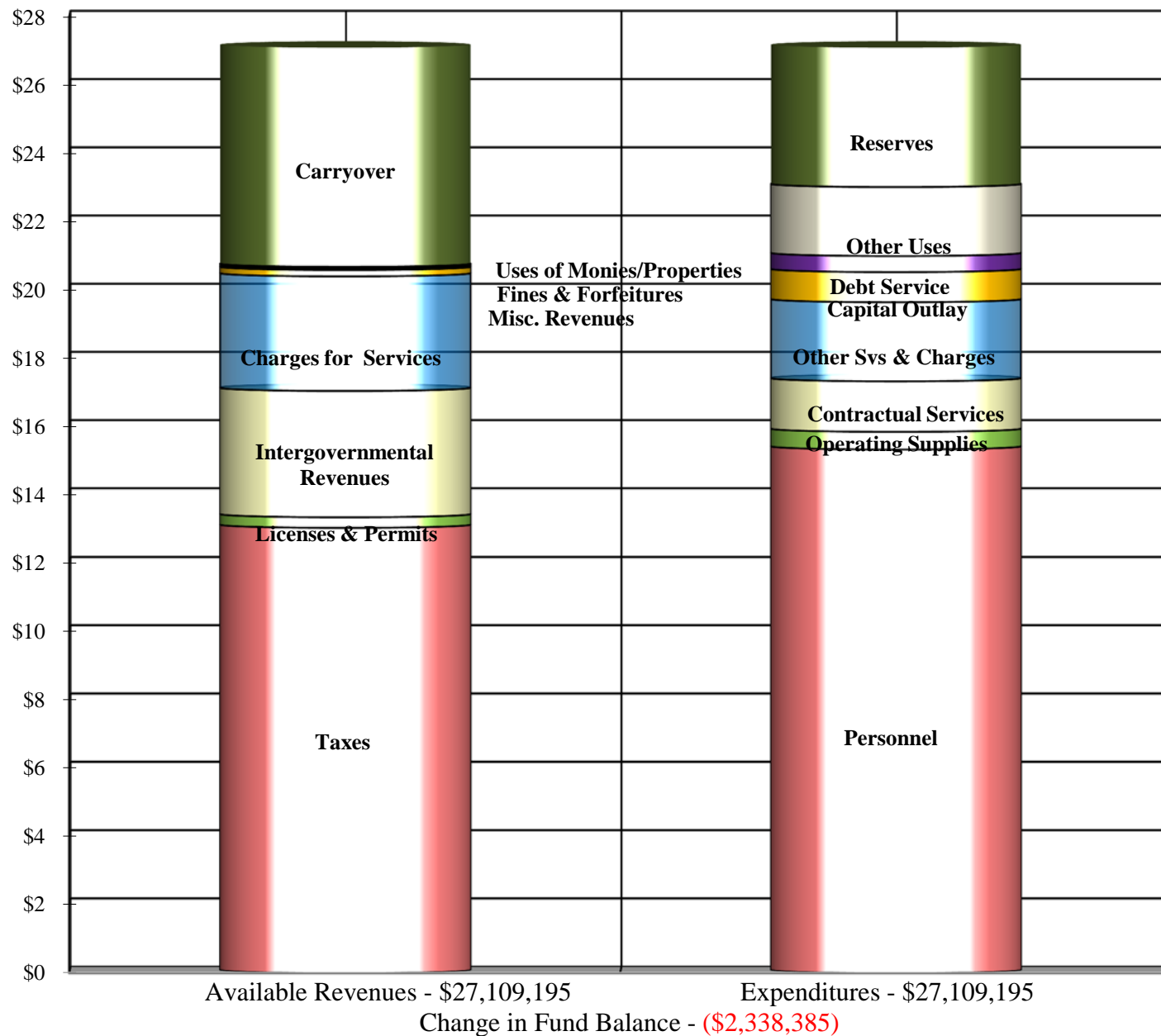
Fiscal Year	Fund Balance
2009	5,631,616
2010	6,969,407
2011	7,055,905
2012	6,426,945
2013	5,889,515
2014	5,983,140
2015	5,790,540
2016	4,719,730
2017 est.	3,915,535
2018 est.	4,087,735

General Fund Consolidated Revenues & Expenditures

Item Description	2016	2017		2018
	Actual	Budget	Revised	Final
Revenue Sources:				
Taxes	\$11,619,587	\$11,776,210	\$12,308,830	\$13,046,090
Licenses & Permits	298,242	308,500	303,350	309,850
Intergovernmental Revenues	3,586,260	3,795,625	3,601,610	3,687,205
Charges for Services	3,299,178	3,387,485	3,311,290	3,360,330
Fines & Forfeitures	169,218	191,000	183,000	187,000
Uses of Monies & Properties	59,065	51,700	43,730	42,100
Miscellaneous Revenues	103,444	50,515	141,780	50,500
Total Revenue Sources	19,134,994	19,561,035	19,893,590	20,683,075
Other Financing Sources:				
Transfers In	0	0	0	0
Carryover	0	4,719,730	5,228,185	6,426,120
Residual Equity Interfund Transfer	0	0	0	0
Proceeds from Lease Purchase	0	1,194,235	0	0
Proceeds from Bonds	0	0	1,194,235	0
Total Other Financing Sources	0	5,913,965	6,422,420	6,426,120
Total Available Resources	19,134,994	25,475,000	26,316,010	27,109,195
Expenditures:				
Personnel	13,645,488	14,341,270	13,915,680	15,328,010
Operating Supplies	562,515	555,665	585,765	517,660
Contractual Services	1,466,814	1,354,830	1,288,670	1,480,790
Other Services and Charges	2,205,511	2,458,965	2,172,600	2,318,750
Capital Outlay	485,953	1,309,065	651,615	883,250
Debt Service	423,944	433,490	365,430	471,470
Total Expenditures	18,790,225	20,453,285	18,979,760	20,999,930
Other Uses:				
Transfers Out	868,126	1,106,180	907,630	2,021,530
Reserves	2,279	3,915,535	2,500	4,087,735
Residual Equity Interfund Transfer	0	0	0	0
Total Other Uses	870,405	5,021,715	910,130	6,109,265
Total Expenditures and Other Uses	19,660,631	25,475,000	19,889,890	27,109,195
Net Income / (Loss)	(\$525,637)	\$0	\$6,426,120	\$0

Millions

Revenues vs. Expenditures Fiscal Year 2018 Budget



Revenues		Expenditures	
Taxes	\$13,046,090	Personnel	\$15,328,010
Licenses & Permits	309,850	Operating Supplies	517,660
Intergovernmental Revenues	3,687,205	Contractual Services	1,480,790
Charges for Services	3,360,330	Other Services and Charges	2,318,750
Fines & Forfeitures	187,000	Capital Outlay	883,250
Uses of Monies & Properties	42,100	Debt Service	471,470
Miscellaneous Revenues	50,500		
Total Operating Revenues	20,683,075	Total Operating Expenditures	20,999,930
Carryover Balance	6,426,120	Reserves	4,087,735
Other Sources	0	Other Uses	2,021,530
Total Revenues Available	\$27,109,195	Total Expenditures	\$27,109,195
Changes in Fund Balance - INCR./(DECR.)			(\$2,338,385)

Fiscal Year 2018 Budget
General Fund Revenues Schedule

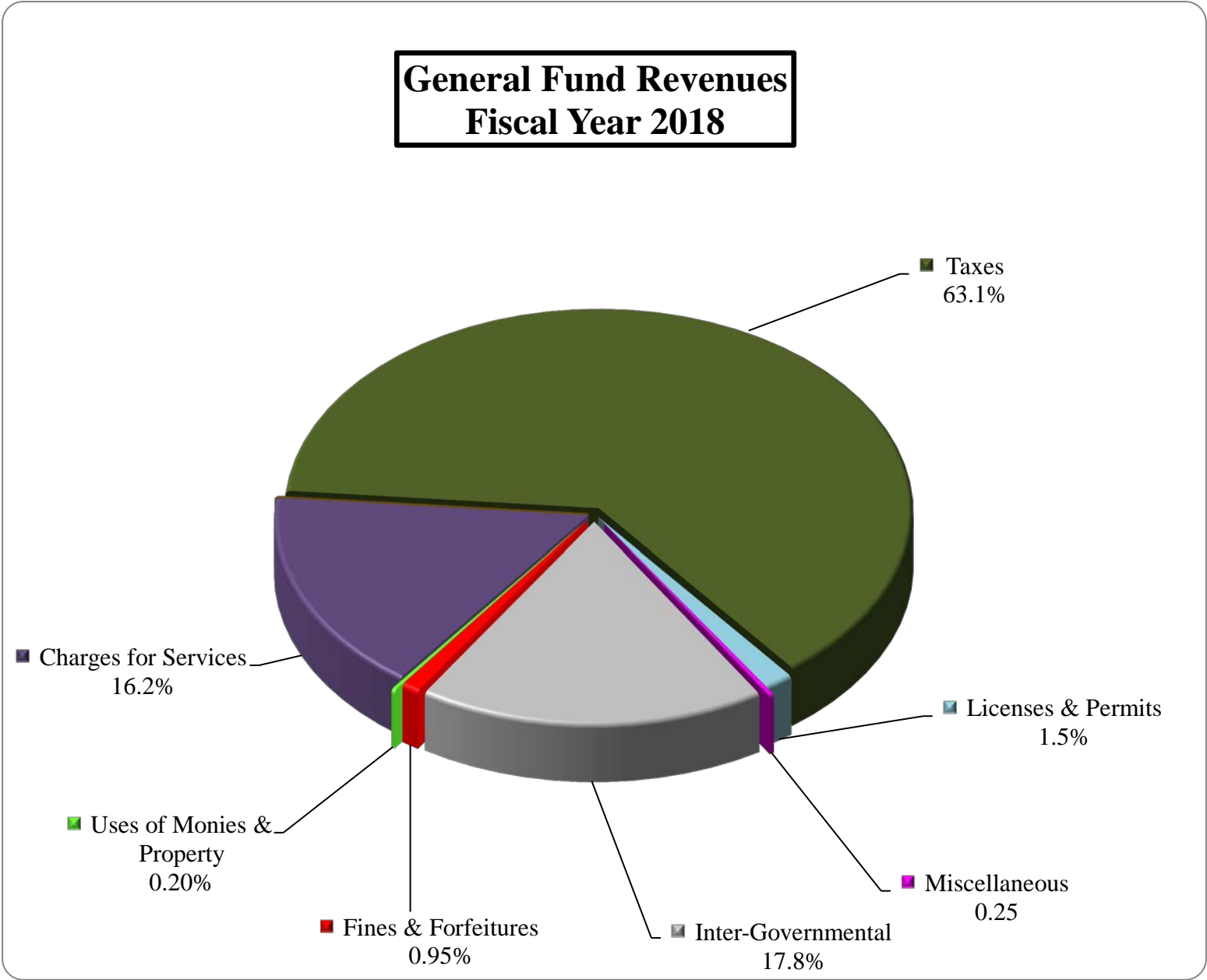
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Item Description	2016	2017		2018	Percent Change
	Actual	Budget	Revised	Final	
Taxes					
Franchise Taxes	\$349,537	\$389,450	\$368,900	\$383,950	4.08%
City Sales Tax	10,852,751	10,935,760	11,501,630	12,209,140	6.15%
Bed Tax	187,211	201,000	203,000	213,000	4.93%
Utility Tax	230,088	250,000	235,300	240,000	2.00%
Subtotals	11,619,587	11,776,210	12,308,830	13,046,090	5.99%
Licenses & Permits					
Business Licenses	88,841	86,000	87,350	87,350	0.00%
Construction Permits	190,857	200,000	195,000	200,000	2.56%
Planning & Zoning Fees	18,544	22,500	21,000	22,500	7.14%
Subtotals	298,242	308,500	303,350	309,850	2.14%
Intergovernmental					
M.V. Lieu Tax	710,155	703,780	745,660	768,770	3.10%
Cottonwood Oak Creek Shared Services	0	0	0	0	0.00%
Urban Revenue Sharing	1,356,305	1,444,370	1,444,370	1,409,135	-2.44%
State Shared Sales Tax	1,066,539	1,111,240	1,080,000	1,067,120	-1.19%
Post - Reimbursement	0	2,500	0	0	0.00%
Pant Grant	129,098	130,500	126,900	130,000	2.44%
School Resource Grant	20,000	20,000	20,000	25,000	25.00%
Misc. Police Grants/DOJ Grant	1,171	80,055	65,830	60,500	-8.10%
GOHS Grant	88,000	33,000	30,000	37,500	25.00%
Victims Rights Grant	1,866	1,680	1,380	1,380	0.00%
Miscellaneous Fire Grants	0	10,000	0	5,000	0.00%
Business Assistance Center Grant	0	0	0	75,000	0.00%
Homeland Security Grant	100,601	65,000	0	32,500	0.00%
GIITEM Grant Funding	0	0	0	0	0.00%
NACOG-EWD OJT Funding	0	0	900	0	-100.00%
Rico Grant Funds	35,400	25,000	0	0	0.00%
Yavapai Apache Revenue Share	20,629	25,000	18,770	20,000	6.55%
State Land Dpt Reimbursement	5,476	0	0	0	0.00%
Spay Neuter Grant	5,000	5,000	0	5,000	0.00%
Nature Conservancy Grant	45,000	0	0	0	0.00%
Miscellaneous Grants	0	87,000	65,000	0	-100.00%
Fire Grant	0	47,500	0	47,500	0.00%
SB1398 Police Equipment	1,020	4,000	2,800	2,800	0.00%
Subtotals	3,586,260	3,795,625	3,601,610	3,687,205	2.38%
Fines & Forfeitures					
Court Fines	146,050	165,000	161,000	165,000	2.48%
Court Restitution	379	0	0	0	0.00%
Court Enhancement Fee	22,789	26,000	22,000	22,000	0.00%
Subtotals	169,218	191,000	183,000	187,000	2.19%
Uses of Monies & Properties					
Interest Income	35,248	25,000	19,530	17,000	-12.95%
Building Rental	23,817	26,700	24,200	25,100	3.72%
Subtotals	59,065	51,700	43,730	42,100	-3.73%

Fiscal Year 2018 Budget
General Fund Revenues Schedule

Table of Contents

Item Description	2016	2017		2018	Percent Change
	Actual	Budget	Revised	Final	
Charges for Service					
Spillman Fees	\$0	\$0	\$0	\$0	0.00%
Dispatch Fees	616,741	756,310	756,310	794,130	5.00%
Animal Control Fees	4,996	4,500	4,500	4,500	0.00%
Recreation Fees	6,435	4,500	4,500	4,500	0.00%
Open/Close Graves	1,400	3,000	1,900	2,000	5.26%
Community Garden Revenue	1,783	1,500	4,400	1,500	-65.91%
Engineering Fees	15,860	15,000	15,000	15,000	0.00%
Plan Check Fees	0	2,500	0	2,500	0.00%
Pool Revenue	21,240	23,000	15,000	20,000	33.33%
Rec/Fees-Softball Tournaments	28,049	30,000	24,000	20,000	-16.67%
Rhythm & Ribs Revenue	0	0	0	0	0.00%
Walkin on Main Street	5,015	5,000	270	5,000	1751.85%
Old Town Historic Tour	4,411	5,000	3,600	4,400	22.22%
Pool - Snack Bar Sales	5,984	6,000	5,910	6,000	1.52%
Pool - Swimming Lessons	15,811	14,175	15,800	15,800	0.00%
Court Atty Reimbursement	9,101	13,000	9,100	9,100	0.00%
10K Memorial Run	21,671	26,000	22,000	22,000	0.00%
Recreation Center Fees	634,770	650,000	654,700	650,000	-0.72%
Recreation Center Building Rental	62,751	45,000	33,000	33,000	0.00%
Recreation Center Classes/Programs	113,532	100,000	49,700	50,000	0.60%
Youth Center Fees	0	0	30,000	30,000	0.00%
Summer Youth Program	0	0	0	0	0.00%
Thunder Valley Rally	57,250	70,000	103,200	112,500	9.01%
Tilted Earth Revenues	58,466	0	0	0	0.00%
Riverfront Park - Snack Bar	10,113	12,000	7,500	7,500	0.00%
Batting Cage Revenue	0	0	0	0	0.00%
Sewer Accounting Fees	0	0	0	0	0.00%
Tow Fee Revenues	10,200	11,000	8,000	8,000	0.00%
Transfer Station Revenue	183,618	220,000	212,000	210,000	-0.94%
Airport-Indirect Cost	52,289	50,000	50,000	50,000	0.00%
HURF - Indirect Cost	391,951	475,000	337,000	337,000	0.00%
Library - Indirect Cost	196,976	185,000	194,000	194,000	0.00%
Cemetery-Indirect Cost	28,529	10,000	19,900	19,900	0.00%
Water - Indirect Cost	556,773	450,000	450,000	450,000	0.00%
Sewer - Indirect Cost	183,463	200,000	280,000	282,000	0.71%
Subtotals	3,299,178	3,387,485	3,311,290	3,360,330	1.48%
Miscellaneous Revenues					
Other Income	69,622	25,000	111,150	25,000	-77.51%
Cash (Short)/Over	(1,779)	0	0	0	0.00%
Police Donations - P.R.	965	1,200	1,330	1,200	-9.77%
Donations (Misc)	7,666	4,315	7,300	4,300	-41.10%
Sale of City Property	26,970	20,000	22,000	20,000	-9.09%
Subtotals	103,444	50,515	141,780	50,500	-64.38%
Other Financing Sources					
Transfers In	0	0	0	0	0.00%
Carryover	0	4,719,730	5,228,185	6,426,120	22.91%
Other Financing Sources	0	0	0	0	0.00%
Lease Purchase	0	1,194,235	0	0	0.00%
Bond Proceeds	0	0	1,194,235	0	-100.00%
Subtotals	0	5,913,965	6,422,420	6,426,120	0.06%
Total Revenues	\$19,134,994	\$25,475,000	\$26,316,010	\$27,109,195	3.01%



General Fund Revenues		
Taxes		\$13,046,090
Licenses & Permits		309,850
Miscellaneous		50,500
Inter-Governmental		3,687,205
Fines & Forfeitures		196,100
Uses of Monies & Property		42,100
Charges for Services		3,351,230
Other Sources		0
	Sub Total	20,683,075
Carryover Balance		6,426,120
Total General Fund Revenues		\$27,109,195

General Fund Revenues

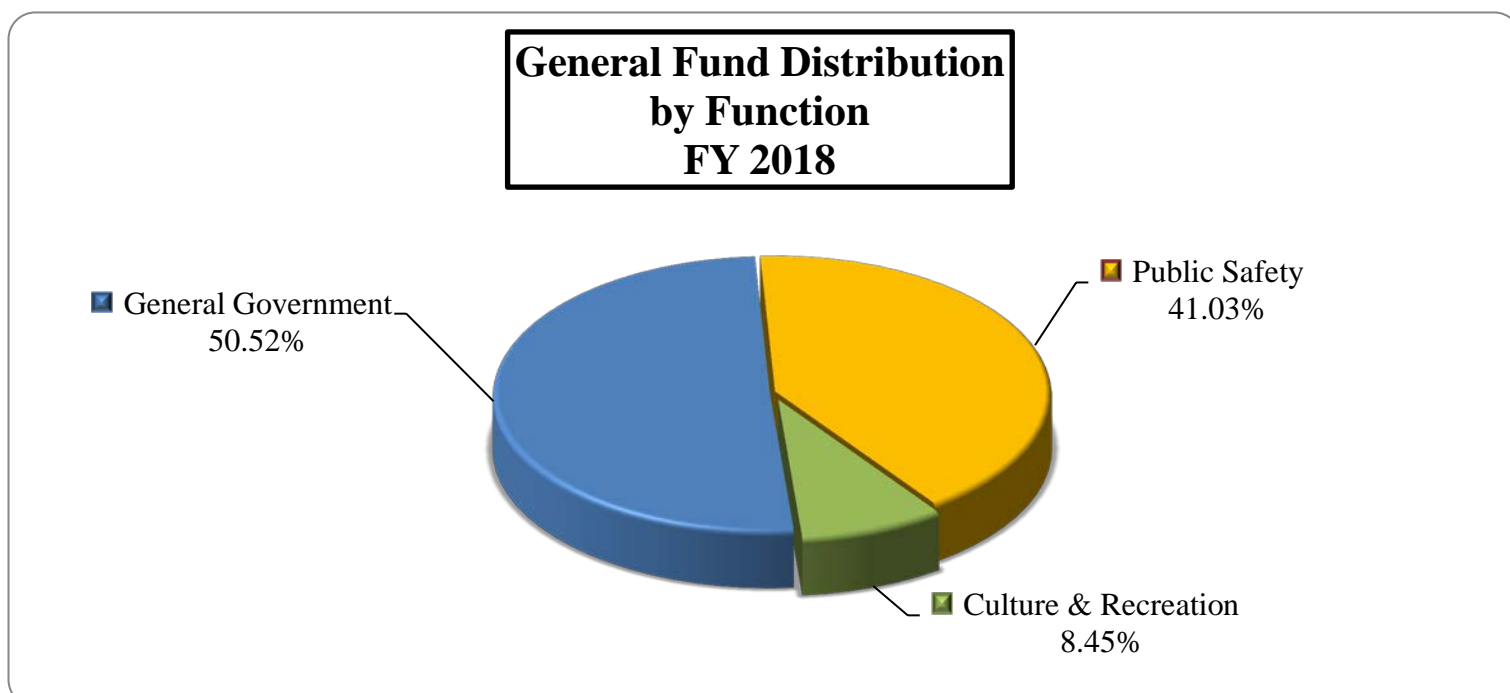
	Taxes	Licenses & Permits	Inter- Govt'l	Charges for Services	Fines & Forfeitures	Uses of Monies & Property	Misc. Revenue	Other Sources
Franchise Taxes	\$383,950							
City Sales Tax	12,209,140							
Bed Tax	213,000							
Utility Tax	240,000							
Business Licenses		\$87,350						
Construction Permits		200,000						
Planning & Zoning Fees		22,500						
State Revenue Sharing			\$1,409,135					
State Shared Sales Tax			1,067,120					
M.V. Lieu Tax			768,770					
GIITEM Funds			0					
Pant Grant			130,000					
School Resource Officer/COC Shared Services			25,000					
Fire & Emergency Services Grants			52,500					
Miscellaneous Grants			66,880					
Police Grants			147,800					
Dispatch Fees				\$794,130				
Spillman Fees				0				
Animal Control Fees				4,500				
Recr. Fees/Rhythm & Ribs/10K Memorial Run/Walkin' on Main				31,500				
Thunder Valley Rally				112,500				
Old Town Historic Tour				4,400				
HURF - Indirect Cost				337,000				
Library - Indirect Cost				194,000				
Open/Close Graves				2,000				
Engineering Fees				15,000				
Plan Check Fees				2,500				
Tow Fee Revenues				8,000				
Transfer Station				210,000				
Pool Revenue				20,000				
Riverfront Park - Snack Bar				7,500				
Pool - Snack Bar Sales				6,000				
Batting Cage Revenues				0				
Pool - Swimming Lessons				15,800				
Community Garden				1,500				
Rec/Fees-Softball Tournament				20,000				
Recreation Center Fees				733,000				
Airport - Indirect Costs				50,000				
Sewer - Indirect Costs				282,000				
Water - Indirect Costs				450,000				
Youth Center Fees				30,000				
Cemetery-Indirect Cost				19,900				
Court Fines					\$165,000			
Court Reimbursements					9,100			
Court Deferred Surcharge					22,000			
Building Rental						\$25,100		
Interest Income						17,000		
Other Income							\$21,200	
Donations							29,300	
Carryover								\$6,426,120
Lease Purchase Proceeds								0
Transfers In								0
Totals	\$13,046,090	\$309,850	\$3,687,205	\$3,351,230	\$196,100	\$42,100	\$50,500	\$6,426,120

Total General Fund Revenues Available \$27,109,195

Fiscal Year 2018 Budget
General Fund Disbursement Schedule

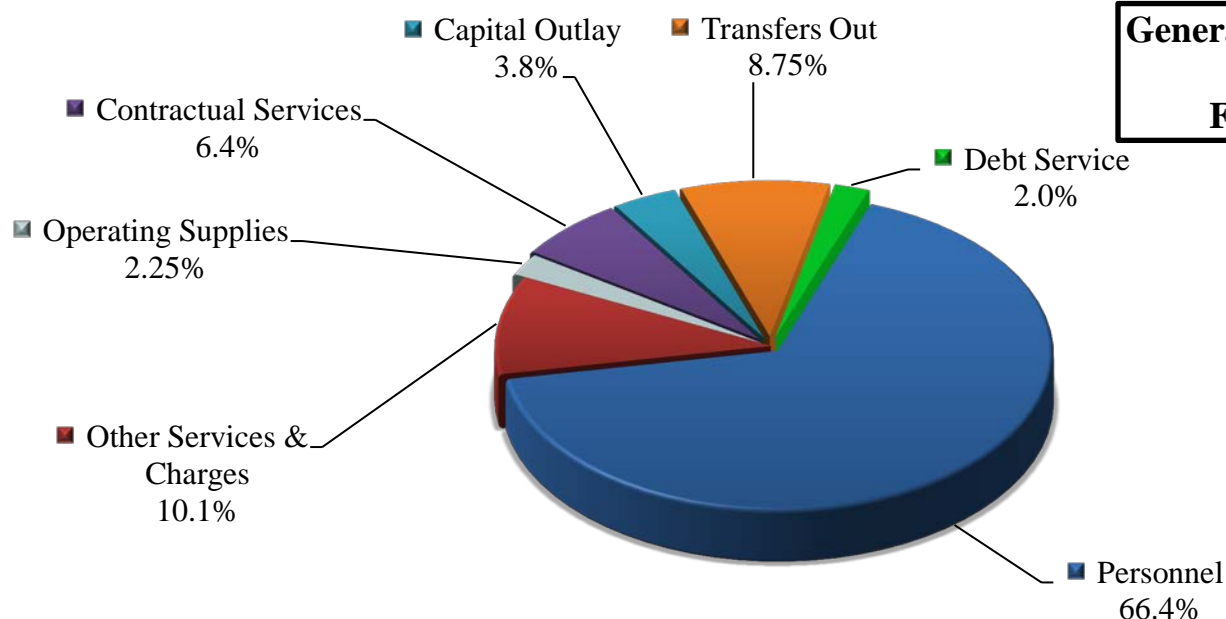
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Item Description	2016	2017		2018	Percent Change
	Actual	Budget	Revised	Final	
General Government					
Administration	\$719,145	\$741,910	\$732,915	\$752,160	2.63%
Personnel	248,565	301,040	293,860	264,300	-10.06%
City Council	409,714	4,123,975	210,010	4,298,950	1947.02%
Natural Resources	160,853	167,085	167,460	175,545	4.83%
City Clerk	225,992	249,965	257,594	273,885	6.32%
Finance	419,306	445,025	439,325	445,100	1.31%
IT Services	506,753	615,980	591,655	781,905	32.16%
Purchasing	73,019	99,680	100,735	104,680	3.92%
Community Development	511,292	586,115	517,655	622,620	20.28%
Economic Development	279,881	245,330	241,235	323,520	34.11%
Municipal Court	500,566	584,065	524,545	598,480	14.10%
Legal	421,291	441,465	443,685	452,700	2.03%
Non-Departmental	1,781,531	2,058,170	1,794,460	3,028,000	68.74%
Engineering	354,261	424,700	439,840	335,760	-23.66%
Building Maintenance	693,082	429,675	465,815	409,570	-12.07%
Custodial	168,023	160,000	155,000	210,000	35.48%
Public Works	562,550	685,190	578,020	617,900	6.90%
Total General Government	8,035,824	12,359,370	7,953,810	13,695,075	72.18%
Public Safety					
Police	4,744,921	5,075,590	4,831,770	5,250,170	8.66%
Ordinance Enforcement	200,524	210,580	207,035	219,275	5.91%
Communications	1,617,435	1,749,755	1,570,725	1,756,330	11.82%
Fire	2,833,773	3,623,035	2,880,805	3,895,910	35.24%
Total Public Safety	9,396,654	10,658,960	9,490,335	11,121,685	17.19%
Culture & Recreation					
Parks & Recreation	946,884	955,365	966,881	968,465	0.16%
Recreation Center	1,281,269	1,501,305	1,478,865	1,323,970	-10.47%
Total Culture & Recreation	2,228,153	2,456,670	2,445,746	2,292,435	-6.27%
Total General Fund Expenditures	\$19,660,631	\$25,475,000	\$19,889,891	\$27,109,195	36.30%



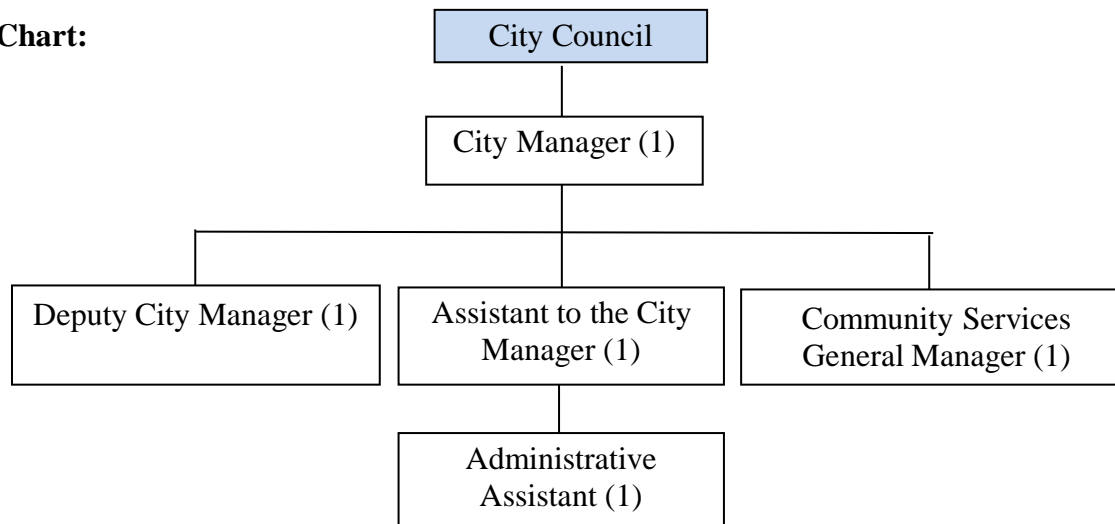
General Fund Expenditures by Category

	Personnel	Operating Supplies	Contractual Services	Other Services & Charges	Capital Outlay	Operating Transfers	Debt Service	Restricted Reserves
General Government								
Administration	\$731,060	\$1,450	\$2,500	\$17,150	\$0	\$0	\$0	\$0
Personnel	190,150	4,550	28,000	41,600	0	0	0	0
City Council	49,765	1,050	74,000	86,400	0	0	0	4,087,735
City Clerk	229,560	1,725	700	41,900	0	0	0	0
Natural Resources	173,930	105	150	1,360	0	0	0	0
Finance	262,630	7,370	116,000	59,100	0	0	0	0
IT Services	512,125	6,900	143,680	31,500	87,700	0	0	0
Purchasing	100,010	725	1,800	2,145	0	0	0	0
Community Development	566,670	5,700	30,100	20,150	0	0	0	0
Economic Development	205,100	3,375	2,325	37,720	75,000	0	0	0
Municipal Court	440,030	7,650	46,500	104,300	0	0	0	0
Legal	262,000	50	183,600	7,050	0	0	0	0
Non-Departmental	0	0	2,000	533,000	0	2,021,530	471,470	0
Engineering Services	277,560	4,700	2,000	16,400	35,100	0	0	0
Building Maintenance	329,530	38,600	3,200	38,240	0	0	0	0
Custodial	0	0	210,000	0	0	0	0	0
Public Works	385,650	3,950	211,550	16,750	0	0	0	0
General Government Totals	4,715,770	87,900	1,058,105	1,054,765	197,800	2,021,530	471,470	4,087,735
Public Safety								
Police	4,670,180	210,130	51,195	293,215	25,450	0	0	0
Ordinance Enforcement	158,975	9,320	49,980	1,000	0	0	0	0
Communications	1,550,840	3,000	21,000	181,490	0	0	0	0
Fire	2,977,190	77,900	100,000	80,820	660,000	0	0	0
Public Safety Totals	9,357,185	300,350	222,175	556,525	685,450	0	0	0
Culture & Recreation								
Parks & Recreation	452,855	47,060	36,210	432,340	0	0	0	0
Recreation Center	802,200	82,350	164,300	275,120	0	0	0	0
Culture & Recreation Totals	1,255,055	129,410	200,510	707,460	0	0	0	0
General Fund Category Totals	\$15,328,010	\$517,660	\$1,480,790	\$2,318,750	\$883,250	\$2,021,530	\$471,470	\$4,087,735
General Fund Expenditures				\$23,021,460				
Anticipated Reserves				4,087,735				
Total General Fund Budget				<u>\$27,109,195</u>				



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Organizational Chart:



Note: Only unshaded boxes are included in this budget.

General Information:

The Administration Department is the primary department responsible for administering and coordinating the policies set forth by the City Council. Through the City Manager and the General Managers, the Administration Department plans, organizes and directs the work of other City departments and coordinates the general activities of the city government with other governmental entities.

FY 2017 Accomplishments:

- * Finished preliminary planning for road reconstruction and reconfiguration of Mingus Avenue between 10th Street and Main Street where bike lanes and continuous sidewalks will be installed, a water line placed and the driving surface
- * Kept the citizens informed through traditional and social media about City activities, changes and general updates
- * Assisted in preserving the Verde River through conservation, water management, and trail systems as well as supporting the Verde Front Project in identifying and creating sustainable recreational opportunities

FY 2018 Goals:

- * Keep the citizens informed through traditional and social media about City activities, changes and updates
- * Carry on preservation efforts to protect the Verde River through water management and trail systems as well as providing ongoing support to the Verde Front Project in identifying and creating sustainable recreational opportunities
- * Start the preliminary planning for a new City Hall that will serve as a centralized location for City departments and benefit citizens by providing convenient and efficient services
- * Expand bicycle program to achieve Silver award status from The League of American Bicyclists as a Bicycle Friendly Community

Budget Highlights:

For FY 2018, no Cost of Living Adjustment (COLA) has been budgeted. The increase in Personnel cost is due to the merit program. No capital outlay has been programmed for this department.

General Government	Administration Department	Fund 01 - General Fund	Cost Center	1100	
Performance Indicators					
Value Statement:	Communicate and actively listen				
Department Goal:	Keep citizens and City's employees informed about City activities				
Objective:	Increase citizens' knowledge of and participation in City activities				
Tool:	Newsletters, Inside Cottonwood TV shows and media releases				
Type of Measure:	Volume and timeliness				
Frequency:	Weekly, monthly				
Scoring:					
Trend:	Upward				
Measures:	Actual		Estimated	Anticipated	
	2015	2016	2017	2018	
Media Outreach Events		81	81	90	95

Value Statement:	Strive to provide effective and efficient services				
Department Goal:	Create an operations manual specific to the office positions of Assistant to the City Manager and Administrative Assistant to ensure seamless execution of services				
Objective:	Document day-to-day operations and policies				
Type of Measure:	Manual deliverance				
Tool:	Policies and procedures				
Frequency:					
Scoring:					
Trend:					
Measures:	Actual		Estimated	Anticipated	
	2015	2016	2017	2018	
			100%	100%	

General Government	Administration Department	Fund 01 - General Fund		Cost Center	1100
Summary by Category					
Expenditure Category	2016	2017		2018	Percent Change
	Actual	Budget	Revised	Final	
Personnel	\$692,506	\$711,610	\$704,905	\$731,060	3.71%
Operating Supplies	2,805	3,100	2,250	1,450	-35.56%
Contractual Services	2,697	2,300	2,500	2,500	0.00%
Other Services and Charges	21,137	24,900	23,260	17,150	-26.27%
Capital Outlay	0	0	0	0	0.00%
Debt Service	0	0	0	0	0.00%
Department Totals	\$719,145	\$741,910	\$732,915	\$752,160	2.63%

Departmental Fund Sources		
Funding Sources	Amount	% of Funding
General Fund	\$752,160	100.00%
Total Funding		<u>100.00%</u>

Supplemental Data: Personnel						
Authorized Positions Job Classifications	Number of FTE's			Salary Range		2018
	2016	2017	2018	Minimum	Maximum	Budget
City Manager (CM)	1.00	1.00	1.00	11,613	17,113	\$177,000
Deputy City Manager	0	0	1.00	10,032	14,783	140,730
Administrative Svcs General Manager	1.00	1.00	0	8,253	12,162	0
Community Services General Manager	1.00	1.00	1.00	8,253	12,162	132,940
Developmental Services General Manager	0	0	0	8,253	12,162	0
Assistant to CM	1.00	1.00	1.00	3,781	5,572	45,370
Administrative Assistant	1.00	1.00	1.00	2,559	3,771	30,710
COLA						
Car Allowance						5,400
Merit Contingency						21,590
Temporary / Reserves						0
Overtime						0
Longevity						
Retirement						63,680
Insurance & Taxes						113,640
Employee Related Expenses						0
Totals	<u>5.00</u>	<u>5.00</u>	<u>5.00</u>			<u>\$731,060</u>

General Government	Administration Department	Fund 01 - General Fund		Cost Center	1100
Supplemental Data: Expenditures					
Item	2016	2017		2018	Percent Change
	Actual	Budget	Revised	Final	

Supplies

Office Supplies	859	1,400	800	400	-50.00%
Copier Supplies	1,716	1,500	1,100	700	-36.36%
Gas & Oil	156	150	300	300	0.00%
Vehicle Maint & Repairs	0	0	0	0	0.00%
Equipment Maint & Repairs	0	0	0	0	0.00%
Postage & Freight	74	50	50	50	0.00%

Total Supplies

2,805	3,100	2,250	1,450	-35.56%
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Contractual Services

Computer Support	1,797	1,300	1,500	1,500	0.00%
Contractual Services	900	1,000	1,000	1,000	0.00%

Total Contractual Services

2,697	2,300	2,500	2,500	0.00%
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Other Services and Charges

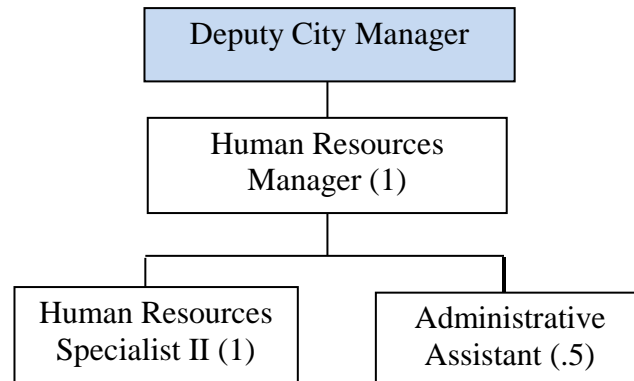
Travel & Training	1,206	1,000	1,000	1,000	0.00%
Continuing Education	0	0	0	0	0.00%
Subscriptions & Memberships	1,466	1,500	1,500	1,500	0.00%
Printing & Forms	1,191	1,400	1,500	2,000	33.33%
Utilities	5,778	6,500	4,960	6,500	31.05%
Telephone	5,441	6,000	5,800	6,150	6.03%
Legal Advertising	0	0	0	0	0.00%
Manager's Contingency	6,055	8,500	8,500	0	-100.00%

Total Other Services & Charges

21,137	24,900	23,260	17,150	-26.27%
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Supplemental Data: Capital Outlay					
Item Description	2016	2017		2018	
	Actual	Budget	Revised	Final	

Organizational Chart:



Note: Only unshaded boxes are included in this budget.

General Information:

The Human Resources (HR) Department falls under the direction of the Administrative Services General Manager and is responsible for personnel, risk management, employee training and development, employee benefits, City cemetery actions, and other special projects.

FY 2017 Accomplishments:

- * Implemented the Safety Data Sheets (SDS) Online management system which enables access to and tracking of Safety Data Sheets online, satisfying OSHA regulation
- * Coordinated with Sharlot Hall Museum on the update of the City's cemetery records to include missing information and share City's information with the museum to improve their online records
- * As a tool for the reporting of workers' compensation, TriageNow (provided by Arizona Municipal Risk Retention Pool [AMRRP] of which the City is a member) has been instituted which guides employees swiftly to the right level of care for workplace injuries
- * Filed restitution claims, as appropriate, with Municipal and County courts
- * Successfully tracked employee training on SafePersonnel, through AMRRP, that offers web-based training courses for all employees
- * Initiated the *Lunch-n-Learn* Program that provides relevant workplace training for supervisors and managers
- * Worked with Springbrook on the module for Human Resources Applicant Tracking which as of January 2017 has become fully operational
- * Furtherance of risk management knowledge through attendance at the 2016 National Conference of the Public Risk Management Association (PRIMA) by the HR Manager who serves as a board member and attendance at the 2016 PRIMA Institute by an HR staff member for which the costs were fully covered by scholarships from the state and national PRIMA association

FY 2018 Goals:

- * Revise the Employee Manual, Personnel Operations Guide, Safety Manual, Transit Drug/Alcohol Program, and HIPAA (Health Insurance Portability and Accountability Act) procedures
- * Update Property and Vehicle Schedules to ensure that all City property and vehicles have AMRRP insurance coverage
- * Start updating the existing cemetery mapping with assistance from the Public Works Department

Budget Highlights:

For FY 2018, no Cost of Living Adjustment (COLA) has been budgeted. The significant decrease in Personnel cost is the result of new personnel staff hirings. No capital outlay has been programmed for this department.

General Government	Human Resources Department	Fund 01 - General Fund	Cost Center	1210	
Performance Indicators					
City Council Goal:	Strive to provide effective and efficient services				
Department Goal:	To use City funds efficiently by minimizing expenditures for accidents, injuries and liability				
Objective:	Lower number of worker's compensation and insurance claims				
Type of Measure:	Program effectiveness				
Tool:	Risk management claims data				
Frequency:	Annual				
Scoring:	Progressing: Reduce more than 10%, Average: Reduce 0-10%, Caution: Increase <10%				
Trend:	Reduction				
Measures:	Actual		Estimated	Anticipated	
	2015	2016	2017	2018	
	Workers' compensation claims	19	26	26	28
	Percent increase/decrease of workers' compensation claims	-17%	37%	0%	8%
	Insurance claims/Incidents filed	13*	11*	12	14
	Percent increase/decrease of insurance claims filed	0%	-16%	9%	17%

City Council Goal:	Strive to provide effective and efficient services				
Department Goal:	Recruitment of qualified applicants; retention of staff				
Objective:	Provide recruitment services to City staff to assist them to recruit the best qualified applicants				
Type of Measure:	Outcome				
Tool:	Human Resources Department data				
Frequency:	Annual				
Scoring:	Increase/decrease from prior year				
Trend:	Positions filled = increase; turnover rate = level				
Measures:	Actual		Estimated	Anticipated	
	2015	2016	2017	2018	
	Positions filled (FT, PT, Transfers)	95	125	125	130
	Percent of new hires (FT) not completing orientation period	1.5% *	27% **	10.00%	5.00%
	Employees (FT) leaving service	22	31	30	30
	Turnover rate (FT)	11.00%	14.80%	15.00%	17.00%
Applications received (FT, PT, Transfers)	683	732	750	800	
*Incl. 1 termination and 3 resignation; ** Includes 4 terminations and 5 resignations					
Expectation for future years is higher turnover due to retirements and increased job availability in market place					

City Council Goal:	Ensure for uncompromising integrity				
Department Goal:	Maintaining a work environment that is free of discrimination, harassment, intimidation and retaliation.				
Objective:	Prevent and correct unlawful discrimination and harassment in employment policies, procedures, practices and operations.				
Type of Measure:	Policy outcome				
Tool:	Human Resources data				
Frequency:	Annual				
Scoring:	0-1 Complaints with 100% resolution is Progressing at or above expectations, 2-3 Complaints with 95% resolution is Caution, and 4 or more Complaints with 90% resolution is Need to Review.				
Trend:	Stable				
Measures:	Actual		Estimated	Anticipated	
	2015	2016	2017	2018	
	Number of employee grievances to Personnel Board	0	0	1	1
	Number of EEO complaints/Lawsuits	0	0	0	0
	Complaints with substantiated findings	0	0	0	0
	Number of EEO complaints dismissed *	0	0	0	0

General Government	Human Resources Department	Fund 01 - General Fund		Cost Center	1210
Summary by Category					
Expenditure Category	2016	2017		2018	Percent Change
	Actual	Budget	Revised	Final	
Personnel	\$197,862	\$207,990	\$234,950	\$190,150	-19.07%
Operating Supplies	2,243	4,000	5,050	4,550	-9.90%
Contractual Services	18,982	48,000	23,000	28,000	21.74%
Other Services and Charges	29,478	41,050	30,860	41,600	34.80%
Capital Outlay	0	0	0	0	0.00%
Debt Service	0	0	0	0	0.00%
Department Totals	\$248,565	\$301,040	\$293,860	\$264,300	-10.06%

Departmental Fund Sources		
Funding Sources	Amount	% of Funding
General Fund	\$264,300	100.00%
Total Funding		<u>100.00%</u>

Supplemental Data: Personnel						
Authorized Positions Job Classifications	Number of FTE's			Salary Range		2018
	2016	2017	2018	Minimum	Maximum	Budget
Human Resources Manager	1.00	1.00	1.00	5,865	8,643	\$70,385
Safety Training Specialist	0.00	0.00	0.00	4,825	7,111	0
Human Resources Specialist II	0.00	1.00	1.00	3,781	5,572	45,370
Human Resources Specialist	1.00	0.00	0.00	2,687	3,960	0
Administrative Assistant	0.50	0.50	0.50	2,559	3,771	17,285
COLA						0
Employee of the Quarter/Year						650
Merit Contingency						2,140
Temporary / Reserves						0
Overtime						0
Longevity						0
Retirement						15,620
Insurance & Taxes						38,700
Employee Related Expenses						0
Totals	<u>2.50</u>	<u>2.50</u>	<u>2.50</u>			<u>\$190,150</u>

General Government	Human Resources Department	Fund 01 - General Fund		Cost Center	1210
Supplemental Data: Expenditures					
Item	2016	2017		2018	Percent Change
	Actual	Budget	Revised	Final	

Supplies

Office Supplies	811	1,300	2,000	1,400	-30.00%
Copier Supplies	660	1,050	900	1,000	11.11%
Gas & Oil	284	400	400	500	25.00%
Vehicle Maintenance	39	500	850	500	-41.18%
Equipment Maintenance and Supplies	251	400	800	900	12.50%
Postage & Freight	197	350	100	250	150.00%

Total Supplies

2,243	4,000	5,050	4,550	-9.90%
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Contractual Services

Compensation Study	0	0	0	0	0.00%
Computer Support	2,595	3,000	5,000	7,000	40.00%
Employee Physicals	9,649	10,000	13,000	14,000	7.69%
Contractual Services	6,738	35,000	5,000	7,000	40.00%

Total Contractual Services

18,982	48,000	23,000	28,000	21.74%
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Other Services and Charges

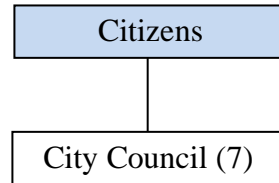
Travel & Training	888	5,500	5,500	6,000	9.09%
Subscriptions & Memberships	443	800	600	800	33.33%
Training Supplies	317	200	100	200	100.00%
Printing & Forms	88	0	0	100	0.00%
Advertising	0	0	0	0	0.00%
Utilities	4,262	4,600	4,150	4,600	10.84%
Telephone	893	950	810	900	11.11%
Recruitment Expense	7,419	9,000	3,700	9,000	143.24%
Safety Committee	3,531	4,000	4,000	4,000	0.00%
Unemployment Insurance (City)	11,637	16,000	12,000	16,000	33.33%

Total Other Services & Charges

29,478	41,050	30,860	41,600	34.80%
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Supplemental Data: Capital Outlay					
Item Description	2016	2017		2018	
	Actual	Budget	Revised	Final	
Totals	\$0	\$0	\$0	\$0	

Organizational Chart:



Note: Only unshaded boxes are included in this budget.

General Information:

The City Council consists of the Mayor, Vice-Mayor and five Council Members. They meet at least three times a month and are responsible for policy decisions. They are empowered to enter into contracts, enact ordinances, create policies to protect citizens' rights, and adopt tax-rate fees and the annual budget. They appoint the City Manager, City Clerk, City Attorney and Magistrate. The Mayor is elected for a 4-year term, with Council Members serving overlapping 4-year terms. Council elections are held in March and May at odd numbered years. The Mayor and Council are all elected at-large. In addition to their required duties, the Mayor and Council interact with local citizens on a regular basis. This requires their attendance to numerous community functions.

FY 2017 Accomplishments:

- * Finalized the preliminary planning for the reconstruction of Mingus Avenue between Main Street and Willard. Construction includes continuous sidewalks, installation of bike lanes and a new driving surface to provide for a safer area
- * Finished developing plans and secured funding for the renovation of the Civic Center and its HVAC replacement
- * Construction of the Riverfront Wastewater Reclamation Plant has begun. This facility will provide reclaimed water to water sport fields and replenish the aquifers

018 Goals:

- * Complete reconstruction of the section of Mingus Avenue between Main Street and Willard Street where bike lanes, continuous sidewalks and a new driving surface will be installed
- * Proceed with the renovation of the Cottonwood Civic Center and HVAC replacement
- * Complete construction of the Riverfront Water Reclamation Facility that will provide reclaimed water for the watering of the sport fields and replenishment of aquifers
- * Complete, distribute, and collect a citizen survey to encourage citizen participation and ascertain citizens' satisfaction as well as increasing awareness of City departments and their activities
- * Maintain collaborative efforts with surrounding governing entities regarding the expansion and coordination of the transit system to increase public transportation service throughout the Verde Valley
- * Expand bicycle program to achieve Silver level as a bicycle friendly community

Budget Highlights:

There are no significant changes to this budget. Budget includes appropriation of funds for the Verde Valley Senior Center (\$55,000), Old Town Center for the Arts (\$20,000), Old Town Association (\$10,000) and the Building Community Grant (\$15,000). No capital has been budgeted.

General Government	City Council	Fund 01 - General Fund	Cost Center	1000
Performance Indicators				
Not Applicable: The Performance Indicators are gathered from the various departments for City Council's review				

Supplemental Data: Capital Outlay				
Item Description	2016	2017		2018
	Actual	Budget	Revised	Final
Trust Land Annexation	\$320	\$1,500		
Audio-visual Equipment	13,454			
Totals	\$13,774	\$1,500	\$0	\$0

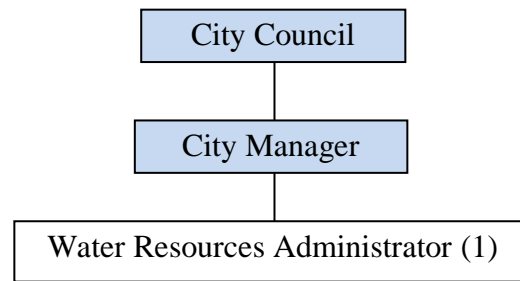
General Government	City Council	Fund 01 - General Fund			Cost Center	1000
Summary by Category						
Expenditure Category	2016	2017		2018	Percent Change	
	Actual	Budget	Revised	Final		
Personnel	\$47,024	\$48,940	\$47,030	\$49,765	5.82%	
Operating Supplies	999	1,250	1,050	1,050	0.00%	
Contractual Services	264,176	70,000	74,000	74,000	0.00%	
Other Services and Charges	81,462	86,750	85,430	86,400	1.14%	
Capital Outlay	13,774	1,500	0	0	0.00%	
Reserves	2,279	3,915,535	2,500	4,087,735	163409.40%	
Debt Service	0	0	0	0	0.00%	
Department Totals	\$409,714	\$4,123,975	\$210,010	\$4,298,950	1947.02%	

Departmental Fund Sources		
Funding Sources	Amount	% of Funding
General Fund	\$211,215	4.91%
Grants	0	0.00%
Reserves/Fund Balance	4,087,735	95.09%
Total Funding		<u>100.00%</u>

Supplemental Data: Personnel						
Authorized Positions Job Classifications	Number of FTE's			Salary Range		2018
	2016	2017	2018	Minimum	Maximum	Budget
Mayor	1.00	1.00	1.00	750		\$9,000
Vice-Mayor	1.00	1.00	1.00	500		6,000
Council Members	5.00	5.00	5.00	500		30,000
Temporary / Reserves						0
Overtime						0
Retirement						1,125
Insurance & Taxes						3,640
Employee Related Expenses						0
Totals	<u>7.00</u>	<u>7.00</u>	<u>7.00</u>			<u>\$49,765</u>

General Government	City Council	Fund 01 - General Fund		Cost Center	1000
Supplemental Data: Expenditures					
Item	2016	2017		2018	Percent Change
	Actual	Budget	Revised	Final	
Supplies					
Office Supplies	963	1,200	1,000	1,000	0.00%
Copier Supplies	0	0	0	0	0.00%
Postage & Freight	37	50	50	50	0.00%
Total Supplies	999	1,250	1,050	1,050	0.00%
Contractual Services					
Main Street Program & OTA	3,500	10,000	10,000	10,000	0.00%
Large Item Pick-up	16,980	5,000	9,000	9,000	0.00%
Recycle Program	0	0	0	0	0.00%
Rodeo Drive St. Reimbursement	188,485	0	0	0	0.00%
Verde Valley Senior Center	55,211	55,000	55,000	55,000	0.00%
Total Contractual Services	264,176	70,000	74,000	74,000	0.00%
Other Services and Charges					
Travel & Training	6,204	7,000	5,000	6,000	20.00%
Subscriptions & Memberships	12,025	15,200	15,000	15,000	0.00%
Gas & Oil	15	100	100	100	0.00%
Vehicle Maintenance & Repair	679	500	300	250	-16.67%
Computer Support	1,223	1,000	1,200	1,200	0.00%
Christmas Lights	265	300	680	600	-11.76%
Public Relations	1,189	1,200	1,500	1,200	-20.00%
Legal Advertising	0	0	0	0	0.00%
Parking Lot Lights	2,228	2,200	2,200	2,200	0.00%
Utilities	4,351	5,500	5,600	6,000	7.14%
Telephone	1,664	1,750	1,750	1,750	0.00%
Community Garden	1,297	500	600	600	0.00%
Council Contingency	10,274	10,000	10,000	10,000	0.00%
Annual Appreciation Event	1,661	1,500	1,500	1,500	0.00%
Youth Commission	2,389	4,000	4,000	4,000	0.00%
50 th Anniversary/Centennial Celebration	0	0	0	0	0.00%
Veterans Van	0	0	0	0	0.00%
Outside Agencies	25,000	20,000	20,000	20,000	0.00%
Growth Study & Analysis	0	0	0	0	0.00%
Birding Festival	1,000	1,000	1,000	1,000	0.00%
Building Community Grants	10,000	15,000	15,000	15,000	0.00%
Gardner Property	0	0	0	0	0.00%
Old Town Parking	0	0	0	0	0.00%
Total Other Services & Charges	81,462	86,750	85,430	86,400	1.14%
Reserves					
Carryover Restricted	0	2,851,240	0	3,037,990	0.00%
Accumulation Fund	0	1,000,000	0	1,000,000	0.00%
Undesignated	2,279	64,295	2,500	49,745	1889.80%
Reserves for Capital/Programs	0	0	0	0	0.00%
.2% Sales Tax Excess Capital Reserve	0	0	0	0	0.00%
1% Sales Tax GF CIP	0	0	0	0	0.00%
Employee Merit Program (distributed in each dept.)	0	0	0	0	0.00%
Salary Plan Implementation	0	0	0	0	0.00%
Total Reserves	2,279	3,915,535	2,500	4,087,735	0.00%

Organizational Chart:



Note: Only unshaded boxes are included in this budget.

General Information:

This Program is under the direction of the City Manager and was initially established to explore and coordinate water policy and resolve water related issues with other communities in the region. The Verde Valley area communities are financially and politically supporting this program in its present state.

FY 2017 Accomplishments:

- * Completed and submitted the additional technical information requested by Arizona Department of Environmental Quality (AZDEQ) as part of the Aquifer Protection Permit (APP) process for the Mingus Avenue Wastewater Reclamation Plant which includes the current injection well and up to two additional new injection wells
- * Obtained the Aquifer Protection Permit (APP) for the Mingus Avenue Wastewater Reclamation Plant from the AZDEQ
- * Completion of the feasibility analysis of recharging reclaimed water at the Riverfront Water Reclamation Facility via injection well. If recharge via injection is feasible, an injection well will be constructed by the end of FY 2017
- * Completion of the construction of a point-of-compliance well for the currently constructed injection well at the Mingus Avenue Water Reclamation Facility as required by AZDEQ
- * Anticipate the completion and submission of an application to the Arizona Department of Water Resources (ADWR) to obtain an Underground Storage Facility (USF) Permit for the Mingus Avenue Wastewater Reclamation Plant

FY 2018 Goals:

- * Obtain the Aquifer Protection Permit from AZDEQ for the Riverfront Water Reclamation Facility
- * Obtain a USF permit for the Mingus Avenue Water Reclamation Plant
- * Complete the plumbing infrastructure for injecting reclaimed water at the Mingus Avenue Wastewater Reclamation Plant and start injecting reclaimed water
- * Anticipate completing and submitting an application to the Arizona Department of Water Resources (ADWR) to obtain a USF permit for the Riverfront Wastewater Reclamation Plant
- * Anticipate obtaining a USF permit for the Riverfront Water Reclamation Plant and begin injecting reclaimed water

Budget Highlights:

For FY 2018, no Cost of Living Adjustment (COLA) has been budgeted. The increase in Personnel cost is due to the merit program. No capital outlay has been programmed for this department.

General Government	Natural Resources	Fund 01 - General Fund	Cost Center	1700	
Performance Indicators					
City Council Goal:	Maintain a uniquely desirable and sustainable community				
Department Goal:	Continue participation in regional and statewide water related groups				
Objective:	Stay abreast of current and future water resource development and funding efforts both regionally and statewide and ensure the City's interests are protected and their concerns are fully addressed				
Type of Measure:	Meeting attendance				
Tool:	Internal Reports				
Frequency:	Monthly				
Scoring:	Maintain projected attendance				
Trend:					
Measures:	Actual		Estimated	Anticipated	
	2015	2016	2017	2018	
Regional Water related meetings attended		40	39	40	40
Yavapai Water Board related meetings attended		15	2	3	2
Statewide Water Resource Development Meetings		20	20	20	20

City Council Goal:	Maintain a uniquely desirable and sustainable community				
Department Goal:	Provide guidance for long-term water planning, quantify the needed water resources and the necessary water conservation needed over time, and the utilization of reclaimed water				
Objective:	Collect, analyze and provide information in one location in order to provide the most cost effective, reliable service to the City's utility customers				
Type of Measure:	Issuance of permit				
Tool:	Obtain required permitting to begin recharging reclaimed water				
Frequency:	N/A				
Scoring:	Completion of deliverable				
Trend:					
Measures:	Actual		Estimated	Anticipated	
	2015	2016	2017	2018	
Completion of well drilling	n/a	100%	100%	100%	
Submission for and aquisition of permit	n/a	75%	80%	100%	

City Council Goal:	Maintain a uniquely desirable and sustainable community			
Department Goal:	Monitor, track and provide feedback on legislation related to the regulation and management of water resources			
Objective:	Ensure the City's water resources and the utility services provided to its customers are not negatively impacted by statewide legislative efforts.			
Type of Measure:	Meeting attendance			
Tool:	Weekly legislative summary updates and recommendations to City Council			
Frequency:	Weekly during the legislative session			
Scoring:	20			
Trend:				
Measures:	Actual		Estimated	Anticipated
	2015	2016	2017	2018
Summary Updates	25	44	39	40
Meetings with legislators and League of Cities legislative updates	20	20	20	20

General Government Natural Resources		Fund 01 - General Fund		Cost Center	1700
Summary by Category					
Expenditure Category	2016	2017		2018	Percent Change
	Actual	Budget	Revised	Final	
Personnel	\$159,467	\$165,370	\$166,025	\$173,930	4.76%
Operating Supplies	4	260	5	105	2000.00%
Contractual Services	148	120	150	150	0.00%
Other Services and Charges	1,234	1,335	1,280	1,360	6.25%
Capital Outlay	0	0	0	0	0.00%
Debt Service	0	0	0	0	0.00%
Department Totals	\$160,853	\$167,085	\$167,460	\$175,545	4.83%

Departmental Fund Sources		
Funding Sources	Amount	% of Funding
General Fund	\$175,545	100.00%
Total Funding		<u>100.00%</u>

Supplemental Data: Personnel						
Authorized Positions Job Classifications	Number of FTE's			Salary Range		2018
	2016	2017	2018	Minimum	Maximum	Budget
Water Resources Administrator	1.00	1.00	1.00	8,253	12,162	\$127,300
COLA						0
Car Allowance						5,400
Merit Pay						4,240
Temporary / Reserves						0
Overtime						0
Retirement						15,750
Insurance & Taxes						21,240
Employee Related Expenses						0
Totals	<u>1.00</u>	<u>1.00</u>	<u>1.00</u>			<u>\$173,930</u>

General Government	Natural Resources	Fund 01 - General Fund		Cost Center	1700
Supplemental Data: Expenditures					
Item	2016	2017		2018	Percent Change
	Actual	Budget	Revised	Final	

Supplies

Office Supplies	0	0	0	0	0.00%
Copier Supplies	0	250	0	100	0.00%
Postage & Freight	4	10	5	5	0.00%
Gas & Oil	0	0	0	0	0.00%
Vehicle Maintenance	0	0	0	0	0.00%

Total Supplies	4	260	5	105	2000.00%
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Contractual Services

Contractual Services	0	0	0	0	0.00%
Computer Support	148	120	150	150	0.00%

Total Contractual Services	148	120	150	150	0.00%
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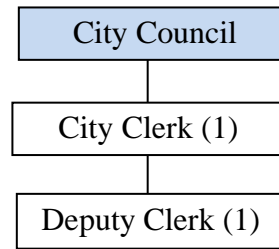
Other Services and Charges

Travel & Training	0	0	0	0	0.00%
Subscriptions & Memberships	0	0	0	0	0.00%
Printing and Forms	0	0	0	0	0.00%
Utilities	274	375	320	400	25.00%
Telephone	960	960	960	960	0.00%

Total Other Services & Charges	1,234	1,335	1,280	1,360	6.25%
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Supplemental Data: Capital Outlay					
Item Description	2016	2017		2018	
	Actual	Budget	Revised	Final	
Totals	\$0	\$0	\$0	\$0	

Organizational Chart:



Note: Only unshaded boxes are included in this budget.

General Information:

The City Clerk's Office is responsible for processing and maintaining all permanent and official City records and assists the City Council. The City Clerk's department compiles and prepares the information and documentation (council meeting packets) necessary for the Council's consideration on matters pertaining to the City; is responsible for all public notices and posting of meeting agendas; records and produces written minutes of all City Council meetings and produces summary minutes of the meetings; processes and maintains official City documents and records; indexes official Council actions; prepares resolutions and ordinances for Council consideration; processes and issues business registrations; provides research and information regarding City records for the public and other City departments; processes liquor license applications; prepares and provides information packets for mayor and council candidates and oversees the vote-by-mail process and conducts all City elections; and assists the City attorney with research and clerical support.

FY 2017 Accomplishments:

- * Compiled and prepared 38 council meeting packets
- * Produced and posted 38 council meeting agendas, summary minutes and meeting minutes
- * Successfully conducted the administration of the City of Cottonwood's primary and general election
- * Assisted appointed and newly elected officials with transitioning into their new position at the City
- * Assisted the Mayor with the council member appointment process
- * Expanded the Community Garden plots and started the growing season with the garden plots being leased 100%

FY 2018 Goals:

- * Provide administrative and clerical support to the new Mayor and Council Members
- * Prepare and provide council meeting packet information in timely manner to the Mayor, Council Members and general public
- * Per the State's records retention schedule, purge redundant paper files in the City Clerk's department
- * Establish a process for board and commission chairpersons to report to the City Council bi-annually with updates on the progress of their respective board or commission
- * Prepare candidate packets and information for the 2018 City of Cottonwood Council election

Budget Highlights:

For FY 2018, no Cost of Living Adjustment (COLA) has been budgeted. The increase in Personnel cost is due to the merit program. There is no capital outlay for this budget year for this department.

General Government	City Clerk	Fund 01 - General Fund	Cost Center	1010
Performance Indicators				
Mission/Value Statement:	*Performances Indicators are still being developed for this department*			
City Council Goal:	Strive to provide effective and efficient services			
Department Goal:	Provide excellent customer service to the public and staff			
Type of Measure:	Outcome			
Tool:	Number of requests			
Frequency:	Annual			
Scoring:	Increase/decrease/level			
Trend:	Up			
Measures:	Actual		Estimated	Anticipated
	2015	2016	2017	2018
	Increase	Increase	Level	Level

City Council Goal:	Strive to provide effective and efficient services			
Department Goal:	Respond to the legislative needs of the City Council and their constituents			
Type of Measure:	Outcome			
Tool:	Produce meeting agenda packets			
Frequency:	Monthly			
Scoring:	Yes/No			
Trend:	Level			
Measures:	Actual		Estimated	Anticipated
	2015	2016	2017	2018
	Yes	Yes	Yes	Yes

City Council Goal:				
Department Goal:				
Type of Measure:				
Tool:				
Frequency:				
Scoring:				
Trend:				
Measures:	Actual		Estimated	Anticipated
	2015	2016	2017	2018

City Council Goal:				
Department Goal:				
Type of Measure:				
Tool:				
Frequency:				
Scoring:				
Trend:				
Measures:	Actual		Estimated	Anticipated
	2015	2016	2017	2018

General Government	City Clerk	Fund 01 - General Fund		Cost Center	1010
Summary by Category					
Expenditure Category	2016	2017		2018	Percent
	Actual	Budget	Revised	Final	Change
Personnel	\$210,925	\$218,760	\$220,120	\$229,560	4.29%
Operating Supplies	2,509	3,325	2,270	1,725	-24.01%
Contractual Services	801	680	700	700	0.00%
Other Services and Charges	11,758	27,200	34,504	41,900	21.43%
Capital Outlay	0	0	0	0	0.00%
Debt Service	0	0	0	0	0.00%
Department Totals	\$225,992	\$249,965	\$257,594	\$273,885	6.32%

Departmental Fund Sources		
Funding Sources	Amount	% of Funding
General Fund	\$273,885	100.00%
Total Funding		<u>100.00%</u>

Supplemental Data: Personnel						
Authorized Positions Job Classifications	Number of FTE's			Salary Range		2018
	2015	2016	2017	Minimum	Maximum	Budget
City Clerk	1.00	1.00	1.00	Contract		\$113,530
Deputy Clerk	1.00	1.00	1.00	3,266	4,813	47,335
COLA						0
Merit Contingency						7,255
Temporary / Reserves						0
Overtime						1,000
Longevity						0
Retirement						19,450
Insurance & Taxes						40,990
Employee Related Expenses						0
Totals	<u>2.00</u>	<u>2.00</u>	<u>2.00</u>			<u>\$229,560</u>

General Government	City Clerk	Fund 01 - General Fund		Cost Center	1010
Supplemental Data: Expenditures					
Item	2016	2017		2018	Percent Change
	Actual	Budget	Revised	Final	

Supplies

Office Supplies	1,625	1,500	1,000	700	-30.00%
Copier Supplies	727	1,200	800	500	-37.50%
Gas & Oil	37	100	50	50	0.00%
Vehicle Maint & Repairs	116	500	400	450	12.50%
Equipment Maint & Repairs	0	0	0	0	0.00%
Postage & Freight	3	25	20	25	25.00%

Total Supplies	2,509	3,325	2,270	1,725	-24.01%
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Contractual Services

Computer Support	801	680	700	700	0.00%
Contractual Services	0	0	0	0	0.00%

Total Contractual Services	801	680	700	700	0.00%
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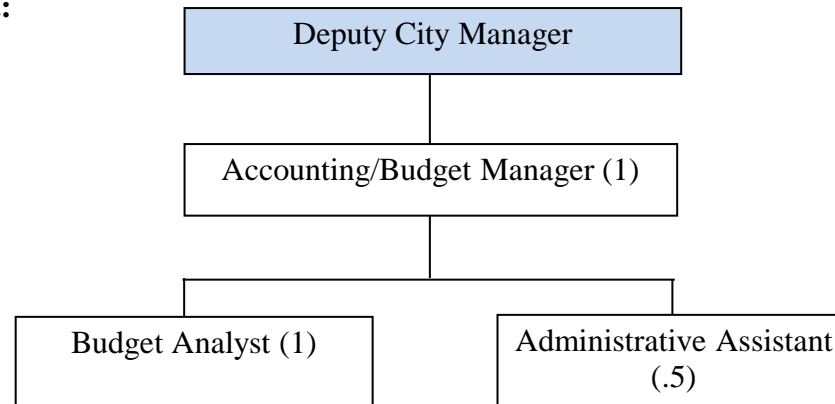
Other Services and Charges

Travel & Training	35	800	800	600	-25.00%
Subscriptions & Memberships	6,677	6,500	8,000	8,000	0.00%
Printing & Forms	60	150	150	0	-100.00%
Utilities	2,436	2,750	2,600	3,000	15.38%
Telephone	2,487	2,000	2,130	2,300	7.98%
Legal Advertising	0	0	0	0	0.00%
Election Expense	62	15,000	20,824	28,000	34.46%

Total Other Services & Charges	11,758	27,200	34,504	41,900	21.43%
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Supplemental Data: Capital Outlay					
Item Description	2016	2017		2018	
	Actual	Budget	Revised	Final	
Installation of New Three Ton Trane Gas Pack					
Totals	\$0	\$0	\$0	\$0	

Organizational Chart:



Note: Only unshaded boxes are included in this budget.

General Information:

The Finance Department, under direction from the Administrative Services General Manager, is responsible for the financial management and planning of the City. This includes establishing and maintaining effective controls over the City's financial activities, and providing accurate financial information to all City departments in a timely manner. Finance is also responsible for coordinating the annual budget and monitoring compliance after adoption. Finance performs analysis of financial conditions including interim and annual financial reports and recommends financial policies to the City Manager and City Council. Finance has oversight responsibility for payroll, accounts payable, collection of revenues, utility billing, administration of the city cemetery, sales tax compliance programs, risk management programs, employee benefits, debt management and City investments.

FY 2017 Accomplishments:

- * Reached 13th anniversary of the City's employee newsletter "The Communique"
- * Was awarded the 26th consecutive Certificate of Achievement in Excellence in Financial Reporting from the Government Finance Officers Association (GFOA) for the department's Comprehensive Annual Financial Report (CAFR) for the year ending June 2016
- * Received for the 17th time the Distinguished Budget Presentation Award from the GFOA for FY 2016
- * Successfully refinanced the Recreation Center's GADA-loan for a lower interest rate which will result in substantial cost-savings over the lifespan of the loan
- * Engaged the community by developing a "Transparency" page on the City website that shows all financial information in one location

FY 2018 Goals:

- * Review Utilities' revenues to ensure sustainable cost-recovery for the Enterprise Funds
- * Complete the audit of the City's fixed assets
- * Prepare and submit for the 25th time the City's CAFR to GFOA to compete for the Certificate of Achievement in Excellence in Financial Reporting for FY 2017
- * Prepare and submit application to the GFOA for the 18th time to acquire the Distinguished Budget Presentation Award for the City's FY 2017 Annual Budget
- * Start the process to implement the Extended Budgeting Module in Springbrook Software to enable a more detailed budget process for each department
- * Initiate a new performance indicator plan to measure departmental performance based on the Strategic Plan

Budget Highlights:

For FY 2018, no Cost of Living Adjustment (COLA) has been budgeted. The increase in Personnel cost is due to the merit program. No capital outlay has been programmed for this department.

General Government	Finance Department	Fund 01 - General Fund	Cost Center	1200
Performance Indicators				
City Council Goal: Strive to provide effective and efficient services Department Goal: To maintain external validation of Best Practices in governmental accounting and reporting Objective: Maintain the Government Finance Officer's Association (GFOA) Certificate of Achievement of Excellence in Financial Reporting and the GFOA Distinguished Budget Presentation Award Type of Measure: Outcome Tool: Produce documents and submit for review Frequency: Annual Scoring: Yes/No Trend: Level				
Measures:	Actual		Estimated	Anticipated
	2015	2016	2017	2018
GFOA Certificate of Achievement	Yes	Yes	Yes	Yes
GFOA Distinguished Budget Presentation Award	Yes	Yes	Yes	Yes

City Council Goal: Strive to provide effective and efficient services Department Goal: Increase the percentage of ACH Payroll Deposits Objective: Reduce the cost of processing Payroll Type of Measure: Number of Direct Deposit distribution Tool: Accounting software reports Frequency: Annual Scoring: ACH to total Checks and Direct Deposits - good 80% Trend: Slightly down				
Measures:	Actual		Estimated	Anticipated
	2015	2016	2017	2018
Payroll checks/Deposits distributed	8,689	7,671	7,569	7,600
ACH Payroll Deposits	7,225	6,291	6,264	6,300
ACH Payroll Deposits (%)	83.15%	82.01%	82.76%	82.89%

City Council Goal: Strive to provide effective and efficient services Department Goal: Decrease the number of voided Checks to less than 2% Objective: Increase the integrity of the purchasing process, avoiding duplicate invoice/payments and reducing the cost of processing Accounts Payable Type of Measure: Number of voided checks Tool: Accounting software reports Frequency: Annual Scoring: < 2% Trend: Down				
Measures:	Actual		Estimated	Anticipated
	2015	2016	2017	2018
Accounts Payable Checks written	5,140	5,202	5,000	5,000
Accounts Payable Checks voided (incl. vendor lost and printer errors)	49	37	95	40
Increase/decrease in Accounts Payable	1.0%	0.7%	1.9%	0.8%

City Council Goal: Strive to provide effective and efficient services Department Goal: Increase tax payer awareness of tax responsibility Objective: To collect all sales tax that is due to the City of Cottonwood Type of Measure: Number of Tool: Reports from Sales Tax Auditor Frequency: Annual Scoring: Increase/decrease from prior year Trend: Sales tax audits and assessments up/Verification letters issued and completed down				
Measures:	Actual (Revised)		Estimated	Anticipated
	2015	2016	2017	2018
Sales Tax Audits completed	10	5	8	10
Sales Tax Assessments	\$30,000	\$20,000	\$22,000	\$25,000
Verification letters issued	95	120	130	75
Verification letters completed	40	55	70	40

General Government	Finance Department	Fund 01 - General Fund		Cost Center	1200
Summary by Category					
Expenditure Category	2016	2017		2018	Percent Change
	Actual	Budget	Revised	Final	
Personnel	\$243,074	\$253,005	\$251,555	\$262,630	4.40%
Operating Supplies	7,669	8,700	9,370	7,370	-21.34%
Contractual Services	110,272	123,820	120,020	116,000	-3.35%
Other Services and Charges	58,291	59,500	58,380	59,100	1.23%
Capital Outlay	0	0	0	0	0.00%
Debt Service	0	0	0	0	0.00%
Department Totals	\$419,306	\$445,025	\$439,325	\$445,100	1.31%

Departmental Fund Sources		
Funding Sources	Amount	% of Funding
General Fund	\$445,100	100.00%
Total Funding		<u>100.00%</u>

Supplemental Data: Personnel						
Authorized Positions Job Classifications	Number of FTE's			Salary Range		2018
	2016	2017	2018	Minimum	Maximum	Budget
Accounting/Budget Manager	1.00	1.00	1.00	5,865	8,643	\$103,720
Budget Analyst	1.00	1.00	1.00	3,781	5,572	63,160
Administrative Assistant	0.50	0.50	0.50	1,280	1,886	17,285
COLA						0
Merit Contingency						8,585
Temporary / Reserves						0
Overtime						500
Longevity						0
Retirement						22,220
Insurance & Taxes						47,160
Employee Related Expenses						0
Totals	<u>2.50</u>	<u>2.50</u>	<u>2.50</u>			<u>\$262,630</u>

General Government	Finance Department	Fund 01 - General Fund		Cost Center	1200
Supplemental Data: Expenditures					
Item	2016	2017		2018	Percent Change
	Actual	Budget	Revised	Final	

Supplies

Office Supplies	1,421	3,000	4,000	3,000	-25.00%
Copier Supplies	660	1,200	870	870	0.00%
Gas & Oil	0	0	0	0	0.00%
Vehicle Maint/Repairs	136	0	0	0	0.00%
Equipment Maint/Repairs	1,168	1,000	1,000	1,000	0.00%
Postage & Freight	4,285	3,500	3,500	2,500	-28.57%
Total Supplies	7,669	8,700	9,370	7,370	-21.34%

Contractual Services

Computer Support	16,875	18,000	18,000	18,000	0.00%
Contractual Services	39,316	48,800	45,000	40,000	-11.11%
Audit Expense	34,082	37,020	37,020	38,000	2.65%
Sales Tax Audits	20,000	20,000	20,000	20,000	0.00%
Total Contractual Services	110,272	123,820	120,020	116,000	-3.35%

Other Services and Charges

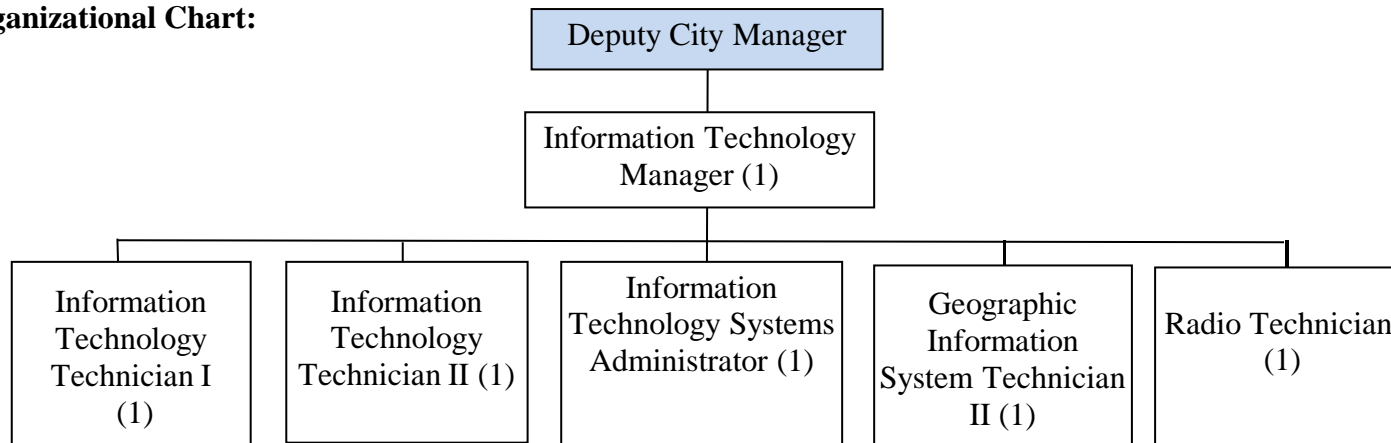
Travel & Training	4,227	3,800	4,500	3,500	-22.22%
Continuing Education	0	0	0	0	0.00%
Subscriptions & Memberships	1,695	1,700	1,600	1,600	0.00%
Printing & Forms	3,400	3,000	3,000	2,500	-16.67%
Utilities	4,989	5,500	5,230	5,500	5.16%
Telephone	2,385	2,500	2,150	2,500	5.16%
Legal Advertising	2,143	3,000	2,500	2,500	0.00%
State Annual Municipality Fee	24,467	25,000	24,100	25,000	3.73%
Bank Charges	14,983	15,000	15,300	16,000	16.28%

Total Other Services & Charges

58,291	59,500	58,380	59,100	1.23%
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Supplemental Data: Capital Outlay					
Item Description	2016	2017		2018	
	Actual	Budget	Revised	Final	
Totals	\$0	\$0	\$0	\$0	

Organizational Chart:



Note: Only unshaded boxes are included in this budget.

General Information:

Information Technology (IT) Services maintains all computer equipment and computer software, as well as the maintenance of all City servers, under direction from the Administrative Services General Manager. IT Services is also responsible for researching new technology and software updates and implementing these changes. IT Services designs and maintains the City's web site and uploads information from different departments onto the web site.

FY 2017 Accomplishments:

- * Successful launch (anticipated) of the new City of Cottonwood's website
- * Outfitted most City-buildings with free public Wi-Fi to provide access to the general public when in the City's public buildings
- * Redesigned network routes to properly utilize internet connection speed and network equipment

FY 2018 Goals:

- * Provide free public Wi-Fi throughout Old Town Cottonwood
- * Migrate all phone users to a single VoIP (Voice over Internet Protocol) phone system. Storing data into one single network will be more cost-effective and increase manageability
- * Extend GIS (Geographical Information System) services through the implementation of an ArcGIS Server (software that makes geographical information available) that will be beneficial to all City departments
- * Establish safe and secure off-site online data backup (in the 'Cloud')
- * Encourage citizen engagement through the creation of a City of Cottonwood phone/mobile application with the current website developer

Budget Highlights:

For FY 2018, no Cost of Living Adjustment (COLA) has been budgeted. The increase in Personnel cost is due to the merit program and full year of additional staffing. Capital has been programmed for this department: Spillman Server (\$60,000), City Mobile Application (\$5,700) and Computers (\$22,000).

General Government	IT Services	Fund 01 - General Fund	Cost Center	1220
Performance Indicators				
City Council Goal:	Operate in an efficient and professional manner			
Department Goal:	Close Help Desk Tickets quickly to provide better customer service			
Objective:	Resolve 90% of Help Desk requests within one (1) week			
Type of Measure:	Outcome			
Tool:	Help Desk application reports			
Frequency:	Annual			
Scoring:	Increase/decrease from prior year			
Trend:	Up			
Measures:	Actual		Estimated	Anticipated
	2015	2016	2017	2018
Help Desk Tickets submitted	1953	2111	1746	1900
Help Desk Tickets resolved withing one week	1668	1790	1527	1725
Percentage of Help Desk Tickets resolved in one week	85.41%	84.79%	87.46%	90.79%

City Council Goal:	Operate in an efficient and professional manner			
Department Goal:	Provide better customer service by contacting customers quickly			
Objective:	Respond to Help Desk Tickets within five (5) hours			
Type of Measure:	Outcome			
Tool:	Help Desk application reports			
Frequency:	Annual			
Scoring:	Increase/decrease from prior year			
Trend:	Up			
Measures:	Actual		Estimated	Anticipated
	2015	2016	2017	2018
Average Help Desk Ticket - First response time to customer (h:mm)	12h40m	25h59m	7h35m	3h30m
Repsonse time change	N/A	13h19m	18h24m	14h94m

City Council Goal:	Operate in an efficient and professional manner			
Department Goal:	Survey customers to ensure the appropriate service is provided			
Objective:	Score an average of 4.5 or better			
Type of Measure:	Outcome			
Tool:	Survey			
Frequency:	Annual			
Scoring:	> 4.5			
Trend:	N/A			
Measures:	Actual		Estimated	Anticipated
	2015	2016	2017	2018
Number of responses	N/A	48	55	65
Percentage score 4 or above	N/A	95.83%	96%	97%
Average score	N/A	4.52	4.60	4.75

General Government	IT Services	Fund 01 - General Fund		Cost Center	1220
Summary by Category					
Expenditure Category	2016	2017		2018	Percent Change
	Actual	Budget	Revised	Final	
Personnel	\$376,550	\$493,130	\$430,985	\$512,125	18.83%
Operating Supplies	7,760	8,350	11,700	6,900	-41.03%
Contractual Services	69,461	58,500	85,000	143,680	69.04%
Other Services and Charges	10,007	11,000	18,970	31,500	66.05%
Capital Outlay	42,975	45,000	45,000	87,700	94.89%
Debt Service	0	0	0	0	0.00%
Department Totals	\$506,753	\$615,980	\$591,655	\$781,905	32.16%

Departmental Fund Sources		
Funding Sources	Amount	% of Funding
General Fund	\$781,905	100.00%
Total Funding		<u>100.00%</u>

Supplemental Data: Personnel						
Authorized Positions Job Classifications	Number of FTE's			Salary Range		2018
	2016	2017	2018	Minimum	Maximum	Budget
IT Manager	1.00	1.00	1.00	6,790	10,006	\$94,300
IT Systems Administrator	1.00	1.00	1.00	4,168	6,143	50,050
Radio Technician	0.00	1.00	1.00	4,168	6,143	56,390
GIS Technician II	1.00	1.00	1.00	3,781	5,572	52,555
IT Technician II	1.00	1.00	1.00	3,781	5,572	45,370
IT Technician I	1.00	1.00	1.00	3,429	5,054	42,180
COLA						0
Merit Contingency						10,285
Longevity						0
Temporary / Reserves						15,000
Overtime						1,000
Holiday Pay						500
Retirement						40,550
Insurance & Taxes						102,695
Employee Related Expenses						1,250
Totals	<u>5.00</u>	<u>6.00</u>	<u>6.00</u>			<u>\$512,125</u>

General Government	IT Services	Fund 01 - General Fund		Cost Center	1220
Supplemental Data: Expenditures					
Item	2016	2017		2018	Percent Change
	Actual	Budget	Revised	Final	

Supplies

Office Supplies	6,713	7,000	7,000	5,000	-28.57%
Copier Supplies	0	0	0	0	0.00%
Gas & Oil	274	450	500	700	40.00%
Vehicle Maintenance & Repair	570	500	1,500	500	-66.67%
Equipment Maint/Repairs	191	250	2,500	500	-80.00%
Printing & Forms	0	0	0	0	0.00%
Postage & Freight	11	150	200	200	0.00%

Total Supplies	7,760	8,350	11,700	6,900	-41.03%
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Contractual Services

Computer Support	52,742	45,000	61,000	65,000	6.56%
Bank Charges	0	0	0	0	0.00%
Contractual Services	16,719	13,500	24,000	78,680	227.83%

Total Contractual Services	69,461	58,500	85,000	143,680	69.04%
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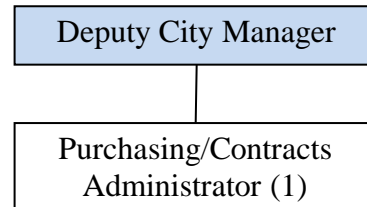
Other Services and Charges

Travel & Training	0	600	4,500	11,900	164.44%
Subscriptions & Memberships	1,959	1,000	2,400	9,700	304.17%
Advertising	0	0	395	300	-24.05%
Employee Physicals/Drug Tests	0	0	975	200	-79.49%
Continuing Education	0	0	2,450	0	-100.00%
Utilities	4,687	6,000	5,250	6,000	14.29%
Telephone	3,360	3,400	3,000	3,400	13.33%

Total Other Services & Charges	10,007	11,000	18,970	31,500	66.05%
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Supplemental Data: Capital Outlay					
Item Description	2016	2017		2018	
	Actual	Budget	Revised	Final	
Servers - File and Email Retention Server	\$11,870				
Replacement Servers (2)		\$12,000	\$12,000		
City Wifi					
Ipad, Laptops					
Computers - City-wide	31,105	33,000	33,000		
Website Design					
Computers/Servers				\$22,000	
City Mobile App				5,700	
Spillman Server				60,000	
Totals	\$42,975	\$45,000	\$45,000	\$87,700	

Organizational Chart:



Note: Only unshaded boxes are included in this budget.

General Information:

The Purchasing Division, under direct supervision from the Administrative Services General Manager, is responsible for maximizing the effectiveness of our citizens' tax dollars while providing timely and adequate support for the City's needs for materials, equipment, and services. The Purchasing Division is also responsible for ensuring compliance with the City's established procurement policies and procedures as well as with any state's procurement statutes.

FY 2017 Accomplishments:

- * In collaboration with the Human Resources Department, created a process for tracking and electronic storage of Certificates of Insurance (COIs) from vendors for liability purposes
- * Began utilizing the State of Arizona's database of pre-qualified technical registrants for procurement and purchasing when the direct, qualifications-based method is applicable
- * Procured and executed an agreement for lease purchase financing in an abbreviated time frame that entitled the City to a low interest rate that maximized taxpayer dollars. During this process a valuable working relationship was developed with a financial institution the City had not worked with before

FY 2018 Goals:

- * Attend quarterly PRIMA (Public Risk Management Association) meetings to gain more knowledge and to develop relationships with professionals who specialize in contracts and insurance for other Arizona municipalities
- * Create a process that enables the City to enter into legal contracts with vendors for sponsorship of various City events and activities
- * Lead the process in developing a network of local purchasing professionals in an effort to explore shared bulk purchasing opportunities between local governments and schools

Budget Highlights:

For FY 2018, no Cost of Living Adjustment (COLA) has been budgeted. The increase in Personnel cost is due to the merit program. No capital outlay has been programmed for this department.

General Government	Purchasing Division	Fund 01 - General Fund	Cost Center	1230	
Performance Indicators					
City Council Goal: Operating in an efficient and effective manner					
Department Goal: Process requisitions into purchase orders within a 24 hour time period after requisitions have been					
Objective: Purchase requested material goods, services and construction in a timely manner					
Type of Measure: Processing time					
Tool: Requisition log and Springbrook software					
Frequency: Occurrence of requisitions					
Scoring: 100% = Above Average; 95% = Average; 90% = Below Average; 85% or below = Poor					
Trend: Score at least 95% or higher					
Measures:		2015	2016	2017	2018
		95%	96%	96%	96%

City Council Goal: Be Innovative					
Department Goal: Ensure local businesses comply with the requirement to register their business with the City					
Objective: Educate local business owners on the conditions stipulated in the Municipal Code requiring a business registration					
Type of Measure: Mailing of business registration renewal letters, monitoring of Chamber memberships and Code Enforcement notifications					
Tool: Outreach program to personally contact (new) business owners					
Frequency: One hour per week					
Scoring:					
Trend:					
Measures:		Actual		Estimated	Anticipated
		2015	2016	2017	2018
Registrations - the decline in registration is due to new State legislation that does not allow registration of rentals		1,350	1,303	1,200	1,200

General Government	Purchasing Division	Fund 01 - General Fund		Cost Center	1230
Summary by Category					
Expenditure Category	2016	2017		2018	Percent Change
	Actual	Budget	Revised	Final	
Personnel	\$68,646	\$95,055	\$95,245	\$100,010	5.00%
Operating Supplies	751	600	825	725	-12.12%
Contractual Services	1,702	1,750	1,700	1,800	5.88%
Other Services and Charges	1,919	2,275	2,965	2,145	-27.66%
Capital Outlay	0	0	0	0	0.00%
Debt Service	0	0	0	0	0.00%
Department Totals	\$73,019	\$99,680	\$100,735	\$104,680	3.92%

Departmental Fund Sources		
Funding Sources	Amount	% of Funding
General Fund	\$104,680	100.00%
Total Funding		<u>100.00%</u>

Supplemental Data: Personnel						
Authorized Positions Job Classifications	Number of FTE's			Salary Range		2018
	2016	2017	2018	Minimum	Maximum	Budget
Purchasing/Contracts Administrator	0.00	1.00	1.00	5,865	8,643	\$72,145
Purchasing Agent	1.00	0.00	0.00	3,970	5,850	0
COLA						0
Merit Contingency						3,605
Temporary / Reserves						0
Longevity Pay						0
Retirement						8,710
Insurance & Taxes						15,550
Employee Related Expenses						0
Totals	<u>1.00</u>	<u>1.00</u>	<u>1.00</u>			<u>\$100,010</u>

General Government	Purchasing Division	Fund 01 - General Fund		Cost Center	1230
Supplemental Data: Expenditures					
Item	2016	2017		2018	Percent Change
	Actual	Budget	Revised	Final	

Supplies

Office Supplies	302	325	425	325	-23.53%
Copier Supplies	233	200	250	250	0.00%
Postage & Freight	2	0	0	0	0.00%
Vehicle Maintenance & Repair	121	0	0	0	0.00%
Equipment Maint/Repairs	93	75	150	150	0.00%
Total Supplies	751	600	825	725	-12.12%

Contractual Services

Computer Support	1,696	1,700	1,700	1,800	5.88%
Contractual Services	6	50	0	0	0.00%
Total Contractual Services	1,702	1,750	1,700	1,800	5.88%

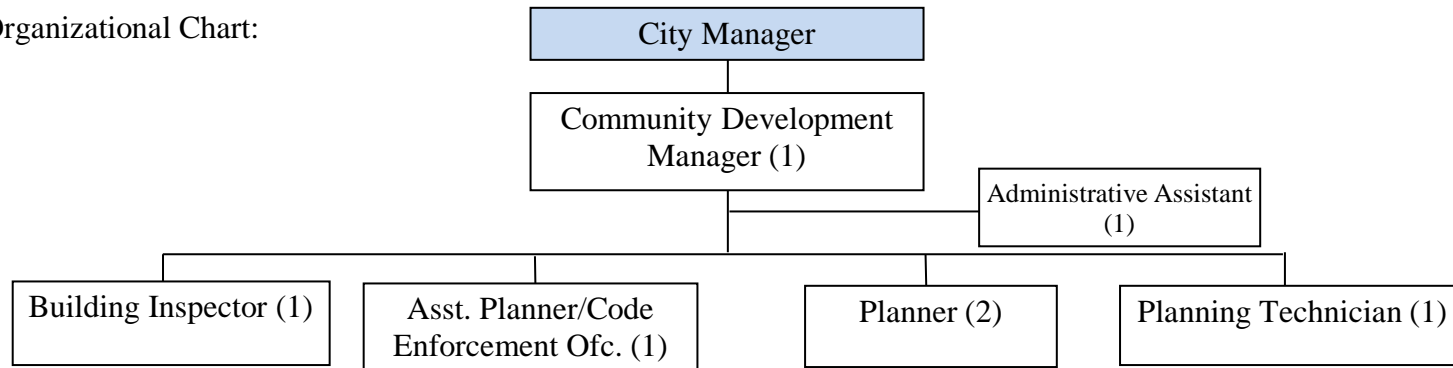
Other Services and Charges

Travel & Training	154	500	1,350	375	-72.22%
Subscriptions & Memberships	261	300	300	270	-10.00%
Printing & Forms	35	0	0	0	0.00%
Utilities	581	550	415	550	32.53%
Telephone	888	925	900	950	32.53%
Legal Advertising	0	0	0	0	0.00%

Total Other Services & Charges	1,919	2,275	2,965	2,145	-27.66%
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Supplemental Data: Capital Outlay					
Item Description	2016	2017		2018	
	Actual	Budget	Revised	Final	
Totals	\$0	\$0	\$0	\$0	

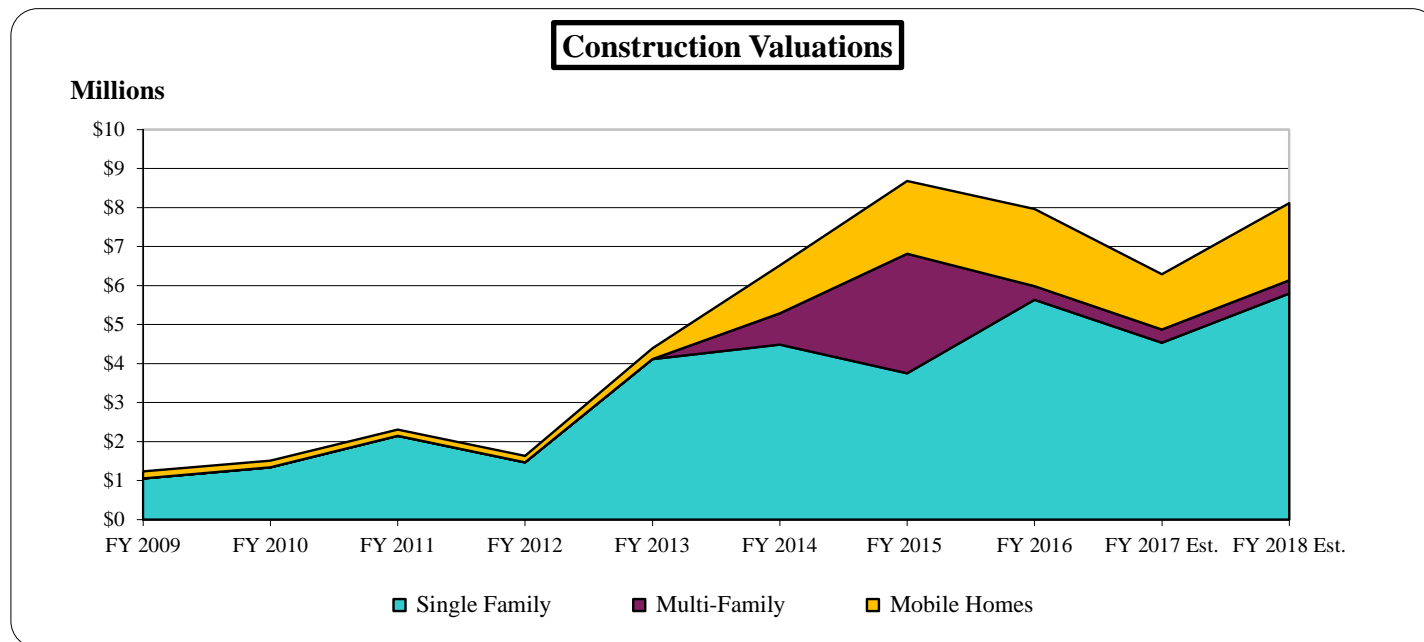
Organizational Chart:



General Information:

Note: Only unshaded boxes are included in this budget.

The Community Development Department provides planning services to the City Council, Planning and Zoning Commission, Development Review Board, Historic Preservation Commission, Bicycle Advocacy Group, Code Review Board, and the general public. Department staff are also responsible for securing the CDBG and various other grants.



FY 2017 Accomplishments:

- * Adoption of *2012 International Building Codes* that are now in accordance with the State's codes
- * Approval (anticipated) of preliminary One-Stop Shop ordinance
- * Awarded grant funding of \$265,000 by the Yavapai County CDBG (Community Development Block Grant) for the completion of the Cottonwood Civic Center upgrades/improvements. These funds will be added to those already granted in FY 2015.
- * Completion of city-wide historic property 'reconnaissance survey' of over 2,500 buildings to identify the properties' estimated age and use. This survey provides a preliminary rough estimate of the total number of potential historic properties within the City of Cottonwood

FY 2018 Goals:

- * Revise the Mobile Food Vendor Ordinance
- * Revise the Code Enforcement Zoning Ordinance and Municipal Code
- * Seek approval for final ordinance of One-Stop Shop to be followed by its full implementation

Budget Highlights:

For FY 2018, no Cost of Living Adjustment (COLA) has been budgeted. The increase in Personnel cost is due to the merit program and additional staffing. No Capital has been programmed for this department.

General Government	Community Development	Fund 01 - General Fund	Cost Center	1400
Performance Indicators				
City Council Goal:	Ensure safe and attractive neighborhoods			
Department Goal:	Ensure the health and safety of residents as it relates to property maintenance, zoning regulations, education, and enforcement (Code Enforcement Division)			
Objective:	Reduce ordinance violations by encouraging residents to maintain their property to achieve a healthy and beautiful living environment			
Type of Measure:	Conduct inspections			
Tool:	Monitor inspections via code enforcement case logs and Springbrook software			
Frequency:	Based on complaints			
Scoring:	-			
Trend:	Reduce number of violations and increase number of resolved cases			
Measures:	Actual		Estimated	Anticipated
	2015	2016	2017	2018
Number of inspections based on complaints received	200	204	208	212
Number of cases opened based on documented violations	64	120	176	232
Number of resolved cases	70	91	112	133

City Council Goal:	Revitalize neighborhoods			
Department Goal:	Review, approve, and inspect new building developments, tenant improvement, and building restorations (Building Safety Division)			
Objective:	Provide guidance for building safety			
Type of Measure:	Issuance of permits followed by inspections			
Tool:	Inspections			
Frequency:	Based on customer request			
Scoring:	-			
Trend:	-			
Measures:	Actual		Estimated	Anticipated
	2015	2016	2017	2018
Number of permits issued	304	379	454	529
Number of building inspections performed	2,120	1,815	1,510	1,160

City Council Goal:				
Department Goal:				
Objective:				
Type of Measure:				
Tool:				
Frequency:				
Scoring:				
Trend:				
Measures:				
	2014	2015	2017	2018

City Council Goal:				
Department Goal:				
Objective:				
Type of Measure:				
Tool:				
Frequency:				
Scoring:				
Trend:				
Measures:	Actual		Estimated	Anticipated
	2015	2016	2017	2018

General Government	Community Development	Fund 01 - General Fund	Cost Center	1400	
Summary by Category					
Expenditure Category	2016	2017		2018	Percent Change
	Actual	Budget	Revised	Final	
Personnel	\$475,435	\$545,565	\$462,315	\$566,670	22.57%
Operating Supplies	6,718	7,400	6,400	5,700	-10.94%
Contractual Services	5,710	13,500	29,600	30,100	1.69%
Other Services and Charges	23,379	19,650	19,340	20,150	4.19%
Capital Outlay	50	0	0	0	0.00%
Debt Service	0	0	0	0	0.00%
Department Totals	\$511,292	\$586,115	\$517,655	\$622,620	20.28%

Departmental Fund Sources		
Funding Sources	Amount	% of Funding
General Fund	\$622,620	100.00%
Total Funding		<u>100.00%</u>

Supplemental Data: Personnel						
Authorized Positions Job Classifications	Number of FTE's			Salary Range		2018
	2016	2017	2018	Minimum	Maximum	Budget
Community Development Manager	1.00	1.00	1.00	5,865	8,643	\$87,095
Planner	2.00	2.00	2.00	4,168	6,143	130,400
Building Official	0.00	0.00	0.00	4,168	6,143	0
Asst. Planner/Code Enforcement Ofc.	1.00	1.00	1.00	3,601	5,306	45,370
Building Inspector	1.00	1.00	1.00	3,266	5,306	50,915
Planning Technician	0.00	1.00	1.00	2,962	4,365	42,330
Senior Administrative Assistant	1.00	0.00	0.00	2,962	4,365	0
Administrative Assistant	0.00	1.00	1.00	2,559	3,771	33,800
COLA						0
Merit Contingency						8,760
Longevity Pay						0
Car Allowance						5,400
Temporary / Reserves						0
Overtime						500
Retirement						46,530
Insurance & Taxes						115,570
Employee Related Expenses						0
Totals	<u>6.00</u>	<u>7.00</u>	<u>7.00</u>			<u>\$566,670</u>

General Government	Community Development	Fund 01 - General Fund	Cost Center	1400	
Supplemental Data: Expenditures					
Item	2016	2017		2018	Percent Change
	Actual	Budget	Revised	Final	

Supplies

Office Supplies	1,357	2,000	2,600	2,200	-15.38%
Copier Supplies	828	1,200	1,450	1,500	3.45%
Postage & Freight	1,759	1,400	900	700	-22.22%
Gas & Oil	877	1,000	450	500	11.11%
Vehicle Maint & Repairs	1,787	1,800	1,000	800	-20.00%
Equipment Maint & Repairs	110	0	0	0	0.00%

Total Supplies

6,718	7,400	6,400	5,700	-10.94%
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Contractual Services

Contractual Services	2,888	10,000	27,000	27,500	1.85%
Computer Support	2,822	3,500	2,600	2,600	0.00%

Total Contractual Services

5,710	13,500	29,600	30,100	1.69%
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Other Services and Charges

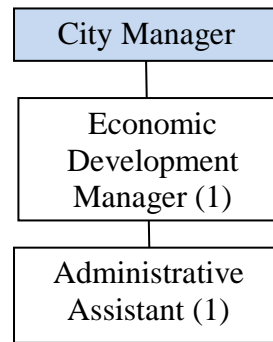
Travel & Training	7,050	4,000	4,000	4,000	0.00%
Subscriptions & Memberships	3,580	1,800	1,800	1,800	0.00%
Printing & Forms	382	250	250	150	-40.00%
Utilities	6,093	6,600	7,100	7,500	5.63%
Telephone	4,138	4,000	3,950	4,500	13.92%
Legal Advertising	2,136	3,000	2,200	2,000	-9.09%
Recruitment Expense	0	0	40	0	-100.00%
General Plan Expense	0	0	0	200	

Total Other Services & Charges

23,379	19,650	19,340	20,150	4.19%
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Supplemental Data: Capital Outlay					
Item Description	2016	2017		2018	
	Actual	Budget	Revised	Final	
Software Update	\$50				
Totals	\$50	\$0	\$0	\$0	

Organizational Chart:



Note: Only unshaded boxes are included in this budget.

General Information:

The City of Cottonwood Economic Development Department works in concert with the Cottonwood Economic Development Council, Inc. (CEDC). The CEDC is a private-public partnership, incorporated as a 501 (c)(6) since February 2014. The mission of the CEDC is to enrich the diverse economic, social and cultural environment of our community. The Economic Development Manager is the president and CEO of the CEDC. The CEDC works together with a number of key organizations in the region to promote an environment in which business thrives.

FY 2017 Accomplishments:

- * Completed the Lodging Feasibility Study and the Trails Plan to be used to make decisions for hotel locations and to construct a viable trail system
- * Four startup businesses received incubation support through the Business Assistance Center (BAC) and successfully 'graduated' from their BAC-office space and moved into office space offered on the general rental market within the City
- * Provided City-support in facilitating economic growth in Old Town Cottonwood that is an ever changing business environment in which approximately 100 businesses employ about 500 people

FY 2018 Goals:

- * Identify new hospitality (hotel) opportunities within Cottonwood that will generate additional bed tax
- * Provide business assistance to the Airport Commission regarding its revenue and development objectives. Currently, the commission is evaluating options, such as an industrial park, to generate revenue
- * Identify development opportunities associated with the 89A & Vine (Stuckey project) and The Vineyards at 89A (Groseta project)
- * Provide Verde Valley Regional Economic Organization (VVREO) revolving loan funding to at least two new Cottonwood businesses
- * Provide business incubation space at the BAC to be occupied by three new startup businesses and facilitate the expansion ('graduation') of three businesses into our local economy
- * Begin the implementation of the Cottonwood Riverfront and Recreation Master Plan pending grant funding by the State Parks. Two \$80,000 grant requests (\$160,000 total) have been submitted
- * Produce a retail leakage study that will be useful for developers in identifying opportunities
- * Provide assistance, including for expansion (infrastructure), to the Old Town District pending grant funding of \$2,300,000 from the Economic Development Administration (EDA) for streetscape infrastructure
- * Designate Old Town as an entertainment district and expand its boundaries which will help facilitate development in the Final streetscape area between Willard Street and 89A
- * Conduct entrepreneurial workforce training and provide support for development and incubation to core sectors, i.e. healthcare, tourism, arts & culture, light manufacturing, agriculture, transportation and logistics, and retail facilitating the creation of more and better jobs, and a better quality of life for our citizens

Budget Highlights:

For FY 2018, no Cost of Living Adjustment (COLA) has been budgeted. The increase in Personnel cost is due to the merit program and anticipated additional staffing. Capital for the latter has been programmed for a Business Assistance Counselor, pending grant funding, in the amount of \$75,000. This department will be responsible for the grant writing and grant application submission to the EDA to acquire grant funding in the amount of \$2,300,000 for the streetscape infrastructure of (Old Town) Main Street.

General Government	Economic Development	Fund 01 - General Fund	Cost Center	6000
Performance Indicators				
City Council Goal:	Enhance our position as the economic center of the Verde Valley, providing retail, medical, education, transportation, recreation and tourism			
Department Goal:	Expand, retain and attract growth sector businesses and increase revenue stream			
Objective:	Manage future growth, market Cottonwood and provide support services to businesses			
Type of Measure:	Business retention			
Tool:	Business license tracking system			
Frequency:	Annually			
Scoring:	Number of businesses retained and new businesses			
Trend:	Increase			
Measures:	Actual		Estimated	Anticipated
	2015	2016	2017	2018
Number of businesses retained	1,084	1,093	1,300	1,500
New businesses	266	210	312	350

City Council Goal:	Enhance our position as the economic center for the Verde Valley, providing retail, medical, education, transportation, recreation and tourism			
Department Goal:	Acquire grant funding for projects and business assistance			
Objective:	Identify and apply for grant opportunities			
Type of Measure:	Grant application approval and receipt of funding			
Tool:	Grant applications			
Frequency:	Annual			
Scoring:				
Trend:	Actual		Estimated	Anticipated
Measures:	2015	2016	2017	2018
Grant funding requests	2,375,000			

City Council Goal:				
Department Goal:				
Objective:				
Type of Measure:				
Tool:				
Frequency:				
Scoring:				
Trend:	Actual		Estimated	Anticipated
Measures:	2015	2016	2017	2018

General Government	Economic Development	Fund 01 - General Fund	Cost Center	6000	
Summary by Category					
Expenditure Category	2016	2017		2018	Percent Change
	Actual	Budget	Revised	Final	
Personnel	\$186,474	\$196,410	\$194,680	\$205,100	5.35%
Operating Supplies	403	770	1,880	3,375	79.52%
Contractual Services	327	250	325	2,325	615.38%
Other Services and Charges	89,960	47,900	44,350	37,720	-14.95%
Capital Outlay	2,716	0	0	75,000	0.00%
Debt Service	0	0	0	0	0.00%
Department Totals	\$279,881	\$245,330	\$241,235	\$323,520	34.11%

Departmental Fund Sources		
Funding Sources	Amount	% of Funding
General Fund	\$323,520	100.00%
Total Funding		<u>100.00%</u>

Supplemental Data: Personnel						
Authorized Positions Job Classifications	Number of FTE's			Salary Range		2018
	2016	2017	2018	Minimum	Maximum	Budget
Economic Development Manager	1.00	1.00	1.00	6,159	9,076	\$106,930
Administrative Assistant	1.00	1.00	1.00	2,559	3,771	37,100
COLA						0
Merit Contingency						5,830
Longevity						0
Temporary / Reserves						0
Overtime						0
Retirement						17,230
Insurance & Taxes						38,010
Employee Related Expenses						0
Totals	<u>2.00</u>	<u>2.00</u>	<u>2.00</u>			<u>\$205,100</u>

General Government	Economic Development	Fund 01 - General Fund	Cost Center	6000	
Supplemental Data: Expenditures					
Item	2016	2017		2018	Percent Change
	Actual	Budget	Revised	Final	

Supplies

Office Supplies	388	750	1,100	2,250	104.55%
Copier Supplies	0	0	300	600	100.00%
Postage & Freight	15	20	20	25	25.00%
Gas & Oil	0	0	0	0	0.00%
Vehicle Maint & Repairs	0	0	0	0	0.00%
Equipment Maint & Repairs	0	0	460	500	8.70%

Total Supplies

403	770	1,880	3,375	79.52%
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Contractual Services

Computer Support	327	250	325	325	0.00%
Contractual Services	0	0	0	2,000	0.00%

Total Contractual Services

327	250	325	2,325	615.38%
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Other Services and Charges

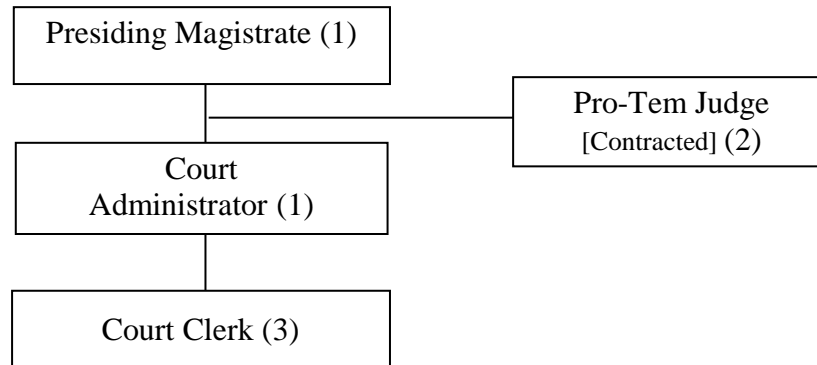
Travel & Training	2,925	2,500	2,500	0	-100.00%
Continuing Education	0	0	0	0	0.00%
Subscriptions & Memberships	1,351	1,400	1,400	1,400	0.00%
Printing & Forms	0	0	0	0	0.00%
Utilities	9,249	10,000	9,000	10,000	11.11%
Telephone	1,438	1,500	1,450	1,600	10.34%
Legal Advertising	4,000	0	0	0	0.00%
Focus on Success	27,962	32,500	30,000	24,720	-17.60%
Nature Conservancy Grant	43,036	0	0	0	0.00%

Total Other Services & Charges

89,960	47,900	44,350	37,720	-14.95%
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Supplemental Data: Capital Outlay				
Item Description	2016	2017		2018
	Actual	Budget	Revised	Final
Copier				
Computer				
City Branding				
Business Assistant Counselor (USDA Grant)				\$75,000
Miscellaneous Building Accessories	\$2,716			
Totals	\$2,716	\$0	\$0	\$75,000

Organizational Chart:



General Information:

The mission of the Cottonwood Municipal Court is to administer justice efficiently with respect and fairness to all parties according to the law. The Cottonwood Municipal Court is responsible for all judicial functions within the city limits. These functions include the processing of violations including Criminal Misdemeanors, Criminal Traffic offenses, Civil Traffic complaints, and violations of City Ordinances and Codes. The court is also responsible for the issuance of protective orders, search warrants, and does wedding officiating. The Court is accountable to the Arizona Supreme Court and the Presiding Judge of the Yavapai County Superior Court for judicial matters, and reports to the City Council regarding financial and administrative matters not unique to court operations.

FY 2017 Accomplishments:

- * Established a new specialty court program titled Homeless/Mental Health Court that provides alternative sentencing options through deferred prosecution programs (where a defendant can earn dismissal of charges) or plea agreements with special provisions. It emphasizes mental health treatment at Spectrum, drug/alcohol treatment programs and community service as well as referring defendants to Catholic Charities for assistance in finding low income housing. This program rehabilitates and helps reduce new offenses, which also keeps citizens and business from becoming victims.
- * Fulfilled 16 hours of COJET (Committee on Judicial Education and Training) requirements for all Court employees, including judicial staff
- * Developed a draft policy and procedure manual incorporating electronic document scanning within case file processes
- * Conducted a security assessment of the Court building with the IT (Information Technology) Department, the Police Department and a security vendor to identify the needs for the development of a Court security standards plan

FY 2018 Goals:

- * Finalize policy and procedures to implement electronic scanning of case files by case type
- * Finalize the installation of video surveillance equipment, purchased with Court Enhancement funds throughout the Municipal Court building for the protection of court staff, court users, and the general
- * Develop and implement court security standards as mandated by the Arizona Supreme Court
- * Participate in statewide AOC (Administrative Office of the Courts) committees anticipating the implementation of a new limited jurisdiction case management system

Budget Highlights:

For FY 2018, no Cost of Living Adjustment (COLA) has been budgeted. The increase in Personnel cost is due to the merit program. The acquisition of a Multi-function Copier (\$10,000), Access Control System Installation (\$18,000) and a Video Surveillance Installation will be covered by the Court Enhancement Fund.

General Government	Municipal Court	Fund 01 - General Fund	Cost Center	1310
Performance Indicators				
City Council Goal: Improving Court processes to better serve the public				
Department Goal: Manage cases in compliance with all legal requirements				
Objective: Measure case filings and terminations to clearance rates				
Type of Measure: Number of filings to termination				
Tool: National Center for State Courts Court Tools				
Frequency: Annual (calendar year)				
Scoring: Increase/decrease from prior year				
Trend: Clearance rate of 90-100%				
Measures:		Actual		Estimated
		2015	2016	2017
Clearance rates		104%	108%	107%
				Anticipated
				2018
				108%

City Council Goal: Provided timely services and enforcement of court orders				
Department Goal: Improve operational efficiency and case processing				
Objective: Measure payments collected as a percentage of total monetary penalties				
Type of Measure: Number of payment in relating to total receivables				
Tool: National Center for State Courts Court Tools				
Frequency: Annual by calendar year				
Scoring: Increase/decrease from prior year				
Trend: Clearance rate equal and greater than 100% due to closure of case files from previous years				
Measures:		Actual		Estimated
		2015	2016	2017
Measure 2: Clearance rates		100%	100%	87%
				Anticipated
				2018
				90%

City Council Goal: Strive to maintain a uniquely desirable and sustainable community				
Department Goal: Improve operational efficiency and processing of cases				
Objective: Measure payments collected as a percentage of total monetary penalties				
Type of Measure: Number of payments to total receivables				
Tool: National Center for State Courts Court Tools				
Frequency: Annually (Calendar year)				
Scoring: Increase/decrease from prior year				
Trend: Rating of 90-100%				
Measures:		Actual		Estimated
		2015	2016	2017
Measure 7 - Collection of monetary penalties		100%	100%	87%
				Anticipated
				2018
				90%

City Council Goal: Provide timely service and enforcement of court orders				
Department Goal: Time to disposition				
Objective: Criminal: 75%; civil traffic: 80%; local ordinance: 75% [within 60 days]				
Type of Measure: Measure percentage of resolved cases within established time frames				
Tool: Arizona Supreme Court Case Processing Time Standards reporting requirements				
Frequency: Annually (Calendar year)				
Scoring: Increase/decrease from prior year				
Trend: Rating of 75-100% within 60 days of filing				
Measures:		Actual		Estimated
		2015	2016	2017
National Center for State Courts Court Tools		Criminal	*	74
Measure 3: Time to disposition		Civil Traffic	*	89%
		Ordinance	*	100%
				75
				95%
				100%
				75%
* Prior to Standards Adoption				

General Government	Municipal Court	Fund 01 - General Fund		Cost Center	1310
Summary by Category					
Expenditure Category	2016	2017		2018	Percent Change
	Actual	Budget	Revised	Final	
Personnel	\$397,227	\$424,155	\$413,200	\$440,030	6.49%
Operating Supplies	7,252	7,510	8,300	7,650	-7.83%
Contractual Services	64,139	72,500	66,395	46,500	-29.96%
Other Services and Charges	31,948	79,900	36,650	104,300	184.58%
Capital Outlay	0	0	0	0	0.00%
Debt Service	0	0	0	0	0.00%
Department Totals	\$500,566	\$584,065	\$524,545	\$598,480	14.10%

Departmental Fund Sources		
Funding Sources	Amount	% of Funding
General Fund	\$598,480	100.00%
Total Funding		<u>100.00%</u>

Supplemental Data: Personnel						
Authorized Positions Job Classifications	Number of FTE's			Salary Range		2018
	2016	2017	2018	Minimum	Maximum	Budget
Presiding Magistrate	1.00	1.00	1.00	Contract		\$120,325
Court Administrator	1.00	1.00	1.00	4,377	6,450	66,675
Court Clerk II	0.00	1.00	1.00	2,821	4,158	42,980
Court Clerk I	3.00	2.00	2.00	2,559	3,771	83,240
COLA						0
Merit Contingency						7,450
Longevity						0
Temporary / Reserves/ Pro Temp						0
Overtime						0
Retirement						36,880
Insurance & Taxes						82,480
Employee Related Expenses						0
Totals	<u>5.00</u>	<u>5.00</u>	<u>5.00</u>			<u>\$440,030</u>

General Government	Municipal Court	Fund 01 - General Fund		Cost Center	1310
Supplemental Data: Expenditures					
Item	2016	2017		2018	Percent Change
	Actual	Budget	Revised	Final	

Supplies

Office Supplies	4,397	3,500	3,000	3,500	16.67%
Copier Supplies	369	500	500	400	-20.00%
Gas & Oil	0	0	0	0	0.00%
Vehicle Maint & Repairs	0	0	0	0	0.00%
Equipment Maint & Repairs	1,897	2,710	4,000	2,950	-26.25%
Postage & Freight	590	800	800	800	0.00%

Total Supplies

7,252	7,510	8,300	7,650	-7.83%
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Contractual Services

Computer Support	9,973	10,500	10,500	10,500	0.00%
Court Appointed Attorney	43,299	42,000	45,000	31,000	-31.11%
Contractual Services	7,579	15,000	9,800	5,000	-48.98%
Court Audit	3,288	5,000	1,095	0	-100.00%

Total Contractual Services

64,139	72,500	66,395	46,500	-29.96%
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Other Services and Charges

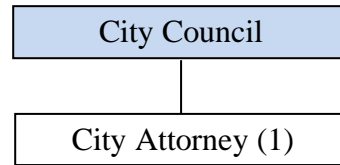
Travel & Training	2,590	3,500	2,000	4,300	115.00%
Subscriptions & Memberships	1,535	2,100	1,800	1,300	-27.78%
Printing & Forms	875	1,600	1,000	1,000	0.00%
Legal Advertising	0	0	0	0	0.00%
Utilities	10,436	12,000	10,100	12,000	18.81%
Telephone	2,932	4,500	2,550	3,000	17.65%
Jury Fees	0	200	200	200	0.00%
JCEF Fund Expenses	8,064	16,000	4,000	1,000	-75.00%
FTG-Fill The Gap Expense	3,688	0	0	1,500	0.00%
Court Enhancement Expenses	1,828	40,000	15,000	80,000	433.33%

Total Other Services & Charges

31,948	79,900	36,650	104,300	184.58%
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Supplemental Data: Capital Outlay					
Item Description	2016	2017		2018	
	Actual	Budget	Revised	Final	
Totals	\$0	\$0	\$0	\$0	

Organizational Chart:



Note: Only unshaded boxes are included in this budget.

General Information:

The Legal Department has the duty of representing and advising the City of Cottonwood on all legal matters. The City Attorney's responsibilities include furnishing oral and written legal opinions on legal issues, consulting with the Mayor and City Council and department heads, and representing the City of Cottonwood in City Court, Superior Court and Appellate Courts. In addition, the City Attorney prepares all ordinances and resolutions, reviews all contracts, and provides for the prosecution of criminal misdemeanor cases.

FY 2017 Accomplishments:

- * Coordinated negotiation of development agreement for The Vineyards, a Cottonwood mixed-use development (555 residential units)
- * Successfully concluded lease negotiations for location of cell tower on City property (GovNet)
- * Coordinated settlement of longstanding airport lease dispute in which the City recovered approximately \$50,000 in past due lease payments and \$30,000 in attorneys' fees
- * Was instrumental in obtaining necessary easements for Mingus Avenue reconstruction, Mingus Avenue drainage improvement, and Cottonwood Street sidewalk projects
- * Oversaw effective and successful misdemeanor prosecution and civil code enforcement programs
- * Fulfilled significant role in negotiating IGA with Arizona State Parks for acquisition of permanent public utility easement and transfer of wastewater lift station to City

FY 2018 Goals:

- * Provide legal assistance to staff and the Bicycle Advisory Committee in their efforts to obtain "Silver" award status from The League of American Bicyclists
- * Assist in finalizing the Minimum Operating Standards for commercial activities at the Cottonwood Municipal Airport
- * Provide legal assistance to staff with review and approval processes for The Vineyards development to include among others Phase 1 Final Plat and Phase Assurance Agreement

Budget Highlights:

For FY 2018, no Cost of Living Adjustment (COLA) has been budgeted. The increase in Personnel cost is due to the merit program. No capital outlay has been programmed for this department.

General Government	Legal Department	Fund 01 - General Fund	Cost Center	1300
Performance Indicators				
City Council Goal:	<i>* New Performance Indicators are being developed for this department *</i>			
Department				
Objective:				
Type of Measure				
Tool:				
Frequency:				
Scoring:				
Trend:				
Measures:	Actual		Estimated	Anticipated
	2015	2016	2017	2018
City Council Goal:				
Department				
Objective:				
Type of Measure:				
Tool:				
Frequency:				
Scoring:				
Trend:				
Measures:	Actual		Estimated	Anticipated
	2015	2016	2017	2018
City Council Goal:				
Department Goal:				
Objective:				
Type of Measure:				
Tool:				
Frequency:				
Scoring:				
Trend:				
Measures:	Actual		Estimated	Anticipated
	2015	2016	2017	2018

General Government	Legal Department	Fund 01 - General Fund		Cost Center	1300
Summary by Category					
Expenditure Category	2016	2017		2018	Percent Change
	Actual	Budget	Revised	Final	
Personnel	\$237,239	\$244,140	\$246,275	\$262,000	6.39%
Operating Supplies	698	25	500	50	-90.00%
Contractual Services	177,312	190,000	190,000	183,600	-3.37%
Other Services and Charges	6,043	7,300	6,910	7,050	2.03%
Capital Outlay	0	0	0	0	0.00%
Debt Service	0	0	0	0	0.00%
Department Totals	\$421,291	\$441,465	\$443,685	\$452,700	2.03%

Departmental Fund Sources		
Funding Sources	Amount	% of Funding
General Fund	\$452,700	100.00%
Total Funding		<u>100.00%</u>

General Government	Legal Departme	Fund 01 - General Fund			Cost Center	1300
Supplemental Data: Personnel						
Authorized Positions Job Classifications	Number of FTE's			Salary Range		2018
	2016	2017	2018	Minimum	Maximum	Budget
City Attorney	1.00	1.00	1.00	Contract		\$193,930
COLA						0
Vehicle Allowance						5,400
Merit Contingency						10,670
Longevity						0
Temporary / Reserves						0
Overtime						0
Retirement						24,150
Insurance & Taxes						27,850
Employee Related Expenses						0
Totals	1.00	1.00	1.00			\$262,000

General Government	Legal Department	Fund 01 - General Fund		Cost Center	1300
Supplemental Data: Expenditures					
Item	2016	2017		2018	Percent Change
	Actual	Budget	Revised	Final	

Supplies

Office Supplies	23	0	450	0	-100.00%
Copier Supplies	0	0	0	0	0.00%
Postage & Freight	675	25	50	50	0.00%

Total Supplies	698	25	500	50	-90.00%
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Contractual Services

Prosecuting Attorney	89,998	90,000	90,000	93,600	4.00%
Contractual Services	87,314	100,000	100,000	90,000	-10.00%

Total Contractual Services	177,312	190,000	190,000	183,600	-3.37%
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Other Services and Charges

Travel & Training	167	1,500	800	800	0.00%
Subscriptions & Memberships	3,740	3,700	3,750	3,750	0.00%
Printing & Forms	0	0	300	300	0.00%
Utilities	290	350	300	350	16.67%
Telephone Expense	1,846	1,750	1,760	1,850	5.11%
Legal Advertising	0	0	0	0	0.00%

Total Other Services & Charges	6,043	7,300	6,910	7,050	2.03%
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Supplemental Data: Capital Outlay					
Item Description	2016	2017		2018	
	Actual	Budget	Revised	Final	
Computer					
Totals	\$0	\$0	\$0	\$0	

General Information:

The Non-Departmental Department was established to account for short term lease purchase agreements and other contractual services. This department budgets the City's contribution to Yavapai County for health and emergency services, accounts for the City's contribution to the Verde Valley Chamber of Commerce, and the payment of liability insurance.

This department now accounts for Operating Transfers from the General Fund to all other funds needing additional revenues for continued operations as well as paying and monitoring the City's Lease Purchase contracts.

FY 2017 Accomplishments:

- * Executed prompt payment of all City capital leases
- * Executed prompt payment of all City Debt Service
- * Settled all claims promptly through the Risk Management Manager

FY 2018 Goals:

- * Reconcile operating transfer-outs at the end of every fiscal year
- * Maintain prompt payment of all City capital leases
- * Maintain prompt payment of all City Debt Service

Budget Highlights:

Budget changes are mostly due to increases in Transfers to other funds

General Government	Non-Departmental Department	Fund 01 - General Fund	Cost Center	1800
Performance Indicators				
City Council Goal: <i>* New Performance Indicators are being developed for this department *</i> Department Objective: Type of Mea Tool: Frequency: Scoring: Trend:				
		Actual	Estimated	Anticipated
Measures:		2015	2016	2017

City Council Goal: Department Objective: Type of Mea Tool: Frequency: Trend:				
		Actual	Estimated	Anticipated
Measures:		2015	2016	2017

FY 2016 Goals: Department Goal: Objective: Type of Measure: Tool: Frequency: Scoring: Trend:				
		Actual	Estimated	Anticipated
		2015	2016	2017

General Government Non-Departmental Department		Fund 01 - General Fund		Cost Center	1800
Summary by Category					
Expenditure Category	2016	2017		2018	Percent Change
	Actual	Budget	Revised	Final	
Personnel	\$0	\$0	\$0	\$0	0.00%
Operating Supplies	0	0	0	0	0.00%
Contractual Services	3,794	3,500	2,000	2,000	0.00%
Other Services and Charges	485,667	515,000	519,400	533,000	2.62%
Operating Transfers	868,126	1,106,180	907,630	2,021,530	122.73%
Debt Service	423,944	433,490	365,430	471,470	29.02%
Department Totals	\$1,781,531	\$2,058,170	\$1,794,460	\$3,028,000	68.74%

Departmental Fund Sources		
Funding Sources	Amount	% of Funding
General Fund	\$3,028,000	100.00%
Total Funding		<u>100.00%</u>

Supplemental Data: Personnel						
Authorized Positions Job Classifications	Number of FTE's			Salary Range		2018
	2016	2017	2018	Minimum	Maximum	Budget
N/A						
Totals	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>			<u>\$0</u>

General Government	Non-Departmental Department	Fund 01 - General Fund	Cost Center	1800	
Supplemental Data: Expenditures					
Item	2016	2017		2018	Percent Change
	Actual	Budget	Revised	Final	

Supplies

N/A	0	0	0	0	0.00%
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Total Supplies

0	0	0	0	0.00%
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Contractual Services

Auction Fees	1,544	3,500	2,000	2,000	0.00%
State and Federal Fines & Fees	2,250	0	0	0	0.00%
Contractual Services	0	0	0	0	0.00%
Trustee Fees	0	0	0	0	0.00%

Total Contractual Services

3,794	3,500	2,000	2,000	0.00%
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Other Services and Charges

Liability Insurance	286,566	294,000	296,400	300,000	1.21%
Liability-Claims Deductible	11,890	20,000	20,000	20,000	0.00%
Chamber of Commerce	187,211	201,000	203,000	213,000	4.93%

Total Other Services & Charges

485,667	515,000	519,400	533,000	2.62%
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Debt Service

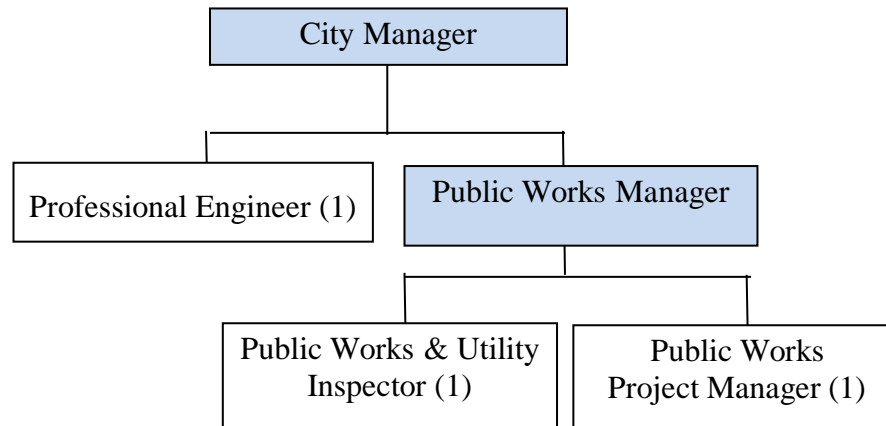
Lease Payment - Police Cars- 09/10	0	0	0	0	0.00%
Lease Payment - Fire Truck - SunTrust	0	0	0	0	0.00%
Lease Payment - Mobile Data Terminals	0	0	0	0	0.00%
Lease Payment - City Wide FY 12	112,936	124,600	57,310	0	-100.00%
Lease Payment - Communications Center	166,749	169,700	168,220	172,700	2.66%
Lease Payment - FY13 City Wide	123,283	125,270	124,270	127,290	2.43%
Lease Payment - FY 17 City Wide Equipment	0	0	0	151,485	0.00%
Interest -LP PD VEH 09-10	0	0	0	0	0.00%
Interest -LP Fire Rescue	0	0	0	0	0.00%
Interest -LP Mobile Data	0	0	0	0	0.00%
Interest -LP - FY12 City Wide	4,099	1,970	1,210	0	-100.00%
Interest -LP Communications Center	11,335	8,390	9,870	5,380	-45.49%
Interest -LP FY13 City Wide	5,543	3,560	4,550	1,535	-66.26%
Interest - LP FY 17 City Wide Equipment	0	0	0	13,080	0.00%

Total Debt Service

423,944	433,490	365,430	471,470	29.02%
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Supplemental Data: Operating Transfers					
Item Description	2016	2017		2018	Percent Change
	Actual	Budget	Revised	Final	
Operating Transfers - HURF-Streets/Transit					0.00%
Operating Transfers - HURF-Transit		\$200,000		\$987,190	0.00%
Operating Transfers - Library	\$797,310	853,240	\$851,320	825,290	-3.06%
Operating Transfers - Cemetery	62,586	37,200	56,310	62,210	10.48%
Operating Transfers - Airport	8,230	15,740	0	11,840	0.00%
Operating Transfers - Grant				135,000	0.00%
Operating Transfers - Debt Services					0.00%
	\$868,126	\$1,106,180	\$907,630	\$2,021,530	

Organizational Chart:



Note: Only unshaded boxes are included in this budget.

General Information:

The Engineering Services Department executes plans, examination of private development improvements and subdivisions. Public and private development improvements inspections. As well as the responsibility of ensuring that all structures, utilities and construction within the city limits are constructed and maintained to comply with the minimum safety standards as set forth in the Final Building codes. This includes but is not limited to code review, plan review, issuing building permits, field inspections, investigation of complaints and public relations. Engineering Services also supervises certain City building and remodeling projects, and the design of Utility and Streets projects .

FY 2017 Accomplishments:

- * Completed the design of the Drainage Project that will remove the Cottonwood Village building from the flood plain. Project construction is anticipated to be completed this year
- * Completed the design of the Drainage Project that will remove the Casa Del Sol Condominiums complex from the flood plain and funding for its construction will be secured
- * Anticipated completion of the city-wide Master Drainage Study
- * Assisted ADOT and the Verde Valley Transportation Planning Organization (VVTPO) with completing the Verde Valley Regional Transportation Plan
- * Completed the City Stormwater Program in accordance with the new ADEQ regulations
- * Completed a pavement preservation seal project for all City owned parking lots
- * Anticipated completion of the Design for the street construction project on Mingus Avenue, between Willard Street and 10th Street
- * Conducted a Road Safety Analysis for Mingus Avenue and Main Street identifying safety hazards to be addressed

FY 2018 Goals:

- * Completion of the Riverfront Water Reclamation facility; facility could possibly already be completed in FY 2017
- * Complete Engineering Standards that will ensure proper engineering practices that adhere to mandatory requirements
- * Obtain funding from the Flood Control District to complete a study of the Old Town/Del Monte flood plain as well as funding for necessary construction improvements
- * Create an internal policy as well as draft an ordinance requiring the city-wide drainage study to be kept up-to-date
- * Start and complete the construction of Mingus Avenue, from Willard Street to the 10th Street Wash
- * Complete the construction of Mingus Ave. from the 10th Street Wash to Main Street.
- * Complete Riverfront/Old Town Connection

Budget Highlights:

For FY 2018, no Cost of Living Adjustment (COLA) has been budgeted. The increase in Personnel cost is due to the merit program. Capital has been programmed for the Riverfront/Old Town Connection Trail (\$18,000), Stormwater Program (\$10,000) and the Drainage Facility Policy (\$7,100).

General Government	Engineering Services Department	Fund 01 - General Fund	Cost Center	1410	
Performance Indicators					
City Council Goal:	Create targeted economic development strategies				
Department Goal:	Reduce hindrances to development of businesses in the Old Town District				
Objective:	Obtain funding to conduct a study that will validate the flood hazard in the Old Town area and develop plans to alleviate flood hazards, if necessary.				
Type of Measure:	Funding approval				
Tool:	Funding request to Yavapai County				
Frequency:					
Scoring:	Complete study				
Trend:					
Measures:		Actual	Estimated	Estimated	Anticipated
		2015	2016	2017	2018
Funding approval and study completion					100%

City Council Goal:					
Department Goal:					
Objective:					
Type of Measure:					
Tool:					
Frequency:					
Scoring:					
Trend:					
		Actual		Estimated	Anticipated
		2015	2016	2017	2018
Measures:					

City Council Goal:					
Department Goal:					
Objective:					
Type of Measure:					
Tool:					
Frequency:					
Scoring:					
Trend:					
		Actual		Estimated	Anticipated
		2015	2016	2017	2018
Measures:					

General Government	Engineering Services Department	Fund 01 - General Fund	Cost Center	1410	
Summary by Category					
Expenditure Category	2016	2017		2018	Percent Change
	Actual	Budget	Revised	Final	
Personnel	\$305,716	\$267,100	\$304,040	\$277,560	-8.71%
Operating Supplies	9,718	9,500	8,350	4,700	-43.71%
Contractual Services	19,988	3,000	4,000	2,000	-50.00%
Other Services and Charges	18,839	17,600	17,450	16,400	-6.02%
Capital Outlay	0	127,500	106,000	35,100	-66.89%
Debt Service	0	0	0	0	0.00%
Department Totals	\$354,261	\$424,700	\$439,840	\$335,760	-23.66%

Departmental Fund Sources		
Funding Sources	Amount	% of Funding
General Fund	\$335,760	100.00%
Total Funding		<u>100.00%</u>

Supplemental Data: Personnel						
Authorized Positions Job Classifications	Number of FTE's			Salary Range		2018
	2016	2017	2018	Minimum	Maximum	Budget
Professional Engineer	1.00	1.00	1.00	5,320	7,840	\$76,360
PW Manager	1.00	0.00	0.00	5,067	7,466	0
PW Project Manager	1.00	1.00	1.00	3,781	5,572	64,000
Drafter/Designer	0.00	0.00	0.00	3,429	5,054	0
Public Works & Utility Inspector	2.00	1.00	1.00	3,266	4,813	41,180
COLA						0
Merit Contingency						5,920
Longevity						0
Overtime						350
Retirement						21,600
Insurance & Taxes						67,150
Employee Related Expenses						1,000
Totals	<u>5.00</u>	<u>3.00</u>	<u>3.00</u>			<u>\$277,560</u>

General Government Engineering Services Department			Fund 01 - General Fund		Cost Center	1410
Supplemental Data: Expenditures						
Item	2016	2017		2018	Percent Change	
	Actual	Budget	Revised	Final		

Supplies

Office Supplies	344	600	3,000	1,400	-53.33%
Copier Supplies	143	50	0	0	0.00%
Gas & Oil	3,753	4,500	3,000	1,500	-50.00%
Vehicle Maint & Repairs	2,100	1,500	1,500	1,000	-33.33%
Equipment Maint & Repairs	0	300	0	150	0.00%
Operational Supplies	2,362	1,500	550	500	-9.09%
Clothing Allowance	972	1,000	250	100	-60.00%
Postage & Freight	44	50	50	50	0.00%

Total Supplies	9,718	9,500	8,350	4,700	-43.71%
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Contractual Services

Computer Support	1,270	1,000	1,000	1,000	0.00%
Contractual Services	18,718	2,000	3,000	1,000	-66.67%

Total Contractual Services	19,988	3,000	4,000	2,000	-50.00%
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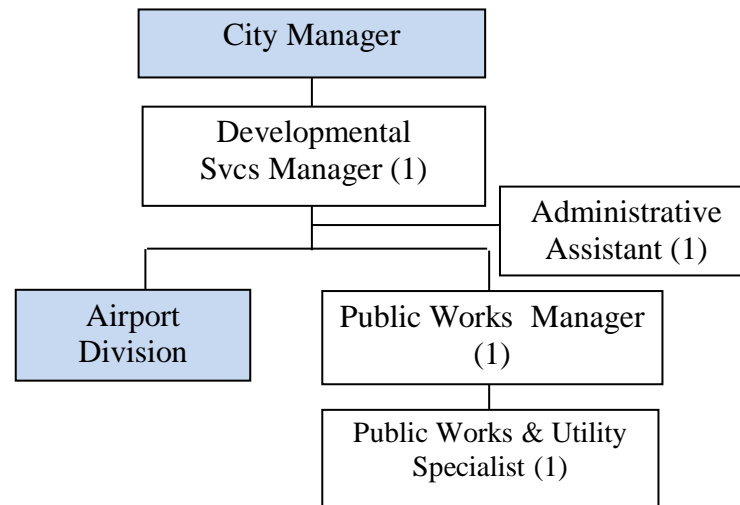
Other Services and Charges

Travel & Training	5,090	2,500	2,500	500	-80.00%
Subscriptions & Memberships	2,821	3,000	3,000	2,000	-33.33%
Printing & Forms	44	50	0	0	0.00%
Legal Advertising	42	0	0	0	0.00%
Utilities	6,753	8,000	7,500	9,000	20.00%
Telephone	4,089	4,050	4,450	4,900	10.11%

Total Other Services & Charges	18,839	17,600	17,450	16,400	-6.02%
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Supplemental Data: Capital Outlay					
Item Description	2016	2017		2018	
	Actual	Budget	Revised	Final	
Riverfront/Old Town Connection Trail		\$18,000		\$18,000	
Drainage Plan for Cottonwood Village		69,000	\$65,500		
Stormwater Program		40,500	40,500	10,000	
Software Update					
Drainage Facility Policy				7,100	
Totals	\$0	\$127,500	\$106,000	\$35,100	

Organizational Chart:



Note: Only unshaded boxes are included in this budget.

General Information:

Public Works provides technical and administrative support to the Street, Airport, Facilities Maintenance and Cemetery Divisions. Streets capital projects, such as new street construction, overlays and surface treatments are managed by Public Works staff. With the addition of the Project Manager, building capital projects are managed at Public Works.

FY 2017 Accomplishments:

- * Procured a contractor to execute new street striping and bi-annual street striping
- * Procured a street sweeper machine to assist with street cleaning efforts
- * Completed the construction of public restrooms at Garrison Centennial Park, Kids Park and Riverfront Park
- * Completed the design for the renovation of the Cottonwood Civic Center
- * Completion (anticipated) of the road safety improvements on Main Street, from 89A to 10th Street, such as the removal of trip hazards and installation of hand rails
- * Completion (anticipated) of the safety audit improvements for the Transfer Station
- * Completed the grading and cleanup of the Transfer Station's rear yard
- * Completed the fee analysis for all departments that fall under the supervision of the Public Works Manager and made recommendations for new fees to the City Council
- * Completion (anticipated) of the Transfer Station Study concerning brush disposal, including fees
- * Completed study for two grant applications by Economic Development for the Final Main Street Improvement Project and the Final Pima Street Improvement/Extension Project
- * Obtained the right-of-way for Groseta Ranch Road
- * Development (anticipated) of a connection trail/path from Riverfront Park to Old Town Cottonwood that can be safely used by the public during major events and at night.

FY 2018 Goals:

- * Design and complete the Aspen Street Wet Crossing Improvement Project
- * Develop a policy for wireless towers within the City's right-of-ways and on City properties
- * Complete a study on the general and handicapped parking needs in Old Town Cottonwood
- * Complete a study on the impact of delivery vehicles in Old Town and propose a plan to the City Council
- * Complete a study on the trash/recycling receptacle needs in Old Town Cottonwood
- * Complete the Public Works-actions as laid out in the Cottonwood Bicycle Plan
- * Develop a plan for a regional transfer station to be operated (preferably) by a private company
- * Develop an ordinance that requires all private streets to be developed according to public street standards
- * Develop an Erosion Protection Project for the section of Hwy 89A between Willard Street and 6th Street
- * Complete the Civic Center renovation
- * Develop a security program for all City parks and facilities
- * Develop a method for economical disposal of green waste at the Transfer Station.

Budget Highlights:

For FY 2018, no Cost of Living Adjustment (COLA) has been budgeted. The increase in Personnel cost is due to the merit program.

General Government	Public Works	Fund 01 - General Fund	Cost Center	1600
Performance Indicators				
Strategic Goal/Value	Create targeted economic development strategies			
Goal:	Enhance the ability for third party companies to provide better wireless and data services.			
Objective:	Develop a policy for wireless towers within City right-of-way and on City property.			
Type of Measure:	Policy completion			
Tool:	Wireless and data services policy			
Frequency:				
Scoring:				
Trend:				
Measures:	Actual		Estimated	Anticipated
	2015	2016	2017	2018
Completion of policy				100%
City Council Goal:	Create targeted economic development strategies			
Department Goal:	Reduce the requirements for development to provide off-site improvements			
Objective:	Rewrite the 'off-site improvements' portion of the City code to bring them up to modern standards and allow all development to be treated equally			
Type of Measure:				
Tool:				
Frequency:				
Scoring:				
Trend:				
Measures:	Actual		Estimated	Anticipated
	2015	2016	2017	2018
Code revision				100%
City Council Goal:	Create targeted economic development strategies			
Department Goal:	Operation of a regional transfer station by (preferably) a private company			
Objective:	Develop a plan for a regional transfer station to be operated by a private company			
Type of Measure:	Acceptance and award of proposal			
Tool:	Request for proposal (RFP)			
Frequency:				
Scoring:				
Trend:				
Measures:	Actual		Estimated	Anticipated
	2015	2016	2017	2018
Award of proposal				100%

General Government	Public Works	Fund 01 - General Fund		Cost Center	1600
Summary by Category					
Expenditure Category	2016	2017		2018	Percent Change
	Actual	Budget	Revised	Final	
Personnel	\$271,149	\$370,090	\$284,135	\$385,650	35.73%
Operating Supplies	8,025	6,300	8,750	3,950	-54.86%
Contractual Services	262,442	240,500	212,810	211,550	-0.59%
Other Services and Charges	13,971	11,300	15,325	16,750	9.30%
Capital Outlay	6,963	57,000	57,000	0	-100.00%
Debt Service	0	0	0	0	0.00%
Department Totals	\$562,550	\$685,190	\$578,020	\$617,900	6.90%

Departmental Fund Sources		
Funding Sources	Amount	% of Funding
General Fund	\$407,900	66.01%
Transfer Station Fees	210,000	33.99%
Total Funding		<u>100.00%</u>

Supplemental Data: Personnel						
Authorized Positions Job Classifications	Number of FTE's			Salary Range		2018
	2016	2017	2018	Minimum	Maximum	Budget
Developmental Svcs Manager	1.00	1.00	1.00	5865	8643	\$86,060
PW Manager	0.00	0.00	1.00	5067	7466	69,910
PW Project Manager	1.00	1.00	0.00	4596	6772	0
PW & Utility Specialist	1.00	1.00	1.00	2962	4365	50,855
Administrative Assistant	1.00	1.00	1.00	2559	3771	39,320
COLA						0
Merit Contingency						6,945
Longevity						0
Temporary / Reserves						30,500
Overtime						2,360
Retirement						32,880
Insurance & Taxes						66,820
Employee Related Expenses						0
Totals	<u>4.00</u>	<u>4.00</u>	<u>4.00</u>			<u>\$385,650</u>

General Government	Public Works	Fund 01 - General Fund		Cost Center	1600
Supplemental Data: Expenditures					
Item	2016	2017		2018	Percent Change
	Actual	Budget	Revised	Final	

Supplies

Office Supplies	2,205	3,000	950	1,200	26.32%
Copier Supplies	3,114	1,000	2,500	750	-70.00%
Gas & Oil	152	0	0	0	0.00%
Vehicle Maint & Repairs	440	500	150	250	66.67%
Equipment Maint & Repairs	514	1,000	800	1,050	31.25%
Operational Supplies	1,539	750	4,300	650	-84.88%
Postage & Freight	62	50	50	50	0.00%

Total Supplies	8,025	6,300	8,750	3,950	-54.86%
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Contractual Services

Computer Support	2,007	500	550	550	0.00%
Contractual Services	260,435	240,000	212,260	211,000	-0.59%

Total Contractual Services	262,442	240,500	212,810	211,550	-0.59%
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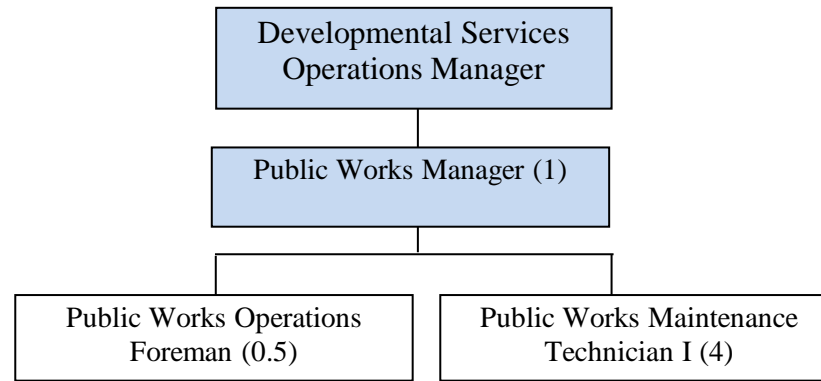
Other Services and Charges

Travel & Training	320	350	525	250	-52.38%
Subscriptions & Memberships	700	0	670	400	-40.30%
Utilities	5,587	4,750	6,350	7,500	18.11%
Telephone	7,123	6,200	7,780	8,600	10.54%
Legal Advertising	240	0	0	0	0.00%

Total Other Services & Charges	13,971	11,300	15,325	16,750	9.30%
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Supplemental Data: Capital Outlay					
Item Description	2016	2017		2018	
	Actual	Budget	Revised	Final	
Transfer Station Safety Improvements		\$27,500	\$27,500		
Stockpile Cleanup		29,500	29,500		
Copier	\$6,963				
Totals	\$6,963	\$57,000	\$57,000	\$0	

Organizational Chart:



Note: Only unshaded boxes are included in this budget.

General Information:

The Parks & Building Maintenance Department provides necessary and functional support to all other departments through building/facilities maintenance management. The department also has overall caretaker responsibilities for total grounds maintenance programs of more than 34 acres of park lands, open space areas, cemetery facilities and approximately 180,000 square feet of buildings operated by the municipality.

FY 2017 Accomplishments:

- * Successfully completed the HVAC Replacement Project (\$50,000) at the Public Safety building
- * Installed four retaining walls and landscaping at the Little League Park
- * Installed new landscaping at the Riverfront Park softball complex
- * Improved the irrigation system at the Little League complex, including adding vandal-proof lockable vaults, and replacing nearly 50% of the sprinklers
- * Implemented a city-wide mistletoe remediation program to save trees
- * Installed 300 feet of new water main at Garrison Centennial Park
- * Rebuilt and improved the bridge at Garrison Centennial Park to meet safety standards
- * Completed the landscape renovation at the Public Safety Building
- * Completed the structural supports for the hockey rink walls, and sanded and repainted the walls
- * Replaced the HVAC-unit at the City Council Chambers
- * By certifying four employees to spray for weeds, the weed spraying program has been fully implemented
- * Extended the irrigation system past the old soccer field, near the ramadas, for the Tilted Earth Festival.
- * Installed landscaping at City Hall

FY 2018 Goals:

- * Install vandal-proof water fountains at the basketball court in Old Town and in Riverfront Park
- * Install vandal-proof fixtures at the Little League restroom facility
- * Replace damaged benches at Riverfront Park
- * Complete retaining walls and landscaping at the Little League Park
- * Improve the irrigation water system to the Little League facility for future conversion to winter rye grass through either reclaimed water or improved ditch-water usage
- * Develop a plan for repair, remodeling and/or removal of the batting cages in cooperation with the Parks & Recreation Commission and the City Council
- * Bring all swing sets in City parks in compliance with safety standards
- * Reconstruct the electrical service to the City Hall and the Business Assistance Center (BAC) and make it
- * Develop a playground maintenance training and inspection program
- * Improve the Christmas light stands on the roofs of City Hall and the BAC to prevent roof leaks

Budget Highlights:

For FY 2018, no Cost of Living Adjustment (COLA) has been budgeted. The increase in Personnel cost is due to the merit program. No capital has been budgeted.

General Government		Parks & Building Maintenance Department		Fund 01 - General Fund	Cost Center	1610
Performance Indicators						
City Council Goal:	Strive to maintain a uniquely desirable and sustainable community					
Department Goal:	Water conservation					
Objective:	Remove the cemetery irrigaton system from the municipal water system					
Type of Measure:	Water usage					
Tool:	Water metering					
Frequency:						
Scoring:						
Trend:						
Measures:			Actual		Estimated	Anticipated
			2015	2016	2017	2018
Reduction of water use						50%

City Council Goal:	Strive to maintain a uniquely desirable and sustainable community				
Department Goal:	Proactive planning for routine maintenance and repairs of City buildings				
Objective:	Building maintenance and repair				
Type of Measure:	Assessment of completed maintenance and repairs				
Tool:	Plan implementation				
Frequency:					
Scoring:					
Trend:					
Measures:	Actual		Estimated	Anticipated	
	2015	2016	2017	2018	
Completion of maintenance and repairs					5%

City Council Goal:	Strive to maintain a uniquely desirable and sustainable community				
Department Goal:	Update current watering systems for water conservation and dependability				
Objective:	Replace and upgrade old sprinkler system within the next five (5) years				
Type of Measure:	Monitor number of sprinkler replacemer				
Tool:	Sprinkler installation				
Frequency:					
Scoring:					
Trend:					
Measures:	Actual		Estimated	Anticipated	
	2015	2016	2017	2018	
Change out old and outdated sprinkler heads with new, versatile sprinkler heads				20%	

General Government	Parks & Building Maintenance Department	Fund 01 - General Fund	Cost Center	1610	
Summary by Category					
Expenditure Category	2016	2017		2018	Percent Change
	Actual	Budget	Revised	Final	
Personnel	\$324,320	\$318,875	\$331,245	\$329,530	-0.52%
Operating Supplies	46,443	59,400	47,115	38,600	-18.07%
Contractual Services	176	500	3,200	3,200	0.00%
Other Services and Charges	49,650	36,900	44,705	38,240	-14.46%
Capital Outlay	272,492	14,000	39,550	0	-100.00%
Debt Service	0	0	0	0	0.00%
Department Totals	\$693,082	\$429,675	\$465,815	\$409,570	-12.07%

Departmental Fund Sources		
Funding Sources	Amount	% of Funding
General Fund	\$409,570	100.00%
Total Funding		<u>100.00%</u>

Supplemental Data: Personnel						
Authorized Positions Job Classifications	Number of FTE's			Salary Range		2018
	2016	2017	2018	Minimum	Maximum	Budget
Public Works Superintendent	0.00	0.00	0.00	4,377	6,450	\$0
PW Operations Foreman	0.50	0.50	0.50	3,601	5,306	23,835
Facilities Maint Technician III	0.00	0.00	0.00	2,321	3,421	0
PW Maintenance Technician I	5.00	5.00	5.00	2,211	3,258	138,255
COLA						0
Merit Contingency						4,630
Longevity						0
Holiday Pay						250
Clothing Allowance						1,200
Overtime						6,000
Temporary Employees						38,310
Retirement						19,890
Insurance & Taxes						97,160
Employee Related Expenses						0
Totals	<u>5.50</u>	<u>5.50</u>	<u>5.50</u>			<u>\$329,530</u>

General Government	Parks & Building Maintenance Department	Fund 01 - General Fund	Cost Center	1610	
Supplemental Data: Expenditures					
Item	2016	2017		2018	Percent Change
	Actual	Budget	Revised	Final	

Supplies

Office Supplies	402	500	100	100	0.00%
Gas & Oil	8,186	10,500	8,500	8,000	-5.88%
Vehicle Maint & Repairs	5,883	6,200	2,500	4,000	60.00%
Equipment Maint & Repairs	6,644	8,200	2,000	1,500	-25.00%
Grounds/Parks Maintenance Supplies	25,329	34,000	34,000	25,000	-26.47%
Postage/Freight	0	0	15	0	-100.00%

Total Supplies

46,443	59,400	47,115	38,600	-18.07%
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Contractual Services

Computer Support	176	500	3,200	3,200	0.00%
Contractual Services	0	0	0	0	0.00%
Ground Maintenance Contract	0	0	0	0	0.00%

Total Contractual Services

176	500	3,200	3,200	0.00%
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Other Services and Charges

Travel & Training	1,413	4,000	1,000	1,500	50.00%
Utilities	9,227	11,200	16,665	17,500	5.01%
Telephone	1,200	1,200	1,440	1,440	0.00%
Tools	2,441	3,000	3,000	2,000	-33.33%
Equipment Rental	461	500	250	150	-40.00%
Maintenance & Repairs (city buildings)	34,262	16,000	18,850	12,650	-32.89%
Vandalism Repairs	647	1,000	3,500	3,000	-14.29%

Total Other Services & Charges

49,650	36,900	44,705	38,240	-14.46%
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Supplemental Data: Capital Outlay					
Item Description	2016	2017		2018	
	Actual	Budget	Revised	Final	
Miscellaneous Supplies					
Tires (for Terex)		\$6,000	\$6,000		
Maintenance Public Parking Lots	\$246,438		33,551		
Rehabilitation (ongoing) of Park Irrigation Systems	26,054				
Repainting of Public Works Building		3,500			
Blinds for Public Works Building		1,500			
Little League Complex - Maintenance		3,000			
Ground Maintenance Supplies for Park Improvements					
Totals	\$272,492	\$14,000	\$39,550	\$0	

Organizational Chart: None

General Information:

Custodial Services is a division of the Community Services Department that handles the cleaning of all City-owned buildings. This division does not deal with grounds-keeping issues.

FY 2017 Accomplishments:

- * Startup of services will have been established for the new public restroom units at the Garrison Park and the Kids Park. The latter will require addition to the contract as a new building to service.
- * Completed 2nd full service year for the Emergency Operations Center and for the Community Development Services building
- * Contracting of services continues to provide a healthful work environment to staff employees and the
- * The outsourcing of services has continued to save the City approximately \$50,000 to \$75,000 annually for full-service cleaning operations and cost savings continue to be accurate for this budget cycle

FY 2018 Goals:

- * Seek ways to increase efficiency in operations, maintaining quality full service operations, due to reduced funding
- * Work with contractor in meeting present service needs/requests, service factors, monthly evaluations as established by departmental priorities and quality requirements
- * Provide proper accountability and crossover communications from contractor personnel to City staff using communications logs, website ratings, monthly inspection reports and email systems reports/evaluations in addition to daily communication options for all facilities. Keep response times from contractor to within one (1) hour of department complaint or concern.
- * Establish a high level rating with quality control functions through proper communications and reporting of issues
- * The term for the current contractor will end this budget cycle and procurement staff will be bidding for custodial contract services in October 2017

Budget Highlights:

There is an increase in the amount budgeted for custodial services due to rising custodial cost.

Culture & Recreation	Custodial Services	Fund 01 - General Fund	Cost Center	1620
Performance Indicators				
City Council Goal:	Providing excellence and quality in delivering a healthy and sanitary work environment to staff employees and the visiting public at all City buildings and facilities			
Department Goal:	Continue to provide quality full service custodial operations with a constant reliance upon efficiency and satisfaction of the City staff and public served			
Objective:	Increase quality control and effective communications to staff thereby mitigating poor services City-wide.			
Type of Measure:	Quality control is reviewed by Liaison Staff within 14 department areas monthly through grading format. Inspections are conducted along with monitoring communications and time of response from contractor to eliminate identified issues. Response time not to exceed 2 hours from time of reporting.			
Tool:	Monthly evaluation point totals on Service Review forms. Reviewed by General Manager and submitted to Contractor			
Frequency:	Monthly			
Scoring:	Points between 1-10 pertaining to scores are awarded monthly. Monthly totals are then averaged annually.			
Trend:	Upward			
Measures:	Actual		Estimated	Anticipated
	2015	2016	2017	2018
Increase in overall monthly averages as totaled on an annual basis		1%	1%	1%

City Council Goal:	Providing excellence and quality in delivering a healthy and sanitary work environment to staff employees and the visiting public at all City buildings and facilities			
Department Goal:	Provide necessary and essential sanitation and cleaning services to new buildings/facilities			
Objective:	Ensure quality control			
Type of Measure:	Quality control is reviewed by Liaison Staff within 14 department areas monthly through grading format. Inspections are conducted along with monitoring communications and time of response from contractor to eliminate identified issues. Response time not to exceed 2 hours from time of reporting.			
Tool:	Monthly evaluation point totals on Service Review forms. Reviewed by General Manager and submitted to Contractor			
Frequency:	Monthly			
Scoring:	Points between 1-10 pertaining to scores are awarded monthly. Monthly totals are then averaged annually.			
Trend:	Upward			
Measures:	Actual		Estimated	Anticipated
	2015	2016	2017	2018
Increase in overall monthly averages as totaled on an annual basis		1%	1%	1%

Culture & Recreation	Custodial Services	Fund 01 - General Fund		Cost Center	1620
Summary by Category					
Expenditure Category	2016	2017		2018	Percent Change
	Actual	Budget	Revised	Final	
Personnel	\$0	\$0	\$0	\$0	0.00%
Operating Supplies	0	0	0	0	0.00%
Contractual Services	168,023	160,000	155,000	210,000	35.48%
Other Services and Charges	0	0	0	0	0.00%
Capital Outlay	0	0	0	0	0.00%
Debt Service	0	0	0	0	0.00%
Department Totals	\$168,023	\$160,000	\$155,000	\$210,000	35.48%

Departmental Fund Sources		
Funding Sources	Amount	% of Funding
General Fund	\$210,000	100.00%
Total Funding		<u>100.00%</u>

Supplemental Data: Personnel						
Authorized Positions Job Classifications	Number of FTE's			Salary Range		2018
	2016	2017	2018	Minimum	Maximum	Budget
Custodian	0.00	0.00	0.00	N/A		\$0
Clothing Allowance						0
Merit Contingency						0
Temporary / Reserves						0
Overtime						0
Retirement						0
Insurance & Taxes						0
Employee Related Expenses						0
Totals	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>			<u>\$0</u>

Custodial Services		Fund 01 - General Fund		Cost Center	1620
Supplemental Data: Expenditures					
Item	2016	2017		2018	Percent Change
	Actual	Budget	Revised	Final	

Supplies

Janitorial Supplies	0	0	0	0	0.00%
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Total Supplies

0	0	0	0	0.00%
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Contractual Services

Custodial Contract	168,023	160,000	155,000	210,000	35.48%
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Total Contractual Services

168,023	160,000	155,000	210,000	35.48%
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Other Services and Charges

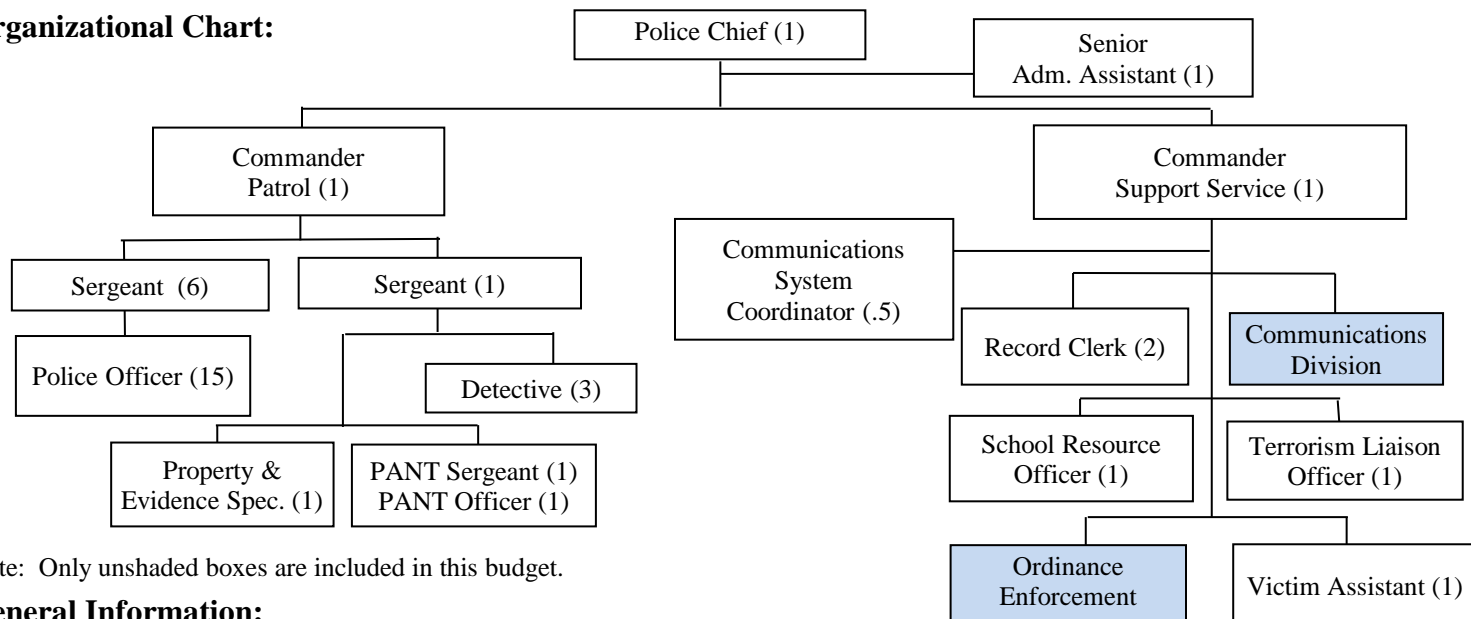
Equipment Rental	0	0	0	0	0.00%
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Total Other Services & Charges

0	0	0	0	0.00%
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Supplemental Data: Capital Outlay					
Item Description	2016	2017		2018	
	Actual	Budget	Revised	Final	
Totals	\$0	\$0	\$0	\$0	

Organizational Chart:



Note: Only unshaded boxes are included in this budget.

General Information:

The Police Department's mission statement is: "To create a community partnership by fair, courteous and efficient public service." The Police Department provides the community with protection of life and property through both residential and commercial patrol, along with an array of specialty programs. Drug prevention and criminal apprehension are enhanced by the use of a police service dog. Motorcycle patrol is utilized in accident investigation and prevention. Major felony investigations and case follow-up are provided through detective positions.

FY 2017 Accomplishments:

- * Developed a 5-year Strategic Plan to increase organizational efficiency improving the service levels to the community
- * Implemented improved crime prevention strategies for problem areas
- * Implemented multiple initiatives to improve transparency and connectivity with the community, leveraging available technology (enhanced web presence, media interface, mobile application) and the formation of a "citizens police chief's advisory council"
- * Implemented a "Neighborhood Officer Program" to aide in identifying community issues, concerns, problems, and crime trends at that affect quality of life. This program also offers citizens another conduit for contacting the Police Department, and puts a name and a face to the badge
- * Reviewed and revised the entire Police Department policy manual reflecting best practices and transitioned it into an automated format so policies can be updated in a timely manner in order to reduce liability and improve customer service
- * Drove collaboration with stakeholders to form an Alternative Sentencing Program focused on effectively addressing low-level habitual offenders who suffer from mental illness and/or substance addictions
- * Led several initiatives in collaboration with other stakeholders to reduce the adverse impacts of homelessness and the number of complaints regarding panhandlers in the city
- * Developed several initiatives (recruitment video and compensation compression market review) to aid in recruitment and retention of police personnel in light of current nationwide challenges
- * Became the first police agency in the Verde Valley to hire a full-time Victim's Assistant (grant funded) who ensures victims of crimes are aware of support and assistance services available to them.
- * Community engagements: National Night Out, Shop With a Cop, graduation of Cottonwood's Citizen Police Academy XX, community forums/events participation, local PSAs, and increased media interface.

FY 2018 Goals:

- * Implement strategies designed to recruit and retain quality employees in light of unprecedented recruitment challenges
- * Train officers and dispatchers in interfacing with people with mental illness through new regional crisis intervention training (CIT) facilitated by YCSO, mental health care providers and other stakeholders
- * Re-establish Chaplain Program
- * Increase public exposure of "Cottonwood Cares" to reduce enabling environments and the number of
- * Expand Citizen on Patrol Volunteer Program
- * Enhance emergency preparedness in partnership with the Fire & Medical Services Department and other stakeholders

Budget Highlights:

For FY 2018, no Cost of Living Adjustment (COLA) has been budgeted. Capital is programmed for Holding Cell Cameras (\$6,500), Tasers and Peripherals (\$10,950) and Security Cameras for the Evidence Building and Impound Lot (\$8,000).

Public Safety	Police Department	Fund 01 - General Fund	Cost Center	2000	
Performance Indicators					
Strategic Goal/ValueStatement: Improve community safety and provide information about community support services					
Goal:	Reduce the number of aggressive solicitation complaints and transient behavior within the City				
Objective:	Proactive				
Type of Measure:	Volume of CAD Calls				
Tool:	"Transient" keyword search RMS				
Frequency:	Annual				
Scoring:	Increase/decrease				
Trend:	Decrease				
Measures:	Actual		Estimated	Anticipated	
	2015	2016	2017	2018	
Total CAD Calls		123	104	85	70

Strategic Goal/ValueStatement: Improve the Police Departments transparency and value to the community					
Goal:	Increase/improve the number of community programs.				
Objective:	Increase the 'value' of the Police Department through community programs				
Type of Measure:	Number of programs				
Tool:	Programs				
Frequency:	Annual				
Scoring:	Increase				
Trend:	Increase/improve				
Measures:	Actual		Estimated	Anticipated	
	2015	2016	2017	2018	
Program Totals		7	17	19	20

Supplemental Data: Capital Outlay				
Item Description	2016	2017		2018
	Actual	Budget	Revised	Final
Copier	\$7,687			
Vista Wearable Camera Warranty		\$6,380	\$6,380	
Patrol Vehicles (2) [Lease]		126,235	126,235	
Accessories Lync System				
Duty Weapons		1,500	1,500	
Tasers and peripherals, and firearms		10,950	10,950	
HVAC System Replacement	16,827			
Security camera upgrades & watchguard camera	7,148			
Vehicle cameras				
Datalogic Memory X3 Barcode Scanner & Dock	1,402	1,000	1,000	
Remodeling of Former Communications Center		5,000	5,000	
Rifles	4,655			
Getac computer equipment	13,961			
Holding Cell Cameras				\$6,500
Tasers				10,950
Security camera upgrade Evidence Building and Impound Lot				8,000
Miscellaneous	361			
Totals	\$52,041	\$151,065	\$151,065	\$25,450

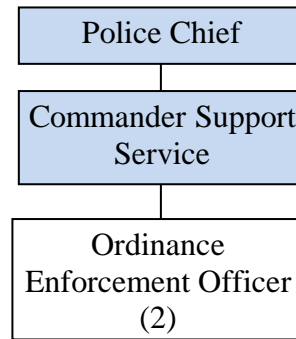
Public Safety	Police Department	Fund 01 - General Fund		Cost Center	2000
Summary by Category					
Expenditure Category	2016	2017		2018	Percent Change
	Actual	Budget	Revised	Final	
Personnel	\$4,153,353	\$4,280,195	\$4,161,000	\$4,670,180	12.24%
Operating Supplies	236,831	228,130	211,130	210,130	-0.47%
Contractual Services	45,053	53,980	64,500	51,195	-20.63%
Other Services and Charges	257,644	362,220	244,075	293,215	20.13%
Capital Outlay	52,041	151,065	151,065	25,450	-83.15%
Debt Service	0	0	0	0	0.00%
Department Totals	\$4,744,921	\$5,075,590	\$4,831,770	\$5,250,170	8.66%

Departmental Fund Sources		
Funding Sources	Amount	% of Funding
General Fund	\$4,952,370	94.33%
Inter-local Governmental Contracts	155,000	2.95%
Lease Purchase	0	0.00%
SB1398 Police Equipment	2,800	0.05%
Grants	140,000	2.67%
Total Funding		<u>100.00%</u>

Supplemental Data: Personnel						
Authorized Positions Job Classifications	Number of FTE's			Salary Range		2018
	2016	2017	2018	Minimum	Maximum	Budget
Police Chief	1.00	1.00	1.00	8,253	12,162	\$120,820
Commander	2.00	2.00	2.00	6,790	10,006	207,920
Sergeant	7.00	7.00	7.00	5,067	7,466	521,760
PANT Officer/Sergeant	2.00	2.00	2.00	5,067	7,466	135,820
Police Officer	21.00	20.00	18.00	3,970	5,850	963,580
School Resource Officer (SRO)	1.00	1.00	1.00	3,970	5,850	60,455
Terrorist Liaison Officer	0.50	1.00	1.00	3,970	5,850	59,255
Communications System Coordinator	0.50	0.50	0.50	3,111	4,584	27,500
Property & Evidence Specialist	1.00	1.00	1.00	2,962	4,365	53,360
Senior Administrative Assistant	1.00	1.00	1.00	2,962	4,365	42,400
Victim Assistant	0.00	1.00	1.00	2,962	4,365	35,550
Records Clerk	2.00	2.00	2.00	2,559	3,771	88,595
COLA						0
Merit Contingency						63,855
Clothing Allowance						25,000
Holiday Pay						55,250
Car Allowance						0
Certification Pay						39,530
Overtime						195,000
Retirement						1,175,620
Insurance & Taxes						798,910
Employee Related Expenses						0
Totals	<u>39.00</u>	<u>39.50</u>	<u>37.50</u>			<u>\$4,670,180</u>

Public Safety	Police Department	Fund 01 - General Fund		Cost Center	2000
Supplemental Data: Expenditures					
Item	2016	2017		2018	Percent Change
	Actual	Budget	Revised	Final	
Supplies					
Office Supplies	15,090	15,000	17,000	17,000	0.00%
Copier Supplies	939	1,500	1,500	1,500	0.00%
Invest / Detective Expenses	3,093	2,000	2,000	2,000	0.00%
Training Supplies	14,950	20,000	20,000	17,500	-12.50%
Gas & Oil	54,326	70,000	50,000	55,000	10.00%
Vehicle Maint & Repairs	99,945	77,130	77,130	77,130	0.00%
Film & Developing	0	0	0	0	0.00%
DUI Expenses	240	500	500	500	0.00%
Equipment Maint & Repairs	27,771	28,000	22,000	15,000	-31.82%
Operational Supplies	3,463	2,500	7,500	9,000	20.00%
Postage & Freight	2,757	1,500	1,000	1,000	0.00%
Building Supplies	3,885	3,000	5,500	7,500	36.36%
Canine Vet & Feed	5,847	2,000	2,000	2,000	0.00%
Protective Clothing	4,525	5,000	5,000	5,000	0.00%
Total Supplies	236,831	228,130	211,130	210,130	-0.47%
Contractual Services					
Computer Support	29,383	35,980	43,400	41,195	-5.08%
Contractual Services	3,149	13,000	17,000	5,000	-70.59%
Medical Testing	7,418	3,500	3,500	3,500	0.00%
Towing Expense	5,103	1,500	600	1,500	150.00%
Medical Investigation Expenses	0	0	0	0	0.00%
Total Contractual Services	45,053	53,980	64,500	51,195	-20.63%
Other Services and Charges					
Travel & Training	21,446	20,000	20,000	20,000	0.00%
Subscriptions & Memberships	2,057	2,500	2,500	2,500	0.00%
Printing & Forms	1,542	1,500	1,500	1,500	0.00%
Utilities	35,926	44,000	40,460	48,550	20.00%
Telephone	49,290	53,000	47,850	53,000	10.76%
Recruitment Program	0	0	0	2,000	0.00%
DOJ Grant - Victim Asst.	0	78,055	28,000	0	-100.00%
Explorer Program	227	750	750	750	0.00%
Safety Expense	1,141	2,915	2,915	2,915	0.00%
Community Policing	7,302	7,000	9,600	5,000	-47.92%
Reserve/VIP Program	1,616	2,000	2,000	2,000	0.00%
SWAT Equipment	19,133	15,000	18,000	15,000	-16.67%
LLBG 0-144 Grant match	2,316	0	0	0	0.00%
Homeland Security Grant	32,760	65,000	0	65,000	0.00%
Highway Safety Grant	54,738	33,000	33,000	37,500	13.64%
County RICO Grant	28,151	30,000	30,000	30,000	0.00%
Misc. Grants	0	7,500	7,500	7,500	0.00%
Total Other Services & Charges	257,644	362,220	244,075	293,215	20.13%

Organizational Chart:



Note: Only unshaded boxes are included in this budget.

General Information:

The Police Department's Ordinance Enforcement Division responds to calls for service regarding zoning and code violations as well as enforcement of animal control regulations and ordinances. Officers make contact with complainants and violators, order the discontinuance, removal or alteration of conditions which violate City codes and zoning ordinances. They enforce City ordinances and State laws pertaining to animals including City licensing, leash control, rabies vaccination compliance, bites, noise complaints, and cruelty cases. Officers may pick up and impound or quarantine canines, animals that bite, and other animals as needed.

FY 2017 Accomplishments:

- * Assumed primary responsibility for Code Enforcement within the city

FY 2018 Goals:

- * Increase proactive code violation contacts by focusing on education and voluntary compliance for enforcement, whenever feasible
- * Reduce leash law (dog-at large) complaints

Budget Highlights:

For FY 2018, no Cost of Living Adjustment (COLA) has been budgeted. The increase in Personnel cost is due to the merit program. No capital has been budgeted for this department.

Public Safety	Ordinance Enforcement Division	Fund 01 - General Fund	Cost Center	2200
Performance Indicators				
City Council Goal:	Strive to provide effective and efficient services			
Department Goal:	Reduce animal disease and cruelty issues			
Objective:	Reduction through education and enforcement			
Type of Measure:	Number of cruelty cases, animals at-large and animal bites			
Tool:	System reports			
Frequency:	Annual			
Scoring:				
Trend:				
Measures:	Actual		Estimated	Anticipated
	2015	2016	2017	2018
Programs to Civic Groups and School Presentations	220	100	120	140
Cruelty cases	85	8	65	60
Animal Bite	30	31	28	25

City Council Goal:	Strive to provide effective and efficient services			
Department Goal:	Reduce leash law (dog-at-large) complaints			
Objective:	Education and enforcement			
Type of Measure:	Number of complaints - on view and at-large calls			
Tool:	Reports			
Frequency:	Annual			
Scoring:	Reduction from prior year			
Trend:	Down			
Measures:	Actual		Estimated	Anticipated
	2015	2016	2017	2018
On view	N/A	78	100	120
At-Large calls	381	182	160	140
Totals	381	260	260	260

City Council Goal:				
Department Goal:				
Objective:				
Type of Measure:				
Tool:				
Frequency:				
Scoring:				
Trend:				
Measures:	Actual		Estimated	Anticipated
	2015	2016	2017	2018

Public Safety	Ordinance Enforcement Division	Fund 01 - General Fund		Cost Center	2200
Summary by Category					
Expenditure Category	2016	2017		2018	Percent Change
	Actual	Budget	Revised	Final	
Personnel	\$147,628	\$149,730	\$150,145	\$158,975	5.88%
Operating Supplies	6,457	9,870	9,320	9,320	0.00%
Contractual Services	46,315	49,980	47,570	49,980	5.07%
Other Services and Charges	125	1,000	0	1,000	0.00%
Capital Outlay	0	0	0	0	0.00%
Debt Service	0	0	0	0	0.00%
Department Totals	\$200,524	\$210,580	\$207,035	\$219,275	5.91%

Departmental Fund Sources		
Funding Sources	Amount	% of Funding
General Fund	\$219,275	100.00%
Total Funding		<u>100.00%</u>

Supplemental Data: Personnel						
Authorized Positions Job Classifications	Number of FTE's			Salary Range		2018
	2016	2017	2018	Minimum	Maximum	Budget
Ordinance Enforcement Officer	2.00	2.00	2.00	2,962	4,365	\$96,565
COLA						0
Merit Contingency						2,015
Longevity						0
Clothing Allowance						245
Holiday Pay						4,000
Overtime						2,000
Retirement						11,810
Insurance & Taxes						42,340
Employee Related Expenses						0
Totals	<u>2.00</u>	<u>2.00</u>	<u>2.00</u>			<u>\$158,975</u>

Public Safety	Ordinance Enforcement Division	Fund 01 - General Fund			Cost Center	2200
Supplemental Data: Expenditures						
Item		2016	2017		2018	Percent Change
		Actual	Budget	Revised	Final	

Supplies

Office Supplies	249	0	250	250	0.00%
Copier Supplies	0	0	200	200	0.00%
Gas & Oil	3,630	5,000	4,000	4,500	12.50%
Vehicle Maint & Repairs	0	2,870	2,870	2,870	0.00%
Equipment Maint & Repairs	0	0	0	0	0.00%
Small Tools	2,578	2,000	2,000	1,500	-25.00%

Total Supplies

6,457	9,870	9,320	9,320	0.00%
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Contractual Services

Computer Support	1,157	1,100	1,100	1,100	0.00%
Spay/Neuter Grant Expense	1,273	5,000	2,590	5,000	93.05%
Kennel Fees	43,884	43,880	43,880	43,880	0.00%

Total Contractual Services

46,315	49,980	47,570	49,980	5.07%
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Other Services and Charges

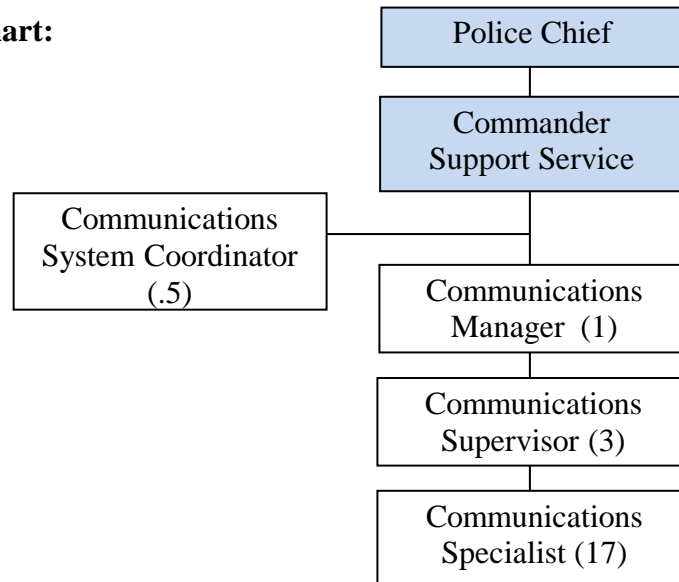
Travel & Training	125	1,000	0	1,000	0.00%
Subscriptions & Memberships	0	0	0	0	0.00%

Total Other Services & Charges

125	1,000	0	1,000	0.00%
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Supplemental Data: Capital Outlay					
Item Description	2016	2017		2018	
	Actual	Budget	Revised	Final	
Totals	\$0	\$0	\$0	\$0	

Organizational Chart:



Note: Only unshaded boxes are included in this budget.

General Information:

The Communications Division of the Police Department is staffed 24 hours a day, providing the communications link for area police, fire and ambulance agencies. This division is the Public Safety Answering Point, with Enhanced 9-1-1 networking, for citizens of our community and all neighboring jurisdictions. This ensures the integrity of and supports our goal to provide an emergency number that is answered promptly and serviced professionally for all residents.

FY 2017 Accomplishments:

- * Instituted mandatory psychological testing for police officers and dispatcher candidates
- * Increased employee involvement in departmental decision-making as well as enhancing employee awards program
- * Reviewed and revised entire police policy manual and transitioned it into an automated format for timely update reflecting best practices aimed at reducing liability and increase customer service
- * Initiated and supported the development of enhanced mental-health awareness training for police officers and dispatchers throughout Yavapai County
- * Established a culture of accountability
- * Established well-defined expectations and skill levels for leadership
- * Participated and presented at numerous community forums and events, produced local PSA's and increased media interface

FY 2018 Goals:

- * Implement strategies designed to recruit and retain quality employees in light of unprecedented recruitment challenges
- * Standardize call processing system to ensure accurate and complete information is obtained
- * Decrease the time needed for a call to be dispatched to police and fire first responders
- * Train officers and dispatchers in interfacing with the mentally ill through new regional Crisis Intervention Training (CIT) facilitated by YCSO, mental health care providers, and other stakeholders
- * Reduce number of calls into Communications Center for non-public safety related information requests
- * Allow managers the opportunity to participate in a Personality Assessment exercise as a group to enhance effectiveness through improved intra-agency participation
- * Enhance emergency preparedness in partnership with Cottonwood Fire & Medical Services Department and other stakeholders

Budget Highlights:

For FY 2018, no Cost of Living Adjustment (COLA) has been budgeted. No capital has been budgeted.

Public Safety	Communications Division	Fund 01 - General Fund	Cost Center	2010
Performance Indicators				
City Council Goal: Value the safety of our public safety personnel and citizens				
Department Goal: Standardize call processing system to ensure accurate and complete information is obtained quickly				
Objective: Successful completion of ProQA-training and certification in Emergency Medical Dispatcher (EMD), Emergency Police Dispatcher (EPD) and Emergency Fire Dispatcher (EFD)				
Type of Measure: Outcome				
Tool: Certification				
Frequency: Annual				
Scoring: Yes/No				
Trend: Level				
Measures:		Actual		Estimated
		2015	2016	2017
				Anticipated
				2018
EMD Certification		Yes	Yes	Yes
EPD Certification		Yes	Yes	Yes
EFD Certification		Yes	Yes	Yes

City Council Goal: Be Responsive and Accountable				
Department Goal: Decrease the amount of time needed for a call to be dispatched				
Objective: Improve response time for Public Safety responders				
Type of Measure: Response time				
Tool: Reports				
Frequency: Monthly				
Scoring: Increase/decrease from prior year				
Trend: Decrease				
Measures:		Actual		Estimated
		2015	2016	2017
				Anticipated
				2018
Average call processing time prior to dispatch		1.5 min.	1.3 min	1.1 min
Number of dispatch calls		24,256	33,838	40,000

City Council Goal: Value the safety of our Public Safety Personnel and Citizens				
Goal: Reduce number of calls into Comm Center for burn permits, information requests, civil issues, etc.				
Objective: Utilize technology such as web and/or smart phone applications				
Type of Measure: Outcome				
Tool: Reports				
Frequency: Monthly				
Scoring: Increase/Decrease from prior year				
Trend: Decrease				
Measures:		Actual		Estimated
		2015	2016	2017
				Anticipated
				2018
Average number of calls into Comm Center		40,283	62,976	51,631
				50,000

City Council Goal: Be reliable and sustainable				
Goal: Reduce employee turn over and retain qualified employees				
Objective: Participate in vocational education opportunities and APCO established training and operating guidelines				
Type of Measure: Outcome				
Tool: Reports				
Frequency: Monthly				
Scoring: Reduced overtime expenses/vacancies vs. filled positions				
Trend: Decrease				
Measures:		Actual		Estimated
		2015	2016	2017
				Anticipated
				2018
Vacant positions covered by overtime		27%		15%
Positions filled		73%		85%
				93%

Public Safety	Communications Division	Fund 01 - General Fund		Cost Center	2010
Summary by Category					
Expenditure Category	2016	2017		2018	Percent Change
	Actual	Budget	Revised	Final	
Personnel	\$1,397,093	\$1,473,430	\$1,330,475	\$1,550,840	16.56%
Operating Supplies	4,059	3,000	3,000	3,000	0.00%
Contractual Services	14,041	16,000	16,130	21,000	30.19%
Other Services and Charges	202,242	257,325	221,120	181,490	-17.92%
Capital Outlay	0	0	0	0	0.00%
Debt Service	0	0	0	0	0.00%
Department Totals	\$1,617,435	\$1,749,755	\$1,570,725	\$1,756,330	11.82%

Departmental Fund Sources		
Funding Sources	Amount	% of Funding
General Fund	\$962,200	54.78%
Dispatch & Spillman Fees	794,130	45.22%
Total Funding		<u>100.00%</u>

Supplemental Data: Personnel						
Authorized Positions Job Classifications	Number of FTE's			Salary Range		2018
	2016	2017	2018	Minimum	Maximum	Budget
Communications Manager	1.00	1.00	1.00	4,596	6,772	\$74,035
Communications Supervisor	3.00	3.00	3.00	3,601	5,306	152,655
Communications Systems Coordinator	0.50	0.50	0.50	3,111	4,584	27,505
Communications Specialist	18.00	18.00	17.00	2,821	4,158	619,050
COLA						0
Merit Contingency						23,340
Certification Pay						3,685
Longevity						0
Clothing Allowance						2,000
Holiday Pay						25,000
Overtime						180,000
Retirement						127,110
Insurance & Taxes						316,460
Employee Related Expenses						0
Totals	<u>22.50</u>	<u>22.50</u>	<u>21.50</u>			<u>\$1,550,840</u>

Public Safety	Communications Division	Fund 01 - General Fund		Cost Center	2010
Supplemental Data: Expenditures					
Item	2016	2017		2018	Percent Change
	Actual	Budget	Revised	Final	

Supplies

Office Supplies	3,610	2,500	2,500	2,500	0.00%
Copier Supplies	449	500	500	500	0.00%

Total Supplies

4,059	3,000	3,000	3,000	0.00%
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Contractual Services

Contractual Services	0	0	0	0	0.00%
Computer Support	995	2,500	2,630	6,000	128.14%
Repeater Expense	13,046	13,500	13,500	15,000	11.11%

Total Contractual Services

14,041	16,000	16,130	21,000	30.19%
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Other Services and Charges

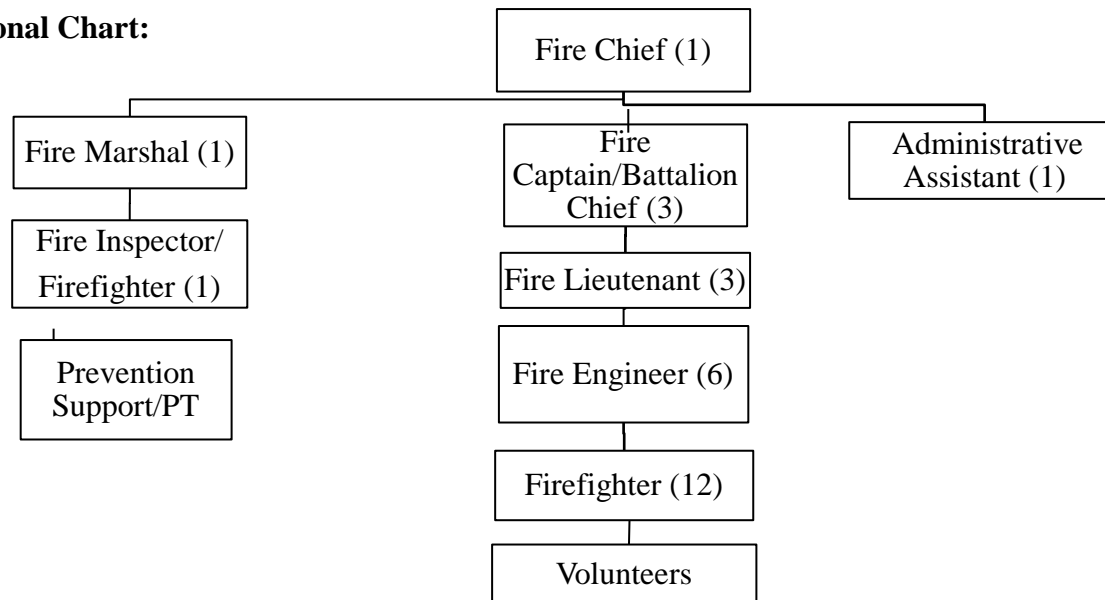
Travel & Training	11,035	25,350	10,000	12,500	25.00%
Employee Physicals/Drug Tests	0	385	2,500	2,500	0.00%
Community Policing	61	0	200	200	0.00%
Subscriptions & Memberships	1,658	1,100	1,100	1,100	0.00%
Postage/Freight	33	250	0	100	0.00%
Equipment Maint & Repairs	112,853	141,170	120,000	63,000	-47.50%
Safety Expenses	91	1,600	600	600	0.00%
Utilities	33,226	36,000	40,240	48,290	20.00%
Telephone	14,816	23,000	16,300	20,000	22.70%
Liability Insurance	28,469	28,470	30,180	33,200	10.01%

Total Other Services & Charges

202,242	257,325	221,120	181,490	-17.92%
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Supplemental Data: Capital Outlay					
Item Description	2016	2017		2018	
	Actual	Budget	Revised	Final	
Totals	\$0	\$0	\$0	\$0	

Organizational Chart:



General Information:

Cottonwood Fire & Medical Services Department (CFMD) protects community values at risk. We are Cottonwood's "First Response Team" for fire, disaster, and life threatening emergencies. "WE'RE HERE TO HELP!" Response services include Fire, E.M.S., Rescue, Hazardous Materials and Disaster response, with incident management and emergency scene mitigation. Prevention services include public fire & life safety education, code development & enforcement, plan & system review, hazard abatement, pre-incident planning and fire cause determination. Our emphasis on personnel training & development ensures a highly skilled professional Emergency Response Team providing high quality, cost effective, proactive customer oriented service to our community.

FY 2017 Accomplishments:

- * Four firefighters completed the AZ Certified Paramedic training program and upon their completion of certification, the CFMD will have 18 Certified Paramedics providing Advanced Life Support care to our citizens 99+% of the time
- * Responded to one in-state wildfire (Cedar Fire) which resulted in \$11,000 in revenue and reimbursement
- * Completed the update of the City Emergency Operations Plan
- * Participated in successful, large scale Wildland Fire Exercise involving all neighboring jurisdictions, the AZ State Forestry, US Forest Service and the Yavapai County Emergency Management
- * Expanded the "Fire Pal" program in Cottonwood-Oak Creek School District schools to include additional grades, and also did program outreach to private and charter schools in the City of Cottonwood. This program provides extensive fire and life safety education to the children in our community.
- * Adoption (anticipated) of the 2012 International Fire Code and applicable appendices as the City of Cottonwood Fire Code
- * Acquisition (anticipated) of two new extrication tools that will replace 15+ year old devices

FY 2018 Goals:

- * Select Old Town neighborhoods for the installation and/or inspection of smoke detectors to increase fire safety of our citizens
- * Expand the Fire Safety Program for the city's local senior population targeting also multi-family senior living centers
- * Evaluate potential site locations for a second fire station in the area of Hwy 260 and Fir Street or Hwy 89A and Cornville Road, and initiate preliminary design work
- * Acquire a new fire pumper to replace the current apparatus for which replacement parts cannot anymore be obtained because its manufacturer has closed
- * Pursue grants for fire suppression equipment and public fire & life safety equipment
- * Conduct a drill/training exercise of the Emergency Operations Center in cooperation with Yavapai County Emergency Management

Budget Highlights:

For FY 2018, no Cost of Living Adjustment (COLA) has been budgeted. The increase in Personnel cost is due to the merit program. There is capital outlay for Jaws of Life- Fire Suppression & Rescue Equipment \$60,000 and a Fire Engine in the amount of \$600,000 (Lease).

Public Safety	Fire & Medical Services Department	Fund 01 - General Fund	Cost Center	2100
Performance Indicators				
City Council Goal: Maintain public safety Department Goal: Have each firefighter complete an average of 240 hours per year of fire suppression related training Objective: To ensure each firefighter completes two hours of fire/rescue training per shift per ISO guidelines Type of Measure: Average number of training Tool: Monthly/annual reports Frequency: Annually Scoring: Over 240 hours/year = meeting goal. < 240 hours= need improvement. Trend: <-->				
		Actual		Estimated
		2015	2016	2017
				Anticipated
		2015	2016	2017
				2018
Measures:				
Number of training hours per person/average completed in support of ISO		184	227	230
				240+

City Council Goal: Maintain public safety Department Goal: Conduct an average of 60 commercial building and/or new construction inspections per month Objective: To help ensure fire safety in our community, our fire prevention division will perform at least 60 inspections of commercial building or new construction per month. Type of Measure: Number of inspections Tool: Monthly reports Frequency: Annually Scoring: >60 inspections/month average = meeting goal. < 60 inspections/month average = needs improvement Trend: <-->				
		Actual		Estimated
		2015	2016	2017
				Anticipated
		2015	2016	2017
				2018
Measures:				
Average number of commercial building and/or new construction inspections per month		63	62	62
				60+

Supplemental Data: Capital Outlay				
Item Description	2016	2017		2018
	Actual	Budget	Revised	Final
Communications/Radio/MCT-Infr Updated				
Office & Station Equipment - Updated	\$5,139			
Thermal Imaging Cameras (2)				
EMS Equipment Replacements		\$15,000		
Rescue Special Ops Equipment				
Fire Suppression & Safety Equipment - Jaws of Life (2)		60,000		\$60,000
Emergency Operation Center Equipment				
Vehicle Replacement	46,869			
Station Apron Repair				
Pagers & Radios (FEMA AFG Grant 95/5)				
Air Packs SCBA				
Physical Fitness Equipment				
Communication Equipment				
Multifunction Copier		8,000		
EKG Monitor/Defibrillators (2)				
Fire Engine (Type 1) [Lease]		600,000		600,000
Fire Safety HS Grant 95/5				
Back Driveway	41,035		\$23,000	
Totals	\$93,043	\$683,000	\$23,000	\$660,000

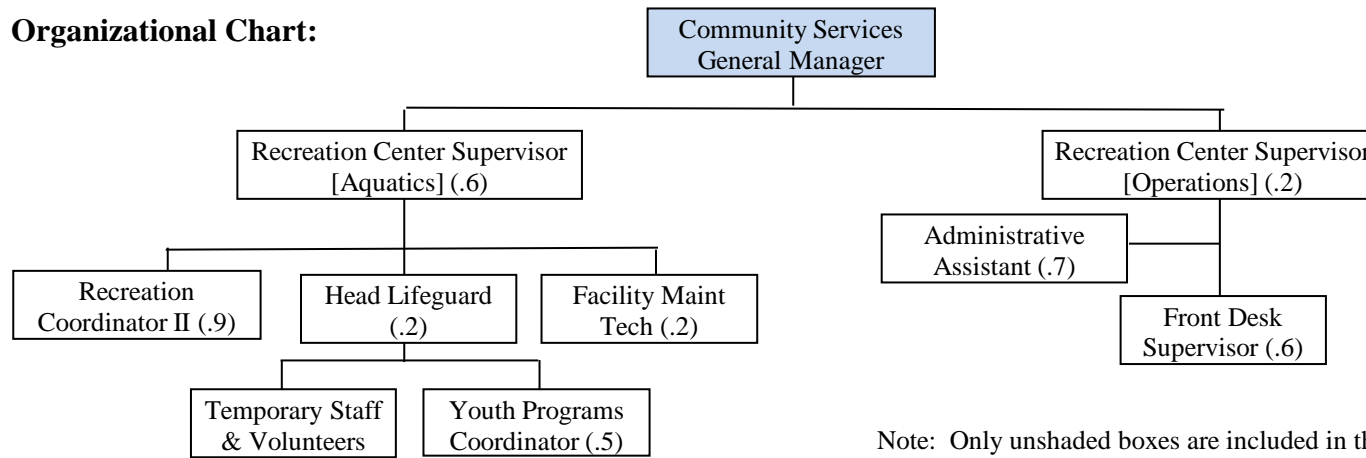
Public Safety	Fire & Medical Services Department		Fund 01 - General Fund		Cost Center	2100
Summary by Category						
Expenditure Category	2016	2017		2018	Percent Change	
	Actual	Budget	Revised	Final		
Personnel	\$2,615,559	\$2,709,235	\$2,701,455	\$2,977,190	10.21%	
Operating Supplies	61,089	71,650	70,600	77,900	10.34%	
Contractual Services	8,149	86,700	22,500	100,000	344.44%	
Other Services and Charges	55,933	72,450	63,250	80,820	27.78%	
Capital Outlay	93,043	683,000	23,000	660,000	2769.57%	
Debt Service	0	0	0	0	0.00%	
Department Totals	\$2,833,773	\$3,623,035	\$2,880,805	\$3,895,910	35.24%	

Departmental Fund Sources		
Funding Sources	Amount	% of Funding
General Fund	\$3,165,910	81.26%
Misc. Grants	70,000	1.80%
Lease Purchase	660,000	16.94%
Total Funding		<u>100.00%</u>

Supplemental Data: Personnel						
Authorized Positions Job Classifications	Number of FTE's			Salary Range		2018
	2016	2017	2018	Minimum	Maximum	Budget
Fire Chief	1.00	1.00	1.00	7,486	11,031	\$114,025
Fire Marshal	1.00	1.00	1.00	5,865	8,643	93,280
Fire Captain/Battalion Chief	3.00	3.00	3.00	5,586	8,232	258,720
Fire Lieutenant	3.00	3.00	3.00	4,825	7,111	219,945
Fire Engineer	6.00	6.00	6.00	3,970	5,850	360,610
Fire Inspector	1.00	1.00	1.00	3,970	5,850	55,880
Firefighter	12.00	12.00	12.00	3,601	5,306	581,255
Senior Administrative Assistant	1.00	1.00	1.00	2,962	4,365	51,195
COLA						0
Merit Contingency						58,480
Longevity						0
Certification Pay						72,000
Holiday Pay						45,000
Clothing Allowance						21,060
Temporary / Reserves						6,800
Overtime						25,000
Retirement						482,430
Insurance & Taxes						524,510
Employee Related Expenses						7,000
Totals	<u>28.00</u>	<u>28.00</u>	<u>28.00</u>			<u>\$2,977,190</u>

Public Safety	Fire & Medical Services Department	Fund 01 - General Fund		Cost Center	2100
Supplemental Data: Expenditures					
Item	2016	2017		2018	Percent Change
	Actual	Budget	Revised	Final	
Supplies					
Office Supplies	1,078	1,500	1,400	1,500	7.14%
Copier Supplies	1,501	1,800	1,700	1,800	5.88%
Gas & Oil	12,455	20,000	15,000	20,000	33.33%
Vehicle Maint & Repairs	31,090	25,000	30,000	30,000	0.00%
Equipment Maint & Repairs	9,288	11,000	10,000	12,000	20.00%
Protective Clothing	5,491	12,000	12,000	12,000	0.00%
Postage & Freight	186	350	500	600	20.00%
Total Supplies	61,089	71,650	70,600	77,900	10.34%
Contractual Services					
Radio Maintenance	108	1,500	1,000	2,000	100.00%
Computer Support	3,527	6,500	5,300	5,000	-5.66%
Contractual Services	2,422	2,700	2,700	3,000	11.11%
Medical Testing	2,092	13,500	13,500	15,000	11.11%
Emergency Service Grant	0	2,500	0	5,000	0.00%
GOHS - FIRE Grant	0	50,000	0	50,000	0.00%
GOHS - Safety Grant	0	10,000	0	20,000	0.00%
FEMA Grant	0	0	0	0	0.00%
Total Contractual Services	8,149	86,700	22,500	100,000	344.44%
Other Services and Charges					
Travel & Training	8,390	10,000	6,000	8,000	33.33%
Subscriptions & Memberships	2,130	2,400	2,400	3,000	25.00%
Operational Equipment & Supplies	3,707	7,000	6,000	12,000	100.00%
EMS Expenses	6,962	9,000	8,000	12,000	50.00%
Utilities	20,731	23,000	25,650	28,220	10.02%
Telephone	2,417	5,900	2,750	3,300	20.00%
Fire Prevention	3,709	5,500	5,000	5,000	0.00%
Emergency Management	4,844	4,850	4,850	5,000	3.09%
Legal Advertising	0	0	0	0	0.00%
Training Center	2,200	2,500	2,200	2,500	13.64%
Volunteer Fireperson Training	396	1,500	200	1,000	400.00%
Volunteer Fireperson Misc.	448	800	200	800	300.00%
Vol Fire Retirement	0	0	0	0	0.00%
Total Other Services & Charges	55,933	72,450	63,250	80,820	27.78%

Organizational Chart:



General Information:

The Parks and Recreation Department oversees city facilities and park open-space areas in conjunction with providing opportunities for active and passive recreational services. Such services facilitate avenues of involvement for a cross section of individuals, groups, and families to participate in a wide variety of activities and special community events.

FY 2017 Accomplishments:

- * Partnered with End of The Tunnel Ventures/Page Springs Cellars for the Tilted Earth Festival, further emphasizing the City's brand of 'Heart of Arizona's Wine Country.' The festival recouped 100% of the mutually agreed upon City expenses per the co-sponsorship agreement at \$58,465.98.
- * The Thunder Valley Rally (TVR) committee produced the 2016 festival which reached a cost recovery of +/-73%, up from +/-39%, the year prior. Compared to the previous year, there were also significant increases in shuttle numbers, poker run participants, local charities collections (28% more) and cash sponsorships (48% more).
- * In collaboration with the Economic Development Department, P&R contracted with Norris Design to complete the Cottonwood Riverfront Trails and Recreation Master Plan that will provide future direction for implementation of a community-wide trails system
- * Completion of the Zaleski Trail in the Prescott National Forest in conjunction with the City of Cottonwood. The Bicycle Advisory Committee worked with the Verde Valley Cyclists Coalition on trails maintenance and re-routes in the greater trails system of the Dead Horse Ranch State Park.
- * Assisted the Chamber of Commerce and Old town Association with regard to the Arizona Office of Tourism co-op marketing opportunity, including exposure at both the Cactus League and the College National Championship
- * Finalized renovation of the Youth Center with the rectification of all structural, safety and code concerns.
- * Provided signature series/community events: 4th of July Celebration, Annual Easter Egg Hunt, Walkin' on Main, Farmers' Market Jamboree, Fall Carnival, and Looking Good Cottonwood.

FY 2018 Goals:

- * Create additional revenue streams and increase partnerships/sponsors to defray costs of special events (TVR, Farmers' Market Jamboree, Fantastic Family Fourth, Walkin' on Main) by an additional 20%
- * Achieve a 100% level of cost recovery pertaining to the Youth Center
- * Increase TVR customer satisfaction pertaining to parking logistics and shuttle services, and maintain all other guest satisfaction levels
- * Implement phase out of 3 of the Cottonwood Riverfront Trails and Recreation Master Plan
- * Develop a Parks & Recreation Master Plan
- * Finalize are bike maps and increase community wide bicycle parking facilities
- * Create a city brand inspired special event through a collaborative approach
- * Increase participation of produce vendors at the Farmers' Market Jamboree by 30% through public-private partnerships.

Budget Highlights:

For FY 2018, no Cost of Living Adjustment (COLA) has been budgeted. The increase in Personnel cost is due to the merit program and the inclusion of the personnel cost of the Youth Center. No capital has been planned for this department.

Culture & Recreation	Parks and Recreation Department	Fund 01 - General Fund	Cost Center	4100
Performance Indicators				
City Council Goal:	Serve the citizens through value driven programming and facilities			
Department Goal:	Maintain/increase customer satisfaction levels to sustain/grow attendance			
Objective:	Improve parking and shuttle logistics/communications and maintain current satisfaction levels			
Type of Measure:	Statistical survey analysis			
Tool:	NAU (Northern Arizona University) Descriptive Data Report			
Frequency:	Annual			
Scoring:	1-5 (1=lowest score, 5=highest score)			
Trend:	Up			
Measures:	Actual		Estimated	Anticipated
	2015	2016	2017	2018
Friendliness - Helpfulness of staff	4.6	4.6	4.0	4.5
Musical performances	4.5	4.5	3.9	4.0
Shuttle service/logistics/parking/vendors	4.2	4.2	3.6	4.3
Poker Run/Bev. service	4.2	4.2	3.5	4.2
Org. event layout	4.3	4.3	3.6	4.3

City Council Goal:	Serve the citizens through value driven programming and facilities			
Department Goal:	Maintain/increase customer satisfaction levels to sustain/grow attendance			
Objective:	Improve parking and shuttle logistics/communications and maintain current satisfaction levels			
Type of Measure:	Statistical survey analysis			
Tool:	NAU Descriptive Data Report			
Frequency:	Annual			
Scoring:	1-5 (1=lowest score, 5=highest score)			
Trend:	Steady			
Measures:	Actual		Estimated	Anticipated
	2014	2015	2016	2017
Ticket purchasing/staff/atmosphere		4.9	5.0	5.0
Music/wine garden		4.8	5.0	5.0
Parking shuttle		4.2	4.5	5.0
		4.7	5.0	5.0

City Council Goal:	Support K-14 Education through MUHS Swim Program, Cottonwood Youth Commission, Kids at Hope, Expect more Arizona, Teen Center, et al.			
Department Goal:	Increase participation by 20% in the After School Program (ASP) and Summer Camp			
Objective:	Create a comprehensive marketing plan/public relations approach to garner more exposure			
Type of Measure:	Attendance numbers			
Tool:	Active.Net, a recreation management software			
Frequency:	Annual			
Scoring:	Attendance average			
Trend:				
Measures:	Actual		Estimated	Anticipated
	2015	2016	2017	2018
ASP - Average attendance	27	27	20	35
Summer Camp - Average attendance	40	40	40	40

Culture & Recreation	Parks and Recreation Department	Fund 01 - General Fund	Cost Center	4100	
Summary by Category					
Expenditure Category	2016	2017		2018	Percent Change
	Actual	Budget	Revised	Final	
Personnel	\$336,062	\$355,155	\$420,885	\$452,855	7.60%
Operating Supplies	61,465	42,050	71,550	47,060	-34.23%
Contractual Services	38,905	29,800	34,770	36,210	4.14%
Other Services and Charges	508,553	519,360	430,676	432,340	0.39%
Capital Outlay	1,899	9,000	9,000	0	-100.00%
Debt Service	0	0	0	0	0.00%
Department Totals	\$946,884	\$955,365	\$966,881	\$968,465	0.16%

Departmental Fund Sources		
Funding Sources	Amount	% of Funding
General Fund	\$968,465	100.00%
Total Funding		<u>100.00%</u>

Supplemental Data: Personnel						
Authorized Positions Job Classifications	Number of FTE's			Salary Range		2018
	2016	2017	2018	Minimum	Maximum	Budget
Aquatics Center Supervisor	0.60	0.60	0.60	4,168	6,143	42,745
Recreation Center Program Supervisor	0.20	0.20	0.20	4,168	6,143	14,180
Recreation Coordinator II	0.90	0.90	0.90	2,962	4,365	38,430
Youth Programs Coordinator	0.50	0.50	0.50	2,962	4,365	35,950
Administrative Assistant	0.70	0.70	0.70	2,559	3,771	31,680
Front Desk Supervisor	0.60	0.60	0.60	2,559	3,771	21,700
Head Lifeguard	0.40	0.40	0.20	2,321	3,421	5,825
Facility Maintenance Technician	0.00	0.00	0.20	2,321	3,421	6,925
COLA						0
Merit Contingency						3,655
Holiday Pay						550
Clothing Allowance						1,750
Temporary / Reserves						127,800
Overtime						4,800
Retirement						23,740
Insurance & Taxes						93,125
Employee Related Expenses						0
Totals	<u>3.90</u>	<u>3.90</u>	<u>3.90</u>			<u>\$452,855</u>

Culture & Recreation	Parks and Recreation Department	Fund 01 - General Fund	Cost Center	4100	
Supplemental Data: Expenditures					
Item	2016	2017		2018	Percent Change
	Actual	Budget	Revised	Final	

Supplies

Office Supplies	1,990	1,600	3,900	3,000	-23.08%
Copier Supplies	0	0	0	0	0.00%
Gas & Oil	1,557	2,300	2,400	2,400	0.00%
Vehicle Maint & Repairs	5,097	2,500	4,400	3,500	-20.45%
Operational Equip & Supplies	0	0	2,000	2,000	0.00%
Equipment Maint & Repairs	27,737	14,500	40,400	19,700	-51.24%
Riverfront Snack Bar	6,266	7,200	4,500	3,110	-30.89%
Postage & Freight	0	50	50	50	0.00%
Pool Supplies	15,912	12,000	12,000	11,400	-5.00%
Snack Bar Supplies	2,906	1,900	1,900	1,900	0.00%

Total Supplies

61,465	42,050	71,550	47,060	-34.23%
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Contractual Services

Computer Support	2,756	2,000	2,800	3,650	30.36%
Fireworks	20,400	22,000	20,600	23,000	11.65%
Contractual Services	15,748	5,800	11,370	9,560	-15.92%

Total Contractual Services

38,905	29,800	34,770	36,210	4.14%
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Other Services and Charges

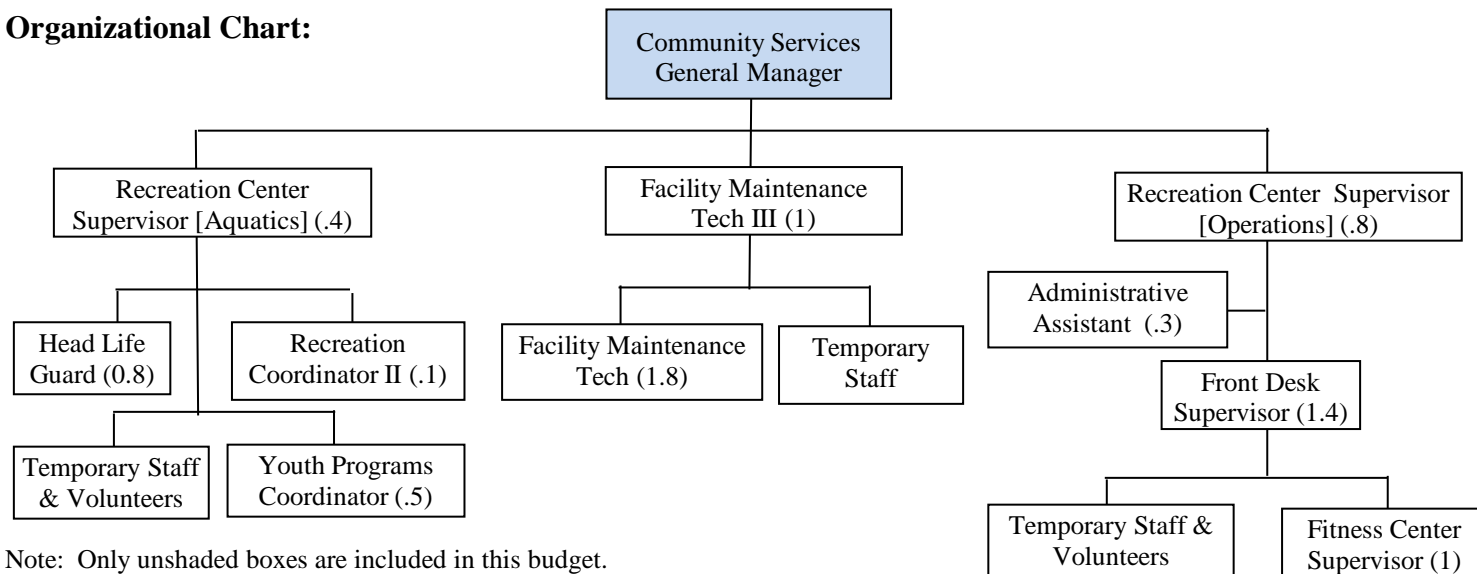
Travel & Training	4,331	2,200	3,500	3,200	-8.57%
Subscriptions & Memberships	4,328	3,200	3,000	3,200	6.67%
Printing & Forms	601	0	0	0	0.00%
Rec Programs	32,669	27,000	27,000	23,000	-14.81%
Verde River Days	1,000	1,000	1,000	1,000	0.00%
Softball Tournaments	3,736	8,000	8,000	4,000	-50.00%
Public Relations	14,578	9,000	9,000	6,850	-23.89%
Advertising	99	0	1,200	120	-90.00%
Utilities	179,088	203,000	192,250	192,860	0.32%
Telephone	5,221	3,960	7,630	6,110	-19.92%
Old Town Home Tour	1,999	2,000	700	2,000	185.71%
Summer Youth Program	7,438	7,000	3,500	3,500	0.00%
Youth Program	0		4,000	5,500	37.50%
Rhythm & Ribs	300	0	0	0	0.00%
Walking on Main Street	20,716	13,000	17,646	13,000	-26.33%
10K Memorial Run	16,129	18,000	18,000	18,000	0.00%
Thunder Valley Rally	156,266	150,000	133,000	150,000	12.78%
Tilted Earth Festival	60,054	72,000	1,250	0	-100.00%

Total Other Services & Charges

508,553	519,360	430,676	432,340	0.39%
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Supplemental Data: Capital Outlay					
Item Description	2016	2017		2018	
	Actual	Budget	Revised	Final	
Lounge Furniture Outdoor Pool	\$1,899				
ADA Pool Observation Deck Concrete and Sidewalk					
ADA Pool Observation Deck - Riser					
RF Park Adult Softball Complex - Automatic Lighting		\$9,000	\$9,000		
Totals	\$1,899	\$9,000	\$9,000	\$0	

Organizational Chart:



General Information:

The Community Recreation Center is a 52,500 square foot facility under the administration and direction of the Parks & Recreation Department. This center became operational May 2010 and has now 11 full-time and approximately 40 part-time employees. The Community Recreation Center provides office facilities for the entire Parks & Recreation Department. Programming operations include the following: special events; after school programming, special needs children programming, therapeutic recreation activities, sports programs and leagues, indoor aquatics programming, rock climbing opportunities, banquet hall facilities, baby sitting facilities, gymnasium facilities, large scaled fitness/health facilities, and teen game room interactive programs. The Center functions as a multi-generational concept bringing families, youth and active senior adults together for shared opportunities for quality of life.

FY 2017 Accomplishments:

- * The United Healthcare's Silver Sneaker program, an exercise program for active seniors, was successfully administered for the 5th consecutive year. Of the 3,736 Recreation Center members, 58 percent are seniors and 56% of them are participants of Silver Sneaker or Silver & Fit, similar exercise programs offered by health plans
- * Participation in group exercises increased by 12% from 28,326 in FY 2014-15 to 31,826 in FY 2015-16.
- * The revenue resulting from renting the Recreation Center's event hall and party room has increased by 17.5% from \$31,263.40 in FY 2014-15 to \$ 36,734.93 in FY 2015-16
- * The Center served as the hosting location for the 2016 Toys for Tots and the 2016 Operation Graduation
- * Added two permanent pickleball courts in the gymnasium to a total of four courts. This sport is becoming increasingly popular as there has been an increase in use of 54% with 3,256 active usage in 2015 up to 5,004 active usage in 2016
- * Successfully provided a weight loss competition as part of the *Looking Good Cottonwood* program that provides education and exercise opportunities

FY 2018 Goals:

- * Provide programming that encourages greater participation of people in the 18-35 age group
- * Increase user visits and membership from FY 2016 to FY 2017
- * Maintain utility costs for FY 2016 to FY 2017 despite increase of utility rates, through efforts to find areas where electricity, gas, and water usage can be decreased
- * Improve marketing and outreach program by increasing presence in local schools, including providing marketing materials to students and teachers

Budget Highlights:

For FY 2018, no Cost of Living Adjustment (COLA) has been budgeted. No capital has been budgeted for this department.

Culture & Recreation	Community Recreation Center	Fund 01 - General Fund	Cost Center	4110
Performance Indicators				
Value Statement	Create a culture of health and wellness for the citizens of the Verde Valley			
Department Goal:	Increase usage of the Cottonwood Recreation Center			
Objective:	Engage all demographics in the well-being of the community			
Type of Measure:	Attendance figures and user numbers			
Tool:	Monthly reports, including user numbers			
Frequency:	Monthly review of usage figures			
Scoring:	2% increase annually			
Trend:	Down			
Measures:	Actual		Estimated	Anticipated
	2015	2016	2017	2018
	204,261	204,234	208,300	212,460

Value Statement	Commitment to providing high quality and economically feasible rental options			
Department Goal:	Increase facility rental revenue by 5% annually			
Objective:	Market Recreation Center amenities, internally and externally, via the Web, radio, TV, and theaters			
Type of Measure:	Number of facility rentals			
Tool:	Monthly rental figures and customer feedback (verbal, forms, surveys, follow-up contact)			
Frequency:	Quarterly			
Scoring:	Quarterly increases in rentals			
Trend:	Steady level of increase			
Measures:	Actual		Estimated	Anticipated
	2015	2016	2017	2018
Revenue generated	31,264	36,735	38,570	40,495

Value Statement				
Department Goal:				
Objective:				
Type of Measure:				
Tool:				
Frequency:				
Scoring:				
Trend:				
Measures:	Actual		Estimated	Anticipated
	2015	2016	2017	2018

Value Statement				
Department Goal:				
Objective:				
Type of Measure:				
Tool:				
Frequency:				
Scoring:				
Trend:				
Measures:	Actual		Estimated	Anticipated
	2015	2016	2017	2018

Culture & Recreation	Community Recreation Center	Fund 01 - General Fund	Cost Center	4110	
Summary by Category					
Expenditure Category	2016	2017		2018	Percent Change
	Actual	Budget	Revised	Final	
Personnel	\$802,180	\$813,330	\$765,015	\$802,200	4.86%
Operating Supplies	88,617	80,475	106,350	82,350	-22.57%
Contractual Services	144,201	129,450	132,800	164,300	23.72%
Other Services and Charges	246,271	257,050	253,700	275,120	8.44%
Capital Outlay	0	221,000	221,000	0	-100.00%
Debt Service	0	0	0	0	0.00%
Department Totals	\$1,281,269	\$1,501,305	\$1,478,865	\$1,323,970	-10.47%

Departmental Fund Sources		
Funding Sources	Amount	% of Funding
General Fund	\$590,970	44.64%
Recreation Center Fees	650,000	49.09%
Recreation Center Building Rental	33,000	2.49%
Recreation Center Classes/Programs	50,000	3.78%
Total Funding		<u>100.00%</u>

Supplemental Data: Personnel						
Authorized Positions Job Classifications	Number of FTE's			Salary Range		2018
	2016	2017	2018	Minimum	Maximum	Budget
Aquatics Center Supervisor	0.40	0.40	0.40	4,168	6,143	28,500
Recreation Center Program Supervisor	0.80	0.80	0.80	4,168	6,143	56,720
Facility Maintenance Tech III	1.00	1.00	1.00	3,111	4,584	41,175
Recreation Coordinator II	0.10	0.10	0.10	2,962	4,365	4,270
Fitness Center Coordinator	1.00	1.00	1.00	2,962	4,365	42,095
Youth Programs Coordinator	0.50	0.50	0.50	2,962	4,365	3,990
Administrative Assistant	0.30	0.30	0.30	2,559	3,771	13,575
Front Desk Supervisor	1.40	1.40	1.40	2,559	3,771	50,620
Head Life Guard	1.60	1.60	0.80	2,321	3,421	23,295
Facility Maintenance Tech	1.00	1.00	1.80	2,321	3,421	58,675
COLA						0
Merit Contingency						7,505
Holiday Pay						250
Clothing Allowance						1,800
Temporary / Reserves						275,000
Overtime						4,000
Retirement						38,490
Insurance & Taxes						152,240
Employee Related Expenses						0
Totals	<u>8.10</u>	<u>8.10</u>	<u>8.10</u>			<u>\$802,200</u>

Culture & Recreation	Community Recreation Center	Fund 01 - General Fund	Cost Center	4110	
Supplemental Data: Expenditures					
Item	2016	2017		2018	Percent Change
	Actual	Budget	Revised	Final	

Supplies

Office Supplies	3,211	2,800	3,000	3,000	0.00%
Copier Supplies	0	0	0	0	0.00%
Gas & Oil	1,573	1,000	1,300	1,300	0.00%
Vehicle Maint & Repairs	171	200	200	200	0.00%
Equipment Maint & Repairs	63,003	56,000	80,000	56,000	-30.00%
Pool Supplies	19,703	19,500	20,500	20,500	0.00%
Postage & Freight	195	175	150	150	0.00%
Tools/Operational Supplies	761	800	1,200	1,200	0.00%

Total Supplies	88,617	80,475	106,350	82,350	-22.57%
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Contractual Services

Computer Support	2,576	2,200	350	2,500	614.29%
Recruitment Expense	280	250	450	400	-11.11%
Contractual Services	101,871	95,000	92,000	121,400	31.96%
Contractual Services Active Network	39,474	32,000	40,000	40,000	0.00%

Total Contractual Services	144,201	129,450	132,800	164,300	23.72%
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Other Services and Charges

Travel & Training	2,156	2,800	2,800	2,800	0.00%
Subscriptions & Memberships	555	750	750	750	0.00%
Printing & Forms	0	0	0	0	0.00%
Rec Programs	18,924	16,000	16,000	16,000	0.00%
Public Relations	11,519	16,000	16,000	10,000	-37.50%
Utilities	201,730	210,000	208,200	211,820	1.74%
Telephone	11,386	11,500	9,950	12,000	20.60%
Legal Advertising	0	0	0	0	0.00%
Rental Equipment	0	0	0	0	0.00%
Lease Purchase Rec Cntr Equipment	0	0	0	21,750	0.00%

Total Other Services & Charges	246,271	257,050	253,700	275,120	8.44%
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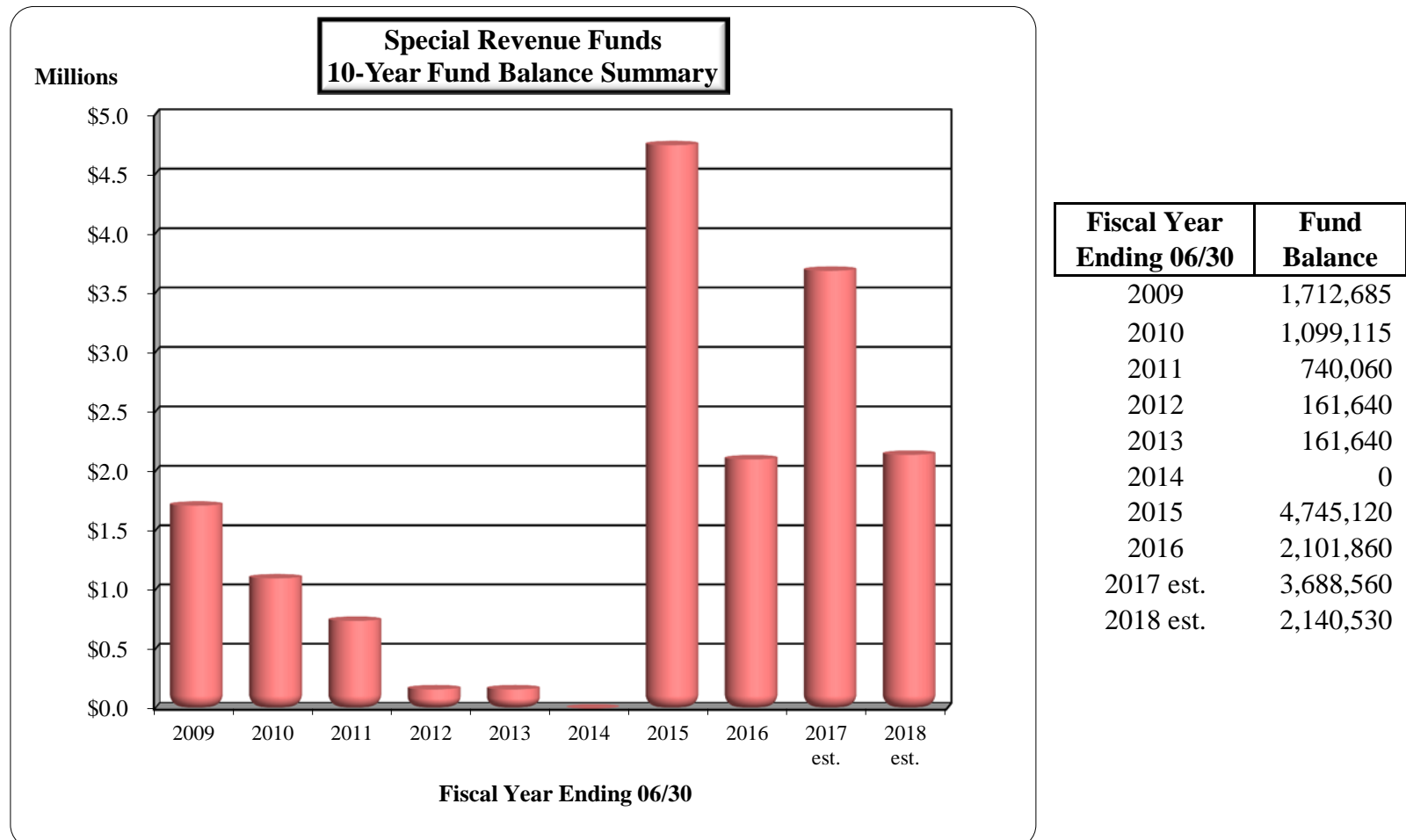
Supplemental Data: Capital Outlay					
Item Description	2016	2017		2018	
	Actual	Budget	Revised	Final	
Copier and Accessories					
Renovation/Replacement Indoor Pool Cool Decking		\$13,000	\$13,000		
Cardio Machines Replacements		208,000	208,000		
Totals	\$0	\$221,000	\$221,000	\$0	

The Special Revenue Funds budgets are used to account for and report the proceeds of specific revenue sources that are restricted or committed to expenditures for specified purposes other than debt service and capital projects.

<u>Fund/Account Number</u>	<u>Description</u>
<u>10</u>	<u>HURF - Streets/Transit Fund</u> Streets Department Street Construction Cottonwood Area Transit (CAT)
<u>03</u>	<u>Cottonwood Library</u>
<u>04</u>	<u>Cottonwood Cemetery</u>
<u>05</u>	<u>Airport Fund</u>
<u>11</u>	<u>Grants Fund</u> Airport Improvement Projects Other Grants Heritage Grants
<u>12</u>	<u>CDBG Grants</u>

Fund Balances:

The following illustration depicts a ten-year presentation of the fund balance for the Special Revenue Funds:



The continued fluctuation of the Special Revenues Fund is dependent on the projects being worked and time availability to complete those projects. A description of all the projects are reflected in the departments' budget summary sheets.

Consolidated Statement of Revenues/Expenditures/Changes in Fund Balances

Item Description	2016	2017		2018
	Actual	Budget	Revised	Final
Revenue Sources:				
Taxes	\$439,290	\$622,730	\$592,600	\$600,820
Intergovernmental Revenues	2,191,538	6,001,200	4,257,015	7,343,145
Charges for Services	455,169	450,600	472,280	462,800
Fines & Forfeitures	0	0	0	0
Uses of Monies & Properties	107,140	94,360	172,990	98,920
Miscellaneous Revenues	100,738	19,125	52,280	19,270
Total Revenue Sources	3,293,876	7,188,015	5,547,165	8,524,955
Other Financing Sources:				
Transfers In	872,342	1,164,230	907,630	2,094,730
Carryover	0	2,049,915	3,688,560	2,140,530
Residual Equity Interfund Transfer	0	0	0	0
Proceeds from Lease Purchase	0	0	0	0
Proceeds from Bonds	0	0	0	0
Total Other Financing Sources	872,342	3,214,145	4,596,190	4,235,260
Total Available Resources	4,166,218	10,402,160	10,143,355	12,760,215
Expenditures:				
Personnel	1,846,007	2,148,970	2,006,140	2,091,670
Operating Supplies	544,249	584,660	637,125	602,625
Contractual Services	452,430	412,270	465,155	449,855
Other Services and Charges	815,348	925,945	762,445	830,650
Capital Outlay	1,362,704	5,146,805	3,739,360	8,321,405
Debt Service	197,830	392,600	392,600	390,810
Total Expenditures	5,218,568	9,611,250	8,002,825	12,687,015
Other Uses:				
Transfers Out	4,216	58,050	0	73,200
Reserves	0	732,860	2,140,530	0
Residual Equity Interfund Transfer	0	0	0	0
Total Other Uses	4,216	790,910	2,140,530	73,200
Total Expenditures and Other Uses	5,222,784	10,402,160	10,143,355	\$12,760,215
Net Income / (Loss)	(\$1,056,566)	\$0	\$0	\$0

HURF Fund Revenues/Expenses/Changes in Fund Balance

Item Description	2016	2017		2018	Percent Change
	Actual	Budget	Revised	Final	
Revenue Sources:					
Taxes	\$439,290	\$622,730	\$592,600	\$600,820	1.39%
Intergovernmental Revenues	1,931,284	3,393,950	2,992,095	2,179,450	-27.16%
Services & Charges	193,465	203,200	209,230	202,400	-3.26%
Uses of Monies & Properties	12,085	2,000	15,000	2,000	-86.67%
Miscellaneous Revenues	79,871	0	33,000	0	-100.00%
Total Revenue Sources	2,655,995	4,221,880	3,841,925	2,984,670	-22.31%
Other Financing Sources:					
Transfers In	0	200,000	0	987,190	0.00%
Carryover	0	1,946,065	3,617,055	2,068,990	-42.80%
Residual Equity Interfund Transfer	0	0	0	0	0.00%
Proceeds from Lease Purchase	0	0	0	0	0.00%
Proceeds from Bonds	0	0	0	0	0.00%
Total Other Financing Sources	0	2,146,065	3,617,055	3,056,180	-15.51%
Total Available Resources	2,655,995	6,367,945	7,458,980	6,040,850	-19.01%
Expenditures:					
Personnel	1,267,040	1,541,150	1,399,445	1,459,890	4.32%
Operating Supplies	287,604	360,210	374,105	370,605	-0.94%
Contractual Services	107,564	125,780	132,285	123,675	-6.51%
Other Services and Charges	598,705	709,695	530,935	590,870	11.29%
Capital Outlay	1,246,697	2,505,650	2,560,620	3,105,000	21.26%
Reserves	0	732,860	2,068,990	0	-100.00%
Debt Service	197,830	392,600	392,600	390,810	-0.46%
Total Expenditures	3,705,440	6,367,945	7,458,980	6,040,850	-19.01%
Other Uses:					
Transfers Out	0	0	0	0	0.00%
Residual Equity Interfund Transfer	0	0	0	0	0.00%
Total Other Uses	0	0	0	0	0.00%
Total Expenditures and Other Uses	3,705,440	6,367,945	7,458,980	6,040,850	-19.01%
Net Income / (Loss)		(\$1,049,445)	\$0	\$0	\$0

Note: The HURF fund accounts for Streets Maintenance, Streets Construction and Cottonwood Area Transit (CAT). The revenues and expenditures have been extracted for the Streets and CAT divisions since there is special interest in the CAT program and its budget.

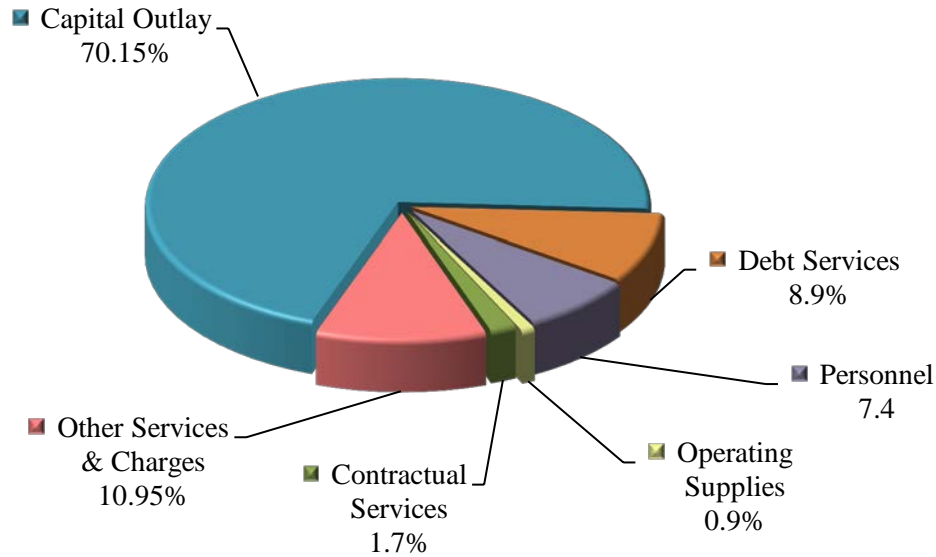
Streets Maintenance & Construction - Revenues/Expenditures

Item Description	2016	2017		2018	Percent Change
	Actual	Budget	Revised	Final	
Revenue Sources:					
Taxes	\$439,290	\$622,730	\$592,600	\$600,820	1.39%
Intergovernmental Revenues					
Highway User Revenue Fund - HURF	914,640	906,640	906,640	976,380	7.69%
Local Transportation Assistance Fund/HURF	0	0	0	0	0.00%
Old Town Contributions	0	0	0	0	0.00%
ISTEA - Phase I Grant	0	0	0	0	0.00%
ISTEA - Phase II Grant	0	0	0	0	0.00%
ADOT Road Diet Grant	0	0	0	0	0.00%
12 th Street Fed Grant	0	845,000	845,000	0	-100.00%
Mingus Willard to 10 th Street	0	0	0	0	0.00%
Fed Grant - 12 th Street	0	0	0	0	0.00%
HSIP Sign Replacement Grant	48,108	16,000	7,230	0	-100.00%
Uses of Monies & Properties					
Interest Income	12,085	2,000	15,000	2,000	-86.67%
Miscellaneous Revenues					
Other Income	79,554	0	33,000	0	-100.00%
Total Revenue Sources	1,493,677	2,392,370	2,399,470	1,579,200	-34.19%
Other Financing Sources:					
Transfers In	0	200,000	0	987,190	0.00%
Carryover	0	1,946,065	3,617,055	2,068,990	-42.80%
Residual Equity Interfund Transfer	0	0	0	0	0.00%
Proceeds from Lease Purchase	0	0	0	0	0.00%
Proceeds from Bonds	0	0	0	0	0.00%
Total Other Financing Sources	0	2,146,065	3,617,055	3,056,180	-15.51%
Total Available Resources	1,493,677	4,538,435	6,016,525	4,635,380	-22.96%
Expenditures:					
Personnel	286,563	291,920	303,780	322,110	6.03%
Operating Supplies	47,196	45,000	42,000	38,500	-8.33%
Contractual Services	63,289	79,825	73,025	73,735	0.97%
Other Services and Charges	498,579	586,250	424,875	478,170	12.54%
Capital Outlay	925,276	2,380,650	2,400,220	3,085,000	28.53%
Reserves	0	732,860	2,068,990	0	-100.00%
Debt Service	197,830	392,600	392,600	390,810	-0.46%
Total Expenditures	2,018,734	4,509,105	5,705,490	4,388,325	-23.09%
Other Uses:					
Transfers Out	0	0	0	0	0.00%
Residual Equity Interfund Transfer	0	0	0	0	0.00%
Total Other Uses	0	0	0	0	0.00%
Total Expenditures and Other Uses	2,018,734	4,509,105	5,705,490	4,388,325	-23.09%

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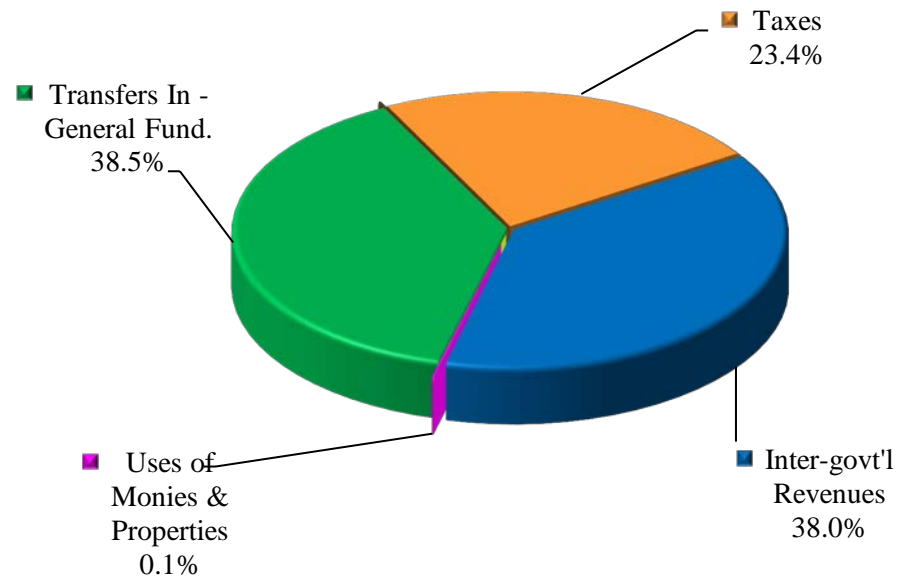
HURF - Streets Fund Revenues & Expenditures by Category

Category	Personnel	Operating Supplies	Contractual Services	Other Services & Charges	Capital Outlay	Debt Service	Total
Subtotals	\$322,110	\$38,500	\$73,735	\$478,170	\$3,085,000	\$390,810	\$4,388,325
Totals	\$322,110	\$38,500	\$73,735	\$478,170	\$3,085,000	\$390,810	\$4,388,325

Highway User Revenue Fund - Streets Expenditures by Category

HURF - Streets Fund Summary	
Revenues	\$1,579,200
Expenditures	(4,388,325)
Transfers Out	0
Revenues over (under) Expenditures	(2,809,125)
Other Funding Sources/Uses	2,809,125
	0
Use of Fund Balance	\$0

HURF - Streets Fund Revenues by Source	
Taxes	\$600,820
Inter-gov't'l Revenues	976,380
Uses of Monies & Properties	2,000
Misc. Revenues	0
Transfers In - General Fund	987,190
Proceeds from Bonds	0
Total Resources Available	\$2,566,390

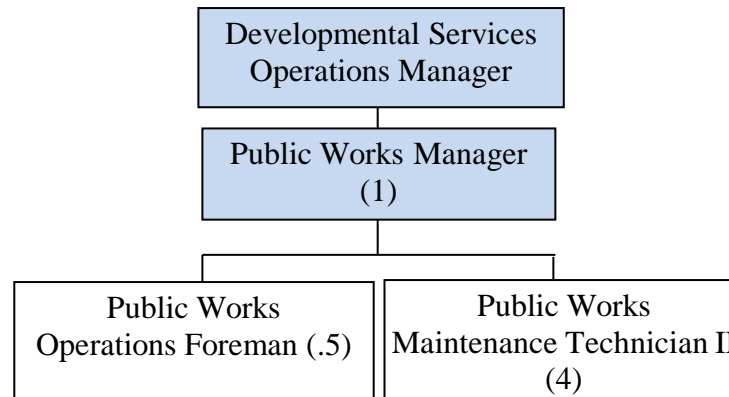
Highway User Revenue Fund - Streets Revenues by Source**Streets Department Revenues:**

The Street Department receives its primary funding from the City's share of state taxes imposed on gasoline, diesel fuels and other related fees to be used solely for street and highway projects. Fuel taxes are shared on a per capita basis similar to the general fund intergovernmental revenues.

Streets Department Expenditures:

Capital has been budgeted in the amount of \$35,000 for various street projects.

Organizational Chart:



Note: only unshaded boxes are included in this budget.

General Information:

The Streets Division of Public Works is responsible for providing safe, well maintained streets and sidewalks for the public. The routine maintenance of the city streets includes: grading, pothole patching, pavement marking, sweeping and debris removal, weed control, sign maintenance, drainage maintenance, sidewalk repair and pavement maintenance. The Streets Division commonly constructs engineering projects, such as roads, sidewalks and drainage structures, and is also responsible for the Transfer Station operations and activities such as annual city clean-up days, airport maintenance, trash pickup and removal, and transient camp clean-up.

FY 2017 Accomplishments:

- * Completed the HSIP (Highway Safety Improvement Program) sign replacement project resulting in new street signs that are up to code
- * Implemented a city-wide crack sealing program for streets that will prevent the infiltration of water into the foundation of the pavement structure, prolonging the life of the streets
- * Implemented a sidewalk trip hazard removal program with the purchase of a concrete grinder, enabling making that is intended to reduce trip and fall hazards without having to do costly replacement of sidewalk panels. This program was implemented nearly \$10,000 under budget

FY 2018 Goals:

- * Develop pro-active pavement maintenance program that will track the condition, age, type and maintenance of streets throughout the city
- * Develop a policy for maintenance of drainage ways and non-city owned easements for clarity for the public
- * Create an easy accessible filing/mapping system for operations staff to peruse documents outlining the City's responsibility and liability for maintenance and upkeep of property, right-of-ways, drainage and sidewalk easements, Intergovernmental Agreements (IGAs) for sidewalk and street maintenance, etc.
- * Begin a program to routinely sweep streets in residential neighborhoods
- * Complete repairs to the Pima Street bridge at Del Monte Wash per recommendation in the ADOT Bridge Inspection Report
- * Develop an employee training program for large equipment operations
- * Make drainage improvements in the alley, between Pima St. and Pinal St., and Main St. and First St.; this may also include paving of the alley
- * Develop a method to protect Old Town street lights from being hit by vehicles

Budget Highlights:

No Cost of Living Adjustment (COLA) has been budgeted for this fiscal year. Increase in Personnel cost are to be attributed to the merit program. Capital has been budgeted for Street Improvements (\$2,000), RSA Response Design (\$25,000), and Street Crack Seal Program (\$8,000).

Public Works	Streets Department	Fund 10 - HURF	Cost Center	3100
Performance Indicators				
City Council Goal:	Strive to maintain a uniquely desirable and sustainable community			
Department Goal:	Maintain clean swept streets throughout the city			
Objective:	Sweep all city collector streets weekly			
Type of Measure:	Number of miles swept			
Tool:	System monitoring			
Frequency:	Weekly			
Scoring:	Lane miles			
Trend:	Fully maintain existing lane miles per month			
Measures:	Actual		Estimated	Anticipated
	2015	2016	2017	2018
Lane miles swept per month		60	60	60

City Council Goal:	Strive to maintain a uniquely desirable and sustainable community			
Department Goal:	Avoid costly future street reconstruction through a streets maintenance program			
Objective:	Develop a pro-active program to maintain streets			
Type of Measure:	Formulate pro-active program			
Tool:				
Frequency:				
Scoring:				
Trend:				
Measures:	Actual		Estimated	Anticipated
	2015	2016	2017	2018
Completion of pro-active program				100%

Supplemental Data: Capital Outlay				
Item Description	2016	2017		2018
	Actual	Budget	Revised	Final
Streets Improvements	\$5,224	\$2,000	\$120	\$2,000
Traffic Control Cones and Barricades		1,000	3,006	
Sweeper Repair				
Street Sweeper		200,000	190,477	
RSA Response Design		19,000		25,000
In-Street Pedestrian Signs		1,200	1,200	
Traffic Signal Controller		5,800	5,800	
Street Crack Seal Program				8,000
Crack Seal Material			1,860	
Sidewalk Repair (Safety)				
Sidewalk Enhancements				
Concrete Sidewalk Grinder		20,000	6,257	
100# Ice Machine	1,453			
Miscellaneous Materials			1,400	
Totals	\$6,677	\$249,000	\$210,120	\$35,000

Public Works	Streets Department	Fund 10 - HURF		Cost Center	3100
Summary by Category					
Expenditure Category	2016	2017		2018	Percent Change
	Actual	Budget	Revised	Final	
Personnel	\$286,563	\$291,920	\$303,780	\$322,110	6.03%
Operating Supplies	47,196	45,000	42,000	38,500	-8.33%
Contractual Services	63,289	79,825	73,025	73,735	0.97%
Other Services and Charges	498,579	586,250	424,875	478,170	12.54%
Capital Outlay	6,677	249,000	210,120	35,000	-83.34%
Reserves	0	732,860	2,068,990	0	-100.00%
Debt Service	197,830	392,600	392,600	390,810	-0.46%
Department Totals	\$1,100,135	\$2,377,455	\$3,515,390	\$1,338,325	-61.93%

Departmental Fund Sources		
Funding Sources	Amount	% of Funding
HURF	976,380	72.96%
Taxes	0	0.00%
Miscellaneous Revenues	2,000	0.15%
Transfers In - General Fund	359,945	26.90%
Total Funding		<u>100.00%</u>

Supplemental Data: Personnel						
Authorized Positions Job Classifications	Number of FTE's			Salary Range		2018
	2016	2017	2018	Minimum	Maximum	Budget
Public Works Superintendent	0.00	0.00	0.00	4377	6450	\$0
Public Works Operations Foreman	0.50	0.50	0.50	3601	5306	23,830
PW Maintenance Technician II	4.00	4.00	4.00	2559	3771	159,315
COLA						0
Merit Contingency						3,465
Longevity						0
Clothing Allowance						1,000
Temporary / Reserves						0
Overtime						4,250
Retirement						21,950
Insurance & Taxes						108,300
Employee Related Expenses						0
Totals	<u>4.50</u>	<u>4.50</u>	<u>4.50</u>			<u>\$322,110</u>

Public Works	Streets Department	Fund 10 - HURF		Cost Center	3100
Supplemental Data: Expenditures					
Item Description	2016	2017		2018	Percent Change
	Actual	Budget	Revised	Final	
Supplies					
Office Supplies	38	100	0	0	0.00%
Operational Supplies	3,254	2,000	1,500	1,000	-33.33%
Postage & Freight	0	0	0	0	0.00%
Gas & Oil	13,140	14,500	14,500	14,500	0.00%
Vehicle Maint & Repairs	7,836	8,400	4,000	4,000	0.00%
Equipment Maint & Repairs	22,927	20,000	22,000	19,000	-13.64%
Building Maint & Repairs		0			0.00%
Total Supplies	47,196	45,000	42,000	38,500	-8.33%
Contractual Services					
Computer Support	204	225	225	225	0.00%
General Counsel	0	0	0	0	
Street Lights	57,943	60,600	61,800	65,510	6.00%
Engineering Services	0	0	0	0	0.00%
Contractual Services	5,142	15,000	7,000	8,000	14.29%
Pavement Preservation	0	4,000	4,000	0	-100.00%
Total Contractual Services	63,289	79,825	73,025	73,735	0.97%
Other Services and Charges					
Travel & Training	1,598	2,000	0	500	0.00%
Subscriptions & Memberships	0	0	0	0	0.00%
Utilities	9,222	10,450	9,190	11,030	20.02%
Telephone	1,253	1,500	1,170	1,400	19.66%
Legal Advertising	129	0	0	0	0.00%
Bank Charges	0	0	1,000	1,000	0.00%
Tools	2,032	2,000	2,000	500	-75.00%
Employee Physicals	751	1,000	500	500	0.00%
Equipment Rental	0	0	0	0	0.00%
Liability Insurance	23,725	24,200	35,215	52,820	49.99%
Liability Claims Deductible	0	0	0	0	0.00%
Indirect Cost to General Fund	391,951	475,000	337,000	337,000	0.00%
Culverts	483	1,000	350	500	42.86%
Materials	11,185	10,000	11,500	10,000	-13.04%
Street Signs	3,874	4,000	1,000	500	-50.00%
Street Marking	1,972	51,600	25,000	40,000	60.00%
Street Light Contingency	0	3,500	950	1,500	57.89%
LP-FY17 City Wide Equipment Lease-Principal	0	0	0	19,040	0.00%
LP-FY17 City Wide Equipment Lease-Interest	0	0	0	1,880	0.00%
2015 Excise Bond-Trustee Fees	1,783	0	0	0	0.00%
Bond Issuance Costs	48,621	0	0	0	0.00%
LTAF Cultural Expense	0	0	0	0	0.00%
Total Other Services & Charges	498,579	586,250	424,875	478,170	12.54%
Debt Service					
Principal - Bonds	0	195,320	195,320	197,440	1.09%
Interest - Bonds	197,830	197,280	197,280	193,370	-1.98%
Total Debt Service	197,830	392,600	392,600	390,810	-0.46%

Organizational Chart:

None

General Information:

Street construction projects are executed by contractors, who are solicited through a sealed bid process.

FY 2017 Accomplishments:

- * Completed the northern phase of 12th Street from Fir Street to Hwy 89A
- * Completed the design of the reconstruction of Mingus Avenue from Willard Street to the 10th Street wash
- * Procured a design firm to design the reconstruction of Mingus Avenue from the 8th Street wash to Main Street
- * Completed the repaving/resurfacing of many newly constructed city streets

FY 2018 Goals:

- * Complete the reconstruction of Mingus Avenue for the stretch of Willard Street to 10th Street
- * Complete the design for the reconstruction of Mingus Avenue for the stretch of 10th Street to Main Street
- * Execute pavement preservation projects
- * Install sidewalk additions

Budget Highlights:

The major capital item in this year's budget is the reconstruction of Mingus Avenue for the stretch of 10th Street to Main Street (\$2,200,000). Capital has also been budgeted for Pavement Preservation (\$750,000) and Sidewalk Additions (\$100,000).

Public Works	Streets Construction	Fund 02 - HURF	Cost Center	3110
Performance Indicators				
City Council Goal:	<i>* Performance Measures are being developed for this department *</i>			
Department Goal:				
Objective:				
Type of Measure:				
Tool:				
Frequency:				
Scoring:				
Trend:				
Measures:	Actual		Estimated	Anticipated
	2015	2016	2017	2018
N/A				

City Council Goal:				
Department Goal:				
Objective:				
Type of Measure:				
Tool:				
Frequency:				
Scoring:				
Trend:				
Measures:	Actual		Estimated	Anticipated
	2015	2016	2017	2018

City Council Goal:				
Department Goal:				
Objective:				
Type of Measure:				
Tool:				
Frequency:				
Scoring:				
Trend:				
Measures:	Actual		Estimated	Anticipated
	2015	2016	2017	2018

Public Works	Streets Construction	Fund 02 - HURF		Cost Center	3110
Summary by Category					
Expenditure Category	2016	2017		2018	Percent Change
	Actual	Budget	Revised	Final	
Personnel	\$0	\$0	\$0	\$0	0.00%
Operating Supplies	0	0	0	0	0.00%
Contractual Services	0	0	0	0	0.00%
Other Services and Charges	0	0	0	0	0.00%
Capital Outlay	918,599	2,131,650	2,190,100	3,050,000	39.26%
Reserves	0	0	0	0	0.00%
Debt Service	0	0	0	0	0.00%
Department Totals	\$918,599	\$2,131,650	\$2,190,100	\$3,050,000	39.26%

Departmental Fund Sources		
Funding Sources	Amount	% of Funding
HURF	\$0	0.00%
Bond	0	0.00%
Grants	0	0.00%
Sales Tax	600,820	19.70%
Use of Fund Balance	2,449,180	80.30%
Total Funding		<u>100.00%</u>

Supplemental Data: Personnel						
Authorized Positions Job Classifications	Number of FTE's			Salary Range		2018
	2016	2017	2018	Minimum	Maximum	Budget
N/A						
Totals	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>			<u>\$0</u>

Public Works	Streets Construction	Fund 02 - HURF	Cost Center	3110
Supplemental Data: Expenditures				
Item	2016	2017	2018	Percent
Description	Actual	Budget	Revised	Final
				Change

Supplies

N/A

Total Supplies

0	0	0	0	0.00%
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Contractual Services

N/A

Total Contractual Services

0	0	0	0	0.00%
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Other Services and Charges

N/A

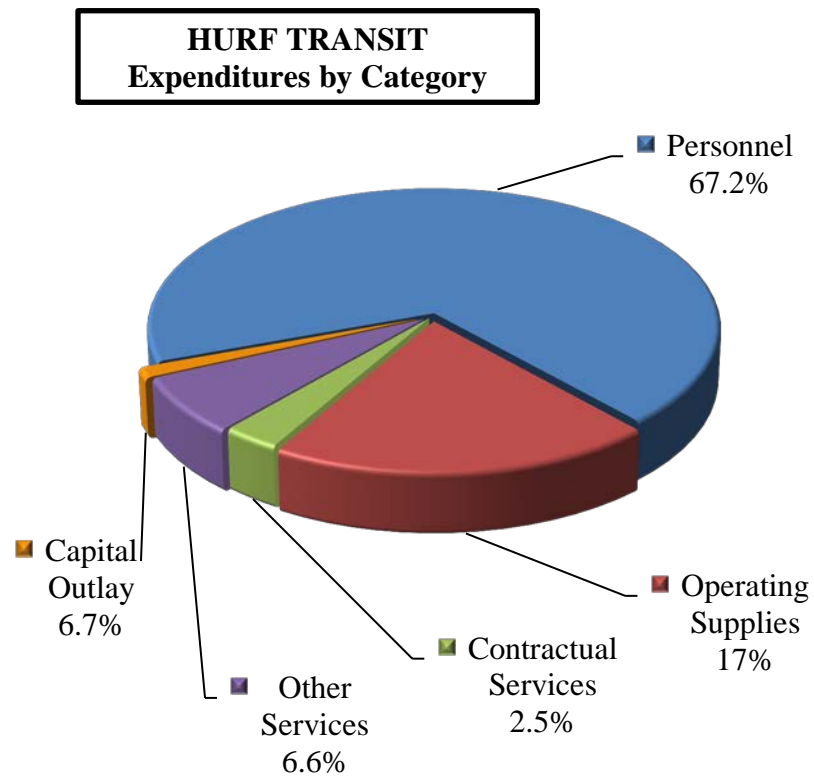
Total Other Services & Charges

0	0	0	0	0.00%
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Supplemental Data: Capital Outlay				
Item/Project	2016	2017	2018	
Description	Actual	Budget	Revised	Final
Pavement Preservation	\$135			\$750,000
Street Contingency				
Mingus/Main Signal				
W. Mingus Reconstruction				
12 th St. 89A to Fir Street	628,974		\$100	
Sidewalk Additions	153,084			100,000
Willard Street Bridge				
10 th Street & Main Street Project				
Reconstr. Mingus Ave from Willard St. to 10 th St.	118,102	\$1,861,650	2,105,000	
Main Street Road Diet Grant				
HSIP Sign Replacement	18,303	20,000		
Reconstr. Mingus Ave. from 10 th St. to Main St.		250,000	85,000	2,200,000
Totals	\$918,599	\$2,131,650	\$2,190,100	\$3,050,000

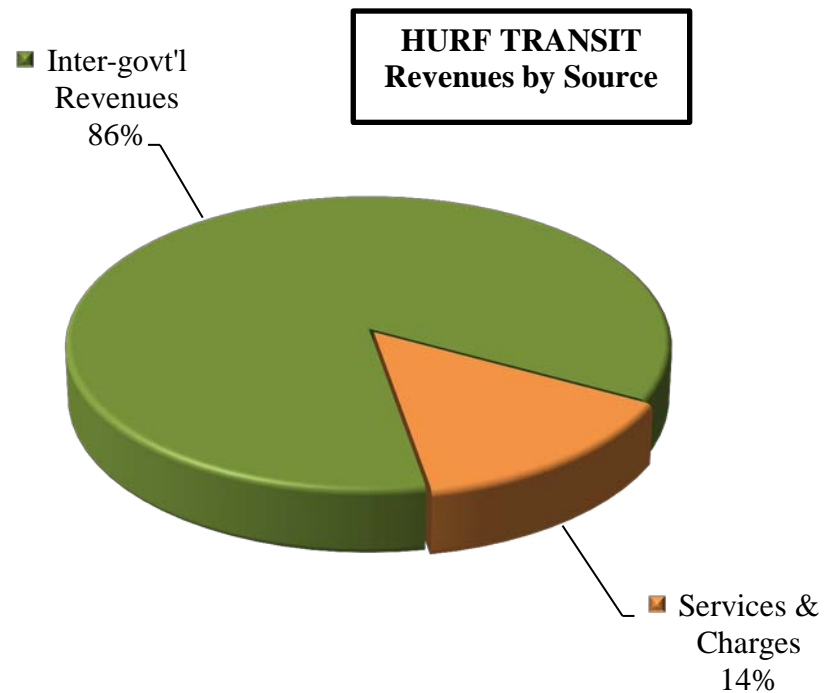
Transit System Fund Revenues & Expenditures by Category

Category	Personnel	Operating Supplies	Contractual Services	Other Services & Charges	Capital Outlay	Debt Service	Total
Sub-totals	\$1,137,780	\$332,105	\$49,940	\$112,700	\$20,000	\$0	\$1,652,525
Totals	\$1,137,780	\$332,105	\$49,940	\$112,700	\$20,000	\$0	\$1,652,525



Cottonwood Area Transit Fund Summary	
Revenues	\$1,405,470
Expenditures	(1,652,525)
	(247,055)
Other Funding Sources/Uses	247,055
Use of Fund Balance	\$0

Cottonwood Area Transit Fund Revenues by Source	
Inter-govt'l Revenues	\$1,203,070
Services & Charges	202,400
Misc. Revenues	0
Transfer In	0
Total Resources Available	\$1,405,470



Fiscal Year 2018 Budget
Cottonwood Area Transit System - Revenues/Expenditures

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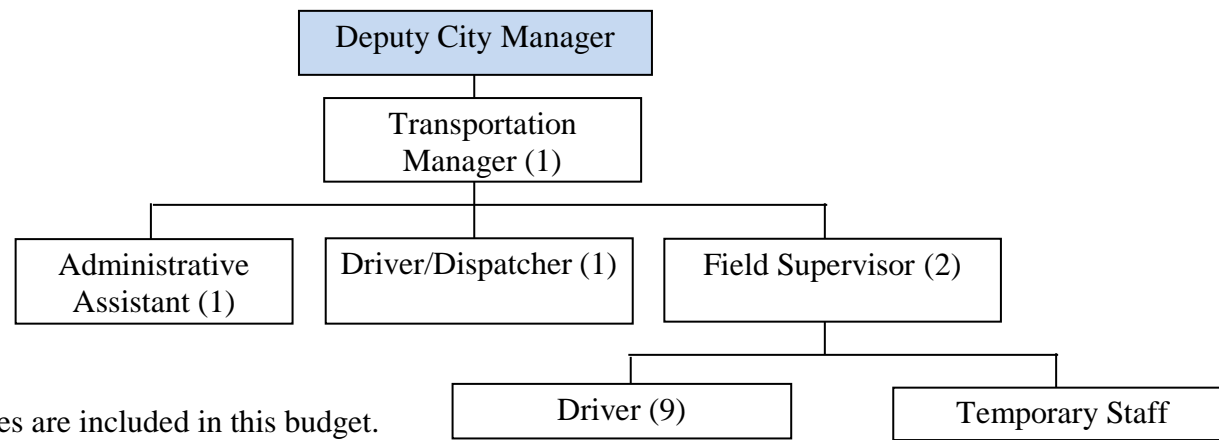
Item Description	2016	2017		2018	Percent Change
	Actual	Budget	Revised	Final	
Revenue Sources:					
Taxes	\$0	\$0	\$0	\$0	0.00%
Intergovernmental Revenues					
Yavapai Co.	20,340	20,670	20,645	20,670	0.12%
Clarkdale	33,500	33,500	32,795	32,560	-0.72%
Sedona	111,369	190,000	112,000	112,000	0.00%
HURF - Fuel Tax	0	0	0	0	0.00%
Local Transportation Assistance	0	0	0	0	0.00%
Fund/Transit	0	0	0	0	0.00%
ADOT Grant	803,327	1,382,140	1,067,785	1,037,840	-2.80%
HB2565 Grant	0	0	0	0	0.00%
STP Flexible Spending Grant	0	0	0	0	0.00%
HB2565/STP/LTAF Match	0	0	0	0	0.00%
Services & Charges					
Fare Box	193,465	203,200	209,230	202,400	-3.26%
Uses of Monies & Properties					
Interest Income	0	0	0	0	0.00%
Miscellaneous Revenues					
Other Income	317	0	0	0	0.00%
Total Revenue Sources	1,162,318	1,829,510	1,442,455	1,405,470	-2.56%
Other Financing Sources:					
Transfers In	0	0	0	0	0.00%
Carryover	0	0	0	0	0.00%
Residual Equity Interfund Transfer	0	0	0	0	0.00%
Proceeds from Lease Purchase	0	0	0	0	0.00%
Proceeds from Bonds	0	0	0	0	0.00%
Total Other Financing Sources	0	0	0	0	0.00%
Total Available Resources	1,162,318	1,829,510	1,442,455	1,405,470	-2.56%
Expenditures:					
Personnel	980,477	1,249,230	1,095,665	1,137,780	3.84%
Operating Supplies	240,408	315,210	332,105	332,105	0.00%
Contractual Services	44,274	45,955	59,260	49,940	-15.73%
Other Services and Charges	100,126	123,445	106,060	112,700	6.26%
Capital Outlay	321,421	125,000	160,400	20,000	-87.53%
Reserves	0	0	0	0	0.00%
Debt Service	0	0	0	0	0.00%
Total Expenditures	1,686,707	1,858,840	1,753,490	1,652,525	-5.76%
Other Uses:					
Transfers Out	0	0	0	0	0.00%
Residual Equity Interfund Transfer	0	0	0	0	0.00%
Total Other Uses	0	0	0	0	0.00%
Total Expenditures and Other Uses	\$1,686,707	\$1,858,840	\$1,753,490	\$1,652,525	-5.76%

Social Services	CAT/LYNX	Fund 10 - Transit	Cost Center	15XX
Performance Indicators				
City Council Goal:	Strive to Provide Effective and Efficient Services			
Department Goal:	Improve ADA on-time pick-up performance			
Objective:	Achieve 95% of all pick-ups to be on time			
Type of Measure:	Calculate percentage of on time pick-ups			
Tool:	RouteMatch Software Tools			
Frequency:	Monthly and annually			
Scoring:	Increase/decrease compared to prior year			
Trend:	Up			
Measures:	Actual		Estimated	Anticipated
	2015	2016	2017	2018
Number of riders	12,680	15,864	15,950	16,100
Percentage of on time pick-ups	90.26%	90.69%	91.00%	93.00%

City Council Goal:	Strive to Provide Effective and Efficient Services			
Department Goal:	Improve CAT on time route performance			
Objective:	Achieve 95% on time adherence to printed schedule			
Type of Measure:	Calculate percentage of on time adherence to printed schedule			
Tool:	RouteMatch Software Tools			
Frequency:	Monthly and annually			
Scoring:	Increase/decrease compared to prior year			
Trend:	Up			
Measures:	Actual		Estimated	Anticipated
	2015	2016	2017	2018
Number of riders	73,598	77,969	77,000	78,000
Percentage adherence to printed schedule	84.00%	85.50%	88.90%	90.00%

City Council Goal:	Strive to Provide Effective and Efficient Services			
Department Goal:	Improve LYNX on time route performance			
Objective:	Achieve 95% on time adherence to printed schedule			
Type of Measure:	Calculate percentage of on time adherence to printed schedule			
Tool:	RouteMatch Software Tools			
Frequency:	Monthly and annually			
Scoring:	Increase/decrease compared to prior year			
Trend:	Up			
Measures:	Actual		Estimated	Anticipated
	2015	2016	2017	2018
Number of riders	63,214	60,056	63,000	64,000
Percentage adherence to printed schedule	85.00%	88.00%	89.00%	90.00%

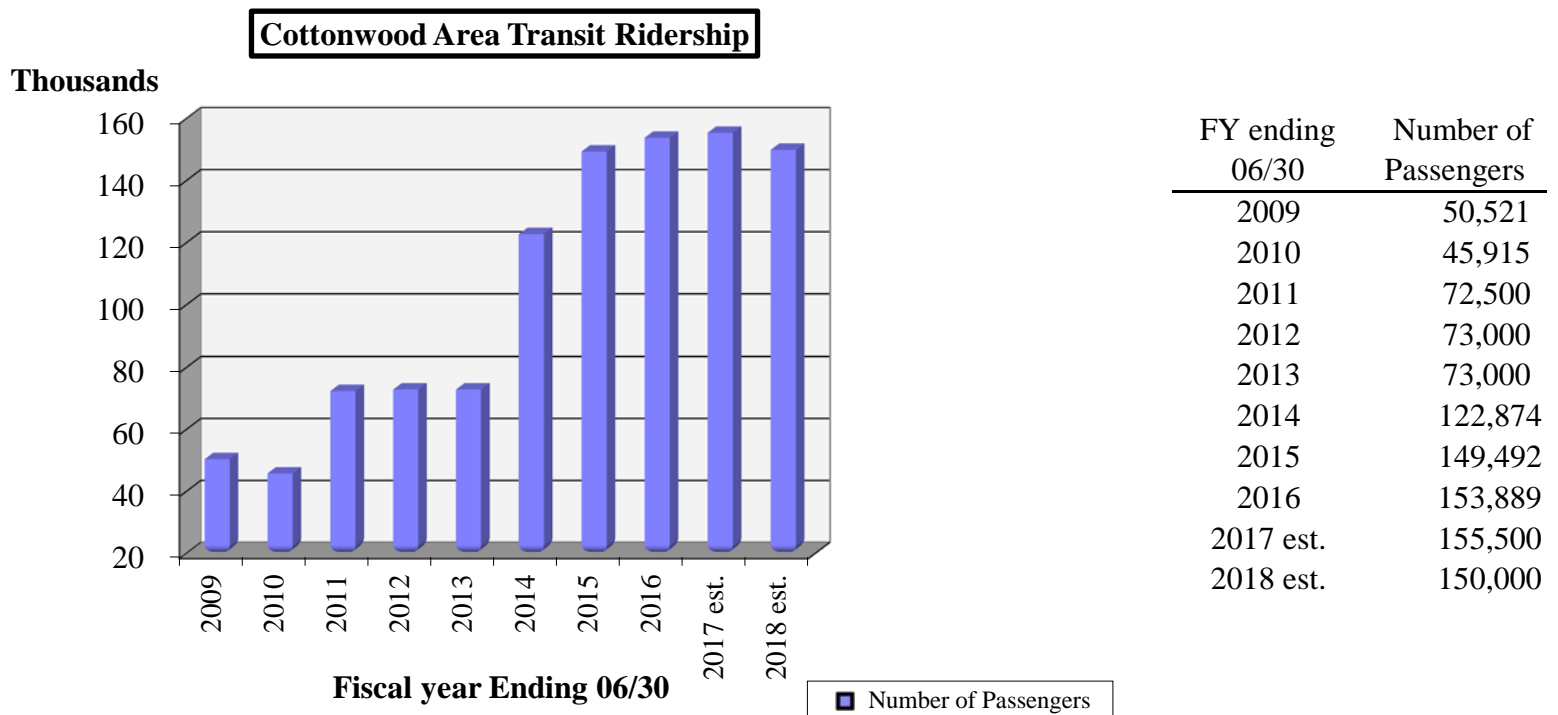
Organizational Chart:



Note: only unshaded boxes are included in this budget.

General Information:

The Cottonwood Area Transit (CAT), which includes the Verde Lynx route, provides public transportation services for the City of Cottonwood, City of Sedona, Town of Clarkdale, Yavapai College, and the unincorporated Verde Village of Yavapai County. Services include full fixed route services coupled with ADA paratransit service for passengers who are wheelchair-confined or otherwise limited in mobility.



FY 2017 Accomplishments:

- * For the year ending 6/30/2016, the total number of logged revenue passenger miles (miles traveled during revenue hours) is 393,191 and the total number of logged revenue hours (the hours that vehicles are scheduled to or actually travel) is 62,430
- * The Yavapai Apache Nation (YAN) Transit that provides a vital link to Camp Verde and the Southern end of the Verde Valley has averaged 400-500 riders a month since it began, and stronger numbers are anticipated as more people realize that it offers service to everyone. CAT and Yan will continue to share stops in Cottonwood and Clarkdale.
- * A Greyhound-stop has been established in Camp Verde at the Chevron gas station on Middle Verde Road/I-17, across from Cliff Castle Casino, offering a bus connection for Verde Valley residents to Flagstaff and Phoenix

FY 2018 Goals:

- * Maintain current level of service
- * Negotiate funding with stakeholders to start a connection to the unincorporated communities of Cornville and the Village of Oak Creek for which the routes have already been designed and estimated costs determined
- * Complete an analysis of potential revenue generated through a bus advertising program
- * Assess the costs for the implementation of Saturday CAT-service and its effect on the bus fares as a whole

Budget Highlights:

For FY 2018, no COLA (Cost of Living Adjustment) has been budgeted. Capital has been budgeted for ADA Sidewalk in the amount of \$20,000.

Social Services	CAT/LYNX	Fund 10 - Transit		Cost Center	15XX
Summary by Category					
Expenditure Category	2016	2017		2018	Percent Change
	Actual	Budget	Revised	Final	
Personnel	\$980,477	\$1,249,230	\$1,095,665	\$1,137,780	3.84%
Operating Supplies	240,408	315,210	332,105	332,105	0.00%
Contractual Services	44,274	45,955	59,260	49,940	-15.73%
Other Services and Charges	100,126	123,445	106,060	112,700	6.26%
Capital Outlay	321,421	125,000	160,400	20,000	-87.53%
Reserves	0	0	0	0	0.00%
Debt Service	0	0	0	0	0.00%
Department Totals	\$1,686,707	\$1,858,840	\$1,753,490	\$1,652,525	-5.76%

Departmental Fund Sources		
Funding Sources	Amount	% of Funding
Intergovernmental Revenues	\$1,203,070	72.80%
Services & Charges	202,400	12.25%
Miscellaneous Revenues	0	0.00%
Transfers In - General Fund	247,055	14.95%
Use of HURF Fund Balance	0	0.00%
Total Funding		<u>100.00%</u>

Supplemental Data: Personnel						
Authorized Positions Job Classifications	Number of FTE's			Salary Range		2018
	2016	2017	2018	Minimum	Maximum	Budget
Transportation Manager	1.00	1.00	1.00	5067	7466	\$74,170
Field Supervisor	2.00	2.00	2.00	2962	4365	84,470
Administrative Assistant	1.00	1.00	1.00	2559	3771	34,310
Driver / Dispatcher	1.00	1.00	1.00	2559	3771	44,225
Drivers	9.00	12.00	9.00	2437	3591	299,455
COLA						0
Merit Contingency						13,310
Holiday Pay						10,600
Clothing Allowance						1,400
Temporary / Reserves						180,000
Overtime						47,850
Retirement						69,970
Insurance & Taxes						278,020
Employee Related Expenses						0
Totals	<u>14.00</u>	<u>17.00</u>	<u>14.00</u>			<u>\$1,137,780</u>

Social Services	CAT/LYNX	Fund 10 - Transit	Cost Center	15XX	
Supplemental Data: Expenditures					
Item	2016	2017		2018	Percent Change
Description	Actual	Budget	Revised	Final	

Supplies

Office Supplies	4,447	5,000	5,700	5,700	0.00%
Copier Supplies	0	0	625	625	0.00%
Gas & Oil	110,456	143,750	122,000	122,000	0.00%
Vehicle Maint & Repairs	120,802	161,000	200,000	200,000	0.00%
Equipment Maint & Repairs	921	1,725	2,500	2,500	0.00%
Postage & Freight	283	285	280	280	0.00%
Small Tools	3,499	3,450	1,000	1,000	0.00%

Total Supplies

240,408	315,210	332,105	332,105	0.00%
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Contractual Services

Computer Support	15,324	10,485	31,290	31,290	0.00%
Contractual Services	8,969	11,780	13,000	3,500	-73.08%
Custodial Contract	10,988	13,205	6,320	6,500	2.85%
Radio Maintenance	3,716	5,235	6,150	6,150	0.00%
Indirect Cost to G/F	0	0	0	0	0.00%
Building/Grounds Mtce	5,278	5,250	2,500	2,500	0.00%

Total Contractual Services

44,274	45,955	59,260	49,940	-15.73%
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Other Services and Charges

Travel & Training	7,621	5,250	6,000	6,000	0.00%
Subscriptions & Membershi	1,879	16,225	2,295	2,500	8.93%
Utilities	15,993	12,950	16,245	19,490	19.98%
Telephone	9,115	8,380	9,710	10,290	5.97%
Printing & Forms	5,587	9,845	12,000	12,000	0.00%
Advertising	24,482	29,715	18,000	18,000	0.00%
Liability Insurance	33,213	34,250	35,210	37,320	5.99%
Audit Expense	0	3,150	3,000	3,500	16.67%
Continued Education	75	0	0	0	0.00%
Employee Physicals/Drug Testing	2,162	3,680	3,600	3,600	0.00%

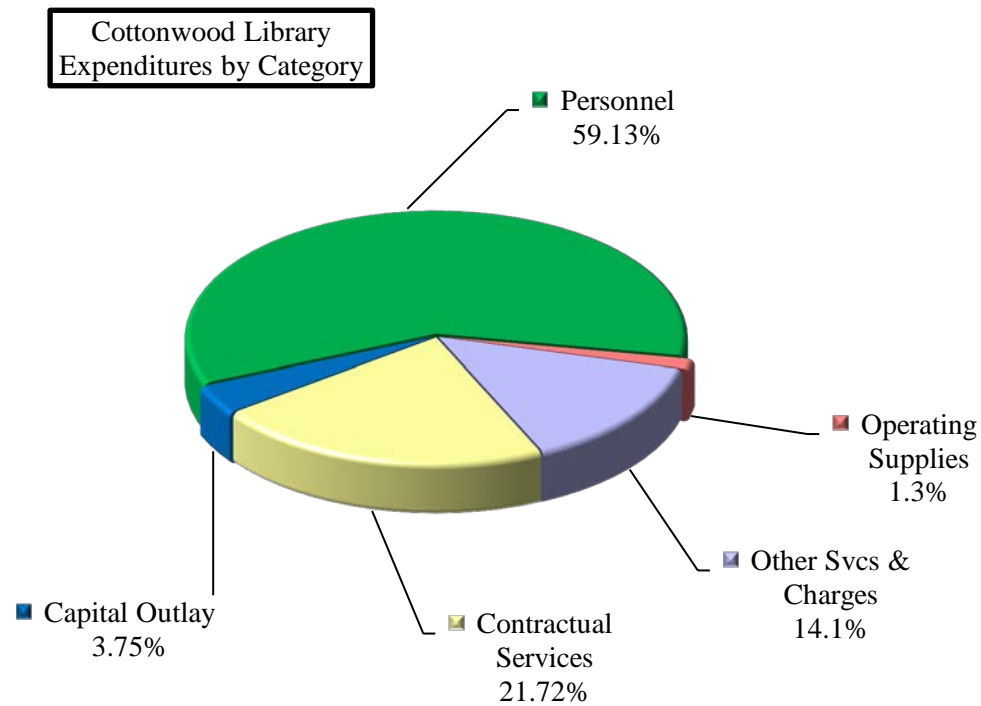
Total Other Services & Charges

100,126	123,445	106,060	112,700	6.26%
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Supplemental Data: Capital Outlay					
Item	2016	2017		2018	
Description	Actual	Budget	Revised	Final	
Route Match Software	\$46,313				
Vans (3)		\$125,000			
Buses (4)	248,316				
Sidewalk Repairs ADA			\$160,400	\$20,000	
Computers, Software and Accessories	26,793				
Totals	\$321,421	\$125,000	\$160,400	\$20,000	

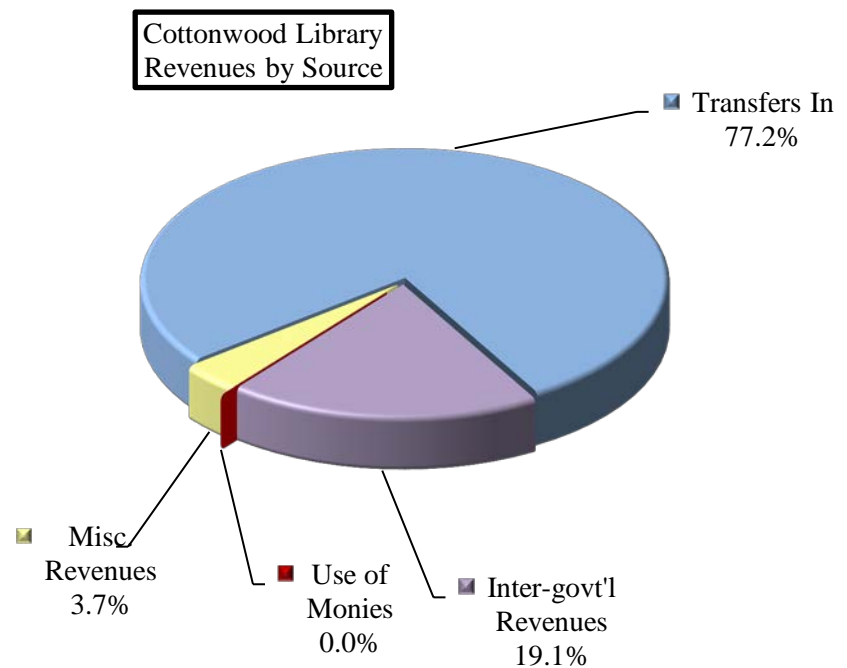
Cottonwood Library System Fund Expenditures by Category

Category	Personnel	Operating Supplies	Contractual Services	Other Services & Charges	Capital Outlay	Debt Service	Total
Subtotals	\$631,780	\$14,000	\$232,030	\$150,600	\$40,105	\$0	\$1,068,515
Totals	\$631,780	\$14,000	\$232,030	\$150,600	\$40,105	\$0	\$1,068,515



Cottonwood Library System Fund Summary	
Revenues	\$243,225
Expenditures	(1,068,515)
Revenues over (under) Expenditures	(825,290)
Other Funding Sources/Uses	825,290
Use of Fund Balance	\$0

Cottonwood Library System Fund Revenues by Source	
Inter-govt'l Revenues	\$204,100
Use of Monies	20
Misc. Revenues	39,105
Transfers In	825,290
Total Resources Available	\$1,068,515

**Library Revenues:**

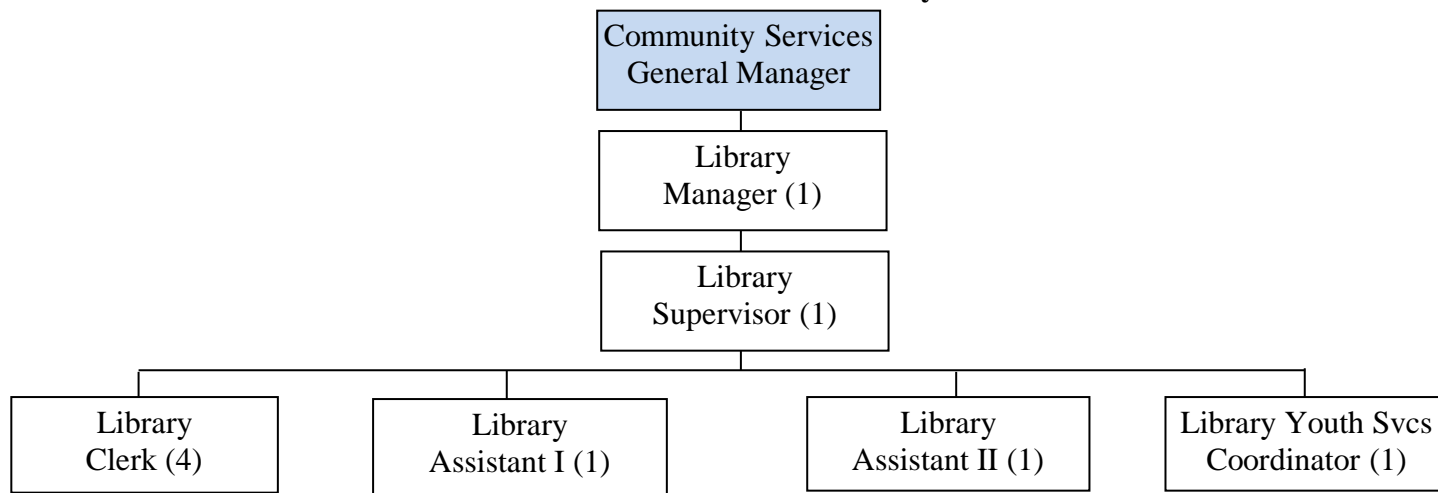
About 96% of the Cottonwood Library operating revenues come from intergovernmental revenues and transfers in sources. \$204,100 is contributed by the Yavapai County Library System based on total circulation for the facility. The General Fund will transfer in \$825,290 this year for maintenance and operation of the library.

Library Expenditures:

The Library has struggled to keep up with the growth of walk-in patrons and the need for additional services. The Library completed its expansion project in fiscal year 2010. This \$2.9M expansion alleviated the need for additional space to house more collection materials.

Cottonwood Library System Fund Revenues/Expenditures/Changes in Fund Balance

Item Description	2016	2017		2018	Percent Change
	Actual	Budget	Revised	Final	
Revenue Sources:					
Taxes					
Sales Tax	\$0	\$0	\$0	\$0	0.00%
Intergovernmental Revenues					
Yavapai County	155,590	155,000	169,220	204,100	20.61%
HVAC Grant	0	0	0	0	0.00%
Grant Revenues	0	0	5,500	21,105	283.73%
Services & Charges					
Collection Income	0	0	0	0	0.00%
Uses of Monies & Properties					
Interest Income	13	10	20	20	0.00%
Miscellaneous Revenues					
Other Income	19,634	18,000	18,000	18,000	0.00%
Total Revenue Sources	175,236	173,010	192,740	243,225	26.19%
Other Financing Sources:					
Transfers In	797,310	853,240	851,320	825,290	-3.06%
Carryover	0	0	0	0	0.00%
Residual Equity Interfund Transfer	0	0	0	0	0.00%
Proceeds from Lease Purchase	0	0	0	0	0.00%
Proceeds from Bonds	0	0	0	0	0.00%
Total Other Financing Sources	797,310	853,240	851,320	825,290	-3.06%
Total Available Resources	972,546	1,026,250	1,044,060	1,068,515	2.34%
					0.00%
Expenditures:					
Personnel	578,967	607,820	606,695	631,780	4.13%
Operating Supplies	13,635	17,100	13,000	14,000	7.69%
Contractual Services	232,934	219,380	231,220	232,030	0.35%
Other Services and Charges	147,010	154,950	146,510	150,600	2.79%
Capital Outlay	0	27,000	46,635	40,105	-14.00%
Reserves	0	0	0	0	0.00%
Debt Service	0	0	0	0	0.00%
Total Expenditures	972,546	1,026,250	1,044,060	1,068,515	2.34%
Other Uses:					
Transfers Out	0	0	0	0	0.00%
Residual Equity Interfund Transfer	0	0	0	0	0.00%
Total Other Uses	0	0	0	0	0.00%
Total Expenditures and Other Uses	972,546	1,026,250	1,044,060	1,068,515	2.34%
Net Income / (Loss)	\$0	\$0	\$0	\$0	



Note: only unshaded boxes are included in this budget.

General Information:

The Cottonwood Public Library serves as a cultural, recreational, educational and research center for residents of the City of Cottonwood and Yavapai County. The library selects processes and maintains an organized collection of information in print and -non-print form. Through its programs and referral to area literacy programs, educational institutions and other self-help organizations, it attempts to foster a lifelong love for learning and an individual sense of responsibility for self-advancement.

FY 2017 Accomplishments:

- * Held the library's 4th annual local authors' book fair at the Verde Valley Fairgrounds with 490 people in attendance
- * Partnered with Community Legal Services in offering a free legal clinic for low income people
- * Participation of the Teen Library Council in the Annual Christmas Parade
- * Participated for the 3rd year in the Arizona Sci-Tech Verde Valley Festival with 277 people in attendance
- * Hosted a visit by New York Times bestselling author J.A. Jance during her book tour for the promotion of a new book. A total of 222 people were present.
- * Held a 'Meet an Officer' event for children ages 0-5; 66 people attended
- * The "Verde Valley Seed Library," in partnership with the Verde Valley Thumbs Gardeners, counted 954 participants during the season
- * Reupholstering of patron chairs
- * Introduced two new adult programs called 'A Sketch in Time' and 'Color Your Cares Away' in June and July that had a total of 32 attendees
- * Organized a bi-weekly "Artist's Corner" featuring local artists of all media to share their work with the community; 860 visitors observed their work.
- * Did outreach at the Verde Valley Fairgrounds Octoberfest to highlight the library's services; 153 people visited the Library's table
- * Hosted an International Game Day event where 52 people played games
- * Received a subgrant in the amount of \$5,500 for non-fiction AV2 Beginning Books for youth. These funds were issued under the LSTA (Library Services and Technology Act), administered by the ILMS (Institute of Museum and Library Services)
- * Organized monthly movie days for families and adults
- * Secured significant E-Rate Services discounts from the Yavapai County Education Service Agency for Internet access and telecommunications
- * Participated in the Dolly Parton's Imagination Library Kick-off program for the Verde Valley
- * About 600 people participated in putting together puzzles at the community jigsaw puzzle table and in the puzzle swap
- * Hosted the 2nd Comic Book Expo Fundraiser by Cottonwood Bookmarks-Friends of the Library and the Northern Arizona Cartoonist Association to raise funds for the Youth and Adult Services Summer Reading Programs; 312 people attended

FY 2018 Goals:

- * Provide opportunities for community involvement for the Teen Library Council
- * Explore venues for customer service webinars as a training tool for library staff
- * Be a learning commons to foster learning and understanding by offering opportunities for participatory

Budget Highlights:

For FY 2018, no Cost of Living Adjustment (COLA) has been budgeted. The increase in Personnel cost is due to the merit program. Capital has been scheduled for the Automatic Door System (\$11,000), E-Rate Consultant and Purchasing (\$8,000) and is anticipated from the LSTA (Library Services and Technology Act) Grant (\$21,105).

Culture and Recreation	Cottonwood Public Library	Fund 03 - Library Fund	Cost Center	4000
Performance Indicators				
City Council Goal:	Strive to provide effective and efficient services to the public that we serve			
Department Goal:	Increase the attendance in Adult and Youth Services programming			
Objective:	Provide more free and cultural programming to the public and increase public awareness of our service			
Type of Measure:	Program attendance			
Tool:	Attendance logs and surveys			
Frequency:	Monthly and weekly			
Scoring:	5% increase in attendance			
Trend:	Upward			
Measures:	Actual		Estimated	Anticipated
	2015	2016	2017	2018
Adult staff sponsored programs attendance	522	2,683	2,817	3,042
Youth Services staff sponsored programs attendance	8,520	10,604	11,134	12,025
Adult program attendance	2,869	3,782	3,971	4,289
Youth Services programs attendance	468	369	387	418
Youth Services Interactive table	6,148	4,992	5,242	5,661
Youth Services Early Literacy Tablets	1,603	2,028	2,129	2,299
Steam kits/other	1,584	3,999	4,199	4,535
Totals	21,714	28,457	29,879	32,269
Percentage increase/decrease from prior year		31%	5%	8%

City Council Goal:	Strive to provide effective and efficient services to the public that we serve			
Department Goal:	Increase availability of library services			
Objective:	Increased accessibility to library patrons for circulation, Internet and job service			
Type of Measure:	Statistics			
Tool:	Monthly reports			
Frequency:	Monthly			
Scoring:	5% increase in attendance			
Trend:	Upward			
Measures:	Actual		Estimated	Anticipated
	2015	2016	2017	2018
Job Service computer usage	382	226	237	256
Youth Service computer usage	6,354	6,181	6,490	7,009
Adult Services computer usage	27,540	30,129	31,635	34,166
Internet guest card usage	9,370	9,999	10,499	11,339
Circulation of library items	252,267	252,660	265,293	286,516
Circulation of eBook usage	8,983	9,706	10,191	11,006
Totals	304,896	308,901	324,345	350,292
Percent increase/decrease from prior year		1.31%	5%	8%

Mission/Value Statement:				
Goal:				
Objective:				
Type of Measure:				
Tool:				
Frequency:				
Scoring:				
Trend:				
Measures:	Actual		Estimated	Anticipated
	2015	2016	2017	2018

Culture and Recreation	Cottonwood Public Library	Fund 03 - Library Fund	Cost Center	4000	
Summary by Category					
Expenditure Category	2016	2017		2018	Percent Change
	Actual	Budget	Revised	Final	
Personnel	\$578,967	\$607,820	\$606,695	\$631,780	9.12%
Operating Supplies	13,635	17,100	13,000	14,000	7.69%
Contractual Services	232,934	219,380	231,220	232,030	0.35%
Other Services and Charges	147,010	154,950	146,510	150,600	2.79%
Capital Outlay	0	27,000	46,635	40,105	-14.00%
Reserves	0	0	0	0	0.00%
Debt Service	0	0	0	0	0.00%
Department Totals	\$972,546	\$1,026,250	\$1,044,060	\$1,068,515	2.34%

Departmental Fund Sources		
Funding Sources	Amount	% of Funding
Intergovernmental Revenues	\$225,205	21.08%
Uses of Monies	20	0.00%
Miscellaneous Income	18,000	1.68%
Use of Fund Balance	0	0.00%
Transfers In - General Fund	825,290	77.24%
Total Funding		<u>100.0%</u>

Supplemental Data: Personnel						
Authorized Positions Job Classifications	Number of FTE's			Salary Range		2018
	2016	2017	2018	Minimum	Maximum	Budget
Library Manager	1.00	1.00	1.00	5,067	7,466	\$81,970
Library Supervisor	1.00	1.00	1.00	3,601	5,306	52,920
Library Youth Svcs Coordinator	0.00	1.00	1.00	3,111	4,584	40,975
Library Assistant II	1.00	1.00	1.00	3,111	4,584	41,975
Library Assistant I	1.00	1.00	1.00	2,687	3,960	37,850
Library Clerk	5.00	4.00	4.00	2,321	3,421	129,090
COLA						0
Merit Contingency						12,720
Longevity						0
Temporary / Reserves						40,000
Holiday Pay						0
Retirement						45,710
Insurance & Taxes						148,570
Employee Related Expenses						0
Totals	<u>9.00</u>	<u>9.00</u>	<u>9.00</u>			<u>\$631,780</u>

Culture and Recreation	Cottonwood Public Library	Fund 03 - Library Fund		Cost Center	4000
Supplemental Data: Expenditures					
Item	2016	2017		2018	Percent Change
	Actual	Budget	Revised	Final	

Supplies

Office Supplies	3,595	4,000	4,000	4,000	0.00%
Copier Supplies	1,707	3,100	2,000	2,000	0.00%
Equipment Maint & Repairs	3,974	6,000	4,500	5,500	22.22%
Postage & Freight	4,359	4,000	2,500	2,500	0.00%

Total Supplies	13,635	17,100	13,000	14,000	7.69%
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Contractual Services

Computer Support	2,642	2,350	5,220	6,000	14.94%
Collection Expenses	2,067	2,000	1,970	2,000	1.52%
Advertising	0	0	0	0	0.00%
Bank Charges	21	30	30	30	0.00%
Building Maint. & Repair	31,227	30,000	30,000	30,000	0.00%
Indirect Cost to General Fund	196,976	185,000	194,000	194,000	0.00%

Total Contractual Services	232,934	219,380	231,220	232,030	0.35%
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Other Services and Charges

Travel & Training	876	850	860	650	-24.42%
Subscriptions & Memberships	0	0	250	0	-100.00%
Utilities	52,451	55,000	55,000	57,250	4.09%
Telephone	2,529	2,500	2,500	2,700	8.00%
Youth Programs	716	500	500	500	0.00%
Book Purchases	37,751	42,000	43,000	42,000	-2.33%
Network/Technology Exps	37,497	35,000	28,000	30,000	7.14%
Annual Volunteer Appreciation Event	676	800	900	1,000	11.11%
Liability Insurance	14,234	17,800	15,100	16,000	5.96%
Recruitment Expense	280	500	400	500	25.00%

Total Other Services & Charges	147,010	154,950	146,510	150,600	2.79%
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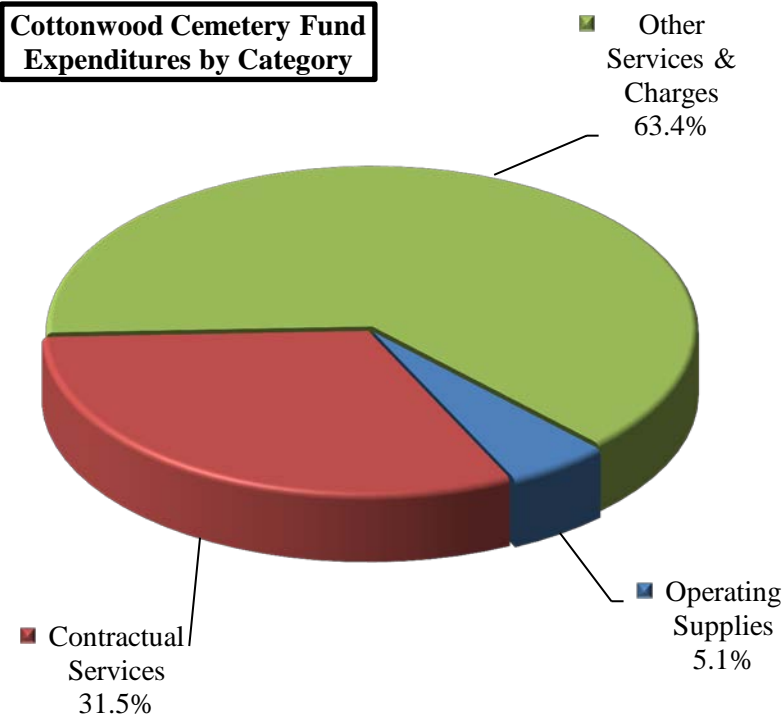
Supplemental Data: Capital Outlay					
Item Description	2016	2017		2018	
	Actual	Budget	Revised	Final	
Lighting and Ballast Replacement					
Re-roofing /Roof Repair		\$20,000	\$17,500		
E-Rate Equipment		7,000	8,671		
Furnishing			1,201		
LSTA Grant-A/V Books			4,295		
County Capital Contribution			14,967		
Automatic Door System				\$11,000	
E-Rate Consultant and Purchasing				8,000	
LSTA Grant				21,105	
Totals	\$0	\$27,000	\$46,635	\$40,105	

Fiscal Year 2018 Budget
Cottonwood Cemetery Fund Expenditures by Category

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Category	Personnel	Operating Supplies	Contractual Services	Other Services & Charges	Capital Outlay	Debt Service	Total
Subtotals	\$0	\$3,210	\$19,900	\$40,000	\$0	\$0	\$63,110
Totals	\$0	\$3,210	\$19,900	\$40,000	\$0	\$0	\$63,110

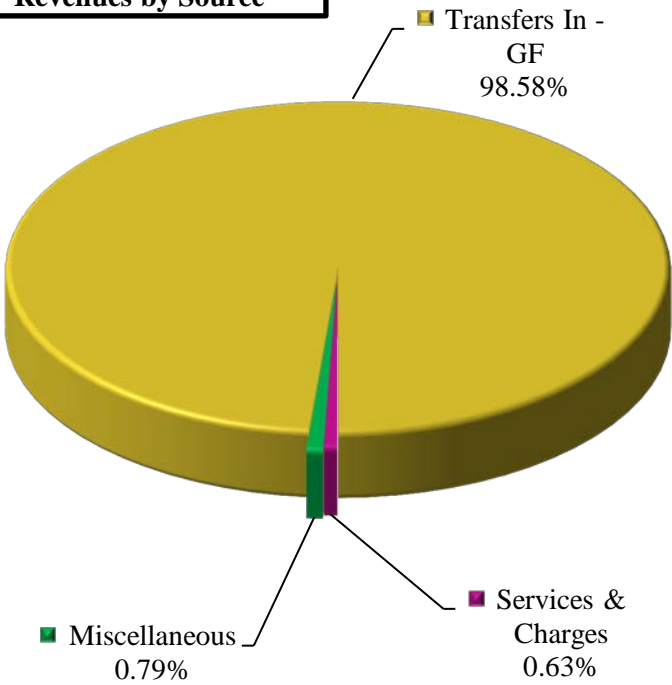
Cottonwood Cemetery Fund Expenditures by Category



Cottonwood Cemetery Fund Summary	
Revenues	\$900
Expenditures	(63,110)
Revenues over (under) Expenditures	(62,210)
Other Funding Sources/Uses	62,210
Use of Fund Balance	\$0

Cottonwood Cemetery Fund Revenues by Source	
Services & Charges	\$400
Use of Monies	0
Miscellaneous	500
Transfers In - GF	62,210
Total Resources Available	\$63,110

Cottonwood Cemetery Fund Revenues by Source



Cottonwood Cemetery Revenues/Expenditures/Changes in Fund Balance

Item Description	2016	2017		2018	Percent Change
	Actual	Budget	Revised	Final	
Revenue Sources:					
Taxes					
Sales Tax	\$0	\$0	\$0	\$0	0.00%
Charges for Services					
Sale of Grave liners	200	400	0	400	0.00%
Uses of Monies & Properties					
Interest Income	0	0	0	0	0.00%
Miscellaneous Revenues					
Other Income	455	500	500	500	0.00%
Total Revenue Sources	655	900	500	900	80.00%
Other Financing Sources:					
Transfers In	62,586	37,200	56,310	62,210	10.48%
Carryover	0	0	0	0	0.00%
Residual Equity Interfund Transfer	0	0	0	0	0.00%
Proceeds from Lease Purchase	0	0	0	0	0.00%
Proceeds from Bonds	0	0	0	0	0.00%
Total Other Financing Sources	62,586	37,200	56,310	62,210	10.48%
Total Available Resources	63,241	38,100	56,810	63,110	11.09%
Expenditures:					
Personnel	0	0	0	0	0.00%
Operating Supplies	63	3,100	210	3,210	1428.57%
Contractual Services	28,529	10,000	19,900	19,900	0.00%
Other Services and Charges	34,648	25,000	36,700	40,000	8.99%
Capital Outlay	0	0	0	0	0.00%
Reserves	0	0	0	0	0.00%
Debt Service	0	0	0	0	0.00%
Total Expenditures	63,241	38,100	56,810	63,110	11.09%
Other Uses:					
Transfers Out	0	0	0	0	0.00%
Residual Equity Interfund Transfer	0	0	0	0	0.00%
Total Other Uses	0	0	0	0	0.00%
Total Expenditures and Other Uses	63,241	38,100	56,810	63,110	11.09%
Net Income / (Loss)	\$0	\$0	\$0	\$0	

Organizational Chart:

None

General Information:

The Cemetery Fund accounts for the contribution received by the City for which principal and interest are to be used solely for the maintenance of the Cottonwood Cemetery.

Revenues are generated from the sale of grave liners, the opening and closing of grave sites, and support from the General Fund.

FY 2017 Accomplishments:

- * Completed beautification project that included landscaping improvements as well as painting of the gates and archway

FY 2018 Goals:

- * Acquire legal assistance for the necessary rights to access cemetery property in order to connect the Cemetery irrigation system to the Riverfront Park Irrigation system, enabling the use of untreated well water instead of treated, potable municipal water.
- * Purchase equipment that can fit in between grave sites so as not to damage head stones and existing facilities
- * Conserve grave stones by resetting head stones that are leaning due to poor installation

Budget Highlights:

N/A

Cemetery	Cottonwood Cemetery	Fund 04 - Cemetery	Cost Center	4200
Performance Indicators				
City Council Goal:	<i>* Performance Measures are being developed for this department *</i>			
Department				
Objective:				
Type of Measure:				
Tool:				
Frequency:				
Scoring:				
Trend:				
	Actual		Estimated	Anticipated
Measures:	2015	2016	2017	2018

City Council Goal:				
Department				
Objective:				
Type of Measure:				
Tool:				
Frequency:				
Scoring:				
Trend:				
	Actual		Estimated	Anticipated
Measures:	2015	2016	2017	2018

Mission/Value Statement:				
Goal:				
Objective:				
Type of Measure:				
Tool:				
Frequency:				
Scoring:				
Trend:				
	Actual		Estimated	Anticipated
Measures:	2015	2016	2017	2018

Cemetery	Cottonwood Cemetery	Fund 04 - Cemetery	Cost Center	4200	
Summary by Category					
Expenditure Category	2016	2017		2018	Percent Change
	Actual	Budget	Revised	Final	
Personnel	\$0	\$0	\$0	\$0	0.00%
Operating Supplies	63	3,100	210	3,210	1428.57%
Contractual Services	28,529	10,000	19,900	19,900	0.00%
Other Services and Charges	34,648	25,000	36,700	40,000	8.99%
Capital Outlay	0	0	0	0	0.00%
Debt Service	0	0	0	0	0.00%
Department Totals	\$63,241	\$38,100	\$56,810	\$63,110	11.09%

Departmental Fund Sources		
Funding Sources	Amount	% of Funding
Charges for Service	\$400	0.63%
Interest Income	0	0.00%
Miscellaneous Fees	500	0.79%
Carryover	0	0.00%
Transfer In - General Fund	62,210	98.57%
Total Funding		<u>100.00%</u>

Supplemental Data: Personnel						
Authorized Positions Job Classifications	Number of FTE's			Salary Range		2018
	2016	2017	2018	Minimum	Maximum	Budget
N/A						
Totals	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>			<u>\$0</u>

Cemetery	Cottonwood Cemetery	Fund 04 - Cemetery	Cost Center	4200	
Supplemental Data: Expenditures					
Item Description	2016	2017		2018	Percent Change
	Actual	Budget	Revised	Final	

Supplies

Grave Liners	0	3,000	0	3,000	0.00%
Equipment Maint & Repairs	63	100	160	160	0.00%
Misc. Expense	0	0	50	50	0.00%

Total Supplies	63	3,100	210	3,210	1428.57%
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Contractual Services

Indirect Cost to General Fund	28,529	10,000	19,900	19,900	0.00%
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Total Contractual Services	28,529	10,000	19,900	19,900	0.00%
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Other Services and Charges

Utilities	34,648	25,000	36,700	40,000	8.99%
Telephone	0	0	0	0	0.00%

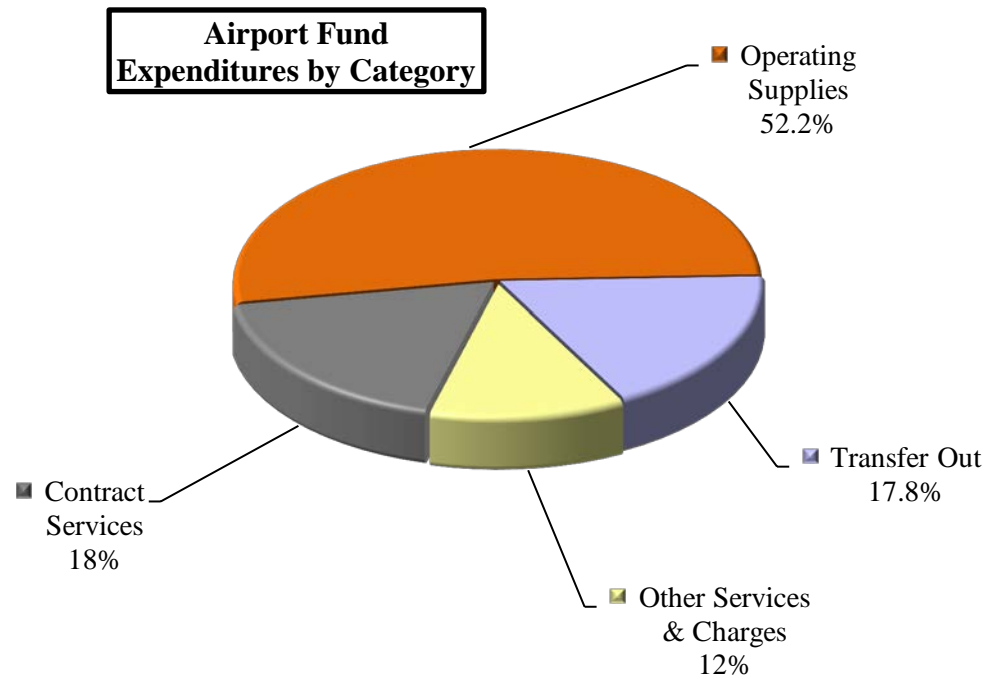
Total Other Services & Charges	34,648	25,000	36,700	40,000	8.99%
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Supplemental Data: Capital Outlay					
Item Description	2016	2017		2018	
	Actual	Budget	Revised	Final	
Totals	\$0	\$0	\$0	\$0	

Fiscal Year 2018 Budget
Airport Fund Expenditures by Category

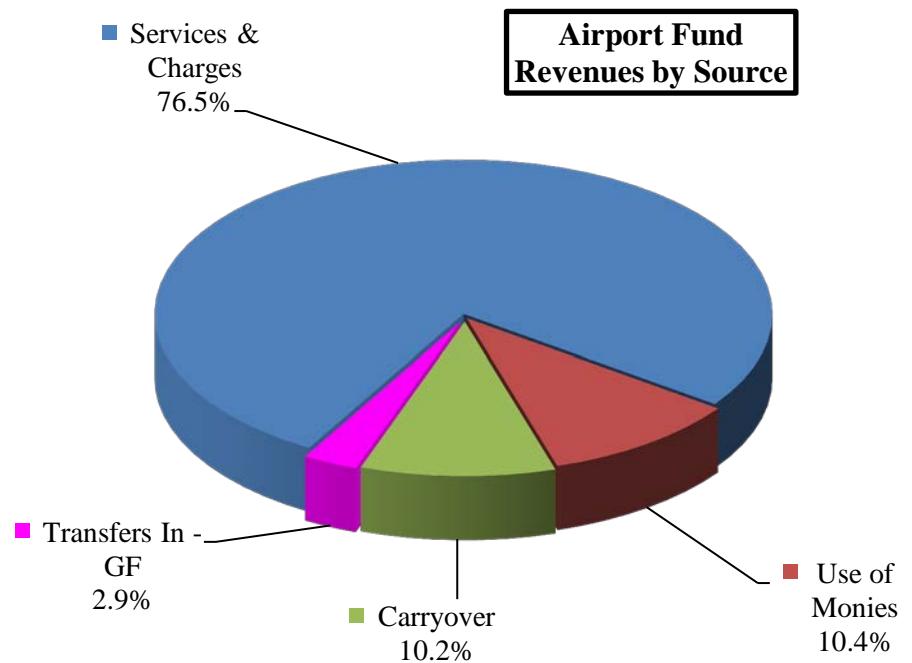
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Category	Personnel	Operating Supplies	Contractual Services	Other Services & Charges	Capital Outlay	Reserves	Transfer Out	Total
Subtotals	\$0	\$214,810	\$74,250	\$49,180	\$0	\$0	\$73,200	\$411,440
Totals	\$0	\$214,810	\$74,250	\$49,180	\$0	\$0	\$73,200	\$411,440



Airport Fund Fund Summary	
Revenues	\$357,670
Expenditures	(411,440)
Revenues over (under) Expenditures	(53,770)
Other Funding Sources/Uses	53,770
Use of Fund Balance	\$0

Airport Fund Revenues by Source	
Services & Charges	\$314,970
Use of Monies	42,700
Carryover	41,930
Transfers In - GF	11,840
Total Resources Available	\$411,440



Airport Revenues:

Most of this department's funding comes from fuel sales, and rental of properties, hangars and tie-downs.

Airport Expenditures:

The Airport is being managed by City of Cottonwood staff and is charged through indirect cost for their services.

Airport Authority Fund Revenues/Expenditures/Changes in Fund Balance

Item Description	2016	2017		2018	Percent Change
	Actual	Budget	Revised	Final	
Revenue Sources:					
Taxes					
Sales Tax	\$0	\$0	\$0	\$0	0.00%
Intergovernmental Revenues					
ADOT Grant	0	0	0	0	0.00%
Services & Charges					
Fuel Sales	261,504	247,000	263,050	260,000	-1.16%
Uses of Monies & Properties					
Tie Down Rent	20,091	18,900	21,600	21,600	0.00%
Airpark Rents	0	0	0	0	0.00%
FBO Building Rental	0	0	0	0	0.00%
Land Lease Fees	40,630	38,850	88,370	40,700	-53.94%
City Hangar Lease Fees	34,322	34,600	48,000	34,600	-27.92%
Miscellaneous Revenues					
Other Income	774	620	770	770	0.00%
Total Revenue Sources	357,320	339,970	421,790	357,670	-15.20%
Other Financing Sources:					
Transfers In	8,230	15,740	0	11,840	0.00%
Carryover	0	0	0	41,930	0.00%
Residual Equity Transfer	0	0	0	0	0.00%
Proceeds from Lease Purchase	0	0	0	0	0.00%
Proceeds from Bonds	0	0	0	0	0.00%
Total Other Financing Sources	8,230	15,740	0	53,770	0.00%
Total Available Resources	365,551	355,710	421,790	411,440	-2.45%
Expenditures:					
Personnel	0	0	0	0	0.00%
Operating Supplies	242,948	204,250	249,810	214,810	-14.01%
Contractual Services	83,404	57,110	81,750	74,250	-9.17%
Other Services and Charges	34,984	36,300	48,300	49,180	1.82%
Capital Outlay	0	0	0	0	0.00%
Reserves	0	0	41,930	0	-100.00%
Debt Service	0	0	0	0	0.00%
Total Expenditures	361,335	297,660	421,790	338,240	-19.81%
Other Uses:					
Transfers Out	4,216	58,050	0	73,200	0.00%
Residual Equity Interfund Transfer	0	0	0	0	0.00%
Total Other Uses	4,216	58,050	0	73,200	0.00%
Total Expenditures and Other Uses	365,551	355,710	421,790	411,440	-2.45%
Net Income / (Loss)	\$0	\$0	\$0	\$0	

Organizational Chart:

None

General Information:

The operation of the Cottonwood Municipal Airport is provided by the City. The City is responsible for the collection of rents, fuel purchase and building and airfield maintenance. Public Works staff provides airport management including staffing the Airport Commission, airport planning, capital improvements, grant management, and airport grounds, equipment and facility maintenance.

FY 2017 Accomplishments:

- * Completed the Airport Minimum Operating Standards that will allow for fair use of the airport facility
- * Completed the long-term lease reversion policy

FY 2018 Goals:

- * Complete an agreement between the Airport and other City departments for the use of Airport land to ensure compliance with the Federal Aviation Administration's grant assurances
- * Complete an agreement with the tenants that have long-term leases of land located west of the airport
- * Develop an Unmanned Aircraft Systems (UAS)/Drone policy that is in compliance with FAA standards
- * Adjust the IFR (Instrument Flight Rules)-Approach (incl. night operations) to increase the potential for more corporate traffic
- * Assign a separate radio frequency for the AWOS (Automated Weather Observing System) to minimize confusion on the UNICOM (Universal Communications)
- * Review and determine new airport fee schedule
- * Develop a standardized long-term lease template for the Airport
- * Investigate new venues for the installation of additional covered tie-downs
- * Replace current airport lights with cost-effective LED lights that also have a longer lifespan

Budget Highlights:

N/A

Airport	Cottonwood Municipal Airport	Fund 05 - Airport	Cost Center	1500
Performance Indicators				
City Council Goal:	Value the tax dollar and maintain sound fiscal policies			
Department Goal:	Maintain adequate and safe fuel levels			
Objective:	Maintain an adequate fuel level in order to not lose any sales due to lack of fuel			
Type of Measure:	Outcome			
Tool:	Fuel Level			
Frequency:	Weekly			
Scoring:	Fuel Sales			
Trend:	Fuel level never below 2,000 gallons			
Measures:	Actual		Estimated	Anticipated
	2015	2016	2017	2018
Minimum monthly fuel level		1,500	1,500	1,500

City Council Goal:				
Department Goal:				
Objective:				
Type of Measure:				
Tool:				
Frequency:				
Scoring:				
Trend:				
Measures:	Actual		Estimated	Anticipated
	2015	2016	2017	2018

City Council Goal:				
Department Goal:				
Objective:				
Type of Measure:				
Tool:				
Frequency:				
Scoring:				
Trend:				
Measures:	Actual		Estimated	Anticipated
	2015	2016	2017	2018

Airport	Cottonwood Municipal Airport	Fund 05 - Airport		Cost Center	1500
Summary by Category					
Expenditure Category	2016	2017		2018	Percent Change
	Actual	Budget	Revised	Final	
Personnel	\$0	\$0	\$0	\$0	0.00%
Operating Supplies	242,948	204,250	249,810	214,810	-14.01%
Contractual Services	83,404	57,110	81,750	74,250	-9.17%
Other Services and Charges	34,984	36,300	48,300	49,180	1.82%
Capital Outlay	0	0	0	0	0.00%
Reserves	0	0	41,930	0	-100.00%
Transfers Out	4,216	58,050	0	73,200	0.00%
Debt Service	0	0	0	0	0.00%
Department Totals	\$365,551	\$355,710	\$421,790	\$411,440	-2.45%

Departmental Fund Sources		
Funding Sources	Amount	% of Funding
Fuel Sales	\$260,000	63.19%
User & Rental Fees	97,670	23.74%
Fund Balance	41,930	10.19%
Transfers In - General Fund	11,840	2.88%
Total Funding		<u>100.00%</u>

Supplemental Data: Personnel						
Authorized Positions Job Classifications	Number of FTE's			Salary Range		2018
	2016	2017	2018	Minimum	Maximum	Budget
N/A						
Totals	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>			<u>\$0</u>

Airport	Cottonwood Municipal Airport	Fund 05 - Airport		Cost Center	1500
Supplemental Data: Expenditures					
Item Description	2016	2017		2018	Percent Change
	Actual	Budget	Revised	Final	

Supplies

Office Supplies	182	50	1,000	150	-85.00%
Vehicle Maint & Repairs	131	200	0	0	0.00%
Equipment Maint & Repairs	1,516	2,500	2,500	500	-80.00%
Building Maint & Repairs	1,190	500	100	150	50.00%
Fuel Expenses	237,439	200,000	240,000	210,000	-12.50%
Oil Expense	0	0	10	10	0.00%
Operational Supplies	2,490	1,000	6,200	4,000	-35.48%

Total Supplies	242,948	204,250	249,810	214,810	-14.01%
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Contractual Services

Misc. Expenses	0	0	0	0	0.00%
Computer Support	189	110	150	150	100.00%
General Counsel	0	0	100	100	0.00%
Contractual Services	30,925	7,000	31,500	24,000	-23.81%
Airport-Indirect Costs to General Fund	52,289	50,000	50,000	50,000	0.00%

Total Contractual Services	83,404	57,110	81,750	74,250	-9.17%
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Other Services and Charges

Airport Annual Event	0	0	0	0	0.00%
Utilities	14,241	14,500	15,400	16,200	5.19%
Telephone	1,135	1,300	1,550	1,630	5.16%
Bank Charges	11,407	12,000	12,500	12,500	0.00%
Liability Insurance	8,200	8,500	18,850	18,850	0.00%

Total Other Services & Charges	34,984	36,300	48,300	49,180	1.82%
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Supplemental Data: Capital Outlay					
Item Description	2016	2017		2018	
	Actual	Budget	Revised	Final	

Airport Improvement Fund Revenues/Expenditures/Changes in Fund Balance

Item Description	2016	2017		2018	Percent Change
	Actual	Budget	Revised	Final	
Revenue Sources:					
Intergovernmental Revenues					
ADOT - Airport Masterplan	\$0	\$0	\$0	\$364,240	0.00%
ADOT - Design Lighting & Runway Imp.	0	0	0		0.00%
ADOT - Pavement Preservation	0	0	46,065	84,930	84.37%
ADOT Grant	0	0	0	17,880	0.00%
FAA - AWOS	0	0	6,580	0	-100.00%
FAA - Fence Extension	0	136,500	0	0	0.00%
FAA - Master Plan	0	364,240	0	0	0.00%
FAA - Pavement Preservation	91,965	1,147,360	962,955	1,730,140	79.67%
Total Revenue Sources	91,965	1,648,100	1,015,600	2,197,190	116.34%
Other Financing Sources:					
Transfers In	4,216	58,050	0	73,200	0.00%
Carryover	0	103,850	71,505	29,610	-58.59%
Residual Equity Interfund Transfer	0	0	0	0	0.00%
Proceeds from Lease Purchase	0	0	0	0	0.00%
Proceeds from Bonds	0	0	0	0	0.00%
Total Other Financing Sources	4,216	161,900	71,505	102,810	43.78%
Total Available Resources	96,181	1,810,000	1,087,105	2,300,000	111.57%
Expenditures:					
Personnel	0	0	0	0	0.00%
Operating Supplies	0	0	0	0	0.00%
Contractual Services	0	0	0	0	0.00%
Other Services and Charges	0	0	0	0	0.00%
Capital Outlay	100,398	1,810,000	1,057,495	2,300,000	117.50%
Reserves	0	0	29,610	0	-100.00%
Debt Service	0	0	0	0	0.00%
Total Expenditures	100,398	1,810,000	1,087,105	2,300,000	111.57%
Other Uses:					
Transfers Out	0	0	0	0	0.00%
Residual Equity Interfund Transfer	0	0	0	0	0.00%
Total Other Uses	0	0	0	0	0.00%
Total Expenditures and Other Uses	100,398	1,810,000	1,087,105	2,300,000	111.57%
Net Income / (Loss)	(\$4,217)	\$0	\$0	\$0	

Organizational Chart:

None

General Information:

This fund was established to track major airport improvements, primarily funded by the Federal Aviation Administration (FAA) and the Arizona Department of Transportation (ADOT) - Aeronautics Division, and the City of Cottonwood.

FY 2017 Accomplishments:

- * Completed the first phase of the airport apron project

FY 2018 Goals:

- * Complete Airport Pavement Preservation project
- * Complete Airport Master Plan

Budget Highlights:

Grant capital, totaling \$2,300,000 has been programmed for the Airport Master Plan (\$400,000) and Airport Pavement Preservation (\$1,900,000).

Airport	Airport Improvement Fund		Fund 11- Grants		Cost Center	1500
Summary by Category						
Expenditure Category	2016	2017		2018	Percent Change	
	Actual	Budget	Revised	Final		
Personnel	\$0	\$0	\$0	\$0	0.00%	
Operating Supplies	0	0	0	0	0.00%	
Contractual Services	0	0	0	0	0.00%	
Other Services and Charges	0	0	0	0	0.00%	
Capital Outlay	100,398	1,810,000	1,057,495	2,300,000	117.50%	
Reserves	0	0	29,610	0	-100.00%	
Debt Service	0	0	0	0	0.00%	
Department Totals	\$100,398	\$1,810,000	\$1,087,105	\$2,300,000	111.57%	

Departmental Fund Sources		
Funding Sources	Amount	% of Funding
FAA Grant	\$1,730,140	75.22%
Miscellaneous Grants	0	0.00%
ADOT Grants	467,050	20.31%
Airport Transfer In	73,200	3.18%
Fund Balance	29,610	1.29%
Total Funding		<u>100.00%</u>

Supplemental Data: Personnel						
Authorized Positions Job Classifications	Number of FTE's			Salary Range		2018
	2016	2017	2018	Minimum	Maximum	Budget
N/A						\$0
Temporary / Reserves						0
Overtime						0
Retirement						0
Insurance & Taxes						0
Employee Related Expenses						0
Totals	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>			<u>\$0</u>

Airport	Airport Improvement Fund	Fund 11- Grants	Cost Center	1500
Performance Indicators				
City Council Goal: Department Goal: Objective: Type of Measure: Tool: Frequency: Scoring: Trend:				
Measures:		Actual		Estimated
		2015	2016	2017
Anticipated				
2018				

Supplemental Data: Capital Outlay					
Item/Project Description	2016	2017		2018	
	Actual	Budget	Revised	Final	
Airport Apron					
Airport Master Plan		\$400,000		\$400,000	
Automatic Weather Observation Station (AWOS)					
FAA - Pavement Preservation	\$100,398	1,260,000	\$1,057,495	1,900,000	
Fence Extension		150,000			
Totals	\$100,398	\$1,810,000	\$1,057,495	\$2,300,000	

Grants Fund Revenues/Expenditures/Changes in Fund Balance

Item Description	2016	2017		2018	Percent Change
	Actual	Budget	Revised	Final	
Revenue Sources:					
Taxes	\$0	\$0	\$0	\$0	0.00%
Intergovernmental Revenues	0	500,000	0	2,474,000	0.00%
Miscellaneous Revenue	0	0	0	0	0.00%
Total Revenue Sources	0	500,000	0	2,474,000	0.00%
Other Financing Sources:					
Transfers In	0	0	0	135,000	0.00%
Carryover	0	0	0	0	0.00%
Residual Equity Interfund Transfer	0	0	0	0	0.00%
Proceeds from Lease Purchase	0	0	0	0	0.00%
Proceeds from Bonds	0	0	0	0	0.00%
Total Other Financing Sources	0	0	0	135,000	0.00%
Total Available Resources	0	500,000	0	2,609,000	0.00%
Expenditures:					
Personnel	0	0	0	0	0.00%
Operating Supplies	0	0	0	0	0.00%
Contractual Services	0	0	0	0	0.00%
Other Services and Charges	0	0	0	0	0.00%
Capital Outlay	0	500,000	0	2,609,000	0.00%
Reserves	0	0	0	0	
Debt Service	0	0	0	0	0.00%
Total Expenditures	0	500,000	0	2,609,000	0.00%
Other Uses:					
Transfers Out	0	0	0	0	0.00%
Residual Equity Interfund Transfer	0	0	0	0	0.00%
Total Other Uses	0	0	0	0	0.00%
Total Expenditures and Other Uses	0	500,000	0	2,609,000	0.00%
Net Income / (Loss)	\$0	\$0	\$0	\$0	

The grant funding for specific projects can be found on the next page.

Fiscal Year 2018 Budget
Other Grants Fund Revenues/Expenditures

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Item Description	2016	2017		2018	Percent Change
	Actual	Budget	Revised	Final	
Revenue Sources:					
Intergovernmental Revenues					
State Grants	\$0	\$0	\$0	\$0	0.00%
Bicycle Feasibility Study	0	0	0	64,000	0.00%
City Wide Master Drainage Plan	0	0	0	220,000	0.00%
Drainage Improvement Plans	0	0	0	325,000	0.00%
EDA Grant - Main St	0	0	0	1,215,000	0.00%
Old Town Flood Plain Study	0	0	0	150,000	0.00%
Greenwood Chipping Grant	0	0	0	0	0.00%
Federal Grants	0	500,000	0	500,000	0.00%
Miscellaneous Revenue					
Interest Income	0	0	0	0	0.00%
Total Revenue Sources	0	500,000	0	2,474,000	0.00%
Other Financing Sources:					
Transfers In	0	0	0	135,000	0.00%
Carryover	0	0	0	0	0.00%
Residual Equity Interfund Transfer	0	0	0	0	0.00%
Proceeds from Lease Purchase	0	0	0	0	0.00%
Proceeds from Bonds	0	0	0	0	0.00%
Total Other Financing Sources	0	0	0	135,000	0.00%
Total Available Resources	0	500,000	0	2,609,000	0.00%
Expenditures:					
Personnel	0	0	0	0	0.00%
Operating Supplies	0	0	0	0	0.00%
Contractual Services	0	0	0	0	0.00%
Other Services and Charges	0	0	0	0	0.00%
Capital Outlay	0	500,000	0	2,609,000	0.00%
Reserves	0	0	0	0	0.00%
Debt Service	0	0	0	0	0.00%
Total Expenditures	0	500,000	0	2,609,000	0.00%
Other Uses:					
Transfers Out	0	0	0	0	0.00%
Residual Equity Interfund Transfer	0	0	0	0	0.00%
Total Other Uses	0	0	0	0	0.00%
Total Expenditures and Other Uses	0	500,000	0	2,609,000	0.00%
Net Income / (Loss)	\$0	\$0	\$0	\$0	

Organizational Chart:

None

General Information:

This fund accounts for all funds that are applied for and approved however, not specifically budgeted. Grants such as the Greenwood Chipping grant, Riverfront Park grant and others fall under this department's budget. This fund serves as a buffer to prevent the possible loss of grant opportunities.

FY 2017 Accomplishments:

* None

FY 2018 Goals:

* Obtain grants for multiple projects

Budget Highlights:

N/A

Grants	Other Grants Fund	Fund 07 - Grants	Cost Center	0000
Performance Indicators				
City Council Goal:	<i>* Performance Measures are not applicable to this fund *</i>			
Department Goal:				
Objective:				
Type of Measure:				
Tool:				
Frequency:				
Scoring:				
Trend:				
Measures:	Actual		Estimated	Anticipated
	2015	2016	2017	2018

Supplemental Data: Capital Outlay				
Item/Project Description	2016	2017		2018
	Actual	Budget	Revised	Final
Grant Projects		\$500,000		\$500,000
Bicycle Feasibility Study				64,000
City Wide Master Drainage Plan				220,000
Drainage Improvement Plans				325,000
EDA Grant - Main St				1,350,000
Old Town Flood Plain Study				150,000
Totals	\$0	\$500,000	\$0	\$2,609,000

Grants	Other Grants Fund	Fund 07 - Grants		Cost Center	0000
Summary by Category					
Expenditure Category	2016	2017		2018	Percent Change
	Actual	Budget	Revised	Final	
Personnel	\$0	\$0	\$0	\$0	0.00%
Operating Supplies	0	0	0	0	0.00%
Contractual Services	0	0	0	0	0.00%
Other Services and Charges	0	0	0	0	0.00%
Capital Outlay	0	500,000	0	2,609,000	0.00%
Debt Service	0	0	0	0	0.00%
Department Totals	\$0	\$500,000	\$0	\$2,609,000	0.00%

Departmental Fund Sources		
Funding Sources	Amount	% of Funding
Federal Grants	\$2,474,000	95%
Transfer In - GF	\$135,000	5%
Total Funding		<u>100.00%</u>

Supplemental Data: Personnel						
Authorized Positions Job Classifications	Number of FTE's			Salary Range		2018
	2016	2017	2018	Minimum	Maximum	Budget
N/A						\$0
Temporary / Reserves						0
Overtime						0
Retirement						0
Insurance & Taxes						0
Employee Related Expenses						0
Totals	0.00	0.00	0.00			\$0

Community Development Block Grant Fund Revenues/Expenditures/Changes in Fund Balance

Item Description	2016	2017		2018	Percent Change
	Actual	Budget	Revised	Final	
Revenue Sources:					
Intergovernmental Revenues					
State Grants	\$0	\$0	\$0	\$0	0.00%
Greenwood Chipping Grant	0	0	37,740	0	-100.00%
Federal Grants	12,700	304,150	36,860	267,300	625.18%
Miscellaneous Revenue					
Interest Income	4	5	10	0	-100.00%
Total Revenue Sources	12,704	304,155	74,610	267,300	258.26%
Other Financing Sources:					
Transfers In	0	0	0	0	0.00%
Carryover	0	0	0	0	0.00%
Residual Equity Interfund Transfer	0	0	0	0	0.00%
Proceeds from Lease Purchase	0	0	0	0	0.00%
Proceeds from Bonds	0	0	0	0	0.00%
Total Other Financing Sources	0	0	0	0	0.00%
Total Available Resources	12,704	304,155	74,610	267,300	258.26%
Expenditures:					
Personnel	0	0	0	0	0.00%
Operating Supplies	0	0	0	0	0.00%
Contractual Services	0	0	0	0	0.00%
Other Services and Charges	0	0	0	0	0.00%
Capital Outlay	15,609	304,155	74,610	267,300	258.26%
Reserves	0	0	0	0	0.00%
Debt Service	0	0	0	0	0.00%
Total Expenditures	15,609	304,155	74,610	267,300	258.26%
Other Uses:					
Transfers Out	0	0	0	0	0.00%
Residual Equity Interfund Transfer	0	0	0	0	0.00%
Total Other Uses	0	0	0	0	0.00%
Total Expenditures and Other Uses	15,609	304,155	74,610	267,300	258.26%
Net Income / (Loss)	(\$2,905)	\$0	\$0	\$0	

Organizational Chart:

None

General Information:

The Community Development Department, which includes Developmental Services work closely with the Northern Arizona Council of Governments (NACOG) and the State of Arizona to obtain Community Development Block Grants (CDBG) funds. Intergovernmental agreements and partnerships have been formed to successful completion of a variety of neighborhood improvement projects.

FY 2017 Accomplishments:

* N/A

FY 2018 Goals:

- * Obtain grants for multiple projects
- * Execute upgrade activities for the Civic Center

Budget Highlights:

Capital is programmed for the Civic Center upgrades in the amount of \$267,300.

Public Works	Community Development Block Grant	Fund 12 - CDBG	Cost Center	3110
Performance Indicators				
<i>* Performance Measures are not applicable to this fund *</i>				

Supplemental Data: Capital Outlay				
Item/Project Description	2016	2017		2018
	Actual	Budget	Revised	Final
Civic Center Upgrades	\$15,609	\$304,155	\$74,610	\$267,300
Totals	\$15,609	\$304,155	\$74,610	\$267,300

Public Works	Community Development Block Grant		Fund 08 - CDBG		Cost Center	3110
Summary by Category						
Expenditure Category	2016	2017		2018	Percent Change	
	Actual	Budget	Revised	Final		
Personnel	\$0	\$0	\$0	\$0	0.00%	
Operating Supplies	0	0	0	0	0.00%	
Contractual Services	0	0	0	0	0.00%	
Other Services and Charges	0	0	0	0	0.00%	
Capital Outlay	15,609	304,155	74,610	267,300	258.26%	
Reserves	0	0	0	0	0.00%	
Debt Service	0	0	0	0	0.00%	
Department Totals	\$15,609	\$304,155	\$74,610	\$267,300	258.26%	

Departmental Fund Sources			
Funding Sources	Amount	% of Funding	% of Funding
Federal Grants	\$267,300	100%	
Total Funding		<u>100.00%</u>	

Supplemental Data: Personnel						
Authorized Positions Job Classifications	Number of FTE's			Salary Range		2018
	2016	2017	2018	Minimum	Maximum	Budget
N/A						\$0
Temporary / Reserves						0
Overtime						0
Retirement						0
Insurance & Taxes						0
Employee Related Expenses						0
Totals	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>			<u>\$0</u>

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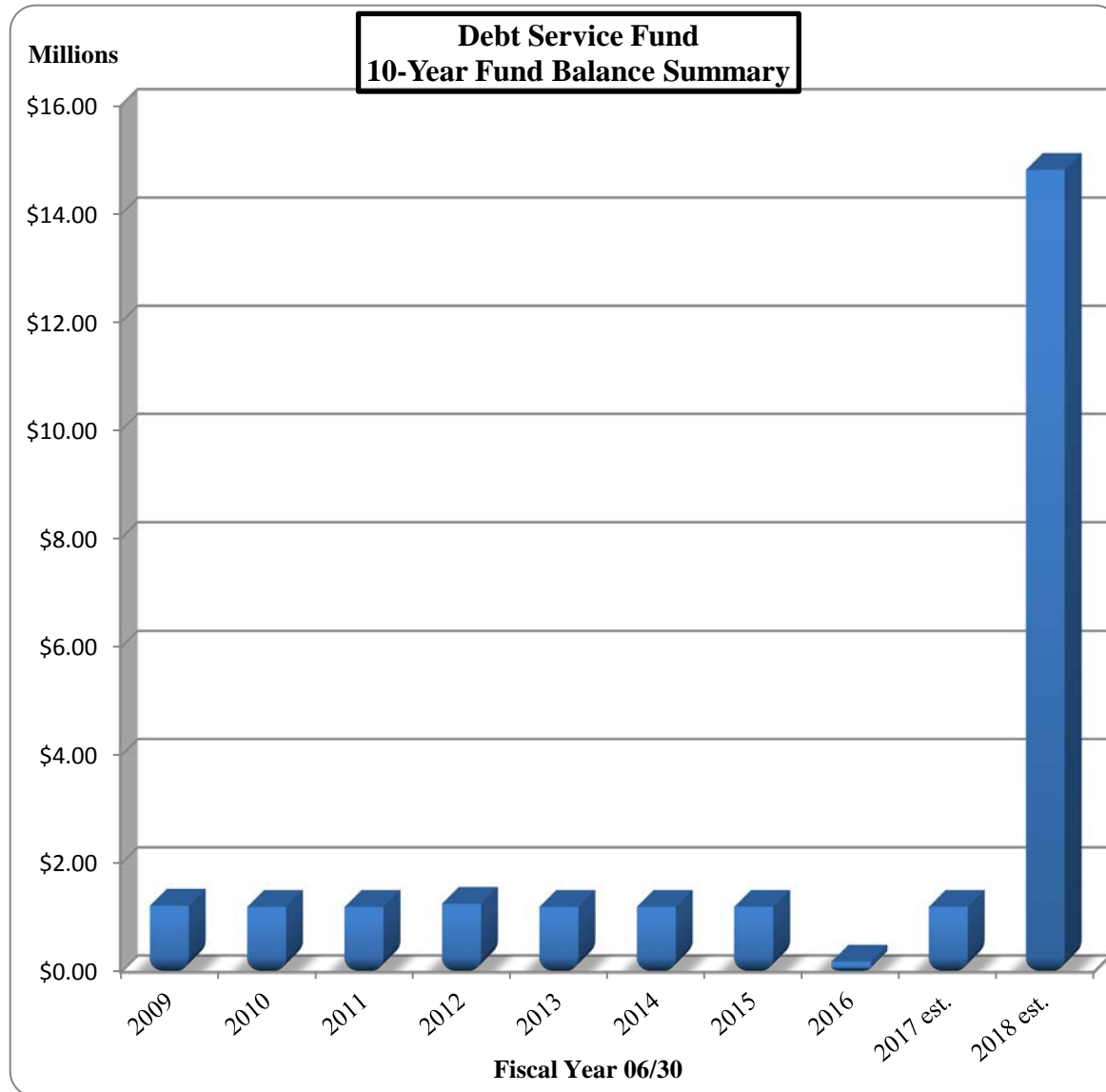
The Debt Service Fund is set up to account for the accumulation of resources and the payment of general long-term debt principal and interest.

Fund/Account Number

Description

20

Debt Service



Fiscal Year 06/30	Balance
2009	1,229,290
2010	1,210,130
2011	1,210,125
2012	1,267,020
2013	1,210,130
2014	1,210,130
2015	1,211,500
2016	197,840
2017 est.	1,211,535
2018 est.	14,824,420

Consolidated Statement of Revenues/Expenditures/Changes in Fund Balance

Item Description	2016	2017		2018
	Actual	Budget	Revised	Final
Revenue Sources:				
Taxes	\$1,540,892	\$1,539,955	\$1,664,960	\$1,644,415
Licenses & Permits	0	0	0	0
Intergovernmental Revenues	0	0	0	0
Charges for Services	0	0	0	0
Fines & Forfeitures	0	0	0	0
Uses of Monies & Properties	743	280	290	290
Miscellaneous Revenues	0	0	0	0
Total Revenue Sources	1,541,635	1,540,235	1,665,250	1,644,705
Other Financing Sources:				
Transfers In	0	0	0	0
Carryover	0	197,840	1,211,535	14,824,420
Residual Equity Interfund Transfer	0	0	0	0
Proceeds from Lease Purchase	0	0	0	0
Proceeds from Bonds	0	0	13,874,485	0
Total Other Financing Sources	0	197,840	15,086,020	14,824,420
Total Available Resources	1,541,635	1,738,075	16,751,270	16,469,125
Expenditures:				
Personnel	0	0	0	0
Operating Supplies	0	0	0	0
Contractual Services	360	360	1,300	1,300
Other Services and Charges	1,541,239	1,539,875	1,925,550	15,518,900
Capital Outlay	0	0	0	0
Debt Service	0	0	0	0
Total Expenditures	1,541,599	1,540,235	1,926,850	15,520,200
Other Uses:				
Transfers Out	0	0	0	948,925
Reserves	0	197,840	0	0
Residual Equity Interfund Transfer	0	0	0	0
Total Other Uses	0	197,840	0	948,925
Total Expenditures and Other Uses	1,541,599	1,738,075	1,926,850	16,469,125
Net Income / (Loss)	\$36	\$0	\$14,824,420	\$0

Debt Service Fund Revenues/Expenditures/Changes in fund Balance

Item Description	2016	2017		2018	Percent Change
	Actual	Budget	Revised	Final	
Revenue Sources:					
Taxes					
City Sales Tax	\$1,540,892	\$1,539,955	\$1,664,960	\$1,644,415	-1.23%
City Sales Tax - Library	0	0	0	0	0.00%
Charges for Services					
User Fees - Water Co. Debt Service	0	0	0	0	0.00%
Uses of Monies & Properties					
Interest Income	743	280	290	290	0.00%
Total Revenue Sources	1,541,635	1,540,235	1,665,250	1,644,705	-1.23%
Other Financing Sources:					
Transfers In	0	0	0	0	0.00%
Carryover	0	197,840	1,211,535	14,824,420	1123.61%
Residual Equity Interfund Transfer	0	0	0	0	0.00%
Proceeds from Lease Purchase	0	0	0	0	0.00%
Proceeds from Bonds	0	0	13,874,485	0	-100.00%
Total Other Financing Sources	0	197,840	15,086,020	14,824,420	-1.73%
Total Available Resources	1,541,635	1,738,075	16,751,270	16,469,125	-1.68%
Expenditures:					
Personnel	0	0	0	0	0.00%
Operating Supplies	0	0	0	0	0.00%
Contractual Services	360	360	1,300	1,300	0.00%
Other Services and Charges	1,541,239	1,539,875	1,925,550	15,518,900	705.95%
Capital Outlay	0	0	0	0	0.00%
Reserves	0	197,840	0	0	0.00%
Debt Service	0	0	0	0	0.00%
Total Expenditures	1,541,599	1,738,075	1,926,850	15,520,200	705.47%
Other Uses:					
Transfers Out	0	0	0	948,925	0.00%
Residual Equity Interfund Transfer	0	0	0	0	0.00%
Total Other Uses	0	0	0	948,925	0.00%
Total Expenditures and Other Uses	1,541,599	1,738,075	1,926,850	16,469,125	754.72%
Net Income / (Loss)	\$36	\$0	\$14,824,420	\$0	

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Organizational Chart:

None

General Information:

The Debt Service Fund plans the payment of general obligation bond principal and interest payments and the accumulation of reserves for future payments from government resources. The City has two outstanding debt issues, the public library project of 1992 and the Recreation Center. Principal and interest for both projects are paid from special sales taxes. Currently, the City does not have a debt policy in place.

A city sales tax of 1% was enacted July 1, 1987 for the wastewater project, and a city sales tax of .2%, effective April 1, 1992, funds the library project.

FY 2017 Accomplishments:

- * Consistently maintained timely payments of special Debt Service accounts through the set-up of monthly deposits

FY 2018 Goals:

- * Maintain timely payments of all bond and long-term debt payments

Budget Highlights:

The Recreation Center bond and the 2015 Excise Bond are budgeted in the Debt Service Fund. The City continues to pursue other financing resources to help fund some current Streets and Capital Improvement Projects.

Interest & Sinking	Debt Service Fund	Fund 20 - Debt Service	Cost Center	8XXX
Performance Indicators				
<i>* Performance Measures are not applicable for this fund*</i>				

Supplemental Data: Expenditures					
Item Description	2015	2016		2018	Percent Change
	Actual	Budget	Revised	Final	

Contractual Services

Trustee Fees - Library	0	0	1,000	1,000	0.00%
Trustee Fees - WIFA	360	360	0	0	0.00%
Trustee Fees - 2017 Pledge Rev Rfnd	0	0	0	0	0.00%
Trustee Fees - 2015 Excise Bond	0	0	300	300	0.00%

Total Contractual Services	<u>360</u>	<u>360</u>	<u>1,300</u>	<u>1,300</u>	<u>0.00%</u>
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Debt Service

Interest - FmHA Loan - Library	0	0	0	0	0.00%
Principal - FmHA Loan - Library	0	0	0	0	0.00%
Interest - Library Bonds	0	0	0	0	0.00%
Principal - Library Bonds	0	0	0	0	0.00%
Interest - GADA - Recreation Center	631,239	594,875	0	0	0.00%
Principal - GADA - Recreation Center	910,000	945,000	0	13,874,485	0.00%
Interest GADA-RR Wash	0	0	0	0	0.00%
Principal GADA-RR Wash	0	0	0	0	0.00%
Interest GADA-PS Building	0	0	0	0	0.00%
Principal GADA-PS Building	0	0	0	0	0.00%
2017 Pledge Rev Rfnd-Interest	0	0	342,000	397,675	16.28%
2017 Pledge Rev Rfnd-Principal	0	0	1,055,000	980,000	-7.11%
Bond Issuance Costs	0	0	260,590	0	-100.00%
2015 Excise Bond - Interest	0	0	134,650	131,980	-1.98%
2015 Excise Bond -Principal	0	0	133,310	134,760	1.09%

Total Other Services & Charges	<u>1,541,239</u>	<u>1,539,875</u>	<u>1,925,550</u>	<u>15,518,900</u>	<u>705.95%</u>
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Reserves

GADA Reserve	0	197,840	0	0	0.00%
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Total Reserves	<u>0</u>	<u>197,840</u>	<u>0</u>	<u>0</u>	<u>0.00%</u>
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Interest & Sinking	Debt Service Fund	Fund 20 - Debt Service		Cost Center	8XXX
Summary by Category					
Expenditure Category	2016	2017		2018	Percent Change
	Actual	Budget	Revised	Final	
Personnel	\$0	\$0	\$0	\$0	0.00%
Operating Supplies	0	0	0	0	0.00%
Contractual Services	360	360	1,300	1,300	0.00%
Other Services and Charges	1,541,239	1,539,875	1,925,550	15,518,900	705.95%
Capital Outlay	0	0	0	0	0.00%
Reserves	0	197,840	0	0	0.00%
Transfers Out	0	0	0	948,925	0.00%
Debt Service	0	0	0	0	0.00%
Department Totals	<u>\$1,541,599</u>	<u>\$1,738,075</u>	<u>\$1,926,850</u>	<u>\$16,469,125</u>	<u>754.72%</u>

Departmental Fund Sources		
Funding Sources	Amount	% of Funding
Other Income	\$290	0.00%
Taxes	1,644,415	9.98%
Bond Proceeds	0	0.00%
Transfers In - General Fund	0	0.00%
Fund Balance	14,824,420	90.01%
Total Funding		<u>100.00%</u>

Supplemental Data: Transfers Out				
Item Description	2016	2017		2018
	Actual	Budget	Revised	Final
Transfers Out - Sewer				\$948,925
Transfers Out - Library				
Totals	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>	<u>\$948,925</u>

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<p align="center">Greater Arizona Development Authority - Recreation Center Projects Infrastructure Revenue Bonds - Series 2007A ("AAA" S&P / "Aaa" Moody's)</p>

Maturity	Principal			Rate	Interest	Debt Service
	Payments	Retired	Balance			
February 1, 2017					\$297,438	
August 1, 2017	945,000	69,625,000	12,130,000	4.000%	297,438	\$1,539,876
February 1, 2018					278,538	
August 1, 2018	985,000	70,610,000	11,145,000	5.000%	278,538	\$1,542,075
February 1, 2019					253,913	
August 1, 2019	1,035,000	71,645,000	10,110,000	5.000%	253,913	\$1,542,825
February 1, 2020					228,038	
August 1, 2020	1,085,000	72,730,000	9,025,000	4.000%	228,038	\$1,541,075
February 1, 2021					206,338	
August 1, 2021	1,130,000	73,860,000	7,895,000	4.125%	206,338	\$1,542,675
February 1, 2022					183,031	
August 1, 2022	1,175,000	75,035,000	6,720,000	4.125%	183,031	\$1,541,063
February 1, 2023					158,797	
August 1, 2023	1,225,000	76,260,000	5,495,000	4.250%	158,797	\$1,542,594
February 1, 2024					132,766	
August 1, 2024	1,275,000	77,535,000	4,220,000	5.000%	132,766	\$1,540,531
February 1, 2025					100,891	
August 1, 2025	1,340,000	78,875,000	2,880,000	5.000%	100,891	\$1,541,781
February 1, 2026					67,391	
August 1, 2026	1,405,000	80,280,000	1,475,000	5.000%	67,391	\$1,539,781
February 1, 2027					32,266	
August 1, 2027	1,475,000	81,755,000	0	4.375%	32,266	\$1,539,531
	<u>\$13,075,000</u>				<u>\$3,878,807</u>	<u>\$16,953,807</u>

Pledged Revenue Obligations, Series 2015

Maturity	Principal			Int/Fees	Debt Service
	Payments	Retired	Balance		
January 1, 2018				\$227,713	
July 1, 2018	465,000	925,000	10,435,000	227,713	\$920,425
January 1, 2019				223,063	
July 1, 2019	475,000	1,400,000	9,960,000	223,063	921,125
January 1, 2020				218,313	
July 1, 2020	485,000	1,885,000	9,475,000	218,313	921,625
January 1, 2021				208,613	
July 1, 2021	505,000	2,390,000	8,970,000	208,613	922,225
January 1, 2022				202,300	
July 1, 2022	520,000	2,910,000	8,450,000	202,300	924,600
January 1, 2023				194,500	
July 1, 2023	535,000	3,445,000	7,915,000	194,500	924,000
January 1, 2024				181,125	
July 1, 2024	560,000	4,005,000	7,355,000	181,125	922,250
January 1, 2025				167,125	
July 1, 2025	590,000	4,595,000	6,765,000	167,125	924,250
January 1, 2026				152,375	
July 1, 2026	620,000	5,215,000	6,145,000	152,375	924,750
January 1, 2027				136,875	
July 1, 2027	650,000	5,865,000	5,495,000	136,875	923,750
January 1, 2028				120,625	
July 1, 2028	680,000	6,545,000	4,815,000	120,625	921,250
January 1, 2029				103,625	
July 1, 2029	715,000	7,260,000	4,100,000	103,625	922,250
January 1, 2030				85,750	
July 1, 2030	750,000	8,010,000	3,350,000	85,750	921,500
January 1, 2031				67,000	
July 1, 2031	790,000	8,800,000	2,560,000	67,000	924,000
January 1, 2032				51,200	
July 1, 2032	820,000	9,620,000	1,740,000	51,200	922,400
January 1, 2033				34,800	
July 1, 2033	855,000	10,475,000	885,000	34,800	924,600
January 1, 2034				17,700	
July 1, 2034	885,000	11,360,000	0	17,700	920,400
Totals	<u>\$10,900,000</u>			<u>\$4,785,400</u>	<u>\$15,685,400</u>

Computation of Direct and Overlapping Bonded Debt
'June 30, 2016

DRAFT

Jurisdiction	General Obligation Bonded Debt	Percentage Applicable to City	Amount Applicable to City
City of Cottonwood	\$45,610,000	0.00%	\$0
Yavapai County	0	100.00%	0
Yavapai Community College District	37,395,000	4.55%	1,701,473
Cottonwood/Oak Creek School District	0	38.37%	0
Mingus Union High School District	9,995,000	44.98%	4,495,751
Total Direct and Overlapping Debt			<u>\$6,197,224</u>

Jurisdiction	Total Assessed Valuation
City of Cottonwood	\$94,167,958
Yavapai County	2,435,926,055
Yavapai Community College District	2,435,926,055
Cottonwood/Oak Creek School District	222,512,683
Mingus Union High School District	277,201,553
	<u>\$5,465,734,304</u>

Debt allocation is based on distribution of assessed valuation within overlapping tax districts.

The secondary assessed valuation is used in Yavapai Community College District, Cottonwood/Oak Creek and Mingus Union High School District. The primary assessed valuation is used for Yavapai County.

For statutory purposes, the City's outstanding bonds are not considered general obligation bonds subject to the statutory limits listed above because the City's bonds outstanding at June 30, 2015 were secured by sales taxes instead of property taxes.

Computation of Legal Debt Margin 'June 30, 2017	
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Net secondary assessed valuation (Full Cash Value)	<u>\$98,839,013</u>
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Calculation of 20% Debt Limitation

20% of secondary net assessed valuation	19,767,803
Bonds outstanding	<u>0</u>
Net 20% Debt Limitation	<u>19,767,803</u>

Calculation of 6% Debt Limitation

6% of secondary net assessed valuation	5,930,341
Bonds outstanding	<u>0</u>
Net 6% Debt Limitation	<u>5,930,341</u>

Total Bonding Capacity	<u>\$25,698,143</u>
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The City may issue bonds for general improvement purposes or for specific programs within the statutory limitations on the amount of bonds sold as a percentage of secondary assessed valuation. Twenty percent of secondary assessed valuation represents the amount of bonding that can be used for water, sewer, lights, parks, open space and recreational facilities. An additional six percent of secondary assessed valuation can be used for all other "general uses."

General obligation bonds are secured by the ad valorem taxing of the City. Within the percentage of assessed valuation limitation listed above, the City may issue bonds for general improvement purposes or for specific projects.

For statutory purposes, the City's outstanding bonds are not considered general obligation bonds subject to the statutory limits listed above because the City's bonds outstanding at June 30, 2015 were secured by sales taxes instead of property taxes.

Capital Projects Funds are used to account for and report financial resources that are restricted, committed, or assigned to expenditures for capital outlays, including the acquisition or construction of capital facilities and other capital assets.

<u>Fund/Account Number</u>	<u>Description</u>
<u>30-2300</u>	<u>Capital Projects Fund</u>
<u>30-1800</u>	<u>Railroad Wash Improvements</u>

Consolidated Statement of Revenues/Expenditures/Changes in Fund Balance

Item Description	2016	2017		2018
	Actual	Budget	Revised	Final
Revenue Sources:				
Taxes	\$135,022	\$267,960	\$0	\$0
Licenses & Permits	0	0	0	0
Intergovernmental Revenues	180,000	350,000	220,000	220,000
Charges for Services	0	0	0	0
Fines & Forfeitures	0	0	0	0
Uses of Monies & Properties	0	0	0	0
Miscellaneous Revenues	109,602	106,000	40,000	35,000
Total Revenue Sources	424,624	723,960	260,000	255,000
Other Financing Sources:				
Transfers In	0	0	0	0
Carryover	0	657,290	6,415,865	2,545,390
Residual Equity Interfund Transfer	0	0	0	0
Proceeds from Lease Purchase	0	0	0	0
Proceeds from Bonds	0	0	0	0
Total Other Financing Sources	0	657,290	6,415,865	2,545,390
Total Available Resources	424,624	1,381,250	6,675,865	2,800,390
Expenditures:				
Personnel	0	0	0	0
Operating Supplies	0	0	0	0
Contractual Services	0	0	0	0
Other Services and Charges	9,608	9,100	9,500	9,500
Capital Outlay	260,349	1,104,190	787,905	344,650
Debt Service	169,424	267,960	0	0
Total Expenditures	\$439,381	\$1,381,250	\$797,405	\$354,150
Other Uses:				
Transfers Out	700,000	0	3,333,070	2,446,240
Reserves	0	0	2,545,390	0
Residual Equity Interfund Transfer	0	0	0	0
Total Other Uses	700,000	0	5,878,460	2,446,240
Total Expenditures and Other Uses	1,139,381	1,381,250	6,675,865	2,800,390
Net Income / (Loss)	(\$714,757)	\$0	\$0	\$0

Capital Projects - Railroad Wash Improvements Fund Revenues/Expenditures

Item Description	2016	2017		2018	Percent Change
	Actual	Budget	Revised	Final	
Revenue Sources:					
Intergovernmental Revenues					
Yavapai County	\$180,000	\$350,000	\$220,000	\$220,000	0.00%
A.D.O.T.	0	0	0	0	0.00%
Total Intergovernmental Revenue	180,000	350,000	220,000	220,000	0.00%
Miscellaneous Revenues					
Other Income	0	0	0	0	0.00%
Total Revenue Sources	180,000	350,000	220,000	220,000	0.00%
Other Financing Sources:					
Transfers In	0	0	0	0	0.00%
Residual Equity Interfund Transfer	0	0	0	0	0.00%
Proceeds from Lease Purchase	0	0	0	0	0.00%
Proceeds from Bonds	0	0	0	0	0.00%
Total Other Financing Sources	0	0	0	0	0.00%
Total Available Resources	180,000	350,000	220,000	220,000	0.00%
Expenditures:					
Personnel	0	0	0	0	0.00%
Operating Supplies	0	0	0	0	0.00%
Contractual Services	0	0	0	0	0.00%
Other Services and Charges	0	0	0	0	0.00%
Capital Outlay	187,627	350,000	220,000	220,000	0.00%
Debt Service	0	0	0	0	0.00%
Total Expenditures	187,627	350,000	220,000	220,000	0.00%
Other Uses:					
Transfers Out	0	0	0	0	0.00%
Residual Equity Interfund Transfer	0	0	0	0	0.00%
Total Other Uses	0	0	0	0	0.00%
Total Expenditures and Other Uses	187,627	350,000	220,000	220,000	0.00%
Net Income / (Loss)	(\$7,627)	\$0	\$0	\$0	

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Organizational Chart:

None

General Information:

This project continues as grant funds become available from Yavapai County.

FY 2017 Accomplishments:

N/A

FY 2018 Goals:

N/A

Budget Highlights:

N/A

Public Works	Railroad Wash Improvements	Fund 30 - Capital Projects	2300
Performance Indicators			
<i>* Performance Measures are not applicable to this fund *</i>			

Supplemental Data: Capital Outlay				
Item/Project Description	2016	2017		2018
	Actual	Budget	Revised	Final
Railroad Wash Improvements	\$187,627	\$350,000	\$220,000	\$220,000
Totals	<u>\$187,627</u>	<u>\$350,000</u>	<u>\$220,000</u>	<u>\$220,000</u>

Public Works	Railroad Wash Improvements	Fund 30 - Capital Projects	Cost Center	2300	
Summary by Category					
Expenditure Category	2016	2017		2018	Percent Change
	Actual	Budget	Revised	Final	
Personnel	\$0	\$0	\$0	\$0	0.00%
Operating Supplies	0	0	0	0	0.00%
Contractual Services	0	0	0	0	0.00%
Other Services and Charges	0	0	0	0	0.00%
Capital Outlay	187,627	350,000	220,000	220,000	0.00%
Reserves	0	0	0	0	0.00%
Debt Service	0	0	0	0	0.00%
Department Totals	\$187,627	\$350,000	\$220,000	\$220,000	0.00%

Departmental Fund Sources		
Funding Sources	Amount	% of Funding
Yavapai County	\$220,000	100.00%
GADA Loan Proceeds (carryover)	0	0.00%
Interest Income	0	0.00%
Total Funding		<u>100.00%</u>

Supplemental Data: Personnel						
Authorized Positions Job Classifications	Number of FTE's			Salary Range		2018
	2016	2017	2018	Minimum	Maximum	Budget
N/A						
Totals	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>			<u>\$0</u>

Capital Projects - Capital Projects Fund-Revenue/Expenditures/Changes in Fund Balance

Item Description	2016	2017		2018	Percent Change
	Actual	Budget	Revised	Final	
Revenue Sources:					
Taxes	\$135,022	\$267,960	\$0	\$0	0.00%
Intergovernmental Revenues					
Heritage Grant Funds	0	0	0	0	0.00%
Intergovernmental	0	0	0	0	0.00%
Total Intergovernmental	0	0	0	0	0.00%
Miscellaneous Income					
Other Income	109,602	106,000	40,000	35,000	-12.50%
Total Revenue Sources	244,624	373,960	40,000	35,000	-12.50%
Other Financing Sources:					
Transfers In	0	0	0	0	0.00%
Carryover	0	657,290	6,415,865	2,545,390	-60.33%
Residual Equity Interfund Transfer	0	0	0	0	0.00%
Proceeds from Lease Purchase	0	0	0	0	0.00%
Proceeds from Bonds	0	0	0	0	0.00%
Total Other Financing Sources	0	657,290	6,415,865	2,545,390	-60.33%
Total Available Resources	244,624	1,031,250	6,455,865	2,580,390	-60.03%
Expenditures:					
Personnel	0	0	0	0	0.00%
Operating Supplies	0	0	0	0	0.00%
Contractual Services	0	0	0	0	0.00%
Other Services and Charges	9,608	9,100	9,500	9,500	0.00%
Capital Outlay	72,722	754,190	567,905	124,650	-78.05%
Reserves	0	0	2,545,390	0	-100.00%
Debt Service	169,424	267,960	0	0	0.00%
Total Expenditures	251,754	1,031,250	3,122,795	134,150	-95.70%
Other Uses:					
Transfers Out	700,000	0	3,333,070	2,446,240	-26.61%
Residual Equity Interfund Transfer	0	0	0	0	0.00%
Total Other Uses	700,000	0	3,333,070	2,446,240	-26.61%
Total Expenditures and Other Uses	951,754	1,031,250	6,455,865	2,580,390	-60.03%
Net Income / (Loss)	(\$707,130)	\$0	\$0	\$0	

Organizational Chart:

None

General Information:

This fund was created to hold debt service reserves which have been moved over for future capital projects.

FY 2017 Accomplishments:

- * N/A (All accomplishments for this fund are reflected in the departments that are responsible for the projects)

FY 2018 Goals:

- * NA

Budget Highlights:

The Capital Projects Fund carries major projects for many different departments. For FY 2016 several projects were started that are to be completed in FY 2017: Kids Park restrooms, Riverfront rehabilitation and the Garrison Park relocation and rehabilitation. Ongoing will be the Civic Center - HVAC project for which \$124,650 has been carried over to FY 2018.

General Government	CIP-Capital Projects Fund	Fund 30 - Capital Projects	Cost Center	XXXX
Performance Indicators				
<i>* Performance Measures are not applicable to this fund *</i>				

Supplemental Data: Capital Outlay				
Item/Project Description	2016	2017		2018
	Actual	Budget	Revised	Final
Capital Projects-Highland Senior Condominium				
Court Building Remodel				
Civic Center HVAC	\$22,949	\$132,000	\$7,350	\$124,650
Communications Center				
Architecture Design - City Hall				
Software - City Wide				
Miscellaneous	20,934			
Old Town Parking				
Kids Park Restrooms	10,213	240,730	256,180	
Riverfront Rehabilitation	9,313	140,730	103,070	
Garrison Park Relocation and Rehab	9,313	240,730	201,305	
Totals	<u>\$72,722</u>	<u>\$754,190</u>	<u>\$567,905</u>	<u>\$124,650</u>

General Government	CIP-Capital Projects Fund	Fund 30 - Capital Projects		Cost Center	XXXX
Summary by Category					
Expenditure Category	2016	2017		2018	Percent Change
	Actual	Budget	Revised	Final	
Personnel	\$0	\$0	\$0	\$0	0.00%
Operating Supplies	0	0	0	0	0.00%
Contractual Services	0	0	0	0	0.00%
Other Services and Charges	9,608	9,100	9,500	9,500	0.00%
Capital Outlay	72,722	754,190	567,905	124,650	-78.05%
Reserves	0	0	2,545,390	0	-100.00%
Debt Service	169,424	267,960	0	0	0.00%
Department Totals	\$251,754	\$1,031,250	\$3,122,795	\$134,150	-95.70%

Departmental Fund Sources		
Funding Sources	Amount	% of Funding
Capital Reserves	\$134,150	100.00%
		0.00%
Total Funding		<u>100.00%</u>

Supplemental Data: Personnel						
Authorized Positions Job Classifications	Number of FTE's			Salary Range		2018
	2016	2017	2018	Minimum	Maximum	Budget
N/A						\$0
Temporary / Reserves						0
Overtime						0
Retirement						0
Insurance & Taxes						0
Employee Related Expenses						0
Totals	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>			<u>\$0</u>

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Enterprise funds are used to account for operations:

- 1) that are financed and operated in a manner similar to a private business enterprise - where the intent of the governing body is that the cost (expenses, including depreciation) of providing goods or services to the general public on a continuing basis be financed or recovered primarily through user charges; or
- 2) where the governing body has decided that periodic determination of revenues earned, expenses incurred, and/or net income is appropriated for capital maintenance, public policy, management control, accountability or other purposes to the residents.

<u>Fund/Account Number</u>	<u>Description</u>
<u>51</u>	<u>Wastewater Facility Fund</u>
<u>50</u>	<u>Water System Fund</u>

Fiscal Year 2018 Budget
Consolidated Statement of Revenues/Expenses

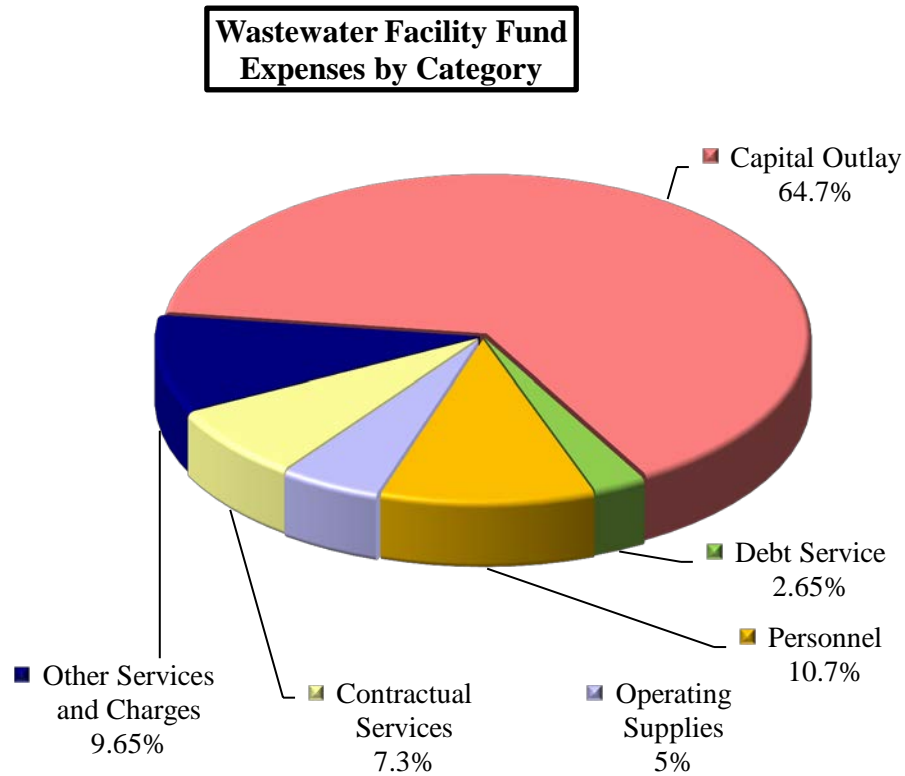
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Item Description	2016	2017		2018
	Actual	Budget	Revised	Final
Revenue Sources:				
Taxes	\$0	\$0	\$0	\$0
Licenses & Permits	0	0	0	0
Intergovernmental Revenues	0	0	0	0
Charges for Services	9,708,274	11,062,550	10,421,780	10,354,320
Fines & Forfeitures	0	0	0	0
Uses of Monies & Properties	34,003	6,700	30,150	30,150
Miscellaneous Revenues	631,679	445,240	425,610	427,180
Total Revenue Sources	10,373,955	11,514,490	10,877,540	10,811,650
Other Financing Sources:				
Transfers In	700,000	250,000	3,333,070	3,396,165
Carryover	0	21,330,825	11,831,655	10,318,570
Other Financing Resources	0	0	0	1,141,330
Residual Equity Interfund Transfer	0	0	0	0
Proceeds from Lease Purchase	0	0	0	0
Proceeds from Bonds	0	800,000	0	0
Total Other Financing Sources	700,000	22,380,825	15,164,725	14,856,065
Total Available Resources	11,073,955	33,895,315	26,042,265	25,667,715
Expenses:				
Personnel	1,980,361	2,050,870	2,107,415	2,167,890
Operating Supplies	539,336	656,300	541,350	699,700
Contractual Services	1,068,718	1,006,480	1,111,900	1,159,190
Other Services and Charges	995,507	1,528,350	1,321,910	2,830,025
Depreciation	1,783,021	0	0	0
Capital Outlay	393,920	17,065,975	8,311,480	9,018,695
Debt Service	2,097,718	2,163,250	2,026,560	2,046,825
Total Expenses	8,858,581	24,471,225	15,420,615	17,922,325
Other Uses:				
Transfers Out	0	250,000	0	0
Reserves	148,936	9,174,090	10,621,650	7,745,390
Residual Equity Interfund Transfer	0	0	0	0
Total Other Uses	148,936	9,424,090	10,621,650	7,745,390
Total Expenses and Other Uses	9,007,517	33,895,315	26,042,265	25,667,715
Net Income / (Loss)	\$2,066,438	\$0	\$0	\$0

Fiscal Year 2018 Budget
Wastewater Facility Fund Expenses by Category

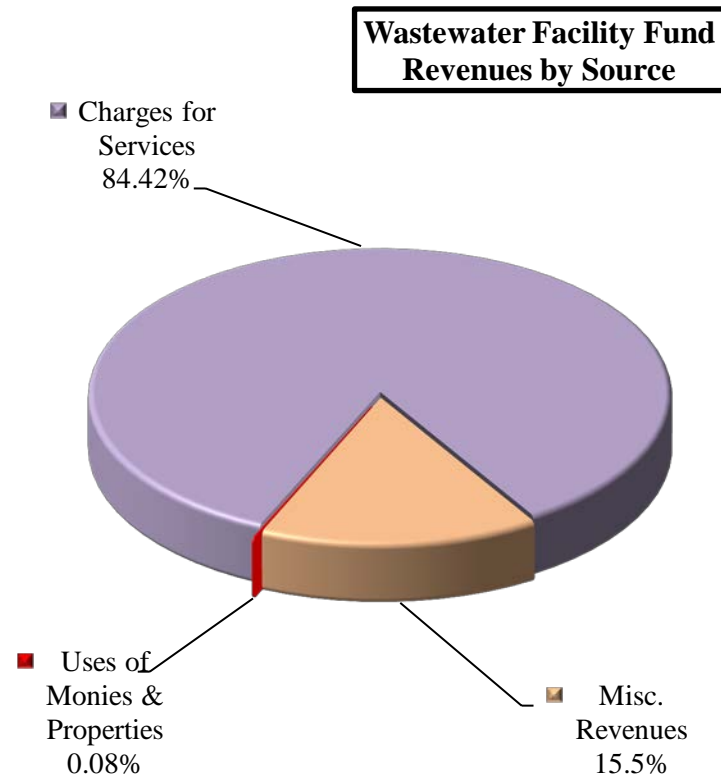
Table of Contents

Category	Personnel	Operating Supplies	Contractual Services	Other Services & Charges	Capital Outlay	Debt Service	Total
Subtotals	\$762,120	\$360,350	\$525,500	\$690,410	\$4,623,695	\$188,840	\$7,150,915
Totals	\$762,120	\$360,350	\$525,500	\$690,410	\$4,623,695	\$188,840	\$7,150,915



Wastewater Facility Fund Summary	
Revenues	\$2,613,420
Expenses	(7,150,915)
Revenues over (under) Expenses	(4,537,495)
Other Funding Sources/Uses	4,537,495
(Use)/Source of Retained Earnings	\$0

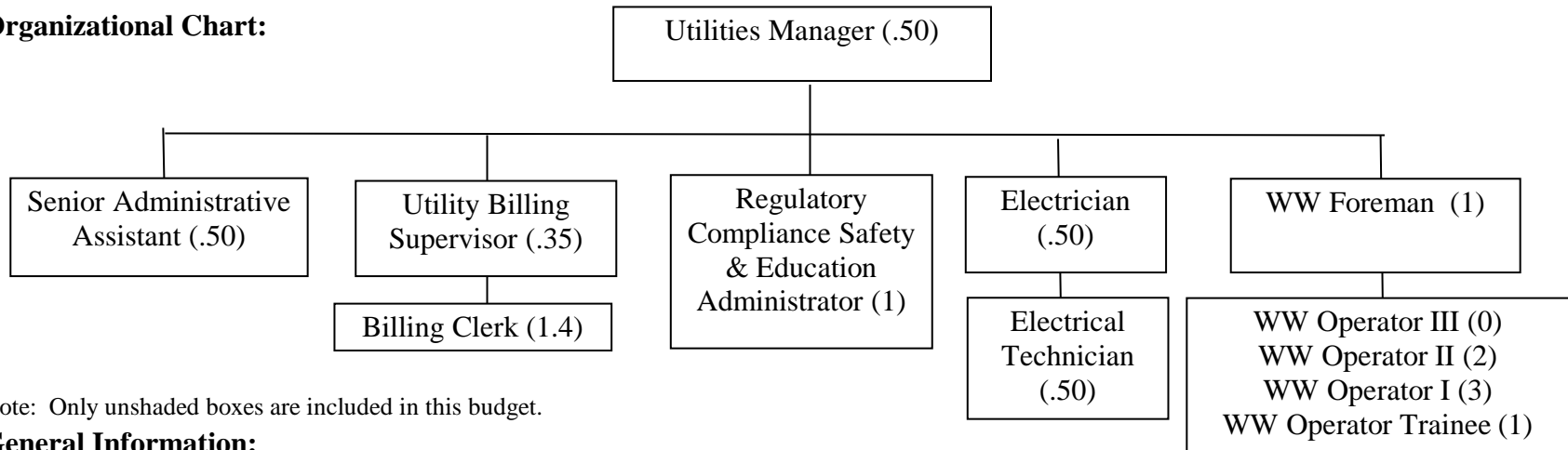
Wastewater Facility Fund Revenues by Source	
Uses of Monies & Properties	\$2,200
Charges for Services	2,206,620
Miscellaneous Revenues	404,600
Subtotal	2,613,420
Other Sources	4,537,495
Total Resources Available	\$7,150,915



Wastewater Facility Fund Revenues/Expenses/Changes in Retained Earnings

Item Description	2016	2017		2018	Percent Change
	Actual	Budget	Revised	Final	
Revenue Sources:					
Taxes					
City Sales Tax	\$0	\$0	\$0	\$0	0.00%
Charges for Services					
User Fees	2,126,351	2,739,750	2,184,460	2,193,500	0.41%
Tap Fees	0				0.00%
Effluent Revenue	13,311	10,000	13,120	13,120	0.00%
Uses of Monies & Properties					
Interest Income	2,278	100	2,200	2,200	0.00%
Miscellaneous Revenue					
Other Income	306,769	417,615	403,030	404,600	0.39%
Total Revenue Sources	2,448,709	3,167,465	2,602,810	2,613,420	0.41%
Other Financing Sources:					
Transfers In	700,000	250,000	3,333,070	3,396,165	1.89%
Carryover	0	10,268,960	3,176,990	0	-100.00%
Other Financing Sources	0	0	0	1,141,330	0.00%
Residual Equity Interfund Transfer	0	0	0	0	0.00%
Proceeds from Lease Purchase	0	0	0	0	0.00%
Proceeds from Bonds	0	0	0	0	0.00%
Total Other Financing Sources	700,000	10,518,960	6,510,060	4,537,495	-30.30%
Total Available Resources	3,148,709	13,686,425	9,112,870	7,150,915	-21.53%
Expenses:					
Personnel	701,420	725,270	752,620	762,120	1.26%
Operating Supplies	252,015	279,350	225,800	360,350	59.59%
Contractual Services	332,578	357,710	502,500	525,500	4.58%
Other Services and Charges	385,805	468,570	501,050	690,410	37.79%
Depreciation	528,897	0	0	0	0.00%
Capital Outlay	27,148	11,666,195	6,941,200	4,623,695	-33.39%
Debt Service	112,069	189,330	189,700	188,840	-0.45%
Total Expenses	2,339,932	13,686,425	9,112,870	7,150,915	-21.53%
Other Uses:					
Transfers Out	0	0	0	0	0.00%
Reserves	0	0	0	0	0.00%
Residual Equity Interfund Transfer	0	0	0	0	0.00%
Total Other Uses	0	0	0	0	0.00%
Total Expenses and Other Uses	2,339,932	13,686,425	9,112,870	7,150,915	-21.53%
Net Income / (Loss)	\$808,777	\$0	\$0	\$0	

Organizational Chart:



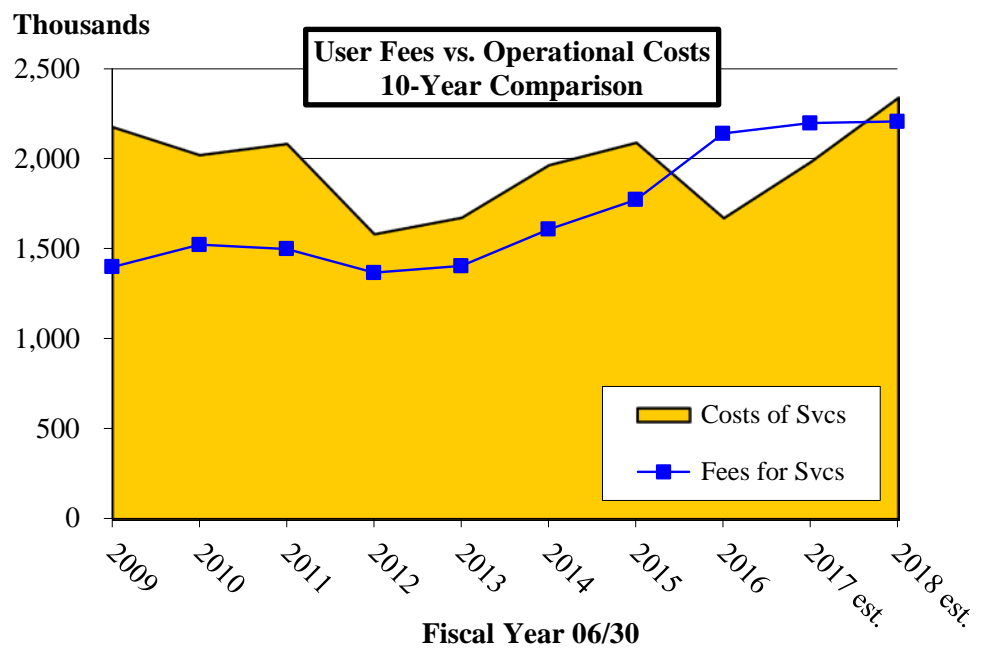
Note: Only unshaded boxes are included in this budget.

General Information:

The Wastewater Division is responsible for the operation and maintenance of a 1.5 million gallons per day (MGD) wastewater treatment facility, 55 miles of collection system main lines, five sewage lift stations, the Reclaimed Water Delivery System including the developments of Del Webb and Mesquite Hills as well as the Yavapai College reclaimed pump station, stand pipe, and of approximately 80 acres of effluent reuse and the Del Monte Riparian Zone. The Wastewater Division is also responsible for tap installations for new homes and businesses, for field locating (blue staking) of the underground collection system and completion of public information requests.

	Costs of Svcs	Fees for Svcs
2009	2,175,251	1,397,594
2010	2,020,026	1,520,972
2011	2,083,265	1,497,939
2012	1,582,321	1,365,235
2013	1,672,573	1,403,485
2014	1,963,705	1,607,438
2015	2,088,784	1,771,337
2016	1,671,818	2,139,662
2017 est.	1,981,970	2,197,580
2018 est.	2,338,380	2,206,620

Please Note : The net difference of operating fees and services is covered by fund balance and non-operating revenue.



FY 2017 Accomplishments:

- * Replacement and/or repair of 3 diffuser racks to improve aeration of treatment basin as well as effluent quality
- * Complete installation of new UV disinfection treatment system as a replacement for the old system
- * Completed 2,903 ft. of foaming root control in effort to destroy intrusive roots in critical areas
- * Installed new polymer injection system to restore centrifuge capability and thus reducing biosolid production
- * Completed construction of a new, fenced and secure chemical containment area which is OSHA and ADEQ compliant
- * Installed 1,000 ft. of new 6 inch effluent line to the storage tanks that will ensure adequate supply of reclaimed water to Cottonwood Ranch, Mesquite Hills and Yavapai College vineyards

FY 2018 Goals:

- * Replace or repair failing sewer lines as part of a multi-year contracted program
- * Install new biosolid centrifuges at Mingus Avenue Wastewater Reclamation Plant as part of multi-year replacement program
- * Replacement of deteriorating Parshall flume to ensure accurate measurement of influent flow, required per ADEQ
- * Start process for underwater inspection of two circular 60-foot diameter clarifiers that were built in 1990
- * Start inspection/assessment process of the aeration basin roof to determine if repair or replacement is needed
- * Upgrade the currently outdated Supervisory Control and Data Acquisition (SCADA), the computer-based wastewater plant control system, to ensure -among others- higher security standards and functionality
- * Start procure process for contractor to construct injection well
- * Sandblast and coat the concrete wet well of Lift Station 4, the City's largest sewage lift station
- * Place the Riverfront Wastewater Reclamation Facility in service

Budget Highlights:

For FY 2018, no Cost of Living Adjustment (COLA) has been budgeted. The increase in Personnel cost is due to the merit program. The projects for which Capital has been programmed can be found on page 279.

Health and Sanitation	Wastewater Facility	Fund 51 - Enterprise Fund	Cost Center	71XX
Performance Indicators				
City Council Goal:	Strive to maintain a uniquely desirable and sustainable community			
Department Goal:	Provide wastewater treatment that meets or exceeds Federal, State and Local compliance requirements			
Objective:	Improve influent/effluent treatment plant quality			
Type of Measure:	Outcome Based			
Tool:	System monitoring, reporting and operational feedback			
Frequency:	Daily, weekly, monthly, quarterly, semi-annual and annual reports			
Scoring:	Treated = gallons of effluent (relative to water conservation efforts); Efficiency-85% = 50%; 85%-95% = 75%; and 96%-99%=100%			
Trend:	Steady Improvement	Actual		Estimated
Measures:		2015	2016	2017
Wastewater Treated (millions of gallons)		342	333	349
WWTP Efficiency (Permit Required): Biochemical Oxygen Demand (85% Required)		98%	98%	98%
Total Suspended Solids (85% Required)		96%	99%	98%
City Council Goal:	Strive to maintain a uniquely desirable and sustainable community			
Department Goal:	Ensure regulatory compliance of effluent (reclaimed water) and encourage use of reclaimed water			
Objective:	Produce and distribute reclaimed water that meets or exceeds regulatory standards			
Type of Measure:	Outcome			
Tool:	Laboratory testing, metering			
Frequency:	Daily, monthly, quarterly, semi-annual, annual testing, reports and tours			
Scoring:	Exceedances :1-3= 90%; 4-6= 75%; >6= 50%; sold = steady improvement			
Trend:	Steady improvement	Actual		Estimated
Measures:		2015	2016	2017
Reclaimed Water Sold(millions)		12.4	15.8	16.5
Number of regulatory permit exceedances		2	3	2
Number of tours given/educational events attended		12 trs/2 evts	15 trs/4 evts	16 trs/5 evts
City Council Goal:	Strive to maintain a uniquely desirable and sustainable community			
Department Goal:	Maintain reliable infrastructure through rehabilitation, maintenance and inspection			
Objective:	Reduce the number of sanitary sewer overflows and rehabilitation of aging infrastructure			
Type of Measure:	Outcome Based			
Tool:	System monitoring, visual observation and repair reports			
Frequency:	Ongoing Project			
Scoring:	Blockages= percent reduction from previous, Cleaning and video taping (ft.)= 1,000-10,000 =50%; 11,000-20,000=75%; 20,000+ =100%; rehabilitation (spots/areas): 2-5=50%; 6-8=75%; 9+=100%			
Trend:	Steady improvement	Actual		Estimated
Measures:		2015	2016	2017
Sewer Line Video Taped (ft.)		7,000	12,500	15,000
Sewer Line Cleaned(ft.)		7,520	12,500	15,000
Number of Main Line Blockages		3	14	2
Sewer line rehabilitation (spot/areas)		10	1	10
Supplemental Data: Capital Outlay				
Item	2016	2017		2018
Description	Actual	Budget	Revised	Final
Plant Fiber Grate and Gate Replacement		\$24,800		
RWRF Furnishing, Misc. Equipment and Construction				\$70,200
Lift Station 4 Wet Well Expansion/Rehabilitation		300,000		300,000
RWRF, incl. UV-System		9,500,000	\$6,500,000	3,000,000
Driveway Repair at Plant				
WWTP Construction & Digester Blower		1,508,495	390,000	1,068,495
Polymer Blending Unit	\$21,305	38,000	11,050	
Gen. Construction & Recl. Pump and Lines, Flume, Materials		191,000	1,250	110,000
Truck	215			
Water/Wastewater Master Plan	4,946	28,900	28,900	
Reclaimed Line Mingus/89A & Selna Project		75,000	10,000	75,000
Color Printer	682			
Totals	\$27,148	\$11,666,195	\$6,941,200	\$4,623,695

Health and Sanitation	Wastewater Facility	Fund 51 - Enterprise Fund		Cost Center	71XX
Summary by Category					
Expenditure Category	2016	2017		2018	Percent Change
	Actual	Budget	Revised	Final	
Personnel	\$701,420	\$725,270	\$752,620	\$762,120	1.26%
Operating Supplies	252,015	279,350	225,800	360,350	59.59%
Contractual Services	332,578	357,710	502,500	525,500	4.58%
Other Services and Charges	385,805	468,570	501,050	690,410	37.79%
Depreciation (net)	528,897	0	0	0	0.00%
Capital Outlay	27,148	11,666,195	6,941,200	4,623,695	-33.39%
Reserves	0	0	0	0	0.00%
Debt Service	112,069	189,330	189,700	188,840	-0.45%
Department Totals	\$2,339,932	\$13,686,425	\$9,112,870	\$7,150,915	-21.53%

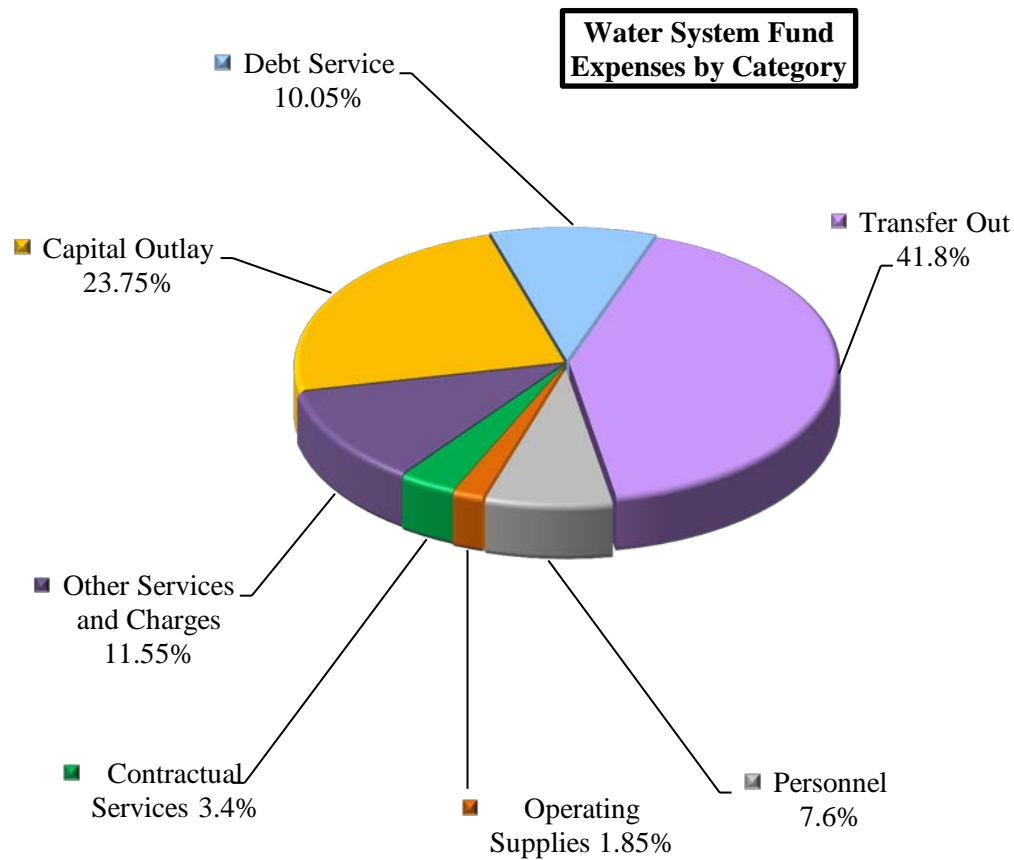
Departmental Fund Sources		
Funding Sources	Amount	% of Funding
Taxes	\$0	0.00%
Charges for Service	2,206,620	30.86%
Other Income	406,800	5.69%
Other Sources	4,537,495	63.45%
Total Funding		<u>100.00%</u>

Supplemental Data: Personnel						
Authorized Positions Job Classifications	Number of FTE's			Salary Range		2018
	2016	2017	2018	Minimum	Maximum	Budget
Utilities Manager	0.50	0.50	0.50	5,586	8,232	\$42,220
Utility Ops Manager	0.00	0.00	0.00	4,825	7,111	0
WWTP Superintendent	1.00	0.00	0.00	3,970	5,850	0
Regul. Compl. Safety & Educ. Adminr.	0.00	1.00	1.00	3,970	5,850	69,685
WW Foreman	0.00	1.00	1.00	3,601	5,306	45,125
WW Operator III	0.00	0.00	0.00	3,266	4,813	0
WW Operator II*	3.00	2.00	2.00	2,962	4,365	48,980
WW Operator I*	3.00	3.00	3.00	2,687	3,960	105,400
WW Operator Trainee	0.00	1.00	1.00	2,437	3,591	29,250
Senior Administrative Assistant	0.50	0.50	0.50	2,962	4,365	26,195
Electrician	0.50	0.50	0.50	3,601	5,306	22,145
Electrical Technician	0.50	0.50	0.50	2,821	4,158	18,240
Utility Billing Supervisor	0.35	0.35	0.35	3,781	5,572	16,685
Utility Billing Clerk	1.40	1.40	1.40	2,437	3,591	31,230
*These positions rotate as required certifications have been earned						
COLA						0
Holiday Pay & Overtime						57,750
Clothing Allowance						1,750
Car Allowance & Cert pay						0
Merit Contingency						13,325
Retirement						60,370
Insurance & Taxes						173,770
Other Related Expenses						0
Totals	<u>10.75</u>	<u>11.75</u>	<u>11.75</u>			<u>\$762,120</u>

Health and Sanitation	Wastewater Facility	Fund 51 - Enterprise Fund		Cost Center	71XX
Supplemental Data: Expenditures					
Item Description	2016	2017		2018	Percent Change
	Actual	Budget	Revised	Final	
Supplies					
Office Supplies	2,257	2,650	3,150	4,150	31.75%
Copier Supplies	0	0	0	0	0.00%
Gas & Oil	5,831	10,000	7,750	10,000	29.03%
Vehicle Maint & Repairs	7,189	6,000	4,200	5,000	19.05%
Equipment Maint & Repairs	158,147	200,000	160,000	255,000	59.38%
Chlorine	4,772	3,500	2,000	5,700	185.00%
Polymer	23,446	16,700	16,700	17,000	1.80%
Operational Equipment & Supplies	24,543	25,000	15,000	39,000	160.00%
Postage & Freight	19,570	14,500	16,500	16,500	0.00%
Odor Control Supplies	0	0	0	7,000	0.00%
Building Maint & Repairs	6,261	1,000	500	1,000	100.00%
Total Supplies	252,015	279,350	225,800	360,350	59.59%
Contractual Services					
Computer Support	2,910	4,300	4,300	5,100	18.60%
Contractual Services	65,611	60,000	125,000	145,000	16.00%
Sludge Disposal	80,468	92,700	93,000	93,000	0.00%
Employee Physicals	110	660	200	400	100.00%
Legal Advertising	15	50	0	0	0.00%
General Counsel	0	0	0	0	0.00%
Impact Fee Study	0	0	0	0	0.00%
Indirect Cost to General Fund	183,463	200,000	280,000	282,000	0.71%
Total Contractual Services	332,578	357,710	502,500	525,500	4.58%
Other Services and Charges					
Travel & Training	1,593	2,000	2,010	2,000	-0.50%
Subscriptions & Memberships	830	0	850	850	0.00%
Printing & Forms		0	250	250	0.00%
Utilities	379,530	356,500	392,255	515,910	31.52%
Telephone	4,215	4,000	4,700	8,100	72.34%
Bad Debt Expense	0	0	0	0	0.00%
Lab/Testing	46,654	45,000	40,000	88,000	120.00%
Tools	1,755	1,600	1,300	3,100	138.46%
Equipment Rental	414	0	0	0	0.00%
Liability Insurance	33,215	37,770	30,185	32,700	8.33%
ADEQ Annual Fee	24,265	16,500	24,000	34,000	41.67%
ASRS Pension Expense	(115,184)	5,200	5,000	5,000	0.00%
Bank Charges	8,518	0	500	500	0.00%
Total Other Services & Charges	385,805	468,570	501,050	690,410	37.79%
Debt Service					
2015 Excise Bond - Principal	0	93,795	93,795	94,815	1.09%
2015 Excise Bond - Interest	86,418	94,740	94,740	92,860	-1.98%
Bond Issuance Costs	23,349	0	0	0	0.00%
2015 Excise Bond-Trustee Fees	856	0	0	0	0.00%
Investment Expense	1,445	795	1,165	1,165	0.00%
Total Debt Service	112,069	189,330	189,700	188,840	-0.45%

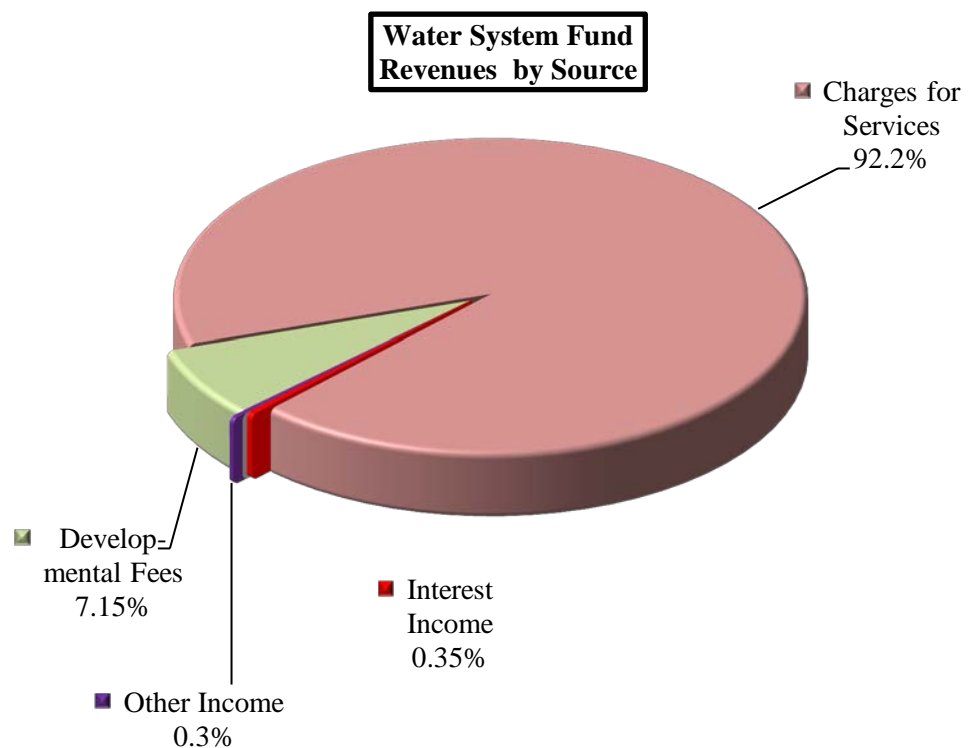
Water System Facility Fund Expenses by Category

Category	Personnel	Operating Supplies	Contractual Services	Other Services & Charges	Capital Outlay	Debt Service	Transfer Out	Total
Subtotals	\$1,405,770	\$339,350	\$633,690	\$2,139,615	\$4,395,000	\$1,857,985	\$7,745,390	\$18,516,800
Totals	\$1,405,770	\$339,350	\$633,690	\$2,139,615	\$4,395,000	\$1,857,985	\$7,745,390	\$18,516,800



Water System Fund Fund Summary	
Revenues	\$ 8,198,230
Expenses	(\$10,771,410)
Revenues over (under) Expenses	(\$2,573,180)
Other Funding Sources/Uses	2,573,180
(Use)/Source of Retained Earnings	\$0

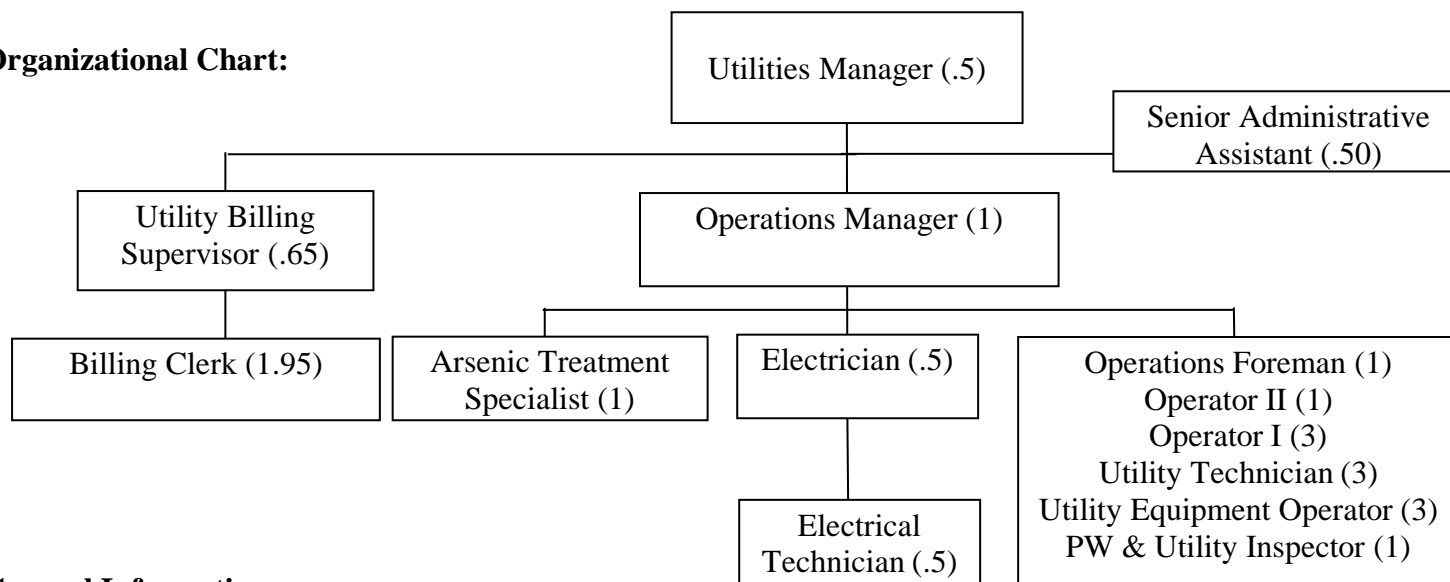
Water System Fund Revenues by Source	
Developmental Fees	\$585,700
Charges for Services	7,562,000
Interest Income	27,950
Proceeds from Bonds	-
Other Income	22,580
Subtotal	8,198,230
Other Sources	10,318,570
Total Resources Available	\$18,516,800



Water System Facility Fund Revenues/Expenses/Changes in Retained Earnings

Item Description	2016	2017		2018	Percent Change
	Actual	Budget	Revised	Final	
Revenue Sources:					
Taxes					
City Sales Tax	\$0	\$0	\$0	\$0	0.00%
Charges for Services					
User Fees	6,981,671	7,736,050	7,297,960	7,562,000	3.62%
Reserves	586,941	576,750	926,240	585,700	-36.77%
Uses of Monies & Properties					
Interest Income	31,725	6,600	27,950	27,950	0.00%
Miscellaneous Revenue					
Other Income	324,910	27,625	22,580	22,580	0.00%
Total Revenue Sources	7,925,247	8,347,025	8,274,730	8,198,230	-0.92%
Other Financing Sources:					
Transfers In	0	0	0	0	0.00%
Carryover	0	11,061,865	8,654,665	10,318,570	27.81%
Residual Equity Interfund Transfer	0	0	0	0	0.00%
Proceeds from Lease Purchase	0	0	0	0	0.00%
Proceeds from Bonds	0	800,000	0	0	0.00%
Total Other Financing Sources	0	11,861,865	8,654,665	10,318,570	19.23%
Total Available Resources	7,925,247	20,208,890	16,929,395	18,516,800	9.38%
Expenses:					
Personnel	1,278,941	1,325,600	1,354,795	1,405,770	3.76%
Operating Supplies	287,321	376,950	315,550	339,350	7.54%
Contractual Services	736,141	648,770	609,400	633,690	3.99%
Other Services and Charges	609,702	1,059,780	820,860	2,139,615	160.66%
Depreciation	1,254,123	0	0	0	0.00%
Capital Outlay	366,772	5,399,780	1,370,280	4,395,000	220.74%
Debt Service	1,985,650	1,973,920	1,836,860	1,857,985	1.15%
Total Expenses	6,518,650	10,784,800	6,307,745	10,771,410	70.76%
Other Uses:					
Transfers Out	0	250,000	0	0	0.00%
Reserves	148,936	9,174,090	10,621,650	7,745,390	-27.08%
Other Finances Uses					
Residual Equity Interfund Transfer	0	0	0	0	0.00%
Total Other Uses	148,936	9,424,090	10,621,650	7,745,390	-27.08%
Total Expenses and Other Uses	6,667,586	20,208,890	16,929,395	18,516,800	9.38%
Net Income / (Loss)	\$1,257,661	\$0	\$0	\$0	

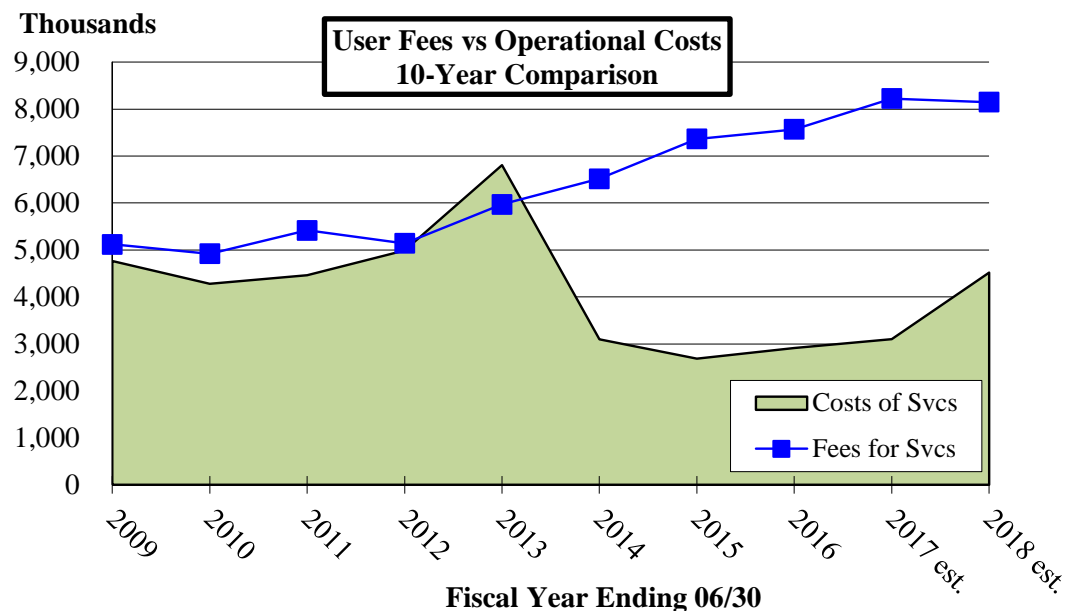
Organizational Chart:



General Information:

The Water Utilities Department is responsible for the operation and maintenance of the water department, installing water line, repairing water line, billing for water usage, arsenic remediation and all functions that pertain to the Cottonwood Municipal Water and Wastewater Utilities.

	Costs of Svcs	Fees for Svcs
2009	4,764,688	5,120,693
2010	4,279,726	4,920,251
2011	4,462,193	5,417,637
2012	4,989,135	5,141,046
2013	6,806,885	5,972,270
2014	3,097,043	6,516,660
2015	2,685,508	7,364,008
2016	2,912,104	7,568,612
2017 est.	3,100,605	8,224,200
2018 est.	4,518,425	8,147,700



FY 2017 Accomplishments:

- * As part of the Old Town waterline replacement program, portions of Pinal, Pima and Main Street water mains and services have been replaced and new fire hydrants installed which has resulted in improved water quality, pressure and fire flow. Work is progressing on 1st through 4th Streets
- * Generator at Mesquite Hills treatment facility has been installed providing consistent water pressure to the Mesquite Hills subdivision and Cottonwood Ranch area during APS power interruptions
- * Completed employee parking lot pavement project at the Community Development Services building
- * 60 valves in the Verde Villages and Cottonwood have been replaced reducing the impact of water breaks
- * Well at Verde Santa Fe has been fully replaced
- * Planting of Arizona Ash trees and gravel fill deposited at 17th Street to absorb water runoff
- * Replacement of water mains at various locations such as at North Willard, Main Street at Gila Street crossing, and from the Willard roundabout to Main Street

FY 2018 Goals:

- * Start arsenic treatment coagulation-filtration (CF) site water reclamation and solids handling pilot in-house project that will result in cost savings due to reduced water loss and reduction in biosolids tipping fees for land application versus land fill
- * Install generators at Lower 5 Booster Pumps (VVMC Supply) and Well 7-2 (Verde Villages 6, 7, and 8) to maintain pressure and ensure continued supply during APS outages
- * Move forward with the multi-year (phased) Gila Crossing waterline replacement project
- * Progression of the valve replacement program in Cottonwood/Verde Villages and the Old Town waterline replacement project

Budget Highlights:

The capital items budgeted for FY 2018, totaling \$4,395,000, are listed on page 279. There are changes in Personnel costs due to the merit program. There's no Cost-of-Living Adjustment (COLA) scheduled for this year.

Health and Sanitation		Water System Facility		Fund 50 - Enterprise Fund		Cost Center		7XXX	
Performance Indicators									
City Council Goal:	Strive to maintain a uniquely desirable and sustainable community								
Department Goal:	Improve reliability of potable water service to residents of Cottonwood and adjacent areas								
Objective:	Improve supply and distribution systems to improve water quality and reduce customer service disruptions								
Type of Measure:	Outcome based								
Tool:	System monitoring, service reports, and operator feedback,								
Frequency:	Daily, weekly, monthly and annual reports								
Scoring:	Numerical reduction in system leaks								
Trend:	Trending downward				Actual		Estimated	Anticipated	
Measures:					2015	2016	2017	2018	
System leaks repaired					122	120	115	115	
Water main replaced LF					6,000	8,200	7,500	8,000	
City Council Goal:	Strive to maintain a uniquely desirable and sustainable community								
Department Goal:	Ensure regulatory compliance								
Objective:	Constant testing, treatment and documentation at all affected sites								
Type of Measure:	Outcome based								
Tool:	Regulatory notification; operator logs; improved documentation								
Frequency:	Daily, weekly, monthly and annual reports								
Scoring:	ADEQ/EPA compliance based on number of sites per quarter								
Trend:	Constant improvement				Actual		Estimated	Anticipated	
Measures:					2015	2016	2017	2018	
Number of process (in-house) arsenic tests performed					1,300	1,290	1,300	1,325	
Number of compliance sample tests performed					90	98	100	100	
Percentage ADEQ/EPA compliance					99%	99%	99%	99%	
Arsenic Regeneration procedures performed					900	950	975	975	
City Council Goal:	Strive to maintain a uniquely desirable and sustainable community								
Department Goal:	Improve utility billing customer satisfaction rating								
Objective:	Combine water and sewer billing								
Type of Measure:	Outcome based								
Tool:	Numerical data								
Frequency:	Monthly								
Scoring:	Numerical reduction in separate water/sewer accounts								
Trend:	Steady improvement				Actual		Estimated	Anticipated	
Measures:					2015	2016	2017	2018	
Number of combined residential water/sewer accounts					2,500	3,558	3,600	3,650	
Number of combined commercial water/sewer accounts					250	511	515	515	
Number of remaining water/sewer accounts to be merged					864	0	0	0	
Combined percentage of water/sewer bill consolidation					70%	100%	100%	100%	
Supplemental Data: Capital Outlay									
Item					2016	2017		2018	
Description					Actual	Budget	Revised	Final	
Water System Upgrades & Reservoir / Water Line - Hwy 260					\$17,995	\$2,160,000	\$121,000	\$2,185,000	
MS Surface Pro & Accessories (2015) / Printer (2017)						2,980	8,677		
Asphalt Paver Machine/Parking Lot Upgrade/Misc. Equipment					19,345	40,000	55,654		
Mesquite Hills & Line Replacements and Extensions					11,931	460,000	22,000	400,000	
Water Storage Reservoir Inspection and Cleaning						26,000	22,500		
W Mingus Reconstruction & System Upgrade						1,055,900	455,900	600,000	
Water Storage/Well Booster					12,061	150,000	150,000	75,000	
Well-site Generators & Dump Truck						50,000		185,000	
Well Improvements & Construction-General Plan					12,401	307,900	148,900	275,000	
Fire Hydrants/Water Lines incl. at Gila & Main Street					46,555	350,000	145,500	225,000	
Arsenic Mitigation Equip & Trailer, Generator & Trailer					246,484	500,000		450,000	
Scada Upgrades, Plotter, Trace Detect & Impact Study						27,500	25,904		
Cleanup of Stock Pile						29,500			
Utility Trucks (6)						240,000	214,246		
					\$366,772	\$5,399,780	\$1,370,280	\$4,395,000	

Health and Sanitation	Water System Facility	Fund 50 - Enterprise Fund	Cost Center	7XXX	
Summary by Category					
Expenditure Category	2016	2017		2018	Percent Change
	Actual	Budget	Revised	Final	
Personnel	\$1,278,941	\$1,325,600	\$1,354,795	\$1,405,770	3.76%
Operating Supplies	287,321	376,950	315,550	339,350	7.54%
Contractual Services	736,141	648,770	609,400	633,690	3.99%
Other Services and Charges	609,702	1,059,780	820,860	2,139,615	160.66%
Depreciation (net)	1,254,123	0	0	0	0.00%
Capital Outlay	366,772	5,399,780	1,370,280	4,395,000	220.74%
Reserves	148,936	9,174,090	10,621,650	7,745,390	-27.08%
Transfers Out - Debt Service	0	250,000	0	0	0.00%
Debt Service	1,985,650	1,973,920	1,836,860	1,857,985	1.15%
Department Totals	\$6,667,586	\$20,208,890	\$16,929,395	\$18,516,800	9.38%

Departmental Fund Sources		
Funding Sources	Amount	% of Funding
Development Reserves	\$585,700	3.16%
Charges for Service	7,562,000	40.84%
Other Income	50,530	0.27%
Fund Balance	10,318,570	55.73%
Total Funding		100.00%

Supplemental Data: Personnel						
Authorized Positions Job Classifications	Number of FTE's			Salary Range		2018
	2016	2017	2018	Minimum	Maximum	Budget
Utilities Manager	0.50	0.00	0.00	5,586	8,232	\$42,220
Operations Supervisor	1.00	1.00	1.00	4,825	7,111	71,320
Operations Foreman	1.00	1.00	1.00	3,266	4,813	60,485
PW & Utility Inspector	1.00	1.00	1.00	3,266	4,813	47,900
Utility Equipment Operator	3.00	3.00	3.00	2,962	4,365	131,130
Operator II	2.00	2.00	1.00	2,962	4,365	49,815
Operator I*	2.00	2.00	3.00	2,687	3,960	117,315
Utility Technician	3.00	3.00	3.00	2,437	3,591	90,530
Arsenic Treatment Specialist	1.00	1.00	1.00	3,429	5,054	55,375
Terrorism Liaison Officer	0.00	0.00	0.00	3,601	5,306	0
Senior Administrative Assistant	0.50	0.50	0.50	2,962	4,365	26,190
Electrician	0.50	0.50	0.50	3,601	5,306	22,145
Electrical Technician	0.50	0.50	0.50	2,821	4,158	18,240
Utility Billing Supervisor	0.65	0.65	0.65	3,781	5,572	30,985
Utility Billing Clerk	2.60	1.95	1.95	2,437	3,591	57,995
*These positions rotate as required certifications have been earned						
COLA						0
Overtime						107,000
Holiday Pay						4,200
Car & Clothing Allowance						5,500
Merit Contingency						24,845
Retirement						110,140
Insurance & Taxes						332,440
Employee Related Expenses						
Totals	19.25	18.10	18.10			\$1,405,770

Health and Sanitation	Water System Facility	Fund 50 - Enterprise Fund		Cost Center	7XXX
Supplemental Data: Expenditures					
Item	2016	2017		2018	Percent Change
Description	Actual	Budget	Revised	Final	
Supplies					
Office Supplies	6,889	6,000	6,000	6,000	0.00%
Copier Supplies	0	0	0	0	0.00%
Gas & Oil	26,020	45,000	24,500	35,000	42.86%
Vehicle Maint & Repairs	23,477	15,000	17,000	17,000	0.00%
Equipment Maint & Repairs	141,371	180,700	172,000	175,000	1.74%
Chemicals	30,248	60,000	34,000	40,000	17.65%
Operational Supplies	11,421	22,000	26,000	26,000	0.00%
Postage & Freight	38,224	40,750	28,550	32,750	14.71%
Small Tools	2,878	3,500	3,500	3,600	2.86%
Building Maint & Repairs	6,793	4,000	4,000	4,000	0.00%
Total Supplies	287,321	376,950	315,550	339,350	7.54%
Contractual Services					
Computer Support	10,101	10,400	7,350	8,300	12.93%
Contractual Services - M&O	135,631	160,000	121,000	163,000	34.71%
Employee Physicals	114	1,000	650	1,000	53.85%
Water/Wastewater Master Plan	0	0	0	0	0.00%
General Counsel	0	0	0	0	0.00%
Indirect Cost to General Fund	556,773	450,000	450,000	450,000	0.00%
Lease Purchase Payments	33,522	27,370	30,400	11,390	-62.53%
Total Contractual Services	736,141	648,770	609,400	633,690	3.99%
Other Services and Charges					
Travel & Training	5,262	4,500	5,060	7,060	39.53%
Subscriptions & Memberships	508	2,500	2,500	2,500	0.00%
Verde River Days	1,635	1,000	1,000	1,000	0.00%
Printing & Forms	5,218	6,500	2,500	3,000	20.00%
Utilities	414,356	388,500	460,850	524,500	13.81%
Telephone	16,077	13,650	15,470	16,750	8.27%
Legal Advertising	320	250	0	0	0.00%
Lab/Testing	7,642	28,000	5,000	28,000	460.00%
Equipment Rental	70	1,000	0	1,000	0.00%
Liability Insurance	61,685	68,800	65,405	88,400	35.16%
ADEQ Annual Fee	(338)	26,000	26,000	26,000	0.00%
Arsenic Systems Maintenance	52,546	400,000	87,000	150,000	72.41%
Aide in Lieu of Construction	91,200	100,000	100,000	100,000	0.00%
Payment Assistance Program	10,750	12,000	12,000	12,000	0.00%
Public Relations	134	0			0.00%
Bank Charges	15,819	0	33,000	33,000	0.00%
Bad Debt	0	0	0	0	0.00%
Trust Land Annexation	70	0			0.00%
Investment Expense	2,818	2,080	5,075	5,075	0.00%
Trustee Fees-2015 Excise Bond	343	0	0	0	0.00%
Bond Issuance Costs	9,355	0	0	0	0.00%
Other Financing Uses	0	0	0	1,141,330	0.00%
ASRS Pension Expense	(85,766)	5,000	0	0	0.00%
Total Other Services & Charges	609,702	1,059,780	820,860	2,139,615	160.66%

Health and Sanitation	Water System Facility	Fund 50 - Enterprise Fund		Cost Center	8XXX
Supplemental Data: Expenditures					
Item	2016	2017		2018	Percent Change
Description	Actual	Budget	Revised	Final	
Debt Service					
Interest - 2004 MPC Bond	0	0	0	0	0.00%
Principal - 2004 MPC Bond	0	0	0	0	0.00%
Trustee Fees - 2004 MPC Bond	1,250	0	0	0	0.00%
Interest - 2006 MPC Bond	945,061	0	0	0	0.00%
Principal - 2006 MPC Bond	0	0	0	0	0.00%
Trustee Fees - 2006 MPC Bond	4,150	0	1,250	0	-100.00%
Issuance Costs	493,282	0	0	0	0.00%
Principal - 2015 WIFA Bond	0	623,095	623,095	636,805	2.20%
Interest - 2015 WIFA Bond	268,478	221,180	183,895	170,190	-7.45%
Trustee Fees - 2015 WIFA Bond	1,000	1,000	1,000	1,000	0.00%
Issuance Costs	86,555	0	0	0	0.00%
Principal - 2016 WIFA Bond	0	536,495	684,210	695,870	1.70%
Interest - 2016 WIFA Bond	0	315,610	266,870	277,920	4.14%
Trustee Fees - 2016 WIFA Bond	1,000	1,000	1,000	1,000	0.00%
Issuance Costs	150,247	200,000	0	0	0.00%
Trustee Fees - 2015 Excise Bond	0	0	0	0	0.00%
Principal - 2015 Excise Bond	0	37,580	37,580	37,990	1.09%
Interest - 2015 Excise Bond	34,626	37,960	37,960	37,210	-1.98%
Total Debt Service	1,985,650	1,973,920	1,836,860	1,857,985	1.15%

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Water Infrastructure Finance Authority

2016 Loan

Maturity	Principal			Rate	Int/Fees	Debt Service
	Payments	Retired	Balance			
January 1, 2018					\$123,675	
July 1, 2018	695,869	1,380,079	13,819,921	1.704%	123,675	\$943,219
January 1, 2019					117,746	
July 1, 2019	707,727	2,087,806	13,112,194	1.704%	117,746	943,218
January 1, 2020					111,716	
July 1, 2020	719,786	2,807,592	12,392,408	1.704%	111,716	943,218
January 1, 2021					105,583	
July 1, 2021	732,051	3,539,643	11,660,357	1.704%	105,583	943,218
January 1, 2022					99,346	
July 1, 2022	744,526	4,284,169	10,915,831	1.704%	99,346	943,218
January 1, 2023					93,003	
July 1, 2023	757,212	5,041,381	10,158,619	1.704%	93,003	943,218
January 1, 2024					86,551	
July 1, 2024	770,115	5,811,497	9,388,503	1.704%	86,551	943,218
January 1, 2025					79,990	
July 1, 2025	783,238	6,594,735	8,605,265	1.704%	79,990	943,218
January 1, 2026					73,317	
July 1, 2026	796,584	7,391,319	7,808,681	1.704%	73,317	943,218
January 1, 2027					66,530	
July 1, 2027	810,158	8,201,477	6,998,523	1.704%	66,530	943,218
January 1, 2028					59,627	
July 1, 2028	823,963	9,025,440	6,174,560	1.704%	59,627	943,218
January 1, 2029					52,607	
July 1, 2029	838,004	9,863,444	5,336,556	1.704%	52,607	943,218
January 1, 2030					45,467	
July 1, 2030	852,283	10,715,727	4,484,273	1.704%	45,467	943,218
January 1, 2031					38,206	
July 1, 2031	866,806	11,582,533	3,617,467	1.704%	38,206	943,218
January 1, 2032					30,821	
July 1, 2032	881,576	12,464,110	2,735,890	1.704%	30,821	943,218
January 1, 2033					23,310	
July 1, 2033	896,599	13,360,708	1,839,292	1.704%	23,310	943,218
January 1, 2034					15,671	
July 1, 2034	911,877	14,272,585	927,415	1.704%	15,671	943,218
January 1, 2035					7,902	
July 1, 2035	927,415	15,200,000	0	1.704%	7,902	943,218
Totals	\$14,515,790				\$2,462,136	\$16,977,927

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These funds are used to account for assets held in trust by a government in a trustee capacity or agency capacity for others and which therefore cannot be used to support the government's own programs.

Fund/Account Number

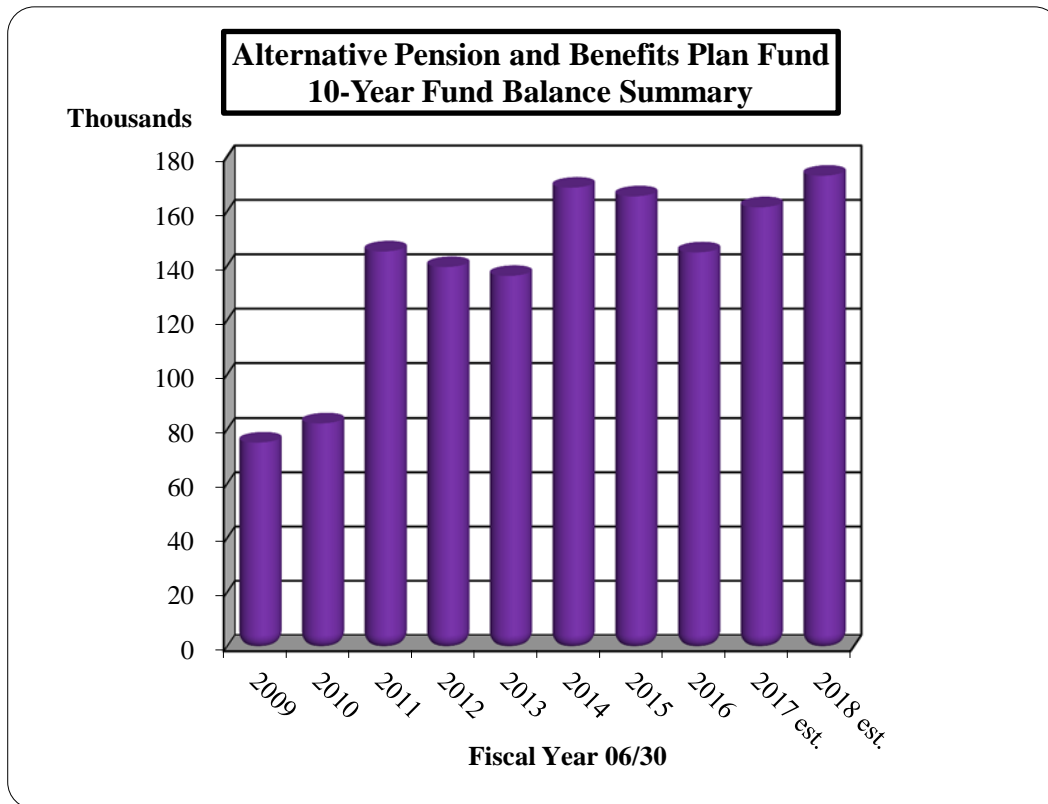
Description

70

Alternative Pension and Benefits Plan Fund

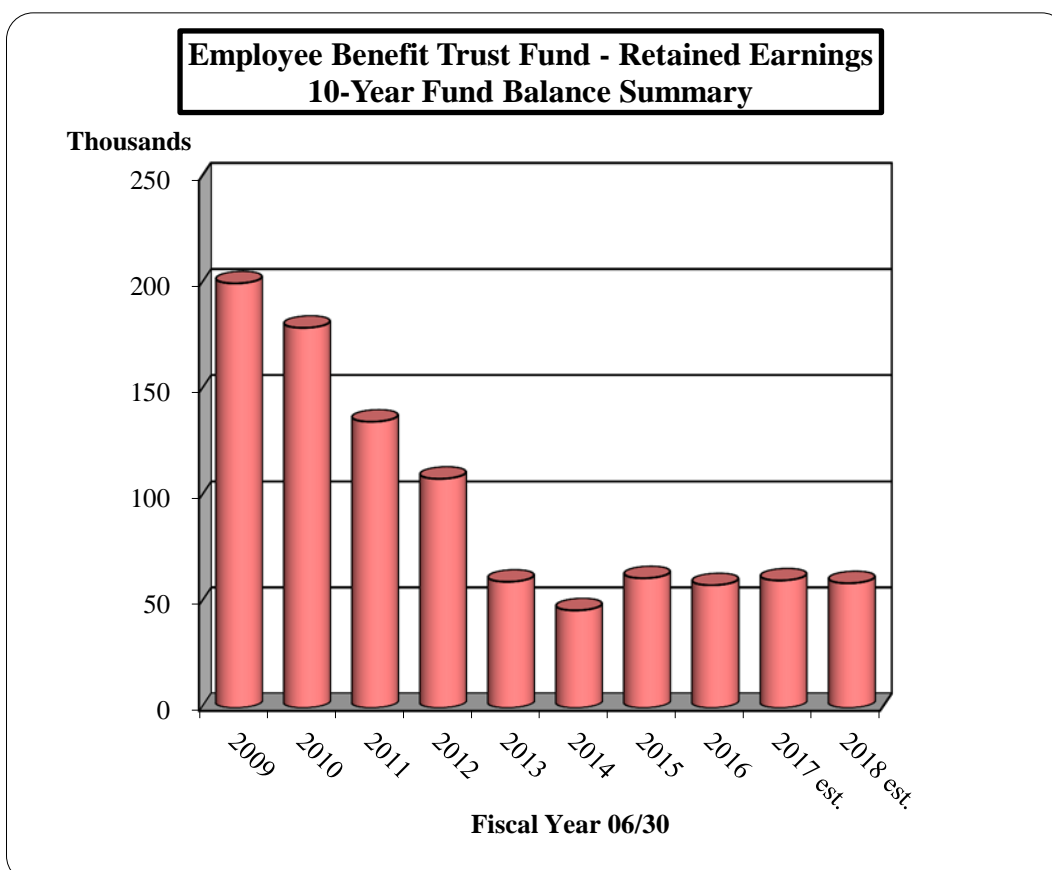
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Employee Benefit Trust Fund



Fiscal Year 06/30	Fund Balance
2009	75,900
2010	82,973
2011	145,970
2012	140,245
2013	136,970
2014	169,420
2015	166,230
2016	145,600
2017 est.	162,200
2018 est.	173,800

The following represents a ten-year illustration of retained earnings for this fund. The fund balance is providing short term disability for all employees.



Fiscal Year 06/30	Fund Balance
2009	200,101
2010	179,117
2011	134,830
2012	108,191
2013	59,580
2014	46,060
2015	61,250
2016	57,950
2017 est.	60,200
2018 est.	58,900

Fiscal Year 2018 Budget
Consolidated Statement of Revenues/Expenditures

Table of Contents

Item Description	2016	2017		2018
	Actual	Budget	Revised	Final
Revenue Sources:				
Taxes	\$0	\$0	\$0	\$0
Intergovernmental Revenues	0	0	0	0
Charges for Services	0	0	0	0
Fines & Forfeitures	0	0	0	0
Uses of Monies & Properties	(10,362)	0	30,000	25,000
Miscellaneous Revenues	879	700	750	700
Total Revenue Sources	(9,483)	700	30,750	25,700
Other Financing Sources:				
Transfers In	0	0	0	0
Carryover	0	220,070	207,050	222,400
Residual Equity Interfund Transfer	0	0	0	0
Proceeds from Lease Purchase	0	0	0	0
Proceeds from Bonds	0	0	0	0
Total Other Financing Sources	0	220,070	207,050	222,400
Total Available Resources	(9,483)	220,770	237,800	248,100
Expenditures:				
Personnel	0	0	0	0
Operating Supplies	0	0	0	0
Contractual Services	5,183	5,600	5,600	5,600
Other Services and Charges	8,664	1,810	9,800	9,800
Capital Outlay	0	0	0	0
Reserves	0	213,360	222,400	232,700
Debt Service	0	0	0	0
Total Expenditures	13,847	220,770	237,800	248,100
Other Uses:				
Transfers Out	0	0	0	0
Residual Equity Interfund Transfer	0	0	0	0
Total Other Uses	0	0	0	0
Total Expenditures and Other Uses	13,847	220,770	237,800	248,100
Net Income / (Loss)	(23,330)	\$0	\$0	\$0

Alternative Pension and Benefits Plan Fund Revenues/Expenditures

Item Description	2016	2017		2018	Percent Change
	Actual	Budget	Revised	Final	
Revenue Sources:					
Taxes					
Sales Tax	\$0	\$0	\$0	\$0	0.00%
Intergovernmental Revenues					
City Contribution / Fire Ins Premium	0	0	0	0	0.00%
Uses of Monies & Properties					
Interest Income	(10,362)	0	30,000	25,000	-100.00%
Miscellaneous Revenues					
Other Income	0	0	0	0	0.00%
Total Revenue Sources	(10,362)	0	30,000	25,000	-16.67%
Other Financing Sources:					
Transfers In	0	0	0	0	0.00%
Carryover	0	160,820	145,600	162,200	11.40%
Residual Equity Interfund Transfer	0	0	0	0	0.00%
Proceeds from Lease Purchase	0	0	0	0	0.00%
Proceeds from Bonds	0	0	0	0	0.00%
Total Other Financing Sources	0	160,820	145,600	162,200	11.40%
Total Available Resources	(10,362)	160,820	175,600	187,200	6.61%
Expenditures:					
Personnel	0	0	0	0	0.00%
Operating Supplies	0	0	0	0	0.00%
Contractual Services	3,600	3,600	3,600	3,600	0.00%
Other Services and Charges	8,664	1,810	9,800	9,800	0.00%
Capital Outlay	0	0	0	0	0.00%
Reserves	0	155,410	162,200	173,800	7.15%
Debt Service	0	0	0	0	0.00%
Total Expenditures	12,264	160,820	175,600	187,200	6.61%
Other Uses:					
Transfers Out	0	0	0	0	0.00%
Residual Equity Interfund Transfer	0	0	0	0	0.00%
Total Other Uses	0	0	0	0	0.00%
Total Expenditures and Other Uses	12,264	160,820	175,600	187,200	6.61%
Net Income / (Loss)	(\$22,626)	\$0	\$0	\$0	

Organizational Chart:

None

General Information:

Alternative Pension and Benefits Plan Fund accounts for the defined contribution pension plan which is administrated by the City and a board of trustees for the City's volunteer firefighters.

Revenues are received from the state's Fire Insurance Premium Tax, contributions from the City and members, and interest on investments.

FY 2017 Accomplishments:

- * Maintained the financial health of the pool

FY 2018 Goals:

- * Continue to search for ways to improve plan
- * Maintain the financial stability of the pool

Budget Highlights:

No significant changes are planned for this fund.

Fiduciary Fund	Alternative Pension and Benefits Plan		Fund 09	Cost Center	10-00
Summary by Category					
Expenditure Category	2016	2017		2018	Percent Change
	Actual	Budget	Revised	Final	
Personnel	\$0	\$0	\$0	\$0	0.00%
Operating Supplies	0	0	0	0	0.00%
Contractual Services	3,600	3,600	3,600	3,600	0.00%
Other Services and Charges	8,664	1,810	9,800	9,800	0.00%
Capital Outlay	0	0	0	0	0.00%
Reserves	0	155,410	162,200	173,800	7.15%
Debt Service	0	0	0	0	0.00%
Department Totals	\$12,264	\$160,820	\$175,600	\$187,200	6.61%

Departmental Fund Sources		
Funding Sources	Amount	% of Funding
Contributions	\$177,950	95.06%
Interest Income	0	0.00%
Other Income	0	0.00%
Fund Balance	9,250	4.94%
Total Funding		<u>100.00%</u>

Performance Indicators
<i>* Performance Measures are not applicable to this fund *</i>

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Fiscal Year 2018 Budget
Employee Benefit Trust Fund Revenues/Expenditures

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Item Description	2016	2017		2018	Percent Change
	Actual	Budget	Revised	Final	
Revenue Sources:					
Uses of Monies & Properties					
Interest Income	\$571	\$700	\$750	\$700	-6.67%
Miscellaneous Revenues					
Other Income	308	0	0	0	0.00%
Total Revenue Sources	879	700	750	700	-6.67%
Other Financing Sources:					
Transfers In	0	0	0	0	0.00%
Carryover	0	59,250	61,450	60,200	-2.03%
Residual Equity Interfund Transfer	0	0	0	0	0.00%
Proceeds from Lease Purchase	0	0	0	0	0.00%
Proceeds from Bonds	0	0	0	0	0.00%
Total Other Financing Sources	0	59,250	61,450	60,200	-2.03%
Total Available Resources	879	59,950	62,200	60,900	-2.09%
Expenses:					
Personnel	0	0	0	0	0.00%
Operating Supplies	0	0	0	0	0.00%
Contractual Services	1,583	2,000	2,000	2,000	0.00%
Other Services and Charges	0	0	0	0	0.00%
Capital Outlay	0	0	0	0	0.00%
Reserves	0	57,950	60,200	58,900	-2.16%
Debt Service	0	0	0	0	0.00%
Total Expenses	1,583	59,950	62,200	60,900	-2.09%
Other Uses:					
Transfers Out	0	0	0	0	0.00%
Residual Equity Interfund Transfer	0	0	0	0	0.00%
Total Other Uses	0	0	0	0	0.00%
Total Expenses and Other Uses	1,583	59,950	62,200	60,900	-2.09%
Net Income / (Loss)	(\$704)	\$0	\$0	\$0	0.00%

Organizational Chart:

None

General Information:

The Employee Benefit Trust Fund accounted for the City's partially self-funded health and medical insurance for many years. The trust no longer provides the services. Currently, the City is a member of Kairos.

FY 2017 Accomplishments:

N/A

FY 2018 Goals:

NA

Budget Highlights:

The City used this fund to cover short term disabilities. In FY 2014, the trust was eliminated. The balance of this fund will be used for a future employee benefit.

Internal Services	Employee Benefit Trust Fund	Fund 10	Cost Center	10-00	
Summary by Category					
Expenditure Category	2016	2017		2018	Percent Change
	Actual	Budget	Revised	Final	
Personnel	\$0	\$0	\$0	\$0	0.00%
Operating Supplies	0	0	0	0	0.00%
Contractual Services	1,583	2,000	2,000	2,000	0.00%
Other Services and Charges	0	0	0	0	0.00%
Capital Outlay	0	0	0	0	0.00%
Reserves	0	57,950	60,200	58,900	-2.16%
Debt Service	0	0	0	0	0.00%
Department Totals	\$1,583	\$59,950	\$62,200	\$60,900	-2.09%

Departmental Fund Sources		
Funding Sources	Amount	% of Funding
Interest Income	\$700	1.15%
Miscellaneous Revenues	0	0.00%
Retained Earnings	60,200	98.85%
Total Funding		<u>100.00%</u>

Performance Indicators
<i>* Performance Measures are not applicable to this fund *</i>

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Capital Outlay

General Fund			
Department	Equipment & Project Description	Requested	Budgeted
IT	City Mobile Application	\$5,700	\$5,700
	Vehicle	20,000	0
	Combining of Phone Systems	26,000	0
	GIS ArcServer	28,000	0
	Computers - City-wide	30,000	22,000
	Spillman Server	60,000	60,000
	Subtotal	169,700	87,700
Economic Development	Business Assistance Center Upkeep	11,000	0
	Business Assistance Counselor (Grant)	75,000	75,000
	Subtotal	86,000	75,000
Engineering	Drainage Facility Policy	7,100	7,100
	Stormwater Program	40,500	10,000
	Riverfront/Old Town Connection Trail		18,000
	Subtotal	47,600	35,100
Police	Pepper Ball Launcher and Equipment	2,500	0
	National Tactical Officers Association Specialized Training	5,000	0
	Prisoner Compartment for Police Vehicle	6,000	0
	Holding Cell - Cameras	6,500	6,500
	Fire Alarm System Replacement	7,500	0
	Fire Alarm Replacement	7,500	0
	Key Management System	8,500	0
	Tasers and Peripherals	10,950	10,950
	Night Vision (SWAT Marksmen)	14,000	0
	Safety Sound Suppressors	14,000	0
	Radio Maintenance and Equipment	21,500	0
	SWAT Robot	32,500	0
	Rehabilitation and painting of Public Safety Building	45,000	0
	Security Cameras for Evidence Building and Impound Lot	45,000	8,000
	Vehicle	56,000	0
	Spillman CompStat Management and Community Dashboard	58,000	0
	Subtotal	340,450	25,450

Capital Outlay

General Fund			
Department	Equipment & Project Description	Requested	Budgeted
Fire	Fire Suppression and Rescue Equipment	\$12,000	\$0
	EMS Equipment Replacements	14,000	0
	Physical Fitness Equipment	15,000	0
	Off-Highway Utility Vehicle	25,500	0
	Communications/Radio Equipment	35,000	0
	Command/staff Vehicle Replacement Program	60,000	0
	Jaws of Life	0	60,000
	Fire Engine (Type 1) [Lease]	0	600,000
	Aerial Ladder Truck (Quint)	1,300,000	0
	Infrastructure - New Fire Station	3,000,000	0
	Subtotal	4,461,500	660,000
Recreation Center	Outdoor Pool - Replacement of Diving Board	8,000	0
	Indoor Pool - Reinstall Concrete for Water Slide Support	9,000	0
	Indoor Pool - Replacement of Tot Water Slide Feature	12,000	0
	Indoor Pool Deck Resurfacing - Phase II	18,000	0
	Water Softener System Purchase and Installation	35,500	0
	Parks/Trails, Open Space and Recreation Master Plan	135,000	0
	Subtotal	217,500	0
Parks & Recreation	Civic Center - Furniture	19,000	0
	Subtotal	19,000	0
Parks & Bldg. Mtnce.	City-wide Roofing Program	20,000	0
	City-wide HVAC Maintenance Program	7,000	0
	Improve (Reclaimed) Water Availability to Little League Field	30,000	0
	Convert Old Town Parking Lot Lights to LED	27,500	0
	Operationalize Batting Cages	4,300	0
	Civic Center Kiosk	21,000	0
	Parks Imp. Maintenance Program	30,000	0
	Skate Park - Slab	59,000	0
	Subtotal	198,800	0
Public Works	Air Burner	0	0
	Hydroseeding of Wash at Aspen Street Wet Crossing	5,200	0
	City-wide Security Cameras (at City Buildings)	24,000	0
	Bicycle Plan - Feasibility Study of Bike Lanes Installation	64,000	0
	Transfer Station Hauling Contract	180,000	0
	Subtotal	273,200	0
Total General Fund - Capital Outlay		\$5,813,750	\$883,250

Capital Outlay

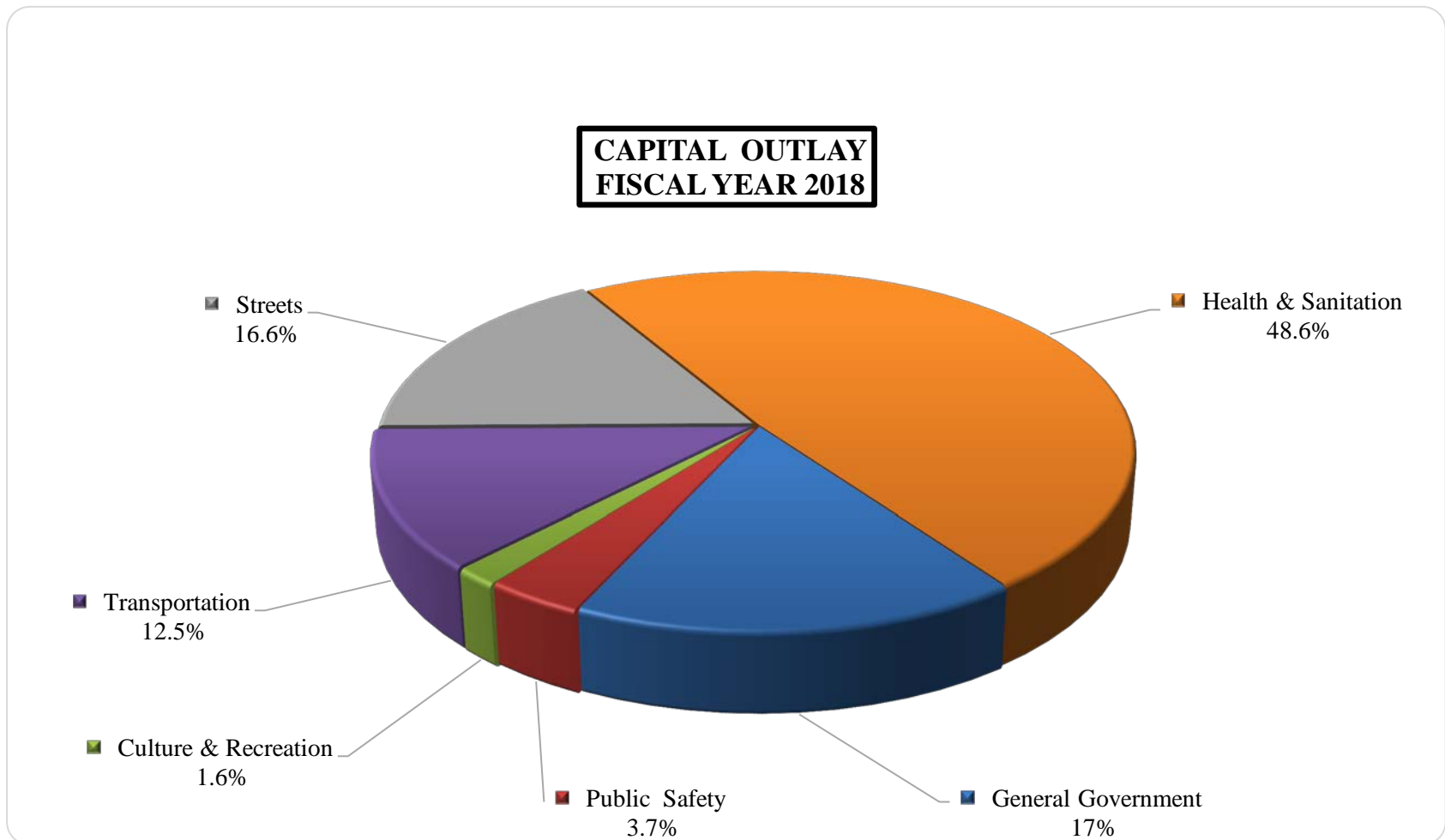
Special Revenue Funds			
Department	Equipment & Project Description	Requested	Budgeted
Streets-Construction	Sidewalk Improvements	\$80,000	\$100,000
	Secure Right of Way Skyline Dr/Date Street Connection	89,600	0
	Cottonwood Street Sidewalk	175,000	0
	Reconstruction of Stretch of Pavement Mingus Ave to SR89A	275,000	0
	MillnFill Main Street	537,000	0
	Pavement Preservation	600,000	750,000
	Reconstruction Mingus Ave from Willard St. to 10 th St.	2,105,000	0
	Reconstruction Mingus Ave from 10 th St. to Main St.	2,200,000	2,200,000
	Subtotal	6,061,600	3,050,000
Streets - Operations	Street Improvements	2,000	2,000
	Street Crack Seal Program	8,000	8,000
	Spare Controller for Traffic Signal	10,000	0
	Rock Screen	13,000	0
	RSA Main Street/Cherry St	0	25,000
	Main Street Beacons (Crosswalks)	30,000	0
	Convert Old Town Street Lights to LED	34,750	0
	Annual Local Road Repair Program	35,000	0
	Alley Paving (Pima/Pinal; Main/1st)	39,000	0
	Flashing Beacons (Wet Crossings)	45,000	0
	Asphalt Repair/Drainage Improvements Old Town Main Street	46,500	0
	Subtotal	263,250	35,000
Transit	ADA Sidewalk Repair	20,000	20,000
	Subtotal	20,000	20,000
Library	Painting of Interior Walls and Ceiling Areas	34,000	0
	Office Remodeling	17,000	0
	Installation of Automatic Door Opener System	11,000	11,000
	E-Rate Consultant and Purchasing	8,000	8,000
	LSTA-Grant	21,105	21,105
	Subtotal	91,105	40,105
CDBG Grants	Civic Center Upgrades	267,300	267,300
	Subtotal	267,300	267,300
Other Grants	Bicycle Feasibility Study	64,000	64,000
	Old Town Flood Plain Study	150,000	150,000
	City-wide Master Drainage Plan	220,000	220,000
	Drainage Improvement Plans	325,000	325,000
	Miscellaneous Grants	500,000	500,000
	EDA Grant - Streetscape Main Street	1,350,000	1,350,000
	Subtotal	2,609,000	2,609,000
Airport	Hangar B - Heater	6,500	0
	Airport Apron Lights	7,400	0
	Airport Fixed Base Operator (FBO) - Reimbursement of Insurance Cost	25,000	0
	Airport Security Fence Replacement	90,000	0
	Jet A Tank	364,240	0
	Airport Master Plan	400,000	400,000
	Design Runway Extension	455,300	0
	Airport Apron Improvements	500,000	0
	Airport Apron/Pavement Reconstruction (Grant)	1,900,000	1,900,000
	Subtotal	3,748,440	2,300,000
Total Special Revenue Funds - Capital Outlay		\$13,060,695	\$8,321,405

Capital Outlay

Capital Projects Fund			
Department	Equipment & Project Description	Requested	Budgeted
	Civic Center HVAC Project	\$124,650	\$124,650
	Yavapai County Flood Control	220,000	220,000
	Subtotal	344,650	344,650
Total Capital Projects Fund - Capital Outlay		344,650	344,650
Enterprise Funds			
Sewer Construction	SCADA-computer Replacement	30,000	30,000
	Wastewater Treatment Plant Clarifier Inspection	30,000	30,000
	Clarifier Repair - Pending Inspection Result	50,000	50,000
	WWTP Centrifuge	450,000	0
	Recl. H2O Line Mingus/89A & Selna Project	75,000	75,000
	WWTP Construction	1,068,495	1,068,495
	Riverfront Wastewater Reclamation Facility (RWRF)	3,000,000	3,000,000
	Lift Station 4 Wet Well Expansion Rehabilitation	300,000	300,000
	RWRF Furniture and Equipment	70,200	70,200
	Subtotal	5,073,695	4,623,695
Water Construction	Valve Repair	60,000	60,000
	Well-site Generators	120,000	120,000
	Dump Truck	65,000	65,000
	Arsenic Mitigation	450,000	450,000
	Fire Hydrant Improvements	225,000	225,000
	W. Mingus Reconstruction & System Upgrade	600,000	600,000
	Line Replacements and Extensions	400,000	400,000
	Well Booster	75,000	75,000
	Well Improvements	300,000	275,000
	Water System Upgrades	135,000	135,000
	Hwy 260 - Water Line	2,000,000	1,990,000
	Subtotal	4,430,000	4,395,000
Total Enterprise Funds - Capital Outlay		\$9,503,695	\$9,018,695
Grand Total - All Capital Equipment & Projects		\$28,722,790	\$18,568,000

Capital	
Equipment	Project

Economic Development	\$75,000	\$0
IT	87,700	0
Engineering	35,100	0
Police	25,450	0
Fire	660,000	0
Recreation Center	0	0
Parks & Recreation	0	0
Parks & Building Maintenance	0	0
Public Works	0	0
Streets - Construction	0	3,050,000
Streets - Operations	35,000	0
Transit	20,000	0
Library	40,105	0
CDBG Grant	0	267,300
Other Grants	0	2,609,000
Airport Grants	0	2,300,000
Capital Projects Fund	0	344,650
Sewer Construction	0	4,623,695
Sewer O & M	0	0
Water Construction	0	4,395,000
Water Admin	0	0
Water Operations & Maintenance	0	0
Total Capital Equipment & Projects	\$978,355	\$17,589,645



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Fiscal Year 2018 Budget

Salary Ranges

New Hire Range

Salary Range	1st Quartile	2nd Quartile	Mid Point	4th Quartile	Maximum
1	\$14,400	\$17,099	\$19,800	\$22,499	\$25,198
2	\$15,120	\$17,955	\$20,790	\$23,624	\$26,458
3	\$15,876	\$18,852	\$21,828	\$24,805	\$27,781
4	\$16,670	\$19,796	\$22,920	\$26,046	\$29,171
5	\$17,503	\$20,785	\$24,066	\$27,348	\$30,629
6	\$18,379	\$21,824	\$25,270	\$28,715	\$32,161
7	\$19,297	\$22,915	\$26,533	\$30,150	\$33,768
8	\$20,262	\$24,061	\$27,860	\$31,658	\$35,457
9	\$21,276	\$25,263	\$29,253	\$33,241	\$37,230
10	\$22,339	\$26,528	\$30,715	\$34,903	\$39,092
11	\$23,456	\$27,853	\$32,251	\$36,648	\$41,047
12	\$24,630	\$29,247	\$33,863	\$38,480	\$43,098
13	\$25,861	\$30,709	\$35,557	\$40,405	\$45,253
14	\$27,153	\$32,244	\$37,335	\$42,425	\$47,515
15	\$28,511	\$33,856	\$39,202	\$44,546	\$49,892
16	\$29,936	\$35,549	\$41,162	\$46,774	\$52,386
17	\$31,433	\$37,326	\$43,219	\$49,112	\$55,006
18	\$33,004	\$39,193	\$45,380	\$51,568	\$57,756
19	\$34,655	\$41,152	\$47,650	\$54,147	\$60,643
20	\$36,388	\$43,210	\$50,031	\$56,854	\$63,676
21	\$38,208	\$45,371	\$52,534	\$59,696	\$66,859
22	\$40,119	\$47,639	\$55,160	\$62,682	\$70,203
23	\$42,123	\$50,021	\$57,918	\$65,816	\$73,712
24	\$44,230	\$52,522	\$60,814	\$69,106	\$77,397
25	\$46,441	\$55,148	\$63,854	\$72,561	\$81,267
26	\$48,764	\$57,905	\$67,048	\$76,190	\$85,331
27	\$51,202	\$60,801	\$70,400	\$79,999	\$89,598
28	\$53,762	\$63,841	\$73,920	\$83,999	\$94,078
29	\$56,450	\$67,034	\$77,616	\$88,198	\$98,782
30	\$59,273	\$70,384	\$81,497	\$92,609	\$103,721
31	\$62,237	\$73,904	\$85,572	\$97,239	\$108,907
32	\$65,348	\$77,600	\$89,850	\$102,100	\$114,352
33	\$68,615	\$81,478	\$94,343	\$107,206	\$120,069
34	\$72,046	\$85,552	\$99,059	\$112,566	\$126,073
35	\$75,649	\$89,831	\$104,012	\$118,194	\$132,377
36	\$79,431	\$94,321	\$109,214	\$124,105	\$138,996
37	\$83,403	\$99,039	\$114,674	\$130,310	\$145,945
38	\$87,572	\$103,990	\$120,407	\$136,825	\$153,243
39	\$91,951	\$109,189	\$126,428	\$143,666	\$160,905
40	\$96,548	\$114,649	\$132,750	\$150,850	\$168,950
41	\$101,377	\$120,381	\$139,386	\$158,392	\$177,398
42	\$106,445	\$126,401	\$146,356	\$166,312	\$186,267
43	\$111,767	\$132,720	\$153,675	\$174,628	\$195,580
44	\$117,355	\$139,356	\$161,358	\$183,358	\$205,359
45	\$123,222	\$146,325	\$169,426	\$192,527	\$215,628
46	\$129,384	\$153,641	\$177,897	\$202,154	\$226,409
47	\$135,854	\$161,322	\$186,792	\$212,261	\$237,730
48	\$142,646	\$169,389	\$196,132	\$222,873	\$249,616
49	\$149,778	\$177,858	\$205,938	\$234,017	\$262,097
50	\$157,268	\$186,750	\$216,235	\$245,718	\$275,201

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Authorized Positions by Fiscal Year

Authorized Positions Job Classifications	Number of FTE's			Salary Range		Range Number
	FY 2016	FY 2017	FY 2018	Min	Max	
Administration Department						
City Manager (CM)	1.00	1.00	1.00	11,613	17,113	44
Deputy City Manager	0.00	0.00	1.00	10,032	14,783	41
Administrative Svcs General Manager	1.00	1.00	0.00	8,253	12,162	37
Community Services General Manager	1.00	1.00	1.00	8,253	12,162	37
Developmental Services General Manager	0.00	0.00	0.00	8,253	12,162	37
Assistant to CM	1.00	1.00	1.00	3,781	5,572	21
Administrative Assistant	1.00	1.00	1.00	2,559	3,771	13
Total	5.00	5.00	5.00			
City Clerk's Office						
City Clerk	1.00	1.00	1.00	Contract		
Deputy Clerk	1.00	1.00	1.00	3,266	4,813	18
Total	2.00	2.00	2.00			
Human Resources Department						
Human Resources Manager	1.00	1.00	1.00	5,865	8,643	30
Safety Training Specialist	0.00	0.00	0.00	4,825	7,111	26
Human Resources Specialist II	0.00	1.00	1.00	3,781	5,572	21
Human Resources Specialist	1.00	0.00	0.00	2,687	3,960	14
Administrative Assistant	0.50	0.50	0.50	2,559	3,771	13
Total	2.50	2.50	2.50			
Natural Resources						
Water Resources Administrator	1.00	1.00	1.00	8,253	12,162	37
	1.00	1.00	1.00			
Finance Department						
Accounting/Budget Manager	1.00	1.00	1.00	5,865	8,643	30
Budget Analyst	1.00	1.00	1.00	3,781	5,572	21
Administrative Assistant	0.50	0.50	0.50	2,559	3,771	13
Total	2.50	2.50	2.50			
IT Services						
IT Manager	1.00	1.00	1.00	6,790	10,006	33
IT Systems Administrator	1.00	1.00	1.00	4,168	6,143	23
Radio Technician	0.00	1.00	1.00	4,168	6,143	23
GIS Technician II	1.00	1.00	1.00	3,781	5,572	21
IT Technician II	1.00	1.00	1.00	3,781	5,572	21
IT Technician I	1.00	1.00	1.00	3,429	5,054	19
Total	5.00	6.00	6.00			
Purchasing Division						
Purchasing/Contracts Administrator	0.00	1.00	1.00	5,865	8,643	30
Purchasing Agent	1.00	0.00	0.00	3,970	5,850	22
Total	1.00	1.00	1.00			
Community Development						
Community Development Manager	1.00	1.00	1.00	5,865	8,643	30
Planner	2.00	2.00	2.00	4,168	6,143	23
Building Official	0.00	0.00	0.00	4,168	6,143	23
Asst. Planner/Code Enforcement Ofc.	1.00	1.00	1.00	3,601	5,306	20
Building Inspector	1.00	1.00	1.00	3,266	4,813	18
Planning Technician	0.00	1.00	1.00	2,962	4,365	16
Senior Administrative Assistant	1.00	0.00	0.00	2,962	4,365	16
Administrative Assistant	0.00	1.00	1.00	2,559	3,771	13
Total	6.00	7.00	7.00			

Fiscal Year 2018 Budget
Authorized Positions by Fiscal Year

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Authorized Positions Job Classifications		Number of FTE's			Salary Range		Range Number
		FY 2016	FY 2017	FY 2018	Min	Max	
Economic Development							
Economic Development Manager		1.00	1.00	1.00	6,159	9,076	31
Administrative Assistant		1.00	1.00	1.00	2,559	3,771	13
Total		2.00	2.00	2.00			
Municipal Court							
Presiding Magistrate		1.00	1.00	1.00	Contract		32
Court Administrator		1.00	1.00	1.00	4,377	6,450	24
Court Clerk II		0.00	1.00	1.00	2,821	4,158	15
Court Clerk I		3.00	2.00	2.00	2,559	3,771	13
Total		5.00	5.00	5.00			
Legal Department							
City Attorney		1.00	1.00	1.00	Contract		41
Total		1.00	1.00	1.00			
Engineering Services Department							
Professional Engineer		1.00	1.00	1.00	5,320	7,840	28
Public Works Manager		1.00	0.00	0.00	5,067	7,466	27
PW Project Manager		1.00	1.00	1.00	3,781	5,572	21
Drafter/Designer		0.00	0.00	0.00	3,429	5,054	19
Public Works & Utility Inspector		2.00	1.00	1.00	3,266	4,813	18
Total		5.00	3.00	3.00			
Public Works							
Developmental Svcs Manager		1.00	1.00	1.00	5,865	8,643	30
PW Manager		0.00	0.00	1.00	5,067	7,466	27
PW Project Manager		1.00	1.00	0.00	4,596	6,772	25
Public Works & Utility Mtce Spec		1.00	1.00	1.00	2,962	4,365	16
Administrative Assistant		1.00	1.00	1.00	2,559	3,771	13
Total		4.00	4.00	4.00			
Police Department							
Police Chief		1.00	1.00	1.00	8,253	12,162	37
Commander		2.00	2.00	2.00	6,790	10,006	33
Sergeant		7.00	7.00	7.00	5,067	7,466	27
PANT Officer/Sergeant		2.00	2.00	2.00	5,067	7,466	27
Police Officer		21.00	20.00	18.00	3,970	5,850	22
School Resource Officer (SRO)		1.00	1.00	1.00	3,970	5,850	22
Terrorism Liaison Officer		0.50	1.00	1.00	3,970	5,850	22
Communications System Coordinator		0.50	0.50	0.50	3,111	4,584	17
Property & Evidence Specialist		1.00	1.00	1.00	2,962	4,365	16
Senior Administrative Assistant		1.00	1.00	1.00	2,962	4,365	16
Victim Assistant	Grant Funded	0.00	1.00	1.00	2,962	4,365	16
Records Clerk		2.00	2.00	2.00	2,559	3,771	13
Total		39.00	39.50	37.50			
Ordinance Enforcement Division							
Ordinance Enforcement Officer		2.00	2.00	2.00	2,962	4,365	16
Total		2.00	2.00	2.00			

Fiscal Year 2018 Budget
Authorized Positions by Fiscal Year

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Authorized Positions Job Classifications	Number of FTE's			Salary Range		Range Number
	FY 2016	FY 2017	FY 2018	Min	Max	
Communications Division						
Communications Manager	1.00	1.00	1.00	4,596	6,772	25
Communications Supervisor	3.00	3.00	3.00	3,601	5,306	20
Communications Systems Coordinator	0.50	0.50	0.50	3,111	4,584	17
Communications Specialist	18.00	18.00	17.00	2,821	4,158	15
Total	22.50	22.50	21.50			
Fire & Medical Services Department						
Fire Chief	1.00	1.00	1.00	7,486	11,031	35
Fire Marshal	1.00	1.00	1.00	5,865	8,643	30
Fire Captain/Battalion Chief	3.00	3.00	3.00	5,586	8,232	29
Fire Lieutenant	3.00	3.00	3.00	4,825	7,111	26
Fire Engineer	6.00	6.00	6.00	3,970	5,850	22
Fire Inspector	1.00	1.00	1.00	3,970	5,850	22
Firefighter	12.00	12.00	12.00	3,601	5,306	20
Senior Administrative Assistant	1.00	1.00	1.00	2,962	4,365	16
Total	28.00	28.00	28.00			
Parks and Recreation						
Aquatics Center Supervisor	0.60	0.60	0.60	4,168	6,143	23
Recreation Center Program Supervisor	0.20	0.20	0.20	4,168	6,143	23
Recreation Coordinator II	0.90	0.90	0.90	2,962	4,365	16
Youth Programs Coordinator	0.50	0.50	0.50	2,962	4,365	16
Administrative Assistant	0.70	0.70	0.70	2,559	3,771	13
Front Desk Supervisor	0.60	0.60	0.60	2,559	3,771	13
Head Lifeguard	0.40	0.40	0.20	2,321	3,421	11
Facility Maintenance Technician	0.00	0.00	0.20	2,321	3,421	11
Total	3.90	3.90	3.90			
Community Recreation Center						
Aquatics Center Supervisor	0.40	0.40	0.40	4,168	6,143	23
Recreation Center Program Supervisor	0.80	0.80	0.80	4,168	6,143	23
Facility Maintenance Tech III	1.00	1.00	1.00	3,111	4,584	17
Recreation Coordinator II	0.10	0.10	0.10	2,962	4,365	16
Fitness Center Coordinator	1.00	1.00	1.00	2,962	4,365	16
Youth Programs Coodinator	0.50	0.50	0.50	2,962	4,365	16
Administrative Assistant	0.30	0.30	0.30	2,559	3,771	13
Front Desk Supervisor	1.40	1.40	1.40	2,559	3,771	13
Head Life Guard	1.60	1.60	0.80	2,321	3,421	11
Facility Maintenance Tech	1.00	1.00	1.80	2,321	3,421	11
Total	8.10	8.10	8.10			
Parks & Building Maintenance Department						
Public Works Superintendent	0.00	0.00	0.00	4,377	6,450	24
PW Operations Foreman	0.50	0.50	0.50	3,601	5,306	20
Facilities Maint Technician III	0.00	0.00	0.00	2,321	3,421	11
PW Maintenance Technician I	5.00	5.00	5.00	2,211	3,258	10
Total	5.50	5.50	5.50			
Streets Maintenance						
Public Works Superintendent	0.00	0.00	0.00	4,377	6,450	24
PW Operations Foreman	0.50	0.50	0.50	3,601	5,306	20
PW Maintenance Technician II	4.00	4.00	4.00	2,559	3,771	13
Total	4.50	4.50	4.50			

Fiscal Year 2018 Budget
Authorized Positions by Fiscal Year

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Authorized Positions Job Classifications	Number of FTE's			Salary Range		Range Number
	FY 2016	FY 2017	FY 2018	Min	Max	
CAT/LYNX						
Transportation Manager	1.00	1.00	1.00	5,067	7,466	27
Field Supervisor	2.00	2.00	2.00	2,962	4,365	16
Driver / Dispatcher	1.00	1.00	1.00	2,559	3,771	13
Administrative Assistant	1.00	1.00	1.00	2,559	3,771	13
Drivers	9.00	12.00	9.00	2,437	3,591	12
Total	14.00	17.00	14.00			
Cottonwood Public Library						
Library Manager	1.00	1.00	1.00	5,067	7,466	27
Library Supervisor	1.00	1.00	1.00	3,601	5,306	20
Library Youth Svs Coordinator	0.00	1.00	1.00	3,111	4,584	17
Library Assistant II	1.00	1.00	1.00	3,111	4,584	17
Library Assistant I	1.00	1.00	1.00	2,687	3,960	14
Library Clerk	5.00	4.00	4.00	2,321	3,421	11
Total	9.00	9.00	9.00			
Wastewater Facility						
Utilities Manager	0.50	0.50	0.50	5,586	8,232	29
Utility Ops Manager	0.00	0.00	0.00	4,825	7,111	26
WWTP Superintendent	1.00	0.00	0.00	3,970	5,850	22
Regul. Compl. Safety & Educ. Adminr.	0.00	1.00	1.00	3,970	5,850	22
WW Foreman	0.00	1.00	1.00	3,601	5,306	20
WW Operator III	0.00	0.00	0.00	3,266	4,813	18
WW Operator II*	3.00	2.00	2.00	2,962	4,365	16
WW Operator I*	3.00	2.00	2.00	2,687	3,960	14
WW Operator Trainee	0.00	1.00	1.00	2,437	3,591	12
Senior Administrative Assistant	0.50	0.50	0.50	2,962	4,365	16
Electrician	0.50	0.50	0.50	3,601	5,306	20
Electrical Technician	0.50	0.50	0.50	2,821	4,158	15
Utility Billing Supervisor	0.35	0.35	0.35	3,781	5,572	21
Utility Billing Clerk	1.40	1.05	1.05	2,437	3,591	12
Total	10.75	10.40	10.40			
Water System Facility						
Utilities Manager	0.50	0.50	0.50	5,586	8,232	29
Operations Supervisor	1.00	1.00	1.00	4,825	7,111	26
Operations Foreman	1.00	1.00	1.00	3,266	4,813	18
PW & Utility Inspector	1.00	1.00	1.00	3,266	4,813	18
Utility Equipment Operator	3.00	3.00	3.00	2,962	4,365	16
Operator II	2.00	2.00	1.00	2,962	4,365	16
Operator I*	2.00	2.00	3.00	2,687	3,960	14
Utility Technician	3.00	3.00	3.00	2,437	3,591	12
Arsenic Treatment Specialist	1.00	1.00	1.00	3,429	5,054	19
Terrorism Liaison Officer	0.00	0.00	0.00	3,601	5,306	20
Senior Administrative Assistant	0.50	0.50	0.50	2,962	4,365	16
Electrician	0.50	0.50	0.50	3,601	5,306	20
Electrical Technician	0.50	0.50	0.50	2,821	4,158	15
Utility Billing Supervisor	0.65	0.65	0.65	3,781	5,572	21
Utility Billing Clerk	2.60	1.95	1.95	2,437	3,591	12
	19.25	18.60	18.60			
Total City-wide Authorized Full-Time Equivalents	208.50	211.00	205.00			

Resolution

CITY OF COTTONWOOD
Summary Schedule of Estimated Revenues and Expenditures/Expenses
Fiscal Year 2018

Final

FUND	ADOPTED BUDGETED EXPENDITURES/ EXPENSES* 2017	ACTUAL EXPENDITURES/ EXPENSES** 2017	FUND BALANCE/ NET POSITION*** July 1, 2017**	PROPERTY TAX REVENUES 2018	ESTIMATED REVENUES OTHER THAN PROPERTY TAXES 2018	OTHER FINANCING 2018		INTERFUND TRANSFERS 2018		TOTAL FINANCIAL RESOURCES AVAILABLE 2018	BUDGETED EXPENDITURES/ EXPENSES 2018
						SOURCES	USES	IN	OUT		
1. General Fund	\$ 18,888,880	\$ 18,888,880	\$ 4,719,730	Primary:	\$ 18,360,176	\$	\$	\$	\$ 2,021,630	\$ 22,048,376	\$ 27,108,186
2. Special Revenue Funds	10,143,366	10,143,366	1,848,086	Secondary:	8,267,866			2,084,730	73,200	12,226,260	12,780,216
3. Debt Service Funds Available	1,828,860	1,828,860	187,840		1,844,706				848,826	882,820	18,488,126
4. Less: Amounts for Future Debt Retirement											
6. Total Debt Service Funds	1,828,860	1,828,860	187,840		1,844,706				848,826	882,820	18,488,126
8. Capital Projects Funds	6,876,886	6,876,886	867,280		266,000			2,448,240	(1,633,860)	2,800,380	2,800,380
7. Fiduciary Funds	237,800	237,800	220,070		26,700					246,770	248,100
8. Enterprise Funds Available	28,042,286	28,042,286	24,143,446		13,401,880	1,141,330	1,141,330	3,388,186		40,841,680	26,887,716
9. Less: Amounts for Future Debt Retirement											
10. Total Enterprise Funds	28,042,286	28,042,286	24,143,446		13,401,880	1,141,330	1,141,330	3,388,186		40,841,680	26,887,716
11. Internal Service Funds											
12. TOTAL ALL FUNDS	\$ 64,818,026	\$ 64,818,026	\$ 31,884,440		\$ 42,836,216	\$ 1,141,330	\$ 1,141,330	\$ 6,480,886	\$ 6,480,886	\$ 74,818,866	\$ 86,064,740

EXPENDITURE LIMITATION COMPARISON

1. Budgeted expenditures/expenses	2017	2018
2. Add/subtract: estimated net reconciling items		
3. Budgeted expenditures/expenses adjusted for reconciling items	64,818,026	86,064,740
4. Less: estimated exclusions		
5. Amount subject to the expenditure limitation	\$ 64,818,026	\$ 86,064,740
6. EEC or voter-approved alternative expenditure limitation	\$	\$

☒ The city/town does not levy property taxes and does not have special assessment districts for which property taxes are levied. Therefore, Schedule B has been omitted.

* Includes Expenditure/Expense Adjustments Approved in current year from Schedule E.

** Includes actual amounts as of the date the proposed budget was prepared, adjusted for estimated activity for the remainder of the fiscal year.

*** Amounts in this column represent Fund Balance/Net Position amounts except for amounts not in spendable form (e.g., prepaids and inventories) or legally or contractually required to be maintained intact (e.g., principal of a permanent fund).

CITY OF COTTONWOOD Revenues Other Than Property Taxes Fiscal Year 2018			
SOURCE OF REVENUES	Final ESTIMATED REVENUES 2017	ACTUAL REVENUES* 2017	ESTIMATED REVENUES 2018
GENERAL FUND			
Local taxes			
City Sales Tax	\$ 10,935,780	11,501,630	12,209,140
Bed Tax	201,000	203,000	213,000
Utility Tax	250,000	235,300	240,000
Franchises	389,450	368,900	383,950
Licenses and permits			
Business Licenses	86,000	87,350	87,350
Construction Permits	215,000	210,000	215,000
Planning & Zoning Fees	25,000	21,000	25,000
Intergovernmental			
Federal Revenue	320,555	161,730	175,500
State Revenue	2,555,610	2,524,370	2,476,255
County (including Motor Vehicle Tax)	703,780	745,680	768,770
Other Entities	214,000	188,370	257,800
Charges for services			
Dispatch & Spillman Services	756,310	756,310	794,130
Recreation Fees	992,175	973,580	952,200
Animal Control Fees	4,500	4,500	4,500
Other Services			
Fines and forfeits			
Municipal Court	205,680	193,480	197,480
Interest on investments			
Interest Income	25,000	19,530	17,000
Uses of monies & properties			
Rentals	26,700	24,200	25,100
Contributions			
Voluntary contributions	5,515	8,630	5,500
Miscellaneous			
Miscellaneous Income	279,000	335,150	302,500
Lease Proceeds	1,194,235	1,194,235	
Total General Fund	\$ 19,385,270	\$ 19,756,925	\$ 19,350,175

* Includes actual revenues recognized on the modified accrual or accrual basis as of the date the proposed budget was prepared, plus estimated revenues for the remainder of the fiscal year.

CITY OF COTTONWOOD Revenues Other Than Property Taxes Fiscal Year 2018			
SOURCE OF REVENUES	Final ESTIMATED REVENUES 2017	ACTUAL REVENUES* 2017	ESTIMATED REVENUES 2018
SPECIAL REVENUE FUNDS			
Highway User Revenue Fund			
Fuel Tax	\$ 906,640	906,640	976,380
Additional Sales Tax	622,730	592,600	600,820
Federal Grants	861,000	852,230	
State Grants			
Other Income	2,000	48,000	2,000
	\$ 2,392,370	\$ 2,399,470	\$ 1,579,200
Total Street Maintenance & Construction	\$ 2,392,370	\$ 2,399,470	\$ 1,579,200
COTTONWOOD AREA TRANSIT SYSTEM			
Intergovernmental			
State Grant	\$ 1,382,140	1,067,785	1,037,840
Other Entities	244,170	165,440	165,230
	\$ 1,626,310	\$ 1,233,225	\$ 1,203,070
Charges for services			
Fare Box	\$ 183,000	194,330	187,500
Miscellaneous			
Other Income	\$ 20,200	14,900	14,900
Total Cottonwood Area Transit System	\$ 1,829,510	\$ 1,442,455	\$ 1,405,470
LIBRARY FUND			
Intergovernmental			
County Library	\$ 155,000	169,220	204,100
Charges for services			
Collection Income	\$ 18,000	18,000	18,000
Interest on investment			
Interest Income	\$ 10	20	20
Miscellaneous			
Other Income (including grants)	\$ -	5,500	21,105
Total Library Fund	\$ 173,010	\$ 192,740	\$ 243,225
CEMETERY			
Charges for services			
Sale of Grave Liners	\$ 400		400
Uses of monies & properties			
Other Income	500	500	500
Total Cemetery	\$ 900	\$ 500	\$ 900
AIRPORT			
Intergovernmental			
Federal Grants	1,648,100	969,535	2,094,380
Charges for services			
Fuel Sales & Oil Sales	\$ 247,020	263,070	260,020
Uses of monies & properties			
Rental & Leases	\$ 92,350	157,970	96,900
Other Income	600	53,395	103,560
Total Airport Authority	\$ 1,988,070	\$ 1,443,970	\$ 2,554,860
OTHER GRANTS			
Intergovernmental Revenues	\$ 500,000	500,000	2,474,000
Total Other Grants Fund	\$ 500,000	\$ 500,000	\$ 2,474,000
* Includes actual revenues recognized on the modified accrual or accrual basis as of the date the proposed budget was prepared, plus estimated revenues for the remainder of the fiscal year.			
COMMUNITY DEVELOPMENT BLOCK GRANTS			
Intergovernmental			
Federal Grants	\$ 304,150	74,600	267,300
Other Entities	5	10	
Total Community Development Block Grants	\$		

CITY OF COTTONWOOD Revenues Other Than Property Taxes Fiscal Year 2018			
SOURCE OF REVENUES	Final ESTIMATED REVENUES 2017	ACTUAL REVENUES* 2017	ESTIMATED REVENUES 2018
Total Special Revenue Funds	\$ 6,883,860	\$ 5,979,135	\$ 8,257,655
Fiduciary Funds			
EXPENDABLE TRUST FUNDS			
Health & Benefits Trust Fund	\$ -	30,000	25,000
Alternative Pension Fund	700	750	700
Total Expendable Trust Funds	\$ 700	\$ 30,750	\$ 25,700
DEBT SERVICE FUNDS			
Local Taxes			
City Sales Tax	\$ 1,539,955	\$ 1,664,960	\$ 1,644,415
Charges for services			
Water User Fees - Debt Service	\$ -	\$ -	\$ -
Interest			
Interest Income	\$ 280	\$ 290	\$ 290
Total Debt Service Funds	\$ 1,540,235	\$ 1,665,250	\$ 1,644,705
CAPITAL PROJECTS FUNDS			
Intergovernmental			
Federal Grants	\$ -	\$ -	\$ -
State Grants	-	-	-
County Revenue	350,000	220,000	220,000
City Sales Tax	267,960	-	-
Miscellaneous			
Other Income	\$ -	\$ -	\$ -
Interest Income	-	40,000	35,000
Total Capital Projects Funds	\$ 617,960	\$ 260,000	\$ 255,000
ENTERPRISE FUNDS			
WASTEWATER			
City Sales Tax	\$ -	\$ -	\$ -
User Fees	2,749,950	2,197,580	2,206,620
Interest Income	100	2,200	2,200
Other Financing Sources	-	-	1,141,330
Other Income	417,415	403,030	1,853,600
Total Wastewater Enterprise	\$ 3,167,465	\$ 2,602,810	\$ 5,203,750
* Includes actual revenues recognized on the modified accrual or accrual basis as of the date the proposed budget was prepared, plus estimated revenues for the remainder of the fiscal year.			
WATER			
City Sales Tax	\$ -	\$ -	\$ -
User Fees	7,736,050	7,297,960	7,562,000
Interest Income	6,600	27,950	27,950
Clarkdale Reimbursements	-	-	-
Other Income	1,404,375	608,030	608,280
Total Water Enterprise	\$ 9,147,025	\$ 7,933,940	\$ 8,198,230
Total Enterprise Funds	\$ 12,314,490	\$ 10,536,750	\$ 13,401,980
TOTAL ALL FUNDS	\$ 40,741,815	\$ 38,198,060	\$ 42,909,515
* Includes actual revenues recognized on the modified accrual or accrual basis as of the date the proposed budget was prepared, plus estimated revenues for the remainder of the fiscal year.			

CITY OF COTTONWOOD
Other Financing Sources/<Uses> and Interfund Transfers
Fiscal Year 2018

FUND	OTHER FINANCING 2018		INTERFUND TRANSFERS 2018	
	SOURCES	<USES>	IN	<OUT>
GENERAL FUND				
Operating Transfer Out - HURF	\$	\$	\$	\$ 987,190
Operating Transfer Out - Library				825,290
Operating Transfer Out - Cemetery				62,210
Operating Transfers Out - Airport				11,840
Operating Transfer Out - Grants				135,000
Total General Fund	\$	\$	\$	\$ 2,021,530
SPECIAL REVENUE FUNDS				
Transfer Out Airport - Airport Improvements	\$	\$	\$	73,200
Transfer in Airport Improvements - Airport Fund			73,200	
Operating Transfer In for Library - General Fund			825,290	
Operating Transfer in for Cemetery - General Fund			62,210	
Operating Transfer in for Airport - General Fund			11,840	
Operating Transfer in for Transit-General Fund			987,190	
Operating Transfer in for Grants - General Fund			135,000	
Total Special Revenue Funds	\$	\$	\$ 2,094,730	\$ 73,200
DEBT SERVICE FUNDS				
Transfer Out - Sewer Fund	\$	\$	\$	\$ 949,925
Total Debt Service Funds	\$	\$	\$	\$ 949,925
CAPITAL PROJECTS FUNDS				
Transfer out - Sewer Fund	\$	\$	\$	\$ 2,446,240
Total Capital Projects Funds	\$	\$	\$	\$ 2,446,240
PERMANENT FUNDS				
	\$	\$	\$	\$
Total Permanent Funds	\$	\$	\$	\$
ENTERPRISE FUNDS				
Transfer In - Capital Projects Fund	\$	\$	\$ 2,446,240	\$
Transfer In - Debt Service Fund			949,925	
Other Financing Sources	1,141,330			
Other Financing Uses		1,141,330		
Total Enterprise Funds	\$ 1,141,330	\$ 1,141,330	\$ 3,396,165	\$
INTERNAL SERVICE FUNDS				
	\$	\$	\$	\$
Total Internal Service Funds	\$	\$	\$	\$
TOTAL ALL FUNDS	\$ 1,141,330	\$ 1,141,330	\$ 5,490,895	\$ 5,490,895

CITY OF COTTONWOOD Expenditures/Expenses by Fund Fiscal Year 2018				
FUND/DEPARTMENT	ADOPTED BUDGETED EXPENDITURES/ EXPENSES 2017	EXPENDITURE/ EXPENSE ADJUSTMENTS APPROVED 2017	ACTUAL EXPENDITURES/ EXPENSES* 2017	BUDGETED EXPENDITURES/ EXPENSES 2018
GENERAL FUND				
Administration	\$ 741,910	\$ (8,995)	\$ 732,915	\$ 752,160
Personnel	301,040	(7,180)	293,860	264,300
City Council	4,123,975	(3,913,965)	210,010	4,298,950
Natural Resource Project	167,085	375	167,460	175,545
City Clerk	249,965	7,629	257,594	273,885
Finance	445,025	(5,700)	439,325	445,100
IT Services	615,980	(24,325)	591,655	781,905
Purchasing	99,680	1,055	100,735	104,680
Planning & Zoning	586,115	(68,460)	517,655	622,620
Economic Development	245,330	(4,095)	241,235	323,520
Municipal Court	584,065	(59,520)	524,545	598,480
Legal	441,465	2,220	443,685	452,700
Non-Departmental	2,058,170	(263,710)	1,794,460	3,028,000
Engineering	424,700	15,140	439,840	335,760
Building Maintenance	429,675	36,140	465,815	409,570
Custodial	160,000	(5,000)	155,000	210,000
Public Works	429,760	(88,160)	341,600	377,150
Police	5,075,590	(243,820)	4,831,770	5,250,170
Ordinance Enforcement	210,580	(3,545)	207,035	219,275
Communications	1,749,755	(179,030)	1,570,725	1,756,330
Fire	3,623,035	(742,230)	2,880,805	3,895,910
Parks & Recreation	955,365	(217,889)	737,476	751,930
Recreation Center	1,501,305	(22,440)	1,478,865	1,323,970
Transfer Station	255,430	(19,010)	236,420	240,750
Pool	118,310	5,400	123,710	126,220
Youth Center		105,695	105,695	90,315
Total General Fund	\$ 25,593,310	\$ (5,703,420)	\$ 19,889,890	\$ 27,109,195
SPECIAL REVENUE FUNDS				
Highway User Revenue Fund-HU	\$ 4,509,105	\$ 1,196,385	\$ 5,705,490	\$ 4,635,380
Cottonwood Area Transit-CAT / LYN	1,858,840	(105,350)	1,753,490	1,405,470
Library	1,026,250	17,810	1,044,060	1,068,515
Cemetery	38,100	18,710	56,810	63,110
Airport Fund	355,710	66,080	421,790	411,440
Grants	500,000	(500,000)		2,609,000
Airport Improvement Grants	1,810,000	(722,895)	1,087,105	2,300,000
Community Development Block Grant	304,155	(229,545)	74,610	267,300
Total Special Revenue Funds	\$ 10,402,160	\$ (258,805)	\$ 10,143,355	\$ 12,760,215
DEBT SERVICE FUNDS				
Debt Service	\$ 1,738,075	\$ 188,775	\$ 1,926,850	\$ 16,469,125
Total Debt Service Funds	\$ 1,738,075	\$ 188,775	\$ 1,926,850	\$ 16,469,125
CAPITAL PROJECTS FUNDS				
Other Major Capital Projects	\$ 1,381,250	\$ 5,294,615	\$ 6,675,865	\$ 2,800,390
Total Capital Projects Funds	\$ 1,381,250	\$ 5,294,615	\$ 6,675,865	\$ 2,800,390
FIDUCIARY FUNDS				
Volunteer Firefighter Fund	\$ 160,820	\$ 14,780	\$ 175,600	\$ 187,200
Health Fund	59,950	2,250	62,200	60,900
Total Permanent Funds	\$ 220,770	\$ 17,030	\$ 237,800	\$ 248,100
ENTERPRISE FUNDS				
Wastewater Treatment	\$ 13,686,425	\$ (4,573,555)	\$ 9,112,870	\$ 7,150,915
Water System Operations	20,208,890	(3,279,495)	16,929,395	18,516,800
Total Enterprise Funds	\$ 33,895,315	\$ (7,853,050)	\$ 26,042,265	\$ 25,667,715
TOTAL ALL FUNDS	\$ 73,230,880	\$ (8,314,855)	\$ 64,916,025	\$ 85,054,740

* Includes actual expenditures/expenses recognized on the modified accrual or accrual basis as of the date the proposed budget was prepared, plus estimated expenditures/expenses for the remainder of the fiscal year.

CITY OF COTTONWOOD Expenditures/Expenses by Department Fiscal Year 2018				
DEPARTMENT/FUND	ADOPTED BUDGETED EXPENDITURES/ EXPENSES 2017	EXPENDITURE/ EXPENSE ADJUSTMENTS APPROVED 2017	ACTUAL EXPENDITURES/ EXPENSES* 2017	BUDGETED EXPENDITURES/ EXPENSES 2018
Highway User Revenue Fund				
HURF	\$ 4,509,105	\$ 1,196,385	\$ 5,705,490	\$ 4,635,380
General Fund				
Department Total	\$ 4,509,105	\$ 1,196,385	\$ 5,705,490	\$ 4,635,380
Cottonwood Area Transit - CAT/LYNX				
Transit	\$ 1,858,840	\$ (105,350)	\$ 1,753,490	\$ 1,405,470
General Fund				
Department Total	\$ 1,858,840	\$ (105,350)	\$ 1,753,490	\$ 1,405,470
Library				
Library Fund	\$ 1,026,250	\$ 17,810	\$ 1,044,060	\$ 1,068,515
General Fund				
Department Total	\$ 1,026,250	\$ 17,810	\$ 1,044,060	\$ 1,068,515
Cemetery				
Cemetery Fund	\$ 38,100	\$ 18,710	\$ 56,810	\$ 63,110
General Fund				
Department Total	\$ 38,100	\$ 18,710	\$ 56,810	\$ 63,110
Municipal Airport				
Airport Fund	\$ 355,710	\$ 66,080	\$ 421,790	\$ 411,440
General Fund				
Department Total	\$ 355,710	\$ 66,080	\$ 421,790	\$ 411,440
Debt Service				
Debt Services Fund	\$ 1,738,075	\$ 188,775	\$ 1,926,850	\$ 16,469,125
General Fund				
Department Total	\$ 1,738,075	\$ 188,775	\$ 1,926,850	\$ 16,469,125
Grants Fund				
Grants Fund	\$ 500,000	\$ (500,000)		\$ 2,609,000
Airport Improvement Fund	1,810,000	(722,895)	1,087,105	2,300,000
HURF				
Department Total	\$ 2,310,000	\$ (1,222,895)	\$ 1,087,105	\$ 4,909,000
Capital Improvements Fund				
Capital Improvements Fund	\$ 1,381,250	\$ 5,294,615	\$ 6,675,865	\$ 2,800,390
HURF				
Department Total	\$ 1,381,250	\$ 5,294,615	\$ 6,675,865	\$ 2,800,390
Wastewater Enterprise Fund				
Wastewater Enterprise Fund	\$ 13,686,425	\$ (4,573,555)	\$ 9,112,870	\$ 7,150,915

CITY OF COTTONWOOD Full-Time Employees and Personnel Compensation Fiscal Year 2018						
FUND	Full-Time Equivalent (FTE) 2018	Employee Salaries and Hourly Costs 2018	Retirement Costs 2018	Healthcare Costs 2018	Other Benefit Costs 2018	Total Estimated Personnel Compensation 2018
GENERAL FUND	146	\$ 9,701,755	2,233,954	2,101,010	944,914	= \$ 14,981,633
SPECIAL REVENUE FUNDS						
Highway User Revenue Fund-HURF	5	\$ 190,885	21,949	67,376	31,428	= \$ 311,616
Cottonwood Area Transit-CAT / LYH	14	744,889	69,970	198,692	88,514	= 1,102,065
Library	9	397,502	45,713	99,920	34,545	= 577,680
Total Special Revenue Funds	28	\$ 1,333,256	137,632	365,988	154,485	= \$ 1,991,361
DEBT SERVICE FUNDS						
		\$				= \$
Total Debt Service Funds		\$				= \$
CAPITAL PROJECTS FUNDS						
		\$				= \$
Total Capital Projects Funds		\$				= \$
PERMANENT FUNDS						
		\$				= \$
Total Permanent Funds		\$				= \$
ENTERPRISE FUNDS						
Wastewater Treatment	12	\$ 526,037	60,494	103,055	56,322	= \$ 745,908
Water System Operations	19	957,692	110,135	316,541	103,151	= 1,487,519
Total Enterprise Funds	31	\$				= \$ 2,233,427
TOTAL ALL FUNDS	205	\$ 11,035,011	\$ 2,371,588	\$ 2,466,998	\$ 1,099,399	= \$ 19,206,421

Action Zone Grant - A program within the CDBG program funding neighborhood improvements as identified by a steering committee made up of selected community representatives. This program is administrated by the Arizona Department of Commerce.

Alternative Expenditure Limitation - A voter approved alternative to the state imposed annual expenditure limitation. The alternative to the state plan is effective for a four year period. This alternative allows local government to establish its own spending cap each year.

Appropriation - A legal authorization granted by City Council to make expenditures and to incur obligations for specific purposes. An appropriation is usually limited in amount and duration as to when it may be expended.

Arizona Department of Transportation (ADOT) - A State of Arizona agency responsible for the administration of state highways, transportation and aeronautics. ADOT administrates and funds various road, transit and airport grants.

Arizona Revised Statutes - Laws governing the State of Arizona, as amended by the state legislature.

Base Budget - Cost of continuing the existing levels of service in the current budget year.

Bonds - A written instrument to pay a sum of money at a specified interest rate, on a specific date or dates in the future, called maturity dates. The interest payments and the repayment of the principal are detailed in a bond resolution or ordinance. Two common types of bonds are general obligation and revenue bonds which are most commonly used for construction of large capital projects such as buildings, streets and sewers.

Budget - A plan of financial operation representing an estimate of Final expenditures and the Final means of financing them for a given period. This official public document reflects decisions, measures service needs, establishes the allocation of resources, and is the pecuniary plan for achieving goals and objectives.

Budget Calendar - The schedule of key dates or events which the city follows in the preparation, adoption, and administration of the budget.

Capital Outlay - Expenditures resulting in the acquisition or addition to the government's general fixed assets. These assets generally have a useful life of more than one year.

Capital Projects Fund - A fund created to account for financial resources to be used for the acquisition or construction of major capital facilities (other than those financed by propriety funds and fiduciary funds).

Classification Plan - Employee positions, which are authorized in the Final budget, to be filled during the year.

Community Development Block Grant (CDBG) - A grant program administrated through the state's Department of Commerce focusing on neighborhood rehabilitation and other community based needs.

Community Oriented Policing Services (COPS) - A federal grant funding new police officer positions focused on community based policing.

Comprehensive Annual Financial Report (CAFR) - The official annual audited financial report of the City.

Consumer Price Index (CPI) - A statistical description of price levels provided by the U.S. Department of Labor. The index is used as a measure of the increase in the cost of living (i.e., economic inflation).

Contingency - A budgetary reserve set aside for emergencies or unforeseen expenditures not otherwise budgeted.

Contractual Services - Professional, technical or maintenance expertise typically purchased from external sources.

Cost-of-Living Adjustment (COLA) - An increase in salaries to offset the adverse effect of inflation on compensation.

Cottonwood Area Transit System (CATS) - The local public transportation system which receives its funding through contributions from the Town of Clarkdale, Yavapai County, user fares, and the ADOT transit division.

Debt - An obligation resulting from borrowing money or from the purchase of goods and services. Types of governmental debts includes bonds, loans, time warrants and notes.

Debt Service - The long-term payment of principal and interest on borrowed funds.

Debt Service Fund - A fund organized to account for the accumulation of resources for, and the payment of, general long-term debt principal and interest.

Deficit - The excess of an entity's liabilities over its assets or the excess of expenditures or expenses over revenues during a single accounting period.

Department - The basic organizational unit of government which is functionally unique in its delivery of services.

Department of Commerce - An agency of the state responsible for the administration of grants and other programs relating to the improvements to neighborhoods, business development, and the promotion of tourism.

Designated Reserves - Those portions of fund balance that are not appropriable for expenditure or that are legally segregated for a specific future use.

Drug Awareness Resistance Education (DARE) - A national program designed to provide drug and alcohol education to youth.

Employee Benefit Trust Fund - Accounts for the City's partially self-funded health and accident insurance program for the City's employees and their dependents.

Enterprise Fund - A governmental accounting fund in which the services provided are financed and operated similarly to those of a private business. The governing body's intention is to finance or recover operation costs through user fees.

Expendable Trust Fund - A trust fund whose resources, including both principal and earnings, may be expended.

Expenditure - Decreases in net financial resources in accordance with budgeted appropriations. Expenditures include operating expenses such as the acquisition of assets or goods and services.

FACTS - Database software used by the Municipal Court.

Farmers Home Administration - An agency of the federal government within the Department of Agriculture which provides low interest loans to governmental and/or private agencies or individuals for qualifying capital improvements.

Federal Aviation Administration (FAA) - An agency of the federal government with oversight responsibility for airports in the country.

Fiduciary Funds - Funds used to account for assets held by a government unit in a trustee capacity (i.e., Alternative Pension and Benefits Plan Fund, Employee Benefit Trust Fund).

Fines & Forfeitures - Income received through the assessments of fines and penalties through the municipal court.

Fiscal Year - A time period designated by the City signifying the beginning and ending date for recording financial transactions. The City of Cottonwood has a fiscal year beginning July 1 and ending June 30.

Franchise Fee - A fee paid by a public service business for the special privilege to use city streets, alleys and property in providing their services to the citizens of the community. Services requiring franchise fees include electricity, water, natural gas, and cable television.

Full-time Equivalent Position (FTE) - A part-time position converted to the decimal equivalent of a full-time position based on 2,080 hours per year. For example, a part-time typist working for 20 hours per week would be the equivalent to .5 of a full-time position.

Fund - An accounting entity having a set of self-balancing accounts and that records all financial transactions for specific activities or government functions in attaining certain objectives governed by special regulations, restrictions, or limitations.

Fund Balance - Fund balance is the excess of assets over liabilities of governmental and fiduciary funds.

Greater Arizona Development Authority - Created by the Arizona Legislature to assist local and tribal governments as well as special districts with the development of public infrastructure. Housed in the Arizona Department of Commerce, this \$20 million bond authority leverages funding for infrastructure projects and aims to help accelerate project development and lower costs of financing.

General Fund - The operating fund established to account for resources and uses of general operating functions of City departments that are not required to be accounted for in another fund. Resources are, in the majority, provided by taxes.

General Obligation Bonds - Bonds that finance a variety of public projects and require voter approval. These bonds are backed by the full faith and credit of the city. Limitations for bonding capacity are set by State Statute.

Generally Accepted Accounting Principles (GAAP) - Uniform minimum standards and guidelines for financial accounting and reporting.

Governmental Funds - Funds used to account for the acquisition, use and balances of expendable financial resources and related current liabilities, except those accounted for in propriety funds and fiduciary funds (i.e., General Fund, Special Revenue Fund, Debt Service Fund, Capital Projects Fund).

Governor's Alliance Against Drugs (GAAD) - A division of the state's governor's office funding grants providing alternative activities for youth at risk for drug and alcohol abuse.

Grant - Contributions or gifts of cash or other assets from another government to be used for a specified purpose, activity or facility.

Heritage Fund - A state grant program funded through lottery proceeds (LTAF funds) dedicated to open space and park improvements.

Indirect Cost - A cost necessary for the functioning of the organization as a whole, but which cannot be directly assigned to one

Infrastructure - The physical assets of a government (e.g., streets, water, sewer, public buildings and parks).

Insurance Service Organization (ISO) - A national program designed by the insurance industry to review and evaluate a community's ability to suppress fires.

Intergovernmental Revenue - Funds received from federal, state and other local government sources in the form of grants, shared revenues, and payments in lieu of taxes.

Internal Service Fund - A fund used to account for the financing of goods or services provided by one department to other departments on a cost-reimbursement basis.

Line-item Budget - A budget prepared along departmental lines that focuses on what is to be bought.

Local Transportation Assistance Fund - A state fund established and funded by lottery proceeds to provide grants for local transit systems, parks and other open space needs, and street maintenance and improvements.

Long-term Debt - Debt with a maturity of more than one year after the date of issuance.

Municipal Property Corporation - A component unit of the City established for the purposes of providing funding for capital projects which directly benefit the city.

Objective - Something to be accomplished in specific, well-defined, and measurable terms and that is achievable within a specific time frame.

Obligations - Amounts which a government may be legally required to meet out of its resources. They include not only actual liabilities, but also encumbrances not yet paid.

Operating Budget - Plan of current expenditures and the prepared means to finance them. This budget, associated with providing on-going services to citizens, includes general expenditures such as personal services, contractual services, operating supplies and operating capital items. The budget is the primary measure of controlling financing, acquisition, spending and delivering of services of the entity.

Operating Expenses - The cost for personnel, materials and equipment required for a department to function.

Operating Revenue - Funds that the government receives as income to pay for ongoing operations. It includes such items as taxes, fees from specific services, interest earnings, and grant revenues. Operating revenues are used to pay for day-to-day services.

Pension Plan Fund - A trust fund used to account for the volunteer firefighters retirement fund. This fund uses the accrual basis of accounting and has a capital maintenance measurement focus.

Proprietary Funds - Funds used to account for a government's ongoing activities that are similar to those often found in the private sector (i.e. Water & Wastewater Enterprise Funds).

Public Hearing - A hearing, publically advertised to promote public input into the annual budget process, held each year prior to the adoption of the Final budget.

Reserve - An account used either to set aside budgeted revenues that are not required for expenditure in the current budget year or to earmark revenues for a specific future purpose.

Resolution - A special or temporary order of a legislative body; an order of a legislative body requiring less legal formality than an ordinance or statute.

Resources - Total amounts available for appropriation including estimated revenues, fund transfers, and beginning balances.

Revenue - Sources of income financing the operations of government.

Revenue Bonds - Bonds whose principal and interest are payable exclusively from earnings of an enterprise fund.

Rural Economic Development Initiative (REDI) - A state certification of a community, by the Arizona Department of Commerce, for its readiness for economic development.

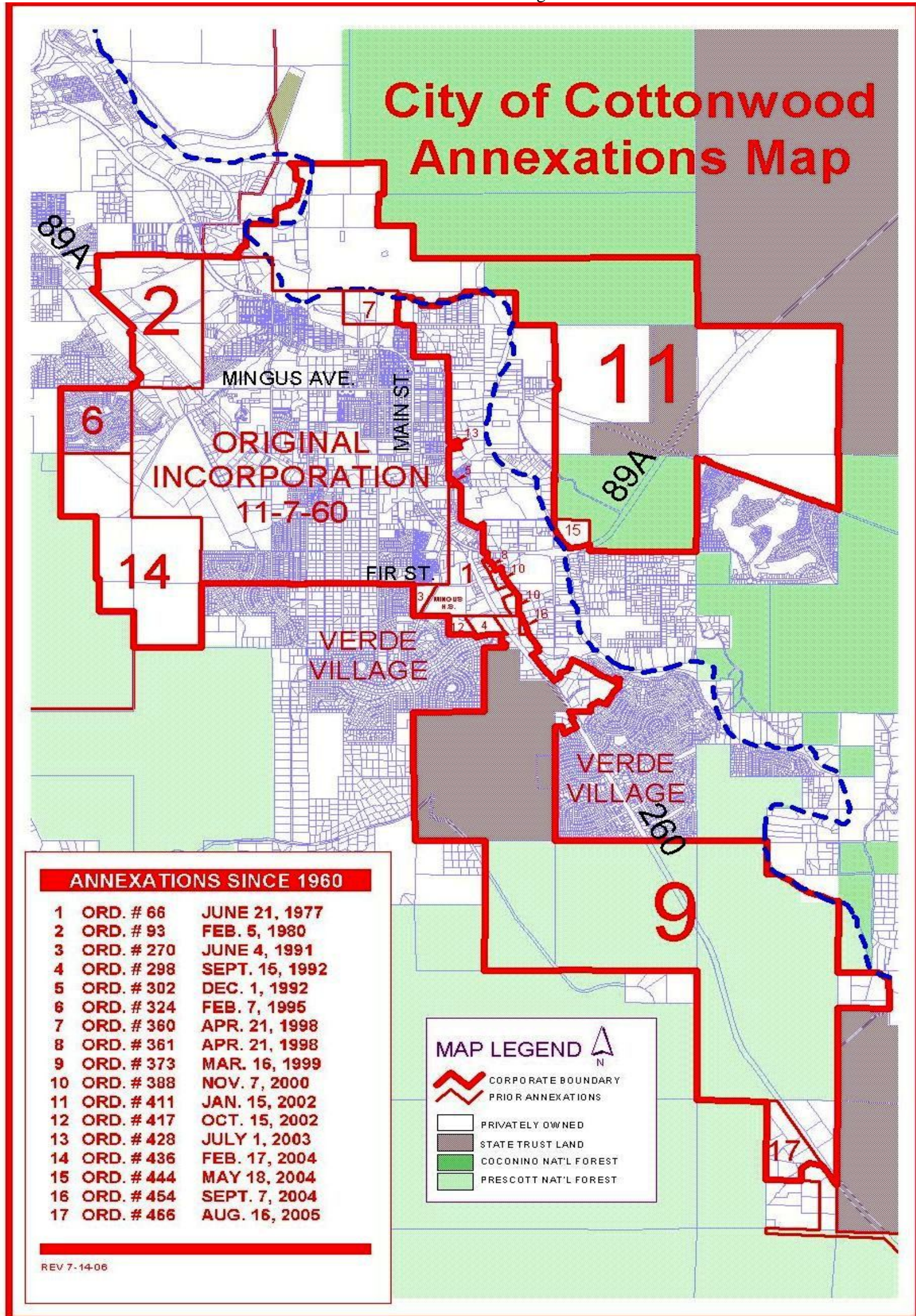
Service Level - Specific quantitative and qualitative measures of work performed as an objective of specific departments or programs.

Special Revenue Fund - A fund used to finance distinct activities and created out of receipts of specific revenues.

Unreserved Fund Balance - Undesignated monies available for appropriations.

AAED - Arizona Association for Economic Development	COPS - Community Oriented Policing Services
ACA - Arizona Commerce Authority	CP - Community Paramedicine
ACAP - AZ Court Automation Project	CPSCC - Cottonwood Public Safety Communications Center
ACIP - Airport Capital Improvement Plan	CPST - Child Passenger Safety Technician
ACJC - Arizona Criminal Justice Commission	CWRF - Clean Water Revolving Fund
ACJIS - Arizona Criminal Justice Information System	DARE - Drug Awareness Resistance Education
ADA - American with Disabilities Act	DEA - Drug Enforcement Agency
ADOSH - AZ Division of Occupational Safety & Health	DNS - Domain Name Services
ADOT - Arizona Department of Transportation	DOHS - Department of Homeland Security
ADS - Animal Disaster Services	DPS - Department of Public Safety
ADWR - Arizona Department of Water Resources	DUI - Driving Under the Influence
AFG - Assistance to Firefighters Grant	DVP - Delivery vs. Payment
AFIS - Automated Fingerprint Identification System	DWRF - Drinking Water Revolving Fund
AG - Agriculture	ED - Economic Development
AIP - Airport Improvements Project	EDA - Economic Development Administration
ALF - American LaFrance	EDMS - Electronic Document Management Scanning
ALP - Airport Layout Plan	EEOC - Equal Employment Opportunity Compliance
AMRRP - Arizona Municipal Risk Retention Pool	EFD - Emergency Fire Dispatcher
AOC - Administrative Office of the Court	EMMA - Electronic Municipal Market Access
APCO - Association of Public Safety Communications Officials	EMD - Emergency Medical Dispatcher
ANS - American National Standards (APCO)	EMS - Emergency Medical Services
APS - Arizona Public Service	EMT - Emergency Medical Technician
ARS - Arizona Revised Statutes	ENP - Emergency Number Professional
ASL - American Sign Language	EPD - Emergency Police Dispatcher
A/V - Audio Visual	ETA - Estimated Time of Arrival
AVL - Automatic Vehicle Locator	FAA - Federal Aviation Administration
AWOS - Automatic Weather Observation Station	FARE - Fines/fees and Restitution Enforcement
AZ - Arizona	FBO - Fixed Base Operations
AZDEQ - AZ Department of Environmental Quality	FBI - Federal Bureau of Investigation
AZPac - Arizona Public Access Computers	FEMA - Federal Emergency Management Administration
BAC - Business Assistance Center	FHWA - Federal Highway Administration
BOD - Biological Oxygen Demand	FLSA - Fair Labor Standards Act
BTOP - Broadband Technology Opportunities Program	FmHA - Farmers Home Administration
CAD - Computer Aided Dispatch	FSA - Flexible Spending Account
CAFR - Comprehensive Annual Financial Report	FTE - Full Time Equivalent
CAFS - Compressed Air Foam System	FY - Fiscal Year
CALEA - Commission on Accreditation for Law Enforcement Agencies	GO Bond - General Obligation Bond
CAT - Cottonwood Area Transit	GAAD - Governor's Alliance Against Drugs
CCR - Cardio Cerebral Resuscitation	GAAP - Generally Accepted Accounting Principles
CDBG - Community Development Block Grant	GADA - Greater Arizona Development Authority
CEDC - Cottonwood Economic Development Council	GASB - Government Accounting Standards Board
CENS - Community Emergency Notification System	GFOA - Government Finance Officers Association
CFM - Cottonwood Fire & Medical Services Department	GIMP - GNU Image Manipulation Program (Image Editing)
CJEF - Criminal Justice Enhancement Fund	GIS - Geographic Information Systems
CM - City Manager	GM - General Manager
CPI - Consumer Price Index	GOHS - Governor's Office of Highway Safety
CPR - Cardiac Pulmonary Resuscitation	HDHP - High Deductible Health Plan
CPS - Child Passenger Safety	HELP - Highway Expansion and Extension Loan Program
CPSCC - Cottonwood Public Safety Communications Center	HHS - U.S. Department of Health and Human Services
COC - Chamber of Commerce	HIPAA - Health Insurance Portability & Accountability Act
COI - Certificate of Insurance	HR - Human Resources
COJET - Committee on Judicial Education and Training	HSA - Health Savings Account
COLA - Cost of Living Adjustment	HSIP - Highway Safety Improvement Program
COP - Citizens on Patrol	

HURF - Highway User Revenue Fund	REDI - Rural Economic Development Initiative
HVAC - Heating, Ventilation and Air Conditioning	RF - Riverfront
ICC - International Code Council	RFP - Request for Proposal
ID - Identification	RFQ - Request for Qualifications
IFR - Instrument Flight Rules	RICO Act- Racketeer Influenced and Corrupt Organizations Act
IGA- Intergovernmental Agreement	RMS - Records Management System
ILMS - Institute of Museum and Library Services	RWRF - Riverfront Water Reclamation Facility
ISO - Insurance Service Organization	SAFER - Staffing for Adequate Fire Emergency Response
ISTEA - Intermodal Surface Transportation Efficiency Act	SARMC - Safety Awareness and Risk Management Committee
JPA - Joint Powers Agreement	SCBA - Self Contained Breathing Apparatus
JCEF - Judicial Collection Enhancement Fund	SciTech - Science and Technical features.
LED - Light Emitting Diode	SDS - Safety Data Sheets
LDH - Large Diameter Hose	SHPO - State Historical Preservation Office
LLBG - Local Law Enforcement Block Grant	SIP - Session Initiation Protocol
LSTA - Library Services and Technology Act	SLIM - Specialty and Light Manufacturing Association of Yavapai County
LTAF - Local Transportation Assistance Fund	SR - State Route
M&O - Maintenance & Operations	SRO - School Resource Officer
MATForce - Methamphetamine Task Force	SSRT - Super Secret Response Team
MDC - Mobil Data Communication	STEAM - Science, Technology, Engineering, Arts, Math
MPC - Municipal Property Corporation	SVCS - Services
MRAP - Mine Resistant Ambush Protected Vehicle	SWAT - Strategic Weapons Attack Team
MUHS - Mingus Union High School	TES - Tavasci Elementary School
MV - Motor Vehicle	TIA - Traffic Impact Analysis
MVD - Motor Vehicle Division	TIP- Trauma Intervention Program
NACOG - Northern Arizona Council of Governments	TLC - Teen Library Council
NAIPTA - Northern Arizona Inter-Governmental Public Transit Authority	TPT - Transaction Privilege Tax
NAMWUA - Northern Arizona Municipal Water Users Association	TSS - Total Suspended Solids
NAU - Northern Arizona University	UAS - Unmanned Aircraft System
NCIC - National Crime Information Center	UNICOM - Universal Communication
NCMEC - National Center for Missing and Exploited Children	US - United States
NFPA - National Fire Protection Association	USDA - United States Department of Agriculture
NIMS - National Incident Management System	USEPA - United States Environmental Protection Agency
NRCD - Natural Resource Conservation District	USF - Underground Storage Facility
NRMSIR - Nationally Recognized Municipal Securities Information Repository	UV - Ultraviolet
OFA - Object Free Area	VCTC - Verde Consolidated Therapeutic Court
OSC - Orders to Show Cause	VFW - Veterans of Foreign Wars
OSHA - Occupational Safety and Health Administration	VoIP - Voice over Internet Protocol
OTA - Old Town Association	VOMP - Victim Offender Mediation Program
P & Z - Planning and Zoning	VPN - Virtual Private Network
PANT - Prescott Area Narcotics Taskforce	VV - Verde Valley
PAPI - Precision Approach Path Indicator	VVAC - Verde Valley Arts Council
PARC - Parks and Recreation Department	VVAC - Verde Valley Ambulance Company
PC - Personal Computer	VVEBP- Verde Valley Employee Benefits Pool
PD - Police Department	VVREDC - Verde Valley Regional Economic Development Committee
PHI - Protected Health Information	VVREO - Verde Valley Regional Economic Organization
PPV - Positive Pressure Ventilation	VVTPO - Verde Valley Transportation Planning Organization
PHSG - Peacock, Hislop, Staley & Givens, Inc.	VVWC - Verde Valley Wine Consortium
PRIMA - Public Risk Management Association	WC - Workers' Compensation
PS - Public Safety	WIFA - Water Infrastructure Finance Authority
PSA - Public Securities Association	WMA - Wastewater Management Authority
PSAP - Public Safety Answering Point	WSUS - Windows Server Update Services
PW - Public Works	WWTP - Wastewater Treatment Plant



City of Cottonwood, Arizona
City Council Agenda Communication

☐ Print

Meeting
Date: July 6, 2017
Subject: Building Community Grant Awards
Department: Administrative Services
From: Jesus R. Rodriguez, Deputy City Manager

REQUESTED ACTION

The Building Community Grants Committee requests that the council approve awarding \$10,000 to Habitat for Humanity and \$5,000 to Old Town Mission for their project submissions.

SUGGESTED MOTION

If the Council desires to approve this item the suggested motion is:

I move to award \$10,000.00 to Verde Valley Habitat for Humanity and \$5,000.00 to Old Town Mission under the Building Community Grant Program as recommended by the Building Community Grants Committee.

BACKGROUND

The Building Community Grants Committee has met several times to discuss the four applications that were submitted. The four applicants are the Old Town Mission, Catholic Charities, Verde Valley Habitat for Humanity (VVHFH), and Yavapai County Community Health Services.

As shown below, the scoring was very close and the applications were all very good. Unfortunately, the program is allocated only \$15,000.00 annually.

Habitat for Humanity	Old Town Mission	Catholic Charities	YC Community Health
25	25	25	24
25	25	21	25
25	23	25	19
25	25	24	25
25	16	19	19
25	25	23	23
25	25	23	21

VVHFH requested \$15,000.00 to fund their Home Repair Program to serve 10 -15 homeowners in the City of Cottonwood and Verde Village. Each project utilizes between \$500.00 to \$1,500.00 in funding per home to help low income families, senior citizens and veterans. The \$10,000.00 award, though reduced from the request, will still help many homeowners in the area.

The Old Town Mission requested \$6,000.00 to complete a wood/chain link fence for their Community Garden Project. The Project includes a section of wrought iron fence that dates back to the early 1900's. It will also protect the garden from predators and beautify the area.

The Committee would like to compliment all the applicants on their proposals, and encourage Catholic Charities and Yavapai County Community Health Services in particular to resubmit for next year's round of Better Community Grant funding, if the Council adopts the Committee's recommendation for awards in this funding cycle.

JUSTIFICATION/BENEFITS/ISSUES

The Committee recognizes that there are many needs and many worthy and willing providers throughout the community and did its best to get the most for the amount of funds available for award.

COST/FUNDING SOURCE

General Fund

ATTACHMENTS:

File Name	Description	Type
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No Attachments Available

City of Cottonwood, Arizona
City Council Agenda Communication

☐ Print

Meeting	July 6, 2017
Date:	
Subject:	Historic Preservation Commission Appointments
Department:	Community Development
From:	Berrin Nejad, Community Development Manager

REQUESTED ACTION

Appointment of one (1) seat on the Historic Preservation Commission.

SUGGESTED MOTION

If the Council desires to approve this item the suggested motion is:

“I move to approve Resolution Number 2895 appointing _____ to the Historic Preservation Commission for a reminder of a three-year term that expires March 6, 2019.”

BACKGROUND

There is one (1) seat open on the Historic Preservation Commission which expired on January 8, 2016. Due to Commissioner Ms. Annabel Sclipa’s resignation, this will be to fill the remainder of her term which expires on March 6, 2019.

The Historic Preservation Commission has been meeting for several years. The Commission is involved with various activities that promotes awareness of Historic Preservation in Cottonwood. The anticipated work program for the next year will include the continued effort to establish the technical documents necessary to implement the program, including design review procedures for historic properties, a home tours program, a land-marking program, as well as continued efforts to promote education and awareness of the benefits of historic preservation.

The City received one (1) application. The Council has the option to make the appointments or to continue seeking applicants. The candidate for the position is:

- Michael Mathews

JUSTIFICATION/BENEFITS/ISSUES

The Historic Preservation Commission is comprised of seven members, at least five of whom shall be residents of the city, and two of whom need not be residents of the city,

provided they have substantial ties to the city, such as owning real property, owning a business, being employed within the city limits, or based on other factors deemed relevant by the city council. Prospective members should have demonstrated significant interest in and commitment to the field of historic preservation, evidenced either by involvement in a historic preservation organization, employment or volunteer activity in the field of historic preservation, professional experience in real estate or construction activities related to historic preservation, educational background in a related field, or other serious interest in the field.

The applicant shows a background in real estate and in the construction industry, both of which meet the requirements to be on the Historic Preservation Commission.

COST/FUNDING SOURCE

NA.

ATTACHMENTS:

File Name	Description	Type
2017-06-19_Mathews__Michael_REDACTED.pdf	Michael Mathews- Resume/Application	Cover Memo
res2895.doc	Resolution Number 2895	Cover Memo

Board/Commission Application

Application for (Board/Commission/Committee)	Historic Preservation Commission
First Name	Michael
Last Name	Mathews
Mailing Address	PO Box 4583
City	Cottonwood
State	AZ
Zip Code	86326
Street Address	
City	
State	
Zip Code	
Home Phone Number	928-239-0122
Work/Message Phone Number	
Email Address	mmatkw@gmail.com
Please check below which items of your personal information we may release to the public, if requested (we reccommend at least one):	Mailing Address, Home Phone, E-mail Address
Professional Memberships, Registrations, Licenses, etc.:	Licensed Arizona Real Estate Broker. License #BR585788000
Education:	HS Graduate. Many vocational training and licensing classes to include 270 hours of Arizona real estate salesperson and broker licensing education as well as 200 hours of real estate continuing education classes.
Work Experience:	During my 13 years in the Verde Valley I have been self employed. 5 years as a custom home construction supervisor. 10 years as a real estate sales person, broker and real estate investor.

Please describe your qualifications for serving on this Board/Commission/Committee:

Since 1994 I have been involved in purchasing and remodeling or rebuilding homes. In 1997 I spent 7 years in my spare time rebuilding a 100 year old home in Massachusetts while living in the home. When that labor of love was completed the home was 85% but still retained it's historic charm and character. Upon moving to the Verde Valley I was involved in developing custom homes for speculation five years. Over the last ten years I have purchased remodeled and sold over 50 homes in the Verde Valley, many of them in Cottonwood. I worked many years ago as an electrician and in my many years of real estate experience have taken on and learned almost every trade to some extent and used those skills in my many real estate projects. I have a great love and respect for historic homes and buildings and believe my knowledge and experience would be a benefit to the commission.

List any community service organizations or projects you have been involved with (include a brief description of activities):

My time to serve and give back to the community has recently been expanded. It is also my intention to volunteer my skills to the Habitat for Humanity organization and also volunteer to deliver meals though the Verde Valley Senior Center.

Note: A YES response to either of the next two questions will not automatically disqualify applicants from consideration.

Have you ever been convicted of, or pled "no contest" to any crime, including any convictions that were later set aside or expunged?

No

If YES, please explain:

Field not completed.

Does the City of Cottonwood employ any relative of yours?

No

If YES, please explain:

Field not completed.

Are you currently a resident of Cottonwood?

Yes

If YES, how long have you been a resident of the City?

For a good part of ten years. I usually reside in my real estate projects while they are ongoing so it jumps around a bit.

Do you currently own a business within the Cottonwood city limits?

Yes

If YES, what type of business? Real Estate Broker. I also own a small apartment building.

Note: All applicants are strongly encouraged to attend the Council meeting at which their application will be considered. It is important for Council members to be able to assess applicants' qualifications and backgrounds during the selection process, and be able to ask questions for clarification.

The Council will conduct a brief interview process during the Council meeting.

Council meetings are held the first and third Tuesday of every month, unless the date falls on a holiday. Council agendas can be found under the City Council tab on the City Website: www.cottonwoodaz.gov.

Date: 5/9/2017

I have filled this application out Yes
as completely and accurately
as possible and I certify I am
the person named on this
application.

Email not displaying correctly? [View it in your browser.](#)

RESOLUTION NUMBER 2895

A RESOLUTION OF THE MAYOR AND CITY COUNCIL OF THE CITY OF COTTONWOOD, ARIZONA, APPOINTING _____ A MEMBER OF THE CITY'S HISTORIC PRESERVATION COMMISSION AND ESTABLISHING HIS TERM OF OFFICE.

WHEREAS, the City Council created a Historic Preservation Commission for the City of Cottonwood for the identification, evaluation, protection, preservation, and enhancement of historic properties that have significance for the City of Cottonwood; and

WHEREAS, Annabel Sclipa has resigned as a member of the Historic Preservation Commission, and it therefore is necessary to appoint a member to the Historic Preservation Commission in order to maintain the requisite number of members on said commission.

NOW THEREFORE, BE IT RESOLVED BY THE MAYOR AND CITY COUNCIL OF THE CITY OF COTTONWOOD, YAVAPAI COUNTY ARIZONA:

THAT, _____ is hereby appointed a member of the Historic Preservation Commission to fill the remainder of a three-year term which expires March 6, 2019.

PASSED AND ADOPTED BY THE CITY COUNCIL AND APPROVED BY THE MAYOR OF THE CITY OF COTTONWOOD, YAVAPAI COUNTY, ARIZONA, THIS 6TH DAY OF JULY 2017.

Tim Elinski, Mayor

APPROVED AS TO FORM:

ATTEST:

Steven B. Horton, Esq.
City Attorney

Marianne Jiménez, City Clerk

City of Cottonwood, Arizona
City Council Agenda Communication

☐ Print

Meeting	July 6, 2017
Date:	
Subject:	Ordinance 623 - LeMain 919 Rezone Request - First Reading
Department:	Community Development
From:	Scott Ellis, Community Development Planner

REQUESTED ACTION

The owners of a proposed development project in Old Town are requesting a zone change on two parcels of land, located at 920 N. Main Street and 925 N. Cactus Street, from C-1 (Light Commercial) to PAD (Planned Area Development).

SUGGESTED MOTION

If the Council desires to approve this item the suggested motion is:

No legal action required. Public hearing and first reading only.

BACKGROUND

The applicant owns two vacant parcels of land in Old Town, one of which fronts N. Main Street, and the other fronts N. Cactus Street. The applicant proposes to construct two new mixed-use buildings on the site, which would require the properties to be rezoned from their current C-1 (Light Commercial) designation to PAD (Planned Area Development). The building on Main Street will be three stories high with approximately 2,200 square feet of commercial space on the lower floor, and three residential units on the two upper floors ranging from 1,100 square feet to 1,800 square feet. The Cactus Street building will provide two residential floors situated above a ground level parking garage. A total of six residential units will be offered for sale in this building ranging from 950 to 1,400 square feet. Both buildings will be a maximum of 35 feet in height.

The project was presented to the Historic Preservation Commission in March 2016 and was met with positive reception from the commissioners.

On September 20, 2016, the Council approved an encroachment agreement to allow the construction of overhanging balconies/decks over City right-of-way for the project.

On May 16, 2017, the Council approved an alley improvement and shared cost agreement between the City, LaMain LLC, and Jerome Properties LLC for construction

of alley improvements between Pinal and Pima Streets from Main to Cactus Streets.

At their meeting on September 19, 2016, the Planning & Zoning Commission tabled the Design Review portion of the project and recommended approval of the rezone request subject to the following stipulations:

1. That the project is developed in accordance with the Master Development Plan submitted on August 22, 2016 and as may be further modified by the Planning & Zoning Commission.

2. That the project conforms to code review comments dated July 23, 2015 and November 25, 2015.

3. Any other required supporting documentation is submitted to staff and approved (i.e. drainage reports, surveys, etc.).

4. The decks overhanging the City of Cottonwood right-of-way are approved by the City Council in the form of an encroachment agreement.

5. The property owner develops the alley in accordance with City standards.

6. A Certificate of Zoning Compliance documenting the completion of conditions shall be issued by the timeframe specified.

At the time of writing this staff report, the project is scheduled to be heard by the Planning & Zoning Commission on June 26, 2017 to add the following stipulation to the recommended approval:

7. If the residential units are to be sold, the developer must comply with Article 8 of the City of Cottonwood Subdivision Ordinance regarding Condominium Regulations and the associated procedures and fees.

(The results of this action will be presented to Council.)

The Design Review portion of the project was approved by the Planning & Zoning Commission on October 17, 2016.

JUSTIFICATION/BENEFITS/ISSUES

The applicant is developing two vacant parcels in Old Town as an in-fill development, which will complete development of all vacant lots along this portion of Main Street. The design compliments the historic character of the surrounding buildings. Providing aesthetically pleasing buildings to attract new tenants, both residential and commercial, will help continue the growth of Old Town.

COST/FUNDING SOURCE

There is no cost to the City for this request.

ATTACHMENTS:

File Name	Description	Type
Ord623.pdf	Ordinance 623	Ordinance
LeMain_Development_PAD_9-7-16.pdf	LeMain Master Development Plan	Exhibit
LA-MAIN_PAD_Council_Reduced.pdf	LeMain Site Plans	Exhibit
Staff_Report-LeMain(CA)_rev_2016_09_12.pdf	P&Z Staff Report	Exhibit
CRB_15-018_CRB_Comments.pdf	Code Review Comments	Exhibit
CRB_15-024_Comments.pdf	Code Review Comments 2	Exhibit
IMG_5390.JPG	Site Photo 1	Exhibit
IMG_5393.JPG	Site Photo 2	Exhibit
IMG_5395.JPG	Site Photo 3	Exhibit
IMG_5398.JPG	Site Photo 4	Exhibit
IMG_5404.JPG	Site Photo 5	Exhibit

ORDINANCE NUMBER 623

AN ORDINANCE OF THE MAYOR AND CITY COUNCIL OF THE CITY OF COTTONWOOD, YAVAPAI COUNTY, ARIZONA, AMENDING THE ZONING MAP OF THE CITY OF COTTONWOOD, ARIZONA, FOR TWO PARCELS OF LAND TOTALING APPROXIMATELY .18 ACRES, LOCATED AT 920 NORTH. MAIN STREET AND 925 NORTH CACTUS STREET (APN 406-22-015 AND 406-22-020A,) SO AS TO CHANGE CERTAIN DISTRICT BOUNDARIES AND CLASSIFICATIONS THEREOF FROM THE PRESENT ZONING OF C-1 (LIGHT COMMERCIAL,) TO PAD (PLANNED AREA DEVELOPMENT.)

WHEREAS, the Planning & Zoning Commission held a public hearing on September 19, 2016, concerning the rezoning of properties owned by LAMAIN 919 LLC and CACTUS DEVELOPMENT LLC, and has recommended approval of this request; and

WHEREAS, the requirements of A.R.S. § 9-462.04 have been met.

NOW, THEREFORE, BE IT ORDAINED BY THE MAYOR AND CITY COUNCIL OF THE CITY OF COTTONWOOD, YAVAPAI COUNTY, ARIZONA, AS FOLLOWS:

Section 1: That the following described parcels of land, APN 406-22-015 and 406-22-020A, lying within the City of Cottonwood, Yavapai County, Arizona, shall be and is hereby reclassified from C-1 (Light Commercial,) to PAD (Planned Area Development,) subject to the applicant's compliance with the conditions and stipulations set forth below under Section 2 below.

Legal Descriptions

PARCEL I: APN 406-22-015

Lot 9, Block 1, WILLARD ADDITION to the Town of Cottonwood, according to the plat of record in Book 2 of Maps, page 42, records of Yavapai County, Arizona.

EXCEPTING therefrom the North 6 inches.

PARCEL II: APN 406-22-020A

Lot 15 and 16, Block 1, WILLARD ADDITION TO THE TOWN OF COTTONWOOD, according to the plat of record in Book 2 of Maps, Page 42, records of Yavapai County, Arizona.

Section 2: That the Planning and Zoning Commission and City Council have determined the following items necessary as conditions of the zoning approval to protect the public health, safety and general welfare:

1. That the project is developed in conformance with the Master Development Plan submitted on August 22, 2016, and as may be modified by the Planning & Zoning Commission.
2. That the project conforms to Code Review Board comments dated July 23, 2015 and November 25, 2015.
3. Any other required supporting documentation is submitted to staff and approved (i.e. drainage reports, surveys, etc.).
4. The decks overhanging the City of Cottonwood right-of-way are approved by the City Council in the form of an encroachment agreement.
5. The property owner develops the alley in accordance with City standards.
6. A Certificate of Zoning Compliance documenting the completion of the conditions shall be issued by the timeframe specified.
7. If the residential units are to be sold, the developer must comply with Article 8 of the City of Cottonwood Subdivision Ordinance regarding Condominium Regulations and the associated processes and fees.

Section 3: The zoning map shall be amended to reflect this zone change only upon compliance with all zoning conditions set forth herein.

Section 4: That at least three (3) copies of the zoning map of the City of Cottonwood, Arizona, as hereby amended be kept in the office of the City Clerk for public use and inspection.

Section 5: Severability: That if any section, subsection, sentence, clause, phrase or portion of this ordinance adopted herein is for any reason held to be invalid or unconstitutional by the decision of any court of competent jurisdiction, such a decision shall not affect the validity of the remaining portions thereof.

PASSED AND ADOPTED BY THE CITY COUNCIL AND APPROVED BY THE MAYOR OF THE CITY OF COTTONWOOD, YAVAPAI COUNTY, THIS ____ DAY OF JULY 2017.

Ordinance Number 623
Page 3

Tim Elinski, Mayor

APPROVED AS TO FORM:

ATTEST:

Steve Horton, Esq.
City Attorney

Marianne Jiménez, City Clerk

MASTER DEVELOPMENT PLAN

PROJECT NAME

LeMain Development

PROJECT LOCATION

920 North Main Street (parcel 406-22-015), and
925 North Cactus Street (parcel 406-22-020A)
Old Town Cottonwood, AZ

PROJECT APPLICANT/MASTER DEVELOPER

LeMain Development LLC, Master Developer
c/o John C. Haupt
10008 East South Bend Drive
Scottsdale, AZ 85255
Mobile: 602-757-4398

Steve Biasini, Project Applicant
735 South Third Street
Williams, AZ 86046
Mobile: 928-202-2029

DATE OF SUBMITTAL

July 8, 2016
Revised August 16, 2016

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Graphic Exhibits

Exhibit 1	Vicinity Map
Exhibit 2	Aerial Photograph
Exhibit 3	Photographs of Property
Exhibit 4	Conceptual Development Site Plan
Exhibit 5	Exterior Building Materials and Colors
Exhibit 6	Landscaping Schematics
Exhibit 7	Main Street Building—Street View
Exhibit 8	Building Schematics and Floor Plans

1. PROJECT NARRATIVE

1a. Project Name, Location, Contact Information, Brief Description

LeMain Development LLC, an Arizona Limited Liability Company, proposes to develop two adjacent tax parcels in Old Town Cottonwood, AZ as LeMain Development, a Planned Area Development (PAD). The contact information for the Applicant, Master Developer, and property owners is:

Applicant: Steve Biasini
735 South Third Street
Williams, AZ 86046
Mobile: 928-202-2029
Email: sjbiasini@gmail.com

Master Developer: LeMain Development LLC
c/o John C. Haupt
10008 East South Bend Drive
Scottsdale, AZ 85255
Mobile: 602-757-4398
Email: jchaupt1@gmail.com

Property Owners: LaMain 919 LLC
c/o John C. and Valerie A. Haupt
10008 East South Bend Drive
Scottsdale, AZ 85255
Mobile: 602-757-4398
Email: jchaupt1@gmail.com

Cactus Development LLC
c/o Michelle M. Haupt
2325 Taft Street NE
Minneapolis, MN 55418
Mobile: 612-554-5387
Email: mmhaupt@aol.com

Tax parcel 406-22-015 is located at 920 North Main Street, and tax parcel 406-22-020A is located at 925 North Cactus Street. These two vacant parcels are adjacent but are separated by the alley between North Main Street and North Cactus Street. The two lots are approximately in the center of the block, with West Pinal Street at the north end of the block and West Pima Street at the south end of the block. Both parcels are in Old Town Cottonwood and are currently zoned C-1. Please see Exhibit 1, Vicinity Map, and Exhibit 2, Aerial Photograph of the Property.

1b. Land Use Areas and Development Standards

We are submitting this master development plan to address substantial challenges identified resulting from the existing C-1 zoning requirements as they apply to very small parcel sizes in Old Town Cottonwood. The combination of required C-1 setbacks, open space, parking, floor limitations, and landscaping currently make it very difficult, if not impossible, to cost-effectively build a structure that we feel would add significant value to the City, its residents, and its visitors.

We are presenting a clear departure from the one-story/single family dwelling style that was carried forward by default when the east side of Cactus was changed to C-1 zoning. We are interested in expanding the urban flavor and tone of Main Street on to Cactus. As shown on the attached preliminary conceptual development site plan, our proposal has a fairly dense urban footprint. (These two parcels total less than 8,000 square feet.)

We are proposing a three-story mixed-use building on the Main Street parcel and a residential building consisting of two floors over a ground level parking garage on the Cactus Street parcel. Both buildings will have similar architecture and obvious design continuity in keeping with existing historical development on Main Street, as well as a common property owners' association. We intend to use remnant and historic construction materials already salvaged from the Main Street property for design accents. We had a useful meeting with the Historic Preservation Committee, and as a result of the meeting, we adjusted the setback of the third floor on Main Street by moving it back still further from the front of the structure. It is now set back twelve (12) feet to lessen its visual impact on the streetscape.

We feel that our proposed development will further the pride of ownership existing in the neighborhood by providing more opportunities for people to own/live in Old Town. We want to encourage the expansion of the architectural style and feel of the Old Town "brand" beyond Main Street to the very small commercial lots on the two adjacent streets, Cactus and First. We also believe that approval of our master development plan will provide the city a positive example for further new development for the balance of the Old Town C-1 zoning.

This master development plan explains and illustrates the proposed development and its uses and standards through text, data tables, and illustrations.

920 North Main Street

The North Main Street parcel is in the Cottonwood Historic District, and has been vacant land for many, many years; closed off by chain link fences at both ends. We lovingly refer to this lot as the "missing front tooth" of Old Town Main Street. We would like to provide the "implant" to make the existing Main Street smile more vibrant.

In this location, we are proposing a three-story building, a variance from the existing City code allowing for a two-and-a-half-story building. The building height will be equal to or less than 35 feet, (the current zoning height limit) which is consistent with existing City codes and will be similar in height to other new construction proposed in the immediate area.

Floor one at ground level will provide approximately 2,200 square feet of leased commercial space, with access from both the front of the building and the alley. The front entry will meet ADA requirements for accessibility. Floors two and three will contain a total of three for sale residential units, with sizes ranging from approximately 1,100 to 1,800 square feet. Floors two and three will be accessed via a secured entry door at the rear of the building with both stairs and an elevator.

The second floor on the Main Street side will have a deck that projects five (5) feet into the right of way above the sidewalk and will provide some coverage over the first floor entryway. The second and third floors on the alley side of Main Street will have decks that project three feet into the alley.

On the third floor, the front exterior wall will be set back twelve feet and the rear exterior wall will be set back six feet with a three foot overhanging deck. This architectural set back will provide an apparent height more consistent with existing Main Street buildings when viewed from street level.

The building front will include landscaping, including a front courtyard, designed to be appealing and pedestrian friendly. Building coverage on this parcel will effectively be 100 percent and no parking will be provided, consistent with existing City codes.

925 North Cactus Street

On Cactus Street, we are proposing a two-story residential building set above a private, enclosed parking garage at ground level. The garage will accommodate eight vehicles and will be fully screened from view, with garage doors at both the entrance on Cactus Street and the exit to the alley. The building height will be equal to or less than 35 feet, which is consistent with existing City codes and will be similar in height to other new construction proposed in the immediate area.

The two residential floors above the garage will each contain three for sale residential units, with sizes ranging from approximately 950 to 1,400 square feet. Sizes of these residential spaces will vary depending on demand. Floors two and three will be accessed via a secured front entry door with stairs and an elevator from the ground floor parking garage.

There will be a minimum front yard setback of ten feet measured from the front property line, no side yard setback, and a minimum rear yard setback of 15 feet measured from the center of the alley. A small part of the parking garage will project beyond the setback lines as shown on the conceptual development site plan and elevated decks will project, not more than five feet, into the setbacks as well.

The building front will include landscaping, designed to be appealing and pedestrian friendly. Building coverage on the Cactus Street lot will be approximately 86 percent.

The Alley

As noted, these parcels are separated in the rear by an alley, which will be a unifying tie between the parcels. The Master Developer intends to participate in improvements to the existing gravel alleyway as part of the project, and has begun discussions with the city engineer, planners, and an adjacent parcel owner. The City will develop the engineering requirements and contract out the work necessary to pave the alley from the existing city parking lot in front of the Tavern Hotel north to West Pinal Street. If this proposed PAD is approved, the Master Developer will participate in the city's costs associated with the alleyway improvements. Paving of the alley will not occur until all new construction is complete.

Parcel Data and Development Standards Table

Table 1 contains a preliminary parcel data table and summary of proposed property development standards.

Table 1

LeMain Development Planned Area Development
Data Table

Physical address	<u>920 North Main Street</u>	<u>925 North Cactus Street</u>	<u>Combined Properties</u>
Parcel number(s)	406-22-015	406-22-020A	
Subdivision	Willard Addition	Willard Addition	
Current use	Vacant Land	Vacant Land	Vacant Land
Parcel size	2,612 sq/ft	5,334 sq/ft	7,946 sq/ft
Assessor acres	0.06	0.12	0.18
Existing zoning	C-1	C-1	C-1
<u>Project uses:</u>			
Proposed Mixed Usage	Residential and Commercial	Residential	Residential and Commercial
Proposed # dwelling units	3	6	9
Total sq/ft of dwellings	~3,896 sq/ft	~6816 sq/ft	~10,700 sq/ft
Proposed # commercial units	Up to 2	None	Up to 2
Total sq/ft of commercial	~2,200 sq/ft	None	~2,200 sq/ft
Proposed # parking spaces	Exempt	8	8

	<u>920 North Main Street</u>	<u>925 North Cactus Street</u>	<u>Combined Properties</u>
<u>Coverages:*</u>			
Open space:	Exempt	956 sq/ft	5.57% on Cactus
Parking Area:	Exempt	3622 sq/ft	
Building coverage:	100% effective	4419 sq/ft	
Parking spaces (9'X20')			
* building coverage on Cactus is a projection of all of the covered areas of the site, including projecting decks onto the ground level.	Exempt	8	8
<u>Development standards:</u>			
Building heights	39 feet front, 35 feet rear	33 feet front, 35 feet rear	Height as measured from highest point on the parcel, adjacent to building
Setbacks:	none	10' front, 15' rear (alley center), side 0'	
Parking encroachment:	none	5' into front setback	
Overhang information:	4' front 3' rear, beyond P/L	5' front 5' rear, into setbacks	
Parking provided:	exempt	8 spaces	
Number of stories:	3 stories	(3) 2 stories over parking	
Screening:	N/A	parking area fully enclosed	

Proposed Streetscape/Open Space/Land for Public Purpose

Existing landscaping on Main Street is essentially composed of Rayber Ash street trees. Some buildings have entry courts landscaped with a variety of plant and furniture choices. Our landscaping on Main Street will follow the pattern set by the already existing efforts. On Cactus, we will continue the Main Street approach but expand both the area of landscaping and the palette of materials. Please see Exhibit 6, Landscaping Schematic. Open space is not required for the Main Street parcel; the Cactus Street parcel contains approximately 5.57% open space.

Conceptual Architectural Theme, Colors, Materials

The project will have similar architecture and obvious design continuity in keeping with the existing historical development on Main Street—the architectural theme effectively is “New Old Town.” The building exteriors will primarily have a stucco finish with brick enhancements on the front and rear façade. The buildings will have metal railings and decks, and old fashioned corrugated roof porch/patio covers. The façade is in scale with neighboring buildings, similar in character but more modern in design. The color of the stucco and trim will coordinate with the color of the brick (Acme Brick, Highland Grey). Please see Exhibit 5, Exterior Building Materials and Colors. We intend to use remnant and historic construction materials salvaged from the Main Street parcel for interior design accents in both buildings.

Conceptual Landscaping Plan

Existing landscaping on Main Street is essentially composed of Rayber Ash street trees. Some buildings have entry courts landscaped with a variety of plant and furniture choices. Our landscaping on Main Street will follow the pattern set by the already existing efforts. On Cactus, we will continue the Main Street approach but expand both the area of landscaping and the palette of materials. Please see Exhibit 6, Landscaping Schematic. The project offers small pedestrian landscaped areas (courtyards), on grade in front of the buildings, which will provide visual continuity to the overhanging porch areas.

Preliminary Master Circulation Plan

The project is adjacent to two existing streets—Main Street and Cactus Street. The project's impact on these streets is negligible. The project will contribute significantly to the improvement of the alley that runs through the center of the project.

Utilities

All necessary utilities are available to the site, and preliminary master water, sewer, and drainage reports are not necessary for the project, given its location in Old Town.

1c. Project Objectives

The manner in which the proposed MDP meets or exceeds the intent of the PAD District:

The PAD zoning district is intended to provide an alternative to the conventional zoning and development processes to accomplish, among other things:

- assurance of superior design;
- economical, innovative, and efficient land use, with emphasis on utilizing existing infrastructure, improving amenities, with appropriate and harmonious variety, creative design, and sensitivity to the surrounding land uses;
- encouragement of a more creative approach to land utilization by creating efficient, aesthetic, and desirable developments, which may be characterized by incorporating special features of a particular property into its site planning; and
- promotion of a unique yet compatible development that is in harmony with the surrounding land uses and the goals of the General Plan.

The project easily accomplishes these goals. The project's architecture and design continuity in keeping with existing historical development creatively honors the Old Town character and expands the urban flavor and tone of Main Street on to Cactus. As mentioned above, property owners contemplating redevelopment or infill development in Old Town face substantial challenges resulting from the existing C-1 zoning requirements as they apply to very small parcel sizes. The combination of required C-1 setbacks, open space, parking, floor limitations, and landscaping currently make it very difficult, if not impossible, to cost-effectively build a project that we feel would add significant value to the City, its residents, and its visitors.

The proposed overall design rationale, as well as architectural and site design concepts, including style, colors, type of materials, and rationale for placement of structures to maximize views and take advantage of the natural characteristics of the PAD site.

The project will have similar architecture and obvious design continuity in keeping with the existing historical development on Main Street—the architectural theme effectively is “New Old Town.” The building exteriors will primarily have a stucco finish with brick enhancements on the front façade. The buildings will have metal railings and decks, and old fashioned corrugated roof porch/patio covers. The façade is in scale with neighboring buildings, similar in character but more modern in design. The color of the stucco and trim will coordinate with the color of the brick (Acme Brick, Highland Grey). Please see Exhibit 5, Exterior Building Materials and Colors.

Specific concepts by which the proposed MDP will make an orderly transition from existing or planned adjacent development including varied setbacks and façade treatment, open space elements, screening of parking areas, and landscaping of the public or private open spaces and recreational facilities.

On Main Street, the proposed building will fill the gap in the streetscape with a building that, while new, still harkens back to and has the feel of the balance of Main Street. The stepped third floor allows for additional residential units while providing both visual interest and a departure from the flat façades characterizing much of the older development. The small overhanging decks will bring a human presence to the street with a different kind of open space.

Similarly, on Cactus Street, while the northerly adjacent property is vacant, the southern neighbor will be developed as a hotel similar in scale to the LeMain residential building. Again, we intend that the courtyards and patios will be clear hallmarks of the building's residential character and human-scaled elements.

[A discussion of visual, traffic, or drainage impacts and compatibility with surrounding land uses and consistency with the General Plan.](#)

The traffic and drainage impacts of the proposed development will be nominal to non-existent. Drainage improvements will meet the City's requirements. The alley's usefulness and visual appeal will be enhanced by the paving and drainage improvements, as well as the landscaping. The project is both consistent with the General Plan, as described in Section 2, below, and compatible with surrounding uses in Old Town.

[Provide analysis of proposed residential density, mixed use issues, neighborhood quality, and other qualitative issues. Include a comparison of the existing zoning regulations in relation to the proposed standards for the PAD, including density, setbacks, and permitted uses.](#)

While there are a number of de-facto residential opportunities on Main Street, the Master Developer will be the first to provide an actual ownership opportunity for residents in the heart of Old Town. There are several current examples of very successful mixed-use projects in Cottonwood, notably Jerona on Mingus and Gateway Green on Main.

It is difficult to compare the project to the existing zoning regulations. We have noted the proposed design standards in Table 1. The City's current C-1 zoning standards were created to deal with much larger properties than the small parcels on Cactus Street. The setback requirements and parking requirements for these more standard parcels are just unworkable on lots of this size. As a result, this PAD requests a set of development standards that are compatible with lots of this size. Currently, there are a number of C-1 zoned parcels on Cactus and First Streets that face this same dilemma. It is our hope that, in addition to enabling a quality project to be placed on the parcels, the project also serves as a practical example of how the small C-1 parcels may be developed.

2. GENERAL PLAN REVIEW

- (1) Provide a statement indicating how the proposed development conforms to the Land Use Category or Categories indicated on the General Plan Land Use Map. Also provide a review of how the proposed development conforms to the narrative text and Local Strategies indicated in the applicable Land Use Planning Area for the proposed development. Indicate and discuss any Special Study Areas or other unique features within the applicable Plan Area Map.

The project conforms to the goals and objectives of Cottonwood General Plan 2025 (“General Plan”). The project is designated on the Land Use Map as General Commercial, and is located within Planning Sub-Area 2—Old Town & Parks—as described in the Land Use Element of the General Plan. The General Plan recognizes that Old Town is a community-wide asset and a matter of pride, and, among other things, calls for:

- The support of a well-balanced mix of residential, specialty retail, office, commercial, entertainment, cultural and civic uses as part of Old Town;
- The support of additional multi-unit residential units and mixed use development in appropriate locations within walking distance to the Old Town commercial and civic areas;
- Ensuring new construction in the historic areas is designed to be compatible with the existing architectural and historic context.

The project meets these objectives. The presence of high-quality mixed-use housing and commercial space, implemented with a new vision for developing the small commercial lot on Cactus Street, is positive for the community and provides an example to others seeking to achieve the General Plan’s goals and objectives for Area 2.

- (2) Provide a statement indicating how the proposed PAD meets the intent of the General Plan goals, objectives and policies for each of the General Plan elements, including Community Vision, Housing, Economic Development, Circulation, Open Space, Growth Area, Environmental Planning and Water Resources.

Community Vision—the project embodies the “respecting the past, focused on the future” theme of the Community Vision Element of the General Plan. The project’s architecture and design continuity in keeping with existing historical development honors small town character and respect for heritage and culture, two of the Guiding Principles of the Community Vision, and the project will contribute to the continued vibrancy of Old Town.

Housing—the project meets several objectives of the Housing Element. First, the Housing Element supports expanded home ownership opportunities, as Cottonwood is well below the national owner-occupied housing rates. The project will provide nine (9) additional for sale residential units within the City, contributing to the achievement of home ownership. In addition, the Housing Element encourages compact, mixed-use developments as an

innovative and forward-thinking approach to ensure there are adequate housing opportunities for an increasingly diverse population. The General Plan observes that “Cottonwood has a well-established tradition of allowing residential units within commercial districts and in association with non-residential uses. This traditional arrangement where residences were located above or behind ground floor shops and offices is understood as contributing to a lively and active city.”

Economic Development—while the goals of the Economic Development Element are largely intended to be implemented by the City, the project will assist Cottonwood in achieving its goals related to Old Town (Focus Area #4). Specifically, the project will contribute to the on-going “efforts to develop the historic downtown area as a major, **mixed-use activity center** that includes **a variety of housing choices** and **retail**, restaurants, galleries, wine-related uses, office, government, arts and culture, entertainment, and other services.”

Circulation—the project is adjacent to two existing streets—Main Street and Cactus Street. The project’s impact on these streets is negligible. However, the project will contribute to the achievement of the Circulation Element’s Goal 4-8 by improving the visual aesthetic along Main Street adjacent to the project with new street trees to provide shade and character. In addition, the project will contribute significantly to the improvement of the alley that runs through the center of the project. The Circulation Element notes that alleys are a valuable part of the circulation system and a valued feature in certain areas of Cottonwood.

Open Space—the goals of the Open Space Element are inapplicable to the project, given its location in Old Town and the absence of natural areas and features on the property.

Growth Area—the goals of the Growth Area Element are inapplicable to the project, given its location in Old Town (not a designated growth area). The purpose of the Growth Area Element is:

to identify those areas most suitable for efficient, cost-effective mixed-use type of development where infrastructure, including streets, utilities and public services, is existing in relatively close proximity and where development can be accomplished in a manner that supports positive neighborhood qualities.

The General Plan notes that PAD zoning is most likely the appropriate zoning designation in a growth area. While Old Town is not designated in the General Plan as a growth area (likely because growth that occurs will be infill or redevelopment, as opposed to new development), redevelopment in Old Town, such as the project, also meets the stated purpose of the Growth Area Element.

Environmental Planning—the developer supports the goals of the Environmental Planning Element, and the project is one that is encouraged by this Element: focused infill development in proximity to existing infrastructure and transportation systems.

Water Resources—the project will meet the Water Resources goal of installing drought-tolerant landscaping in new developments, and will comply with the applicable provisions of the Cottonwood Plumbing Code.

3. PROPERTY DEVELOPMENT STANDARDS

Flexibility with development standards may be considered where superior design quality is provided resulting in a more innovative, creative project. Provide a detailed summary of proposed development standards for the project, including the following:

Minimum lot sizes, building setbacks, minimum yard standards, maximum height, maximum lot coverage and similar standards, as applicable:

Please see Table 1 (page 5). In summary, for the Main Street parcel, we request the ability to locate a three-story building on the parcel (rather than the current limit of two and one-half story building). For the Cactus Street parcel, we request changes to the setback requirements: no side yard setback and ten foot (10') front and fifteen foot (15') rear setbacks (with rear setback measured from the center of the Alley).

Describe proposed standards for parking, lighting, signage, and landscaping:

Parking—The proposed Main Street building is located within the Cottonwood Historic District and is exempt from all parking requirements. The Cactus Street building will provide a total of eight parking spots that will be assigned to the residences within the project (including those in the Main Street building). One of the residential units will be sold specifically excluding a guaranteed parking space because it is physically impossible to provide additional on-site parking. However, the Cactus Street building has fifty feet (50') of frontage on Cactus Street, providing the opportunity for one or two on-street parking spaces.

Lighting—Exterior lighting will meet all Dark Sky and lighting code requirements. All outdoor lighting fixtures will be recessed beneath the overhanging decks and/or covered building areas. There will be no wall-mounted exterior lighting. All recessed lights are full cut off. The City will determine any necessary lighting for the alley as part of its design of the alley improvements.

Signage—Signage for the project is depicted on the attached Exhibit 8, Building Schematics and Floor Plans. Signs are not illuminated. Additional signage for the commercial space on Main Street will require a separate submission when a tenant is in place.

Landscaping—Existing landscaping on Main Street is essentially composed of Rayber Ash street trees. Some buildings have entry courts landscaped with a variety of plant and furniture choices. Our landscaping on Main Street will follow the pattern set by the already existing efforts. On Cactus, we will continue the Main Street approach but expand both the area of landscaping and the palette of materials. Please see Exhibit 6, Landscaping Schematics.

4. DESIGN GUIDELINES

The design guidelines section of the MDP shall describe both the overall development theme and specific design details for buildings and structures, site walls, signage, lighting, landscape features, paving, and similar project elements. It is the intent of the PAD standards that each project will be developed with an integrated design theme that defines the character of the development. The applicant shall develop and provide proposed design guidelines for the project to include the following:

4a. General Guidelines

Architectural Theme—The project will have similar architecture and obvious design continuity in keeping with the existing historical development on Main Street—the architectural theme effectively is “New Old Town.” The building exteriors will primarily have a stucco finish with brick enhancements on the front façade. The buildings will have metal railings and decks, and old fashioned corrugated roof patio covers. The façade is in scale with neighboring buildings, similar in character but more modern in design. The color of the stucco and trim will coordinate with the color of the brick (Acme Brick, Highland Grey). Please see Exhibit 5, Exterior Building Materials and Colors.

Design Details—Design details for the project are included in Exhibit 4 (Conceptual Development Site Plan), Exhibit 5 (Exterior Building Materials and Colors), and Exhibit 6 (Landscaping Schematic), as well as in the project narrative, above.

Variety of Housing Types—Does not apply to the project—only applicable to large-scale residential development.

Garage Door/Carport Openings—A standard garage door, in keeping with the design and colors of the project, will close both the front and rear vehicle access to the parking garage on Cactus Street.

4b. Site Features

Project Entry Features—The project offers small pedestrian landscaped areas (courtyards), on grade in front of the buildings, which will provide visual continuity to the overhanging porch areas. We intend that the courtyards and open patio/deck areas clearly identify the buildings as residential and offer both human scale and activity as visible elements of the project.

Perimeter Site Walls—The project does not include perimeter site walls, due to its location in Old Town.

Outdoor Lighting—Exterior lighting will meet all Dark Sky and lighting code requirements. All outdoor lighting fixtures will be recessed beneath the overhanging decks and/or covered building areas. There will be no wall-mounted exterior lighting. All recessed lights are full cut off. The City will determine any necessary lighting for the alley as part of its design of the alley improvements.

4c. Building Design

The building exteriors will primarily have a stucco finish with brick enhancements on the front and rear façade. The buildings will have metal railings and decks, and old fashioned corrugated roof patio covers. The façade is in scale with neighboring buildings, similar in character but more modern in design. The color of the stucco and trim will coordinate with the color of the brick (Acme Brick, Highland Grey). Please see Exhibit 5, Exterior Building Materials and Colors.

4d. Streetscape Design

The project does not include any new streets; however, our landscaping on Main Street will follow the pattern set by the already existing efforts. On Cactus, we will continue the Main Street approach but expand both the area of landscaping and the palette of materials.

4e. Neighborhood Design

The project does not create a new neighborhood, but it is compatible with its neighbors on Main Street and Cactus Street.

5. CIRCULATION STANDARDS

The project will use the City's existing circulation pattern. The project is adjacent to two existing streets—Main Street and Cactus Street. The project's impact on these streets is negligible, and City staff determined that a Traffic Impact Study was not warranted. The project will contribute significantly to the improvement of the alley that runs through the center of the project. Improvements will include improved drainage, clearly marked pedestrian crossings, and landscaping between the project's buildings.

6. OPEN SPACE STANDARDS

Given the project's location in Old Town, the absence of natural areas and features on the property, and the small lot size, there are few opportunities for meaningful open space. However, all of the residential units will have open outdoor patio areas visible from the street, with additional portions of the patio areas recessed into the residential units. Open space is not required for the Main Street parcel. For the Cactus Street parcel, approximately 5.57% of the parcel will be devoted to open space, which will consist of a landscaped area between the sidewalk and curb and an entrance courtyard with landscaping and an outdoor seating area.

7. LANDSCAPE STANDARDS

Proposed landscape standards shall be in compliance with [Section 407, Landscaping Requirements](#), of this ordinance. Any variation proposed for the PAD must clearly indicate an improvement to the adopted standards.

The project will be in compliance with the applicable provisions of Section 407, Landscaping Requirements, including use of groundcover (Myoporum Parvifolium). Both buildings will feature developed courtyards as entrances to the buildings. The areas will be paved with brick pavers and use plantings, benches, and tables to encourage pedestrian use. The plantings, as shown on the included landscape plans, will contain materials already present in the Old Town Area and that are on the City's plant list.

Provide a master plant list for the development indicating trees, shrubs, groundcovers and other plants. Indicate proposed varieties for street trees and parking lot trees.

Master Plant List

(all included in City of Cottonwood Plant List)

Fraxinus 'Rabyeri'	Rayber Ash	#15 can	5
Chilopsis Linearis	Desert Willow	#15 can	5
Arctostaphylos Manzanita	Manzanita	#5 can	10
Myoporum Parvifolium	Myoporum	#1 can	34

Describe techniques to ensure low water use landscaping will be provided, including xeriscape landscape treatment, greywater use and rainwater harvesting methods.

The master plant list is comprised entirely of low water use landscaping. The CC&Rs for the property will require continued installation and maintenance of low water use landscaping.

In addition to a master landscape plan for the development, provide graphic details for typical landscape installations, including development entry features, parks or common areas, building landscaping, parking lots, pedestrian walkways, typical streetscape and similar applications.

Please see Exhibit 6 (Landscaping Schematics) for graphic details.

8. STATEMENT OF WATER USE

For development that proposes to exceed the number of dwelling units allowed by the existing zoning classification, provide a statement comparing a likely range of water use for the proposed development in comparison to development under the current zoning. Contact the City of Cottonwood Utilities Department to obtain current data regarding average household water use for Cottonwood.

This requirement does not apply to the project.

9. WATER CONSERVATION PROGRAM

The project is located in Old Town, and is not of a scale to utilize dual plumbing systems. The project will otherwise comply with applicable provisions of the City of Cottonwood Plumbing Code.

10. PHASING PLAN

Although we intend to construct the Main Street building first, we will submit construction documents for the entire project, in order to address project-wide elements, such as potential retention areas. Reconstruction of the alley will occur last (and in conjunction with the City and neighboring property owner). If the Cactus Street parcel is disturbed prior to construction of the building on this parcel, we will install and maintain dust free surfacing.

11. OPERATIONS AND MAINTENANCE RESPONSIBILITIES

The developer will establish a property owners' association, which will maintain the common area elements of the project.

Development of the project shall conform to all conditions and standards of this PAD approval. This PAD applies to the subject property and change in ownership or successors in interest does not constitute a change in agreed upon standards and requirements. Section 404 General Provisions of the City of Cottonwood Zoning Ordinance shall apply for any general development standards not specifically a part of the PAD approval.

12. CITIZEN REVIEW AND PARTICIPATION

12a. Neighborhood Meeting Summary

The City of Cottonwood issued "Public Notice Regarding Neighborhood Meeting" on March 11, 2016 to all property owners within a 300 foot radius around the two (2) parcels subject to the proposed Planned Area Development (PAD) request. The meeting was held on March 31, 2016 for one hour starting at 5:30 pm in the Cottonwood Room at the Cottonwood Recreation Center located at 150 South Sixth Street. An attendee sign-in sheet was located prominently on a table as neighbors entered the meeting room and we believe everyone in attendance signed the sheet.

The developers/owners of the parcels were all on-site and in attendance at the meeting, and available to anyone who had questions, comments, or concerns about the project. Comment cards were available at all three tables that had each been set up with 24X36 copies of the full, multi-page site plans that all attendees could review. Only one comment card was completed and turned in. Full color, 24X36 conceptual renderings of both the Main Street and Cactus Street proposed buildings were displayed on easels. A repeating PowerPoint slide presentation was projected on a large screen during the course of the meeting.

12b. Feedback Summary

Overall feedback was very positive. Most attendees liked that the vacant parcels would finally be developed which would have a very positive impact on Old Town Cottonwood, including providing encouragement to future developers in the area. A few comments were made regarding the height of the building compared to neighboring buildings, but all understood that both buildings are within the 35 foot height restriction currently in place in the area. (LeMain has taken subsequent steps to alter the third floor by setting back the face of the building 12 feet on the third floor from the first/second floors, which provides an apparent height more consistent with existing Main Street buildings when viewed from street level.)

As noted, comment cards were provided but only one card was completed and turned in. The card was not signed, but we believe the card was submitted by one of the merchants along Main Street. The card read, "Our main concern has to do with parking for the retail space – if it's just retail, it won't be a problem, but another restaurant could be difficult." During discussions, this merchant noted that they are aware that parking does not have to be provided by Main Street owners/merchants, but just that they also have issues with parking for their Main Street business during peak times.

Other feedback received included discussion from Glenda Farley regarding the water drainage during storms and how a large rain causes water damage to businesses along the alley and adjacent streets. Glenda felt that the whole alley should be re-engineered to address the issue. Incidentally, a related meeting was subsequently held between various Cottonwood City staff, Eric Jurisin (owner of the Tavern Hotel who is planning to expand along Cactus Street up to the LeMain property line on Cactus), and John Haupt (owner of LeMain) to discuss paving the alley between Main Street and Cactus Street from the city parking lot to West Pinal Street; see separate Alley Meeting notes, below.

One of the owners on Cactus, Paul Cate, who is an architect, felt the project was completely wrong for Old Town Cottonwood and stated that he could provide plans more fitting to the area but they may not be financially feasible. While the Historical Preservation Commission members provided feedback that they did not want a new building to look like all the other old buildings in Old Town and very much liked the concept renderings, Paul felt any new buildings should look very similar to all the existing old buildings in Old Town to preserve the older look and feel that currently exists.

12c. List of Meeting Invitees & Who Attended

Public Notices were sent to 36 parcel owners. The meeting sign-in sheet listed 15 attendees in addition to the developer/owners. The table beginning on the next page is a listing of the parcel owners who were sent a public notice as well the names of all attendees.

Table 2

Parcel #	Cottonwood Address	Last Name	First Name	Attendee Name
406-22-049	902 North Cactus	Gutierrez	Ciro Escamilla	
406-22-050A	908 North Cactus	Childers	Rita Lynn	
406-22-024	909 North Cactus	Jurisin	Eric/Michelle	Eric Jurisin
406-22-023	911 North Cactus	Jurisin	Eric/Michelle	Eric Jurisin
406-22-052	916 North Cactus	Alvarez	Joseph	
406-22-022	919 North Cactus	Jurisin	Eric/Michelle	Eric Jurisin
406-22-053	920 North Cactus	No Info	No Info	
406-22-020	925 North Cactus	Haupt	John/Michelle	John/Val Haupt & Michelle Haupt
406-22-021	925 North Cactus	Haupt	John/Michelle	
406-22-054	928 North Cactus	Wagner	Nathan	
406-22-019	929 North Cactus	Leff	Karen	
406-22-044	1007 North Cactus	Sani	Hamid	
406-22-057B	1010 North Cactus	Bartosh	Doug & Diana	
406-22-043	1011 North Cactus	Nolan	Tonya	
406-22-042	1015 North Cactus	Trust Cate		Paul Cate
406-22-057A	1016 North Cactus	Wistuck	Kenneth	
406-22-041A	1017 North Cactus	Trust Cate		Paul Cate
406-22-072	1002 North Catclaw	Livingston	John	
406-22-073	1006 North Catclaw	Phillips	Bonnie	
406-22-074	1010 North Catclaw	Phillips	Bonnie	
406-22-075	1014 North Catclaw	Phillips	Bonnie	
406-22-064	N/A - North Creosote	Chavez	Rose	
406-22-065	N/A - North Creosote	Arey	Peter	
406-22-066	N/A - North Creosote	Trust Garrison		
406-22-067	N/A - North Creosote	Arey	Peter	
406-22-068	N/A - North Creosote	Trust Garrison		
406-22-068A	N/A - North Creosote	City of Cottonwood		
406-22-069	N/A - North Creosote	Trust Garrison		
406-22-070	N/A - North Creosote	City of Cottonwood		
406-34-045	902 North First	Livingston	John	
406-34-046	906 North First	Luttrell	Curtis	
406-34-047	910 North First	Trust Green		

406-34-048	914 North First	Molina	Larry & Victoria	
406-34-036A	903 North Main	Addis	Lee & Mary	
406-22-025	904 North Main	Jurisin	Eric/Michelle	Eric Jurisin
406-34-038	907 North Main	Coleman	Larry & Teri	
406-34-039	909 North Main	Trust Chapman		
406-34-040	913 North Main	Trust Robson		
406-22-013	914 North Main	Jurisin	Eric/Michelle	Eric Jurisin
406-34-041	917 North Main	Jurisin	Eric/Michelle	Eric Jurisin
406-22-014	918 North Main	Portnoy	Andrea/Michael	Michael Warren/Naomi McKeever
406-22-015	920 North Main	Haupt	John/Michelle	John/Val Haupt & Michelle Haupt
406-34-042	921 North Main	Coombs	Virgil & Jacqueline	Jacque/Virgil Coombs
406-22-016	924 North Main	Scharfencamp	Michael & Judy	Judy Scharfencamp
406-34-043	925 North Main	Jurisin	Eric/Michelle	Eric Jurisin
406-22-017	928 North Main	Leff	Karen	
406-34-044	929 North Main	Woods	Katherine	Kate Woods
406-22-018	930 North Main	Leff	Karen	
406-34-097	1001 North Main	Cord	Douglas &	
406-22-026	1002 North Main	Kilpatrick	Michael	
406-22-027	1004 North Main	Trust Linder		Glenda Farley
406-34-098	1005 North Main	Ledbetter	James	
406-22-028	1008 North Main	Anderson	Charles	
406-22-029	1010 North Main	Pender	Tom	
406-22-030	1014 North Main	Lozano	Lupe	
406-22-031	1016 North Main	Jauregui	Ruben/Veronica	
406-34-001	1017 North Main	Lyman	Holly	
406-22-032	1018 North Main	Trust Hansohn		
406-34-002	1019 North Main	Trust Van Wert		
406-22-033	1020 North Main	Moss	Ranney	
406-22-033	1020 North Main	Childress	David	
406-22-033	1020 North Main	Bolm	Jennifer	
406-32-023	770 North Verde Heights Dr	Stubner	Carl	
406-32-056	770 North Verde Heights Dr	Stubner	Carl	
406-34-049	N/A	CV - Qwest Corp		

406-34-050	N/A	CV - Qwest Corp		
406-34-051	N/A	CV - Qwest Corp		
406-22-046A	14 West Pinal	Mitchell	Janet Lee	
406-22-055	101 West Pinal	Frazier	Daniel &	
406-22-056	102 West Pinal	Livingston	John	
406-22-070A	113 West Pinal	Trust Lutken		
406-22-071	113 West Pinal	Trust Lutken		
406-32-054	75 West Pima	Jurisin	Eric/Michelle	Eric Jurisin
	ATTENDEES NOT ON PUBLIC NOTICE DISTRIBUTION:			
	747 North Main	Manheim Gallery		Patt Manheim
	City of Cottonwood			Casey Rooney
	Verde Independent			Jon Hutchinson
	N/A			Laura Jones
	1040 North Main	Burning Tree Cellars		Mitch Levy
	Cashmere Properties			Randy Garrison

12d. Alley Meeting

On approximately May 19, 2016, Steve Biasini and John Haupt met with Eric Juerson, hotel project owner, Morgan Scott, City engineer, and Doug Bartosh, City manager, to discuss the alley improvement project. We determined that the alley improvement project would be designed by the city of Cottonwood and built by the contractor the City selects. The cost of the alley project will be split as follows: (1) the City will pay all of the design and engineering costs; and (2). the construction costs will be split equally between LeMain Development and the legal entity that Mr. Jurisin uses for his construction operation. The City is in the process of preparing a joint agreement reflecting this arrangement. It is the intention of the Master Developer to cooperate in the alley improvement once a joint agreement is finalized.

12e. Code Review Board Meetings

Two Code Review Board meetings were conducted for the project. The first meeting occurred on July 23, 2015, and the second meeting occurred on November 17, 2015. Letters summarizing the two meetings are attached on the following pages.



VIA EMAIL

July 23, 2015

Steve Biasini
735 S. 3rd Street
Williams, AZ 86046

Re: CRB # 15-018 La Main 919

Dear Mr. Biasini,

Thank you for attending the July 21st Code Review Meeting, we look forward to working with you on this project. This project is required to go to the Planning and Zoning Commission for Design Review approval, and a Conditional Use Permit to exceed the 35', 2 ½ story building height limit. It will also be presented to the Historic Preservation Commission prior to Planning & Zoning.

Below is a process summary and comments regarding this project.

- 1) **P&Z Hearing regarding Design Review and Conditional Use Permit submittal.** A hearing application is required (submitted following Code Review), with a fee for Design Review of \$250, and \$350 for a Conditional Use Permit. The Planning & Zoning Commission meets at 6 PM on the third Monday of each month, except during holiday months. After you submit your hearing application with all required documents you will be scheduled to attend a P&Z meeting. You must have a representative who is familiar with all aspects of this project attend this meeting.

Please review the Cottonwood Zoning Ordinance procedural codes for Design Review (Article III, Sec. 304) and Conditional Use Permits (Article III, Sec. 302). Other design related codes pertaining to signs, parking, landscaping, and lighting are found under Sections 405-408. The zoning ordinance is on-line at <http://cottonwoodaz.gov>.

- 2) **Site Improvement Permits:** Grading and Building Permits may not be issued nor any site work commenced until after Planning & Zoning approval.
- 3) **Certificate of Occupancy:** Issuance of a Certificate of Occupancy is required prior to use of this building. All requirements stipulated as part of the Code Review and Planning & Zoning process must be addressed before the Certificate of Occupancy will be issued.

DEPARTMENT COMMENTS REGARDING SUBMITTAL

Planning – Scott Ellis, sellis@cottonwoodaz.gov (928) 634-5505 x3321

1. **Site Plan:** A site plan is required that shows the current layout of the property, including all structures, parking, landscaping (proposed and existing), lighting, signs, screening from adjacent properties, and any proposed changes to the site.
2. **Landscaping:** Landscaping is not required, however, please submit a detailed landscaping plan for any intended landscaping to be done.
3. **Lighting:** Any exterior lighting shall meet the provisions of the State's Dark Sky Laws as well as the City's Lighting Code. Full, cut-off style shielding is required. Please submit a lighting plan with cut sheets on all lighting fixture types and lumen calculation.
4. **Screening/Storage:** All outdoor storage is required to be screened. Method of screening is subject to Design Review approval.
5. **Signs:** A sign plan for Design Review must be submitted if signs will be installed. Signs with more than one letter color or more than one background color may be referred to P&Z (per code). Dark or opaque backgrounds are required on all internally illuminated signs. Monuments are required for free-standing signs. Five (5) foot setback required from property boundaries and rights-of-way (Sec. 405.E.1). A permit is required for signs.
6. **Trash:** Any dumpsters must be screened with gated enclosure. Indicate if dumpsters will be used or if individual trash barrels will be used.
7. Show surrounding properties-neighboring buildings on site plan and elevations. Show a block-length elevation of all buildings.
8. Parking is not required, however, there are concerns regarding the proposed parking and safely being able to pull in/out of the alley from parking stalls. If parking is developed, consider reserving parking for tenants only.
9. Architectural design of the building should incorporate the historic nature of Old Town (i.e. recessed storefronts, number of windows, etc.). This area is in a National Historic District.
10. Setbacks are not required.

Engineering / Public Works – Martin Smith, msmith@cottonwoodaz.gov 634-8033

1. The second floor deck along the front of the building extends into the City right-of-way. This will require a special permit and City Council approval.
2. The second floor deck along the rear of the building extends into the alley. This will require a special permit and City Council approval.
3. It is not clear how the roof drainage is being addressed. Where is this storm water being deposited?
4. What are the plans to develop the parking area (parcels 406-22-020 and 406-22-021)? The architectural plans show provisions for 5 parking spaces. Will this be enough to accommodate four apartments and the employees of the business? What is to be done with the remainder of this property?
5. As part of this development the City will require the developer to remove and replace the concrete sidewalk in front of the subject property.
6. The architectural plans for this development show partial paving of the alley behind the development. The City will require the developer to pave an additional fifty-two (52) feet to the south to match the existing asphalt behind the Tavern Restaurant as well as forty-eight (48) feet to the north to match the existing concrete alley entrance. This work shall be reviewed and inspected by City staff and installed per MAG and local standards.
7. Any work within the City right-of-way will require a right-of-way permit.

Utilities – Mike Traynor, mtraynor@cottonwoodaz.gov (928) 634-0186

1. Please contact for comments and to coordinate upgrading underground water/sewer lines before any work is done in the alley.

Fire Department- Rick Contreras, rcontreras@cottonwoodaz.gov (928) 634-2741

All plans and designs shall fully comply with the 2009 International Fire code, 2009 International Building code, City of Cottonwood Ordinance and per the Cottonwood Fire Departments Conditions.

1. Fire sprinklers shall be installed throughout the building per NFPA 13 and all local regulations. The system shall be designed to meet the Hazard Class.
2. Fire Sprinkler System Final, NFPA Underground and Aboveground Certificates required.

3. The FDC shall be located in a remote location or shall be located on the wall of the address side or natural approach of the building that it serves and shall identify the building{s} served with permanent retro reflective signage. The FDC shall not exceed 4' in height. The installation of locking Knox Caps shall be connected to the FDC. Contact the Cottonwood Fire Marshal for direct placement.
4. Sectional control valves, and all valves controlling water supply, shall be indicating type valves listed for the use with fire sprinkler systems. When supplying more than 100 sprinkler heads, these valves shall be **monitored** with an electric tamper switch per NFPA 72.
5. Fire Sprinkler Riser rooms/area shall have an 8"x12" Red retro reflective signage with white lettering in 1" stroke stating "Fire Riser" on the doors exterior. The same type of signage is required for Fire Alarm Panels stating "FACP"
6. Inspector's tests valves shall be located in conspicuous readily accessible locations and plumbed to the buildings exterior. A sprinkler orifice of the same size as the sprinkler head used in the building shall be installed in the test pipe outlet.
7. Sprinkler piping in unheated areas shall be protected with approved freeze protection such as batted insulation {tented}, dry sprinkler heads. Contact the Cottonwood Fire Departments Fire Marshal for approved freeze protection methods.
8. The Fire Marshal or his representative shall inspect any/all fire protection system{s} components **prior to concealment**. This will also include the flushing of the fire line. Call 24 hours in advance to schedule all fire inspections @ {928} 634-2741 The following inspections are required for Fire Sprinklers:
 - Aboveground Rough-in & >200# test
 - Installation and testing of underground Fire lines
 - Freeze Protection/Insulation. *Provide insulation detail to general contractor or insulator*
 - Final system acceptance
9. Fire Extinguishers are required for this project. Contact the Cottonwood Fire Department for placement and type @ 928} 634-2741.
10. A Knox Box is required to be installed on this project. Verify the exact location with the Cottonwood Fire Marshal. Provide a copy of the door keys to the Cottonwood Fire Department.
11. All Fire lanes shall be shall be a minimum of 20' {if applicable in the alley} wide and have a vertical clearance of 13'6" and maintained within 150' of any part of the building. 12"x 8" Red retro reflective Fire Lane signs stating "No parking by order of the Fire Marshal" shall be posted.
12. Fire Hydrants must be available in accordance to fire code requirements. All existing Fire Hydrants shall be clear of all debris and materials at all times.

13. Address shall be posted plainly visible from the street frontage in not less than 10" tall numerals. Address shall be similarly posted on monument signage {if applicable}. Unit/Suite numbers shall be posted, plainly visible from driveways/walkways. Coordinate addressing with the Cottonwood Fire Department.

Fire Alarm Plan Comments

14. Fire Alarms shall be installed per NFPA 72 and all applicable codes and standards.
15. All Fire Alarm Plans shall be provided to the Cottonwood Fire Department for approval before the work to the Fire Alarm system starts. The Fire Alarm shall be tested by the Fire Marshal or his representative.
16. A Certification of Completion per NFPA72 shall be completed by the contractor and provided to the Cottonwood Fire Departments Fire Marshal after the testing and acceptance of the fire alarm system is completed.
17. Fire Alarm Panel location signage is required, verify the exact verbiage with the Cottonwood Fire Marshal {see item #5 for details and size}
18. If there are any questions please feel free to contact the Cottonwood Fire Department
19. **Final determinations, comments and approvals will be provided upon review of the final sets of plans submitted. No Certificate of Occupancy will be signed or issued by the Fire Marshal until all Fire Department conditions and requirements are fully met.**

Building Department- Steve Jackson, sjackson@cottonwoodaz.gov (928) 634-5505 x3317

1. We are on the 2009 IRC code.
2. Need complete plans; Plumbing, mechanical, and electrical.
3. Need light, ventilation, and heating calculations.
4. Would like to see the means of egress from all apartments and business.

Yavapai County Community Health Services – John Alden, john.alden@yavapai.us (928) 634-6893

If retail space sells or prepares any foods, Environmental Health will be a full set of plans (to include site plan, floor plan, equipment layout, plumbing schedule, electrical layout to include lighting, finish schedule for floors, wall, ceilings, HVAC to include exhaust ventilation and make-up air), completed plan review application, and appropriate fee for a plan review.

The apartments do not need Health Department review.

NOTE: All plan submittals shall be through the Community Development Department. Changes to project proposals following Design Review approval which have been incorporated into permit submittal must be highlighted in writing and attached to the building permit, or they will not be considered approved. All change orders which occur following issuance of a building permit must be approved by City Staff, or they will be cited as part of the final inspection and must be remedied before a Certificate of Occupancy will be issued.

Please call if you have any questions.

Sincerely,

Scott Ellis
Planner



VIA EMAIL

November 25, 2015

Steve Biasini
735 S. 3rd Street
Williams, AZ 86046

Re: CRB # 15-024 La Main 919

Dear Mr. Biasini,

Thank you for attending the November 17th Code Review Meeting, we look forward to working with you on this project. This project is required to go to the Planning and Zoning Commission for Design Review and rezoning approval, and City Council for rezoning approval. It will also be presented to the Historic Preservation Commission prior to Planning & Zoning.

Below is a process summary and comments regarding this project.

- 1) **P&Z & City Council Hearings regarding Design Review submittal, and Zone Change.** A hearing application is required (submitted following Code Review), with a fee for Design Review and Re-zoning. Fees for re-zoning are \$750 + \$35 per acre. Design Review fees are \$250. The Planning & Zoning Commission meets at 6 PM on the third Monday of each month, except during holiday months. After you submit your hearing application with all required documents you will be scheduled to attend a P&Z meeting. You must have a representative who is familiar with all aspects of this project attend this meeting.

If the Planning & Zoning Commission recommends approval for the rezone, it will then be presented to the City Council for final approval. This meeting will be scheduled after Planning & Zoning approval and will require two hearings.

Please review the Cottonwood Zoning Ordinance procedural codes for Design Review (Article III, Sec. 304) and Amendments or Zone Changes (Sec. 301). Other design related codes pertaining to signs, parking, landscaping, and lighting are found under Sections 405-408. The zoning ordinance is on-line at <http://cottonwoodaz.gov>.

- 2) **Site Improvement Permits:** Grading and Building Permits may not be issued nor any site work commenced until after Planning & Zoning approval.

- 3) **Certificate of Occupancy:** Issuance of a Certificate of Occupancy is required prior to use of this building. All requirements stipulated as part of the Code Review and Planning & Zoning process must be addressed before the Certificate of Occupancy will be issued.

DEPARTMENT COMMENTS REGARDING SUBMITTAL

Planning – Scott Ellis, sellis@cottonwoodaz.gov (928) 634-5505 x3321

- 1) **Zoning:** As discussed in code review, the applicant is proposing to rezone three parcels to PAD from the current C-1 zoning. Rezoning to PAD will require submittal of a Master Development Plan (MDP) as outlined in Section 424 of the Zoning Ordinance related to PAD zoning. All portions listed in Section 424 must be addressed in the MDP.
- 2) **Historic Preservation Commission:** This project will be presented to the Historic Preservation Commission for informational purposes only, before being presented to the Planning & Zoning Commission. The project can be scheduled for this meeting before a MDP is submitted. Please inform staff as to when you feel ready to attend this meeting. Only a site plan and color elevations will need to be provided for this meeting. The Historic Preservation Commission meets on the second Wednesday of the month at 6:00pm.
- 3) **Elevations:** The Design Review process requires submittal of colored architectural rendering, actual color samples, and material board. Please follow all submittal requirements found on the Design Review application.
- 4) **Site Plan:** A site plan is required that shows the current layout of the property, including all structures, parking, landscaping (proposed and existing), lighting, signs, screening from adjacent properties, and any proposed changes to the site.
- 5) **Landscaping:** Landscaping is not required, however, please submit a detailed landscaping plan for any intended landscaping to be done.
- 6) **Lighting:** Any exterior lighting shall meet the provisions of the State's Dark Sky Laws as well as the City's Lighting Code. Full, cut-off style shielding is required. Please submit a lighting plan with cut sheets on all lighting fixture types and lumen calculation.
- 7) **Screening/Storage:** All outdoor storage is required to be screened. Method of screening is subject to Design Review approval.
- 8) **Signs:** A sign plan for Design Review must be submitted if signs will be installed. Signs with more than one letter color or more than one background color may be referred to P&Z (per code). Dark or opaque backgrounds are required on all internally illuminated signs. Monuments are required for free-standing signs. Five (5) foot setback required

from property boundaries and rights-of-way (Sec. 405.E.1). A permit is required for signs.

- 9) **Trash:** Any dumpsters must be screened with gated enclosure. The site plan submitted shows a dumpster being accessed by trucks traveling north down the alley. Please verify that this is the direction other businesses use for trash pickup.
- 10) Show surrounding properties-neighboring buildings on site plan and elevations. Show a block-length elevation of all buildings.
- 11) **Parking:** Parking requirements will apply to the portion of the project that fronts Cactus Street. Based on the site plan presented, the current parking proposal does not meet requirements. Please discuss with Planning & Zoning staff to work out the parking issues.
- 12) Architectural design of the building should incorporate the historic nature of Old Town (i.e. recessed storefronts, number of windows, etc.). This area is in a National Historic District.

Engineering / Public Works – Robert Winiecke, rwiniecke@cottonwoodaz.gov (928) 634-8033

1. The second floor deck along the front of the building extends into the City right-of-way. This will require a special permit and City Council approval.
2. The second floor deck along the rear of the building extends into the alley. This will require a special permit and City Council approval.
3. It is not clear how the roof drainage is being addressed. Where is this storm water being deposited?
4. As part of this development the City will require the developer to remove and replace the concrete sidewalk in front of the subject property.
5. The architectural plans for this development show partial paving of the alley behind the development. The City will require the developer to pave an additional fifty-two (52) feet to the south to match the existing asphalt behind the Tavern Restaurant as well as forty-eight (48) feet to the north to match the existing concrete alley entrance. This work shall be reviewed and inspected by City staff and installed per MAG and local standards.
6. Any work within the City right-of-way will require a right-of-way permit.
7. Any asphalt installed that does not abut a hard surface (i.e. curb, building, etc.) shall have a thickened edge per MAG standard detail 201, Type B.
8. The plans show what appear to be brick pavers in the alley. The City will not allow brick pavers to be installed in the right-of-way as part of the new construction.

9. The current parking lot configuration does not provide sufficient backing and turning movements. The developer may want to consider utilizing a drive entrance onto Cactus Street with one-way traffic through the parking area and diagonal parking. This should also allow the ability to provide additional spaces.
10. The entrance to the parking area from the alley showed on the plans measures 12'. This is insufficient for 2-way traffic. The alley is also insufficient for two way traffic and an additional entrance or exit will be required.
11. A portion of this proposed development falls within Zone A of the floodplain. FEMA FIRM Map Panel Number 04025C1757H shows the southeast corner of parcel 406-22-015 being in the floodplain. The developer will have to comply with the requirements of Ordinance 615 and obtain a Floodplain Permit (see attached).
12. The proposed development across the 3 lots does not leave much room for open space and landscaping. The percentage of impervious surface may exceed that allowable by existing City Codes. Additionally, no provisions appear to be made for stormwater runoff. Ordinance 172 should be reviewed and drainage requirements shall be accommodated.
13. The lots on Cactus Street will need to be joined prior to the building permit being issued.
14. If an overhang is placed above the alley a sign will need to be installed per MUTCD standards stating the vertical clearance to the overhang. The overhang shall be a minimum 13'-6" vertical clearance.
15. The development will need to install one-way signage at both ends of the alley if access is taken from the alley. The Fire Department shall determine which direction traffic shall be limited to.

Utilities – Mike Traynor, mtraynor@cottonwoodaz.gov (928) 634-0186

1. Please contact for comments.

Fire Department- Rick Contreras, rcontreras@cottonwoodaz.gov (928) 634-2741

All plans and designs shall fully comply with the 2009 International Fire code, 2009 International Building code, City of Cottonwood Ordinance and per the Cottonwood Fire Departments Conditions.

1. Schedule a meeting with the Cottonwood Fire Marshal to review site design and construction requirements.

2. Fire sprinklers shall be installed throughout the building per NFPA 13 and all local regulations. The system shall be designed to meet the Hazard Class.
3. Fire Sprinkler System Final, NFPA Underground and Aboveground Certificates required.
4. The FDC shall be located in a remote location or shall be located on the wall of the address side or natural approach of the building that it serves and shall identify the building{s} served with permanent retro reflective signage. The FDC shall not exceed 4' in height. The installation of locking Knox Caps shall be connected to the FDC. Contact the Cottonwood Fire Marshal for direct placement.
5. Sectional control valves, and all valves controlling water supply, shall be indicating type valves listed for the use with fire sprinkler systems. When supplying more than 100 sprinkler heads, these valves shall be **monitored** with an electric tamper switch per NFPA 72.
6. Fire Sprinkler Riser rooms/area shall have an 8"x12" Red retro reflective signage with white lettering in 1" stroke stating "Fire Riser" on the doors exterior. The same type of signage is required for Fire Alarm Panels stating "FACP"
7. Inspector's tests valves shall be located in conspicuous readily accessible locations and plumbed to the buildings exterior. A sprinkler orifice of the same size as the sprinkler head used in the building shall be installed in the test pipe outlet.
8. Sprinkler piping in unheated areas shall be protected with approved freeze protection such as batted insulation {tented}, dry sprinkler heads. Contact the Cottonwood Fire Departments Fire Marshal for approved freeze protection methods.
9. The Fire Marshal or his representative shall inspect any/all fire protection system{s} components **prior to concealment**. This will also include the flushing of the fire line. Call 24 hours in advance to schedule all fire inspections @ {928} 634-2741 The following inspections are required for Fire Sprinklers:
 - Aboveground Rough-in & >200# test
 - Installation and testing of underground Fire lines
 - Freeze Protection/Insulation. *Provide insulation detail to general contractor or insulator*
 - Final system acceptance
10. Fire Extinguishers are required for this project. Contact the Cottonwood Fire Department for placement and type @ 928} 634-2741.
11. A Knox Box is required to be installed on this project. Verify the exact location with the Cottonwood Fire Marshal. Provide a copy of the door keys to the Cottonwood Fire Department.

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Please call if you have any questions.

Sincerely,

Scott Ellis
Planner

EXHIBIT 1

Exhibit 1
Vicinity Map

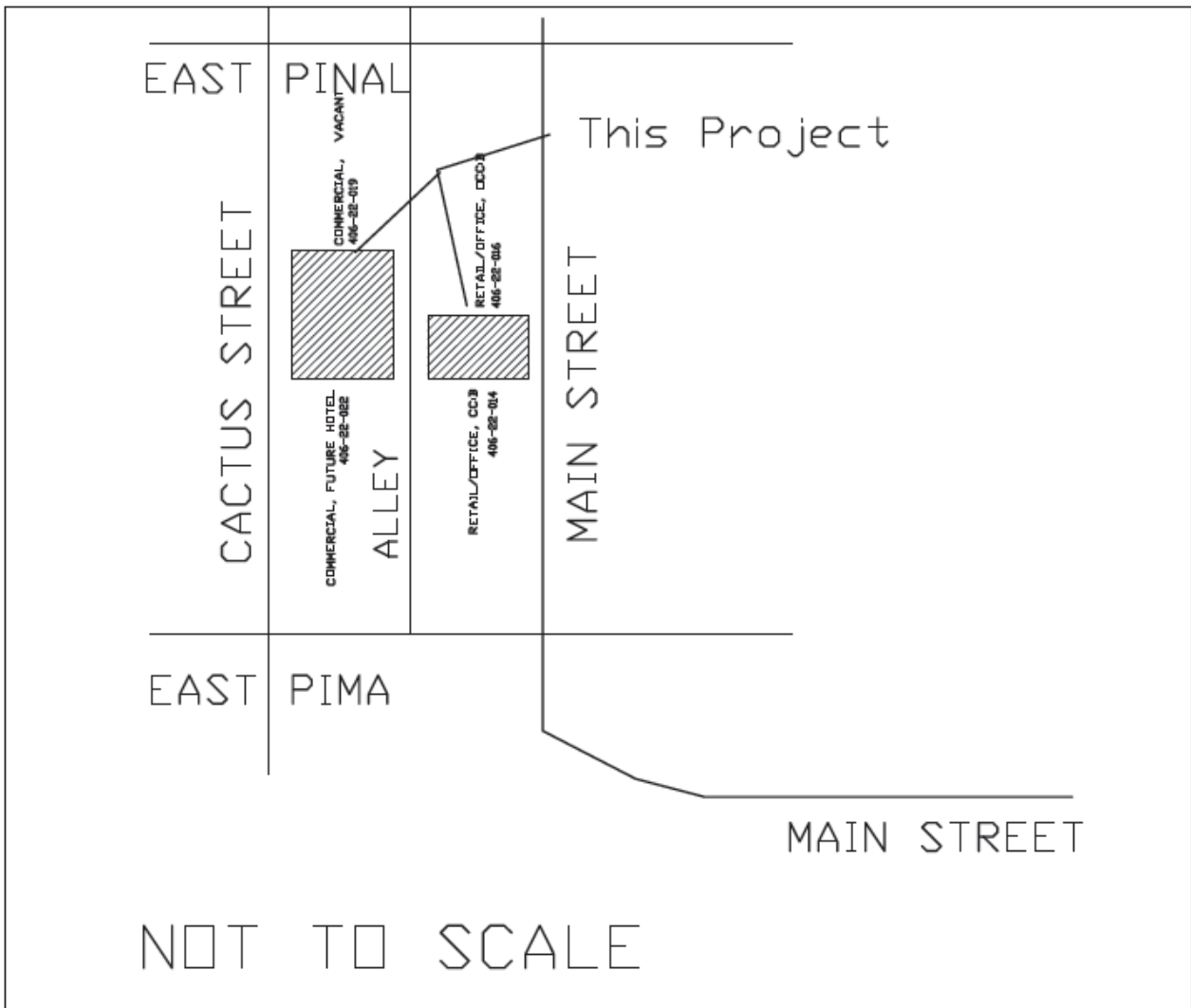


EXHIBIT 2



© 2016 Google

© 2016 Europa Technologies

Google earth

1992

Imagery Date: 11/5/2015 34°44'50.06" N 112°01'38.87" W elev 3349 ft eye alt 3895 ft

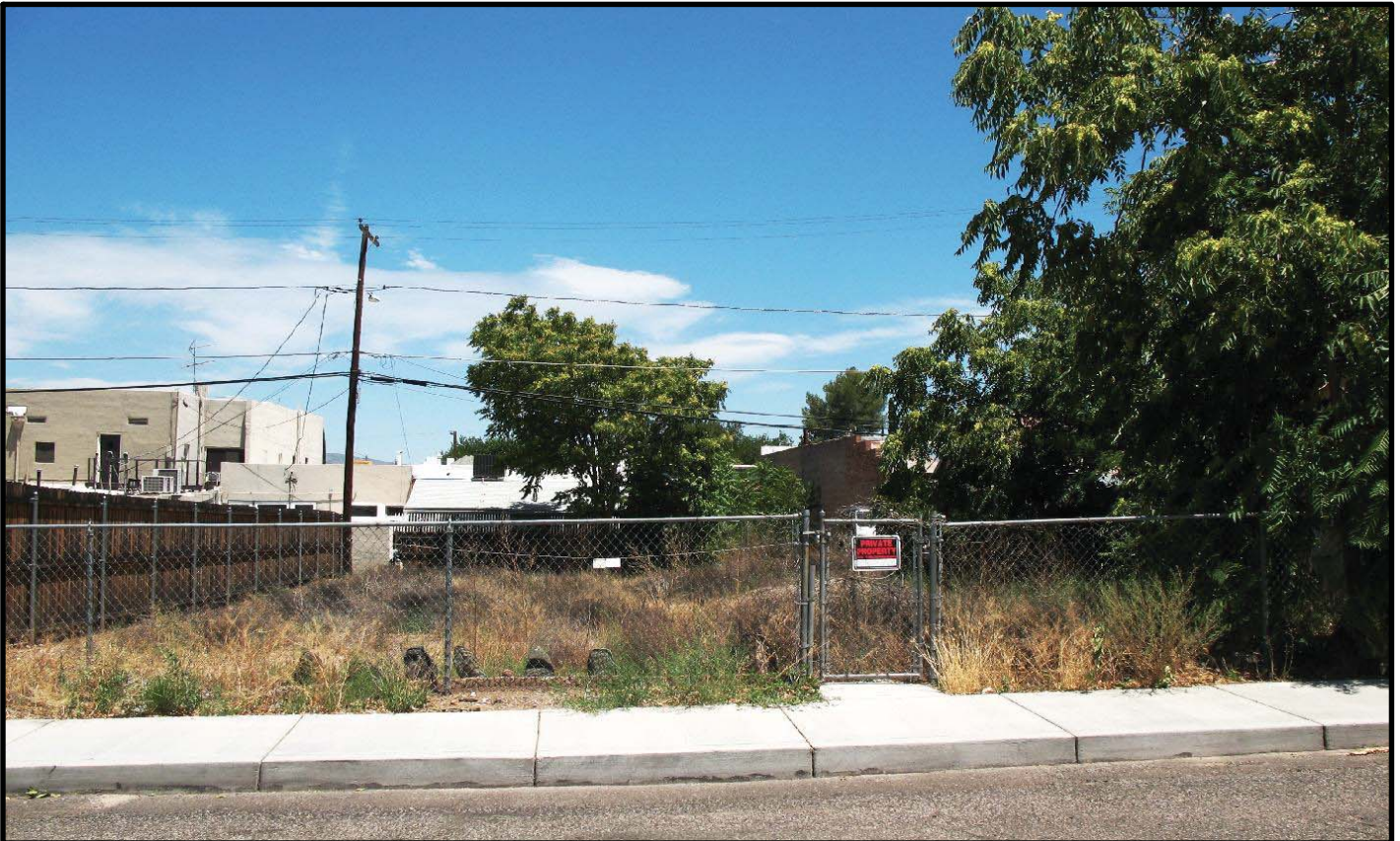
EXHIBIT 3



LE MAIN DEVELOPMENT P.A.D.
MAIN STREET - STREET VIEW
COTTONWOOD, ARIZONA 86326



LE MAIN DEVELOPMENT P.A.D.
MAIN STREET - ALLEY VIEW
COTTONWOOD, ARIZONA 86326



LE MAIN DEVELOPMENT P.A.D.
CACTUS STREET - STREET VIEW
COTTONWOOD, ARIZONA 86326



LE MAIN DEVELOPMENT P.A.D.
CACTUS STREET - ALLEY VIEW
COTTONWOOD, ARIZONA 86326

[illegible]

ABBREVIATIONS

[illegible][illegible]

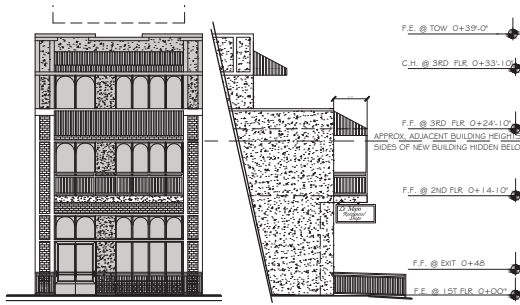
STEEL:

1. ALL REINFORCING STEEL FOR CONCRETE SHALL COMPLY WITH ASTM SPECIFICATION A-615 GRADE 60.
2. ALL STRUCTURAL STEEL FOR BEAMS AND PLATES SHALL COMPLY WITH ASTM SPECIFICATION A-36.
3. ALL STRUCTURAL STEEL FOR STEEL COLUMNS SHALL COMPLY WITH ASTM SPECIFICATION A-53 GRADE B OR A-501.
4. PROVIDE (1) #5 REBAR VERTICALLY AT BEAM POCKET LOCATIONS.
5. STEEL COLUMNS ARE TO BE 3" I.D. (INSIDE DIAMETER) UNLESS NOTED OTHERWISE.

[illegible]

MISCELLANEOUS:

1. N/A
2. ALL MATERIALS, SUPPLIES AND EQUIPMENT TO BE INSTALLED AS PER MANUFACTURERS SPECIFICATIONS AND AS PER LOCAL CODES AND REQUIREMENTS
3. N/A
4. 5/8" GYPSUM BOARD ON ALL INTERIOR WALLS AND 5/8" GYPSUM BOARD ON ALL CEILINGS. ALL WALLS AND CEILINGS FIRE RATED GMB.
5. N/A
6. N/A
7. N/A
8. PROVIDE ATTIC ACCESS.

[illegible]

ROOF LIVE LOAD:	20 PSF (SNOW)
FLOOR LIVE LOAD	40 PSF
DECK LIVE LOAD:	60 PSF
WIND LOAD:	90 MPH / 20 PSF
SEISMIC ZONE:	C
SOIL BEARING:	1500 PSF MAX. VALUE IS SUB

PHYSICAL LOCATION : VACANT LOT, WEST SIDE OF MAIN, DOWNTOWN
NO ADDRESS ASSIGNED, VACANT LOT CACTUS, NOT ADDRESSED

TELEPHONE: LaMain 919 LLC: 602-757-4311
CURRENT ZONING: C1
OCCUPANCY: MIXED USE B/R
CONSTRUCTION: TYPE V - 1 HOUR

TOTAL:	12005 SQ. FT.
--------	---------------

CACTUS STREET COMMERCIAL LOT:

5

ING ONLY, DO NOT BUILD

A 1.0
 A 1.1
 A 1.2
 A 1.3
 A 1.4
 A 1.5
 A 1.6
 A 1.7
 A 1.8
 A 1.9
 A 1.10
 A 1.11
 A 1.12

STEVE BIASINI, LANDSCAPE ARCHITECT
PROJECT MANAGER
REG. # :

928-202-2029
BRENT MAUPIN, ARCHITECT

REG. # :
76 EAST TONTO DRIVE
SEDONA, AZ 86351
900.900.1000

DARDAN ENGINEERING, HVAC
PLUMBING, ELECTRICAL
REG. # :
2430 W. BEORIA AVE

SEC, SURVEYING, HYDROLOGICAL
CIVIL ENGINEERING

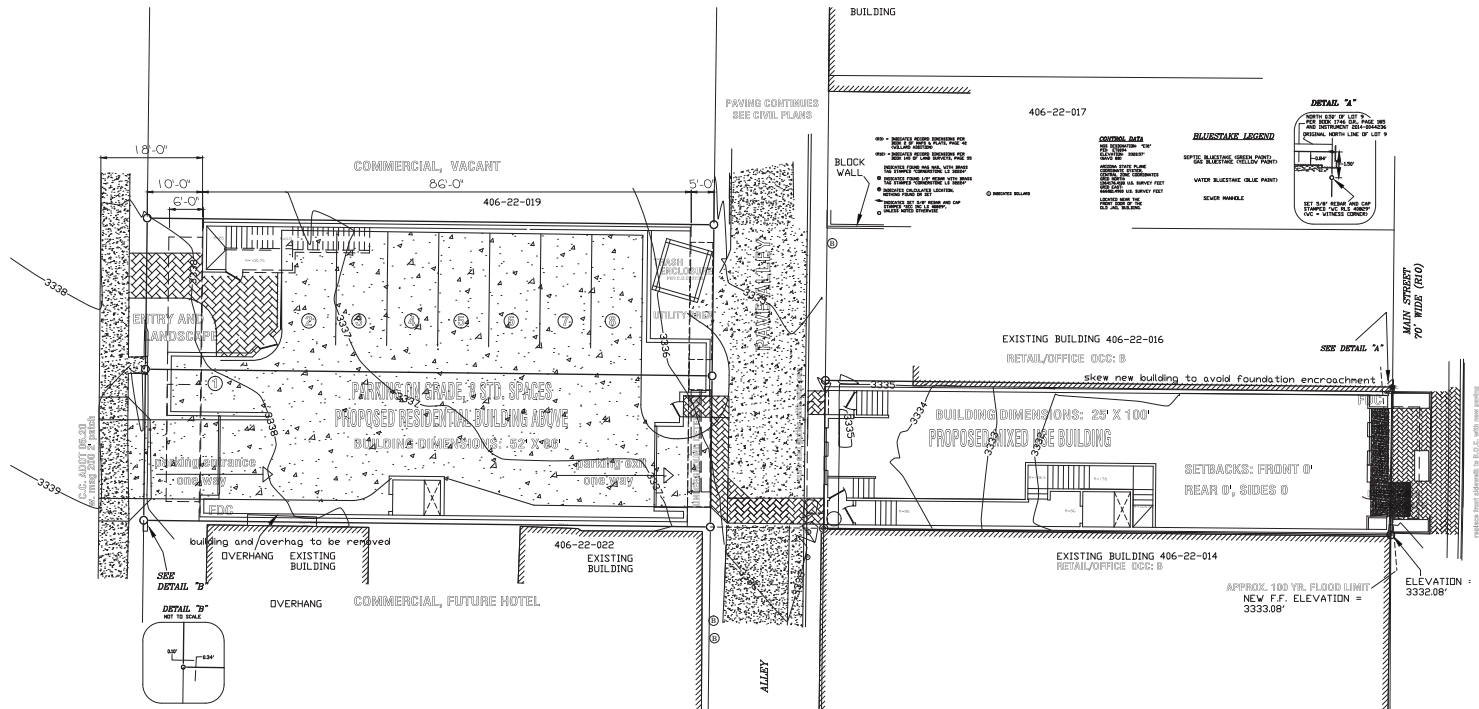
825 COVE PARKWAY
COTTONWOOD, AZ 86320
928-282-7787

V

W & CACTUS STR
FR SHEET

preliminary

ESTIMATING DRAWING ONLY. DO NOT BUILD FROM THESE PLANS. CHANGES WILL OCCUR.



CODE EXCEPTIONS:

SEE DEVELOPMENT STANDARDS FOR PROPOSED:
SETBACKS, LANDSCAPE AREA, OPEN SPACE, PARKING

GENERAL NOTES:

MECHANICAL EQUIPMENT ON ROOF, PARAPET SCREENING
ALL EXTERIOR LIGHTING FULLY SHIELDED
SIGNS ARE WALL HUNG AND SHOW ON ELEVATIONS
LANDSCAPING ON SEPARATE SHEETS
FDCs ARE SHOWN, ALL UTILITY LOCATIONS T.B.D.
ANY WORK IN THE R.O.W. WILL BE PERFORMED TO CITY OF COTTONWOOD STANDARDS

OWNERSHIP INFORMATION:

PARCELS #: 406-22-015 & 020
PHYSICAL LOCATION: VACANT LOT, WEST SIDE OF MAIN,
AND EAST SIDE OF CACTUS, VACANT
DOWNTOWN, NO ADDRESSES ASSIGNED
OWNER: LaMain 918 LLC
MAILING ADDRESS: 10008 SOUTH BEND DRIVE
SCOTTSDALE, AZ 85255
TELEPHONE: LaMain 918 LLC: 602-757-4398

COVERAGE DATA:

LaMain's, MIXED USE:
SETBACKS: FRONT 0'
REAR 0', SIDES 0'
LOT AREA: 2510 S.F.
BUILDING AREA 2500 S.F.
COVERAGE: (95%) 100% EFFECTIVE

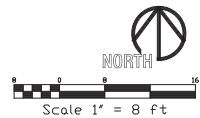
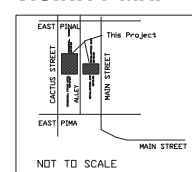
RESIDENTIAL UNITS:

SETBACKS: FRONT 10'
REAR 0', SIDES 0'
LOT AREA: 2500 S.F.
BUILDING AREA 4400 S.F.
COVERAGE: (95%)

UTILITY PROVIDERS:

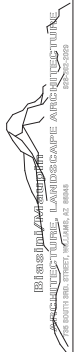
POWER: APS
WATER, WASTE WATER: CITY OF COTTONWOOD
NATURAL GAS: UNISOURCE

VICINITY MAP



MAIN & CACTUS STREETS
SITE PLAN SCHEMATIC

REVISIONS	BY



LaMain Development P.A.D.
MAIN STREET and CACTUS
COTTONWOOD, ARIZONA 86326

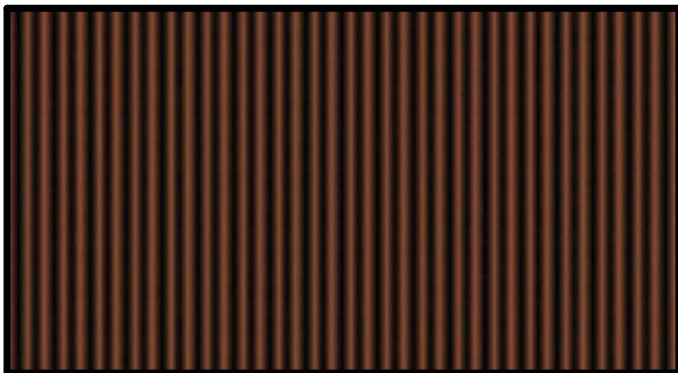
DATE: 01/21/16
SCALE: 1/8" = 1'-0"
DRAWN BY: J.C.
JOB: MUSA15
SHEET NO.
C1
OF 2



FIELD COLOR:
BENJAMIN MOORE
BAR HARBOR BIEGE
1032



TRIM COLOR:
BENJAMIN MOORE
JAVA
2106-10

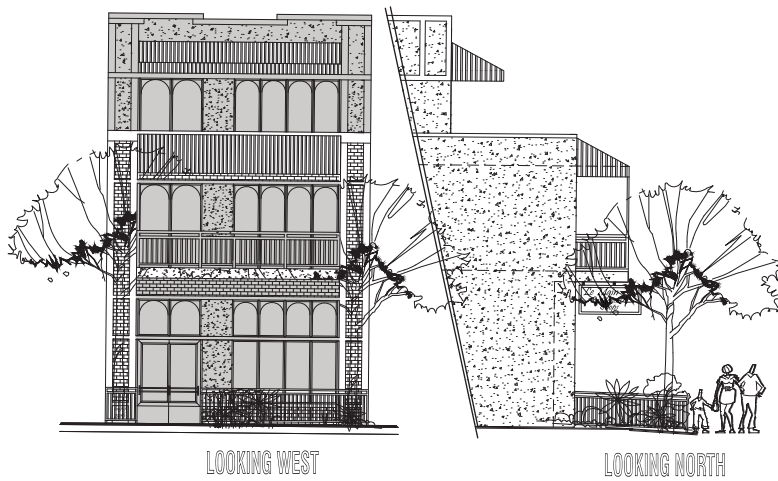
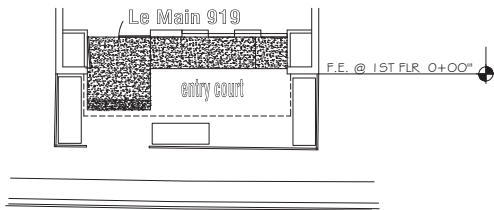


RUSTED
CORRUGATED
CORTEN METAL



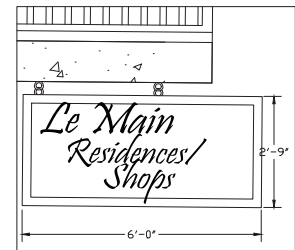
ACME BRICK
HIGHLAND GRAY
108812

LE MAIN DEVELOPMENT P.A.D.
MAIN STREET & CACTUS STREET
COTTONWOOD, ARIZONA 86326



PLANT MATERIAL

FRAXINUS RAYBERI	RAYBER ASH	#15 CANS	2
ARCTOSTAPHYLOS MANZANITA 50%	MANZANITA	#5 CANS	3
MYOPORUM PARVIFOLIUM	MYOPORUM	#1 CANS	10



Building identification sign, typ.
Sign will not be illuminated

F.F. @ TOW 0+39'-0"

C.H. @ 3RD FLR 0+406'

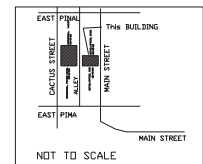
F.F. @ 3RD FLR 0+298'

F.F. @ 2ND FLR 0+178'

F.F. @ REAR 0+48'

F.F. @ 1ST FLR 0+00"

VICINITY MAP



preliminary

ESTIMATING DRAWING ONLY, DO NOT BUILD FROM THESE PLANS, CHANGES WILL OCCUR!!

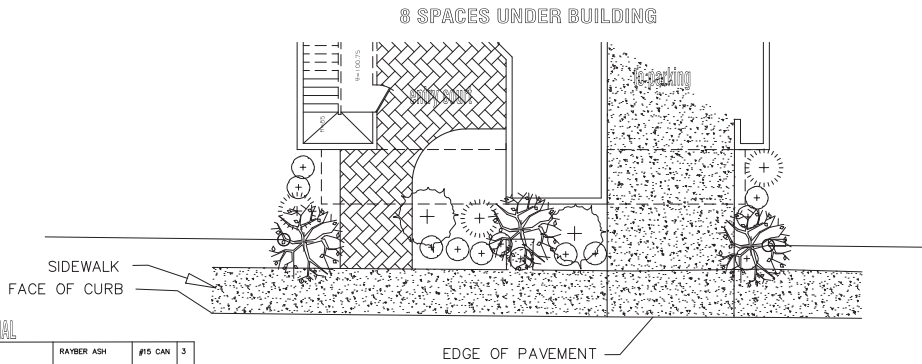
MAIN STREET
LANDSCAPE SCHEMATIC

REVISIONS	BY



LeMain Development P.A.D.
MAIN STREET and CACTUS
COTTONWOOD, ARIZONA 86326

DATE	01/17/15
SCALE	1/4" = 1'-0"
DRAWN	MLP
JOB	MUS415
SHEET NO.	LR
OF 3	



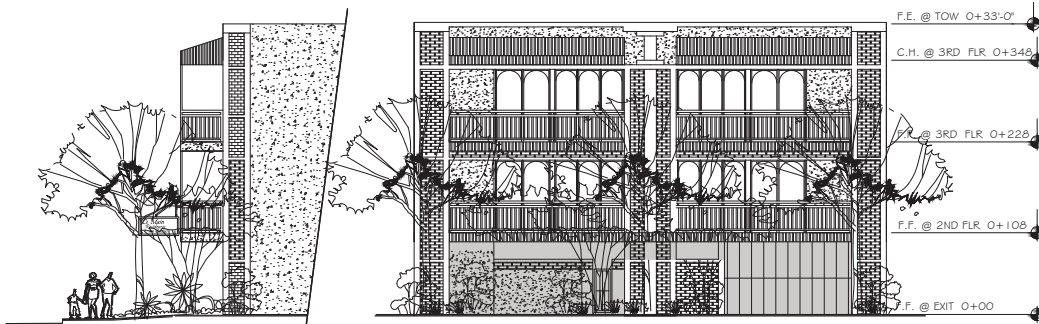
PLANT MATERIAL

FRAXINUS 'RAYBEN'	RAYBER ASH	#15 CAN	3
CHLOROPIS LINEARIS	DESERT WILLOW	#15 CANS	2
ARCTOSTAPHYLOS MANZANITA 50%	MANZANITA	#5 CANS	3
MYOPORUM PARVIFOLIUM	MYOPORUM	#1 CANS	12

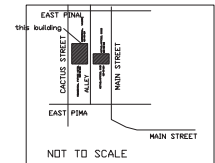
C/L CACTUS STREET
50' WIDE (R3)



Building identification sign, typ.
Sign will not be illuminated



VICINITY MAP



preliminary

ESTIMATING DRAWING ONLY, DO NOT BUILD FROM THESE PLANS, CHANGES WILL OCCUR!!

CACTUS STREET
LANDSCAPE SCHEMATIC

REVISIONS	BY

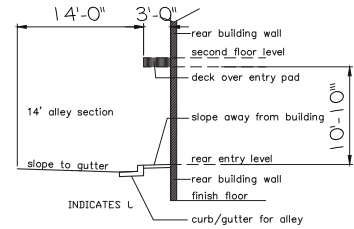
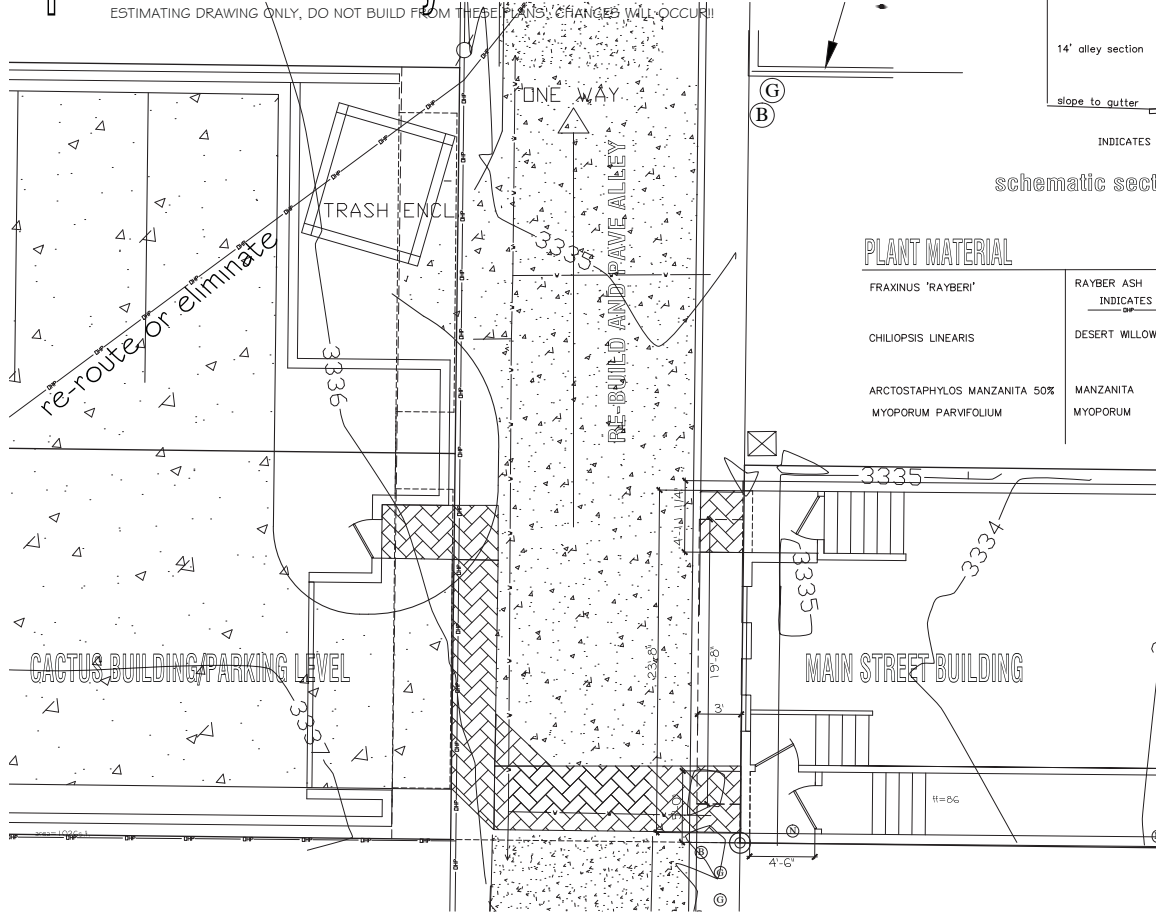
BRISTOL ARCHITECTURE
ARCHITECTURE LANDSCAPE ARCHITECTURE
1000 S. 10TH STREET, SUITE 100, PHOENIX, AZ 85006
PH: 602.944.1234 FAX: 602.944.1235

LeMain Development P.A.D.
MAIN STREET and CACTUS
COTTONWOOD, ARIZONA 86326

DATE 01/21/15
SCALE 1/8" = 1'-0"
DRAWN T.D.P.
JOB MUP415
SHEET NO.
LR
OF 3

preliminary

ESTIMATING DRAWING ONLY, DO NOT BUILD FROM THESE PLANS. CHANGES WILL OCCUR!!

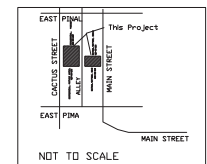


schematic section through alley, n.t.s.

PLANT MATERIAL

FRAXINUS 'RAYBERI'	RAYBER ASH INDICATES C	#15 CAN	0
CHILIPIS LINEARIS	DESERT WILLOW	#15 CANS	3
ARCTOSTAPHYLOS MANZANITA 50%	MANZANITA	#5 CANS	7
MYOPORUM PARVIFOLIUM	MYOPORUM	#1 CANS	12

VICINITY MAP



ALLEY VIEWS
LANDSCAPE SCHEMATIC

REVISIONS	BY

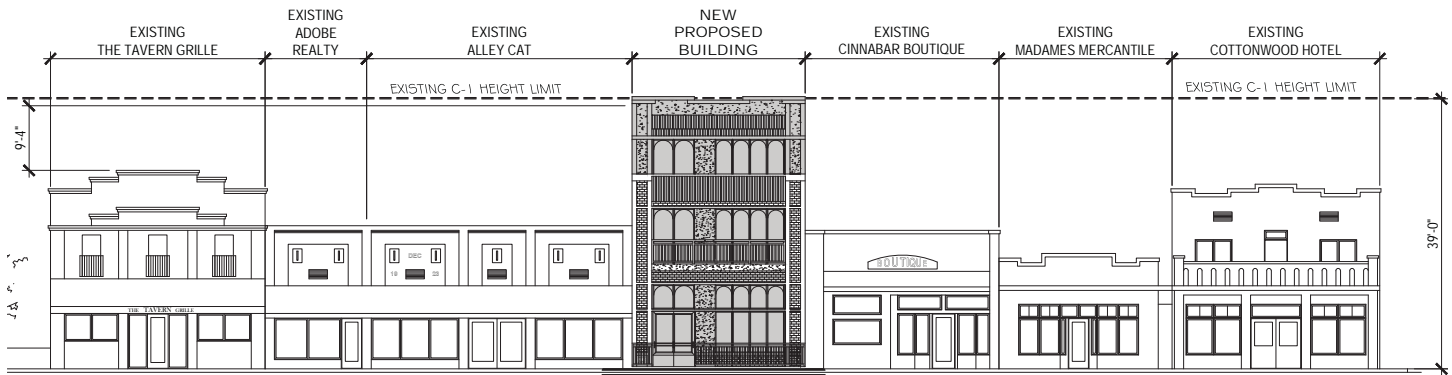
BIRNBAUM ARCHITECTURE
ARCHITECTURE LANDSCAPE ARCHITECTURE
705 SOUTH MAIN STREET, SUITE 100, BIRMINGHAM, AL 35205

Levin Development P.A.D.
MAIN STREET and CACTUS
COTTONWOOD, ARIZONA 86326

DATE 01/21/16
SCALE N.T.S.
DRAWN J.L.P.
JOB MUP415
SHEET NO.
LR
OF 3

preliminary

ESTIMATING DRAWING ONLY, DO NOT BUILD FROM THESE PLANS, CHANGES WILL OCCUR!!



LeMain 919 , VIEW LOOKING WEST

MAIN STREET
STREET VIEW

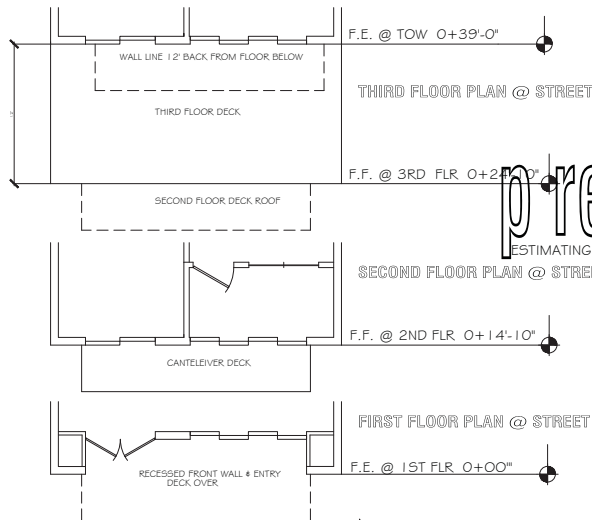
REVISIONS	BY



LeMain Development P.A.D.
MAIN STREET and CACTUS
COTTONWOOD, ARIZONA 86326

DATE	01/01/16
SCALE	N.T.S.
DRAWN	SJS
JOB	MLP14-15
SHEET NO.	A1.5
OF x	0F x

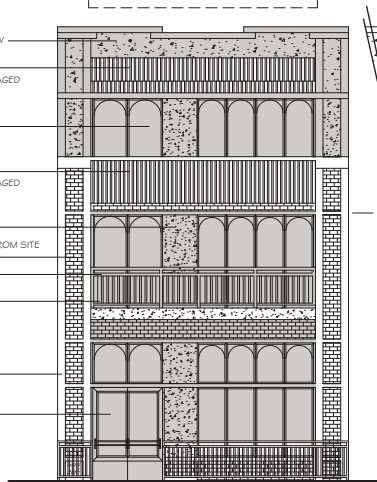
EXHIBIT 8



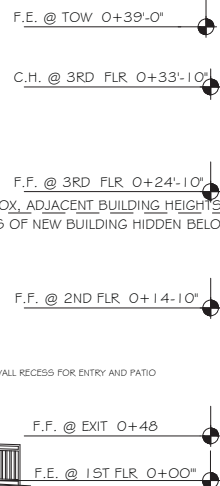
preliminary

ESTIMATING DRAWING ONLY, DO NOT BUILD FROM THESE PLANS, CHANGES WILL OCCUR!!

- WALL LINE 8' BACK FROM FLOOR BELOW
- SAND FINISH STUCCO
- THIRD FLOOR DECK ROOF
- CORRUGATED METAL ROOF, PRE-AGED
- THIRD FLOOR DECK
- SECOND FLOOR DECK ROOF
- CORRUGATED METAL ROOF, PRE-AGED
- SAND FINISH STUCCO
- BRICK SIMILAR TO BRICK RECLAIMED FROM SITE ON SITE, TYPE "A"
- BLACK W.I. RAILING
- CANTILEVER DECK
- SAND FINISH STUCCO
- POP-OUT DETAIL, TYP.
- RECESSED FRONT WALL & ENTRY DECK OVER



LOOKING WEST



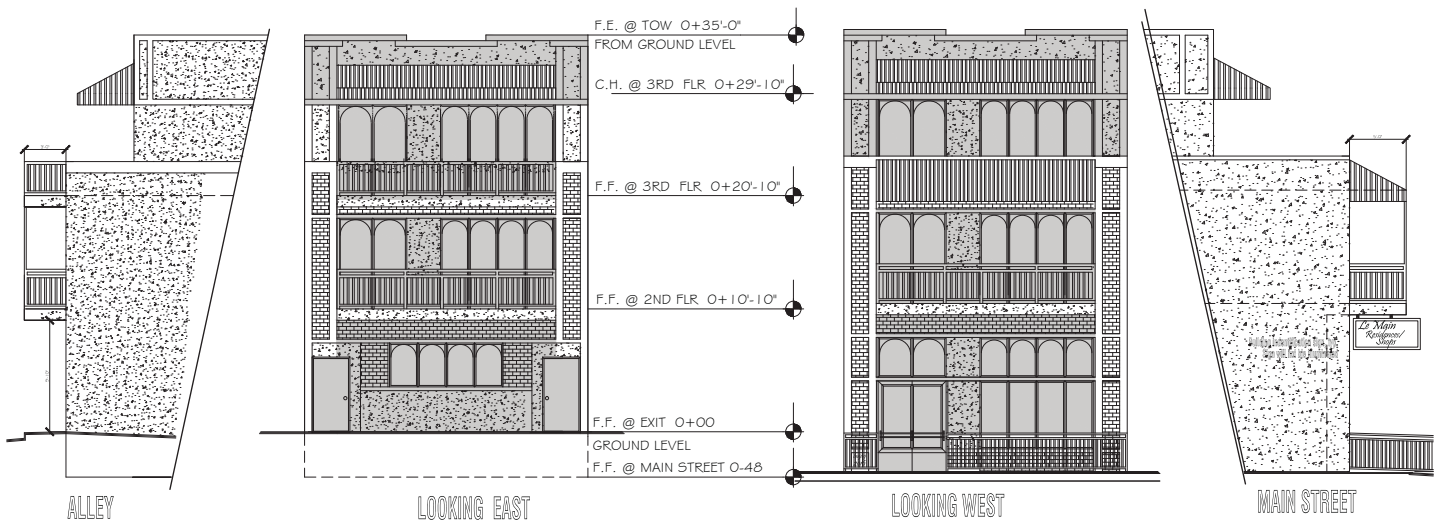
MAIN STREET ILLUSTRATIONS

REVISION	BY



Letain Development P.A.D.
MAIN STREET and CACTUS
COTTONWOOD, ARIZONA 86326

DATE	5/1/2016
SCALE	1/4" = 1'-0"
DRAWN	DJD
JOB	5/2/14/15
SHEET NO.	A1.3
OF X	



preliminary

ESTIMATING DRAWING ONLY, DO NOT BUILD FROM THESE PLANS, CHANGES WILL OCCUR!!

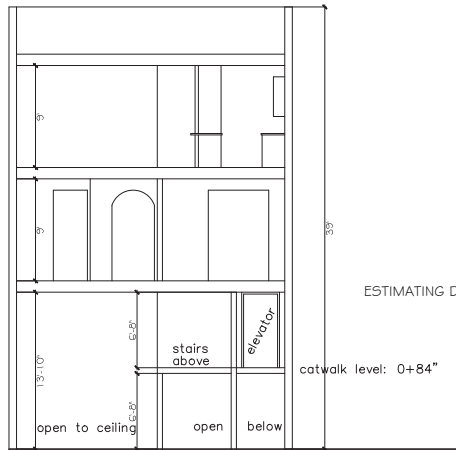
MAIN STREET
ELEVATIONS

REVISIONS	BY

BLISS/DAVID ARCHITECTURE
ARCHITECTURAL LANDSCAPE ARCHITECTURE
10700 N. 10TH AVENUE, SUITE 100, DENVER, CO 80231
TEL: 303.733.1111 FAX: 303.733.1112

Levin Development P.A.D.
MAIN STREET and CACTUS
COTTONWOOD, ARIZONA 86326

DATE: 01/16/10
SCALE: 1/8" = 1'-0"
DRAWN: [signature]
CHECKED: [signature]
SHEET NO. A1.1
OF 2



preliminary

ESTIMATING DRAWING ONLY, DO NOT BUILD FROM THESE PLANS, CHANGES WILL OCCUR!!

SCHEMATIC SECTION looking east



SCHEMATIC SECTION, looking south

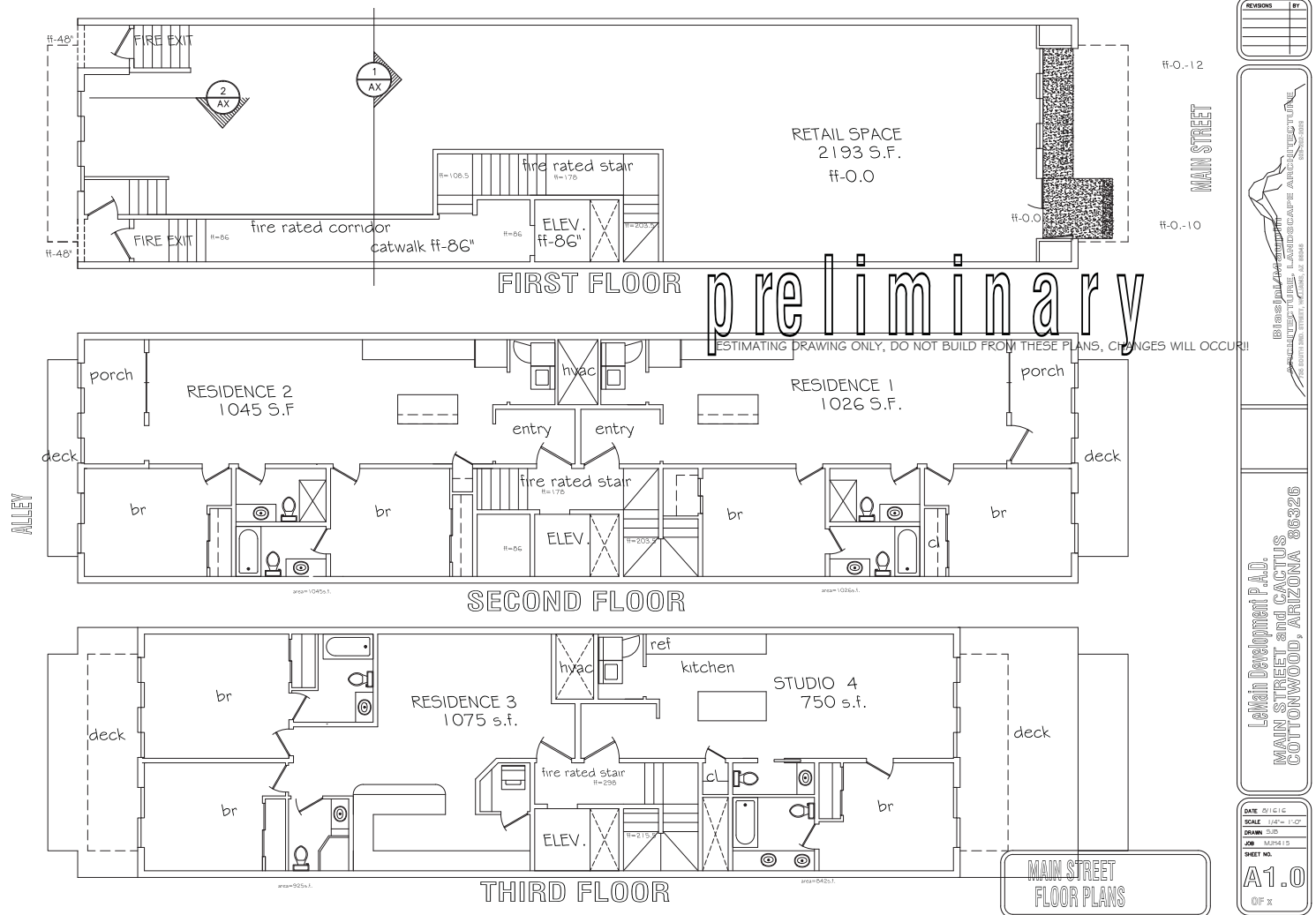
MAIN STREET
SCHEMATIC SECTIONS

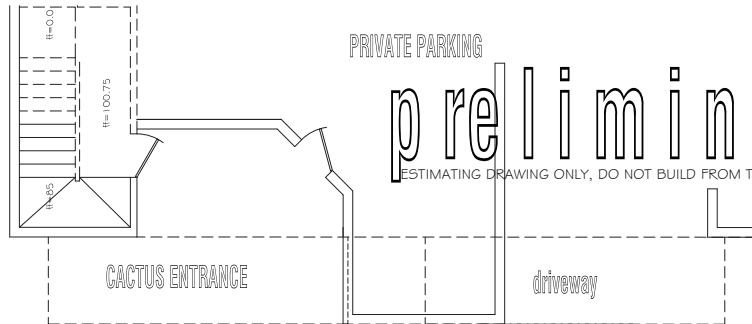
REVISIONS	BY



Larkin Development P.A.D.
MAIN STREET and CACTUS
COTTONWOOD, ARIZONA 86326

DATE	01/21/16
SCALE	1/8" = 1'-0"
DRAWN	SLB
JOB	MUN415
SHEET NO.	A1.4
OF	x





PRIVATE PARKING

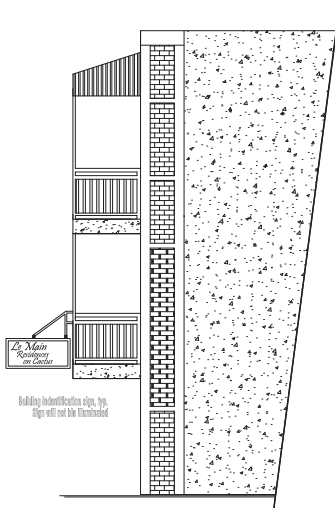
preliminary

ESTIMATING DRAWING ONLY, DO NOT BUILD FROM THESE PLANS, CHANGES WILL OCCUR!!

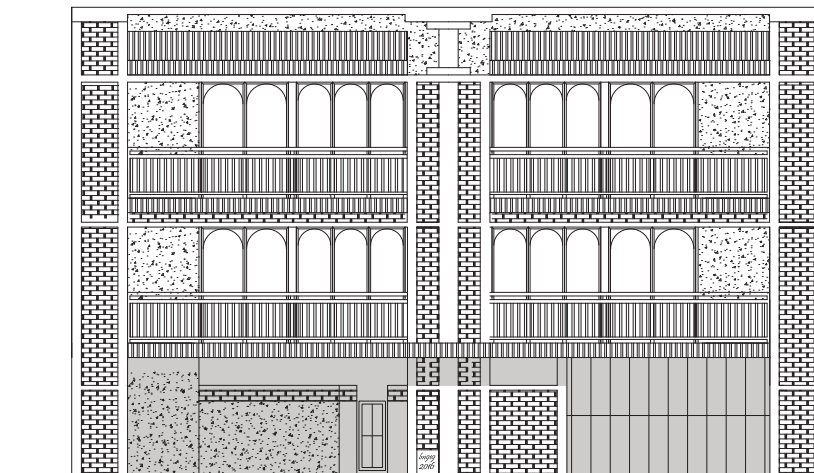
CACTUS ENTRANCE

driveway

current maximum building height in c-1 zone



LOOKING NORTH



LOOKING EAST

F.E. @ TOW 0+33'-0"

C.H. @ 3RD FLR 0+348'

F.F. @ 3RD FLR 0+228'

F.F. @ 2ND FLR 0+108'

F.F. @ EXIT 0+00'

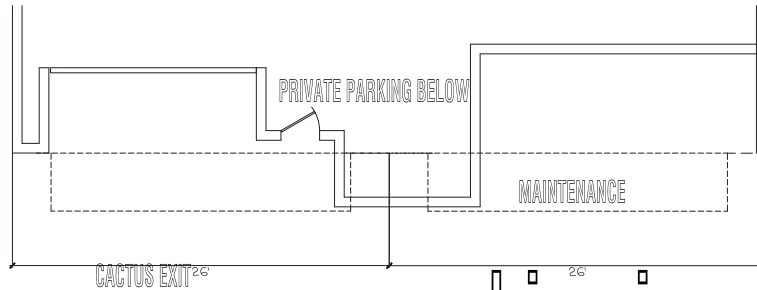
CACTUS STREET
ELEVATIONS

REVISIONS	BY



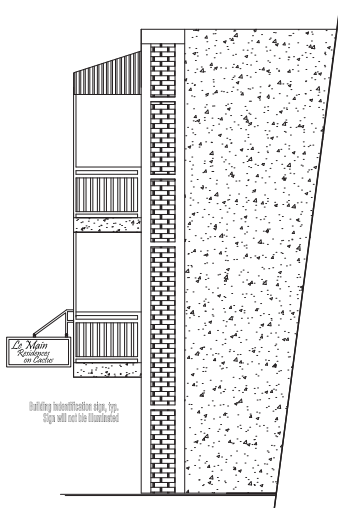
Leikin Development P.A.
MAIN STREET and CACTUS
COTTONWOOD, ARIZONA 86326

DATE: 07/16/16
SCALE: 1/4" = 1'-0"
DRAWN: SJS
JOB: M161415
SHEET NO.
A1.0
OF 11

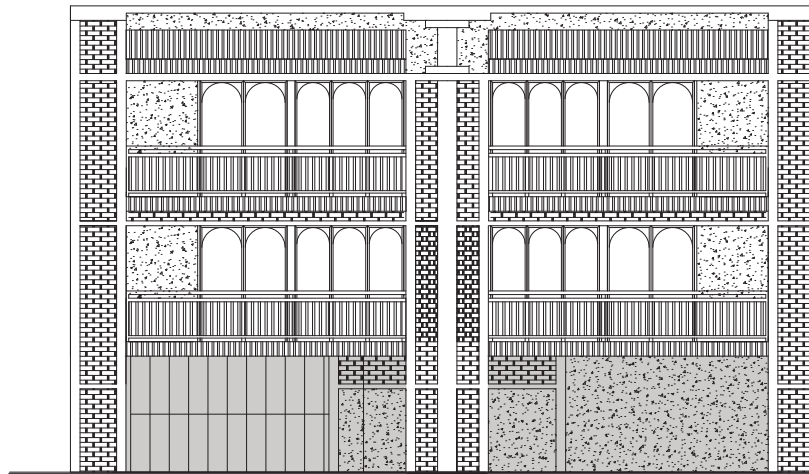


preliminary

ESTIMATING DRAWING ONLY, DO NOT BUILD FROM THESE PLANS, CHANGES WILL OCCUR!!



LOOKING SOUTH



F.E. @ TOW 0+33'-0"

C.H. @ 3RD FLR 0+348

F.F. @ 3RD FLR 0+228

F.F. @ 2ND FLR 0+108

F.F. @ EXIT 0+00

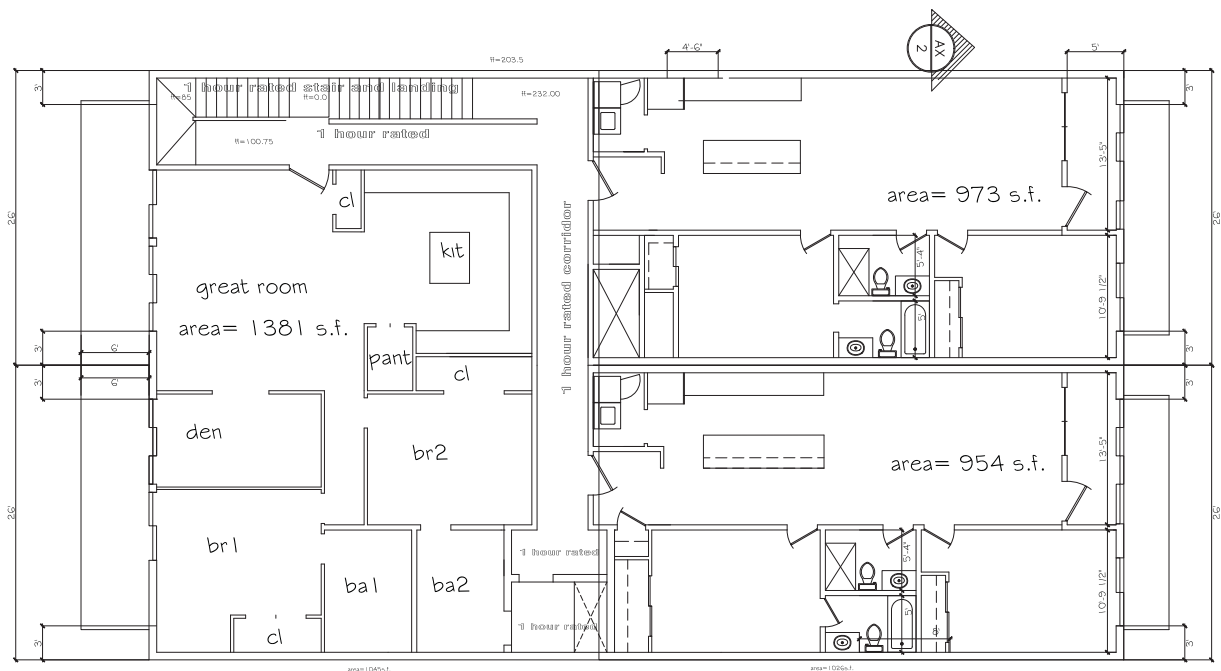
CACTUS STREET
ELEVATIONS

REVISIONS	BY



Larkin Development P.A.D.
MAIN STREET and CACTUS
COTTONWOOD, ARIZONA 86326

DATE: 07/16/16
SCALE: 1/4" = 1'-0"
DRAWN: SJS
JOB: M2P415
SHEET NO.
A1.2
OF 2



preliminary

ESTIMATING DRAWING ONLY, DO NOT BUILD FROM THESE PLANS, CHANGES WILL OCCUR!!

FLOOR 2/3 RESIDENCE PLAN(S)

CACTUS STREET
SCHEMATIC FLOOR PLANS

REVISIONS	BY



Levin Development P.L.L.C.
MAIN STREET and CACTUS
COTTONWOOD, ARIZONA 86326

DATE	07/16/16
SCALE	1/4" = 1'-0"
DRAWN	SJS
JOB	MJPH 15
SHEET NO.	A1.2
OF	1





LE MAIN DEVELOPMENT P.A.D.
CACTUS STREET
COTTONWOOD, ARIZONA 86326



THE TAVERN GRILLE



ADOBE REALTY / ALLEY CAT



PROPOSED LE MAIN DEVELOPMENT P.A.D.



CATS MEOW



MADAMES MERCANTILE



COTTONWOOD HOTEL



ADJACENT PARKING LOT TO THE NORTH



CORNER OF PINAL & CACTUS



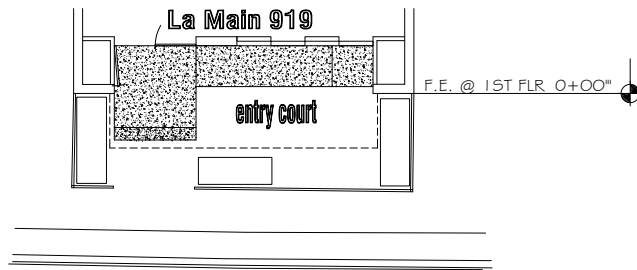
PROPOSED LE MAIN DEVELOPMENT P.A.D.



SOUTH OF PROPOSED LE MAIN DEVELOPMENT P.A.D.



CORNER OF CACTUS & PIMA

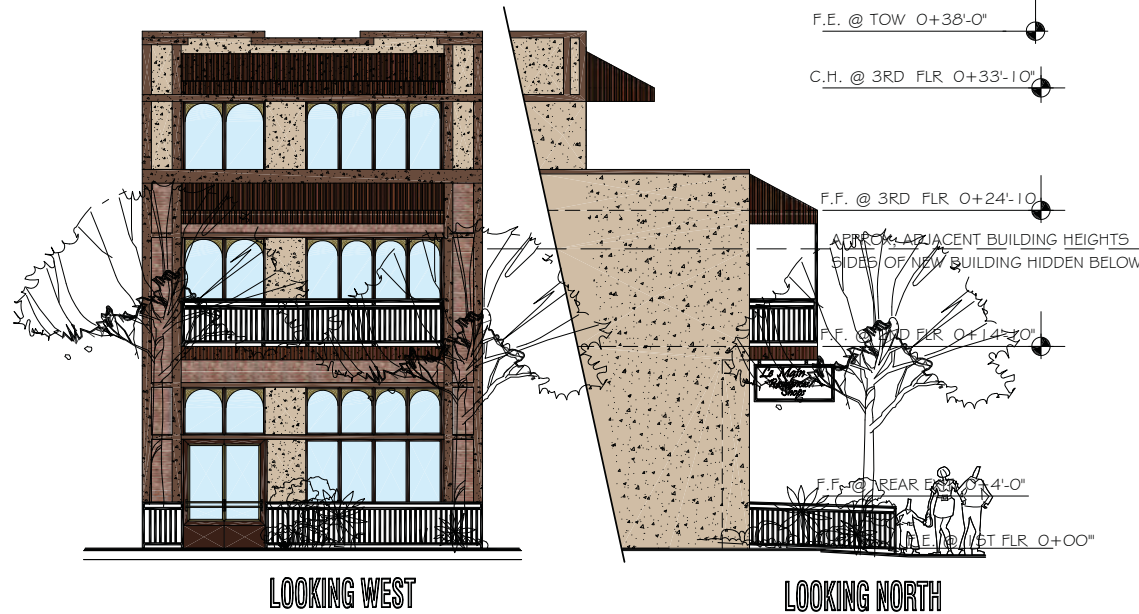


PLANT MATERIAL

FRAXINUS RAYBERI	RAYBER ASH	#15 CANS	2
ARCTOSTAPHYLOS MANZANITA 50%	MANZANITA	#5 CANS	3
MYOPORUM PARVIFOLIUM	MYOPORUM	#1 CANS	10

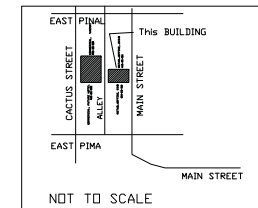
F.E. @ TOW 0+38'-0"

C.H. @ 3RD FLR 0+33'-10"



Building identification sign, typ.
Sign will not be illuminated

VICINITY MAP



preliminary

ESTIMATING DRAWING ONLY, DO NOT BUILD FROM THESE PLANS, CHANGES WILL OCCUR!!

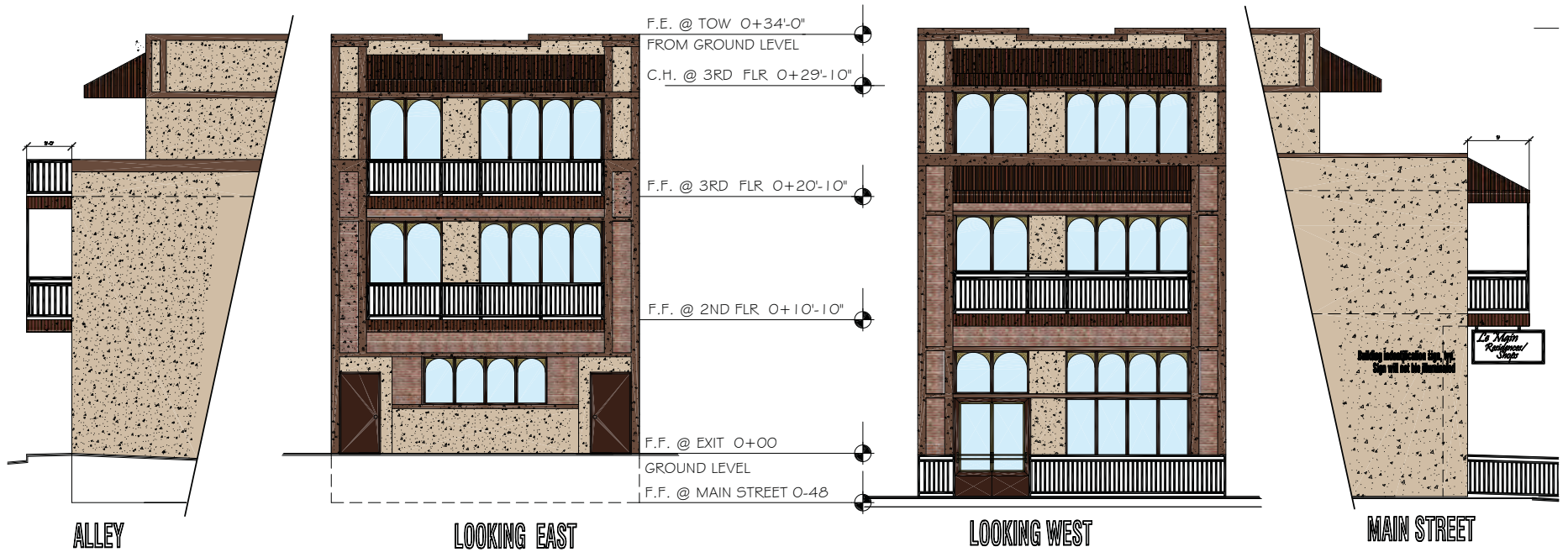
MAIN STREET
LANDSCAPE SCHEMATIC

DATE: 7/5/16
SCALE: N.T.S.
DRAWN: SUB
JOB: MJB415
SHEET NO.

LR
OF x

Blasim/Maudlin
ARCHITECTURE, LANDSCAPE ARCHITECTURE
705 SOUTH 2ND STREET, WILLIAM, AZ 86048
602-292-5893

LeMain Development P.A.D.
MAIN STREET and CACTUS
COTTONWOOD, ARIZONA 86326



preliminary

ESTIMATING DRAWING ONLY, DO NOT BUILD FROM THESE PLANS, CHANGES WILL OCCUR!!

MAIN STREET
ELEVATIONS

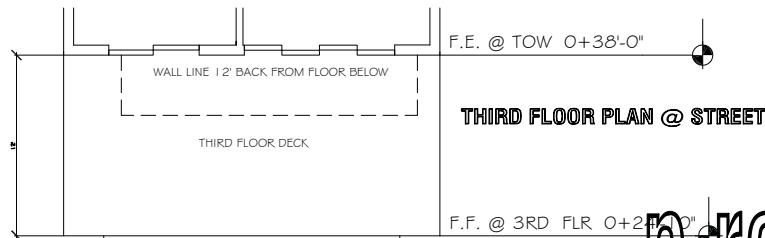
REVISIONS	BY

Blasium/Maple
ARCHITECTURE, LANDSCAPE ARCHITECTURE
100-200-0000
100-200-0000
100-200-0000

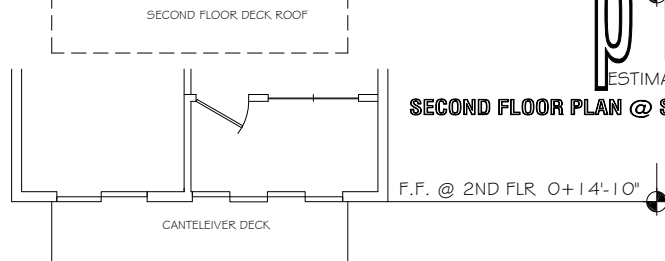
LeMain Development P.A.D.
MAIN STREET and CACTUS
COTTONWOOD, ARIZONA 86326

DATE: 7/5/16
SCALE: 1/4" = 1'-0"
DRAWN: SJB
JOB: M-1415
SHEET NO.

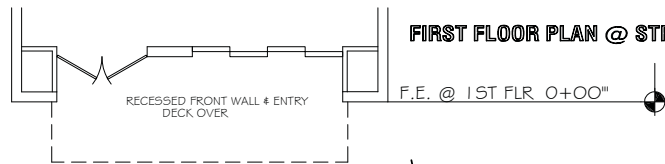
A1.1
OF x



THIRD FLOOR PLAN @ STREET



SECOND FLOOR PLAN @ STREET



FIRST FLOOR PLAN @ STREET

WALL LINE 8' BACK FROM FLOOR BELOW
SAND FINISH STUCCO

THIRD FLOOR DECK

SECOND FLOOR DECK ROOF
CORRUGATED METAL ROOF, PRE-AGED

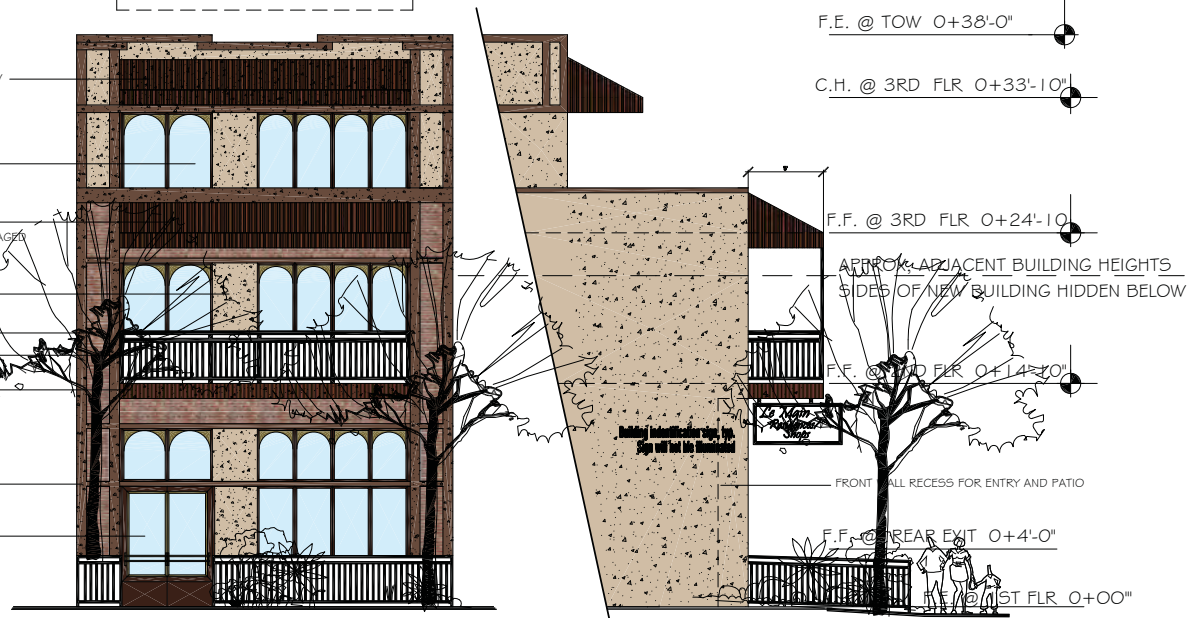
SAND FINISH STUCCO
RECYCLED BRICK FROM OLD BUILDING
ON SITE, TYPE 'A'

BLACK W.I. RAILING

CANTELEVER DECK

SAND FINISH STUCCO
POP-OUT DETAIL, TYP.

RECESSED FRONT WALL & ENTRY
DECK OVER



LOOKING WEST

MAIN STREET
ILLUSTRATIONS

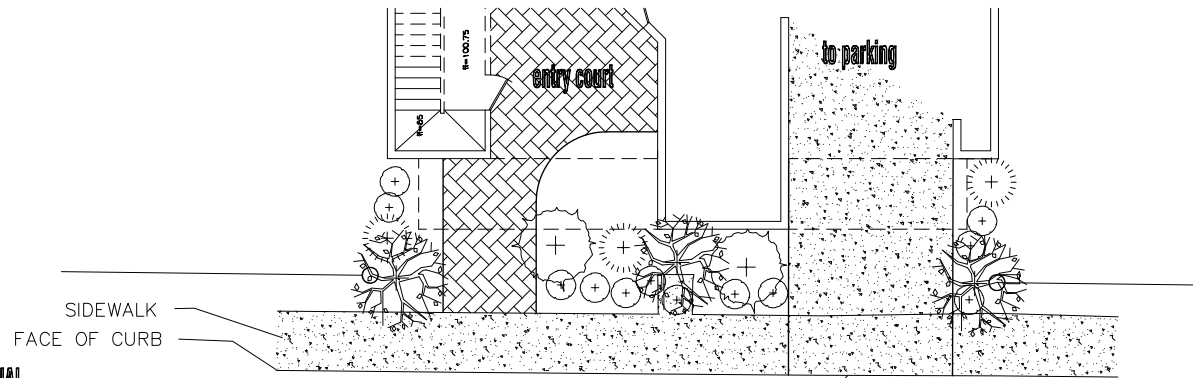
REVISIONS	BY

Blasim/Murphy
ARCHITECTURE, LANDSCAPE ARCHITECTURE
100 SOUTH 10TH STREET, WILLIAM, AZ 86044
928-282-8289

LeMain Development P.A.D.
MAIN STREET and CACTUS
COTTONWOOD, ARIZONA 86326

DATE 7/5/16
SCALE 1/4" = 1'-0"
DRAWN SJD
JOB MPM415
SHEET NO.
A1.3
OF x

8 SPACES UNDER BUILDING

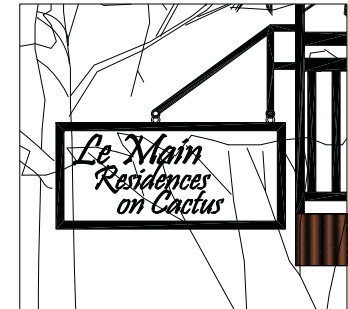


PLANT MATERIAL

FRAXINUS 'RAYBERI'	RAYBER ASH	#15 CAN	3
CHILOPSIS LINEARIS	DESERT WILLOW	#5 CANS	2
ARCTOSTAPHYLOS MANZANITA 50%	MANZANITA	#5 CANS	3
MYOPORUM PARVIFOLIUM	MYOPORUM	#1 CANS	12

C/L

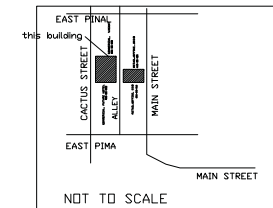
CACTUS STREET
50' WIDE (R3)



Building identification sign, typ.
Sign will not be illuminated



VICINITY MAP



preliminary

ESTIMATING DRAWING ONLY, DO NOT BUILD FROM THESE PLANS, CHANGES WILL OCCUR!!

CACTUS STREET
LANDSCAPE SCHEMATIC

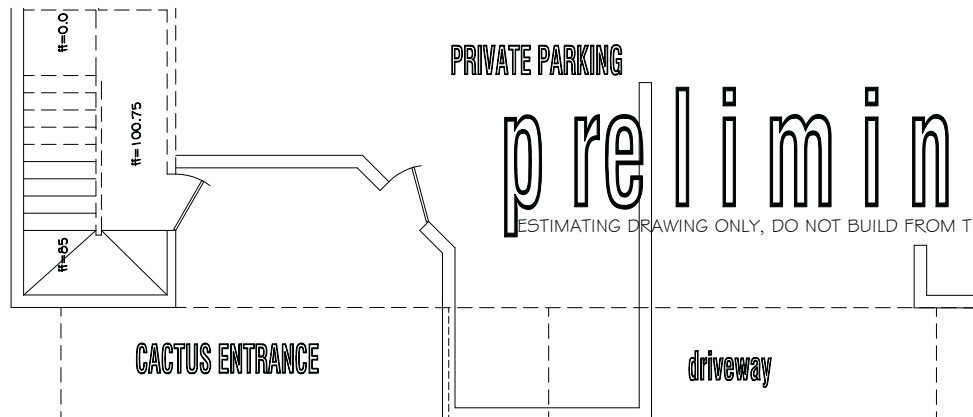
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SCALE: N.T.S.
DRAWN: SJB
JOB: M21415
SHEET NO.

LR
OF x

LeMain Development P.A.D.
MAIN STREET and CACTUS
COTTONWOOD, ARIZONA 86326

Blasim/Maudlin
ARCHITECTURE, LANDSCAPE ARCHITECTURE
202 SOUTH 2ND STREET, WILLIAM, AZ 86048
602-292-5893

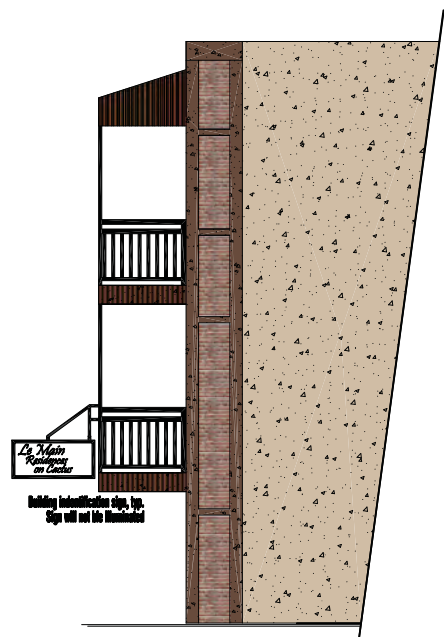
REVISIONS	BY



preliminary

ESTIMATING DRAWING ONLY, DO NOT BUILD FROM THESE PLANS, CHANGES WILL OCCUR!!

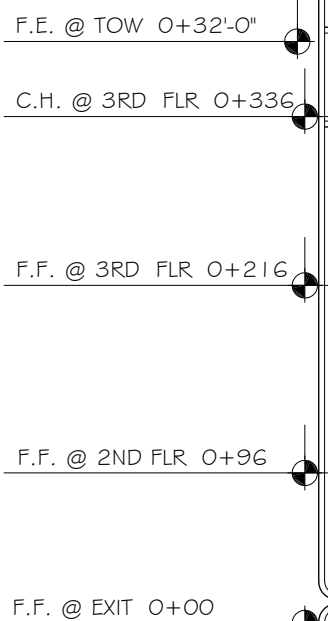
current maximum building height in c-1 zone



LOOKING NORTH



LOOKING EAST



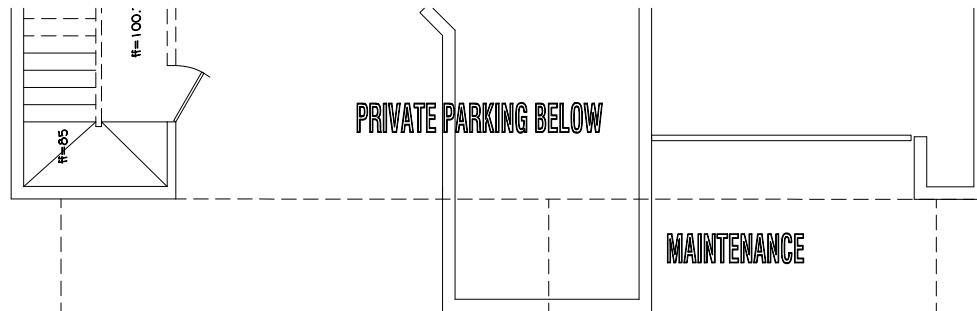
CACTUS STREET ELEVATIONS

REVISIONS	BY

Blasim/Martin
ARCHITECTURE, LANDSCAPE ARCHITECTURE
720 SOUTH 2ND STREET, TULSA, OK 74106

Lemain Development P.A.D.
MAIN STREET and CACTUS
COTTONWOOD, ARIZONA 86326

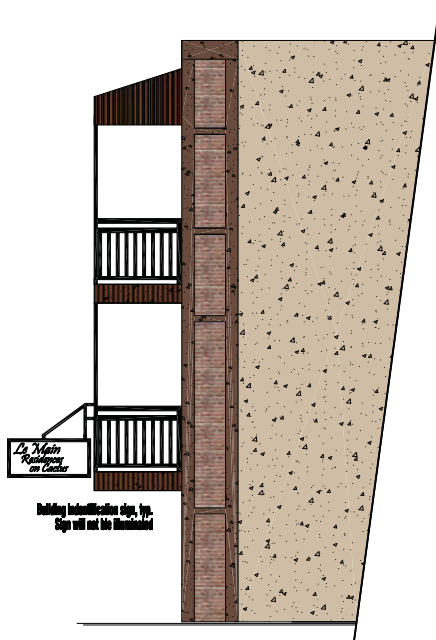
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SCALE: 1/4" = 1'-0"
DRAWN: SJB
JOB: M21415
SHEET NO.
A1.0
OF x



CACTUS EXIT

preliminary

ESTIMATING DRAWING ONLY, DO NOT BUILD FROM THESE PLANS, CHANGES WILL OCCUR!!



LOOKING SOUTH



LOOKING WEST

F.E. @ TOW 0+32'-0"

C.H. @ 3RD FLR 0+336

F.F. @ 3RD FLR 0+216

F.F. @ 2ND FLR 0+96

F.F. @ EXIT 0+00

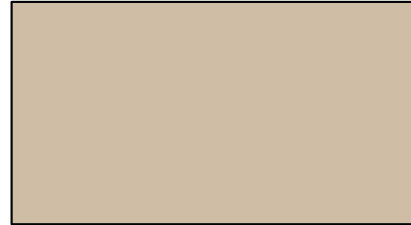
CACTUS STREET
ELEVATIONS

REVISIONS	BY

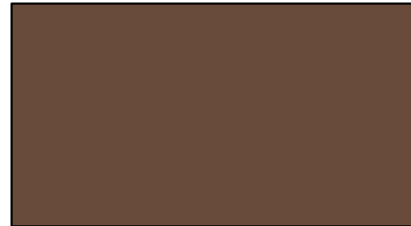
Blasim/Madupin
ARCHITECTURE, LANDSCAPE ARCHITECTURE
705 SOUTH 2ND STREET, TULSA, OK 74106
918-262-5050

LeMain Development P.A.D.
MAIN STREET and CACTUS
COTTONWOOD, ARIZONA 86326

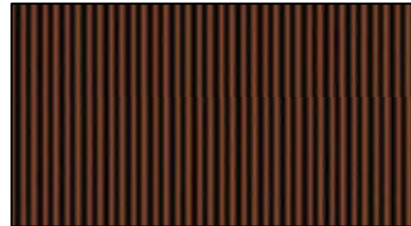
DATE: 7/5/16
SCALE: 1/4" = 1'-0"
DRAWN: SJB
JOB: M2H415
SHEET NO.
A1.2
OF x



FIELD COLOR:
BENJAMIN MOORE
BAR HARBOR BIEGE
1032



TRIM COLOR:
BENJAMIN MOORE
JAVA
2106-10



RUSTED
CORRUGATED
CORTEN METAL



ACME BRICK
HIGHLAND GRAY
108812

COLOR PALETTE

REVISIONS	BY



Lehigh Development P.A.D.
MAIN STREET and CACTUS
COTTONWOOD, ARIZONA 86326

DATE: 8/16/16
SCALE:
DRAWN:
COR: MJH/HS
SHEET NO:



ESTIMATING DRAWING ONLY, DO NOT BUILD FROM THESE PLANS. CHANGES WILL OCCUR!!



FRAXINUS 'RAYBERI'	RAYBER ASH INDICATES C OF	#15 CAN	0
CHILIPSIS LINEARIS	DESERT WILLOW	#15 CANS	3
ARCTOSTAPHYLOS MANZANITA 50%	MANZANITA	#5 CANS	7
MYOPORUM PARVIFOLIUM	MYOPORUM	#1 CANS	12

ALLEY VIEWS LANDSCAPE SCHEMATIC

REVISIONS	BY

Bianchini/Architettura
ARCHITECTURE LANDSCAPE ARCHITECTURE

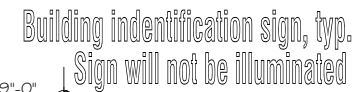
LeMain Development P.A.D.
MAIN STREET and CACTUS
COTTONWOOD, ARIZONA 86326

DATE 8/16/16
SCALE N.T.S.
DRAWN SJB
JOB MJH415
SHEET NO.

LR
OF x



FRAXINUS RAYBERI	RAYBER ASH	#15 CANS	2
ARCTOSTAPHYLOS MANZANITA 50%	MANZANITA	#5 CANS	3
MYOPORUM PARVIFOLIUM	MYOPORUM	#1 CANS	1



F.E. @ TOW 0+39"-0"

C.H. @ 3RD FLR 0+406

F.F. @ 3RD FLR 0+298

F.F. @ 2ND FLR 0+178

F.F. @ REAR 0+48

F.E. @ 1ST FLR 0+00'''

ESTIMATING DRAWING ONLY, DO NOT BUILD FROM THESE PLANS, CHANGES WILL OCCUR!!

MAIN STREET LANDSCAPE SCHEMATIC

REVISIONS	BY

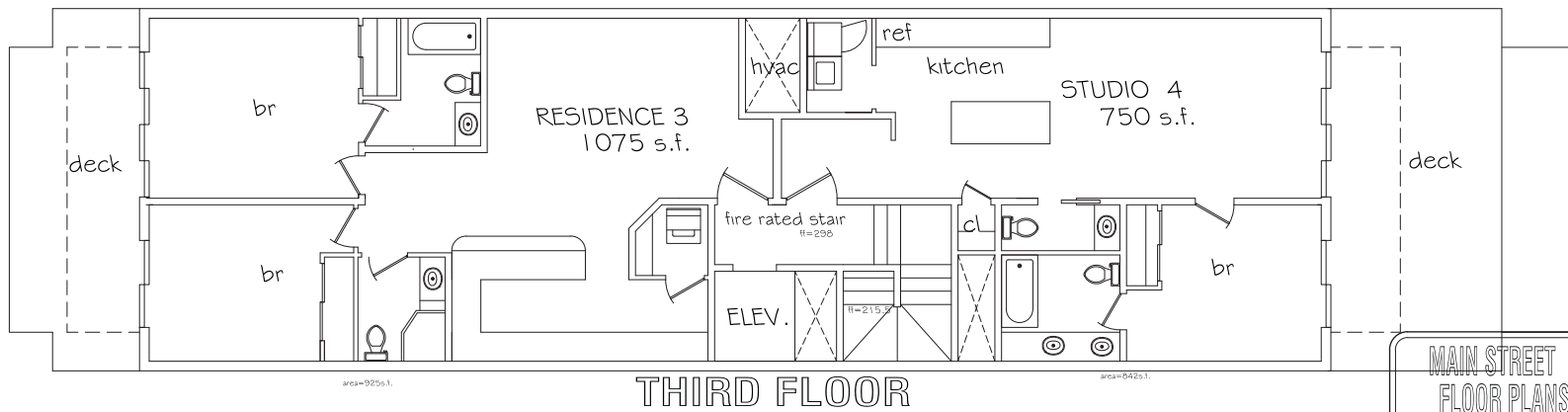
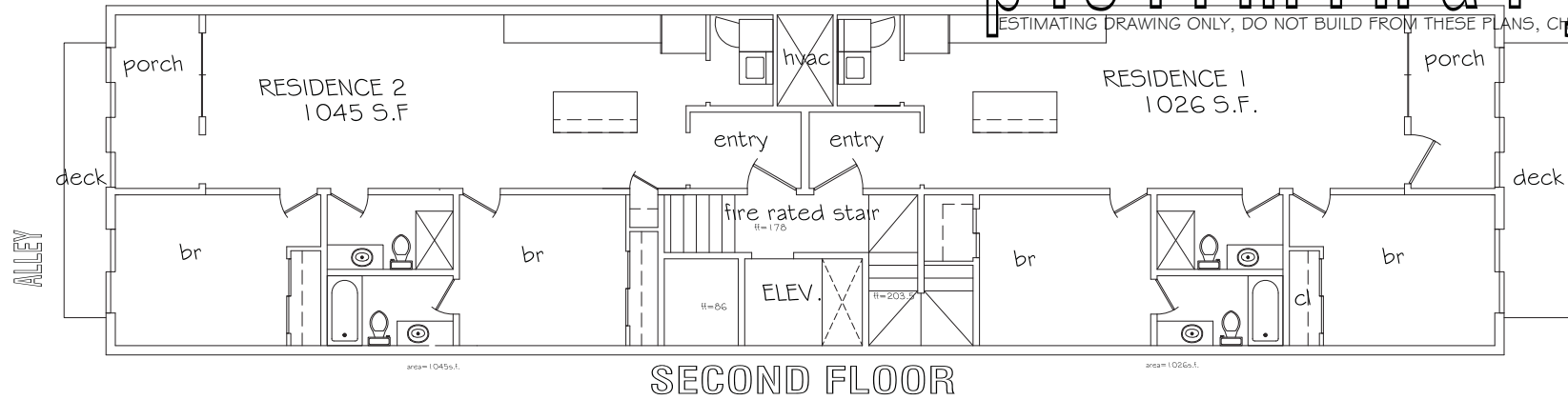
Blossum Architecture
ARCHITECTURE, LANDSCAPE, INTERIORS
750 SOUTH 3RD STREET, WILLOW, AZ 85146
602-262-3338

LeMain Development P.A.D.
MAIN STREET and CACTUS
COTTONWOOD, ARIZONA 86326

DATE 8/17/16
SCALE N.T.S.
DRAWN SJB
JOB MJS415
SHEET NO.

LR

OF 8



preliminary

ESTIMATING DRAWING ONLY, DO NOT BUILD FROM THESE PLANS, CHANGES WILL OCCUR!!

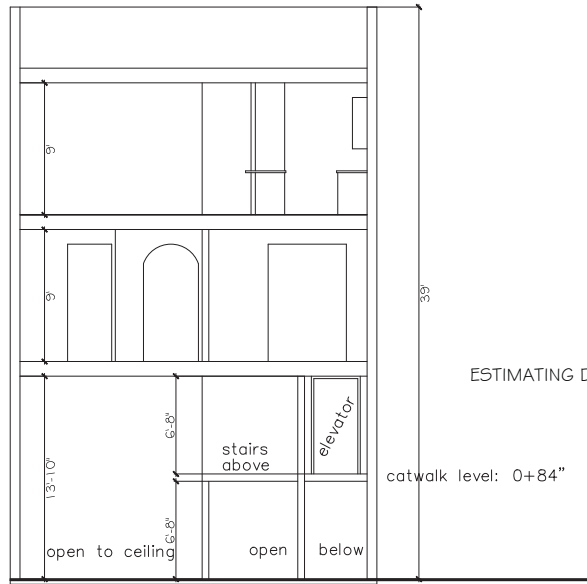
MAIN STREET
FLOOR PLANS

REVISIONS	BY

Blasini/Architecture
ARCHITECTURE, LANDSCAPE ARCHITECTURE
802-762-3333
100 SOUTH 3RD STREET, TUCSON, AZ 85704

LeMain Development P.A.D.
MAIN STREET and CACTUS
COTTONWOOD, ARIZONA 86326

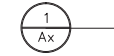
DATE	8/16/16
SCALE	1/8" = 1'-0"
DRAWN	S.B.
JOB	MJ1415
SHEET NO.	A1.0
OF	x



preliminary

ESTIMATING DRAWING ONLY, DO NOT BUILD FROM THESE PLANS, CHANGES WILL OCCUR!!

SCHEMATIC SECTION looking east



SCHEMATIC SECTION, looking south

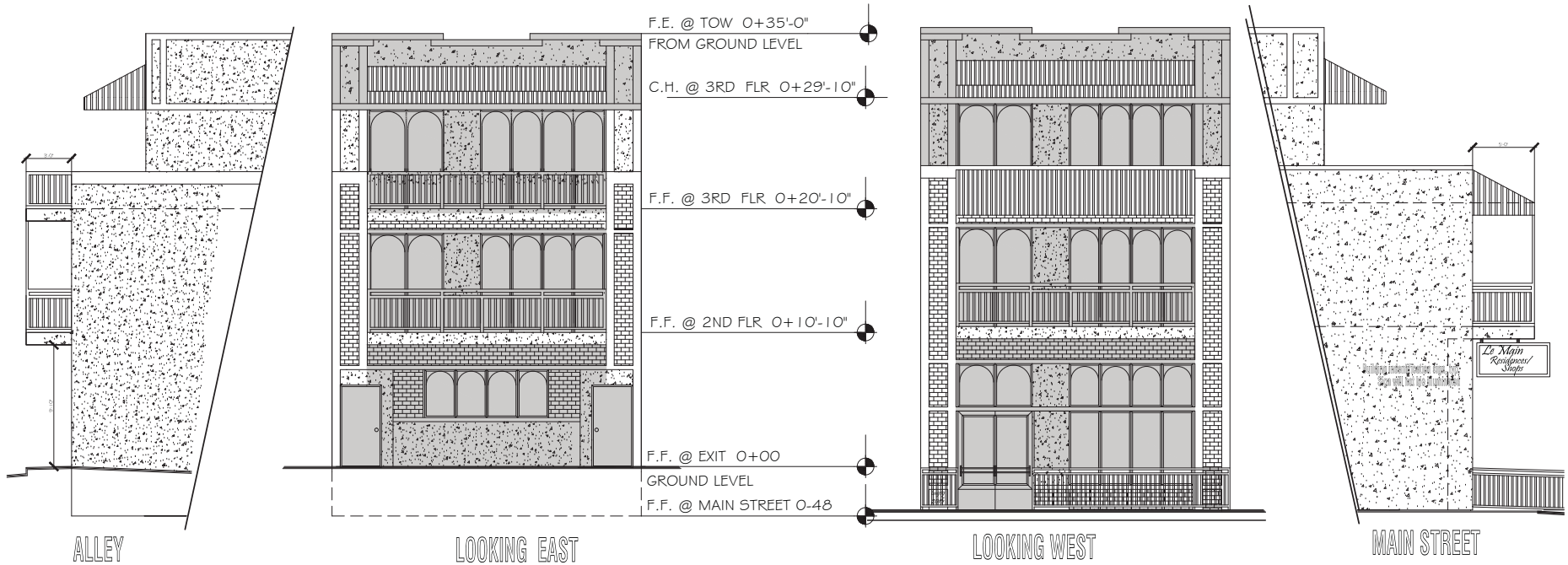
MAIN STREET
SCHEMATIC SECTIONS

REVISIONS	BY

BRISTOL ARCHITECTURE
ARCHITECTURE, LANDSCAPE ARCHITECTURE
735 SOUTH 3RD STREET, WILLOW, AZ 85046
(928) 265-3559

LeMain Development P.A.D.
MAIN STREET and CACTUS
COTTONWOOD, ARIZONA 86326

DATE: 8/1/21 G
SCALE: 1/4" = 1'-0"
DRAWN: SJB
JOB: MJ1415
SHEET NO.
A1.4
OF 2



preliminary

ESTIMATING DRAWING ONLY, DO NOT BUILD FROM THESE PLANS, CHANGES WILL OCCUR!!

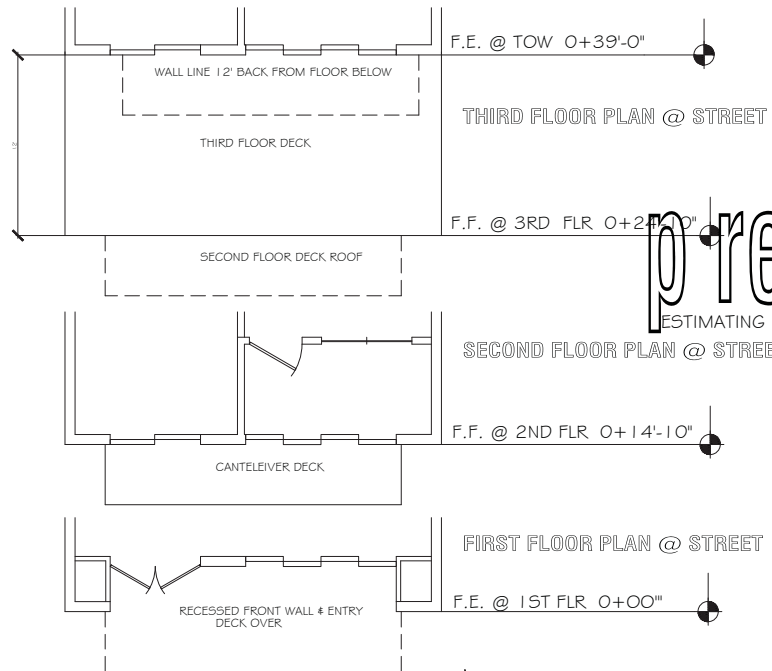
MAIN STREET
ELEVATIONS

REVISIONS	BY

Biasini/Associates
ARCHITECTURE, LANDSCAPE ARCHITECTURE
FOR SOUTH 3RD STREET, WILLOW, AZ 85448
02-10-2024

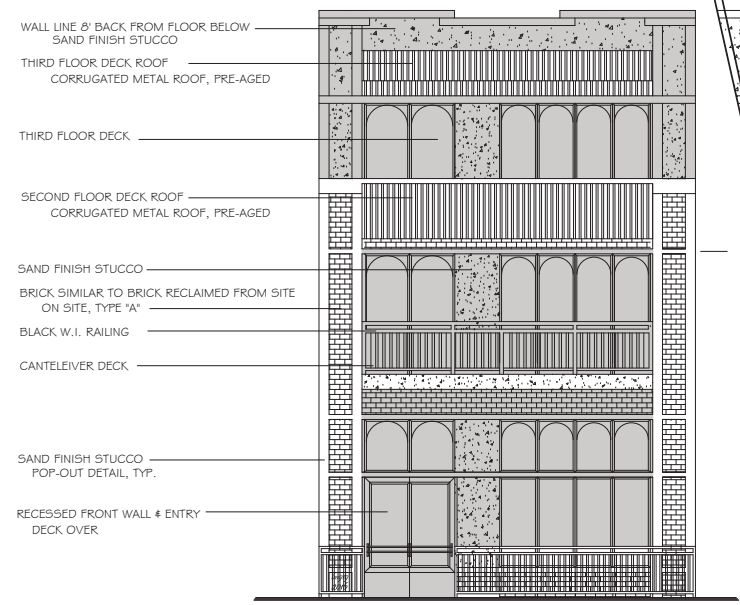
LeMain Development P.A.D.
MAIN STREET and CACTUS
COTTONWOOD, ARIZONA 86326

DATE	5/16/16
SCALE	1/4" = 1'-0"
DRAWN	SJB
JOB	MUP415
SHEET NO.	A1.1
OF X	

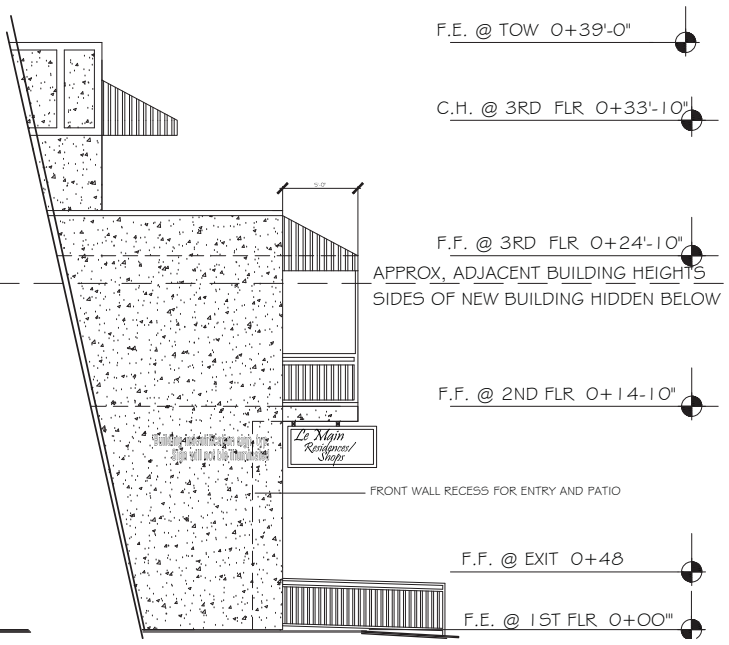


preliminary

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LOOKING WEST



MAIN STREET
ILLUSTRATIONS

REVISIONS	BY

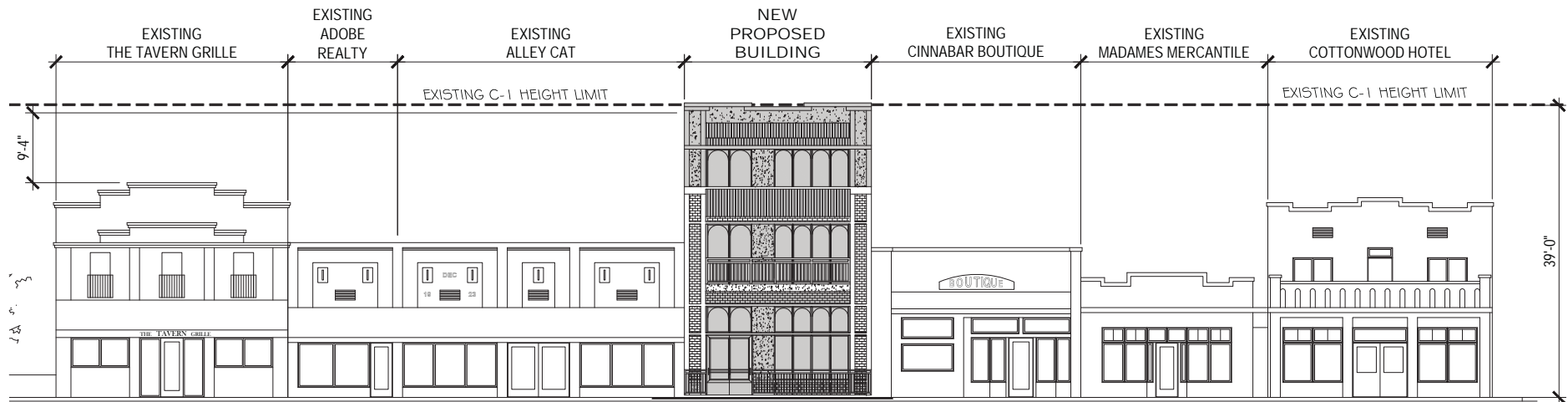
Blasius Architecture
ARCHITECTURE - LANDSCAPE ARCHITECTURE
100 SOUTH 2ND STREET, ARLINGTON, VA 22204

Letain Development P.A.D.
MAIN STREET and CACTUS
COTTONWOOD, ARIZONA 86326

DATE 8/16/16
SCALE 1/4" = 1'-0"
DRAWN SUB
JOB MUH415
SHEET NO.
A1.3
OF x

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LeMain 919 , VIEW LOOKING WEST

REVISIONS	BY

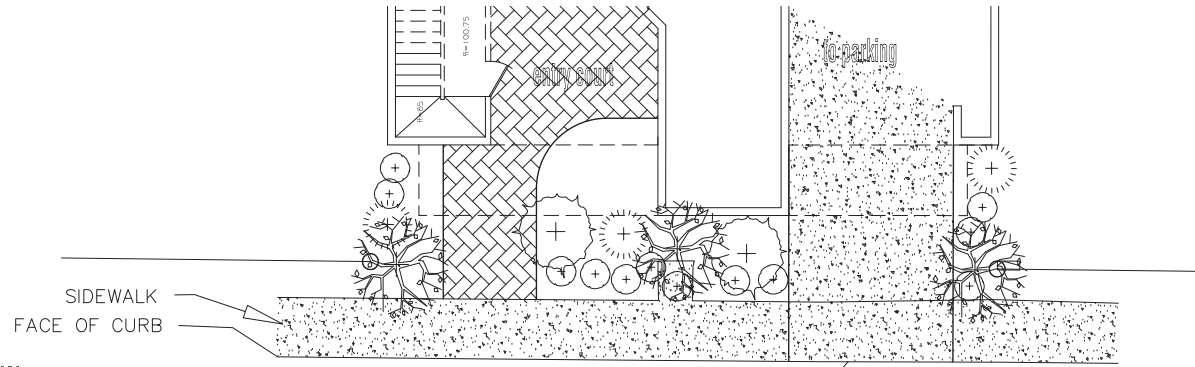
BRASS JAIL HAND
ARCHITECTURE, LANDSCAPE ARCHITECTURE
100 SOUTH 10TH STREET, WILLOW, AZ 86048
312-202-5009

LeMain Development P.A.D.
MAIN STREET and CACTUS
COTTONWOOD, ARIZONA 86326

DATE	01/11/16
SCALE	NTS
DRAWN	SJB
JOB	MJH415
SHEET NO.	A1.5
OF	X

MAIN STREET
STREET VIEW

8 SPACES UNDER BUILDING



PLANT MATERIAL

FRAXINUS 'RAYBERT'	RAYBERT ASH	#15 CAN	3
CHILOPSIS LINEARIS	DESERT WILLOW	#15 CANS	2
ARCTOSTAPHYLOS MANZANITA 50%	MANZANITA	#5 CANS	3
MYOPORUM PARVIFOLIUM	MYOPORUM	#1 CANS	12

EDGE OF PAVEMENT

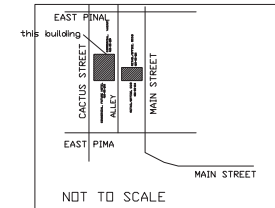
C/L CACTUS STREET
50' WIDE (R3)



Building identification sign, typ.
Sign will not be illuminated



VICINITY MAP



preliminary

ESTIMATING DRAWING ONLY, DO NOT BUILD FROM THESE PLANS, CHANGES WILL OCCUR!!

CACTUS STREET
LANDSCAPE SCHEMATIC

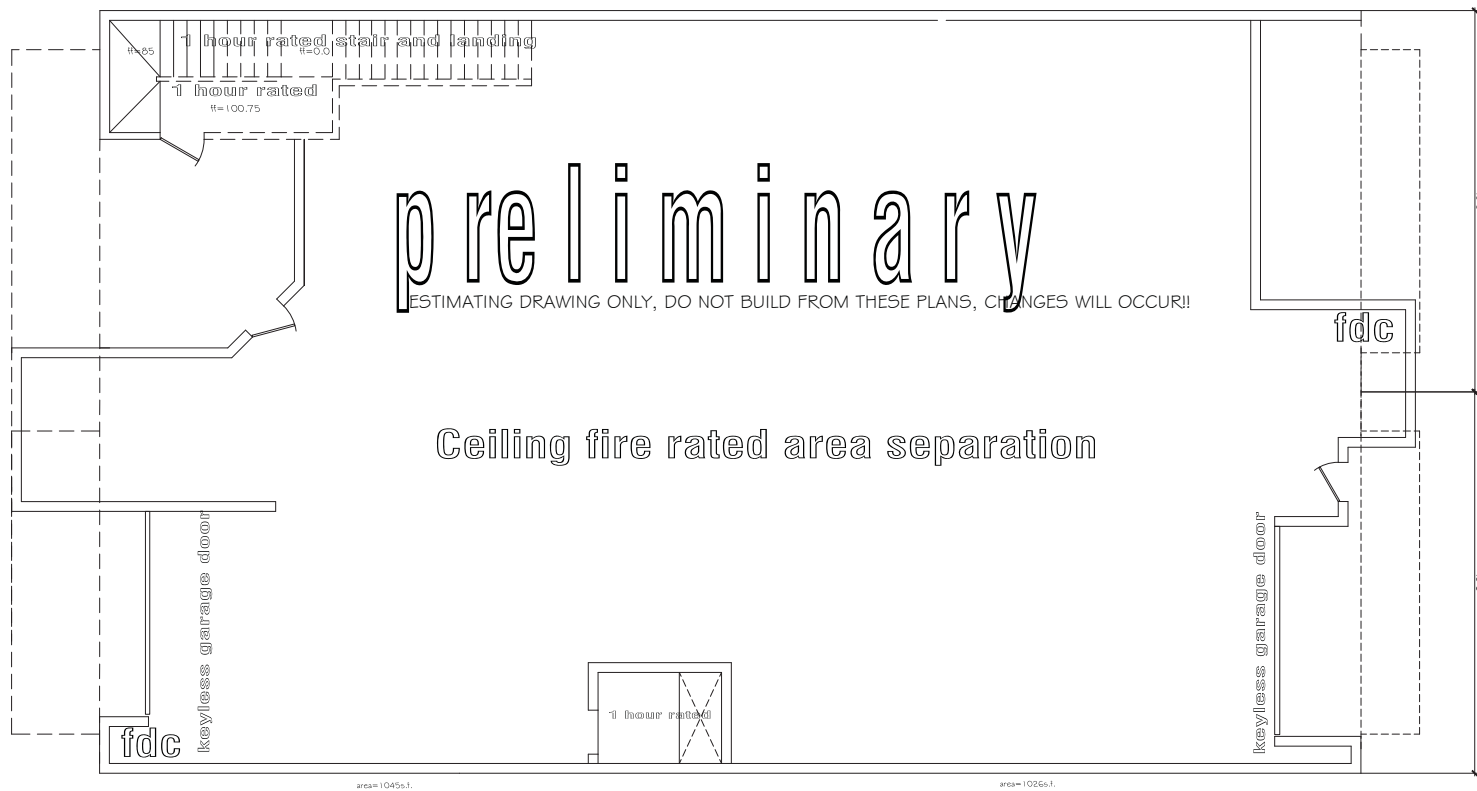
REVISIONS	BY

Brian J. Armstrong
ARCHITECTURE, LANDSCAPE ARCHITECTURE
758 SOUTH 3RD STREET, TULSA, AZ 84404
602-465-2008

Letain Development P.A.D.
MAIN STREET and CACTUS
COTTONWOOD, ARIZONA 86326

DATE: 8/16/16
SCALE: N.T.S.
DRAWN: SJB
JOB: MJP1415
SHEET NO.

LR
OF X



PARKING LEVEL FLOOR PLAN

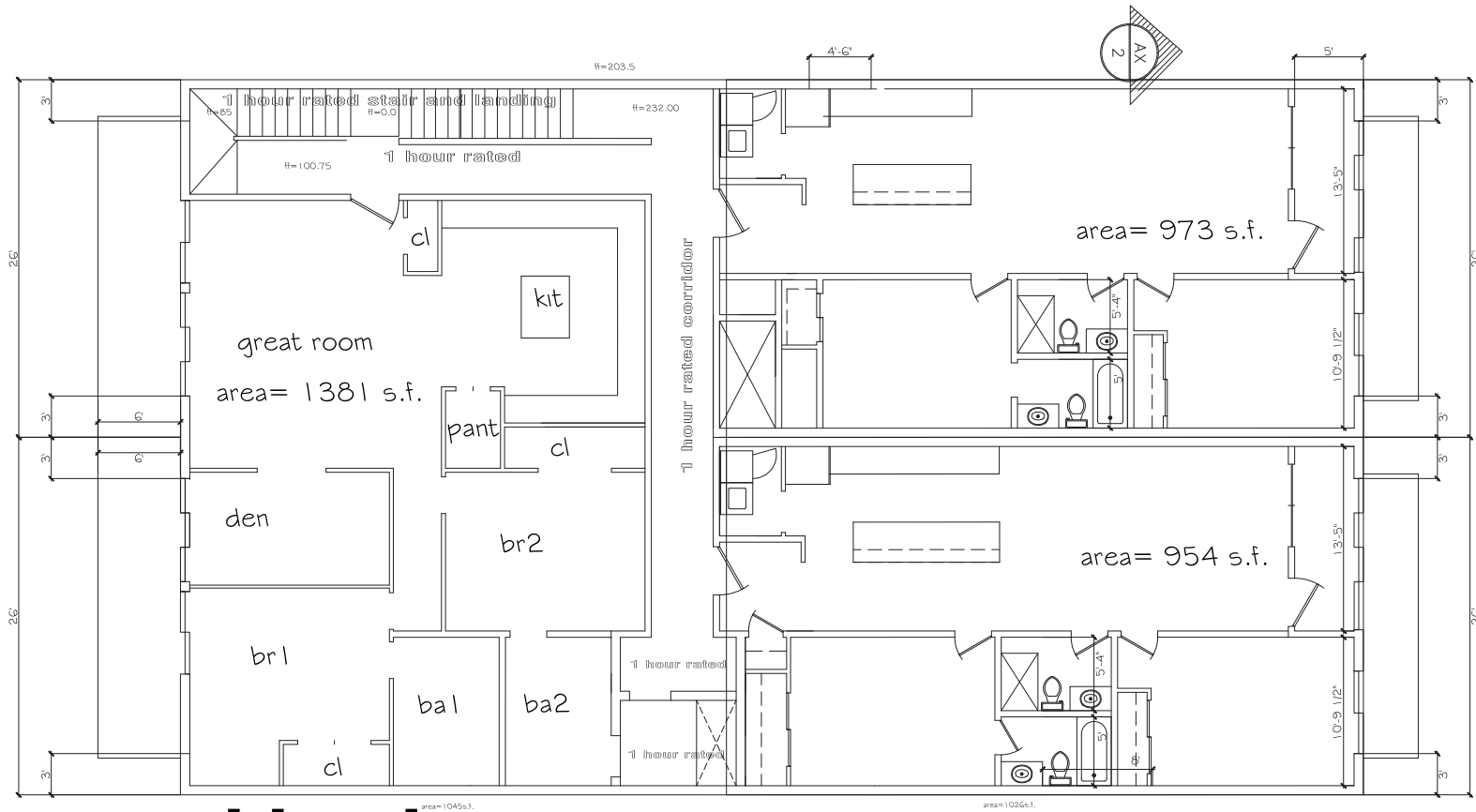
CACTUS STREET
PARKING LEVEL

REVISIONS	BY



LeMain Development P.A.D.
MAIN STREET and CACTUS
COTTONWOOD, ARIZONA 86326

DATE	8/16/16
SCALE	1/4" = 1'-0"
DRAWN	SJB
JOB	MJH415
SHEET NO.	A1.1
OF	x



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FLOOR 2/3 RESIDENCE PLAN(S)

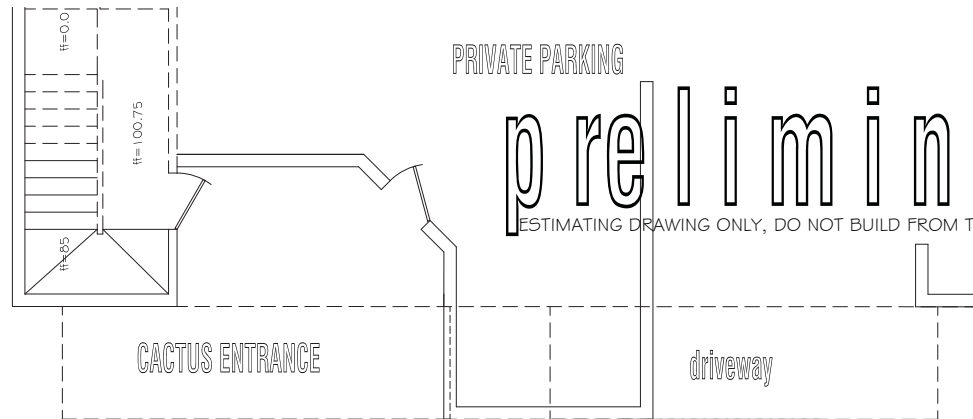
CACTUS STREET
SCHEMATIC FLOOR PLANS

REVISIONS	BY

Brian J. Anderson
ARCHITECTURE, LANDSCAPE ARCHITECTURE
100-100-0000
700 SOUTH 10TH STREET, WICKLIFFE, AZ 85446

LeMain Development P.A.D.
MAIN STREET and CACTUS
COTTONWOOD, ARIZONA 86326

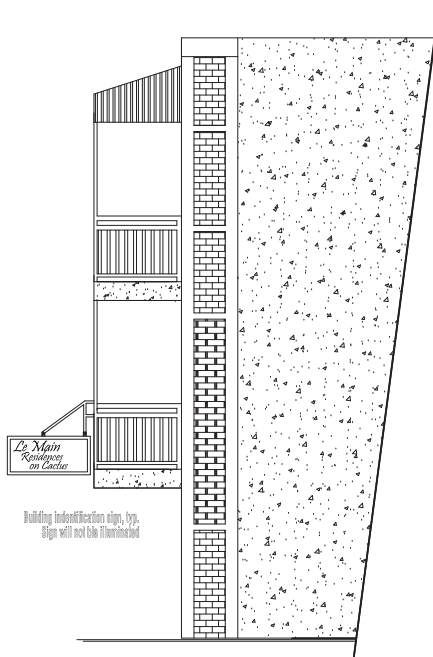
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OF	x



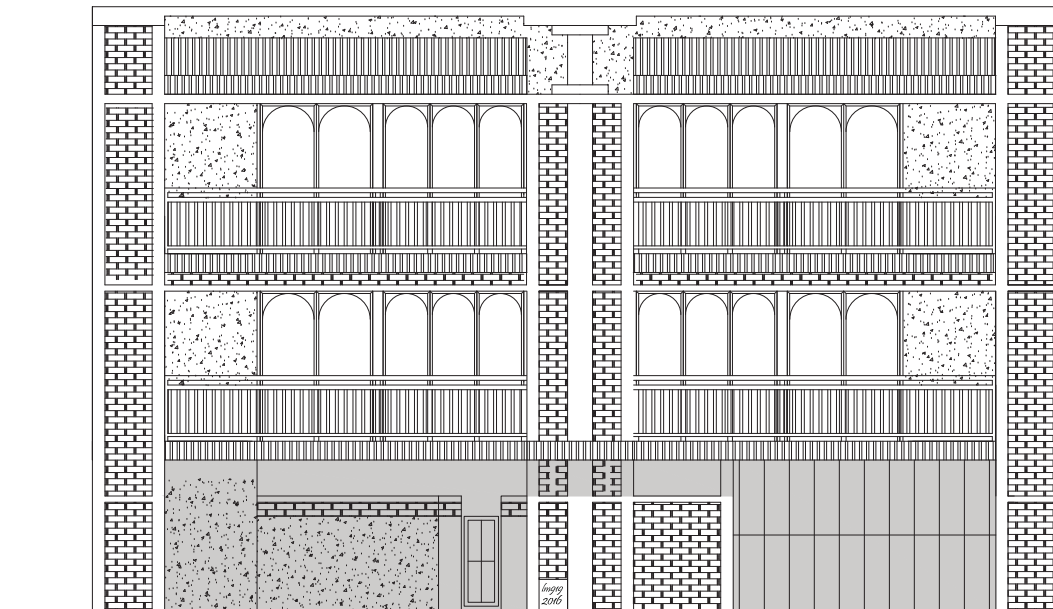
preliminary

ESTIMATING DRAWING ONLY, DO NOT BUILD FROM THESE PLANS, CHANGES WILL OCCUR!!

current maximum building height in c-1 zone



LOOKING NORTH



LOOKING EAST

F.E. @ TOW 0+33'-0"

C.H. @ 3RD FLR 0+348

F.F. @ 3RD FLR 0+228

F.F. @ 2ND FLR 0+108

F.F. @ EXIT 0+00

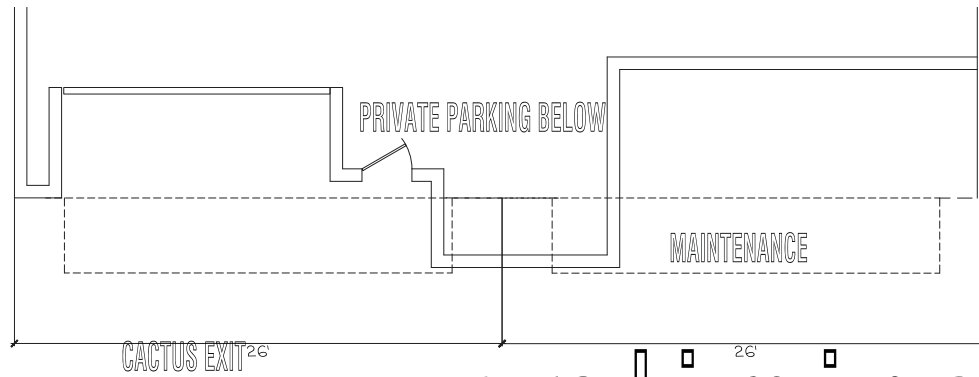
CACTUS STREET
ELEVATIONS

REVISIONS	BY



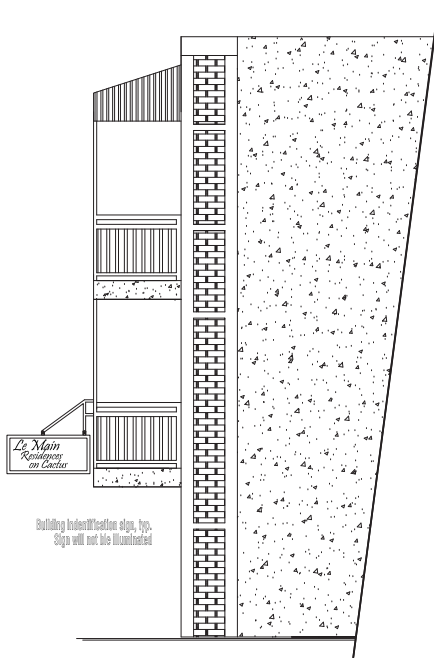
LeMain Development P.A.D.
MAIN STREET and CACTUS
COTTONWOOD, ARIZONA 86326

DATE 8/16/16
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SHEET NO.
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OF x

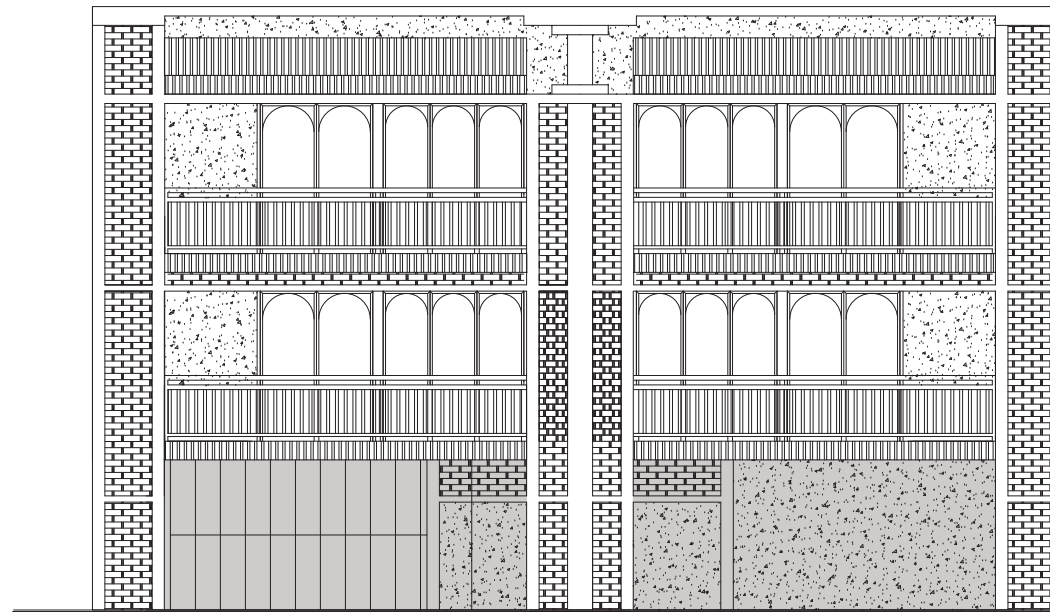


preliminary

ESTIMATING DRAWING ONLY, DO NOT BUILD FROM THESE PLANS, CHANGES WILL OCCUR!!



LOOKING SOUTH



LOOKING WEST

F.E. @ TOW 0+33'-0"

C.H. @ 3RD FLR 0+348

F.F. @ 3RD FLR 0+228

F.F. @ 2ND FLR 0+108

F.F. @ EXIT 0+00

CACTUS STREET
ELEVATIONS

REVISIONS	BY



LeMain Development P.A.D.
MAIN STREET and CACTUS
COTTONWOOD, ARIZONA 86326

DATE 8/16/16
SCALE 1/4" = 1'-0"
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JOB MPM415
SHEET NO.
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OF x



STAFF REPORT

TO: Planning and Zoning Commission

FROM: Scott Ellis, Planner

THROUGH: Berrin Nejad, Community Development Director

HEARING DATE: September 19, 2016

PROJECT NUMBER: **Z 16-003 & DR 16-014 LeMain Development**

Applicant is requesting a zone change and design review on two (2) parcels from C-1 (Light Commercial) to Planned Area Development (PAD) in order to develop vacant land for construction of one mixed use residential/commercial buildings and one residential building in Old Town Cottonwood.

PROJECT DATA AND FACTS:

Property Owners	LaMain 919 LLC, Cactus Development LLC
Representative	Steve Biasini
Location of Property	920 N. Main Street & 925 N. Cactus Street
Present Zoning and Land Use	C-1 – Light Commercial – Vacant land
Description of Applicant's Request	Rezone two parcels to PAD in order to construct 2 new buildings.

LAND USE:

Adjacent Land Uses and Zoning – Main Street Property	
North:	C-1 (Light Commercial) Retail Shops
South:	C-1 (Light Commercial) Retail Shops
East (across Main St.):	C-1 (Light Commercial) Retail Shops
West:	C-1 (Light Commercial) Vacant Parcel & Future Hotel Expansion

Adjacent Land Uses and Zoning – Cactus Street Property	
North:	C-1 (Light Commercial) Vacant Parcel
South:	C-1 (Light Commercial) Future Hotel Expansion
East:	C-1 (Light Commercial) Vacant Parcel & Retail Shops
West (across Cactus St.):	R-2 (Single Family/Multiple Family Residential) Single Family Homes & Vacant Parcel

PROJECT PROPOSAL:

Background
<p>The developer owns two vacant parcels adjacent to each other across an alley between N. Cactus St. and N. Main Street in Old Town Cottonwood. The intent is to provide an in-fill development by constructing one new multi-use building facing N. Main Street and one new multi-unit residential building facing N. Cactus Street. The lower level of the building located on N. Main Street will be used as commercial space, with the upper two floors being used as residential space. The building facing N. Cactus Street will have a ground level parking garage, with the upper two floors being used as residential space. The residential space will be sold as condominium style housing.</p> <p>The buildings will be modern, yet will still fit with the surrounding historic buildings lining both streets. The project was presented to the Historic Preservation Commission in March 2016 with a positive reception from the commissioners.</p> <p>The site consists of two parcels both of which are currently vacant. The applicant would like to rezone the parcels to PAD and build 2 new buildings. The building on Main St. will be three stories with approximately 2,200 square feet of commercial space on the lower floor, and 3 residential units on the two upper floors ranging from 1,100 square feet to 1,800 square feet.</p> <p>The Cactus Street building will provide two residential floors situated above a ground level parking garage. A total of 6 residential units will be offered for sale in this building ranging from 950 to 1,400 square feet. Both buildings will be a maximum 35 feet in height. A total of 9 residential units will be sold between the two buildings.</p> <p>The proposed use does not conflict with the city's General Plan and does not require an amendment.</p>

Structure Design

Number and Proposed Use of Building	9 new residential units
Number of Stories	2 (plus parking) - 3

Parking

The Main Street building is located in the Cottonwood Historic District and is exempt from parking requirements as set forth in Section 404 of the City's Zoning Ordinance.

The Cactus Street building will require additional off-street parking spaces. The applicant is proposing a ground level parking garage below the two residential floors on this building. This parking garage will accommodate a maximum of 8 off-street parking spaces. The garage will have two doors, one facing Cactus Street and the other on the alley. Entry to the parking garage will be from Cactus Street and the exit will be into the alley.

It is the intent of the developer to provide reserved parking for 8 of the 9 residential units to be sold. One unit will be sold without a dedicated off-street parking space.

Lighting:

All lighting will be designed to be in compliance with Section 408 of the City of Cottonwood Outdoor Lighting Ordinance and will be required to meet all Dark Sky requirements. Lighting will consist of recessed fixtures beneath the overhanging decks. No wall mounted lighting fixtures will be used.

Signage:

No signage has been proposed for this project. Any commercial signs to be used for the commercial portions of the building will require a separate sign permit submittal to be approved by staff.

Access:

Access to the Main Street building will be from Main Street and from the rear of the building off the alley. This will provide access to the commercial portion of the building only. Residential tenants will have access through a secured entry door at the rear of the building.

Access to the Cactus Street building will be from a secured front entry door with stairs and an elevator from the parking garage. The parking garage will be entered off Cactus Street and exit into the alley.

Landscaping:

Landscaping will match surrounding businesses by using Rayber Ash, Desert Willow, Manzanita, Myoporum as a groundcover. Both buildings will have courtyards at the entrances with brick pavers.

Utilities:

All utilities are available to the site.

CRB Review:

This project was reviewed by the Code Review Board on July 21, 2015 and November 25, 2015. The applicant will comply with all comments prior to development of site.

Architecture, Materials, Colors:

The design of the buildings will be modern but will keep with the existing historical feel of the neighboring buildings in Old Town. The exteriors will consist of stucco finishes with brick enhancements on the front and rear façade. Metal railings and decks and old fashioned corrugated roof porch/patio covers will also be incorporated. Stucco coloring will be in line with the brick

colors of Highland Grey. Salvaged construction materials of a historic nature will be used for interior design accents in both buildings.

Site Development Standards:

The Main St. building is proposed as a three-story building, exceeding the 2 ½ story limit set by the City's Zoning Ordinance. The maximum height of the building as allowed by the ordinance is 35 feet, which the developer does not intend to exceed. Buildings in excess of 2 ½ stories or 35 feet in height are permitted with a Conditional Use Permit, however, due to the nature of PAD zoning, a Conditional Use Permit would not be warranted for this project. Building coverage for this parcel will be 100%, which is typical for smaller Old Town lots.

This building will also have a deck that projects 5 feet into the City right-of-way above the sidewalk, providing some coverage over the first floor entry. There will also be decks on the second and third floors on the alley side, projecting 3 feet into the alley. City Council will need to approve an encroachment agreement with the property owner to allow the Main St. building decks to overhang above City right-of-way. This is scheduled for the September 20th City Council meeting.

The Cactus Street building will be two-stories set above a parking garage on the ground level. The building height will not exceed 35 feet. The garage will accommodate 8 vehicles and will have garage doors on both sides (Cactus St. entrance and alley exit). Building coverage will be approximately 86% with approximately 5.57% open space in the form of a landscaped area, courtyard, and outdoor seating.

PAD zoning allows for a developer to propose setbacks which are different than in regular zoning designations. For this building the developer is proposing zero side yard setbacks, a 10 foot front setback, and a 15 foot rear setback (measured from the center of the alley).

GENERAL PLAN:

Analysis: As per Arizona Revised Statutes (ARS), a change of zoning must conform to the adopted General Plan of the municipality as relates to the range of uses, densities and intensities indicated in the land use element. Such conditions are specifically described through the Land Use Map. The applicable section of ARS Title 9 (Cities) is as follows:

ARS 9-462.01. Zoning regulations; public hearing; definitions

F. All zoning and rezoning ordinances or regulations adopted under this article shall be consistent with and conform to the adopted general plan of the municipality, if any, as adopted under article 6 of this chapter. In the case of uncertainty in construing or applying the conformity of any part of a proposed rezoning ordinance to the adopted general plan of the municipality, the ordinance shall be construed in a manner that will further the implementation of, and not be contrary to, the goals, policies and applicable elements of the general plan. A rezoning ordinance conforms to the land use element of the general plan if it proposes land uses, densities or intensities within the range of identified uses, densities and intensities of the land use element of the general plan.

GENERAL PLAN CONFORMANCE:

The General Plan 2025 indicates the Land Use classification for this area as General Commercial.

The State Statute allows such rezoning requests to be considered in terms of goals and policies of the General Plan. In addition, the applicable State Statute section describes the method for making

such determination as such: “the [rezoning] ordinance shall be construed in a manner that will further the implementation of, and not be contrary to, the goals, policies and applicable elements of the general plan.” In this case, the General Plan supports commercial use in this area. The proposed PAD zoning is indicated as in conformance with General Plan goals for this area.

STAFF REVIEW:

Staff has reviewed this submittal and finds the overall proposed use of the land meets General Plan guidelines, would be a good in-fill development for the Old Town area, and provides a high quality mixed-use establishment for the area.

The applicant held the required neighborhood meeting as received generally positive feedback from neighboring property owners regarding the project. An agreement is being worked on between the property owner, and adjacent property owner, and the City of Cottonwood to design and improve the alley that runs from W. Pima St. to W. Pinal St. The intent is to make the alley a welcoming part of this project and a hotel expansion project. The alley will accommodate one way traffic only.

RECOMMENDATION:

If approved, staff recommends the following stipulations:

1. That the project is developed in accordance with the Master Development Plan submitted on August 22, 2016 and as may be further modified by the Planning & Zoning Commission.
2. That the project conforms to code review board comments dated July 23, 2015 and November 25, 2015.
3. Any other required supporting documentation is submitted to staff and approved (i.e. drainage reports, surveys, etc.).
4. The decks overhanging the City of Cottonwood right-of-way are approved by City Council in the form of an encroachment agreement.
5. The property owner develops the alley in accordance with City standards.
6. A Certificate of Zoning Compliance documenting the completion of conditions shall be issued by the timeframe specified.
7. Any other stipulations the commission deems necessary.



VIA EMAIL

July 23, 2015

Steve Biasini
735 S. 3rd Street
Williams, AZ 86046

Re: CRB # 15-018 La Main 919

Dear Mr. Biasini,

Thank you for attending the July 21st Code Review Meeting, we look forward to working with you on this project. This project is required to go to the Planning and Zoning Commission for Design Review approval, and a Conditional Use Permit to exceed the 35', 2 ½ story building height limit. It will also be presented to the Historic Preservation Commission prior to Planning & Zoning.

Below is a process summary and comments regarding this project.

- 1) **P&Z Hearing regarding Design Review and Conditional Use Permit submittal.** A hearing application is required (submitted following Code Review), with a fee for Design Review of \$250, and \$350 for a Conditional Use Permit. The Planning & Zoning Commission meets at 6 PM on the third Monday of each month, except during holiday months. After you submit your hearing application with all required documents you will be scheduled to attend a P&Z meeting. You must have a representative who is familiar with all aspects of this project attend this meeting.

Please review the Cottonwood Zoning Ordinance procedural codes for Design Review (Article III, Sec. 304) and Conditional Use Permits (Article III, Sec. 302). Other design related codes pertaining to signs, parking, landscaping, and lighting are found under Sections 405-408. The zoning ordinance is on-line at <http://cottonwoodaz.gov>.

- 2) **Site Improvement Permits:** Grading and Building Permits may not be issued nor any site work commenced until after Planning & Zoning approval.
- 3) **Certificate of Occupancy:** Issuance of a Certificate of Occupancy is required prior to use of this building. All requirements stipulated as part of the Code Review and Planning & Zoning process must be addressed before the Certificate of Occupancy will be issued.

DEPARTMENT COMMENTS REGARDING SUBMITTAL

Planning – Scott Ellis, sellis@cottonwoodaz.gov (928) 634-5505 x3321

1. **Site Plan:** A site plan is required that shows the current layout of the property, including all structures, parking, landscaping (proposed and existing), lighting, signs, screening from adjacent properties, and any proposed changes to the site.
2. **Landscaping:** Landscaping is not required, however, please submit a detailed landscaping plan for any intended landscaping to be done.
3. **Lighting:** Any exterior lighting shall meet the provisions of the State's Dark Sky Laws as well as the City's Lighting Code. Full, cut-off style shielding is required. Please submit a lighting plan with cut sheets on all lighting fixture types and lumen calculation.
4. **Screening/Storage:** All outdoor storage is required to be screened. Method of screening is subject to Design Review approval.
5. **Signs:** A sign plan for Design Review must be submitted if signs will be installed. Signs with more than one letter color or more than one background color may be referred to P&Z (per code). Dark or opaque backgrounds are required on all internally illuminated signs. Monuments are required for free-standing signs. Five (5) foot setback required from property boundaries and rights-of-way (Sec. 405.E.1). A permit is required for signs.
6. **Trash:** Any dumpsters must be screened with gated enclosure. Indicate if dumpsters will be used or if individual trash barrels will be used.
7. Show surrounding properties-neighboring buildings on site plan and elevations. Show a block-length elevation of all buildings.
8. Parking is not required, however, there are concerns regarding the proposed parking and safely being able to pull in/out of the alley from parking stalls. If parking is developed, consider reserving parking for tenants only.
9. Architectural design of the building should incorporate the historic nature of Old Town (i.e. recessed storefronts, number of windows, etc.). This area is in a National Historic District.
10. Setbacks are not required.

Engineering / Public Works – Martin Smith, msmith@cottonwoodaz.gov 634-8033

1. The second floor deck along the front of the building extends into the City right-of-way. This will require a special permit and City Council approval.
2. The second floor deck along the rear of the building extends into the alley. This will require a special permit and City Council approval.
3. It is not clear how the roof drainage is being addressed. Where is this storm water being deposited?
4. What are the plans to develop the parking area (parcels 406-22-020 and 406-22-021)? The architectural plans show provisions for 5 parking spaces. Will this be enough to accommodate four apartments and the employees of the business? What is to be done with the remainder of this property?
5. As part of this development the City will require the developer to remove and replace the concrete sidewalk in front of the subject property.
6. The architectural plans for this development show partial paving of the alley behind the development. The City will require the developer to pave an additional fifty-two (52) feet to the south to match the existing asphalt behind the Tavern Restaurant as well as forty-eight (48) feet to the north to match the existing concrete alley entrance. This work shall be reviewed and inspected by City staff and installed per MAG and local standards.
7. Any work within the City right-of-way will require a right-of-way permit.

Utilities – Mike Traynor, mtraynor@cottonwoodaz.gov (928) 634-0186

1. Please contact for comments and to coordinate upgrading underground water/sewer lines before any work is done in the alley.

Fire Department- Rick Contreras, rcontreras@cottonwoodaz.gov (928) 634-2741

All plans and designs shall fully comply with the 2009 International Fire code, 2009 International Building code, City of Cottonwood Ordinance and per the Cottonwood Fire Departments Conditions.

1. Fire sprinklers shall be installed throughout the building per NFPA 13 and all local regulations. The system shall be designed to meet the Hazard Class.
2. Fire Sprinkler System Final, NFPA Underground and Aboveground Certificates required.

3. The FDC shall be located in a remote location or shall be located on the wall of the address side or natural approach of the building that it serves and shall identify the building{s} served with permanent retro reflective signage. The FDC shall not exceed 4' in height. The installation of locking Knox Caps shall be connected to the FDC. Contact the Cottonwood Fire Marshal for direct placement.
4. Sectional control valves, and all valves controlling water supply, shall be indicating type valves listed for the use with fire sprinkler systems. When supplying more than 100 sprinkler heads, these valves shall be **monitored** with an electric tamper switch per NFPA 72.
5. Fire Sprinkler Riser rooms/area shall have an 8"x12" Red retro reflective signage with white lettering in 1" stroke stating "Fire Riser" on the doors exterior. The same type of signage is required for Fire Alarm Panels stating "FACP"
6. Inspector's tests valves shall be located in conspicuous readily accessible locations and plumbed to the buildings exterior. A sprinkler orifice of the same size as the sprinkler head used in the building shall be installed in the test pipe outlet.
7. Sprinkler piping in unheated areas shall be protected with approved freeze protection such as batted insulation {tented}, dry sprinkler heads. Contact the Cottonwood Fire Departments Fire Marshal for approved freeze protection methods.
8. The Fire Marshal or his representative shall inspect any/all fire protection system{s} components **prior to concealment**. This will also include the flushing of the fire line. Call 24 hours in advance to schedule all fire inspections @ {928} 634-2741 The following inspections are required for Fire Sprinklers:
 - Aboveground Rough-in & >200# test
 - Installation and testing of underground Fire lines
 - Freeze Protection/Insulation. *Provide insulation detail to general contractor or insulator*
 - Final system acceptance
9. Fire Extinguishers are required for this project. Contact the Cottonwood Fire Department for placement and type @ 928} 634-2741.
10. A Knox Box is required to be installed on this project. Verify the exact location with the Cottonwood Fire Marshal. Provide a copy of the door keys to the Cottonwood Fire Department.
11. All Fire lanes shall be shall be a minimum of 20' {if applicable in the alley} wide and have a vertical clearance of 13'6" and maintained within 150' of any part of the building. 12"x 8" Red retro reflective Fire Lane signs stating "No parking by order of the Fire Marshal" shall be posted.
12. Fire Hydrants must be available in accordance to fire code requirements. All existing Fire Hydrants shall be clear of all debris and materials at all times.

13. Address shall be posted plainly visible from the street frontage in not less than 10" tall numerals. Address shall be similarly posted on monument signage {if applicable}. Unit/Suite numbers shall be posted, plainly visible from driveways/walkways. Coordinate addressing with the Cottonwood Fire Department.

Fire Alarm Plan Comments

14. Fire Alarms shall be installed per NFPA 72 and all applicable codes and standards.
15. All Fire Alarm Plans shall be provided to the Cottonwood Fire Department for approval before the work to the Fire Alarm system starts. The Fire Alarm shall be tested by the Fire Marshal or his representative.
16. A Certification of Completion per NFPA72 shall be completed by the contractor and provided to the Cottonwood Fire Departments Fire Marshal after the testing and acceptance of the fire alarm system is completed.
17. Fire Alarm Panel location signage is required, verify the exact verbiage with the Cottonwood Fire Marshal {see item #5 for details and size}
18. If there are any questions please feel free to contact the Cottonwood Fire Department
19. **Final determinations, comments and approvals will be provided upon review of the final sets of plans submitted. No Certificate of Occupancy will be signed or issued by the Fire Marshal until all Fire Department conditions and requirements are fully met.**

Building Department- Steve Jackson, sjackson@cottonwoodaz.gov (928) 634-5505 x3317

1. We are on the 2009 IRC code.
2. Need complete plans; Plumbing, mechanical, and electrical.
3. Need light, ventilation, and heating calculations.
4. Would like to see the means of egress from all apartments and business.

Yavapai County Community Health Services – John Alden, john.alden@yavapai.us (928) 634-6893

If retail space sells or prepares any foods, Environmental Health will be a full set of plans (to include site plan, floor plan, equipment layout, plumbing schedule, electrical layout to include lighting, finish schedule for floors, wall, ceilings, HVAC to include exhaust ventilation and make-up air), completed plan review application, and appropriate fee for a plan review.

The apartments do not need Health Department review.

NOTE: All plan submittals shall be through the Community Development Department. Changes to project proposals following Design Review approval which have been incorporated into permit submittal must be highlighted in writing and attached to the building permit, or they will not be considered approved. All change orders which occur following issuance of a building permit must be approved by City Staff, or they will be cited as part of the final inspection and must be remedied before a Certificate of Occupancy will be issued.

Please call if you have any questions.

Sincerely,

Scott Ellis
Planner



VIA EMAIL

November 25, 2015

Steve Biasini
735 S. 3rd Street
Williams, AZ 86046

Re: CRB # 15-024 La Main 919

Dear Mr. Biasini,

Thank you for attending the November 17th Code Review Meeting, we look forward to working with you on this project. This project is required to go to the Planning and Zoning Commission for Design Review and rezoning approval, and City Council for rezoning approval. It will also be presented to the Historic Preservation Commission prior to Planning & Zoning.

Below is a process summary and comments regarding this project.

- 1) **P&Z & City Council Hearings regarding Design Review submittal, and Zone Change.** A hearing application is required (submitted following Code Review), with a fee for Design Review and Re-zoning. Fees for re-zoning are \$750 + \$35 per acre. Design Review fees are \$250. The Planning & Zoning Commission meets at 6 PM on the third Monday of each month, except during holiday months. After you submit your hearing application with all required documents you will be scheduled to attend a P&Z meeting. You must have a representative who is familiar with all aspects of this project attend this meeting.

If the Planning & Zoning Commission recommends approval for the rezone, it will then be presented to the City Council for final approval. This meeting will be scheduled after Planning & Zoning approval and will require two hearings.

Please review the Cottonwood Zoning Ordinance procedural codes for Design Review (Article III, Sec. 304) and Amendments or Zone Changes (Sec. 301). Other design related codes pertaining to signs, parking, landscaping, and lighting are found under Sections 405-408. The zoning ordinance is on-line at <http://cottonwoodaz.gov>.

- 2) **Site Improvement Permits:** Grading and Building Permits may not be issued nor any site work commenced until after Planning & Zoning approval.

- 3) **Certificate of Occupancy:** Issuance of a Certificate of Occupancy is required prior to use of this building. All requirements stipulated as part of the Code Review and Planning & Zoning process must be addressed before the Certificate of Occupancy will be issued.

DEPARTMENT COMMENTS REGARDING SUBMITTAL

Planning – Scott Ellis, sellis@cottonwoodaz.gov (928) 634-5505 x3321

- 1) **Zoning:** As discussed in code review, the applicant is proposing to rezone three parcels to PAD from the current C-1 zoning. Rezoning to PAD will require submittal of a Master Development Plan (MDP) as outlined in Section 424 of the Zoning Ordinance related to PAD zoning. All portions listed in Section 424 must be addressed in the MDP.
- 2) **Historic Preservation Commission:** This project will be presented to the Historic Preservation Commission for informational purposes only, before being presented to the Planning & Zoning Commission. The project can be scheduled for this meeting before a MDP is submitted. Please inform staff as to when you feel ready to attend this meeting. Only a site plan and color elevations will need to be provided for this meeting. The Historic Preservation Commission meets on the second Wednesday of the month at 6:00pm.
- 3) **Elevations:** The Design Review process requires submittal of colored architectural rendering, actual color samples, and material board. Please follow all submittal requirements found on the Design Review application.
- 4) **Site Plan:** A site plan is required that shows the current layout of the property, including all structures, parking, landscaping (proposed and existing), lighting, signs, screening from adjacent properties, and any proposed changes to the site.
- 5) **Landscaping:** Landscaping is not required, however, please submit a detailed landscaping plan for any intended landscaping to be done.
- 6) **Lighting:** Any exterior lighting shall meet the provisions of the State's Dark Sky Laws as well as the City's Lighting Code. Full, cut-off style shielding is required. Please submit a lighting plan with cut sheets on all lighting fixture types and lumen calculation.
- 7) **Screening/Storage:** All outdoor storage is required to be screened. Method of screening is subject to Design Review approval.
- 8) **Signs:** A sign plan for Design Review must be submitted if signs will be installed. Signs with more than one letter color or more than one background color may be referred to P&Z (per code). Dark or opaque backgrounds are required on all internally illuminated signs. Monuments are required for free-standing signs. Five (5) foot setback required

from property boundaries and rights-of-way (Sec. 405.E.1). A permit is required for signs.

- 9) **Trash:** Any dumpsters must be screened with gated enclosure. The site plan submitted shows a dumpster being accessed by trucks traveling north down the alley. Please verify that this is the direction other businesses use for trash pickup.
- 10) Show surrounding properties-neighboring buildings on site plan and elevations. Show a block-length elevation of all buildings.
- 11) **Parking:** Parking requirements will apply to the portion of the project that fronts Cactus Street. Based on the site plan presented, the current parking proposal does not meet requirements. Please discuss with Planning & Zoning staff to work out the parking issues.
- 12) Architectural design of the building should incorporate the historic nature of Old Town (i.e. recessed storefronts, number of windows, etc.). This area is in a National Historic District.

Engineering / Public Works – Robert Winiecke, rwiniecke@cottonwoodaz.gov (928) 634-8033

1. The second floor deck along the front of the building extends into the City right-of-way. This will require a special permit and City Council approval.
2. The second floor deck along the rear of the building extends into the alley. This will require a special permit and City Council approval.
3. It is not clear how the roof drainage is being addressed. Where is this storm water being deposited?
4. As part of this development the City will require the developer to remove and replace the concrete sidewalk in front of the subject property.
5. The architectural plans for this development show partial paving of the alley behind the development. The City will require the developer to pave an additional fifty-two (52) feet to the south to match the existing asphalt behind the Tavern Restaurant as well as forty-eight (48) feet to the north to match the existing concrete alley entrance. This work shall be reviewed and inspected by City staff and installed per MAG and local standards.
6. Any work within the City right-of-way will require a right-of-way permit.
7. Any asphalt installed that does not abut a hard surface (i.e. curb, building, etc.) shall have a thickened edge per MAG standard detail 201, Type B.
8. The plans show what appear to be brick pavers in the alley. The City will not allow brick pavers to be installed in the right-of-way as part of the new construction.

9. The current parking lot configuration does not provide sufficient backing and turning movements. The developer may want to consider utilizing a drive entrance onto Cactus Street with one-way traffic through the parking area and diagonal parking. This should also allow the ability to provide additional spaces.
10. The entrance to the parking area from the alley showed on the plans measures 12'. This is insufficient for 2-way traffic. The alley is also insufficient for two way traffic and an additional entrance or exit will be required.
11. A portion of this proposed development falls within Zone A of the floodplain. FEMA FIRM Map Panel Number 04025C1757H shows the southeast corner of parcel 406-22-015 being in the floodplain. The developer will have to comply with the requirements of Ordinance 615 and obtain a Floodplain Permit (see attached).
12. The proposed development across the 3 lots does not leave much room for open space and landscaping. The percentage of impervious surface may exceed that allowable by existing City Codes. Additionally, no provisions appear to be made for stormwater runoff. Ordinance 172 should be reviewed and drainage requirements shall be accommodated.
13. The lots on Cactus Street will need to be joined prior to the building permit being issued.
14. If an overhang is placed above the alley a sign will need to be installed per MUTCD standards stating the vertical clearance to the overhang. The overhang shall be a minimum 13'-6" vertical clearance.
15. The development will need to install one-way signage at both ends of the alley if access is taken from the alley. The Fire Department shall determine which direction traffic shall be limited to.

Utilities – Mike Traynor, mtraynor@cottonwoodaz.gov (928) 634-0186

1. Please contact for comments.

Fire Department- Rick Contreras, rcontreras@cottonwoodaz.gov (928) 634-2741

All plans and designs shall fully comply with the 2009 International Fire code, 2009 International Building code, City of Cottonwood Ordinance and per the Cottonwood Fire Departments Conditions.

1. Schedule a meeting with the Cottonwood Fire Marshal to review site design and construction requirements.

2. Fire sprinklers shall be installed throughout the building per NFPA 13 and all local regulations. The system shall be designed to meet the Hazard Class.
3. Fire Sprinkler System Final, NFPA Underground and Aboveground Certificates required.
4. The FDC shall be located in a remote location or shall be located on the wall of the address side or natural approach of the building that it serves and shall identify the building{s} served with permanent retro reflective signage. The FDC shall not exceed 4' in height. The installation of locking Knox Caps shall be connected to the FDC. Contact the Cottonwood Fire Marshal for direct placement.
5. Sectional control valves, and all valves controlling water supply, shall be indicating type valves listed for the use with fire sprinkler systems. When supplying more than 100 sprinkler heads, these valves shall be **monitored** with an electric tamper switch per NFPA 72.
6. Fire Sprinkler Riser rooms/area shall have an 8"x12" Red retro reflective signage with white lettering in 1" stroke stating "Fire Riser" on the doors exterior. The same type of signage is required for Fire Alarm Panels stating "FACP"
7. Inspector's tests valves shall be located in conspicuous readily accessible locations and plumbed to the buildings exterior. A sprinkler orifice of the same size as the sprinkler head used in the building shall be installed in the test pipe outlet.
8. Sprinkler piping in unheated areas shall be protected with approved freeze protection such as batted insulation {tented}, dry sprinkler heads. Contact the Cottonwood Fire Departments Fire Marshal for approved freeze protection methods.
9. The Fire Marshal or his representative shall inspect any/all fire protection system{s} components **prior to concealment**. This will also include the flushing of the fire line. Call 24 hours in advance to schedule all fire inspections @ {928} 634-2741 The following inspections are required for Fire Sprinklers:
 - Aboveground Rough-in & >200# test
 - Installation and testing of underground Fire lines
 - Freeze Protection/Insulation. *Provide insulation detail to general contractor or insulator*
 - Final system acceptance
10. Fire Extinguishers are required for this project. Contact the Cottonwood Fire Department for placement and type @ 928} 634-2741.
11. A Knox Box is required to be installed on this project. Verify the exact location with the Cottonwood Fire Marshal. Provide a copy of the door keys to the Cottonwood Fire Department.

12. All Fire lanes shall be shall be a minimum of 20' {if applicable in the alley} wide and have a vertical clearance of 13'6" and maintained within 150' of any part of the building. 12"x 8" Red retro reflective Fire Lane signs stating "No parking by order of the Fire Marshal" shall be posted.
13. Fire Hydrants must be available in accordance to fire code requirements. All existing Fire Hydrants shall be clear of all debris and materials at all times.
14. Address shall be posted plainly visible from the street frontage in not less than 10" tall numerals. Address shall be similarly posted on monument signage {if applicable}. Unit/Suite numbers shall be posted, plainly visible from driveways/walkways. Coordinate addressing with the Cottonwood Fire Department.

Fire Alarm Plan Comments

15. Fire Alarms shall be installed per NFPA 72 and all applicable codes and standards.
16. All Fire Alarm Plans shall be provided to the Cottonwood Fire Department for approval before the work to the Fire Alarm system starts. The Fire Alarm shall be tested by the Fire Marshal or his representative.
17. A Certification of Completion per NFPA72 shall be completed by the contractor and provided to the Cottonwood Fire Departments Fire Marshal after the testing and acceptance of the fire alarm system is completed.
18. Fire Alarm Panel location signage is required, verify the exact verbiage with the Cottonwood Fire Marshal {see item #5 for details and size}
19. If there are any questions please feel free to contact the Cottonwood Fire Department
20. **Final determinations, comments and approvals will be provided upon review of the final sets of plans submitted. No Certificate of Occupancy will be signed or issued by the Fire Marshal until all Fire Department conditions and requirements are fully met.**

Building Department- Steve Jackson, sjackson@cottonwoodaz.gov (928) 634-5505 x3317

1. We are on the 2009 IRC code.
2. Need complete plans; Plumbing, mechanical, and electrical.
3. Need light, ventilation, and heating calculations.
4. Would like to see the means of egress from all apartments and business.

Yavapai County Community Health Services – John Alden, john.alden@yavapai.us (928) 634-6893

If retail space sells or prepares any foods, Environmental Health will be a full set of plans (to include site plan, floor plan, equipment layout, plumbing schedule, electrical layout to include lighting, finish schedule for floors, wall, ceilings, HVAC to include exhaust ventilation and make-up air), completed plan review application, and appropriate fee for a plan review.

The apartments do not need Health Department review.

NOTE: All plan submittals shall be through the Community Development Department. Changes to project proposals following Design Review approval which have been incorporated into permit submittal must be highlighted in writing and attached to the building permit, or they will not be considered approved. All change orders which occur following issuance of a building permit must be approved by City Staff, or they will be cited as part of the final inspection and must be remedied before a Certificate of Occupancy will be issued.

Please call if you have any questions.

Sincerely,

Scott Ellis
Planner



09/06/2016 09:48



09/06/2016 09:48



09/06/2016 09:50



09/06/2016 09:51



09/06/2016 09:53

City of Cottonwood, Arizona
City Council Agenda Communication

☐ Print

Meeting Date:	July 6, 2017
Subject:	Event Waivers of Municipal Codes 9.12.030, 8.52.020 and the approval to close specific lots at Riverfront Park in connection with the Annual Thunder Valley Rally program.
Department:	Community Services
From:	Richard Faust, Community Services Gen. Mgr. /Hezekiah Allen, Recreation Services Supervisor

REQUESTED ACTION

Approval of event-specific waivers of the Cottonwood Municipal Code Section 9.12.030, which prohibits glass containers at Riverfront Park and only provides for consumption of non-intoxicating quantities of alcohol within the Riverfront Softball Complex; (2) Section 8.52.020 precluding camping on public property including any public park and (3) closure of all parking areas at the Youth Ball Fields, Adult Ball fields, and Roller Hockey/Skate Park parking lots at Riverfront Park - all in connection with the city's Annual Thunder Valley Rally to be held at Riverfront Park on Sept. 15 & 16, 2017.

SUGGESTED MOTION

If the Council desires to approve this item the suggested motion is:

"I move to waive Cottonwood Municipal Code Sections 9.12.030 and 8.52.020 for the Annual Thunder Valley Rally program to be held at Riverfront Park on Sept. 15 & 16, 2017, and to authorize staff to close all Riverfront Park parking areas as needed during the event."

BACKGROUND

Previously, council directed the TVR Committee and staff to split up Thunder Valley Rally between Old Town and Riverfront Park with daytime activities taking place in Old Town and evening programs taking place at Riverfront Park. The TVR Committee is requesting approval to provide camping spaces to attendees at Riverfront Park waiving Section 8.52.020 of the City Code. Staff has reached out to Dead Horse State Park to obtain their perspective and they welcomed the idea as they are typically booked well in advance. In addition, the main stage concerts have been relocated to Riverfront Park along with the main stage adult beverage stations. Thus, the request to waive

section 9.12.030, which only allows for alcohol within the softball complex. The TVR Committee is requesting that the stage and bars be located within the back section of Riverfront Park adjacent to the softball complex. The focus is to create an atmosphere within Riverfront Park that is conducive to the planned activities, safe, and responsible to neighboring communities. Security will be provided during all hours.

JUSTIFICATION/BENEFITS/ISSUES

Adding camping will create another program revenue source, put more heads in beds locally, and provide an additional safe alternative for attendees to stay over. In addition, this will allow for the streets in Old Town to be re-opened at 4 PM and reduce the noise concerns in Old Town. Issues revolve mostly around traffic control for which accommodations are being made.

COST/FUNDING SOURCE

No funding needed.

ATTACHMENTS:

File Name	Description	Type
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No Attachments Available

City of Cottonwood, Arizona
City Council Agenda Communication

☐ Print

Meeting Date: July 6, 2017
Subject: Old Town closures in association with the Annual Thunder Valley Rally Sept. 15 & 16, 2017
Department: Community Services
Richard Faust, Community Services Gen. Mgr. /Hezekiah Allen,
From: Recreation Service Supervisor

REQUESTED ACTION

Request for street closure between Main/Pima St. and Main/Cactus St. from 10 AM - 4 PM on Friday, Sept. 15 and from 6 AM - 4 PM on Saturday, Sept. 16, 2017.

Additionally, staff requests closure of the Old Town Jail, Tavern, Council Chambers, Finance, and Civic Center parking lots beginning at 6 AM on Friday, Sept. 15 and ending on Sunday, Sept. 17 at 10 AM. Lastly, staff requests that Council authorize motorcycle parking only from Main/N. Willard St to Main/Pima St. on Friday, Sept. 15 from noon - 4 PM, and Saturday, Sept. 16 from 6 AM - 4 PM.

SUGGESTED MOTION

If the Council desires to approve this item the suggested motion is:

"I move to approve the proposed street closure between Main/Pima St. and Main/Cactus St. from 10 AM - 4 PM on Friday, Sept. 15 and from 6 AM - 4 PM on Saturday, Sept. 16, 2017; closure of the Old Town Jail, Tavern, Council Chambers, Finance, and Civic Center parking lots beginning at 6 AM on Friday, Sept. 15 and ending on Sunday, Sept. 17 at 10 AM; and to authorize motorcycle-only parking from Main/N. Willard St to Main/Pima St. on Friday, Sept. 15 from noon - 4 PM and on Saturday, Sept. 16 from 6 AM - 4 PM.

BACKGROUND

Previously council approved the split locations for TVR and the overall concept. The TVR Committee and staff are coming back requesting a reduced use of the Old Town area for the event consistent with the council's direction.

JUSTIFICATION/BENEFITS/ISSUES

TVR historically has had a documented empirical million dollar plus attributed economic activity for the Verde Valley over the two days of the program. Promotes, brands, and creates exposure for the City of Cottonwood as a destination year round.

Creates entrepreneurial activity within the city. As with most programs creates logistical challenges.

COST/FUNDING SOURCE

Budgeted Activity

ATTACHMENTS:

File Name	Description	Type
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No Attachments Available

CLAIMS EXCEPTIONS REPORT OF JULY 06, 2017

FUND	VENDOR NAME	DESCRIPTION	TOTAL
All	City of Cottonwood	Payroll 06/30/2017	\$ 676,937.94
Gen	City of Cottonwood	Public Safety Retirement Refund Hall/Parker Suit 06/23/2017	355,441.70
Gen	Arizona State Treasurer	Court Fines May 2017	14,721.30
Utilities	HD Supply Waterworks	Handheld Replacement - Insurance	6,204.77
Gen	Gerald Rhodes	1/2 Air curtain burning Transfer Station	16,125.00
Gen	AMEC Foster Wheeler Environment	Storm water Management Plan	11,517.50
Gen	Arizona Emergency Products Line	Chevy Tahoe Patrol Build	33,944.49
Gen	Axon Enterprise Inc.	Tasers	10,016.61
All	City of Cottonwood	Water Utility	17,059.36
Gen	Cottonwood Chamber	Bed Tax 05/2017	19,369.69
Hurf	Hansen Enterprises Fleet Repair	Transit bus repair	18,140.16
Utilities	Polydyne Inc	Clarifloc - Chemicals	6,696.00
All	SC Fuels	Fuel	11,200.79
Hurf	Southwestern Environmental Consultants Inc.	Mingus Ave 8 to Main Design	20,944.40
Gen	United Fire Equipment Co	Turn outs - protective clothing	10,816.75
TOTAL			\$ 1,229,136.46