

ANNUAL BUDGET



CITY OF SEDONA, ARIZONA
FISCAL YEAR 2019/20

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



GOVERNMENT FINANCE OFFICERS ASSOCIATION

*Distinguished
Budget Presentation
Award*

PRESENTED TO

**City of Sedona
Arizona**

For the Fiscal Year Beginning

July 1, 2018

Christopher P. Morill

Executive Director



Introduction

INTRODUCTION

While the City budget could be viewed as an imposing document of charts and numbers, on closer inspection and beyond the numbers, the budget represents the investment and return for customers. The investment is in the form of city sales tax, state shared revenue, and other financial resources. The return is the new traffic signal, park improvement, or new service scheduled for the new fiscal year. The purpose of this section of the budget is to move beyond the technical jargon and assist the reader in understanding the most important sections of the document.



What is a Budget?

In the simplest terms, a budget is a plan for the coordination of resources and expenditures.

Developing a budget is often a complex process of balancing various interests and demands for services with available resources. The complex process has shaped various types of budgeting, of which four primary budget types have evolved: 1) line-item budgeting, 2) performance (or program) budgeting, 3) zero-based budgeting, and 4) target-based budgeting.

The City has been transitioning to program and performance budgeting and continues to enhance the process and the budget reports. Previously, the City primarily used the line-item budgeting approach. The line-item method of budgeting focuses on how much is spent in each line item (e.g., office supplies, utility costs, equipment repairs, etc.). The performance (or program) budgeting method focuses on the City's goals, the performance measurements in achieving those goals and the values obtained for the resources utilized. This method will provide a better focus for basing City Council decisions on the value and effectiveness of programs and services provided.

Budget as a Policy Guide

The budget functions as a policy guide by indicating the City's priorities. The budget is connected to a mission statement and goals, as well as the Community Plan, and the amount of resources allocated to a specific department, program, or service indicates what is considered important by city officials and in turn the citizens. The budget document includes the City's financial policies to provide citizens with information on the policies that guide our use of public funds.

Budget as a Financial Plan

The most basic element of the budget, displaying the balance between revenues and expenditures, acts as a financial plan. It outlines what revenues are expected and how the City intends to use those resources. Examining revenue and expenditure trends from past budgets, helps form a financial plan for future budgets, which enhances accuracy in projections to help maintain a strong fiscal standing.

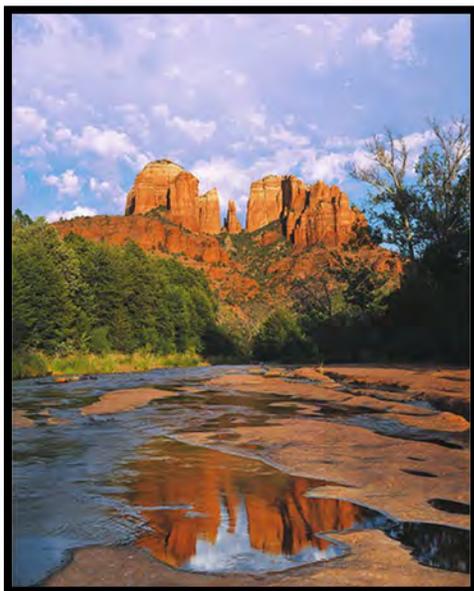
Budget as an Operations Guide

As an operations guide, the budget outlines the estimated amount of work to be done and services to be provided and the costs associated with doing so. The budget identifies which departments are responsible for particular programs and services and the amount of resources they have to perform their responsibilities.

Budget as a Communications Tool

As a communication tool, the budget serves to hold the City accountable. The budget provides the public with information regarding how their tax money is to be spent. Citizens can see whether elected officials are setting priorities based on their demands by reviewing the amount of resources being allocated to specific programs and services. Citizens also can see if their tax money is being used efficiently and effectively.

VISION STATEMENT



- To be a city that is constantly vigilant over the preservation of its natural beauty, scenic vistas, pristine environment, and cultural heritage.
- To be a city that retains its small-town character and creates its manmade improvements in strict harmony with nature.
- To be a city that is animated by the arts and lives with a spirit of volunteerism to help achieve our common goals.
- To be a city that offers equal opportunities for all and fosters a sense of community.
- To be a city that welcomes and accommodates all of its visitors and future residents with a spirit of fellowship.
- To be a city that retains and enhances a strong and vital economy that preserves existing lifestyles without exploiting the natural beauty.
- To be a city that lives up to the challenges of proper stewardship of one of the earth's great treasures.

MEET THE CITY COUNCIL



Front row from left to right: Councilor Janice Hudson, Mayor Sandy Moriarty, Councilor Jessica Williamson.
Back row from left to right: Councilor Scott Jablow, Councilor John Currivan, Vice Mayor John Martinez, Councilor Bill Chisholm.

Sandy Moriarty – Mayor



Mayor Moriarty was born and raised in Seattle, Washington, where she graduated from the University of Washington with a B.A. in Economics. She moved to Sedona in January 1972, when Sedona was a town of about

4,000. Sandy worked for the local branch of the Phoenix CPA firm, Walker & Armstrong, LLP, for 31 years and is now a self-employed accountant.

Soon after coming to Sedona, Sandy became involved in getting Sedona incorporated. After serving on three committees over a 15-year period, Sandy celebrated the voters' approval of

the incorporation of Sedona in a December 1987 election, and in January 1988, the City of Sedona became a reality. Sandy is proud to have been a member of the first appointed City Council.

Sandy has always followed City government in Sedona and over the years has volunteered for organizations including AYSO (youth soccer), Good Morning Sedona, Southwest Public Recycling Association, and the Verde Valley Wine Consortium. She is a founder of Sedona Recycles, Inc., and of Sedona Winefest. She served on the City's Wastewater & Effluent Disposal & Land Use (WEDLU) Task Force, on the Housing Commission, and on the City's Service Contract Review Work Group.

She is proud to serve as Mayor of the city she loves.

MEET THE CITY COUNCIL

continued

John Martinez – Vice Mayor

Vice Mayor Martinez is from a large, Southern California family. Three of his siblings were born in Los Angeles, as was John, and four were born in La Puente. All eight children finished La Puente High School, and went on to graduate from various colleges, encouraged by parents who did not have the opportunity to complete high school.

John graduated from California State University of Long Beach with a degree in Finance. He worked during the day and went to school at night. He worked as a janitor for Snappy Taco and a forklift driver at Mattel Toys. Upon graduation from college, he began his career in finance, first as a Financial Analyst with Beckman Instruments, then Plant Controller at Hunt-Wesson Foods, Director of Manufacturing Accounting for ConAgra Foods, and a Sarbanes-Oxley auditor for Boeing. He

moved to the Sedona area in 2005 and was hired as the Director of Finance for Nutri-Health Supplements located in Cottonwood, AZ.

John met Carol, the love of his life for the past 34 years, while employed with Beckman Instruments.

John provides consulting expertise for small companies that require budgeting and forecasting assistance. John was selected to serve on the Budget Oversight Commission and was the Vice-Chairman.



Bill Chisholm – Councilor



Bill and his wife Kim first visited Sedona in 2011, bought their Uptown home in 2016, and moved here permanently in March 2017 after Bill retired.

Bill spent 10 years in the United States Marine Corps and more than 25 years in corporate information technology where he was active in mergers and acquisitions, managed budgets exceeding \$100 million and led organizations of more than 100 people. Bill earned a B.S. in Computer Science from Park College and an executive MBA from Rockhurst University.

In Sedona, Bill has been active in several local organizations focused on children, patriotic themes, veterans, and animals. You might catch Bill hanging flags along State Route 89A, walking dogs around the Humane Society, or substitute teaching at the local schools. Bill decided to be active in city government and ran his campaign on a theme of "Balance", specifically, the need for a balance between what's best for residents, businesses, and visitors. Bill is committed to understanding all sides of an issue. Bill's son and daughter-in-law live in Missouri and he and his wife have two grandchildren. Bill and Kim are parents to several furry kids.

MEET THE CITY COUNCIL

continued

John Currivan – Councilor

Councilor Currivan attended Cornell University on a Navy ROTC scholarship, and received a Bachelor of Science degree in electrical engineering. John also served as a Navy jet pilot and was a flight instructor in the Navy's Advanced Jet Training Command. The Navy sent John to Cornell Law School, where he graduated summa cum laude. He then served in the Navy's Judge Advocate General's Corps (JAG) as a prosecutor, the senior attorney aboard the aircraft USS Nimitz, and a judge.

After completing his military service with the rank of Commander, John spent 28 years as a tax lawyer at Jones Day, a global law firm, with a focus on tax planning for small business. In his spare time, he was also an Adjunct Professor of Law at Case Western Reserve Law School in Cleveland, Ohio, and served as Treasurer and Finance Chair of a large condominium association.

John and his wife Pat were married in 1996 at Red Rock Crossing, with Cathedral Rock as their backdrop. They fell in love with Sedona and decided to make it their retirement home. When John retired



from his law practice in 2012, he and Pat were able to fulfill their dream of living in Sedona full-time.

John soon got involved in community service. He served three years on the Planning & Zoning Commission. He also participated in the City's Programs Working Team, which helped present the Community Plan to the public, and served on the Design Review Work Group.

Janice Hudson – Councilor



Janice Hudson first visited Sedona from her native Canada more than 15 years ago and knew it would eventually be home.

Janice and husband Curt were married in Sedona in 2012.

Together they have four children, seven grandchildren, and two great-grandchildren.

Janice had a senior management career in government and the private health care sector with more than 20 years' experience providing oversight on operational and capital programs, and balancing billion-dollar budgets, as well as developing and implementing policy, legislation and regulations. Janice holds Bachelor of Education and MBA degrees, and certifications in mediation and negotiation, and clinical counseling.

Janice strongly believes in the value of volunteerism and giving back. She served on the City's Personnel Board and Citizen Budget Work Group, and is a member of the League of Women Voters and Sedona Women. She also volunteered with the Arizona Crisis Team.

MEET THE CITY COUNCIL

continued

Scott Jablow – Councilor

Councilor Jablow holds a degree in criminal justice and worked for the Port Authority of New York & New Jersey for over 30 years — first as a police officer and later a Senior Police Accident investigator receiving specialized training through Northwestern University and the U.S. Department of Transportation.

Throughout his career Scott received specialized training from the Federal Bureau of Investigation. Scott also served in the Police Emergency Aircraft Rescue Fire Fighting Unit. As a community leader on Long Island, Scott received three prestigious awards for his work: a Legislative Resolution by the New York State Assembly, a New York State

Proclamation from the New York Senate Majority Leader, and a Town Citation by the Town of Hempstead Supervisor.

Prior to his election to the City Council in 2014, Scott served on the board of the Sedona Fire District, the City of Sedona's Planning & Zoning Commission, and the City's Personnel Board.



Jessica Williamson – Councilor



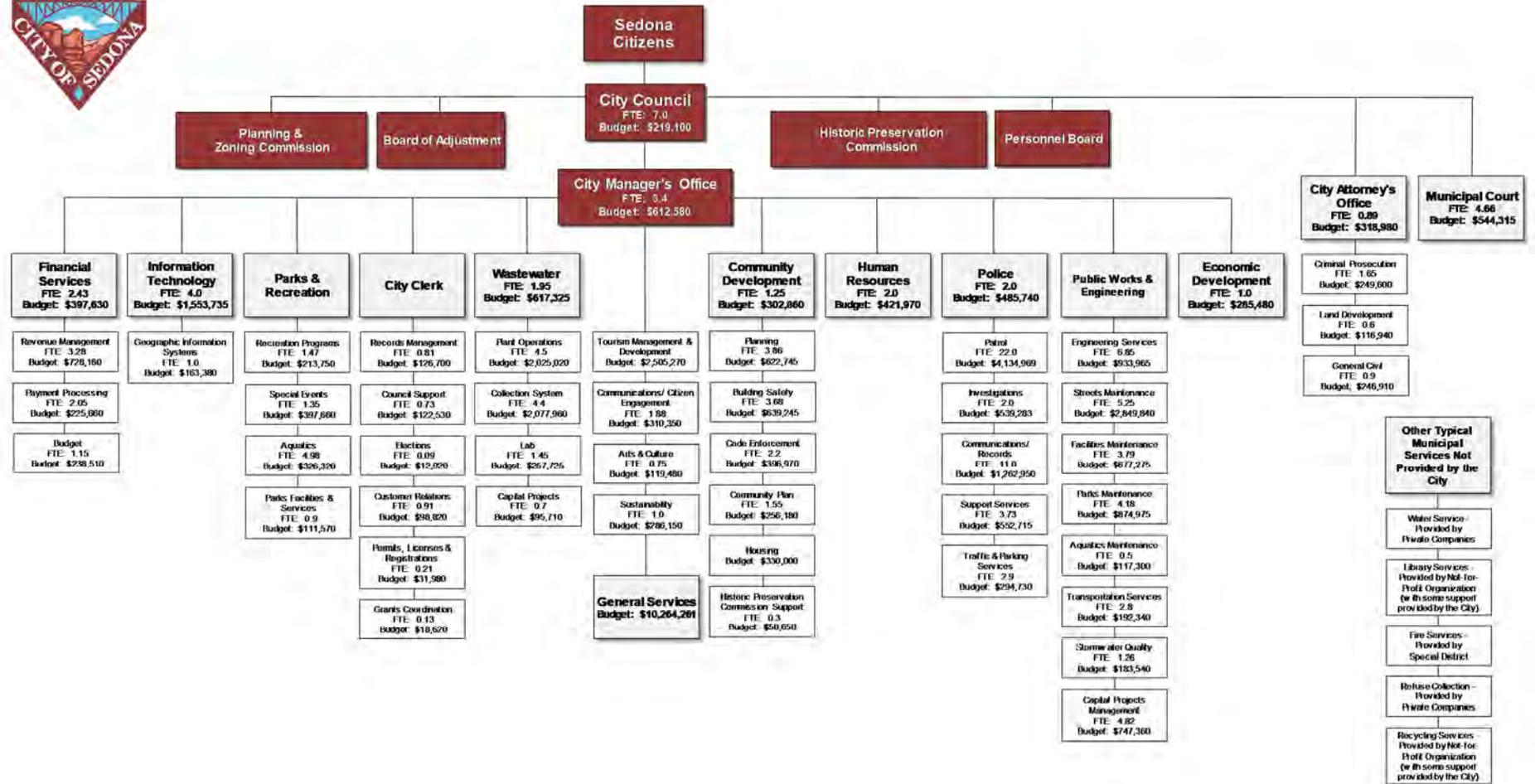
Jessica was born in Los Angeles and raised 100 miles up the coast in Santa Barbara. She graduated from the University of California at Santa Barbara with a B.A. degree in Sociology.

She moved to New York City with her husband so he could attend Columbia University. They lived in New York City for 30 years, and she worked for the City of New York the majority of the time. Her last job was Director of Departmental Affairs at the Department of Design and Construction, the agency in charge of cleaning up the World Trade Center after the 9/11 attacks. Jessica spent some time stationed at the site as part of the cleanup team.

The Williamsons moved to West Sedona in 2003. Jessica loves Sedona; the stunning natural beauty still takes her breath away. A five-minute drive from her house takes her to Fay Canyon or the Dawa Trail. She never gets tired of the vista before her as she drives down Cook's Hill. During the summer, she takes her dog to Red Rock Crossing. Once Verde Valley School Road becomes dirt, she feels like she's driving a magical roadway. They walk along the Templeton Trail enjoying the shade, trees, rocks, and river. Sometimes the blackberries are ripe. She throws sticks into the water, and her dog leaps in to retrieve them. She has seen river otters, blue herons, and ducks. In season, the flowers are wondrous.

When their first dog died a few years ago, she and her husband agreed that they would put off getting another one, but within a month they had a new puppy. He is simply a silly and goofy creature. She takes him to the Sedona Dog Park where he often sits around with a tennis ball in his mouth until the spirit moves him to play. When she is at the Dog Park, she cannot get over the thought that dogs exist to make her laugh.

ORGANIZATION CHART



CITY STAFF

CITY APPOINTED OFFICIALS AND DEPARTMENT HEADS

City Manager	Justin Clifton
Assistant City Manager/ Community Development Director	Karen Daines Osburn
City Attorney	Robert L. Pickels, Jr.
Magistrate Judge	Michael Goimaric
City Clerk	Susan L. Irvine
Chief of Police	Charles Husted
Public Works Director	J. Andy Dickey
Economic Development Director	Molly Spangler
Financial Services Director	Cherie R. Wright
Human Resources Manager	Brenda Tammarine
Information Technology Manager	Charles Hardy
Wastewater Manager	Roxanne Holland
Parks & Recreation Manager	Rachel Murdoch

ACKNOWLEDGEMENTS

Brenda Tammarine for Cover Design

COMMUNITY PLAN

The Sedona Community Plan (Plan) is an expression of Sedona citizens' vision of their community and is the City's "general plan" required by the State of Arizona. Arizona State law requires all cities, towns and counties in Arizona to prepare, update or readopt a document known as a General Plan every 10 years to guide and inform critical decisions about a community's future and quality of life. Required elements include land use, growth, circulation, environmental planning, water resources, open space, and cost of development.

The Plan proposes desired conditions for the future of the community. It is intended to guide future growth, not to regulate it. The Plan will guide the Planning and Zoning Commission and City Council in making development decisions. It will also provide guidance and communicate the community's vision and values to citizens, developers, businesses, property owners, and visitors.

The adoption or readoption of the Plan must be approved by the affirmative vote of at least two-thirds of the members of the City Council and ratified by voters. The current Plan (also referred to as *Imagine Sedona- 2020 and Beyond*) was adopted in November 2013 and ratified in March 2014 and is summarized below:

VISION

Sedona is a community that nurtures connections between people, encourages healthy and active lifestyles, and supports a diverse and prosperous economy, with priority given to the protection of the environment.

SHARED VALUES

- Environmental Stewardship
- Community Connections
- Improved Traffic Flow
- Walkability
- Economic Diversity
- Sense of Place

Value – Environmental Stewardship

Vision: Sedona is known for practices that respect and protect the natural environment, and as the responsible caretaker of one of the world's greatest treasures.

What It Will Look Like:

- Oak Creek will be a healthy riparian area with clean water.
- The natural environment will be the dominant feature of the City.
- Homes, businesses, parks, and streets will be in harmony with the natural landscape.

COMMUNITY PLAN continued

Value – Environmental Stewardship (cont'd):

What It Means:

- We will live in a clean and healthy environment.
- We will be inspired and renewed by nature.

How It Will Happen:

- Protection of the environment will be a high priority in all decision-making and fundamental to our prosperity.
- National Forest lands will be preserved, protected, and respected.
- Residents and visitors will be educated on environmentally responsible practices.
- Volunteers will contribute to environmental restoration and education efforts.

Value – Community Connections

Vision: We meet—at events and at random—to share experiences, help others, improve our community, enjoy the arts, and celebrate our heritage.

What It Will Look Like:

- There will be people-oriented public gathering spaces throughout the City.
- Parks, plazas, cafes, concert venues, festivals, and markets will be dynamic places where people socialize.
- There will be a diversity of people interacting with each other – whether by age or background, resident or visitor.

What It Means:

- We will be a friendly, welcoming, and neighborly community.
- We will be a community of active and productive volunteers.
- We will collaborate with and support each other.
- We will have a variety of educational opportunities for learning and interaction.
- We will help nurture a safe, supportive community that is responsive to the needs of youth and families.

How It Will Happen:

- There will be walkable districts with a mix of residential and commercial.
- There will be more direct access between neighborhoods and popular destinations.

Value – Improved Traffic Flow

Vision: We travel efficiently throughout Sedona using safe roads, pedestrian and bicycle pathways, and convenient transit.

What It Will Look Like:

- Traffic will be free flowing without backups.
- There will be fewer cars on the road.
- There will be frequent transit stops throughout the City.
- Parking will be convenient and accessible.



COMMUNITY PLAN

continued

Value – Improved Traffic Flow (cont'd):

What It Means:

- Walking and biking will be convenient alternatives to driving.
- There will be a variety of environmentally responsible transportation choices.

How It Will Happen:

- Improved street connections will provide alternative routes without building major new roadways.
- There will be a comprehensive and convenient transit system for residents and visitors.
- There will be investments in pedestrian and bicycle infrastructure.
- There will be mixed use, walkable districts.

Value – Walkability

Vision: We enjoy the option of walking—for pleasure or purpose—from neighborhoods, shops, restaurants, transit, and trailheads, linked by safe, practical, and enjoyable routes.

What It Will Look Like:

- There will be more sidewalks, paths, and trails.
- Sidewalks and paths will lead to activity centers, parks, trailheads, and popular destinations.
- There will be wider paved shoulders on streets that cannot accommodate sidewalks.

What It Means:

- Walking will be safer.
- Walking will be pleasant, appealing, and comfortable.
- More residents and visitors will have the option of a car-free lifestyle.
- Residents and tourists will walk more and drive less.

How It Will Happen:

- Safe walking routes will be identified, and existing routes will be improved.
- There will be continuous and connected sidewalks and paths that lead to popular destinations.
- Streets will feature pedestrian and bicycle amenities.

Value – Economic Diversity

Vision: Sedona has a resilient economy, provides the highest quality of service to visitors, and offers rewarding and diverse employment opportunities.

What It Will Look Like:

- There will be good jobs in a diversified economy.
- There will be regional cooperation and complementary industries.
- There will be successful local businesses.

COMMUNITY PLAN

continued

Value – Economic Diversity (cont'd):

What It Means:

- We will be a stable and prosperous community.
- We will value quality business practices over quantity.
- Our businesses will be innovative and creative.
- The long-term health and prosperity of people, resources, and the economy will be a consideration in all decisions.

How It Will Happen:

- The community's assets will be leveraged to improve the diversity and stability of the economy.
- The City will take a more proactive and on-going role in business recruitment, retention, and expansion.

Value – Sense of Place

Vision: We appreciate and respect our unique surroundings that reflect the natural beauty, arts, culture, heritage, and opportunities for physical and spiritual renewal.

What It Will Look Like:

- Sedona will have a unique and distinctive image and identity.
- The built environment will blend with the natural environment.
- Oak Creek will be a prominent and protected feature of the community.
- Historic sites will be recognized and preserved.

What It Means:

- We will be known as a clean, green, and sustainable community.
- Sedona will be a serene and beautiful place to live and visit.
- Sedona will retain its small-town character.

How It Will Happen:

- Design standards will continue to limit building height, lighting, signs, and colors.
- The built environment will integrate the natural topography and vegetation.
- The City Historic Landmark Program will protect and celebrate historic sites.

Plan Element – Land Use, Housing, and Growth

Goals:

- Grow only within currently established residential and commercial limits.
- Ensure harmony between the built and natural environments.
- Reflect a unique sense of place in architecture and design.
- Provide public gathering spaces that promote social interaction.
- Create mixed use, walkable districts.
- Encourage diverse and affordable housing options.

COMMUNITY PLAN continued

Plan Element – Circulation

Goals:

- Reduce dependency on single-occupancy vehicles.
- Provide for safe and smooth flow of traffic.
- Coordinate land use and transportation planning and systems.
- Make the most efficient use of the circulation system for long-term community benefit.
- Limit the building of new roads and streets and make strategic investments in other modes of travel.
- Create a more walkable and bike-able community.

Plan Element – Environment

Goals:

- Preserve and protect the natural environment.
- Ensure a sufficient supply of quality water for the future.
- Protect Oak Creek and its riparian habitat.
- Reduce the impacts of flooding and erosion on the community and environment.
- Promote environmentally responsible building and design.

Plan Element – Parks, Recreation, and Open Space

Goals:

- Protect and preserve natural open space.
- Ensure the protection of the environment while providing for responsible outdoor recreation.
- Provide activities and amenities that allow for community interactions and encourage active and healthy lifestyles.

Plan Element – Economic Development

Goals:

- Support locally owned businesses.
- Recruit new businesses and organizations representing different business and institutional sectors that diversify Sedona's economic base.
- Preserve and enhance Sedona's tourist based economic sector.
- Incorporate an assets-based framework into the City's economic development efforts.
- Improve the City's transportation, information and communication infrastructure to allow businesses to compete regionally, nationally, and globally.

COMMUNITY PLAN

continued

Plan Element – Community

Goals:

- Cultivate an appreciation and respect for Sedona’s distinctive community character.
- Ensure that the needs and aspirations of the community now and into the future are met through a variety of cultural activities, opportunities, and facilities.
- Create increased opportunities for formal and informal social interactions.
- Enhance opportunities for artistic display, engagement and learning.
- Preserve and celebrate the community’s history.

For action plans and other information on the Community Plan, visit the City’s website at www.sedonaaz.gov.



COUNCIL PRIORITIES

Annually, the City Council meets to review existing priorities and to update or set new priorities as necessary that will guide their efforts for the following fiscal year and beyond.

In January 2019, the City Council established the following list of priorities as part of the fiscal year 2019-20 budget process. The priorities were categorized as “high,” “medium,” or “low” to reflect elements such as urgency and the level of staff time and other resources required. For instance, a project with minimal staff time needed at the current stage of the project may be categorized as low priority.



Funding has been included in the fiscal year 2019-20 budget for all priorities with financial implications. Many of the projects are anticipated to involve staff time only but may include additional costs in future years. The funding sources are identified below.

High Priority Items:

- **Complete Various Traffic Improvements** (*\$6.8 million included in Capital Improvements Program for fiscal year 2019-20*)
A comprehensive traffic study was completed, and several recommended projects were identified by the consultants. The City Council approved a 10-year half-cent sales tax increase dedicated to transportation projects and related administrative and operational costs effective March 1, 2018. The transportation projects included in this priority extend over several fiscal years. Included is a potential transit service system.
- **Environmental Stewardship/Sustainability** (*Total \$372,950: \$169,850 included in City Manager's Office budget, \$203,100 included in General Services budget*)
While the City has undertaken numerous specific initiatives that support sustainability, there was no comprehensive focused effort dedicated to continuing progress in promoting and/or achieving broader sustainability within the organization or community. The intent is to coordinate, where possible, with sustainable tourism, existing sustainability groups, and the Building Code updates. The development of a plan for addressing the concerns is anticipated to be completed in fiscal year 2019-20.
- **Affordable Housing** (*\$2,000,000 included in contingency*)
This priority was established to address concerns about availability of affordable housing in Sedona. The City Council approved a portion of discretionary bed tax as an ongoing source of funding in part because the City has seen a significant net increase in bed tax collection since the legislation allowing short term rentals. In addition, the City Council approved a transfer of \$1,000,000 of undesignated General Fund reserves to the Affordable Housing Fund. The development of a plan for addressing the concerns is anticipated to be completed in fiscal year 2019-20.
- **Building Code Update** (*\$2,500 included in Community Development Department budget for fiscal year 2019-20, plus staff time*)
The City is operating under an outdated 2006 building code. This project is anticipated to be completed in fiscal year 2019-20.

COUNCIL PRIORITIES

continued

High Priority Items (cont'd):

- **Evaluate Alternative Expenditure Limitation Options** (*only staff time anticipated for fiscal year 2019-20*)
The City's voter-approved alternative expenditure limitation is valid for four years. The current alternative expenditure limitation approval will expire July 1, 2023. A work group will evaluate the options available and present a recommendation to the City Council in January 2020.
- **Improve Citizen Communications/Relations** (*only staff time anticipated for fiscal year 2019-20*)
This priority was established to improve communications with citizens. Goals for this priority and an implementation plan for fiscal year 2019-20 will be developed in conjunction with the City Council.
- **Complete Storm Water Projects** (*\$1.8 million included in Capital Improvements Program for fiscal year 2019-20*)
Proper storm water management has long been a priority for the City Council, and the 2005 Storm Water Master Plan is still the guiding document. A master plan update is planned for fiscal year 2019-20. This project is anticipated to be ongoing.

Medium Priority Items:

- **Community Focus Area (CFA) Plans Development** (*\$8,500 included in Community Development Department budget*)
The City's Community Plan defines thirteen *Community Focus Areas* (CFAs) that have development or redevelopment potential and opportunities to realize the community's vision. CFA Plans provide more detail than the Community Plan on topics such as land use and circulation. The Western Gateway, Soldiers Pass, Schnebly, and Shelby-Sunset CFAs have been completed. The Uptown CFA Plan is anticipated to be completed in fiscal year 2019-20.
- **Monitor Short-Term Rentals** (*\$20,000 included in Community Development Department budget for fiscal year 2019-20*)
Effective January 1, 2017, legislation was passed that prohibits Arizona cities from banning short-term residential rentals (i.e., rentals under 30 days). Since the law was passed, requests for inspection of substandard housing have been on the rise, and other concerns regarding the impacts of this new law have been raised. The City Council approved a contract with a firm that provides short-term rental data that will be valuable in monitoring and assessing the impacts of short-term rentals. This project is anticipated to be ongoing.
- **Economic Diversification** (*\$91,300 included in Economic Development Department budget for fiscal year 2019-2020, plus staff time*)
Diversifying the Sedona economy has long been a priority. To further this effort, Council approved additional funding for a marketing strategy program, a media campaign, geotargeted business advertisement, an AmeriCorps VISTA volunteer, and broader business services like Launch Pad events. This project is anticipated to be ongoing.
- **Emergency Preparedness** (*only staff time anticipated for fiscal year 2019-20*)
The priority includes an update of the City's emergency preparedness plan and creation of a continuity of operations plan. This project is anticipated to be ongoing.

COUNCIL PRIORITIES

continued

Medium Priority Items (cont'd):

- **Evaluate Options for Sedona Recycles, Inc. Support** (*only staff time anticipated for fiscal year 2019-20*)
The priority includes consideration of a consultant-led operations audit, a review of long-term funding needs and options, and consideration of a more coordinated regional approach to recycling. This project is anticipated to be completed in fiscal year 2019-20.

Low Priority Items:

- **Parks Land Acquisition** (*\$0 included in Capital Improvements Program for fiscal year 2019-20*)
The City's Parks & Recreation Master Plan has identified a need for additional parks especially within certain regions of the City. The City Council would like staff to look for land for potential park areas, park facilities and events facilities in Sedona; however, no timeline has been identified yet for this project.
- **Complete Dells Land Use Planning** (*only staff time anticipated for fiscal year 2019-20*)
Once the City's effluent disposal optimization plan is implemented, approximately 200 acres of land currently used for spray irrigation disposal of treated effluent will become available. An analysis of the options for the use of this land will be developed. No timeline has been identified yet for this project.
- **Sense of Place** (*only staff time anticipated for fiscal year 2019-20*)
The Community Plan includes a value of sense of place. The City Council plans to clarify goals related to this priority. City staff will look for opportunities to enhance sense of place values in development applications. No timeline has been identified yet for this project.

For more details and information on these and previously completed Council Priorities, visit the City's website at www.sedonaaz.gov.



BUDGET RESOLUTION

RESOLUTION NO. 2019-11

A RESOLUTION OF THE MAYOR AND CITY COUNCIL OF THE CITY OF SEDONA, ARIZONA, ADOPTING THE BUDGET FOR FISCAL YEAR 2019-2020.

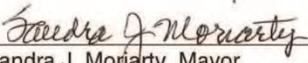
WHEREAS, in accordance with the provisions of Title 42, Chapter 17, Articles 1-5, Arizona Revised Statutes (A.R.S.), the City Council did, on May 28, 2019, make an estimate of the different amounts required to meet the public expenditures/expenses for the ensuing year and also an estimate of revenues from sources other than property taxes; and

WHEREAS, in accordance with said sections of said statute, and following due public notice, the City Council met on May 28, 2019 and June 25, 2019, at which meetings any taxpayer was privileged to appear and be heard in favor of or against any of the proposed expenditures/expenses and other revenue sources; and

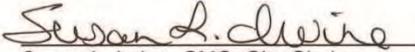
WHEREAS, publication has been duly made as required by law of said estimates, together with a notice that the City Council met on May 28, 2019, and June 25, 2019, at the City Council Chambers for the purpose of hearing taxpayers.

NOW, THEREFORE, BE IT RESOLVED BY THE MAYOR AND COUNCIL OF THE CITY OF SEDONA, ARIZONA, that the said estimates of revenues and expenditures/expense shown on the accompanying Official Budget Forms attached hereto and incorporated herein, as now increased, reduced, or changed by the Council, are hereby adopted as the budget of the City of Sedona, Arizona for the Fiscal Year 2019-2020.

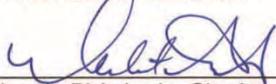
PASSED AND ADOPTED by the Mayor and Council of the City of Sedona, Arizona this 25th day of June, 2019.


Sandra J. Moriarty, Mayor

ATTEST:


Susan L. Irvine, CMC, City Clerk

APPROVED AS TO FORM:


Robert L. Pickels, Jr., City Attorney

CITY MANAGER'S BUDGET MESSAGE



102 Roadrunner Drive
Sedona, AZ 86336
www.sedonaaz.gov

City of Sedona
Mayor, City Councilors, and City Residents

The City of Sedona's fiscal year 2019-20 budget presents a fiscally sound financial plan that maintains the integrity of the City's financial condition while still meeting the high service level demands of the community. The fiscal year 2019-20 budget includes the priorities set by the City Council and the ongoing priorities to public safety, quality service, investment in the community, and investment in City employees.

The total budget is \$51,416,630. The budget is balanced between expenditures, revenues and one-time available fund balances above the policy operating reserve levels. Capital improvement expenditures represent \$14.0 million or 27% of the total proposed budget. The capital improvement expenditures are financed primarily with available fund balances – a one-time resource. A portion is financed with Yavapai and Coconino County Flood Control monies, grants, development impact fees, and other participant support.

*Total budget is
\$51.4 million.*

*Revenues continue
to trend upward.*

The City continues to experience steady economic improvement, and revenues continue to trend upward. The City's largest revenue source, city sales and bed tax revenues, exceed levels experienced by the City before the recession and economic downturn.

The City has been transitioning to program and performance budgeting and continues to refine and enhance the process and the budget reports. The intent is to focus the decision-making process on the services and outcomes for the dollars invested. To further this effort, the fiscal year 2019-20 budget includes additional refinement of performance measurement reporting and reporting of cross-departmental program costs.

In addition, the following process and operational areas were addressed in this year's budget process:

- **Additional Refinement of Budgets** – Departments that have historically ended the fiscal year with a budget surplus were asked again to further review and refine their budgets to better align their budgets with anticipated actual expenditures. This emphasis was initiated in the fiscal year 2018-19 budget process, and this continued effort will help to identify surpluses early to facilitate funding any new priorities.
- **Assumed Capital Improvement Plan (CIP) Carryovers** – Adjustments to the CIP budget have been included as an estimate of carryovers to the following year. Due to the speculative nature of numerous projects, it is unlikely that all will proceed, but a determination of which projects will have the traction to proceed will be based on further vetting and outreach. The adjustments were based on an estimation of the maximum workload capacity for the CIP project managers regardless of which projects move forward.

CITY MANAGER'S BUDGET MESSAGE

continued

FY 2018-19 Accomplishments

Some of the Council Priorities from fiscal year 2018-19 were anticipated to be multi-year projects and are in progress. Their continuation has been included in the fiscal year 2019-20 budget. A few of the priorities accomplished during fiscal year 2018-19 are below.

- **Sustainable Tourism** – The City assisted the Sedona Chamber of Commerce & Tourism Bureau (SCCTB) in hiring a consulting firm in coordination with the Arizona State University Center for Sustainable Tourism to look at Sedona tourism as a whole, including topics like trails, housing, affordability, traffic, parking, and other tourism-impacted Sedona areas, and how they all work together to achieve more sustainable tourism. The sustainable development strategic plan outlines how to find the balance between a vibrant tourism economy and resident quality of life. The finalized report will act as a guiding document for the future of sustainable tourism in Sedona.
- **Land Development Code Update** – This was a comprehensive update of the Land Development Code to address antiquated and conflicting standards, address sustainability/green building concepts, and evaluate many of the standards as they relate to the community's needs and desires.
- **Alternative Expenditure Limitation** – The City's voter-approved alternative expenditure limitation (referred to as Home Rule) is valid for four years. The voters approved a renewal of the alternative expenditure limitation in the August 2018 election that will be effective through fiscal year 2022-23. For further information on Arizona expenditure limitations, see the Budget Process and Calendar – State-Imposed Expenditure Limitation section.

FY 2019-20 Priorities

The City Council has evaluated the priorities established and has designated them as high, medium, and low. Some of the priorities are anticipated to be started or completed with only staff time. The remaining priorities have been included in the operating or capital budgets as appropriate. See the Council Priorities section for a description of each priority.

Significant Budgetary Changes

The significant changes in the fiscal year 2019-20 budget are as follows:

- **Salary and benefit increases:**
 - **Merit Increases** – The overall salary budgets were increased for an average merit increase of approximately 2.6% prorated based on anniversary dates by employee. In the prior year budget process, cost-of-living adjustments (COLAs) were eliminated and changed to strictly a merit-based system. With the high turnover rates experienced by the City, higher cost of living compared to many other northern Arizona communities, and lower wages than the markets most likely to draw potential candidates (Flagstaff and the metropolitan Phoenix area), the intention is that the highest performing employees will receive higher increases than under the prior methodology. Highest performing employees can receive higher than what would have been received under the previous pay adjustment system and lower-performing employees will not automatically receive a COLA and possibly receive lower or no increases based on the results of their annual performance review.

*Average merit
increase budgeted
as 2.6%.*

CITY MANAGER'S BUDGET MESSAGE

continued

Significant Budgetary Changes (cont'd)

- **Employee Benefits** – The changes in employee benefit categories were modest increases and decreases. These changes are discussed in more detail in the Budget Overview section.
- **Added Positions**
 - A part-time Administrative Assistant position was added to the Financial Services Department.
 - A Transit Manager position was contingently added until further direction from Council regarding a potential transit system is clarified.
 - Two Custodial Maintenance Worker positions were added with the cost offset by savings in contracted services.
 - A Police Records Clerk position was added. This position was contingently approved pending further review by the new Police Chief.
 - A Closed-Circuit Television (CCTV) Van Operator position was added to the Wastewater Department.
- **Other Decision Packages** – Approved Decision Packages, not including the additional positions previously discussed, represent approximately \$2.7 million. Included in the approved Decision Packages are a \$2.0 million contingency for the affordable housing program pending development of a plan for addressing concerns, a CCTV camera van, an increase in support to Sedona Recycles, Inc., and a dump truck/snow plow. See the Budget Overview section for additional information on these and other approved Decision Packages.
- **Carryovers** – The budget includes approximately \$797,000 of fiscal year 2018-19 budgeted items to be carried over to fiscal year 2019-20. These include expansion of the Verde Lynx Transit services, a cattail cutter for the wetlands, and a placeholder for market study adjustments. See the Budget Overview section for additional information on the budget carryovers.

Includes \$2.0 million for implementation of affordable housing program plan to be developed.

Includes a \$1.0 million for potential transit system.

- **Capital Improvement Projects** – The budget for capital improvement projects increased \$1.0 million due to a placeholder for land acquisition for park and ride and/or transit hub facilities and/or rights of way pending further analysis and direction from Council regarding potential transit services.

Citizens Budget Work Group

I would like to recognize the participation of the Sedona citizens who made up this year's Citizens Budget Work Group: Lou Harper, Charlotte Hosseini, Anne Khoury, and Holli Ploog. This was the sixth year this particular work group was assembled and embedded in the City's budget development process.

The Citizens Budget Work Group members were involved in each step of the budget preparation process, shadowing staff in their work. The work group members participated in the City Manager's budget review meetings for both the Capital Improvement Program (CIP) and each of the departmental operating budgets. They also gave input on the various policy recommendations incorporated into the fiscal year 2019-20 budget and the priority rankings of the various supplemental budget requests.

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



CITY MANAGER'S BUDGET MESSAGE

continued

Distinguished Budget Presentation Award

The *Government Finance Officers Association of the United States and Canada* (GFOA) presented an award of Distinguished Budget Presentation to the City of Sedona for its annual budget for the fiscal year beginning July 1, 2017. This is the sixth year the City has received this award. In order to receive the award, a governmental unit must publish a budget document that meets program criteria as a policy document, as an operations guide, as a financial plan, and as a communication device.

The award is valid for a period of one year only. We believe our current budget continues to conform to program requirements, and we are submitting it to GFOA to determine its eligibility for another award.

Conclusion

Overall, the City's financial condition remains strong and holds the promise of continuing prosperity, while being cautious of projected future recessionary impacts. I believe the fiscal year 2019-20 budget presents a well-thought-out financial plan that balances the needs and wants of the City with its available resources. I appreciate the City Council's leadership and support in providing clear direction to staff on our critical priorities. I want to thank all of the department heads for the team effort in achieving the Council Priorities and providing exceptional customer service to our community.

Sincerely,



Justin Clifton
City Manager



City & Community Profile

ABOUT SEDONA

The City of Sedona is located approximately one and a half hours north of Phoenix in Yavapai and Coconino Counties. Because of its stunning natural surroundings, this small community of roughly 10,000 residents has become one of Arizona's premier centers for international tourism, recreation, retirement, luxury resorts, and the arts.

The name Sedona originates from the City's first postmaster, Theodore Carlton Schnebly, whose wife, Sedona Arabelle Miller Schnebly (1877–1950) was celebrated for her hospitality and industriousness. Today, the City of Sedona's main attraction is its array of red sandstone formations, which appear to glow in brilliant shades of orange and red when illuminated by the rising or setting sun. The red rocks form a popular backdrop for many activities, ranging from spiritual pursuits to the hundreds of hiking and mountain biking trails.

Sedona is located at the southern entrance of Oak Creek Canyon. The 14-mile scenic drive through the canyon between Sedona and Flagstaff, Arizona has been recognized as one of the Top 5 Most Scenic Drives in America by Rand McNally. The beauty of the canyon is breathtaking along a winding road that climbs from Sedona to the top of the Mogollon Rim.

Situated in the high southwestern desert under the rim of the Colorado Plateau at an elevation of 4,500 feet, Sedona is blessed with four mild seasons, plenty of sunshine, and clean air. Because of Sedona's pleasant climate, sightseeing, hiking, golf, tennis, horseback riding, and jeep touring are year-round activities.

Sedona's spectacular natural landscape is the perfect backdrop, which attracts more than 800 artists, as well as numerous galleries, art organizations, and art enthusiasts that make up this creative community. The City supports a range of creative programming from Art in Public Places, Art in Private Development, Artist in the Classroom, and Moment of Art performed at monthly City Council meetings, to the Mayor's Arts Awards. In addition, performance artists are supported at The Hub, Posse Grounds Pavilion, and through the Street Performance program, Sedona Gallery Association, First Friday Art Walks, and Sedona Art Center. Sedona Film Festival and Sedona Art Festival are also large contributors to making Sedona one of the top arts destinations in the country.

The citizens of Sedona are proud of their beautiful environment and work diligently to preserve its uniqueness and special qualities. Driven by a conviction in the future of their community and a dedication to volunteerism, Sedona's residents are active in the City government.

The community was incorporated as a City under Arizona Revised Statutes (ARS) in 1988. It encompasses an area of 18.5 square miles, approximately half of which is under jurisdiction of the U.S. Forest Service.

The City of Sedona is administered under the Council-Manager form of government. The City Council consists of six councilors and a mayor. The six council members are elected at large and serve four-year overlapping terms. The Mayor is elected by the citizens and serves a two-year term.

The City departments are the City Council, the City Manager's Office, Human Resources, Financial Services, Information Technology, the City Attorney's Office, the City Clerk's Office, Parks & Recreation, Community Development, Public Works, Economic Development, Wastewater, Police, and the Municipal Court. In addition, the City tracks other costs that are of a more city-wide nature in the budgetary department, General Services.

Other typical municipal services not provided by the City are provided as follows: water service is private, the library is a not-for-profit organization with some contract funding from the City, fire service is a special district, refuse collection is private, and recycling service is a not-for-profit organization.

Of added municipal interest, the City is a part of two counties and is traversed by two state arteries. There is no property tax levied by the City. Currently, the City operates from state shared revenue and other local sources of revenue, including city sales and bed taxes.



DEMOGRAPHICS



The following tables provide additional demographic statistics for the City of Sedona and its citizenry:

Population (U.S. Census)

1980	5,481*
1990	7,536
1995	8,990
2000	10,192
2010	10,031
2018	10,779*

*DES/Yavapai College Regional Economic Development Center (YCREDC)

Gender (YCREDC 2018 est.)

Male	47.1%
Female	52.9%

Age Composition (YCREDC 2018 est.)

0-5	3.0%
6-11	3.2%
12-17	4.2%
18-24	3.6%
25-44	14.4%
45-54	13.0%
55-64	24.1%
65+	34.5%

Median Age 58.5

Race/Ethnic Origin (YCREDC 2018 est.)

White	89.5%
Hispanic or Latino (any race)	14.0%
American Indian.....	0.5%
Asian	2.3%
African American	0.6%
Other	7.1%

Income (YCREDC 2018 est.)

Median Household Income \$66,819

Labor Force (YCREDC 2018 est.)

Civilian Labor Force.....	4,539
Unemployment Rate.....	2.3%
Education Attainment:	
Less than High School.....	5.9%
High School or equivalent.....	13.9%
Some College or Associates.....	31.7%
Bachelor's or Advanced Degree.....	48.4%

Industry Ranked by Employment (YCREDC 2018 est.)

Arts, Entertainment, Food, Recreation	35.6%
Retail	19.9%
Finance, Insurance, Real Estate.....	6.9%
Other Services, except Public Administration	6.3%
Education, Health Care, Social Assistance	5.8%
Transportation, Warehousing, Utilities.....	5.1%
Public Administration	5.0%
Construction	4.4%
Professional, Scientific, Administrative	4.0%
Information.....	3.1%
Manufacturing	3.1%
Wholesale Trade	0.9%
Agriculture, Forestry/Fishing/Hunting, Mining	0.0%

Housing (YCREDC 2018 est.)

Owner-Occupied Housing	76.8%**
Housing Units	7,004

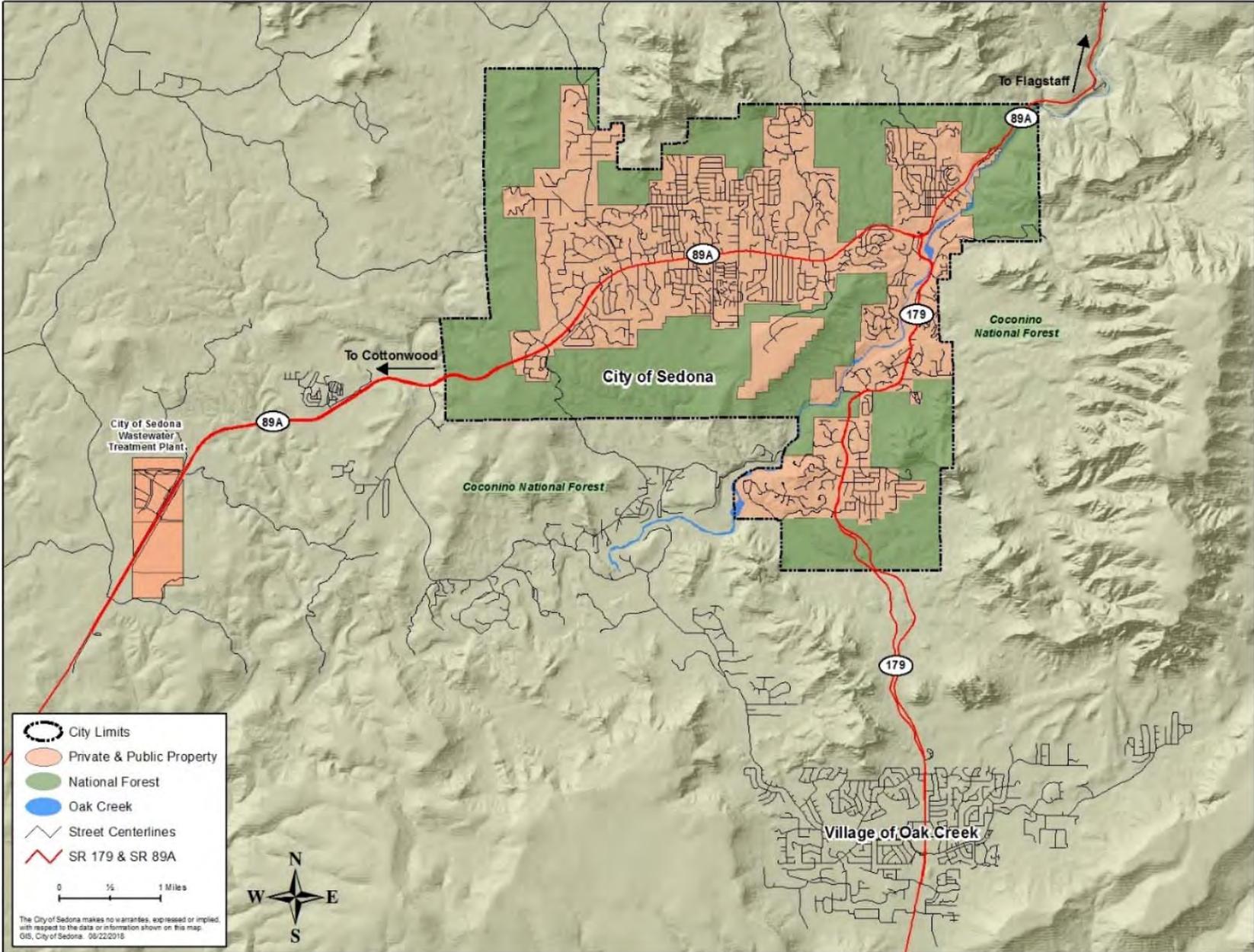
**Includes owner-occupied housing that also rents a portion of the home or property.

Land Use (2014 – City of Sedona)

Residential.....	33.1%
Commercial, Lodging.....	4.0%
Public/Semi-Public.....	4.1%
Parks/Public Open Space.....	1.0%
Private Open Space	2.2%
National Forest	48.5%
State Trust Lands	0.1%
Other (e.g., Hwy/Streets, R-O-W).....	7.0%

Land Area in Square Miles 19.14

AREA MAP





Budget Policies & Processes

FUND STRUCTURE AND BASIS FOR BUDGETING

The City uses funds to report its financial position and the results of its operations. Fund accounting is used to demonstrate legal compliance and to aid financial management by segregating transactions related to certain governmental functions or activities.

Each fund is considered a separate accounting entity. The operations of each fund are accounted for with their own separate set of self-balancing accounts that comprise the fund's assets, liabilities, fund equity, revenues, and expenditures/expenses.

The fund categories used by the City are as follows: governmental funds and proprietary funds.

Governmental Funds – The governmental funds account for activities primarily supported by taxes, grants, and similar revenues sources.

Proprietary Funds – The proprietary funds account for activities that receive significant support from fees and charges.

The governmental fund types used by the City are as follows: General Fund, special revenue funds, and capital projects funds.

General Fund – The General Fund is the primary operating fund that supports day-to-day City operations, including general City government, police services, public works, parks and recreation, and outside service contracts. Only one General Fund is permitted.

Special Revenue Funds – The special revenue funds account for the proceeds of specific revenue sources that are restricted or committed to expenditure for specified purposes other than debt service or capital projects. The City's special revenue funds include:

- The **Streets Fund** is used to account for the City's allocation of state shared gas tax monies, referred to as Highway User Revenue Fund (HURF) revenues. The HURF revenues are used to fund a portion of the annual streets rehabilitation and pavement preservation program. Other streets-related costs are reported in the General Fund.
- The **Grants & Donations Funds** account for the various grants, donations, and other miscellaneous restricted or committed revenues received by the City that vary annually based on availability of funding opportunities.
- The **Transportation Sales Tax Fund** accounts for the half cent sales tax dedicated to transportation projects and related administrative and operational costs. The tax is in effect for 10 years.

Capital Projects Funds – The capital projects funds account for financial resources that are restricted, committed, or assigned to expenditure for capital outlays, including the acquisition or construction of capital facilities and other capital assets. The City's capital projects funds include:

FUND STRUCTURE AND BASIS FOR BUDGETING

continued

- The **Capital Improvements Fund** accounts for acquisition and construction of the City's major capital facilities, other than those financed by enterprise funds or restricted funding sources accounted for in other funds.
- The **Development Impact Fees Funds** account for development impact fees restricted for certain costs incurred by the City, generally for capital acquisition or related debt service necessitated by new development. Development impact fees must meet the requirements of the Arizona Revised Statutes.
- The **Art in Public Places Fund** accounts for monies transferred from capital projects to be used for art improvements and monies received from developers in lieu of complying with the City's public art requirements. Council policy requires 1% of certain capital projects budgets to be designated for art in public places.

The proprietary fund types used by the City are enterprise funds and internal service funds.

Enterprise Funds – Enterprise funds account for any activity for which a fee is charged to external users for good or services. The City's has one enterprise fund as follows:

- The **Wastewater Enterprise Fund** accounts for monies collected through monthly wastewater and one-time capacity fees, transfers of city sales tax revenues to subsidize the fund, and accumulated reserves. The Wastewater Fund supports the operations of the wastewater plant and collections system, new wastewater capital projects, and annual debt service.

Internal Service Funds – Internal service funds account for any activity that provides good or services to other funds, departments, or agencies of the government on a cost reimbursement basis. The City's has one internal service fund as follows:

- The **Information Technology Internal Service Fund** accounts for the City's information technology costs that are allocated to the various departments and programs.

All City funds are subject to appropriation.

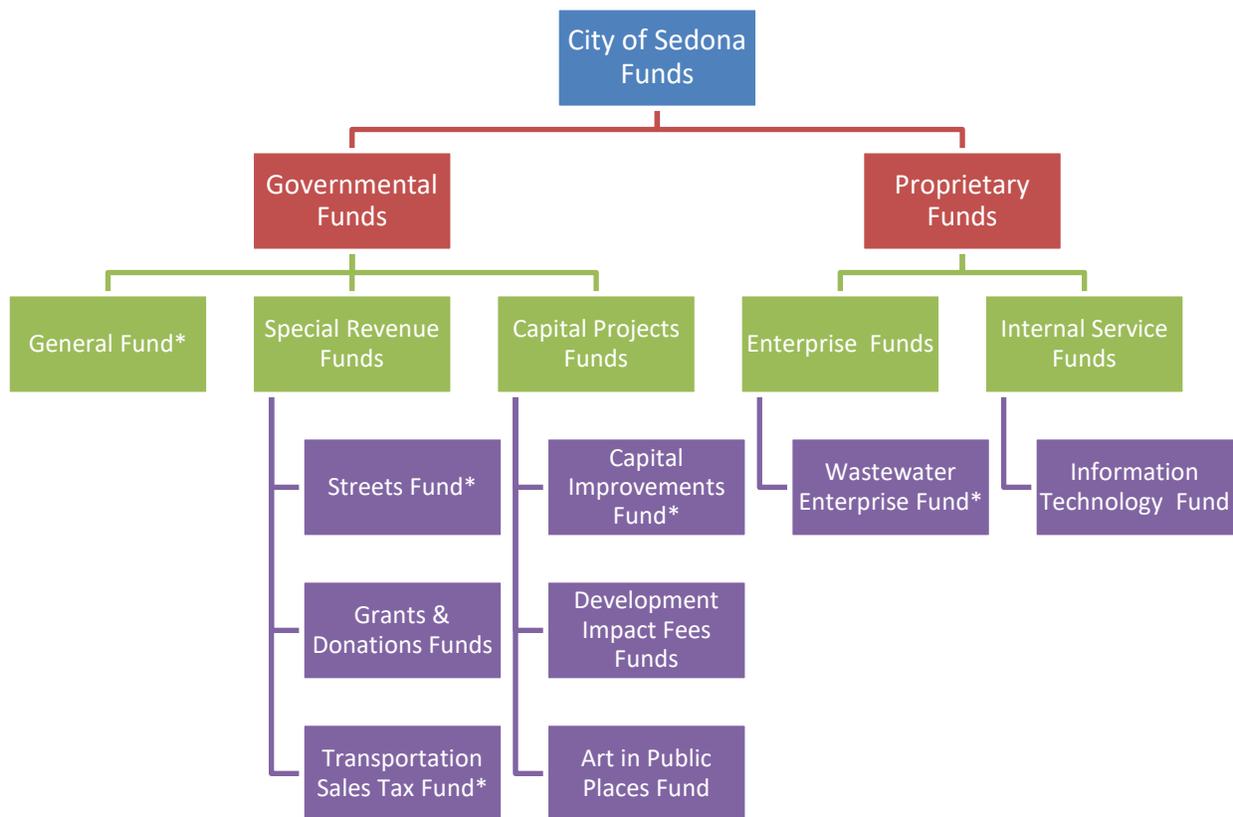


FUND STRUCTURE AND BASIS FOR BUDGETING

continued

Fund Structure

The following chart is an illustration of the fund structure:



* The General Fund, Streets Fund, Transportation Sales Tax Fund, Capital Improvements Fund, and Wastewater Enterprise Fund are reported as *major funds* in the City's financial statements. All other funds are consolidated as nonmajor funds in the financial statements.



FUND STRUCTURE AND BASIS FOR BUDGETING

continued

Fund Structure (cont'd)

The following table displays the relationships between the funds and departments:

DEPARTMENTS BY FUND

Department	General Fund	Streets Fund	Grants & Donations Funds	Transportation Sales Tax Fund	Capital Projects Funds	Wastewater Enterprise Fund	Information Technology Fund
City Council	X						
City Manager's Office	X				X		X
Human Resources	X						
Financial Services	X					X	
Information Technology					X	X	X
City Attorney's Office	X					X	
City Clerk's Office	X						
Parks & Recreation	X		X		X		X
General Services*	X		X			X	X
Community Development	X		X				X
Public Works	X	X		X	X	X	X
Economic Development	X						
Wastewater						X	
Police	X		X		X		X

* The City tracks other costs that are of a more city-wide nature or nonoperational nature (e.g., debt service) in the budgetary department, General Services. In addition, support for other outside agencies is recorded in General Services and include:

- Sedona Public Library, Inc.
- Sedona Recycles, Inc.
- Humane Society of Sedona, Inc.
- Verde Valley Caregivers Coalition
- Adult Community Center of Sedona, Inc.



FUND STRUCTURE AND BASIS FOR BUDGETING

continued

Basis of Accounting

The basis of accounting refers to the timing of when revenues and expenditures/expenses are recognized and reported. The City utilizes the modified accrual basis of accounting and the full accrual basis of accounting. The recognition of revenues and expenditures/expenses under each method are described below.

REVENUES AND EXPENDITURES/EXPENSES RECOGNITION

Basis of Accounting	Revenues	Expenditures/Expenses
Modified Accrual	Recognized in the period when they become both “measurable” and “available”* to finance expenditures of the current period	Generally recorded when a liability is incurred; however, <i>debt service</i> expenditures and expenditures related to compensated absences and claims and judgments, are recognized to the extent they are due and payable

* Revenues are considered available when they are collectible within the current period or soon enough thereafter to pay liabilities of the current period. The City considers revenues to be available if they are collected within 60 days of the end of the current fiscal period.

The basis of accounting methods used for each of the funds in the City’s budget and the City’s financial statements are as follows:

COMPARISON OF BASIS OF ACCOUNTING BY REPORT TYPE

Funds	Budget Basis	Financial Statement Basis
Wastewater Enterprise Fund*	Modified Accrual	Full Accrual
Information Technology Internal Service Fund	Modified Accrual	Full Accrual
All Other Funds	Modified Accrual	Modified Accrual

* The budgetary basis of accounting for the City’s Wastewater Enterprise Fund and the Information Technology Internal Service Fund differ from the financial statement basis of accounting primarily due to State laws. The major differences are as follows:

- Depreciation expense is not included in the budget.
- Capital outlays are budgeted as expenditures. They are reported as assets in the City’s financial statements.
- Principal payments on debt are budgeted as expenditures. They are reported as reductions of the liability in the City’s financial statements.

COMPREHENSIVE FINANCIAL POLICIES

The City of Sedona is committed to managing its finances prudently. The following City financial policies establish the framework for Sedona’s overall fiscal planning and management. They set forth the guidelines against which current budgetary performance can be measured and proposals for future programs can be evaluated.

Sedona’s financial policies show the public, the credit rating industry, and prospective investors (bond buyers) the City’s commitment to sound financial management and fiscal integrity. The financial policies also improve the City’s fiscal stability by helping City officials plan fiscal strategy with a consistent approach.

Adherence to financial policies promotes sound financial management, which can increase public confidence in the City’s ability to provide the services desired by the community.

The status review of each policy statement is reviewed and updated annually.

Fiscal Planning, Budgeting, and Operations Management

This policy seeks to govern the preparation, monitoring, and analysis of the City’s budget, incorporating a long-term perspective and a system of identifying resources and allocating those resources among competing purposes.

STATUS OF FISCAL PLANNING, BUDGETING, AND OPERATIONS MANAGEMENT POLICIES

Policy Statement	Status	Comments
The City will present an annual operating budget that is balanced, whereby ongoing revenues will be sufficient to fund ongoing expenditures with no use of General Fund reserves to support ongoing operational costs. <i>(Administrative Policy)</i>	√	See the Budget Overview section.
Reserves and one-time revenues may be used to fund one-time capital projects or other one-time expenditures. <i>(Administrative Policy)</i>	√	
The budget will not postpone expenditures, use one-time revenue sources to fund ongoing uses, or use external borrowing for operational requirements. <i>(Administrative Policy)</i>	√	

Legend:
 √ Compliance with policy standard
 -- Noncompliance with policy standard

COMPREHENSIVE FINANCIAL POLICIES

continued

Fiscal Planning, Budgeting, and Operations Management (cont'd)

STATUS OF FISCAL PLANNING, BUDGETING, AND OPERATIONS MANAGEMENT POLICIES

Policy Statement	Status	Comments
Budgeting will be prepared on a modified accrual basis of accounting. <i>(Administrative Policy)</i>	√	See the Fund Structure and Basis for Budgeting section.
All departments will share in the responsibility of meeting policy goals and ensuring long-term financial health. Future service plans and program initiatives will be developed to reflect current policy directives, projected resources, and future service requirements. <i>(Administrative Policy)</i>	√	
The budget process is intended to weigh all competing requests for City resources, within expected fiscal constraints. Requests for new, ongoing programs made outside the budget process will be discouraged. <i>(Administrative Policy)</i>	√	
Addition of personnel will only be requested to meet strategic plan objectives, program initiatives, and policy directives after service needs have been thoroughly examined and it is substantiated that additional staffing will result in increased revenue or enhanced operating efficiencies. To the extent feasible, necessary personnel cost reductions will be achieved through attrition. <i>(Administrative Policy)</i>	√	See the Position List/Full-Time Equivalents section.
No revenues will be dedicated for specific purposes, unless required by law or generally accepted accounting practices (GAAP) or directed by City Council. All non-restricted revenues will be deposited in the General Fund and appropriated by the budget process. <i>(Administrative Policy)</i>	√	
Revenue and expenditure forecasts will be prepared to examine the City's ability to absorb operating costs due to changes in the economy, service demands, and capital improvements. The forecast will encompass at least 5 years and will be updated annually. <i>(Administrative Policy)</i>	√	See the Budget Overview – Long-Range Forecasts section.
The City will follow an aggressive, but humane, policy of collecting revenues. All adjusted uncollectible accounts will be pursued to the limit of collection ability. <i>(Administrative Policy)</i>	√	

Legend:

√ Compliance with policy standard

-- Noncompliance with policy standard

COMPREHENSIVE FINANCIAL POLICIES

continued

Capital Management

The purpose of the Capital Improvement Program (CIP) is to systematically identify, plan, schedule, finance, track, and monitor capital projects to ensure cost effectiveness as well as conformance to established policies.

STATUS OF CAPITAL MANAGEMENT POLICIES

Policy Statement	Status	Comments
The City will prepare and adopt a 10-year Capital Improvement Program. The program will be updated annually and include the direct costs of the project as well as any associated ongoing operational costs. <i>(Administrative Policy)</i>	√	See the Capital Improvement Program section.
CIP projects include infrastructure, equipment purchases, or construction resulting in or making improvements to a capitalized asset costing more than \$50,000 and having a useful life of 5 or more years. <i>(Administrative Policy)</i>	√	
The first year of the Capital Improvement Program will become the adopted capital budget for the current fiscal year. <i>(Administrative Policy)</i>	√	
The capital improvement plan will include, in addition to current operating maintenance expenditures, adequate funding to support repair and replacement of deteriorating infrastructure and avoidance of a significant unfunded liability. <i>(Administrative Policy)</i>	√	See the Capital Improvement Program section.
Future operating, maintenance, and replacement costs associated with new capital improvements will be forecast, matched to available revenue sources, and included in the operating budget. <i>(Administrative Policy)</i>	√	
When current revenues are available for CIP projects, consideration will first be given to those capital assets that have the shortest useful life and for assets whose nature makes them comparatively more difficult to finance. Using cash for projects with shorter lives and bonds/financing for projects with longer lives can facilitate “intergenerational equity,” wherein projects with longer useful lives can be paid over several generations using the project through debt service payments. <i>(Administrative Policy)</i>	√	The City Council’s preference is to avoid debt financing whenever possible. The forecasts demonstrate adequate cash funding for capital projects, and there are no plans to issue any new debt in the future.

Legend:

√ Compliance with policy standard

-- Noncompliance with policy standard

COMPREHENSIVE FINANCIAL POLICIES

continued

Debt Management

STATUS OF DEBT MANAGEMENT POLICIES

Policy Statement	Status	Comments
The City may use debt to finance CIP projects according to the priorities established by the City. The projects to be financed should have an economic average life of at least 5 years. The City will attempt to use a pay-as-you-go method prior to issuing debt for this purpose. <i>(Council Policy adopted November 14, 2017)</i>	√	No debt financing planned for FY 2019-20.
The City will strive to maintain or improve its credit ratings, although not at the expense of significantly delaying important CIP projects. <i>(Council Policy adopted November 14, 2017)</i>	√	The City maintains an AA credit rating.
The City will utilize the most cost-effective financing strategies available while still maintaining flexibility for future project financing. This includes investigating other financing alternatives such as State or federal aid or using new financing techniques. <i>(Council Policy adopted November 14, 2017)</i>	√	
The City will endeavor to maintain an open line of communication between the rating agencies and the marketplace in general, in part by providing full on-going financial disclosure as required by law. <i>(Council Policy adopted November 14, 2017)</i>	√	
The City will follow prudent borrowing principals and not engage in any transactions involving significant market risk. <i>(Council Policy adopted November 14, 2017)</i>	√	

Long Range Forecasting

STATUS OF LONG-RANGE FORECASTING POLICIES

Policy Statement	Status	Comments
The City will annually update a long-range forecast of at least 5 years, incorporating both projected revenues and expenditures for the City's major funds. <i>(Administrative Policy)</i>	√	See the Budget Overview – Long-Range Forecasts section.
The revenue forecast will only include revenue that is reasonably considered to be sustainable over at least that forecast period. <i>(Administrative Policy)</i>	√	
Expenditure projections will include anticipated operating impacts of whatever capital improvement expenditures are included in the Capital Improvement Program. <i>(Administrative Policy)</i>	√	
The process of long-range forecasting will also serve to define the critical issues and priorities and incorporate the City's Community Plan and long-term vision. <i>(Administrative Policy)</i>	√	

Legend:

√ Compliance with policy standard

-- Noncompliance with policy standard

COMPREHENSIVE FINANCIAL POLICIES

continued

Grants Management

This policy establishes under what conditions grants will be pursued and with what administrative or legislative approvals.

STATUS OF GRANTS MANAGEMENT POLICIES

Policy Statement	Status	Comments
The City shall apply for only those grants that are consistent with the objectives and high priority needs previously identified by the City Council. <i>(Administrative Policy)</i>	√	
The potential for incurring ongoing costs, to include the assumption of support for grant-funded positions from local revenues, will be considered prior to applying for a grant. <i>(Administrative Policy)</i>	√	
The City shall attempt to recover all allowable costs – direct and indirect – associated with the administration and implementation of programs funded through grants. The City may waive or reduce indirect costs if doing so will significantly increase the effectiveness of the grant. <i>(Administrative Policy)</i>	√	
All grant submittals shall be reviewed for their cash matching requirements, their potential impact on the operation budget, and the extent to which they meet the City’s policy objectives. <i>(Administrative Policy)</i>	√	
If there is a cash matching requirement, the source of funding shall be identified prior to application. <i>(Administrative Policy)</i>	√	
The City shall terminate grant-funded programs and associated positions when grant funds are no longer available, unless alternate funding is identified. <i>(Administrative Policy)</i>	√	

User Fee Cost Recovery and Indirect Cost Allocations

This policy encourages full cost recovery of most publicly provided services that benefit specific individuals or organizations and the utilization of user fees to augment general tax revenues.

STATUS OF USER FEE COST RECOVERY AND INDIRECT COST ALLOCATIONS POLICIES

Policy Statement	Status	Comments
The City shall establish user fees and charges for certain services provided to users receiving a specific benefit. <i>(Administrative Policy)</i>	√	

Legend:
 √ Compliance with policy standard
 -- Noncompliance with policy standard

COMPREHENSIVE FINANCIAL POLICIES

continued

User Fee Cost Recovery and Indirect Cost Allocations (cont'd)

STATUS OF USER FEE COST RECOVERY AND INDIRECT COST ALLOCATIONS POLICIES

Policy Statement	Status	Comments
The City will conduct a cost of service study to identify the full cost of providing a service for which fees are charged. The calculation of full cost will include all reasonable and justifiable direct and indirect cost components. Fees and charges will be established to recover the full cost of service, unless the percentage of full cost recovery has been reduced by specific action of the City Council. It is recognized that occasionally competing policy objectives may result in reduced user fees and charges that recover only a portion of service costs. <i>(Administrative Policy)</i>	--	An analysis including both the direct and indirect costs components is in process.
User fees shall be reviewed on a regular basis to calculate their full cost recovery levels, to compare them to the current fee structure, and to recommend adjustments where necessary. <i>(Administrative Policy)</i>	--	Analysis of the cost recovery levels are in process.

Accounting, Auditing, and Financial Reporting

This policy dictates the system of internal accounting and internal and external financial reporting that will be adhered to as the City conducts its financial transactions.

STATUS OF ACCOUNTING, AUDITING, AND FINANCIAL REPORTING POLICIES

Policy Statement	Status	Comments
The City's accounting and financial reporting systems will be maintained in conformance with all State and federal laws, generally accepted accounting principles (GAAP), standards of the Governmental Accounting Standards Board (GASB), and best practices/advisories of the Government Finance Officers Association (GFOA). <i>(Administrative Policy)</i>	√	
An annual audit will be performed by an independent public accounting firm, with an audit opinion to be included with the City's published Comprehensive Annual Financial Report (CAFR). <i>(Administrative Policy)</i>	√	See the City's CAFR at www.sedonaaz.gov .
The City's CAFR will be submitted to the GFOA's Certification of Achievement for Excellence in Financial Reporting Program. The financial report should be in conformity with GAAP, demonstrate compliance with finance-related legal and contractual provisions, disclose thoroughness and detail sufficiency, and minimize ambiguities and potentials for misleading inference. <i>(Administrative Policy)</i>	√	
Financial systems will maintain internal controls to monitor revenues, expenditures, and program performance on an ongoing basis. <i>(Administrative Policy)</i>	√	

Legend:

√ Compliance with policy standard

-- Noncompliance with policy standard

COMPREHENSIVE FINANCIAL POLICIES

continued

Capital Expenditures (Capital Assets)

The City has a policy of capitalizing all assets greater than \$5,000.

STATUS OF CAPITAL EXPENDITURES/CAPITAL ASSETS POLICIES

Policy Statement	Status	Comments
Termed as capital assets, these capital expenditures are primarily purchased out of the departmental capital outlay accounts. <i>(Administrative Policy)</i>	√	
All assets are depreciated utilizing the straight-line method and based on useful lives the City has established, with a minimum life of one year. <i>(Administrative Policy)</i>	√	
The Financial Services Department is responsible for verifying the actual physical existence of capital assets annually through asset audits of City departments. <i>(Administrative Policy)</i>	√	

Cash Management

The City Manager and Financial Services Department manage the City's investment portfolio and ensures compliance with the City's Investment Policy.

STATUS OF CASH MANAGEMENT POLICIES

Policy Statement	Status	Comments
The City's investment policy is to invest public funds with maximum security in a manner that will provide the highest return while meeting the daily cash flow demands of the City and conforming to all applicable State statutes. <i>(Council Policy revised August 11, 2015)</i>	√	
The primary objectives, in priority order, are safety of principal, liquidity, and attaining a market rate of return. <i>(Council Policy revised August 11, 2015)</i>	√	
The City is permitted to invest in certificates of deposit, direct U.S. Treasury debt, securities guaranteed by the U.S. Government, and the State of Arizona's Local Government Investment Pool. <i>(Council Policy revised August 11, 2015)</i>	√	
Temporary idle cash during the year was invested in the State Treasurer's Investment Pool. <i>(Administrative Policy)</i>	√	

Legend:

√ Compliance with policy standard

-- Noncompliance with policy standard

COMPREHENSIVE FINANCIAL POLICIES

continued

Risk Management

The City is exposed to various risks of loss related to public and property liability and worker's compensation. Public liability includes public officials' errors and omissions, automobile, and general liability.

STATUS OF RISK MANAGEMENT POLICIES

Policy Statement	Status	Comments
The City participates in the Arizona Municipal Risk Retention Pool. The policy insures up to \$2,000,000 per incident plus excess liability of up to \$10,000,000. Coverage is provided on a claims-made basis with a \$50,000 deductible. <i>(Administrative Policy)</i>	√	
The City's liability insurance program is administered by the City Attorney's Office. Worker's Compensation claims are reviewed by the Human Resources Department and handled through the Arizona Municipal Workers Compensation Pool. <i>(Administrative Policy)</i>	√	
The City has an aggressive safety program, which promotes employee safety on the job and focuses on risk control techniques designed to minimize accident related losses. <i>(Administrative Policy)</i>	√	

Fund Balance

To ensure financial stability, the City of Sedona desires to manage its financial resources by establishing fund balance ranges for selected funds. This will ensure the City maintains a prudent level of financial resources to provide sufficient cash flow for daily financial needs, secure and maintain investment grade bond ratings, offset significant economic downturns and revenue shortfalls, and provide funds for unforeseen expenditures related to emergencies.

STATUS OF FUND BALANCE POLICIES

Policy Statement	Status	Comments
General Fund: The City shall maintain an unassigned fund balance for the General Fund of 30% of the total adopted budgeted operating expenditures of the Fund. <i>(Council Policy revised November 14, 2017)</i>	√	Unassigned fund balance projected to be 46%. Excess to be appropriated by Council during the next budget cycle.
Streets Fund: The fund balance range for the Streets Fund shall be not less than 0% and not more than 10% of the total budgeted revenues of the Fund. <i>(Council Policy revised November 14, 2017)</i>	√	Fund balance projected to be 53%. Excess to be held for anticipated future streets maintenance and pavement preservation expenditures..

Legend:

- √ Compliance with policy standard
- Noncompliance with policy standard

COMPREHENSIVE FINANCIAL POLICIES

continued

Fund Balance (cont'd)

STATUS OF FUND BALANCE POLICIES

Policy Statement	Status	Comments
<p>Enterprise Funds: The fund balance range for the Enterprise Funds, including maintenance, operations and administration shall be not less than 25% (90 days) and not more than 33.3% (120 days) of the total budgeted operating expenditures of the Fund. This shall be in addition to a separate fund balance with a target equal to the average of one year of enterprise fund debt service repayment requirements for any debt issuances not covered by bond insurance. For the purpose of calculation, this reserve shall be in addition to all other required reservation of fund balance including, but not limited to, amounts reserved for capital projects, equipment replacement reserves, and/or required bond covenants. <i>(Council Policy revised November 14, 2017)</i></p>	√	Fund balance projected to be 205%. Excess to be held for elimination of the need for future rate increases.
<p>Capital Improvements Fund: The Capital Improvements Fund was created to account for resources designated to construct or acquire capital assets and major improvements. Occasionally, these projects may extend beyond a single fiscal year. Therefore, although no specific reserve requirement is established for the Capital Improvements Fund, at a minimum, the fiscal year-end assigned and unassigned fund balance, coupled with estimated revenues for the ensuing fiscal year, must be sufficient to fund the “pay-as-you-go” capital projects obligations for the next fiscal year. This will follow the City’s Capital Plan. <i>(Council Policy revised November 14, 2017)</i></p>	√	
<p>If it is determined there is a surplus (an amount in excess of the fund balance target or the upper limit of the fund balance range for any fund), the funds may be designated or appropriated at the next budget cycle to eliminate shortfalls in related funds, reduce or avoid of debt, fund one-time capital needs, or stabilize taxes, fees, or rates. <i>(Council Policy revised November 14, 2017)</i></p>	√	
<p>If it is determined there is a shortfall (an amount below the lower limit of the fund balance range for any fund), the fund balance is to be replenished through a distribution of surplus from other related funds, an appropriation during the next annual budget process of at least 20% of the lower limit, or a written plan approved by the City Council. <i>(Council Policy revised November 14, 2017)</i></p>	√	No shortfalls.

Legend:

√ Compliance with policy standard

-- Noncompliance with policy standard

BUDGET PROCESS AND CALENDAR

The City of Sedona budget process hinges on a wide range of participants including our citizens; City Council; the City Manager, executive leadership team, management, and staff; partner agencies; other local governmental entities; and the Citizens Budget Work Group. All of these stakeholders who participate in the budget process have a role in making recommendations to the City Council regarding the best uses of the City's financial resources.

FY 2019-20 BUDGET CALENDAR

Date	Description	Legal Requirements
Policy/Strategy Phase		
December 13, 2018	Leadership Team Planning Meeting	
January 7, 2019	Operating Budget Kickoff Meeting with Department and Division Heads	
January 7, 2019	Staff CIP Committee Kickoff Meeting	
January 7-10, 2019	Individual Department Budget Planning Meetings	
January 15-16, 2019	City Council Budget Retreat and Priority Setting	
Budget Development Phase		
February 4, 2019	Deadline to Submit CIP Requests	
February 13, 2019	CIP Committee Review of Project Submittals	
February 14, 2019	Operating Base Budgets and Decision Packages Due	
February 27, 2019	Review of Revenue Projection Assumptions	
March 12, 2019	Citizens Budget Work Group Kickoff Meeting	
March 19-21, 2019	Review of Operating Base Budgets, Decision Package Requests, and CIP Requests with City Manager, Citizens Budget Work Group, and Departments	
Budget Review Phase		
April 4, 2019	Proposed Budget Distributed to City Council	
April 17-18, 2019	City Council Work Sessions	
May 28, 2019	Public Hearing and City Council Adoption of Tentative Budget	ARS §42-17101 – On or before the third Monday in July
Budget Adoption Phase		
June 5 and 12, 2019	Published Public Notice	ARS §42-17103 – Once a week for 2 consecutive weeks
June 25, 2019	Public Hearing and City Council Final Budget Adoption	ARS §42-17105 – Must convene in a special meeting (Since the City has no property tax levy, no timelines are specified.)

BUDGET PROCESS AND CALENDAR

continued

Policy/Strategy Phase

In December 2018, the City Leadership Team (consisting of department heads and other management staff) met to discuss anticipated changes to the budget process and to obtain preliminary information on potential decision package and CIP requests.

In January 2019, the City Council met to review the existing priorities and to update or set new priorities as necessary that will guide their efforts for the following fiscal year and beyond. During the retreat, staff presented an interactive ten-year forecast of revenues and expenditures for the City's major funds with a variety of scenario options. Staff also presented information regarding required reserve balances and anticipated changes in revenue and expenditures levels. This was an opportunity for the City Council to provide key policy directives and goals for consideration during the fiscal year 2019-20 budget process and to provide input on upcoming priorities.

Kickoff meetings with City staff were held in January 2019 for both the Operating Budget and Capital Improvement Program (CIP) to provide overall guidance for the development of the fiscal year 2019-20 budget. Individual department meetings were also held with City staff to address any planning issues specific to each department.

Budget Development Phase

Department heads and program managers used this information to begin work on their base budgets for continuing operations. In March 2019, the City Manager and the Citizens Budget Work Group met with each department and conducted a review of all Operating Base Budgets, Decision Packages and CIP requests. From there, the City Manager developed his recommended budget.

ARS SECTION 42-17103:

State statute dictates that all Arizona counties, cities, and towns are obliged to publish and make a summary of total revenues and expenses readily available within 7 days after presenting before a governing body. Platforms for distribution include a county's, city's, or town's official website, administrative offices, and library.

In addition, estimates are required to be posted in the government's official newspaper, or a local newspaper of general circulation, once a week for two consecutive weeks following adoption of the tentative budget. After a final budget adoption, original revenues and expenses estimates, along with the final budget, are to be archived on the organization's website for no less than sixty months.

Budget Review Phase

The City Council then held a series of public work sessions on the budget on April 17th and 18th. During these sessions, the City Council heard from the City Manager, Director of Financial Services, department heads, and program managers regarding department/program objectives, accomplishments, and significant expenditure changes. They also offered an opportunity for input from the public. The City Council approved the Tentative Budget, which set a budget cap, on May 28, 2019. Arizona Revised Statutes (ARS) §42-17101 requires tentative budget adoption on or before the third Monday in July.

BUDGET PROCESS AND CALENDAR

continued

Budget Adoption Phase

Per ARS §42-17103, subsequent to the approval of the Tentative Budget, the City must publish the expenditure and revenue summaries and make the expenditure and revenue detail available to any citizen for public inspection. The City of Sedona published its notice of public hearing and budget summaries in the Sedona Red Rock News on June 5th and 12th. The tentative budget was made available at the Sedona Public Library, at Sedona City Hall, and on the City's Website. This process came to a close on June 25th, when the City Council adopted the Final Budget.

State-Imposed Expenditure Limitation

Provisions of the state-imposed expenditure limitation appear in both the State Constitution and the Arizona Revised Statutes. The constitution sets forth the framework in some detail for the expenditure limit and the remaining details are provided in State law.

The state-imposed limitation uses actual payment of local revenues for fiscal year 1979-80 as the base limit. The Economic Estimates Commission had determined this base limit for every city and town based on information supplied by each community in 1980. This base consists of those expenditures "controlled" by the state limitation and does not include those revenues specifically exempted from the limitation.

The City of Sedona was not yet incorporated in 1980 and had no expenditure information to provide. The Economic Estimates Commission by law must determine the base limit of a newly incorporated city or town. This is accomplished by calculating the average amount of actual fiscal year 1979-80 per capita payments of local revenues for all cities and towns within the county in which the new city or town is located. This average per capita figure is then multiplied by the population of the new city or town resulting in the base limit for such community.

Home Rule

Any city or town can adopt its own alternative expenditure limitation, referred to as Home Rule, that is free from any ties to the state-imposed limitation if a majority of the qualified electors voting on the issue at a city/town regular election vote in favor of the alternative limitation.

The City of Sedona has operated under Home Rule for over twenty years. Voters approved the Home Rule Option, August 28, 2018, which is effective through the 2022-23 budget year. Home Rule allows the City Council to set its budget locally, rather than basing the City's budget on the state-imposed expenditure limitation.

Home Rule, an alternative expenditure limitation, was approved by the voters effective through the 2022-23 budget year.

A citizen work group has been formed to evaluate the various expenditure limitation options available to Arizona cities and towns. The work group plans to develop a recommendation for presentation to the City Council in January 2020 regarding whether to pursue Home Rule again in the August 2022 election or pursue another option possibly in the August 2020 election.

BUDGET PROCESS AND CALENDAR

continued



Budget Implementation/Monitoring/Amendment Phase

In July, the City staff begins the process of implementing the newly adopted budget and is accountable for budgetary control throughout the fiscal year as follows:

- Actual revenues and expenditures are compared to the adopted budget and monitored throughout the year.
- City management and City Council are provided monthly financial updates and reports disclosing actual revenues, expenditures, and fund balances compared to the adopted budget.

The City’s operating budget is adopted at a department level, and the capital improvement plan is adopted at a project level. Any amendments to the budget must either be transfers of budget capacity from one account to another or a reduction in budget. No amendments can be made to increase the budget once adopted. Amendments require approval as follows:

REQUIRED APPROVALS FOR BUDGET AMENDMENTS

Amendment	Required Approval
Use of Contingency Reserve	City Council
Inter-fund Transfers	City Council
Inter-department, Inter-program or Inter-project Transfers	City Manager
Intra-fund/Intra-program Transfers	Department Head



Budget Summary

BUDGET OVERVIEW

This overview discusses the City's costs for providing services and the resources being used to pay for those services. The City of Sedona fiscal year 2019-20 financial plan presents a fiscally sound and balanced budget that maintains the integrity of the City's financial condition while still meeting the high service level demands of the community.

The financial plan is balanced not only financially, but also equally as important, balances the allocation of resources among operating requirements, capital needs, debt burden, and strong reserves for future needs and contingencies.

The City Council has established priorities that include capital projects and infrastructure improvements, code and Community Plan updates, and social concerns such as environmental sustainability, sustainable tourism, impacts of short-term rentals, and affordable housing. Specific projects within these priority areas have been funded and included in the fiscal year 2019-20 budget.

Economic Overview

The City is located in central Arizona approximately 120 miles north of the City of Phoenix and is surrounded by the Coconino National Forest. The City is situated at the southern entrance to Oak Creek Canyon, a popular tourist attraction. The City's resident population is approximately 10,779 with only minor increases for the past several years; however, the tourism trade has been growing.

From a small agricultural community, the City has developed into a major tourist and art center. The primary contributors to the City's economy are tourism, services, retirement, and commerce. The largest employment sectors are retail, service, and lodging, accounting for an estimated 90% of the City's total employment.

*Sedona is a major
tourist and art center.*

An estimated 3 to 4 million visitors from around the world visit the "Red Rock Country" of Sedona and Oak Creek Canyon each year. The City is home to red sandstone geological formations, which are a popular tourist attraction for the area. Along with the scenic attractions, the area offers 3 eighteen-hole and 2 nine-hole golf courses, over 40 art galleries, over 80 restaurants, and over 80 lodging establishments including resorts, hotels, motels, bed and breakfasts, and timeshares.

The City Council has committed 55% of the proceeds of bed tax to the management and development of tourism, including a destination marketing program. The marketing program is focused on increasing interest and visitation to Sedona as a destination with local options for many types of activities and attractions. The focus is on need during the summer and winter seasons with an aim for overnight and higher-income visitors.

BUDGET OVERVIEW

continued

Economic Overview (cont'd)

The Sedona Chamber of Commerce & Tourism Bureau kicked off the destination marketing program in mid-July 2014. Since the program began, it has exceeded all expectations. During 2018, key tourism indicators improved including a slight increase in room occupancy rates (average 70%) and a 4% increase in average daily room rates. With the continued increase in bed taxes, 2019 is anticipated to continue to show increases in these indicators.

During 2018, hotel/motel occupancy rates averaged 70%, and average daily room rates increased 4%.

City revenues are economically volatile and will likely decline in economic downturns.

Sales and bed taxes and state shared revenues, as well as development and growth-related revenues such as building permits, development impact fees, and wastewater capacity fees, are economically volatile and may experience steep declines during economic downturns, as was the case with the last economic recession. The City does not levy a property tax and is, therefore, vulnerable to shifts in economic conditions. Furthermore, state legislation has impacted local tax collection, collection efforts, and state shared revenues. Future legislative attempts at further impacts are always possible.

Nevertheless, the City is experiencing healthy economic growth. The City's sales and bed tax collections continue to increase. All indications suggest relatively stable, continued growth in the near term, with the understanding and caveat that the current economic expansion is now in its tenth year.

Stable, continued growth anticipated in the near term.

Long-Range Forecasts

Multiple scenario options were considered in the forecasts.

The City prepared interactive long-range forecasts for the General Fund, and Wastewater Enterprise Fund at the initiation of the budget process to aid in decision-making regarding priorities to be incorporated in the budget. The 10-year forecasts serve to evaluate the longer-term needs of the City, and multiple scenario options were developed throughout the budget process to consider the impacts of various decision options.

Revenues are largely impacted by the City's primary economic driving force as a tourist destination. Since tourism can be significantly affected by economic cycles, an assumption of another recessionary period and subsequent recovery period was included in the forecast based on a combination of information from various economists. More details on the forecast of revenues are included in the Revenue Trends section.

An assumed recessionary period was included in the forecast.

Annual operational costs are also expected to increase over the course of the forecast period but will need to be actively managed and increases kept to a minimum in order to not exceed forecasted ongoing revenue projections. Increases in expenditure needs are anticipated as a result of:

BUDGET OVERVIEW

continued

Long-Range Forecasts (cont'd)

- Growth in various programs and service areas
- Council and community priorities
- Expectations to pursue various elements of the Community Plan
- Requests from outside organizations for increases in City funding
- The need to make salary adjustments for staff in order to keep pace with industry comparable wages and to not fall behind the market
- Normal inflationary increases such as utility costs, health insurance, and pension contributions
- Ongoing maintenance requirements for the City's physical infrastructure

*No plans to issue
any new debt in
the future.*

The most significant estimated costs for Council Priorities are primarily capital improvement projects. The City Council has directed that capital projects are to be undertaken only as funding is available. The City Council's preference is to avoid debt financing whenever possible. The forecasts demonstrate adequate cash funding for the capital improvements, and there are no plans to issue any new debt in the future.

The capital projects have minimal impact on the operating budget with the exception of the potential transit system project; however, no decision has been made whether to proceed with this project.

Of the remaining Council Priorities, affordable housing, environmental stewardship/sustainability, and economic diversification have the most significant estimated costs, while other priorities have minimal costs associated and primarily involve staff time.

The estimated costs for Council Priorities have been included in the fiscal year 2019-20 budget and the long-range forecasts; however, if the approach to the priority has not yet been developed and reasonable estimates of costs have not yet been determined, these are discussed with the City Council as items not yet incorporated.

Modest annual inflationary increases are forecasted for the General Fund operations as well as the Wastewater operations. Staff believes these to be conservative estimates but is only forecasting increases to expenditures to the extent revenues also increase. Staff and the City Council historically have been diligent in assessing, prioritizing, and managing additional expenditure needs and will continue to do so. Estimated budget savings based on historical trends have been included as an offset to projected expenditures.

*Modest inflationary
increases are included
in the forecast.*

General Fund transfers are based on the current policies and City Council direction for subsidies and support of the Streets Fund, Grants & Donations Fund, Capital Improvements Fund, and Wastewater Enterprise Fund. See the Fund balance section for details on the City's reserve requirements and the Inter-Fund Transfers section for details on the projected subsidy and support requirements.

BUDGET OVERVIEW

continued

Long-Range Forecasts (cont'd)

The following is a summary of the first six years of the forecast.

SUMMARY FORECASTS BY FUND NEXT 6 YEARS (In Thousands)

	FY20	FY21	FY22	FY23	FY24	FY25
General Fund:						
Revenues	\$28,673	\$27,924	\$29,348	\$31,064	\$31,703	\$32,359
Expenditures	23,511	21,536	21,773	22,515	23,186	23,895
Net transfers	(5,561)	(6,137)	(5,626)	(5,530)	(5,435)	(5,340)
Net surplus/ deficit	(399)	251	1,949	3,019	3,082	3,123
Beginning fund balance	10,689	10,289	10,541	12,490	15,509	18,591
Ending fund balance	\$10,289	\$10,541	\$12,490	\$15,509	\$18,591	\$21,715
<i>Over (under) minimum reserve requirements</i>	<i>\$3,150</i>	<i>\$3,416</i>	<i>\$5,060</i>	<i>\$7,624</i>	<i>\$10,254</i>	<i>\$12,935</i>
Wastewater Enterprise Fund:						
Revenues	\$ 7,527	\$ 7,141	\$ 8,864	\$ 7,262	\$ 7,317	\$ 7,371
Expenditures	14,492	11,250	11,555	11,029	11,164	11,097
Net transfers	3,447	3,400	3,300	3,200	3,100	3,000
Net surplus/ deficit	(3,518)	(710)	608	(567)	(747)	(726)
Beginning fund balance	17,063	13,545	12,835	13,444	12,877	12,130
Ending fund balance	\$13,545	\$12,835	\$13,444	\$12,877	\$12,130	\$11,404
<i>Over (under) minimum reserve requirements</i>	<i>\$9,296</i>	<i>\$8,075</i>	<i>\$9,084</i>	<i>\$8,258</i>	<i>\$7,251</i>	<i>\$6,264</i>

Projections for General Fund ongoing revenues to support day-to-day operations are primarily trending modestly upward over the term of the forecast, as well as the Wastewater Enterprise Fund revenues due to rate adjustments and modest growth.

The fund balances of the General Fund are projected to exceed the minimum reserve requirements with balances increasing after an assumed recessionary period.

A wastewater rate study is in process, and one of the goals of the study will be to determine the best approach for use of the surplus balance – whether to designate for future capital obligations, reduce the need for subsidies, reduce the need for future rate increases, or a combination of these.

Fund balances of the General Fund and Wastewater Enterprise Fund exceed the minimum reserve requirements.

BUDGET OVERVIEW

continued

FY 2019-20 City-Wide Revenue and Expenditure Budgets

The total appropriation for fiscal year 2019-20 has increased by 8% (including carryforward budget amounts) from \$47.5 million to \$51.4 million. Excluding one-time capital improvement projects, the total budget increased 9%. The following table reflects the overall revenue and expenditure changes by fund.

*Total budgeted
expenditures increased 8%.*

FY 2020 BUDGETED REVENUES & EXPENDITURES BY FUND

(In Thousands)

Fund	Revenues			Expenditures		
	FY19 Budget	FY20 Budget	% Change	FY19 Budget	FY20 Budget	% Change
General Fund:						
Ongoing Operations	\$28,035	\$28,745	3%	\$18,754	\$19,833	6%
One-Time Operations	9	97	979%	788	746	-5%
Debt Service	-	-	-	1,415	1,037	-27%
Contingencies	550	∞	-100%	636	300	-53%
Total General Fund	\$28,594	\$28,842	<1%	\$21,594	\$21,916	1%
Streets Fund:						
Ongoing Operations	\$ 952	\$ 1,015	7%	\$ 1,207	\$ 1,206	<1%
Total Streets Fund	\$ 952	\$ 1,015	7%	\$ 1,207	\$ 1,206	<1%
Grants & Donations Funds:						
Ongoing Operations	\$ 84	\$ 58	-31%	\$ 80	\$ 27	-67%
One-Time Operations	60	1,068	1,680%	86	461	436%
Capital Improvements	-	-	-	194	258	33%
Contingencies	300	300	-	351	2,300	555%
Total Grants & Donations Funds	\$ 444	\$ 1,426	221%	\$ 710	\$ 3,045	329%
Transportation Sales Tax Fund:						
Ongoing Operations	\$ 101	\$ 94	-7%	\$ 101	\$ 94	-7%
Capital Improvements	2,921	2,963	1%	-	-	-
Total Transportation Sales Tax Fund	\$ 3,022	\$ 3,057	1%	\$ 101	\$ 94	-7%
Capital Improvements Fund:						
Capital Improvements	\$ 1,815	\$ 631	-65%	\$ 8,281	\$ 7,355	-11%
Total Capital Improvements Fund	\$ 1,815	\$ 631	-65%	\$ 8,281	\$ 7,355	-11%
Development Impact Fees Funds:						
Capital Improvements	\$ 224	\$ 662	196%	\$ 83	\$ 2,212	2,565%
Debt Service	1	9	800%	10	-	-100%
Total Development Impact Fees Funds	\$ 225	\$ 671	198%	\$ 93	\$ 2,212	2,278%

BUDGET OVERVIEW

continued

FY 2019-20 City-Wide Revenue and Expenditure Budgets (cont'd)

BUDGETED REVENUES & EXPENDITURES BY FUND

continued
(In Thousands)

Fund	Revenues			Expenditures		
	FY19 Budget	FY20 Budget	% Change	FY19 Budget	FY20 Budget	% Change
Art in Public Places Fund:						
Capital Improvements	\$ -	\$ 2	∞	\$ -	\$ 130	∞
Total Art in Public Places Fund	\$ -	\$ 2	∞	\$ -	\$ 130	∞
Wastewater Enterprise Fund:						
Ongoing Operations	\$ 6,437	\$ 6,561	11%	\$ 4,085	\$ 4,161	2%
One-Time Operations	-	25	∞	648	972	50%
Capital Improvements	673	1,227	82%	4,467	4,000	-10%
Debt Service	-	-	-	4,439	4,693	6%
Contingencies	-	-	-	100	100	-
Total Wastewater Enterprise Fund	\$ 7,110	\$ 7,813	10%	\$13,740	\$13,926	1%
Information Technology Internal Service Fund:						
Ongoing Operations	\$ 1,648	\$ 1,563	-5%	\$ 1,438	\$ 1,349	-6%
One-Time Operations	79	119	51%	290	183	-37%
Total Information Technology Fund	\$ 1,727	\$ 1,682	-3%	\$ 1,727	\$1,533	-11%
TOTAL ALL FUNDS	\$43,889	\$45,139	3%	\$47,455	\$51,417	8%
Excluding Capital Improvements	\$38,256	\$39,636	4%	\$34,430	\$37,462	9%

The operating budget is presented as a balanced plan between expenditures and revenues. Although the total fiscal year 2019-20 projected new revenues are \$45.1 million and total fiscal year 2019-20 expenditures are \$51.4 million, an additional \$9.4 million of accumulated balances will be used for one-time capital infrastructure projects, planned debt service costs, and reduction of surplus balances. This does not include an additional \$3.1 million that will be added to capital reserve balances.

Budget is balanced between revenues, expenditures, use of accumulated balances designated for capital and debt service, and reduction of surplus balances.

BUDGET OVERVIEW
continued

FY 2019-20 City-Wide Revenue and Expenditure Budgets (cont'd)

TOTAL FUNDING SOURCES AND USES

(In Thousands)

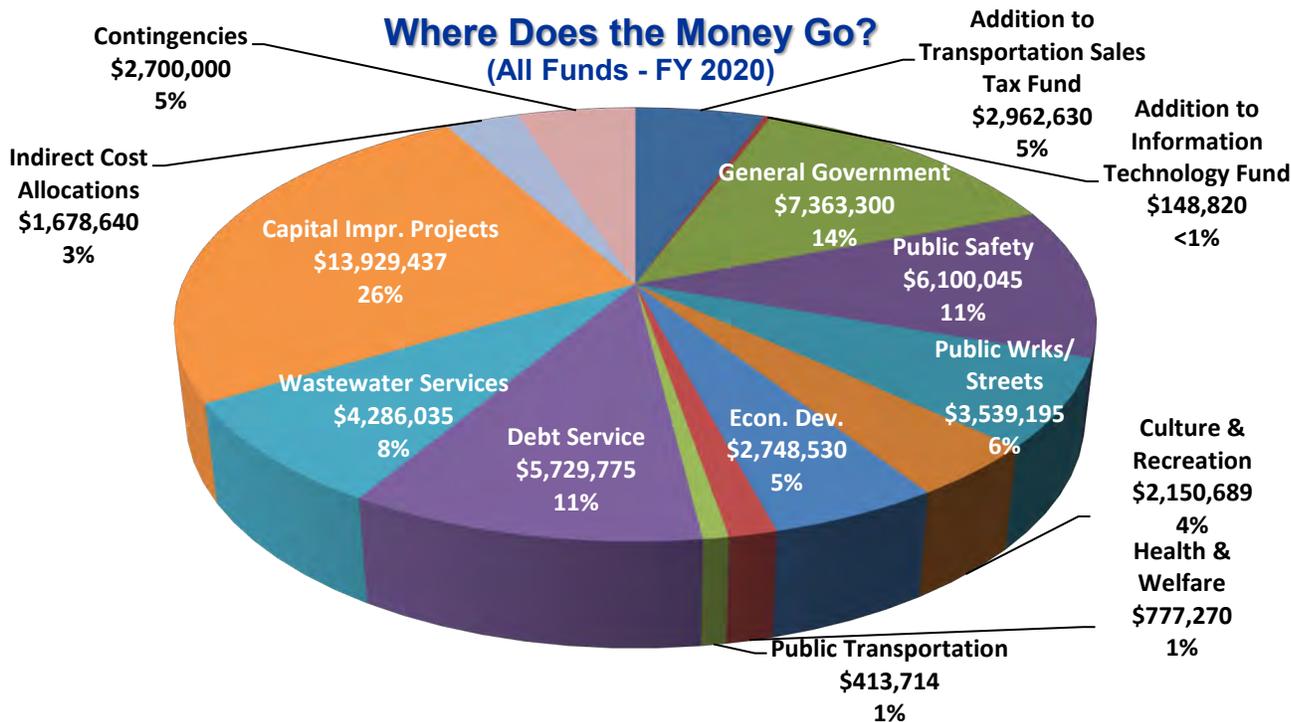
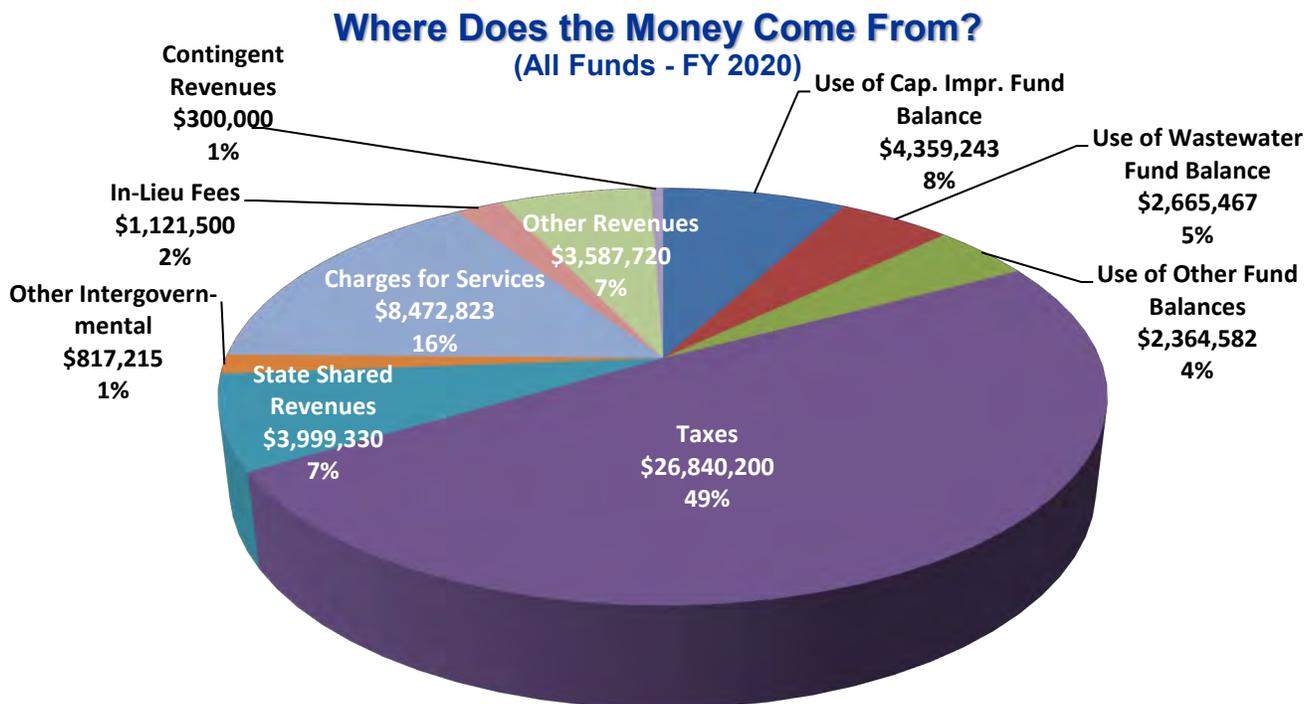
FY 2019-20	Revenues & Other Sources of Funds	Expenditures & Other Uses of Funds
Total Revenues & Expenditures	\$45,139	\$51,417
Plus: Use of Accumulated Balances:		
General Fund – Net of use of accumulated balances for debt service (\$300), parking revenues pledged to uptown improvements (\$155), bed tax pledged to transportation projects (\$18), bed tax pledged to affordable housing (\$447), surplus balances pledged to affordable housing (\$553), surplus balances pledged to capital projects (\$493) less addition to other reserve requirements (\$215) less addition to balance in excess of reserve requirements (\$1,490)	260	-
Grants & Donations Funds – Use of funding received in prior years for their dedicated purposes (primarily capital projects and affordable housing costs)	519	-
Capital Improvements Fund – Net of use of accumulated balances set aside for anticipated capital project costs in FY 2020 (\$6,763) less set aside of funding to meet anticipated capital project costs in the next fiscal year (\$2,894) plus reduction of accumulated balance in excess of subsequent fiscal year needs (\$490)	4,359	-
Development Impact Fee Funds – Use of accumulated balances set aside for funding of capital projects restricted to funding of growth-related projects	1,509	-
Art in Public Places Fund – Use of accumulated balances set aside for funding of capital projects dedicated to funding of public art	76	-
Wastewater Enterprise Fund – Net of use of accumulated balances set aside for anticipated capital project costs in FY 2020 (\$4,000) less set aside of funding to meet anticipated capital project costs in the next fiscal year (\$1,748) less addition to other reserve requirements (\$289) plus use of surplus balances (\$703)	2,665	-
Total Use of Accumulated Balances	9,388	-
Less: Additions to Accumulated Reserves:		
Transportation Sales Tax Fund – Set aside of funding to meet anticipated capital project costs in the next fiscal year plus additional held in accumulation to cover future projects	2,963	-
Information Technology Internal Service Fund – Addition to reserve requirements (\$77) plus additional for underfunded reserves (\$72)	149	-
Total Additions to Accumulated Reserves	3,112	-
Totals	\$51,417	\$51,417

BUDGET OVERVIEW

continued

FY 2019-20 City-Wide Revenue and Expenditure Budgets (cont'd)

The following charts are representations of the City's total revenue and expenditure distributions:



BUDGET OVERVIEW

continued

FY 2019-20 City-Wide Revenue and Expenditure Budgets (cont'd)

Decision Packages

For new budgetary needs with a significant dollar impact, generally more than \$5,000, and requests that result in new or enhanced programs or services, departments are directed to prepare what the City refers to as a Decision Package. These are prioritized and approved only if funding is available. The following Decision Packages have been included in the fiscal year 2019-20 budget.

Decision Packages are requests resulting in new or enhanced programs or services.

FY 2020 DECISION PACKAGES

Department	Description/Basis of Request	Ongoing Costs	One-Time Costs	Total Request
City Manager's Office	Reclass Management Analyst (<i>Position Reclassification - Maintain Existing Service Level at net cost of \$0</i>)	\$ -	\$ -	\$ -
City Manager's Office	Household Hazardous Waste Collection Event (<i>Added Service Level Not Provided Annually</i>)	20,000	-	20,000
City Manager's Office	AmeriCorps VISTA Volunteer for Sustainability Plan Implementation (<i>New - Improve Existing Service Level</i>)	-	9,500	9,500
City Manager's Office	Electric Vehicle Charging Infrastructure (<i>New - Added Service</i>)	-	18,000	18,000
City Manager's Office	Sustainability Plan (<i>New - Added Service</i>)	-	40,000	40,000
Community Development	Affordable Housing Options (<i>New - Added Service</i>)	-	2,000,000	2,000,000
General Services	Funding Increase for Sedona Recycles (<i>Maintain Existing Service Level</i>)	100,000	-	100,000
General Services	Transit Manager (<i>New - Added Service</i>)	75,000	-	75,000
Financial Services	Administrative Assistant (<i>New - Improve Efficiency of Existing Service Level</i>)	34,180	2,500	36,680
Public Works	Custodial Maintenance Workers (<i>New - Improve Existing Service Level at net cost of \$0</i>)	-	-	-
Public Works	Building 104 Improvement (<i>New - Improve Existing Service Level at net cost of \$0</i>)	-	-	-
Public Works	Dump Truck/Snow Plow (<i>New - Improve Efficiency of Existing Service Level</i>)	5,500	106,000	111,500
Public Works	Backhoe Attachment (<i>New - Improve Efficiency of Existing Service Level at net cost of \$0</i>)	-	-	-
Public Works	Public Swimming Pool ADA Access (<i>New - Improve Existing Service Level</i>)	-	20,000	20,000
Economic Development	Entrepreneurial Assistance (<i>Improve Existing Service Level</i>)	10,000	-	10,000
Economic Development	AmeriCorps VISTA Volunteer - Economic Development Assistance (<i>New - Improve Existing Service Level</i>)	-	9,500	9,500
Economic Development	Marketing (<i>Improve Existing Service Level</i>)	25,000	-	25,000
Police	Police Records Clerk I (<i>New - Improve Efficiency of Existing Service Level at net cost of \$38,900</i>)	38,900	-	38,900
Police	DUI Enforcement (<i>New - Improve Existing Service Level</i>)	-	10,000	10,000
Police	Speed and Traffic Enforcement (<i>New - Improve Existing Service Level</i>)	-	15,000	15,000
Police	ADOT TRACS Crash Program (<i>New - Improve Efficiency of Existing Service Level</i>)	-	35,000	35,000
Police	Traffic Related Equipment (<i>New and Replacement - Improve and Maintain Existing Service Level</i>)	-	35,000	35,000
Police	Leadership/Executive Development (<i>Improve Existing Service Level at net cost of \$0</i>)	-	-	-
Wastewater	Automatic Transfer Switch (<i>New - Improve Efficiency of Existing Service Level at net cost of \$0</i>)	-	-	-
Wastewater	Trailer Mounted Air Curtain Burner (<i>New - Improve Efficiency of Existing Service</i>)	-	65,000	65,000
Wastewater	Personnel - Operation of Proposed CCTV Camera Van (<i>New - Improve Existing Service Level</i>)	72,900	2,950	75,850
Wastewater	CCTV Camera Van (<i>New - Improve Existing Service Level</i>)	(83,000)	255,000	172,000
Information Technology	Video/Broadcast of Planning & Zoning Commission Meetings (<i>New - Improve Existing Level of Service at net cost of \$0</i>)	-	-	-
TOTAL		\$298,580	\$2,623,450	\$2,921,930

BUDGET OVERVIEW

continued

FY 2019-20 City-Wide Revenue and Expenditure Budgets (cont'd)

Budget Carryovers

During the preparation of the budget, departments are authorized to add to their budgets previously approved items that are incomplete or not started as of the prior fiscal year. The following is a list of those items budgeted in fiscal year 2018-19 and carried forward to fiscal year 2019-20.

FY 2020 BUDGET CARRYOVERS

Department	Description	Carryover Amount
General Fund:		
City Manager's Office	Public Access Channel/Video Communications <i>(Not Started)</i>	\$ 18,000
City Manager's Office	Training <i>(Not Started)</i>	1,250
Financial Services	CaseWare Reports <i>(In Progress)</i>	45,000
General Services	Market Study Adjustments <i>(In Progress)</i>	200,000
General Services	Lynx Service Expansion <i>(Not Started)</i>	135,000
Public Works	Pool Chair Lift <i>(Not Started)</i>	8,000
Municipal Court	Office Furniture <i>(Not Started)</i>	1,260
Subtotal		408,510
Grants & Donation Fund:		
Municipal Court	Security Equipment <i>(Not Started)</i>	11,200
Subtotal		11,200
Wastewater Enterprise Fund:		
Wastewater	Uptown Pump Station Improvements <i>(Not Started)</i>	25,000
Wastewater	Wetlands Cattail Cutter <i>(Not Started)</i>	105,000
Wastewater	Tractor Drive Train Repairs <i>(Not Started)</i>	1,000
Wastewater	Gates for Valve Pits <i>(Not Started)</i>	3,000
Wastewater	Injection Well No. 1 Pull Pipe to Back Flush <i>(Not Started)</i>	30,000
Wastewater	Irrigation Soil Amendment <i>(Not Started)</i>	30,000
Wastewater	WIMS Training & Development <i>(Not Started)</i>	5,000
Wastewater	Mystic Hills Generator Replacement <i>(Not Started)</i>	45,000
Wastewater	Certification Trainings <i>(Not Started)</i>	10,250
Financial Services	Wastewater Rate Study <i>(In Progress)</i>	50,000
Information Technology	Network Connectivity <i>(Not Started)</i>	35,600
Subtotal		340,100
Information Technology Internal Service Fund:		
Information Technology	Website Update <i>(In Progress)</i>	3,400
Information Technology	Refresh Network Point-to-Point Licensed Links <i>(Not Started)</i>	33,350
Subtotal		36,750
TOTAL		\$ 796,560

BUDGET OVERVIEW

continued

General Fund

The General Fund budget increased from \$21.6 million to \$21.9 million this year, an increase of 1%. The increase is primarily due to increases in salaries & benefits expenditures.

General Fund budgeted expenditures increased 1%.

Salaries & Benefits Expenditures

General Fund budgeted salaries and benefits increased 4%.

Of the total General Fund expenditures, \$11.6 million, or 53%, is attributable to salaries and benefits for the City's employees. This is an increase of approximately \$460,000, or 4%, over fiscal year 2018-19. The adjustments to salaries and benefits included in the fiscal year 2019-20 budget included the following:

- **Pay Adjustments**– The overall salary budgets were increased for an average merit increase of approximately 2.6% prorated based on anniversary dates by employee for a total increase of approximately \$191,000. See the City Manager's Budget Message for further discussion regarding the pay adjustment methodology.
- **Decision Packages** –Salaries and benefits related Decision Packages include:
 - A Transit Manager position was contingently added until further direction from Council regarding a potential transit system is clarified for a cost of approximately \$75,000.
 - A part-time Administrative Assistant position was added to the Financial Services Department for a cost of approximately \$34,000.
 - Two Custodial Maintenance Worker positions were added with the cost offset by savings in contracted services. The increase to salaries and benefits costs is approximately \$100,000.
 - A Police Records Clerk position was added for a net cost of approximately \$39,000. This position was contingently approved pending further review of departmental staffing by the new Police Chief.
- **Benefit Changes** – Increases and decreases to the City's employee benefits for fiscal year 2019-20 were as follows.
 - The City's medical insurance rates increased 5%, while dental and life insurance rates decreased. Due to employee changes in coverage elections and due to selections made by new employees at rates lower than anticipated in the prior year budget, the total health insurance costs are budgeted at approximately \$45,000 lower.
 - The Arizona State Retirement System (ASRS) rates changed from 11.80% to 12.11% for an increase in cost of approximately \$77,000.
 - The PSPRS actuarially determined contribution rate decreased from 31.52% of wages to 31.12%. This decrease in the minimum contribution rate results in a decrease of costs of approximately \$7,000. However, as approved by Council in the fiscal year 2018-19 budget process, a level-funding approach has been taken to address unfunded liabilities. The budgeted PSPRS contribution remains flat at \$1 million.
 - The City's worker's compensation rates increased as a result of an increase in our experience modification rating (EMOD) from 0.70 to 0.79. As a result of the rate increase, total worker's compensation costs are budgeted at approximately \$11,000 higher.
- **Other Pay Adjustments** – The remaining adjustments to salaries and benefits accounts are related to various market adjustments and pay changes due to turnover of staff.

BUDGET OVERVIEW

continued

General Fund (cont'd)

Supplies & Services Expenditures

*General Fund
budgeted supplies and
services increased 3%.*

Of the total General Fund expenditures, \$7.7 million, or 35%, is attributable to supplies and services. This is an increase of approximately \$237,000, or 3%, over fiscal year 2018-19. The adjustments to supplies and services included in the fiscal year 2019-20 budget included the following:

- **Ongoing Decision Packages** – Supplies and services costs included in the Decision Packages represent approximately \$67,000 of ongoing costs.
 - With the dramatic reductions in prices of saleable recyclable materials, an increase in the support level for Sedona Recycles was included for a cost of \$100,000.
 - An offset of approximately \$97,000 was included for the elimination of the contracted custodial services. Costs were added to salaries and benefits expenditures to bring the service in-house.
 - An entrepreneurial assistance program and additional marketing funds were added to the Economic Development Department for a cost of \$35,000.
 - A household hazardous waste event to be held annually was added for a cost of \$20,000.
 - Other ongoing supplies and services costs of approximately \$9,000 were included.
- **One-Time Decision Packages** – Supplies and services costs included in the Decision Packages represent approximately \$59,000 of one-time costs.
 - Consulting services for the development of a sustainability plan was included for a cost of \$40,000.
 - Two AmeriCorps VISTA volunteers were included for a total cost of \$19,000. One volunteer will provide support for the Sustainability Program, and one volunteer will provide support for the Economic Development Program.
- **Ongoing Costs** – Some of the more significant changes in ongoing costs include the following:
 - The tourism management and development program was increased by approximately \$316,000 as a result of contract negotiations with the Sedona Chamber of Commerce & Tourism Bureau (SCCTB).
 - In conjunction with the initiation of the Uptown Paid Parking Program, Council agreed to use paid parking monies for improvements to the Uptown area. The Uptown merchants requested that \$40,000 of these monies be used for additional holiday decorations in addition to the \$40,000 appropriated last year for a total of \$80,000
 - Community service contracts were increased a total of approximately \$35,000 for inflationary factors built into the agreements.
- **One-Time Costs** – Some of the more significant changes in one-time costs include the following:
 - The Land Development Code was updated in fiscal year 2018-19 resulting in a decrease to the supplies and services budget of approximately \$118,000.
 - Fiscal year 2018-19 was an election year, and the supplies and services budget has been decreased approximately \$43,000.
- **Other Adjustments** – A variety of reductions were implemented by departments to better align their budgets with anticipated actual expenditures.

BUDGET OVERVIEW

continued

General Fund (cont'd)

Indirect Cost Allocations

General Fund budgeted indirect cost allocations increased 27%.

Of the total General Fund expenditures, approximately \$654,000, or 3%, is attributable to indirect cost allocations. This is an increase of approximately \$137,000, or 27%, over fiscal year 2018-19. The most significant increase was related to indirect cost allocations for information technology – an increase of approximately \$145,000, or 10%. See the Internal Charges section for more details.

Capital & Debt Service Expenditures

Of the total General Fund expenditures, \$1.6 million, or 7%, is attributable to capital and debt service expenditures. This is a decrease of approximately \$176,000 or 10%.

General Fund budgeted capital and debt service decreased 10%.

Debt service costs decreased approximately \$379,000. The bond principal and interest payments are paid based on debt retirement schedules specified in the bond documents.

Capital expenditures for fiscal year 2018-19 of approximately \$177,000 included the following:

- Approved Decision Packages for the following items:
 - A dump truck/snow plow was included for \$126,000. Other operating costs will offset the costs of this purchase.
 - Costs for ADA access for the swimming pool was included for \$20,000.
 - An electric vehicle charging station was included for \$18,000.
- Placeholders for sidewalk improvements and various City facility improvements were included for approximately \$153,000.
- Other miscellaneous equipment purchases and replacements were also included for approximately \$18,000.

Contingencies

General Fund contingency budget decreased 53%.

Of the total General Fund expenditures, \$300,000, or 1%, is attributable to contingency budgets. This is a decrease of approximately \$336,000 or 53%. The decrease is the net result of the following adjustments:

- An elimination of the contingency of \$300,000 for unanticipated bed tax increases due to a change the SCCTB agreement that changed the payment structure from 55% of bed tax revenues (which resulted in a “true-up” to adjust actual bed tax collections) to an annually negotiated fixed contract amount.
- A reduction of the general operating contingency from \$250,000 to \$200,000.
- An increase in the general operating contingency of approximately \$14,000 used during fiscal year 2018-19.

BUDGET OVERVIEW

continued

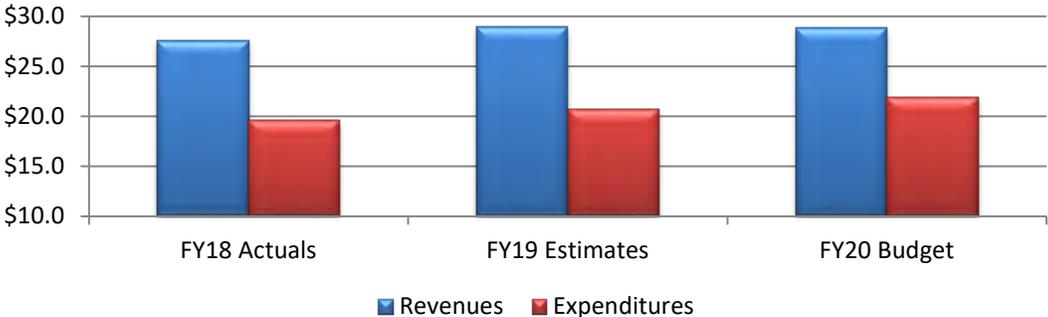
General Fund (cont'd)

*General Fund
budgeted
revenues
increased 1%.*

Revenues

General Fund revenues are projected to increase approximately \$248,000, or 1%, in fiscal year 2019-20. After several years of significant increases in both city sales and bed taxes, only a minor increase of approximately \$39,000 is projected. More details regarding the projection of revenues can be found in the Revenue Trends section.

General Fund Revenues & Expenditures (In Millions)



Streets Fund

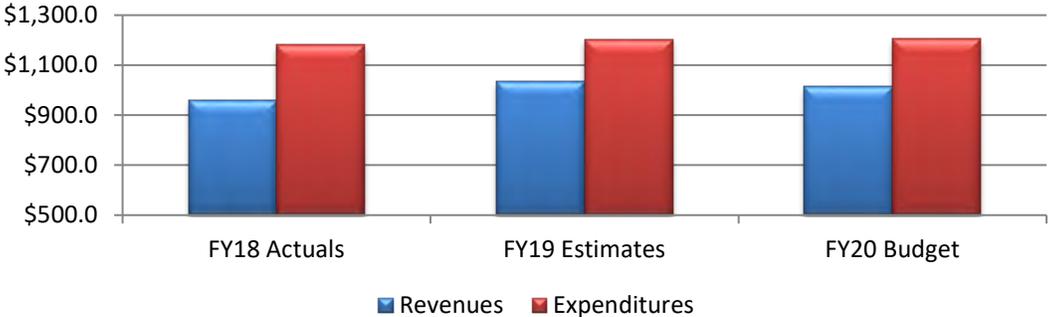
The Streets Fund expenditure budget remained level at \$1.2 million, with a decrease of less than 1% due to minor changes in the indirect cost allocations.

Budgeted revenues increased by approximately \$63,000, or 7%. The increase is the net result of an increase in state shared revenues.

*Streets Fund budgeted
expenditures decreased
less than 1%.*

*Streets Fund budgeted
revenues increased 7%.*

Streets Fund Revenues & Expenditures (In Thousands)



BUDGET OVERVIEW

continued

Grants & Donations Funds

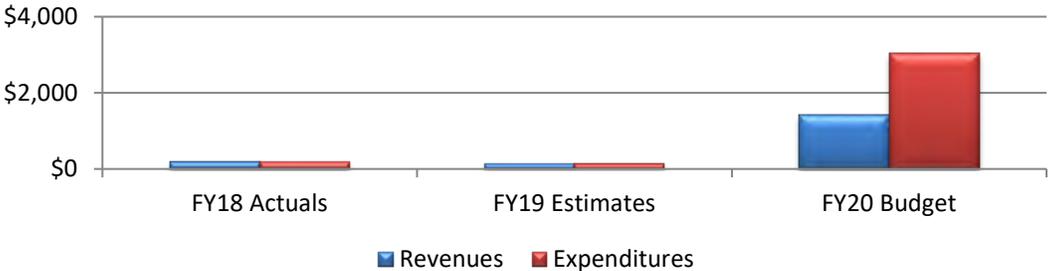
The Grants & Donations Funds expenditure budget increased from approximately \$710,000 to approximately \$3.0 million this year, an increase of 329%. The increase is primarily due a Decision Package for the Affordable Housing program, a Council Priority, of \$2.0 million and a Community Development Block Grant for \$330,000.

Grants & Donations Funds budgeted expenditures increased 329%.

Grants & Donations Funds budgeted revenues increased 221%.

Budgeted revenues increased by approximately \$982,000, or 221%. The increase is primarily due to one-time in-lieu fees for affordable housing of \$625,000 and a Community Development Block Grant for \$330,000.

Grants & Donations Funds Revenues & Expenditures (In Thousands)



Transportation Sales Tax Fund

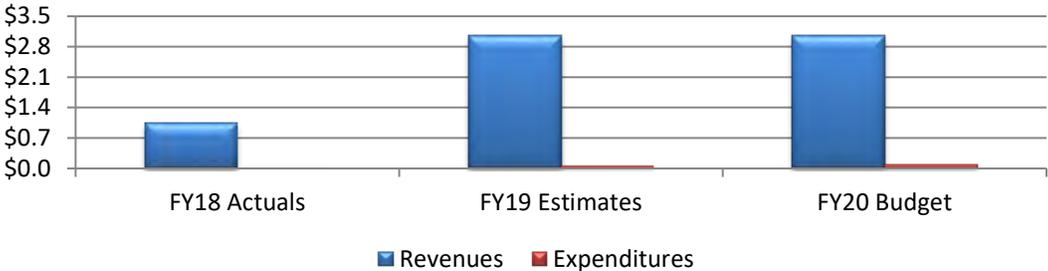
The Transportation Sales Tax Fund expenditure budget decreased from approximately \$101,000 to approximately \$94,000 this year, a decrease of 7%, largely due to the elimination of minor operating costs in this fund.

Transportation Sales Tax Fund budgeted expenditures decreased 7%.

Budgeted revenues increase by approximately \$35,000, or 1%. The revenues are primarily comprised of the half-cent sales tax dedicated to transportation projects and related administrative and operational costs that was effective March 1, 2018.

Transportation Sales Tax Fund budgeted revenues increased 1%.

Transportation Sales Tax Fund Revenues & Expenditures (In Millions)



BUDGET OVERVIEW

continued

Capital Improvements Fund

The Capital Improvements Fund expenditure budget decreased from \$8.3 million to \$7.4 million this year, a decrease of 11%. Of the total expenditures, \$3.4 million represents continuing projects. Other capital projects added for fiscal year 2019-20 include \$3.1 million for projects recommended in the transportation master plan, \$240,000 for storm drainage projects, \$283,000 for police projects, \$148,000 for parks projects, \$116,000 for Uptown enhancements to be funded with monies generated by the Uptown Paid Parking Program, and \$100,000 for citywide business software.

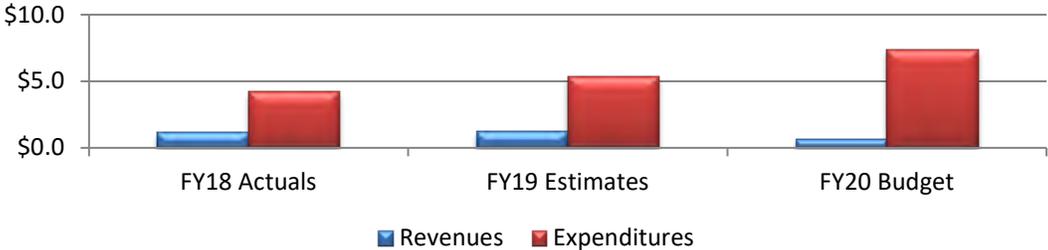
Capital Improvements Fund budgeted expenditures decreased 11%.

Capital Improvements Fund budgeted revenues decreased 65%.

Budgeted revenues decreased by approximately \$1.2 million, or 65%. A significant portion of the decrease is due to reduced grant funding and county flood control monies designated for capital projects.

Capital Improvements Fund Revenues & Expenditures

(In Millions)



Development Impact Fees Funds

The Development Impact Fees Funds expenditure budget increased from approximately \$93,000 to \$2.2 million this year, an increase of 2,278%. The budgeted expenditures are related to storm drainage projects, parks projects, and police projects.

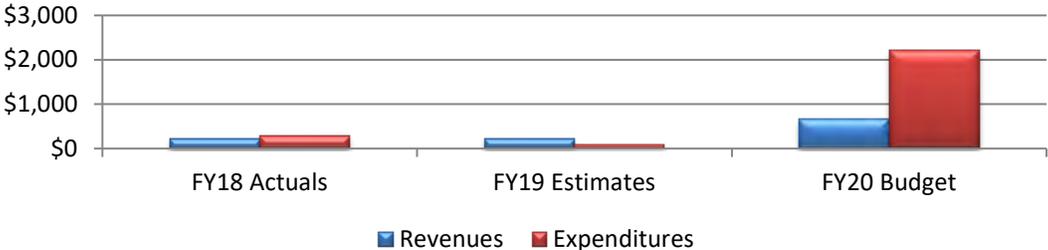
Development Impact Fees Funds budgeted expenditures increased 2,278%.

Development Impact Fees Funds budgeted revenues increased 198%.

Budgeted revenues increased from approximately \$225,000 to approximately \$671,000, an increase of 198% due to anticipated one-time development impact fee revenues.

Development Impact Fees Funds Revenues & Expenditures

(In Thousands)



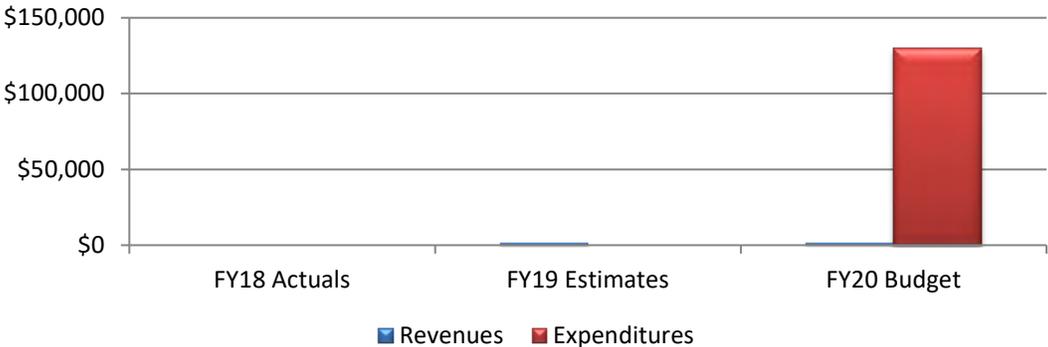
BUDGET OVERVIEW continued

Art in Public Places Fund

There have been no planned projects for the Art in Public Places Fund since fiscal year 2015-16, and revenues have been minor. For fiscal year 2019-20, a project is planned for placing art in several roundabouts.

Only project planned in the Art in Public Places Fund is for art in several roundabouts.

Art in Public Places Fund Revenues & Expenditures



Wastewater Enterprise Fund

The Wastewater Enterprise Fund expenditure budget increased from \$13.7 million to \$13.9 million this year, an increase of 1%. The increase is largely due to an increase in debt service.

Wastewater Fund budgeted expenditures increased 1%.

Salaries & Benefits Expenditures

Wastewater Fund budgeted salaries and benefits increased 19%.

Of the total Wastewater Fund expenditures, \$1.5 million, or 11%, is attributable to salaries and benefits for the City’s employees. This is an increase of approximately \$247,000, or 19%, over fiscal year 2018-19. The adjustments to salaries and benefits included in the fiscal year 2019-20 budget included the following:

- **Pay Adjustments** – The overall salary budgets were increased for an average merit increase of approximately 2.6% prorated based on anniversary dates by employee for a total increase of approximately \$22,000. See the City Manager’s Budget Message for further discussion regarding the pay adjustment methodology.
- **Decision Packages** – Salaries and benefits related Decision Packages include:
 - A Closed-Circuit Television (CCTV) Van Operator position was added to the Wastewater Department for a cost of approximately \$73,000.
- **On-Call Pay** – Due to a calculation error in the prior year budget, on-call pay was inadvertently omitted. Reinstatement of the on-call pay budget results in an increase of approximately \$123,000.

BUDGET OVERVIEW continued

Wastewater Enterprise Fund (cont'd)

- **Benefit Changes** – Increases and decreases to the City's employee benefits for fiscal year 2019-20 were as follows.
 - The City's medical insurance rates increased 5% while dental and life insurance rates decreased. The total health insurance costs are budgeted at approximately \$6,000.
 - The Arizona State Retirement System (ASRS) rates changed from 11.80% to 12.11% for an increase in costs of approximately \$15,000.
 - The City's worker's compensation rates increased as a result of an increase in the experience modification rating (EMOD). As a result of the rate increase, total worker's compensation costs are budgeted at approximately \$3,000 higher.
- **Other Pay Adjustments** – The remaining changes in salaries and benefits accounts are related to other miscellaneous pay changes .

Supplies & Services Expenditures

Of the total Wastewater Fund expenditures, \$2.1 million, or 15%, is attributable to supplies and services. This is a decrease of approximately \$218,000 or 9%. The adjustments to supplies and services included in the fiscal year 2019-20 budget included the following:

*Wastewater Fund
budgeted supplies and
services decreased 9%.*

- **Ongoing Decision Packages** – Supplies and services costs included in the Decision Packages represent a reduction of approximately \$90,000 of ongoing costs. The one-time cost for a CCTV van will reduce the need for contracted services, and the hiring of in-house custodians will reduce the need for outsourced services.
- **Other Adjustments** – A variety of reductions were implemented to better align budgets with anticipated actual expenditures.

Indirect Cost Allocations

*Wastewater Fund
budgeted indirect cost
allocations increased 3%.*

Of the total Wastewater Fund expenditures, approximately \$847,000, or 6%, is attributable to indirect cost allocations. This is an increase of approximately \$22,000, or 3%, over fiscal year 2018-19. The most significant decrease was related to indirect cost allocations for financial services – an increase of approximately \$45,000, or 11%. See the Internal Charges section for more details.

Capital & Debt Service Expenditures

Of the total Wastewater Fund expenditures, \$5.3 million, or 38%, is attributable to capital and debt service expenditures. This is an increase of approximately \$603,000 or 13%.

*Wastewater Fund budgeted capital
and debt service increased 13%.*

Debt service costs increased approximately \$254,000. The bond principal and interest payments are paid based on debt retirement schedules specified in the bond documents.

BUDGET OVERVIEW

continued

Wastewater Enterprise Fund (cont'd)

Capital expenditures for fiscal year 2019-20 of approximately \$631,000 included the following:

- A Decision Package was approved for a CCTV van for a cost of \$255,000.
- A Decision Package was approved for \$65,000 for a trailer-mounted air curtain burner for disposal of cattails in the wetlands preserve, a component of the wastewater effluent management program.
- Approximately \$105,000 was budgeted as a carryover from fiscal year 2019-20 for the purchase of a cattail cutter.
- Approximately \$36,000 was budgeted as a carryover from fiscal year 2019-20 to address network connectivity issues at the wastewater reclamation plant.
- Approximately \$120,000 was budget for the replacement of generators at pump stations.
- Approximately \$20,000 was budgeted for fencing.
- Other miscellaneous equipment purchases and replacements were also included.

Capital Improvement Projects

Of the total Wastewater Fund expenditures, \$4.0 million, or 29%, is attributable to capital improvement projects. This is a decrease of approximately \$467,000 or 10%.

Wastewater Fund budgeted capital improvement projects decreased 10%.

Of the total capital improvement expenditures, \$3.2 million represents continuing projects. Other capital projects added for fiscal year 2019-20 include \$600,000 for a sewer main replacement, \$150,000 for replacement of the grit classifier, and \$40,000 for a force main valve replacement.

Due to the large expenditures planned for wastewater capital improvement projects, \$2.7 million of wastewater accumulated reserves will be used towards these one-time expenditures. The savings has accumulated over many years specifically to fund these types of capital projects when they are needed.

Contingencies

Of the total Wastewater Fund expenditures, \$100,000, or 1%, is attributable to contingency budgets. This is same level budgeted for fiscal year 2018-19.

No change in Wastewater Fund contingency budget.

Revenues

Wastewater Fund budgeted revenues increased 10%.

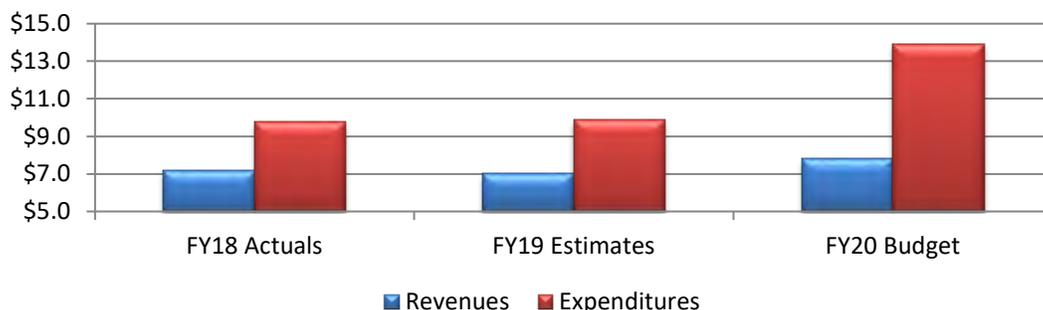
Wastewater Fund revenues are projected to increase approximately \$703,000, or 10%, in fiscal year 2019-20. The increase is primarily a result of projected one-time capacity fees of approximately \$670,000 for 2 multi-housing unit projects and a lodging establishment expected to be completed during the year.

BUDGET OVERVIEW

continued

Wastewater Enterprise Fund (cont'd)

Wastewater Enterprise Fund Revenues & Expenditures (In Millions)



Information Technology Internal Service Fund

The Information Technology Fund expenditure budget decreased from \$1.7 million to \$1.5 million this year, a decrease of 11%. The decrease was the result of decreases in indirect cost allocations.

Information Technology Fund budgeted expenditures decreased 11%.

Salaries & Benefits Expenditures

Information Technology Fund budgeted salaries and benefits increased 4%.

Of the total Information Technology Fund expenditures, approximately \$604,000, or 39%, is attributable to salaries and benefits for the City's employees. This is an increase of approximately \$21,000, or 4%, over fiscal year 2019-20. The adjustments to salaries and benefits included in the fiscal year 2019-20 budget included the following:

- **Pay Adjustments** – The overall salary budgets were increased for an average merit increase of approximately 2.6% prorated based on anniversary dates by employee for a total increase of approximately \$15,000. See the City Manager's Budget Message for further discussion regarding the pay adjustment methodology.
- **Benefit Changes** – Increases and decreases to the City's employee benefits for fiscal year 2019-20 were as follows.
 - The City's medical insurance rates increased 5% while dental and life insurance rates decreased. The total health insurance costs are budgeted at approximately \$3,000 higher.
 - The Arizona State Retirement System (ASRS) rates changed slightly from 11.80% to 12.11% for an increase in costs of approximately \$6,000.
 - The City's worker's compensation rates increased as a result of an increase in the experience modification rating (EMOD). This accounts for only a minor increase in the budget.
- **Other Pay Adjustments** – The remaining adjustments to salaries and benefits accounts are related to other miscellaneous pay changes.

BUDGET OVERVIEW

continued

Information Technology Internal Service Fund (cont'd)

Supplies & Services Expenditures

Of the total Information Technology Fund expenditures, approximately \$743,000, or 48%, is attributable to supplies and services. This is an increase of approximately \$92,000, or 14%. The adjustments to supplies and services were primarily the result of a reallocation of costs from the General Fund to consolidate reporting of all technology costs whether managed by the Information Technology Department or not.

Information Technology Fund budgeted supplies and services increased 14%.

Indirect Cost Allocations

Information Technology Fund budgeted indirect cost allocations decreased 63%.

Of the total Information Technology Fund expenditures, approximately \$122,000, or 8%, is attributable to indirect cost allocations. This is a decrease of approximately \$206,000, or 63%, over fiscal year 2018-19. The most significant decrease was to the elimination of indirect cost allocations for information technology – a decrease of approximately \$204,000. See the Internal Charges section for more details.

Capital Expenditures

Of the total Information Technology Fund expenditures, approximately \$64,000, or 4%, is attributable to capital expenditures. This is a decrease of approximately \$103,000 or 61%.

Information Technology Fund budgeted capital decreased 61%.

Capital expenditures for fiscal year 2019-20 include the following:

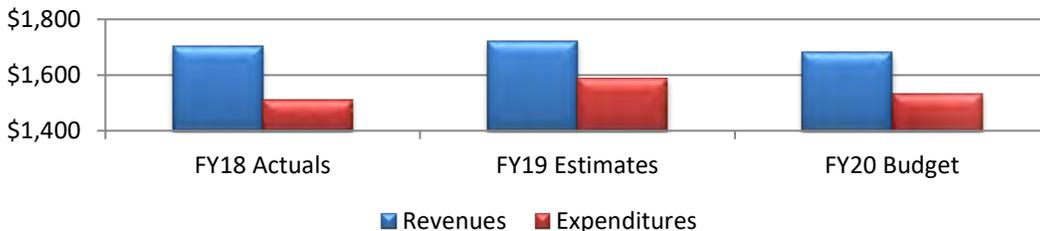
- Approximately \$36,000 was budgeted as carryovers from fiscal year 2019-20 for a refresh of point-to-point licensed microwave links and for an update to the City's website.
- Replacement of catalyst switches and phone core was included for approximately \$30,000.

Revenues

Information Technology Fund revenues are projected to increase approximately \$105,000, or 6%, in fiscal year 2018-19. The increase is based on the indirect cost allocations used to cover the costs of the Fund and to provide for contributions to the equipment replacement reserve.

Information Technology Fund budgeted revenues increased 6%.

Information Technology Fund Revenues & Expenditures (In Thousands)



CONSOLIDATED FINANCIAL SCHEDULE

Fund/Department	Beginning Fund Balances	Revenues						Other Financing Sources (Uses)			Ending Fund Balances	
		Taxes	Contingent Revenues	In-Lieu Fees	Intergovernmental	Charges for Services	Other Revenues	Total Revenues	Transfers In	Transfer Out		Expenditures
General Fund												
General Revenues		\$23,811,500		\$496,500	\$2,997,500			\$27,305,500		(\$7,186,173)		
General Government						\$531,900	\$829,290	\$1,361,190			\$2,904,975	
Public Safety					\$22,000	\$8,400	\$23,750	\$54,150			\$7,960,425	
Public Works & Streets								\$0			\$3,048,455	
Health & Welfare								\$0			\$802,890	
Transportation								\$0			\$413,714	
Culture & Recreation						\$85,000	\$36,280	\$121,280			\$2,658,229	
Economic Development								\$0			\$2,790,750	
Debt Service								\$0			\$1,036,750	
Contingencies								\$0			\$300,000	
Total General Fund	\$11,093,317	\$23,811,500	\$0	\$496,500	\$3,019,500	\$625,300	\$889,320	\$28,842,120	\$0	(\$7,186,173)	\$21,916,188	\$10,833,076
Special Revenue Funds												
Streets Fund	\$635,012				\$1,001,830		\$13,430	\$1,015,260	\$190,760		\$1,206,020	\$635,012
Grants & Donations Funds	\$724,990		\$300,000	\$625,000	\$445,215	\$1,900	\$54,040	\$1,426,155	\$1,100,000		\$3,045,245	\$205,900
Transportation Sales Tax Fund	\$4,037,246	\$3,028,700					\$27,800	\$3,056,500			\$93,870	\$6,999,876
Total Special Revenue Funds	\$5,397,248	\$3,028,700	\$300,000	\$625,000	\$1,447,045	\$1,900	\$95,270	\$5,497,915	\$1,290,760	\$0	\$4,345,135	\$7,840,788
Capital Projects Funds												
Development Impact Fees Funds	\$2,977,652						\$671,170	\$671,170	\$31,786		\$2,212,057	\$1,468,551
Capital Improvements Fund	\$12,794,975				\$350,000		\$281,000	\$631,000	\$2,416,627	(\$52,320)	\$7,354,550	\$8,435,732
Art in Public Places Fund	\$132,512						\$1,530	\$1,530	\$52,320		\$130,000	\$56,362
Total Capital Projects Funds	\$15,905,139	\$0	\$0	\$0	\$350,000	\$0	\$953,700	\$1,303,700	\$2,500,733	(\$52,320)	\$9,696,607	\$9,960,645
Wastewater Enterprise Fund												
Wastewater Administration						\$6,166,183	\$1,647,030	\$7,813,213	\$3,447,000		\$209,585	
Wastewater Operations								\$0			\$3,510,025	
Departmental Allocations								\$0			\$1,413,045	
Capital Projects								\$0			\$4,000,000	
Debt Service								\$0			\$4,693,025	
Contingencies								\$0			\$100,000	
Total Wastewater Enterprise Fund	\$17,599,586	\$0	\$0	\$0	\$0	\$6,166,183	\$1,647,030	\$7,813,213	\$3,447,000	\$0	\$13,925,680	\$14,934,119
Internal Service Fund												
Information Technology	\$326,331					\$1,679,440	\$2,400	\$1,681,840			\$1,533,020	\$475,151
Total Internal Service Fund	\$326,331	\$0	\$0	\$0	\$0	\$1,679,440	\$2,400	\$1,681,840	\$0	\$0	\$1,533,020	\$475,151
Total All Funds	\$50,321,621	\$26,840,200	\$300,000	\$1,121,500	\$4,816,545	\$8,472,823	\$3,587,720	\$45,138,788	\$7,238,493	(\$7,238,493)	\$51,416,630	\$44,043,779

POSITION LIST/FULL-TIME EQUIVALENTS

SUMMARY OF FULL-TIME EQUIVALENTS BY FUND

Fiscal Year	General Fund	Transportation Sales Tax Fund*	Wastewater Enterprise Fund	Information Technology Internal Service Fund	Totals
FY 2017-18	122.00	-	15.50	4.60	142.10
FY 2018-19	124.10	1.00	14.76	5.00	144.86
FY 2019-20	129.19	1.00	15.76	5.00	150.95

* The Transportation Sales Tax Fund was initiated in March 2018.

SUMMARY OF FULL-TIME EQUIVALENTS BY DEPARTMENT

Department	FY 2018	FY 2019	FY 2020
City Council	7.00	7.00	7.00
City Manager's Office	6.03	6.63	7.03
Human Resources	2.00	2.00	2.00
Financial Services*	8.17	8.17	8.73
Information Technology	4.60	5.00	5.00
City Attorney's Office	4.00	4.04	4.04
City Clerk's Office	2.88	2.88	2.88
Parks & Recreation	7.89	8.17	8.70
Community Development	14.08	13.24	13.84
Public Works**	25.57	27.45	29.45
Economic Development	1.00	1.00	1.00
Police***	42.63	42.63	43.63
Municipal Court	4.25	4.65	4.65
Wastewater****	12.00	12.00	13.00
Total	142.10	144.86	150.95

* The increase in the Financial Services Department was due to the addition of a part-time Administrative Assistant.

** The increase in the Public Works Department was due to the addition of two Custodial Maintenance Workers.

*** The increase in the Police Department was due to the addition of Records Clerk.

**** The increase in the Wastewater Department was due to the additional of a Closed-Circuit Television (CCTV) Van Operator.

POSITION LIST/FULL-TIME EQUIVALENTS

continued

POSITION LIST

Department/Position	FY 2017-18		FY 2018-19		FY 2019-20		Change from FY 2018-19	
	Full-Time	Temporary/ Part-Time	Full-Time	Temporary/ Part-Time	Full-Time	Temporary/ Part-Time	Full-Time	Temporary/ Part-Time
City Council								
Mayor (GF)		1.00		1.00		1.00	-	-
Vice-Mayor (GF)		1.00		1.00		1.00	-	-
City Councilors (GF)		5.00		5.00		5.00	-	-
City Council Total	-	7.00	-	7.00	-	7.00	-	-
City Manager's Office								
City Manager (GF)	1.00		1.00		1.00		-	-
Assistant City Manager/Director of CommDev (GF)					0.40		0.40	-
Assistant City Manager (GF)	1.00		1.00				(1.00)	-
Economic Development Director (GF)							-	-
Communications & Public Affairs Manager (GF)	1.00		1.00		1.00		-	-
Arts and Culture Coordinator (GF)		0.75		0.75		0.75	-	-
Citizen Engagement Coordinator (GF)		0.88		0.88		0.88	-	-
Management Analyst (GF)					1.00		1.00	-
Sustainability Coordinator (GF)			1.00		1.00		-	-
Executive Assistant to the City Manager (GF)	1.00		1.00				(1.00)	-
Administrative Assistant (GF)					1.00		1.00	-
Intern (GF)		0.40					-	-
City Manager's Office Total	4.00	2.03	5.00	1.63	5.40	1.63	0.40	-
Human Resources								
Human Resource Manager (GF)	1.00		1.00		1.00		-	-
Human Resource Specialist (GF)	1.00		1.00		1.00		-	-
Human Resources Total	2.00	-	2.00	-	2.00	-	-	-
Financial Services								
Director of Financial Services (GF)	1.00		1.00		1.00		-	-
Budget & Accounting Supervisor (GF)			2.00		2.00		-	-
Accounting Supervisor (GF)	1.00						-	-
Budget Analyst/Purchasing Coordinator (GF)	1.00						-	-
Lead Accounting Technician (GF)	1.00		1.00		1.00		-	-
Accounting Technician II (GF)	3.00		3.00		3.00		-	-
Accounting Technician I (GF)	1.00		1.00		1.00		-	-
Administrative Assistant (GF)						0.73	-	0.73
Temporary City Employee (GF)		0.17		0.17			-	(0.17)
Financial Services Total	8.00	0.17	8.00	0.17	8.00	0.73	-	0.56
Information Technology								
Information Technology Manager (ITF)	1.00		1.00		1.00		-	-
Database/WEB Developer (ITF)	1.00						-	-
GIS Analyst (ITF)	1.00		1.00		1.00		-	-
System Administrator (ITF)	1.00		1.00		1.00		-	-
Network Engineer (ITF)			1.00		1.00		-	-
IT Support/Help Desk Technician (ITF)		0.60	1.00		1.00		-	-
Information Technology Total	4.00	0.60	5.00	-	5.00	-	-	-
City Attorney's Office								
City Attorney (GF)	1.00		1.00		1.00		-	-
Assistant City Attorney (GF)	2.00		1.00		2.00		1.00	-
Associate Attorney (GF)			1.00				(1.00)	-
Legal Assistant (GF)	1.00		1.00		1.00		-	-
Temporary City Employee (GF)				0.04		0.04	-	-
City Attorney's Office Total	4.00	-	4.00	0.04	4.00	0.04	-	-

POSITION LIST/FULL-TIME EQUIVALENTS

continued

POSITION LIST

Department/Position	FY 2017-18		FY 2018-19		FY 2019-20		Change from FY 2018-19	
	Full-Time	Temporary/ Part-Time	Full-Time	Temporary/ Part-Time	Full-Time	Temporary/ Part-Time	Full-Time	Temporary/ Part-Time
City Clerk's Office								
City Clerk (GF)	1.00		1.00		1.00		-	-
Deputy Clerk (GF)	1.00		1.00		1.00		-	-
Records Clerk (GF)		0.88		0.88		0.88	-	-
City Clerk's Office Total	2.00	0.88	2.00	0.88	2.00	0.88	-	-
Parks & Recreation								
Parks and Recreation Manager (GF)	1.00		1.00		1.00		-	-
Recreation & Aquatics Supervisor (GF)	1.00		1.00		1.00		-	-
Recreation Coordinator II (GF)	1.00		1.00		1.00		-	-
Administrative & Recreation Assistant (GF)					1.00		1.00	-
Administrative Assistant (GF)	1.00		1.00				(1.00)	-
Recreation Assistant (GF)		0.15		0.13		0.13	-	-
Pool Manager (GF)						0.57	-	0.57
Pool Assistant Manager (GF)						0.03	-	0.03
Lifeguard Instructor (GF)		0.69		1.05		1.43	-	0.38
Head Lifeguard (GF)				0.64			-	(0.64)
Lifeguard (GF)		1.96		1.92		2.11	-	0.19
Pool Office Assistant (GF)		0.70		-			-	-
Water Exercise Instructor (GF)		0.16		0.10		0.19	-	0.09
SAI Instructor Trainer (GF)				0.09			-	(0.09)
Scorekeeper/Umpires/Referees (GF)		0.23		0.24		0.24	-	-
Parks & Recreation Total	4.00	3.89	4.00	4.17	4.00	4.70	-	0.53
Community Development								
Assistant City Manager/Director of CommDev (GF)					0.60		0.60	-
Director of Community Development (GF)	1.00		1.00				(1.00)	-
Assistant Community Development Director (GF)	1.00		1.00		1.00		-	-
Chief Building Official (GF)	1.00		1.00		1.00		-	-
Transit Manager (GF)					1.00		1.00	-
Senior Planner (GF)	3.00		3.00		3.00		-	-
Associate Planner (GF)			1.00		1.00		-	-
Plans Examiner (GF)	1.00						-	-
Senior Code Enforcement Officer (GF)	1.00		1.00		1.00		-	-
Building Inspector (GF)	1.00		1.00		1.00		-	-
Assistant Planner (GF)	2.00						-	-
Building Permits Technician (GF)			2.00		2.00		-	-
Code Enforcement Officer (GF)	1.00		1.00		1.00		-	-
Development Services Representative (GF)	1.00						-	-
Administrative Assistant (GF)	1.00		1.00		1.00		-	-
Temporary City Employee (GF)		0.08		0.24		0.24	-	-
Community Development Total	14.00	0.08	13.00	0.24	13.60	0.24	0.60	-

POSITION LIST/FULL-TIME EQUIVALENTS

continued

POSITION LIST

Department/Position	FY 2017-18		FY 2018-19		FY 2019-20		Change from FY 2018-19	
	Full-Time	Temporary/ Part-Time	Full-Time	Temporary/ Part-Time	Full-Time	Temporary/ Part-Time	Full-Time	Temporary/ Part-Time
Public Works								
Director of Public Works/City Engineer (GF)	0.93		0.93		0.93		-	-
Director of Public Works/City Engineer (WWF)	0.07		0.07		0.07		-	-
Engineering Supervisor (GF)	0.80		0.90		0.90		-	-
Engineering Supervisor (WWF)	0.20		0.10		0.10		-	-
Associate Engineer (GF)	2.01		2.50		2.50		-	-
Associate Engineer (WWF)	0.99		0.50		0.50		-	-
Assistant Engineer (GF)	1.97		1.97		1.97		-	-
Assistant Engineer (TSTF)			1.00		1.00		-	-
Assistant Engineer (WWF)	0.03		0.03		0.03		-	-
Chief Engineering Inspector (GF)	0.50		0.50		0.50		-	-
Chief Engineering Inspector (WWF)	0.50		0.50		0.50		-	-
Right-of-Way Supervisor (GF)	0.93		0.94		0.94		-	-
Right-of-Way Supervisor (WWF)	0.07		0.06		0.06		-	-
City Maintenance Supervisor (GF)	0.89		0.91		0.91		-	-
City Maintenance Supervisor (WWF)	0.11		0.09		0.09		-	-
Right-of-Way Specialist (GF)	0.93		0.94		0.94		-	-
Right-of-Way Specialist (WWF)	0.07		0.06		0.06		-	-
Engineering Services Inspector (GF)	1.20		1.20		1.20		-	-
Engineering Services Inspector (WWF)	0.80		0.80		0.80		-	-
City Maintenance Worker II (GF)	1.94		3.92		3.92		-	-
City Maintenance Worker II (WWF)	0.06		0.08		0.08		-	-
Administrative Supervisor (GF)	0.80		0.81		0.81		-	-
Administrative Supervisor (WWF)	0.20		0.19		0.19		-	-
Facilities Maintenance Manager (GF)	0.97		0.97		0.97		-	-
Facilities Maintenance Manager (WWF)	0.03		0.03		0.03		-	-
Administrative Assistant (GF)		0.60		0.60		0.60	-	-
City Maintenance Worker I (GF)	5.63		3.75		3.75		-	-
City Maintenance Worker I (WWF)	0.37		0.25		0.25		-	-
Custodial Maintenance Worker (GF)					2.00		2.00	
Traffic Control Assistant (GF)		1.72		2.60		2.60	-	-
Bike Park Maintenance Worker (GF)		0.25		0.25		0.25	-	-
Public Works Total	23.00	2.57	24.00	3.45	26.00	3.45	2.00	-
Economic Development								
Economic Development Director (GF)	1.00		1.00		1.00		-	-
Economic Development Total	1.00	-	1.00	-	1.00	-	-	-
Police								
Police Chief (GF)	1.00		1.00		1.00		-	-
Police Commander (GF)	2.00		2.00		2.00		-	-
Police Sergeant (GF)	5.00		5.00		5.00		-	-
Police Detective (GF)	2.00		2.00		2.00		-	-
Police Officer (GF)	17.00		17.00		17.00		-	-
Communication/Records Supervisor (GF)	1.00		1.00		1.00		-	-
Communications/Records Specialist (GF)	7.00		7.00		7.00		-	-
Community Service Officer (GF)	1.00		1.00		1.00		-	-
Executive Assistant (GF)	1.00		1.00		1.00		-	-
Property & Evidence Technician (GF)		0.73		0.73		0.73	-	-
Police Records Technician (GF)	1.00		1.00		1.00		-	-
Support Services Clerk (GF)	1.00		1.00		1.00		-	-
Police Records Clerk (GF)					1.00		1.00	
Community Service Aides (GF)		2.90		2.90		2.90	-	-
Police Total	39.00	3.63	39.00	3.63	40.00	3.63	1.00	-
Municipal Court								
Magistrate Judge (GF)		0.60		0.60		0.60	-	-
Magistrate Judge Pro-Tem (GF)		0.05		0.05		0.05	-	-
Court Administrator (GF)	1.00		1.00		1.00		-	-
Court Clerk (GF)	2.00	0.60	3.00		3.00		-	-
Municipal Court Total	3.00	1.25	4.00	0.65	4.00	0.65	-	-

POSITION LIST/FULL-TIME EQUIVALENTS

continued

POSITION LIST

Department/Position	FY 2017-18		FY 2018-19		FY 2019-20		Change from FY 2018-19		
	Full-Time	Temporary/ Part-Time	Full-Time	Temporary/ Part-Time	Full-Time	Temporary/ Part-Time	Full-Time	Temporary/ Part-Time	
Wastewater									
Director of Wastewater (WWF)	1.00							-	-
Wastewater Manager (WWF)			1.00		1.00			-	-
WW Regulatory Compliance Specialist (WWF)			1.00		1.00			-	-
Chief Collections Operator (WWF)	1.00		1.00		1.00			-	-
Chief Plant Operator (WWF)	1.00		1.00		1.00			-	-
Mechanic/Electrician (WWF)	1.00		1.00		1.00			-	-
Plant Chemist (WWF)	1.00							-	-
Collector Operator III (WWF)	1.00		1.00		1.00			-	-
WW Lab Technician (WWF)			1.00		1.00			-	-
WW Plant Operator III (WWF)					1.00		1.00	-	-
Collector Operator II (WWF)			1.00		1.00			-	-
WW Plant Operator II (WWF)			1.00		1.00			-	-
Collector Operator I (WWF)			1.00		1.00			-	-
WW Plant Operator I (WWF)	2.00		1.00					(1.00)	-
CCTV Van Operator (WWF)					1.00			1.00	-
Collector Operator - Entry (WWF)	1.00							-	-
WW Plant Operator - Entry (WWF)	2.00							-	-
Administrative Assistant (WWF)	1.00		1.00		1.00			-	-
Wastewater Total	12.00	-	12.00	-	13.00	-	1.00	-	-
City-Wide Totals									
General Fund	100.50	21.50	102.24	21.86	106.24	22.95	4.00	1.09	
Transportation Sales Tax Fund	-	-	1.00	-	1.00	-	-	-	-
Information Technology Fund	4.00	0.60	5.00	-	5.00	-	-	-	-
Wastewater Fund	15.50	-	14.76	-	15.76	-	1.00	-	-
Total City Full-Time Equivalents	120.00	22.10	123.00	21.86	128.00	22.95	5.00	1.09	

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

FY 2020 Staffing Changes

The city staffing changes were based on analyses of departmental needs and funding allocations. The fiscal year 2019-20 budget includes the following changes:

- Five full-time positions were added:
 - A Transit Manager position was contingently added until further direction from Council regarding a potential transit system is clarified.
 - Two Custodial Maintenance Worker positions were added to bring custodial services in-house with the cost offset by savings in contracted services.
 - A Police Records Clerk position was added. This position was contingently approved pending further review by the new Police Chief.
 - A Closed-Circuit Television (CCTV)
- One part-time position was added:
 - An Administrative Assistant position was added to the Financial Services Department to take over clerical functions performed by the director, supervisors, and other staff.
- Other adjustments included position reclassifications/title changes and adjustments to the hours of some part-time and temporary positions.

FUND BALANCE

Fund balance is the amount of the City's assets/deferred outflows of resources in excess of year-end liabilities/deferred inflows of resources. It is the accumulation of revenues and other financing sources over expenditures and other financing uses. Fund balance is an important indicator of the City's financial position. Adequate fund balances must be maintained to allow the City to continue providing services to the community in the case of economic downturns or unexpected emergencies and to maintain or enhance the City's financial position.

Fund balance is an important indicator of the City's financial position.

FY 2020 CHANGES IN FUND BALANCES

(In Thousands)

	General Fund	Special Revenue Funds			Capital Projects Funds			Waste-water Enterprise Fund	Information Technology Internal Service Fund
		Streets Fund	Grants & Donations Funds	Transportation Sales Tax Fund	Capital Impr. Fund	Dev. Impact Fees Funds	Art in Public Places Fund		
Beginning Fund Balances	\$11,093	\$ 635	\$725	\$4,037	\$12,795	\$2,978	\$ 133	\$17,600	\$ 326
Revenues	28,842	1,015	1,426	3,057	631	672	2	7,813	1,682
Expenditures	21,916	1,206	3,045	94	7,355	2,212	130	13,926	1,533
Other Financing Sources (Uses)	(7,186)	191	1,100	-	2,364	32	52	3,447	-
Ending Fund Balances	\$10,833	\$ 635	\$206	\$7,000	\$8,436	\$1,469	\$56	\$14,934	\$ 475

General Fund

The City's Financial Policies require the unassigned fund balance of the General Fund to be not less than 30% of the total adopted budgeted operating expenditures of the General Fund budget. Appropriation of a minimum contingency will also be included in the operating budget to provide for emergencies. The City currently includes a \$250,000 general operating contingency in the General Fund expenditure budget.

Operating Reserve – The General Fund is estimated to have \$10.8 million in fund balance at the end of fiscal year 2019-20. Of this amount, \$6.2 million is set aside to meet the minimum operating reserve requirement.

Equipment Replacement Reserve – Starting fiscal year 2017-18, the City initiated an equipment replacement reserve. The estimated balance at the end of fiscal year 2019-20 is approximately \$953,000 for this reserve.

Paid Parking Revenue Pledged to Uptown Improvement – The City Council promised the merchants in the Uptown area that the net revenues from the paid parking program would be reinvested in the Uptown area. The estimated balance of unspent paid parking revenues at the end of the fiscal year 2019-20 is approximately \$429,000.

FUND BALANCE

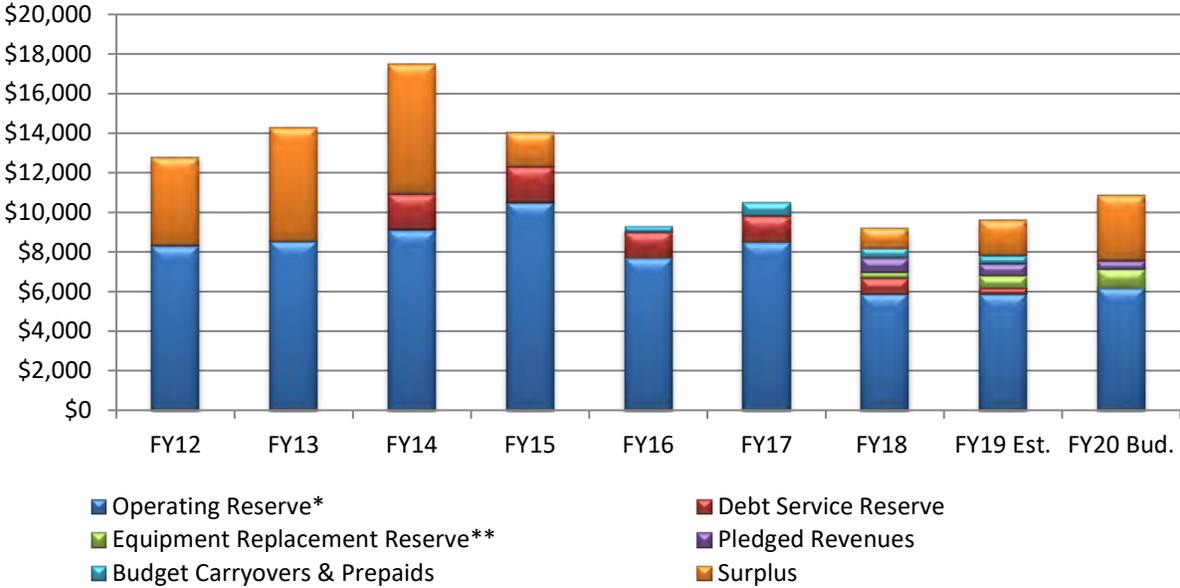
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General Fund (cont'd)

Surplus – The anticipated surplus of \$1.5 million, plus any surpluses experienced in actual results for fiscal year 2019-20 will be available for appropriation by the City Council in accordance with the fund balance policy.

The General Fund is projected to meet reserve requirements and have a surplus of \$1.5 million.

Historical General Fund Balance (In Thousands)



* The operating reserve policy was changed in fiscal year 2017-18 from a target range of 50%-75% of operating budgeted expenditures to 30% of operating budgeted expenditures.

** The equipment replacement reserve was started in fiscal year 2017-18.

Special Revenue Funds

The Streets Fund is projected to meet reserve requirements and have a surplus of approximately \$514,000.

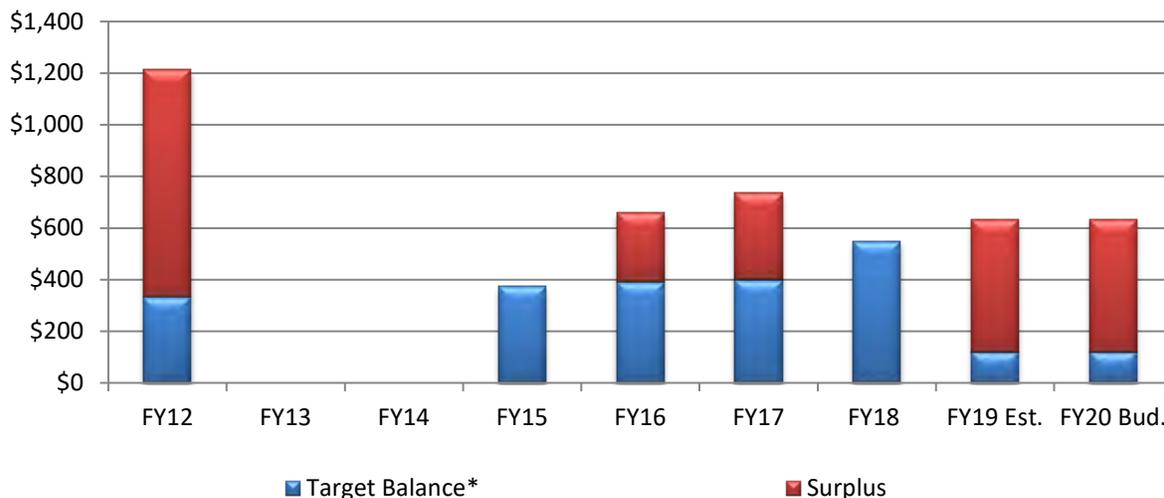
Streets Fund – The City’s policy requires the fund balance range for the Streets Fund to be not less than 0% and not more than 10% of the total budgeted revenues of the Fund. The Streets Fund is estimated to have approximately \$514,000 in excess fund balance at the end of fiscal year 2019-20 that the City Council has designated for future streets maintenance and pavement preservation.

FUND BALANCE

continued

Special Revenue Funds (cont'd)

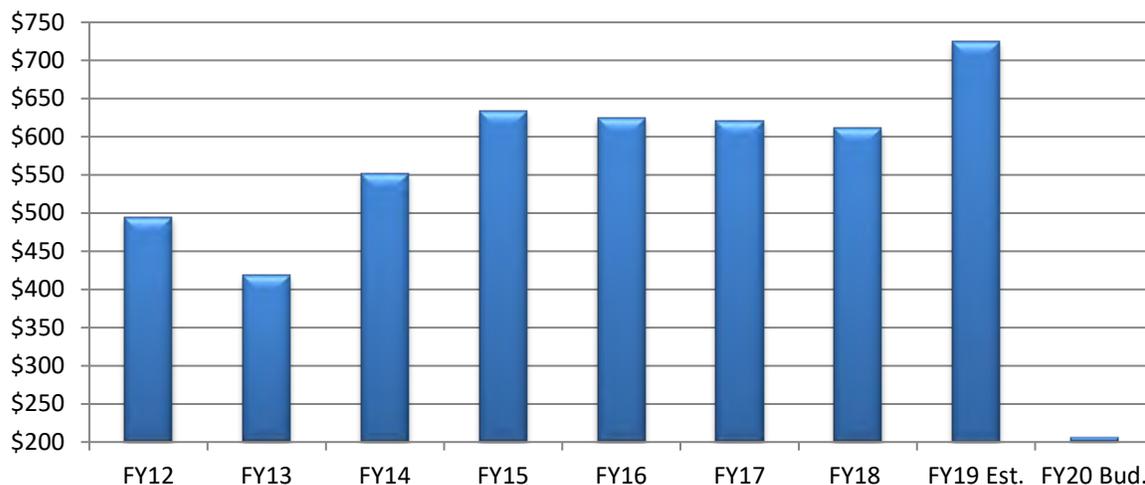
Historical Streets Fund Balance (In Thousands)



* The target balance policy was changed in fiscal year 2017-18 from a target range of 10%-50% of budgeted revenues to 0%-10% of budgeted expenditures.

Grants & Donations Funds – The Grants & Donations Funds have balances that are available for use as needed and within the legal restrictions of the revenues that make up the funds but do not have minimum balance requirements.

Historical Grants & Donations Funds Balance (In Thousands)



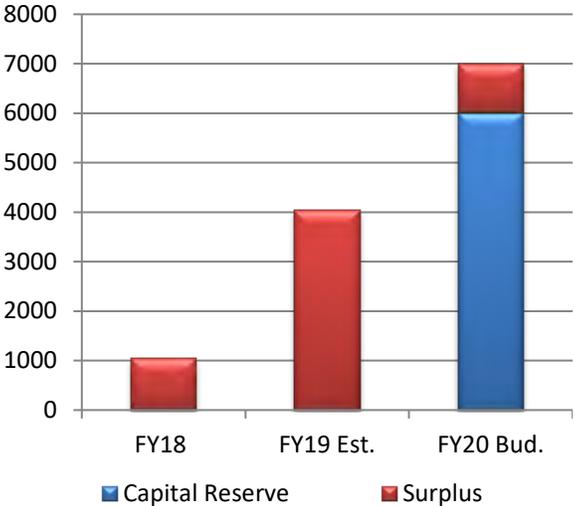
FUND BALANCE

continued

Special Revenue Funds (cont'd)

Transportation Sales Tax Fund – The Transportation Sales Tax Fund is estimated to have a balance of approximately \$7.0 million at the end of fiscal year 2019-20. Anticipated capital project costs in the next fiscal year are approximately \$6.0 million. The Transportation Sales Tax Fund is estimated to have approximately \$1.0 million in excess fund balance at the end of fiscal year 2019-20 that is designated for future transportation projects.

**Historical Transportation
Sales Tax Fund Balance**
(In Thousands)



Capital Projects Funds

Capital Improvements Fund – The requirements for the Capital Improvements Fund require, at a minimum, the fiscal year-end fund balance, coupled with estimated revenues for the ensuing fiscal year, must be sufficient to fund the pay-as-you-go capital projects’ obligations for the next fiscal year. The City has relied on surplus General Fund balances as one of the primary funding sources for capital improvement projects. The Capital Improvements Fund is estimated to have a balance of approximately \$8.4 million at the end of fiscal year 2019-20. Anticipated capital project costs in the next fiscal year are approximately \$4.0 million. The anticipated surplus of \$4.4 million, plus any surpluses experienced in actual results for fiscal year 2019-20 will be available for appropriation by the City Council in accordance with the fund balance policy. The intention is to maintain the surplus balance in the Fund for future capital needs.

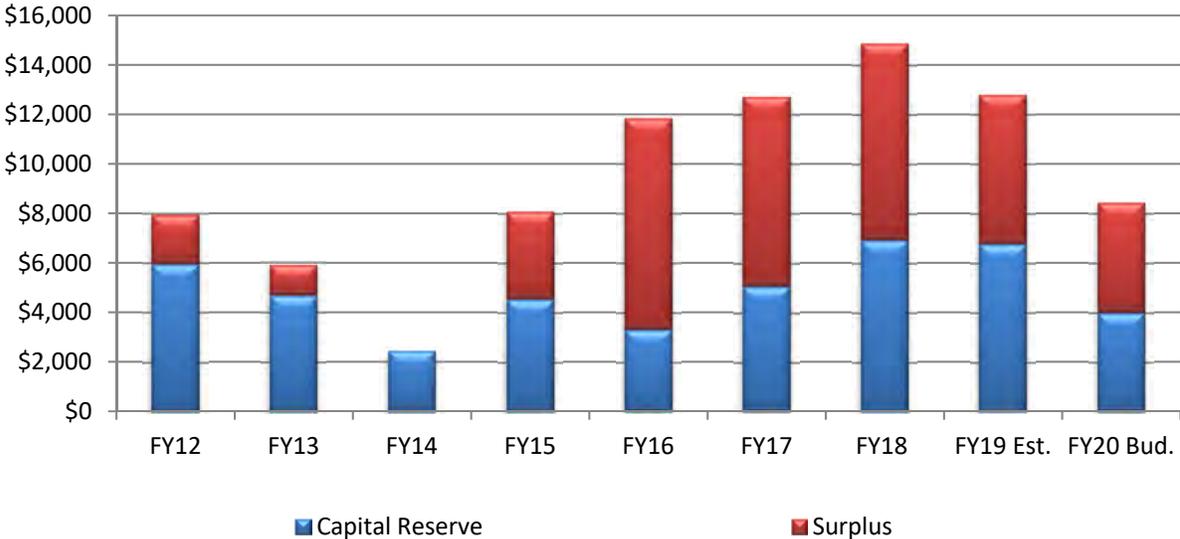
The Capital Projects Fund is projected to meet reserve requirements and have a surplus of \$4.4 million.

FUND BALANCE

continued

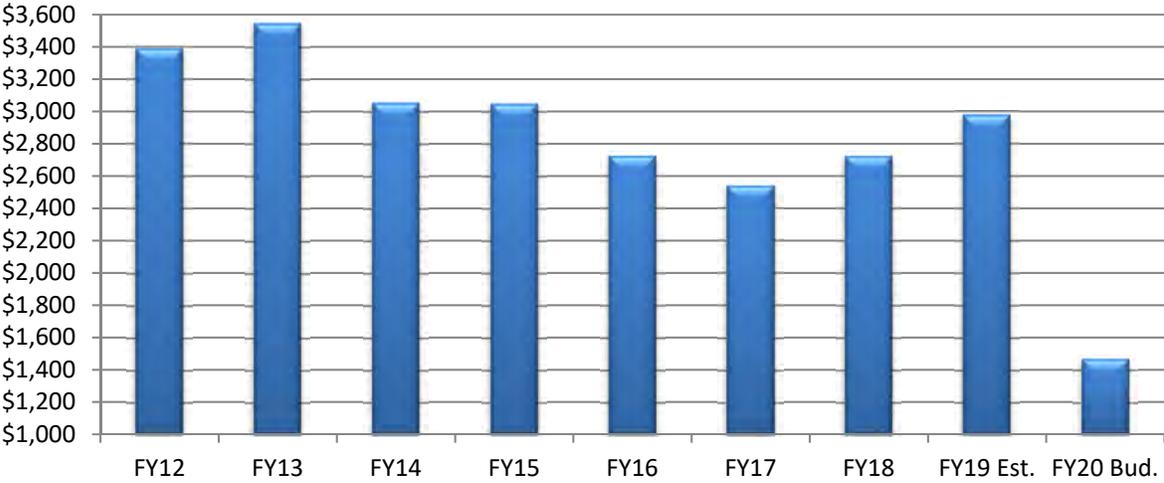
Capital Projects Funds (cont'd)

Historical Capital Improvements Fund Balance (In Thousands)



Development Impact Fees Funds – The Development Impact Fees Funds have balances that are available for use as needed and within the legal restrictions of the revenues that make up the funds but do not have minimum balance requirements.

Historical Development Impact Fees Funds Balance (In Thousands)

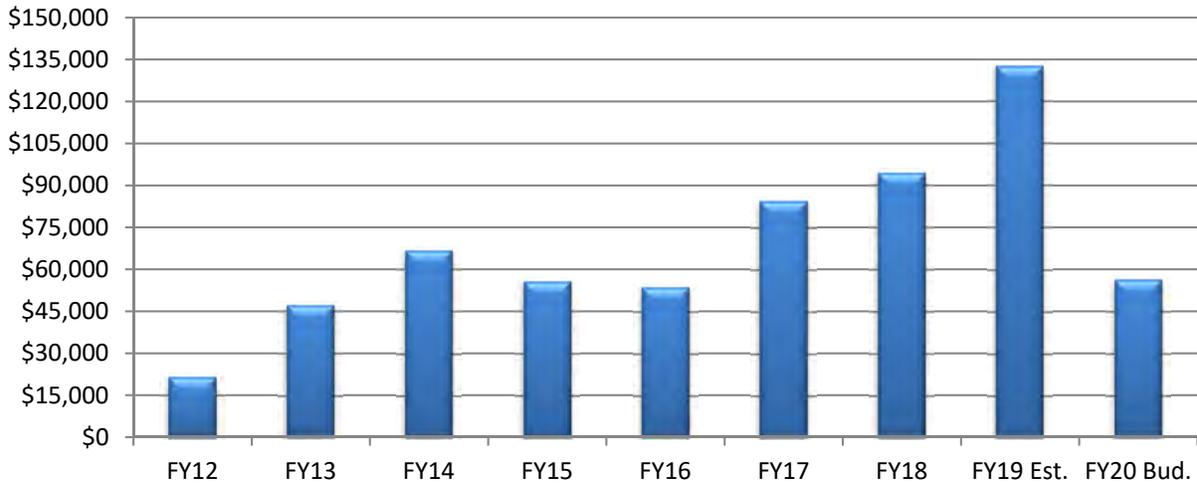


FUND BALANCE continued

Capital Projects Funds (cont'd)

Art in Public Places Fund – The Art in Public Places Fund has a balance that is available for use as needed and within the legal restrictions of the revenues that make up the fund but does not have a minimum balance requirement.

Historical Art in Public Places Fund Balance



Wastewater Enterprise Fund

The City’s policy requires the fund balance range for the Wastewater Enterprise Fund, including maintenance, operations and administration, to be not less than 25% (90 days) and not more than 33.3% (120 days) of the total budgeted operating expenditures of the Fund. This is in addition to a separate reserve with a target equal to the average of 1 year of enterprise fund debt service repayment requirements for any debt issuances not covered by bond insurance.

Operating Reserve – The Wastewater Enterprise Fund is estimated to have \$14.9 million in fund balance at the end of fiscal year 2019-20. Of this amount, \$2.0 million is set aside to meet the maximum operating reserve requirement.

Capital Reserve – The policy requirements for the capital reserve are an amount equal to the higher of the next year’s pay-as-you-go capital projects’ obligations or the average of the pay-as-you-go capital projects’ obligations over the next 5 years. For fiscal year 2019-20, the higher amount is the next year’s pay-as-you-go capital projects’ obligations and is \$1.7 million set aside for this reserve.

Equipment Replacement Reserve – Starting fiscal year 2017-18, the City initiated an equipment replacement reserve. The estimated balance at the end of fiscal year 2019-20 is approximately \$976,000 for this reserve.

Major Maintenance Reserve – Starting fiscal year 2018-19, the City initiated a major maintenance reserve. The estimated balance at the end of fiscal year 2019-20 is approximately \$180,000 for this reserve.

FUND BALANCE

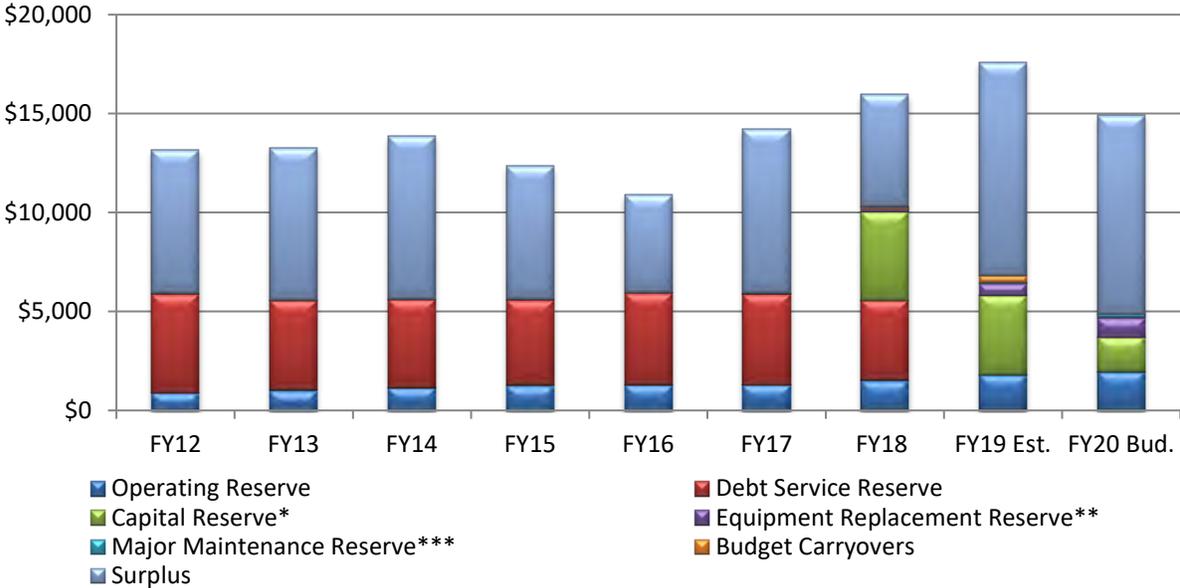
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Wastewater Enterprise Fund (cont'd)

Surplus – The anticipated surplus of \$10.1 million, plus any surpluses experienced in actual results for fiscal year 2019-20 will be available for appropriation by the City Council in accordance with the fund balance policy. A rate study is in process, and one of the goals of the study will be to determine the best approach for use of the surplus balance – whether to designate for future capital obligations, reduce the need for subsidies, reduce the need for future rate increases, or a combination of these.

The Wastewater Enterprise Fund is projected to meet reserve requirements and have a surplus of \$10.1 million.

Historical Wastewater Enterprise Fund Balance (In Thousands)



* The capital reserve was started in fiscal year 2017-18.
 ** The equipment replacement reserve was started in fiscal year 2017-18.
 *** The major maintenance reserve was started in fiscal year 2018-19.

Information Technology Internal Service Fund

Equipment Replacement Reserve – Starting fiscal year 2017-18, the City initiated an equipment replacement reserve. The estimated balance at the end of fiscal year 2019-20 is approximately \$359,000 for this reserve.

FUND BALANCE

continued

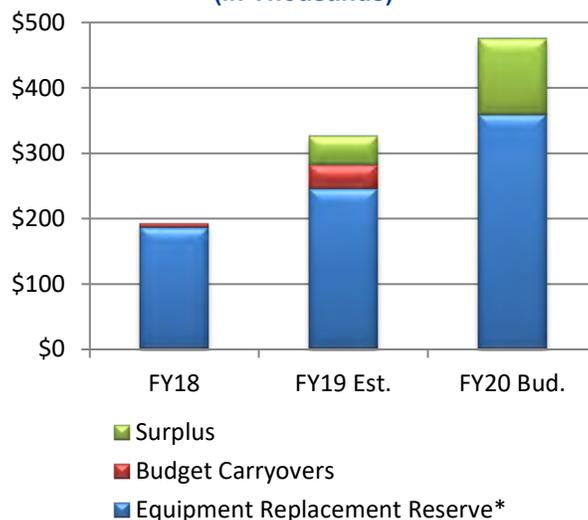
Information Technology Internal Service Fund (cont'd)

Surplus – The anticipated surplus of approximately \$116,000, plus any surpluses experienced in actual results for fiscal year 2019-20 will be available for appropriation by the City Council in accordance with the fund balance policy. The intention is to maintain the surplus balance in the Fund to add to the equipment replacement reserve.

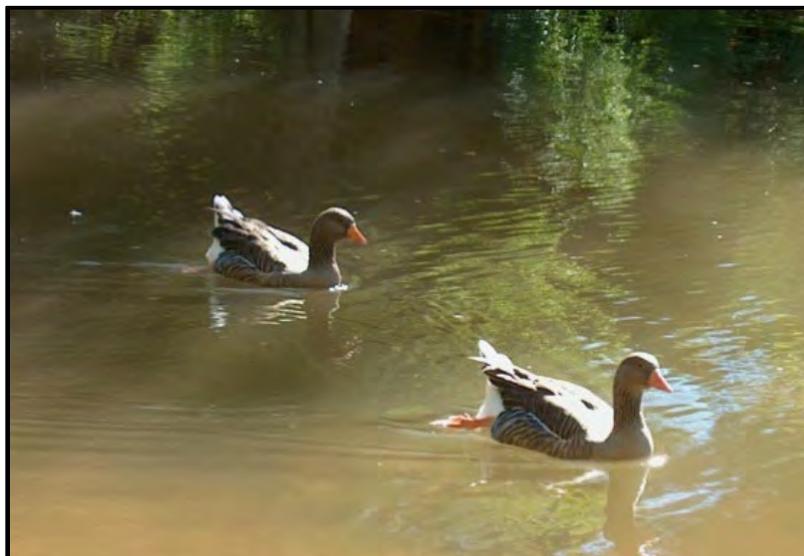
The Information Technology Internal Service Fund is projected to meet reserve requirements and have a surplus of approximately \$116,000.

Historical Information Technology Internal Service Fund Balance

(In Thousands)



* The equipment replacement reserve was started in fiscal year 2017-18.



FUND BALANCE

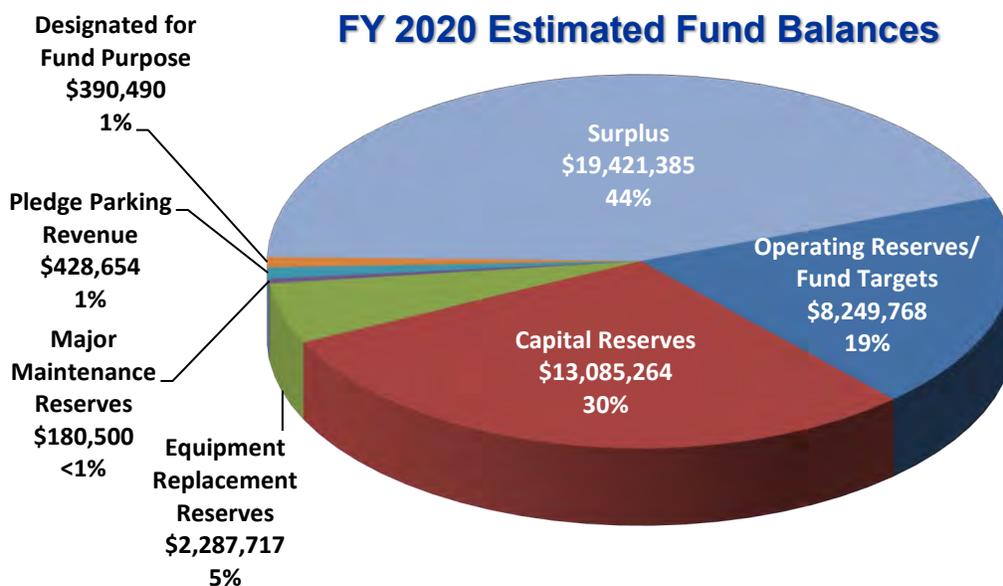
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Summary Total Fund Balances

SUMMARY OF FY 2020 RESERVES

(In Thousands)

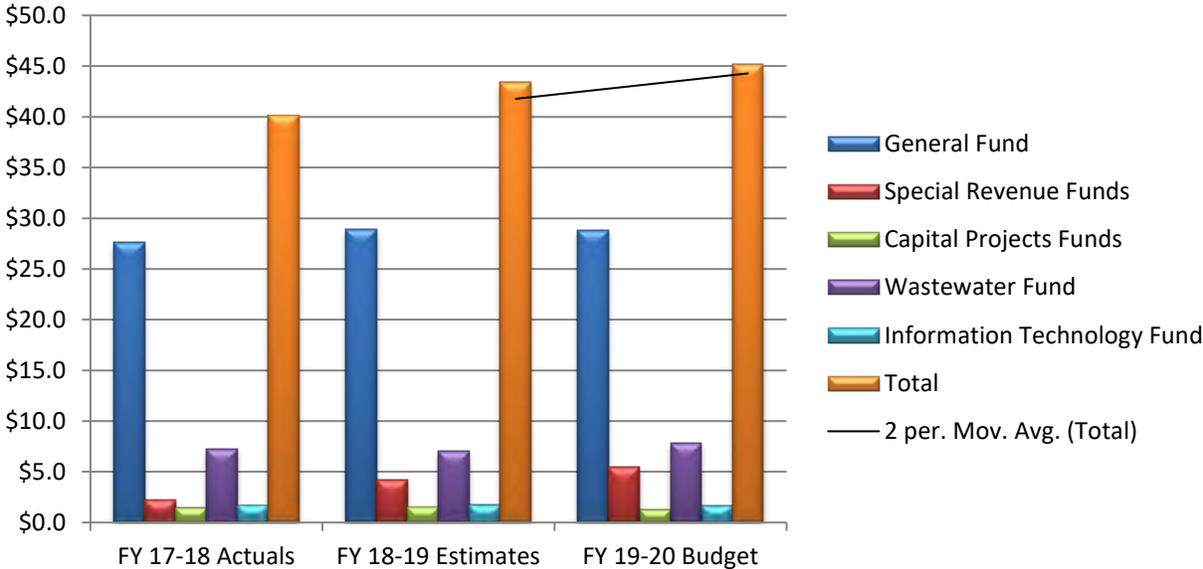
	General Fund	Special Revenue Funds			Capital Projects Funds			Waste-water Enterprise Fund	Information Technology Internal Service Fund
		Streets Fund	Grants & Donations Funds	Transportation Sales Tax Fund	Capital Impr. Fund	Dev. Impact Fees Funds	Art in Public Places Fund		
Operating Reserves/Fund Balance Targets	\$6,174	\$ 121	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,955	\$ -
Debt Service Reserves	-	-	-	-	-	-	-	-	-
Capital Reserves	-	-	-	6,006	3,990	1,284	56	1,748	-
Equipment Replacement Reserves	953	-	-	-	-	-	-	976	359
Major Maintenance Reserve	-	-	-	-	-	-	-	181	-
Parking Revenue Pledged to Uptown Improvements	429	-	-	-	-	-	-	-	-
Designated for Fund Purpose	-	-	206	-	-	185	-	-	-
Surplus	3,278	514	-	993	4,446	-	-	10,074	116
Total Fund Balances	\$10,833	\$ 635	\$206	\$7,000	\$8,436	\$1,469	\$56	\$14,934	\$ 475



REVENUE TRENDS

Total revenues for fiscal year 2019-20 are estimated at \$45.1 million. In comparison to the fiscal year 2018-19 budget, revenue is projected to increase by 7%.

Revenues - All Funds (In Millions)



City sales and bed taxes are the most significant source of revenue to fund the City’s day-to-day operations and are highly dependent on the City’s tourism trade. Sales and bed taxes combined make up 80% of the City’s General Fund revenues, and 58% of the overall City revenue. Sales taxes are highly susceptible to economic factors, and the City saw significant reductions to its sales and bed tax revenues during the great recession. Since fiscal year 2012-13, both sales and bed taxes have been steadily increasing. Estimated fiscal year 2018-19 sales tax revenues increased 16% over the prior fiscal year, and estimated bed tax revenues increased 8% over the prior year. Sales tax collections were approximately \$378,000 over the budgeted revenue projection, and bed tax collections were approximately \$323,000 over the budgeted projection.

City sales and bed tax revenues represent 58% of all City revenues.

Revenues projections are made after identifying and reviewing all major revenue sources and fund types for activity and variances throughout the fiscal year, and after paying particularly close attention to a revenue source’s susceptibility to economic factors, its performance during recent economic cycles, and information received from State reports and other sources. City revenue projections are continually updated based on this discussion and analysis. The City forecasted each major category of revenue for a 10-year period and included factors for an assumption of another cyclical recessionary period and subsequent recovery period. The forecast includes an assumption of new hotels and construction-related revenues in fiscal year 2020-21, as well as additional sales and bed tax revenue beginning in fiscal year 2021-22.

A brief description of the City’s major revenue sources and projected changes are included in this section.

REVENUE TRENDS

continued

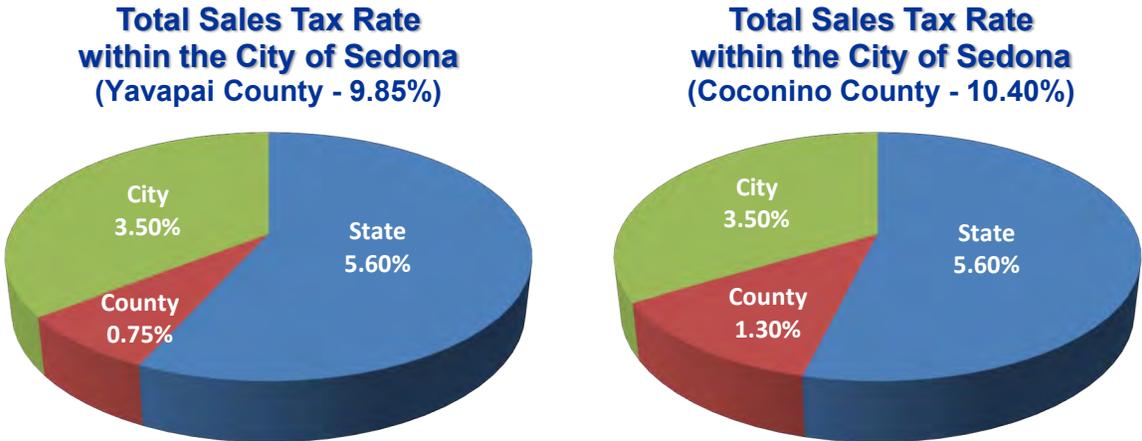
Transaction Privilege Taxes (City Sales Taxes)

Description

Arizona cities and towns under State law have the authority to establish certain taxes for revenue purposes. Transaction privilege taxes, generally referred to as sales taxes, are the largest revenue source for the City. The local privilege tax (city sales tax) is the City’s largest single source of revenue and is obtained from the 3.5% tax on retail and other sales, excluding food.

This tax was increased from 3% to 3.5% effective March 1, 2018. The half cent increase is dedicated to transportation projects and related administrative and operational costs and is in effect for 10 years.

In addition, the City receives a portion of the State sales tax discussed in the State share revenues section.



Other than the half cent dedicated to transportation, city sales tax revenues are unrestricted for use. By City Council policy, a portion of the sales tax revenue is transferred to the Wastewater Enterprise Fund to assist with debt service payments.

Effective January 1, 2016, the City is no longer allowed to self-collect its sales taxes. The city sales tax is now collected by State of Arizona, primarily on a monthly basis. The sales tax revenue, including the City’s bed tax, is due by the 20th of the following month. The State makes deposits to the City’s accounts on a weekly basis as the returns are reviewed and allocated to the appropriate taxing agencies. As an example, taxes due for the month of January are reported and paid by the taxpayer in February. The City begins receiving its allocation of those payments made in February during the latter part of the month and generally through the first two to three weeks of March.

REVENUE TRENDS

continued

Transaction Privilege Taxes (City Sales Taxes) (cont'd)

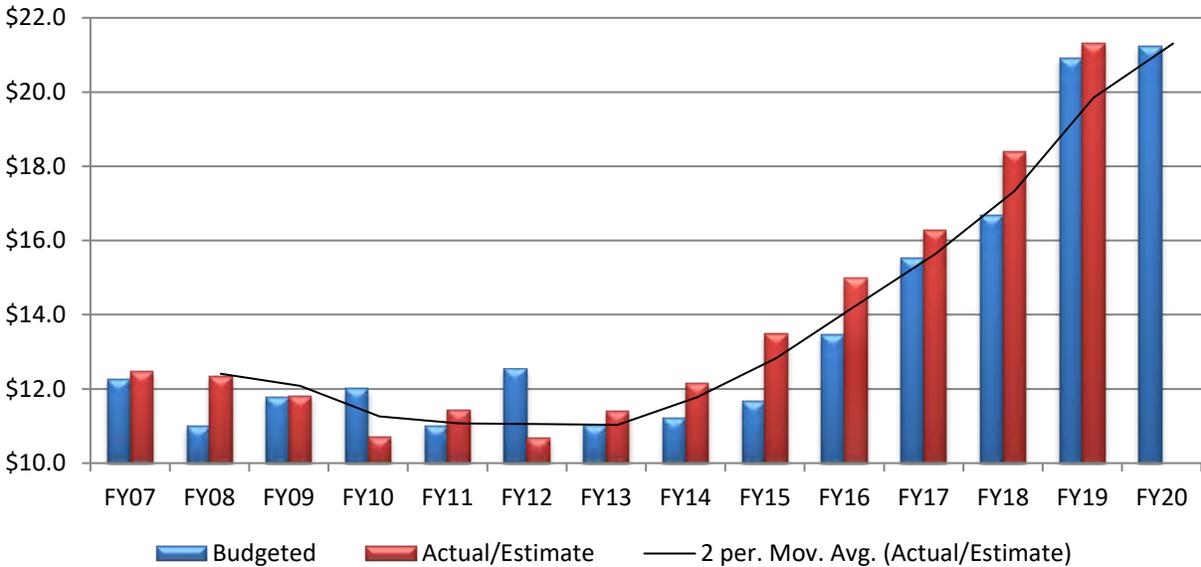
Projections

Excluding the half cent transportation tax, estimated fiscal year 2018-19 city sales tax revenues increased 5% over the prior fiscal year and are up 2% above budgeted projections. The trending upwards of sales and bed tax collections over the last few years has been gradually slowing down and has contributed to the City forecasting no increase in sales and bed tax revenues for fiscal year 2019-20. The City's economy is heavily driven by tourism and niche retail including the sale of high-end commodities such as art pieces and jewelry. The City was experiencing significant increases in tourism as a result of the economic recovery and the implementation of a destination marketing program started in fiscal year 2013-14. During fiscal year 2018-19, the tax categories with the highest increases are Hotel/Motel and Amusements & Other, which are highly impacted by tourism, and Communications & Utilities.

The City is no longer allowed to prohibit short-term residential rentals effective January 1, 2017. This has had an impact on the increases in the Hotel/Motel category, in addition to other factors such as increasing room occupancy rates and increasing average daily room rates.

In the ten-year forecast, projected increases were partly based on an analysis of the number of overnight and day-trip visitors and average spending using historical trends. A factor was included for inflationary increases and decreases based on the assumption of another cyclical recessionary period and subsequent recovery period. It is projected that the significant increases since the most recent recession are beginning to plateau, and no increases are projected for fiscal year 2019-20.

City Sales Tax Revenues (In Millions)



REVENUE TRENDS

continued

Transient Occupancy Taxes (Bed Taxes)

Description

The City assesses a transient occupancy tax, referred to as bed tax, which is allocated to the General Fund. This tax was increased from 3% to 3.5% effective January 1, 2014. According to ARS §9-500.06, the proceeds of the 0.5 rate increase must be used exclusively for the promotion of tourism.

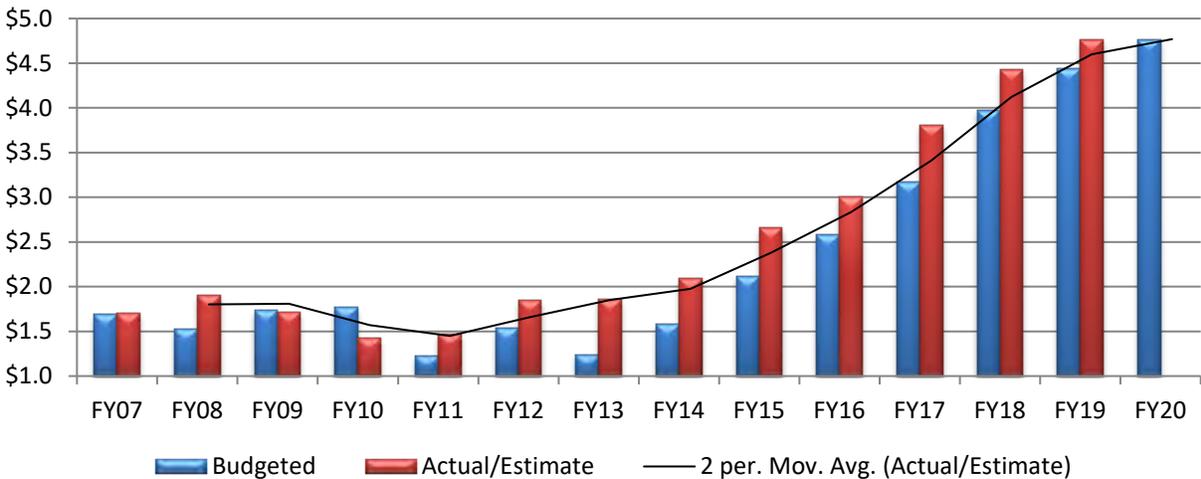
The City Council has dedicated 55% of the proceeds from this tax to the management and promotion of tourism. The City entered into a contractual agreement with the Sedona Chamber of Commerce & Tourism Bureau for the operation of a Visitor’s Center and for tourism management and destination marketing activities. The remaining 45% supports the City’s General Fund activities.

Projections

Bed tax revenues exceeded projections. Estimated fiscal year 2018-19 bed tax revenues increased 8% over the prior fiscal year and are up 7% above budgeted projections. As discussed in the transaction privilege taxes category, the City is no longer allowed to prohibit short-term residential rentals effective January 1, 2017. This has also had an impact on the increases in the bed tax revenues, in addition to other factors such as increasing room occupancy rates and increasing average daily room rates.

In the ten-year forecast, projected increases were partly based on an analysis of the number of overnight visitors and average daily room rates using historical trends. A factor was included for inflationary increases and decreases based on the assumption of another cyclical recessionary period and subsequent recovery period. It is projected that the significant increases since the most recent recession are beginning to plateau, and no increases are projected for fiscal year 2018-19.

Bed Tax Revenues
(In Millions - Excluding Contingent Revenues)



REVENUE TRENDS

continued

In Lieu Fees and Community Facilities Districts

Description

The City created two Community Facilities Districts (CFDs), Sedona Summit II in 1999 and Fairfield in 2000. A CFD is a special taxing district formed to pay for major infrastructure improvements intended to benefit a certain geographical area. The CFDs are separate legal entities, are governed by a separate Board, and adopt their budgets separately from the City. The City Council members are designated as the CFD Board members. The City Clerk was designated as the Clerk for the Board, and in a similar fashion, the City Manager, Financial Services Director, City Attorney, and City Engineer were all designated to perform an analogous role for the CFDs.

The two CFDs created cover two timeshare developments built in the City. Timeshares are exempt from bed and sales tax in Arizona, except on a “day-by-day” rental basis. The development agreements with these two timeshares negotiated fees to be paid by the timeshares in lieu of bed taxes. They contribute based on a percentage of the annual homeowners’ association dues and/or a percentage of the transactions for timeshare sales.

The portion of the fees representing CFD taxes are restricted to fund projects directly benefitting the CFDs. While these funds are appropriated outside of the City’s budget, in each of the two CFDs separate legally adopted budgets, these revenues fund infrastructure projects managed by the City. These projects are reflected in the City’s Capital Improvement Plan (CIP) and shown as being funded from these outside sources.

A portion of the fees are designated as contributions to the City’s operation and maintenance expenditures that benefit the community at large. These are recorded as in lieu fees in the General Fund.

In addition, the City may receive in lieu fees from developers who chose to contribute to the City’s Affordable Housing Fund (included in the Grants & Donations Funds) and the Art in Public Places Fund instead of complying with the City’s requirements to include affordable housing or public art in their development projects.

Projections

Since the fees in lieu of bed taxes have not grown significantly over the past few years, conservative estimates of inflationary increases and decreases based on the assumption of another cyclical recessionary period and subsequent recovery period were used in the ten-year projection.

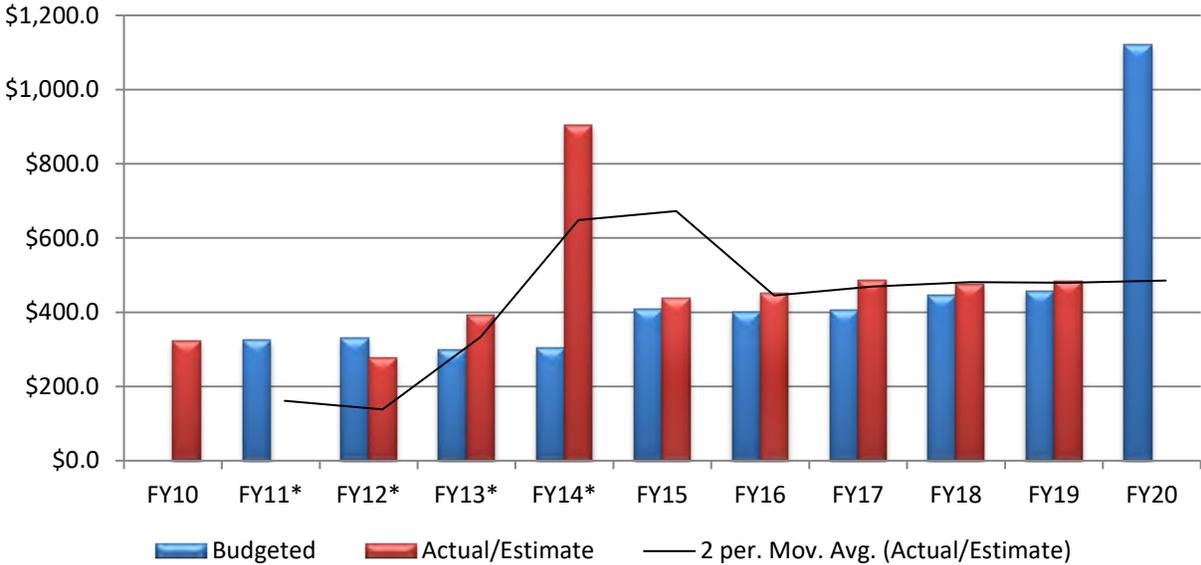
The fiscal year 2019-20 in lieu fees for Affordable Housing include \$625,000 of a total \$824,000 contribution agreed upon by a lodging establishment projected to complete construction in fiscal year 2021-22.

REVENUE TRENDS

continued

In Lieu Fees and Community Facilities Districts (cont'd)

In Lieu Fees (In Thousands)



* Under modified accrual accounting, the City defers revenue recognition for receivables not collected within 60 days after year end. Fiscal year 2010-11 revenues were received after the 60-day period. Similarly, the revenues for subsequent years were recognized in the following year when received until fiscal year 2013-14 when revenues for both fiscal years 2012-13 and 2013-14 were recognized.

Franchise Fees

Description

Arizona cities and towns have exclusive control over all rights-of-way dedicated to the municipality. This exclusive control enables the City to grant franchise agreements to utilities using the City's streets in the distribution of utility services and charge a franchise tax. To grant a franchise to a public utility, State law requires the City to place the question before the voters of the community for approval. A franchise agreement is limited to a maximum term of 25 years.

The City has franchise agreements with Unisource Energy Services (gas), Arizona Public Service (electric), Suddenlink Communications (cable services), Arizona Water Company, and Oak Creek Water Company. Franchise fees are paid quarterly based on a percentage of gross revenues. Franchise fees are unrestricted for use.

Projections

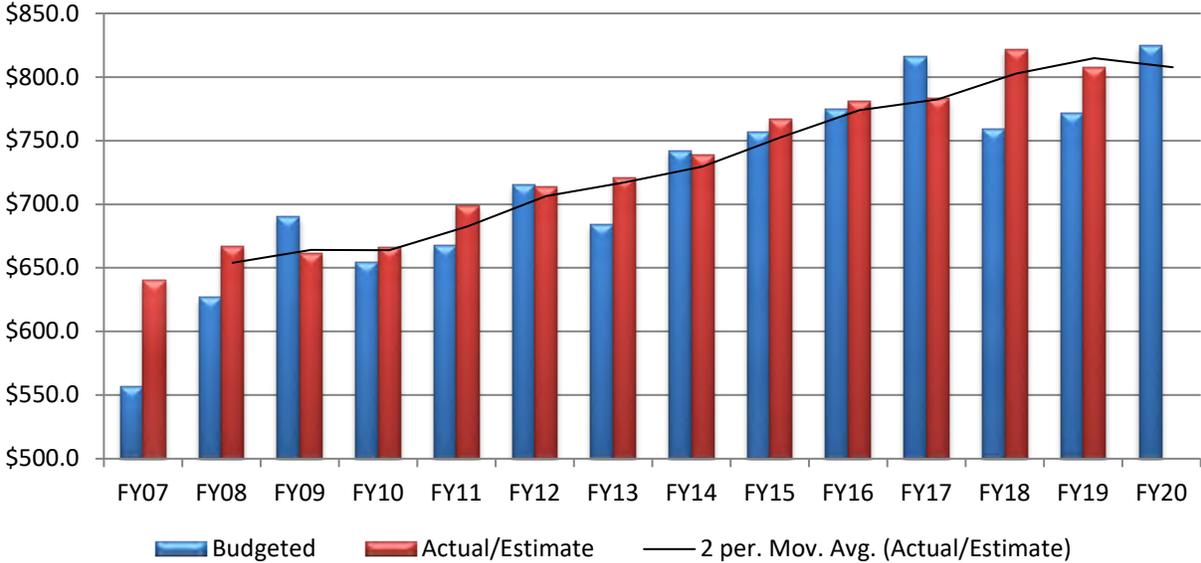
Since franchise fees have not grown significantly over the past few years, conservative estimates of inflationary increases and decreases based on the assumption of another cyclical recessionary period and subsequent recovery period were used in the 10-year projection.

REVENUE TRENDS

continued

Franchise Fees (cont'd)

Franchise Fees (In Thousands)



State Shared Revenues

Description

Cities and towns in Arizona receive a portion of the revenues collected by the State. These shared revenues include the following:

- Shared Sales Taxes** – A portion of State’s sales tax revenues are distributed to the cities and towns and allocated primarily on each city’s or town’s share of the population to the total population of all incorporated cities and towns in the State based on annual census estimates. State shared sales tax revenues are unrestricted for use and are received semimonthly.
- Shared Income Taxes** – State law provides that 15% of the State’s income tax revenues are to be shared with the cities and towns. Referred to as Urban Revenue Sharing, these monies are allocated primarily on each city’s or town’s share of the population to the total population of all incorporated cities and towns in the State based on annual census estimates. The annual amount distributed is based on collections from 2 years prior. Urban Revenue Sharing monies are unrestricted for use and are received monthly.

REVENUE TRENDS

continued

State Shared Revenues (cont'd)

- **Shared Gas Taxes** – Highway User Revenue Fund (HURF) monies are primarily generated from the State collected gasoline taxes; however, there are a number of additional transportation-related fees including a portion of vehicle license taxes (VLT) that are placed in the Highway User Revenue Fund. Cities and towns receive 27.5% of highway user revenues on a monthly basis. One-half of the monies that the City receives is based on its population in relation to the population of all cities and towns in the State. The remaining half is allocated on the basis of “county of origin” of gasoline sales and the relation of the City’s population to the population of all cities and towns in Yavapai and Coconino Counties. There is a State constitutional restriction on the use of the highway user revenues which requires that these funds be used solely for street and highway purposes. These revenues are received monthly and recorded in the City’s Streets Fund.
- **Shared Vehicle License Taxes** – Approximately 20% of the revenues collected for the licensing of motor vehicles are distributed to incorporated cities and towns. This vehicle license tax is distributed to the City of Sedona based on the relation of its population to the total population of all incorporated cities and towns within both Yavapai and Coconino Counties. VLT is unrestricted for use and is received semimonthly.

Projections

In the 10-year forecast, projected increases were largely based on an analysis of historical trends and projected changes in the City’s population compared to the total population of all incorporated cities and towns in the State. A factor was included for inflationary increases and decreases based on the assumption of another cyclical recessionary period and subsequent recovery period.

For fiscal year 2019-20, estimates were used based on the 10-year forecast assumptions. The State also provides estimates of the City’s portion of shared revenues, but these estimates are received very late in the City’s budget adoption process. The City’s estimates are comparable to the State estimates.

- **Shared Sales Taxes** – The State has projected state shared sales taxes to increase 3% over the prior year estimates. The City’s estimate was slightly more conservative at less than 1%.
- **Shared Income Taxes** – The State has projected Urban Revenue Sharing to increase 7%. The City’s estimate was more conservative at less than 1%.
- **Shared Gas Taxes** – The State has projected HURF revenues to increase 5% over the prior year estimates. The City’s estimate was a 2% decrease. Growth in future years is expected to be very modest as fuel reduction from conservation and vehicle efficiencies affect the amount of gasoline used.
- **Shared Vehicle License Taxes** – The State has projected VLT to increase 12% over the prior year estimates. The City’s estimate was more conservative at 5%, and past State estimates for VLT have been higher than actuals.

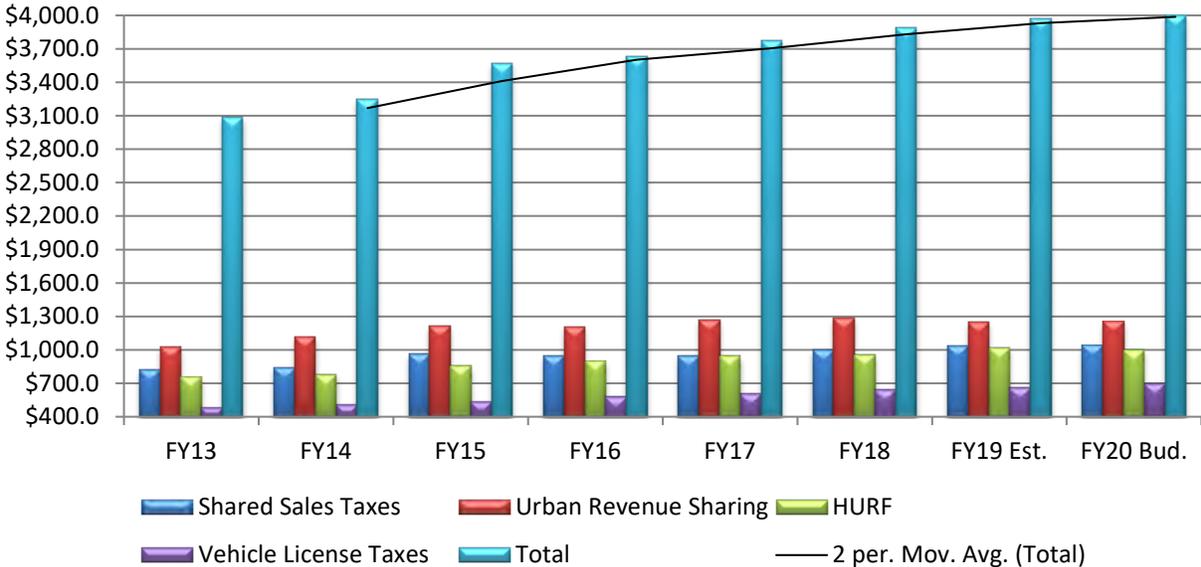
While state shared revenues are expected to continue to increase as the overall State revenue increases, the City’s portion may be subject to decreases. The City has experienced a relatively flat population growth while many other cities in Arizona have experienced significant population growth. This is expected to result in Sedona receiving a smaller share of the overall allocation in the future.

REVENUE TRENDS

continued

State Shared Revenues (cont'd)

State Shared Revenues (In Thousands)



Other Intergovernmental

Description

The other intergovernmental revenue category includes revenues from intergovernmental agreements and grants. The revenues from intergovernmental agreements are largely participation of other entities in the City's capital improvement projects, particularly storm drainage improvements.

Projections

The projections of other intergovernmental revenues are primarily based on anticipated revenues for specific capital improvement projects and anticipated grants. Flood control funding from both Coconino and Yavapai Counties are ongoing. Yavapai County monies are allocated to the City's based on proposed projects, and the 10-year projections are based on historical revenue levels. Coconino County monies were based on the City's share of the flood control district levy; however, future revenues will be allocated similarly to the manner in which Yavapai County monies are allocated.

Fiscal year 2019-20 includes \$330,000 for an anticipated Community Development Block Grant. In addition, a contingency placeholder has been included in both revenues and expenditures of \$300,000 for other possible grants and other donations that may be awarded during the year.

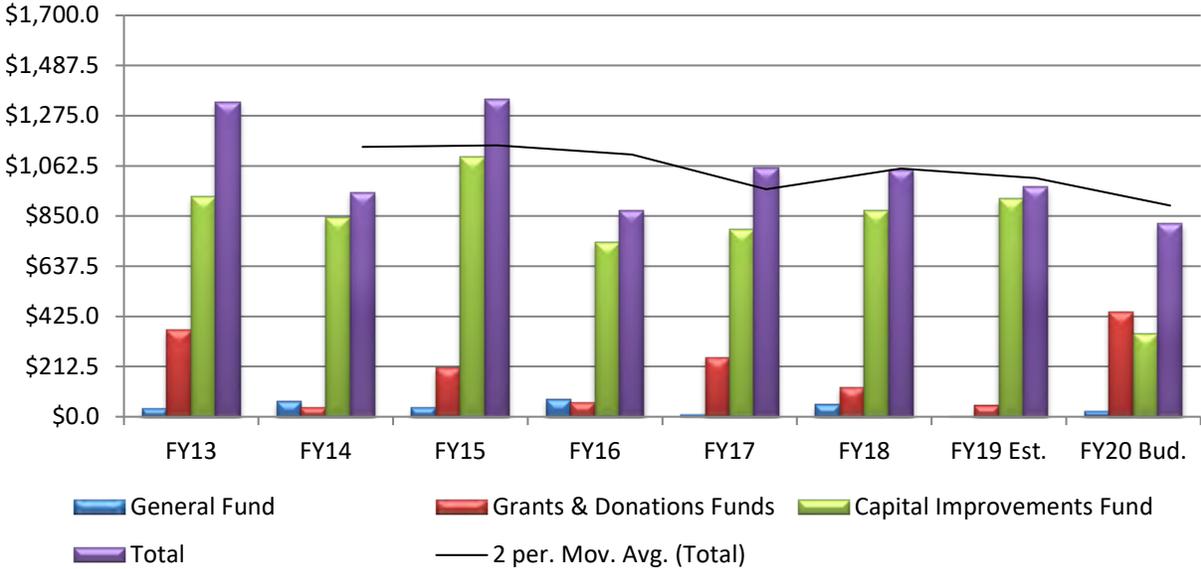
REVENUE TRENDS

continued

Other Intergovernmental (cont'd)

Other Intergovernmental Revenues

(In Thousands - Excluding Contingent Revenues)



Licenses & Permits

Description

The licenses and permits revenue category includes community development permits (e.g., building permits, conditional use permits, sign permits, etc.), business licenses, and other miscellaneous licenses and permits such as liquor licenses and civil union registrations.

Building permits are based on construction valuations or per unit fees depending on the permit and construction. Other community development permits are generally fixed fee or per unit amounts. Community development permits are unrestricted for use.

The City requires all businesses physically located in the city limits or those businesses incurring a sales tax liability to the City must obtain a business license. The primary purpose is to regulate businesses within the community. Effective January 1, 2016, fees are set at \$50 for a new business license, \$25 for annual renewals, and \$7 for temporary licenses. Previously new business licenses were \$25 with prorated decreases for partial year licenses. Business licenses are unrestricted for use.

The other miscellaneous licenses and permits are also unrestricted for use.

Projections

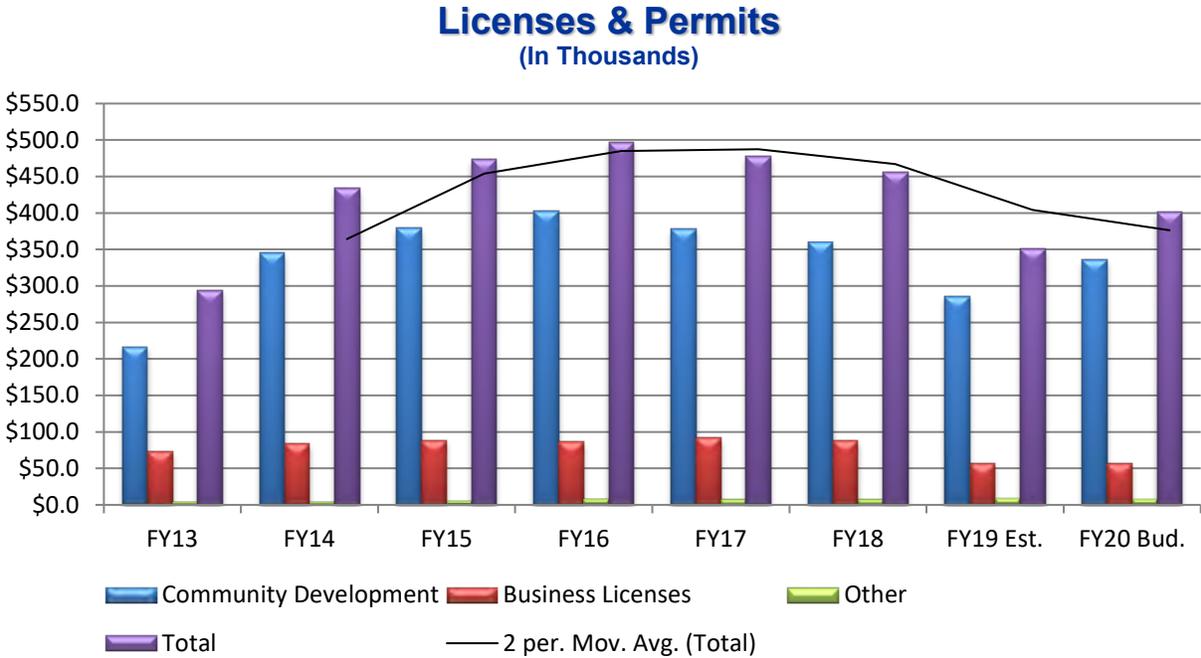
Revenue from community development permits is projected to increase due to a planned increase in fees. Business license revenue is projected to decrease as a result in changes to the City Code eliminating the requirement for businesses outside of City limits to obtain licenses.

REVENUE TRENDS

continued

Licenses & Permits (cont'd)

In the 10-year forecast, projected building permit increases and decreases were largely based on an analysis of historical trends and projected construction indices with estimated increases and decreases based on the assumption of another cyclical recessionary period and subsequent recovery period. Other licenses and permits were forecasted with minor increases in a few of the later years of the 10-year forecast for estimated changes to user fee schedules.



Charges for Services (excluding internal cost charges)

Description

Charges for services are fees charged for specific services provided by the City. Analyses of the impact on cost-of-service are periodically undertaken by the City staff to determine if any changes to fees and charges should be recommended to the City Council.

General Fund – The charges for services in the General Fund include recreation user fees, community development fees, paid parking fees, and other miscellaneous charges for services. These fees are generally unrestricted for use; however, the City Council has promised the merchants in the Uptown area that a portion of the proceeds from the paid parking program, net of program costs, will be reinvested in the Uptown area.

The recreation user fees include pool fees and classes, recreation classes, open gym fees, and special events. The community development fees include development reviews, reinspection fees, and other development fees.

As part of the City’s overall strategic parking management plan, the next step as directed by the City Council was the implementation of a paid parking program in the Uptown area. The program began in June 2017.

REVENUE TRENDS
continued

Charges for Services (cont'd)

Wastewater Fund – The wastewater fees are dedicated to the Wastewater Enterprise Fund. These include the monthly service fees, stand-by fees, and account setup fees. The residential monthly service fees are based on fixed fees per billing unit as follows:

FY 2020 RESIDENTIAL WASTEWATER RATES

	Monthly Rate
Standard Residential	\$61.11
Discount Programs:	
Residential Low-Flow	\$47.52
Low-Income Residential	\$32.17

The monthly rates for commercial customers are based on the type of business.

Property owners of vacant land with sewer availability are subject to stand-by fees. This charge is based on the City’s costs for maintenance and depreciation of the facilities built and available to serve parcels that have delayed development. Once property owners have connected to the sewer system, the monthly rates apply. The stand-by fees are one-half the standard residential rate.

The account setup fees are a one-time \$25 for all new accounts.

While the 2013-14 Wastewater Rate Study and Financial Plan adopted by the City Council had recommended a 4% increase in the monthly wastewater rates for fiscal year 2019-20, no increase was enacted to provide some relief to the ratepayers. The balances in the Wastewater Fund have exceeded the anticipated amounts in the rate study. The past rate increases were part of the findings and recommendations of the rate study. The rate adjustments were designed to cover anticipated inflationary increases in expenses, help the fund become more sustainable, and allow the City to reduce the city sales tax subsidy to the Wastewater Enterprise Fund over time until it is eliminated in fiscal year 2026-27. See the Inter-Fund Transfers section for more details on the sales tax subsidy.

A new rate study is in process, and the results of that study will be incorporated in the next year’s forecast.

REVENUE TRENDS

continued

Charges for Services (cont'd)

Grants & Donations Funds – The vending machine revenues are dedicated to employee appreciation programs.

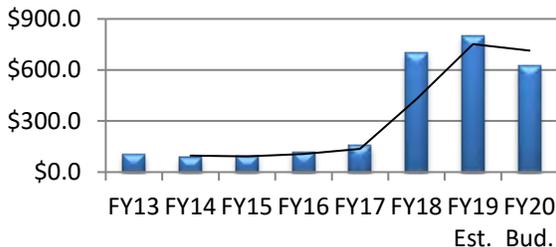
Information Technology Fund – The Geographic Information Systems fees are unrestricted for use.

Projections

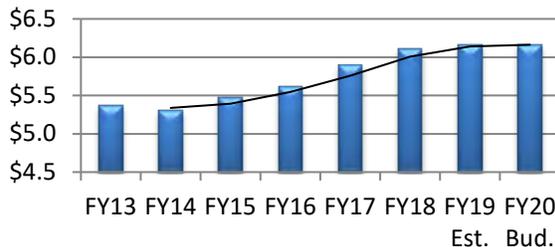
Most of the General Fund charges for services were forecasted with minor increases in a few of the later years of the 10-year forecast for estimated changes to user fee schedules. Election reimbursements were projected every other year based on the 2-year election cycle. Paid parking fees were estimated based on experience in the first year of the program less a reduction for anticipated suspension of the program during Uptown roadway improvements.

As previously discussed in the Budget Overview, no increase in the monthly wastewater rates was adopted for fiscal year 2019-20. The flat rates, plus factors for new accounts and shifts between standard and discounted rates, have been included in the forecast. Account setup fees were forecasted with minor increases in a few of the later years of the 10-year forecast for estimated changes to user fee schedules.

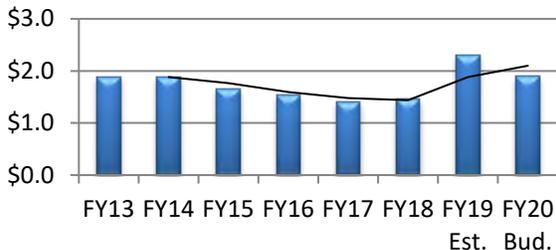
**General Fund
Charges for Services**
(In Thousands)



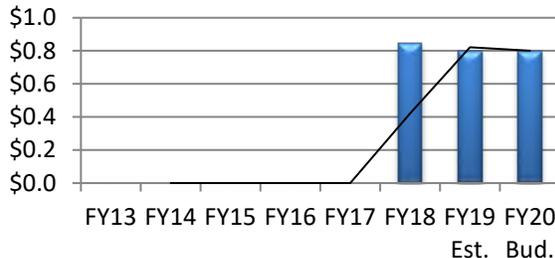
**Wastewater Fund
Charges for Services**
(In Millions)



**Grants & Donations Funds
Charges for Services**
(In Thousands)



**Information Technology Fund
Charges for Services**
(In Thousands)



REVENUE TRENDS

continued

Fines and Forfeitures

Description

The fines and forfeitures revenue category includes court fines, administrative charges for towed vehicles, wastewater environmental penalties, parking enforcement, and other miscellaneous penalties and late fees.

Revenue from court fines comes from traffic violations and other fines paid for the violation of municipal ordinances. Court fines are largely unrestricted; however, certain fines are restricted to specific court uses. The restricted court fines are recorded in the Grants & Donations Funds starting in fiscal year 2015-16, while the unrestricted court fines are recorded in the General Fund.

As authorized by ARS §28-3513, the Police Department assesses a \$150 administrative charge for vehicles that are mandated to be towed for various reasons established under ARS §28-3511. This administrative charge is restricted for the purpose of the implementation of these towing requirements. These revenues are recorded in the General Fund and offset a portion of the costs associated with this program.

The wastewater environmental penalties are assessed on developed properties that have not connected to the City's sewer system when required. These revenues are dedicated to the Wastewater Enterprise Fund and contribute to the maintenance of the required capacity to service these accounts when connected.

As part of the City's overall strategic parking management plan, the next step as directed by the City Council was the implementation of a paid parking program in the Uptown area. The program began in June 2017. These revenues are unrestricted for use.

The other miscellaneous penalties and late fees are recorded in the fund in which they are generated, either the General Fund or the Wastewater Enterprise Fund.

Projections

A significant portion of the court fines are related to the number of traffic citations issued. The number of traffic citations issued is largely related to staffing levels in the Police Department. Fluctuations in staffing in the Police Department due to turnover have had an impact on the number of citations issues and in turn the amount of court fine revenue received. Minor increases were projected for court fine revenues.

The wastewater environmental penalties are generally charged at twice the monthly service fee. Certain properties were given the opportunity to enter into agreements with the City to defer connection for up to ten years as long as certain criteria are met. The wastewater environmental penalties for those properties are charged at one-half the monthly service fee. Wastewater service rates were not increased for fiscal year 2019-20, and no increase was projected for the environmental penalties.

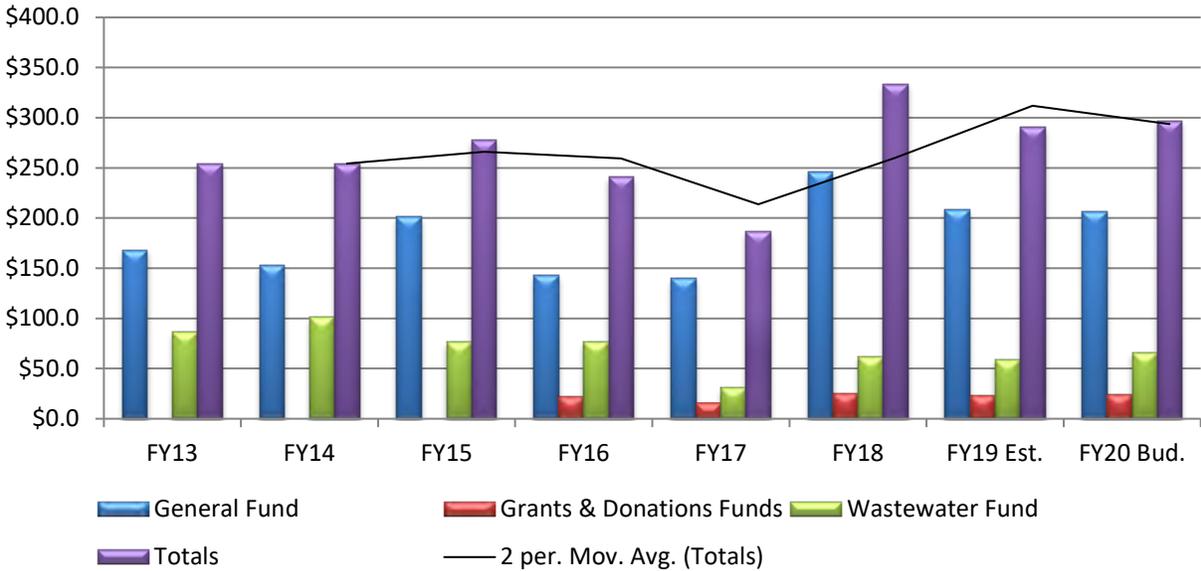
Minor increases and decreases were projected for the other fines, penalties and late fees based on historical averages.

REVENUE TRENDS

continued

Fines and Forfeitures (cont'd)

Fines and Forfeitures (In Thousands)



Development Impact Fees

Description

Development impact fees are assessed by the City on new development for the purpose of financing infrastructure ultimately needed to support a growing community. As mandated by State law, impact fee revenue can only be used to support new projects and capital infrastructure. Recent legislative changes have further restricted the uses of development impact fees and the methods for calculating impact fees. Fees collected under the new legislation must be refunded to the property owner if the infrastructure for which a fee has been collected is not completed within 10 years. The current rates are based on a fee study adopted in 2014. A new fee study was completed, and increases will be effective September 2019.

Projections

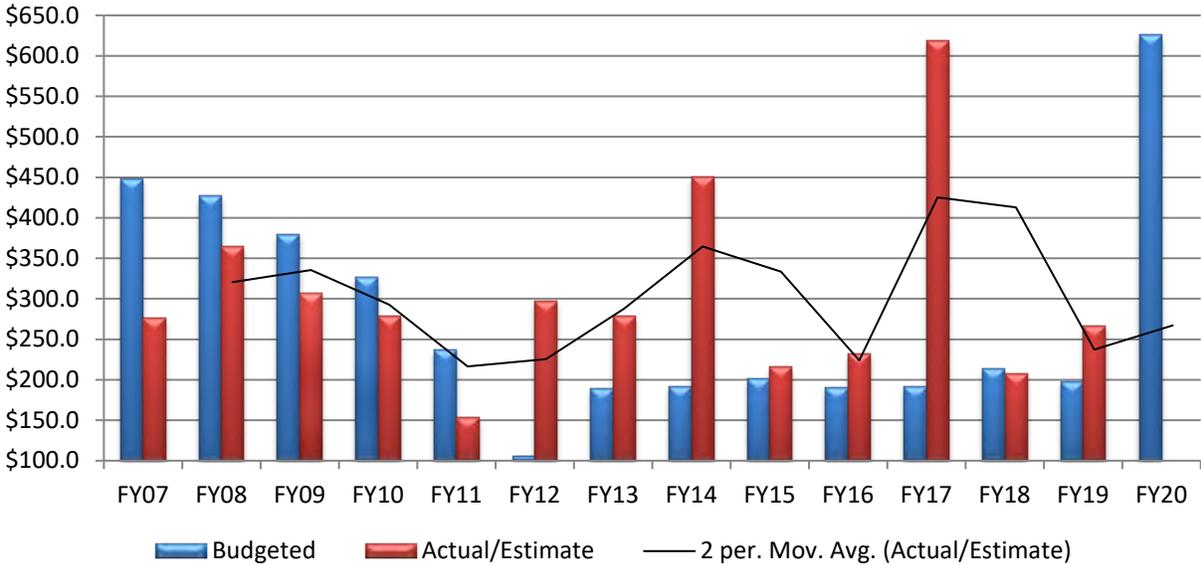
Most categories of the development impact fees were reduced in the 2014 study, with the exception of the parks fees for the lodging category, which were increased. Significant one-time development occurred in fiscal year 2016-17 resulting in significantly higher revenues. In addition to anticipated one-time development, the 10-year forecast was based on ongoing levels of development impact fees and largely adjusted based on an analysis of historical trends and projected construction indices with estimated increases and decreases based on the assumption of another cyclical recessionary period and subsequent recovery period. This source of revenue is expected to decline as the City approaches build-out.

REVENUE TRENDS

continued

Development Impact Fees (cont'd)

Development Impact Fees (In Thousands)



Capacity Fees

Description

Capacity fee revenues are collected as one-time fees for residents and businesses to connect to the sewer. The current residential connection rate is \$10,633.64. The commercial rates vary based on the type of business. The rates are increased each January 1 based on the Engineering News-Record construction cost index inflation factor. Capacity fees are used to offset the cost of wastewater treatment plant capacity improvements.

A new rate study is in process, and the results of that study will be incorporated in the next year's forecast.

Projections

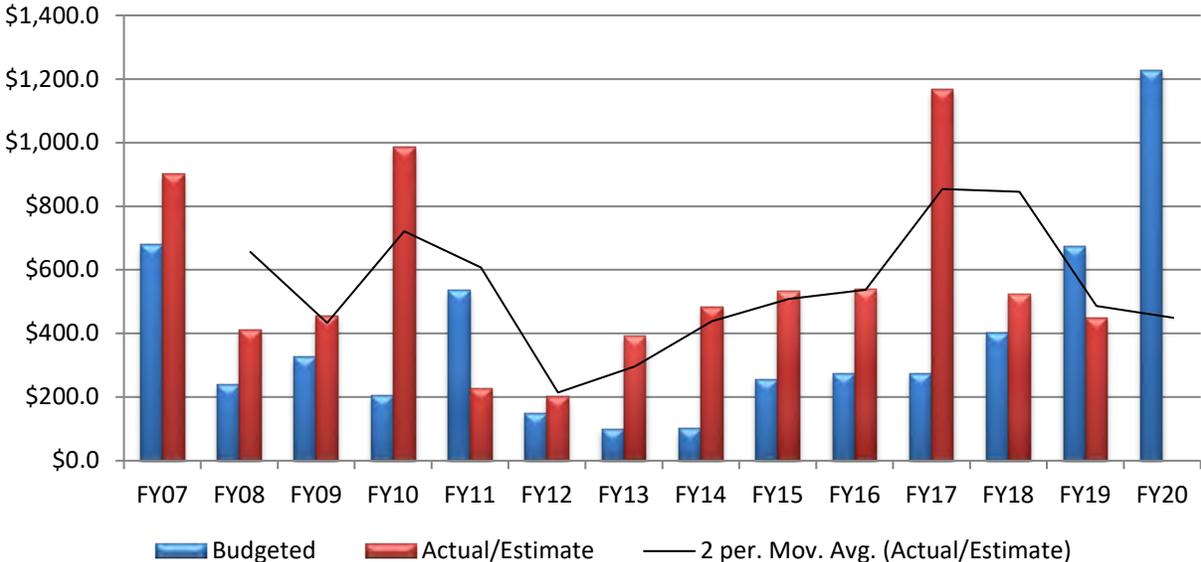
Significant one-time development occurred in fiscal year 2016-17 resulting in significantly higher revenues. In addition to anticipated one-time development, the 10-year forecast was based on ongoing levels of capacity fees and largely adjusted based on an analysis of historical trends and projected construction indices with estimated increases and decreases based on the assumption of another cyclical recessionary period and subsequent recovery period. The forecast includes an assumption of all remaining residential accounts on deferred connection agreements will connect in fiscal year 2021-22. This source of revenue is expected to decline as the City approaches build-out.

REVENUE TRENDS

continued

Capacity Fees (cont'd)

Capacity Fees (In Thousands)



Other Revenues

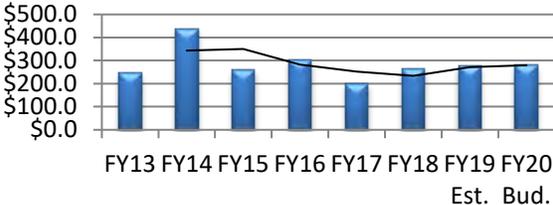
Description

The other revenues category includes facility rentals, interest earnings, donations, and other miscellaneous revenues.

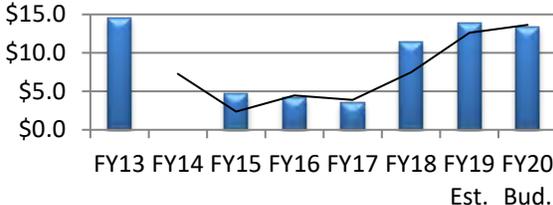
Projections

Each of the individual other revenue sources were reviewed and projected based on historical trend information specific to that revenue source or other known information such as anticipated outside participation for specific capital improvement projects.

General Fund Other Revenues (In Thousands)



Streets Fund Other Revenues (In Thousands)

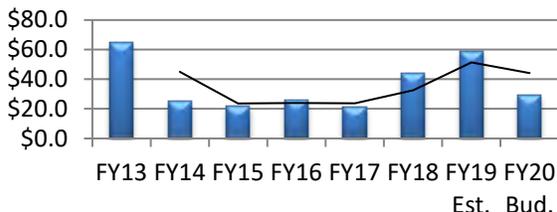


REVENUE TRENDS

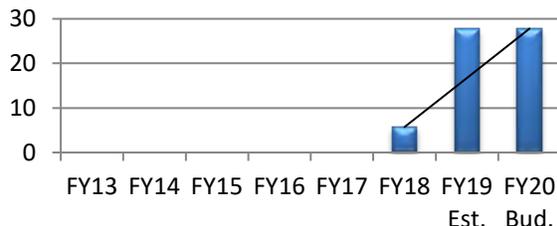
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Other Revenues (cont'd)

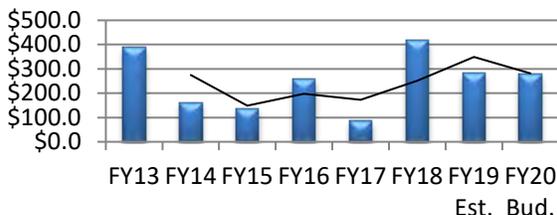
**Grants & Donations Funds
Other Revenues**
(In Thousands)



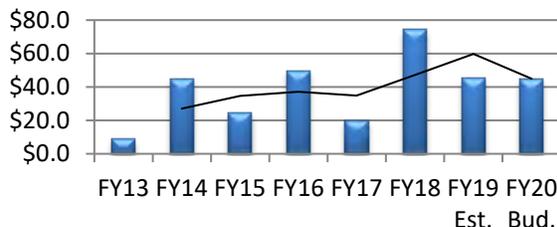
**Transportation Sales Tax Fund
Other Revenues**
(In Thousands)



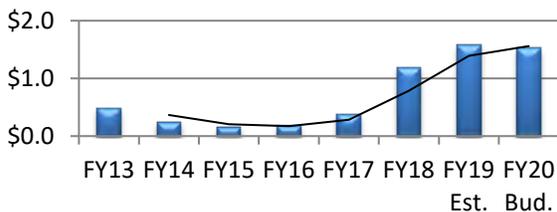
**Capital Improvements Fund
Other Revenues**
(In Thousands)



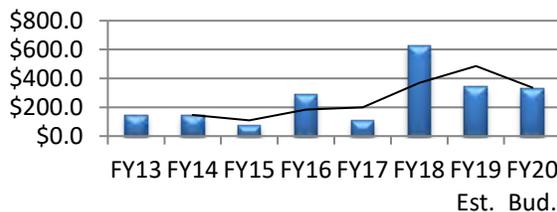
**Development Impact Fees Funds
Other Revenues**
(In Thousands)



**Art in Public Places Fund
Other Revenues**
(In Thousands)



**Wastewater Fund
Other Revenues**
(In Thousands)



**Information Technology Fund
Other Revenues**
(In Thousands)



REVENUES & OTHER FINANCING SOURCES SUMMARIES

All Funds

	General Fund	Streets Fund	Grants & Donations Funds	Transportation Sales Tax Fund	Capital Improvements Fund	Development Impact Fees Funds	Art in Public Places Fund	Wastewater Enterprise Fund	Information Technology Fund	Totals
Revenues										
City Sales Taxes	\$18,217,100	\$0	\$0	\$3,028,700	\$0	\$0	\$0	\$0	\$0	\$21,245,800
Bed Taxes	\$4,769,300	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$4,769,300
In Lieu Fees	\$496,500	\$0	\$625,000	\$0	\$0	\$0	\$0	\$0	\$0	\$1,121,500
Franchise Fees	\$825,100	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$825,100
State Shared Revenues	\$2,997,500	\$1,001,830	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$3,999,330
Other Intergovernmental	\$22,000	\$0	\$445,475	\$0	\$350,000	\$0	\$0	\$0	\$0	\$817,475
Licenses and Permits	\$401,050	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$401,050
Charges for Services	\$625,300	\$0	\$1,900	\$0	\$0	\$0	\$0	\$6,166,183	\$800	\$6,794,183
Internal Cost Charges	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$1,678,640	\$1,678,640
Fines and Forfeitures	\$206,760	\$0	\$24,300	\$0	\$0	\$0	\$0	\$65,900	\$0	\$296,960
Development Impact Fees	\$0	\$0	\$0	\$0	\$0	\$626,350	\$0	\$0	\$0	\$626,350
Capacity Fees	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$1,227,000	\$0	\$1,227,000
Other Revenues	\$281,510	\$13,430	\$29,480	\$27,800	\$281,000	\$44,820	\$1,530	\$354,130	\$2,400	\$1,036,100
Contingent Grants/Donations	\$0	\$0	\$300,000	\$0	\$0	\$0	\$0	\$0	\$0	\$300,000
Total Revenues	\$28,842,120	\$1,015,260	\$1,426,155	\$3,056,500	\$631,000	\$671,170	\$1,530	\$7,813,213	\$1,681,840	\$45,138,788

Other Financing Sources										
Transfers from Other Funds	\$0	\$190,760	\$1,100,000	\$0	\$2,416,627	\$31,786	\$52,320	\$3,447,000	\$0	\$7,238,493
Total Other Financing Sources	\$0	\$190,760	\$1,100,000	\$0	\$2,416,627	\$31,786	\$52,320	\$3,447,000	\$0	\$7,238,493

GRAND TOTAL	\$28,842,120	\$1,206,020	\$2,526,155	\$3,056,500	\$3,047,627	\$702,956	\$53,850	\$11,260,213	\$1,681,840	\$52,377,281
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All Funds Comparison

	FY2020 Budget	FY2019 Budget	FY2019 Est. Actuals	FY2018 Actuals
Revenues				
City Sales Taxes*	\$21,245,800	\$20,928,500	\$21,306,300	\$18,393,517
Bed Taxes**	\$4,769,300	\$4,446,000	\$4,769,300	\$4,431,680
Contingent Bed Taxes***	\$0	\$550,000	\$0	\$0
In Lieu Fees****	\$1,121,500	\$456,100	\$485,100	\$474,385
Franchise Fees	\$825,100	\$771,800	\$807,600	\$822,122
State Shared Revenues	\$3,999,330	\$3,869,300	\$3,976,020	\$3,887,142
Other Intergovernmental	\$817,475	\$1,654,591	\$982,154	\$1,048,665
Licenses and Permits	\$401,050	\$350,180	\$351,860	\$456,278
Charges for Services	\$6,794,183	\$6,914,740	\$6,963,637	\$6,823,514
Internal Cost Charges	\$1,678,640	\$1,726,300	\$1,717,280	\$1,705,343
Fines and Forfeitures	\$296,960	\$281,990	\$290,160	\$333,546
Development Impact Fees****	\$626,350	\$197,410	\$267,050	\$207,076
Capacity Fees****	\$1,227,000	\$673,300	\$449,700	\$523,013
Other Revenues	\$1,036,100	\$768,710	\$1,179,487	\$923,321
Contingent Grants/Donations	\$300,000	\$300,000	\$0	\$0
Total Revenues	\$45,138,788	\$43,888,921	\$43,545,648	\$40,029,602

Other Financing Sources				
Transfers from Other Funds	\$7,238,493	\$7,139,914	\$7,055,360	\$10,023,287
Total Other Financing Sources	\$7,238,493	\$7,139,914	\$7,055,360	\$10,023,287

GRAND TOTAL	\$52,377,281	\$51,028,835	\$50,601,008	\$50,052,889
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*A half cent sales tax increase was effective March 1, 2018.

**The City was no longer allowed to prohibit short-term residential rentals effective January 1, 2017. Bed taxes have increased as a result of the increased activity.

***Since Bed Taxes have exceeded estimates in the past several years, a contingency was included in the expenditure budget for the potential additional bed taxes that must be dedicated to the management and development of tourism. The Contingent Bed Taxes account is an offset to the contingency established on the expenditure side.

****The indirect cost allocation plan was implemented in FY 2018.

*****The In Lieu Fees, Development Impact Fees, and Capacity Fees for FY 2020 included significant one-time fees for large development projects.

REVENUES & OTHER FINANCING SOURCES SUMMARIES

continued

General Fund

	FY2020 Budget	FY2019 Budget	FY2019 Est. Actuals	FY2018 Actuals
Revenues				
City Sales Taxes	\$18,217,100	\$17,951,600	\$18,277,600	\$17,341,799
Bed Taxes	\$4,769,300	\$4,446,000	\$4,769,300	\$4,431,680
Contingent Bed Taxes*	\$0	\$550,000	\$0	\$0
In Lieu Fees	\$496,500	\$456,100	\$485,100	\$474,385
Franchise Fees	\$825,100	\$771,800	\$807,600	\$822,122
State Shared Sales Taxes	\$1,040,600	\$996,500	\$1,037,000	\$998,202
Urban Revenue Sharing	\$1,256,100	\$1,297,000	\$1,251,700	\$1,287,767
Vehicle License Taxes	\$700,800	\$642,600	\$665,500	\$642,895
Other Intergovernmental	\$22,000	\$30,000	\$2,750	\$51,400
Licenses and Permits	\$401,050	\$350,180	\$351,860	\$456,278
Charges for Services**	\$625,300	\$767,240	\$801,067	\$702,604
Fines and Forfeitures	\$206,760	\$185,440	\$208,160	\$246,165
Other Revenues	\$281,510	\$149,380	\$278,100	\$148,930
GRAND TOTAL	\$28,842,120	\$28,593,840	\$28,935,737	\$27,604,227

*Since Bed Taxes have exceeded estimates in the past several years, a contingency was included in the expenditure budget for the potential additional bed taxes that must be dedicated to the management and development of tourism. The Contingent Bed Taxes account is an offset to the contingency established on the expenditure side.

**Charges for Services are projected to decrease due to the anticipated waiver of paid parking fees during the construction of the Uptown roadway improvements project.

Wastewater Enterprise Fund

	FY2020 Budget	FY2019 Budget	FY2019 Est. Actuals	FY2018 Actuals
Revenues				
Monthly Fees	\$5,810,009	\$5,761,500	\$5,749,670	\$5,727,642
Stand-by Fees	\$365,674	\$368,800	\$393,200	\$375,665
Other Charges for Services	\$15,500	\$14,700	\$16,600	\$15,300
Environmental Penalty Fees	\$27,300	\$29,800	\$27,300	\$29,033
Other Fines and Forfeitures	\$38,600	\$39,950	\$31,600	\$32,720
Capacity Fees*	\$1,227,000	\$673,300	\$449,700	\$523,013
Other Revenues	\$329,130	\$222,250	\$342,530	\$492,541
Total Revenues	\$7,813,213	\$7,110,300	\$7,010,600	\$7,195,914
Other Financing Sources				
Transfer from General Fund	\$3,447,000	\$4,487,900	\$4,569,400	\$4,351,138
Total Other Financing Sources	\$3,447,000	\$4,487,900	\$4,569,400	\$4,351,138
GRAND TOTAL	\$11,260,213	\$11,598,200	\$11,580,000	\$11,547,052

*The Capacity Fees for FY 2020 included significant one-time fees for large development projects.

EXPENDITURES & OTHER FINANCING USES SUMMARIES

All Funds

	General Fund	Streets Fund	Grants & Donations Funds	Transportation Sales Tax Fund	Capital Improvements Fund	Development Impact Fees Funds	Art in Public Places Fund	Wastewater Fund	Information Technology Fund	Totals
Expenditures										
City Council	\$219,100	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$219,100
City Manager's Office	\$3,831,550	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$2,280	\$3,833,830
Human Resources	\$421,970	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$421,970
Financial Services	\$1,440,650	\$0	\$0	\$0	\$0	\$0	\$0	\$149,310	\$0	\$1,589,960
Information Technology	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$99,095	\$1,618,020	\$1,717,115
City Attorney's Office	\$832,430	\$0	\$0	\$0	\$0	\$0	\$0	\$100,000	\$0	\$932,430
City Clerk's Office	\$411,570	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$411,570
Parks & Recreation	\$1,032,100	\$0	\$16,200	\$0	\$0	\$0	\$0	\$0	\$1,000	\$1,049,300
General Services	\$2,186,406	\$0	\$2,319,400	\$0	\$0	\$0	\$0	\$100,000	\$3,500	\$4,609,306
Debt Service	\$1,036,750	\$0	\$0	\$0	\$0	\$0	\$0	\$4,693,025	\$0	\$5,729,775
Community Development	\$2,245,850	\$0	\$330,000	\$0	\$0	\$0	\$0	\$0	\$22,800	\$2,598,650
Public Works	\$4,907,725	\$1,206,020	\$0	\$93,870	\$0	\$0	\$0	\$354,260	\$14,900	\$6,576,775
Economic Development	\$285,480	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$285,480
Police	\$7,148,667	\$0	\$106,000	\$0	\$0	\$0	\$0	\$0	\$40,720	\$7,295,387
Municipal Court	\$520,750	\$0	\$15,815	\$0	\$0	\$0	\$0	\$0	\$7,750	\$544,315
Wastewater	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$5,063,340	\$0	\$5,063,340
Capital Improvement Projects	\$0	\$0	\$257,830	\$0	\$7,354,550	\$2,212,057	\$130,000	\$4,000,000	\$0	\$13,954,437
Charges to Other Departments	(\$4,217,860)	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	(\$4,217,860)
Contributions to Equipment Replacement Reserves	(\$386,950)	\$0	\$0	\$0	\$0	\$0	\$0	(\$524,000)	(\$177,950)	(\$1,088,900)
Contributions to Major Maintenance Reserves	\$0	\$0	\$0	\$0	\$0	\$0	\$0	(\$109,350)	\$0	(\$109,350)
Total Expenditures	\$21,916,188	\$1,206,020	\$3,045,245	\$93,870	\$7,354,550	\$2,212,057	\$130,000	\$13,925,680	\$1,533,020	\$51,416,630
Other Financing Uses										
Transfers to Other Funds	\$7,186,173	\$0	\$0	\$0	\$52,320	\$0	\$0	\$0	\$0	\$7,238,493
Total Other Financing Uses	\$7,186,173	\$0	\$0	\$0	\$52,320	\$0	\$0	\$0	\$0	\$7,238,493
GRAND TOTAL	\$29,102,361	\$1,206,020	\$3,045,245	\$93,870	\$7,406,870	\$2,212,057	\$130,000	\$13,925,680	\$1,533,020	\$58,655,123

EXPENDITURES & OTHER FINANCING USES SUMMARIES

continued

All Funds Comparison

	FY2020 Budget	FY2019 Budget	FY2019 Est. Actuals	FY2018 Actuals
Ongoing Expenditures (by Department)				
City Council	\$219,100	\$223,015	\$202,575	\$155,763
City Manager's Office	\$3,738,330	\$3,339,567	\$3,260,310	\$3,143,535
Human Resources	\$421,970	\$408,240	\$394,330	\$371,696
Financial Services	\$1,494,960	\$1,442,330	\$1,418,440	\$1,235,138
Information Technology	\$1,500,065	\$1,668,231	\$1,576,373	\$1,573,152
City Attorney's Office	\$932,430	\$864,303	\$647,630	\$667,994
City Clerk's Office	\$411,570	\$426,795	\$412,810	\$385,614
Parks & Recreation*	\$1,045,850	\$920,519	\$902,054	\$766,339
General Services	\$1,883,186	\$1,727,246	\$1,569,587	\$1,751,045
Contingencies	\$2,700,000	\$1,086,850	\$0	\$0
Community Development	\$2,262,950	\$2,131,099	\$2,026,935	\$2,105,445
Public Works	\$6,195,005	\$6,248,840	\$5,998,330	\$5,600,730
Economic Development	\$275,980	\$228,320	\$224,580	\$195,209
Police**	\$7,000,453	\$6,764,734	\$6,357,308	\$6,092,786
Municipal Court	\$527,240	\$519,110	\$508,520	\$447,945
Wastewater***	\$4,176,890	\$3,968,856	\$3,752,040	\$3,360,503
Charges to Other Departments	(\$4,217,860)	(\$4,096,780)	(\$3,761,140)	(\$3,657,887)
Contributions to Equipment Replacement Reserves	(\$1,088,900)	(\$1,063,150)	(\$1,063,150)	(\$626,867)
Contributions to Major Maintenance Reserves	(\$109,350)	(\$71,150)	(\$71,150)	\$0
Total Ongoing Expenditures	\$29,369,869	\$26,736,975	\$24,356,382	\$23,568,140

One-Time Expenditures (by Department)

City Manager's Office	\$95,500	\$43,000	\$25,000	\$12,060
Human Resources	\$0	\$15,000	\$5,600	\$0
Financial Services	\$95,000	\$200,500	\$105,500	\$0
Information Technology	\$217,050	\$345,516	\$253,977	\$195,309
City Clerk's Office	\$0	\$60,500	\$55,247	\$0
Parks & Recreation	\$3,450	\$76,958	\$69,499	\$13,467
General Services	\$26,300	\$0	\$0	\$6,768
Debt Service	\$5,729,775	\$5,863,959	\$5,865,459	\$5,863,243
Community Development	\$335,700	\$127,500	\$127,500	\$1,574
Public Works	\$381,590	\$237,993	\$214,510	\$319,901
Economic Development	\$9,500	\$37,500	\$37,500	\$0
Police	\$294,934	\$195,712	\$192,834	\$202,193
Municipal Court	\$17,075	\$20,200	\$4,615	\$0
Wastewater	\$886,450	\$508,704	\$213,900	\$376,067
Capital Improvement Projects	\$13,954,437	\$12,985,446	\$6,815,736	\$5,776,595
Total One-Time Expenditures	\$22,046,761	\$20,718,488	\$13,986,877	\$12,767,176

Total Expenditures (by Department)

City Council	\$219,100	\$223,015	\$202,575	\$155,763
City Manager's Office	\$3,833,830	\$3,382,567	\$3,285,310	\$3,155,595
Human Resources	\$421,970	\$423,240	\$399,930	\$371,696
Financial Services	\$1,589,960	\$1,642,830	\$1,523,940	\$1,235,138
Information Technology	\$1,717,115	\$2,013,747	\$1,830,350	\$1,768,461
City Attorney's Office	\$932,430	\$864,303	\$647,630	\$667,994
City Clerk's Office	\$411,570	\$487,295	\$468,057	\$385,614
Parks & Recreation	\$1,049,300	\$997,477	\$971,553	\$779,806
General Services	\$1,909,486	\$1,727,246	\$1,569,587	\$1,757,813
Debt Service	\$5,729,775	\$5,863,959	\$5,865,459	\$5,863,243
Contingencies	\$2,700,000	\$1,086,850	\$0	\$0



EXPENDITURES & OTHER FINANCING USES SUMMARIES

continued

All Funds Comparison

	FY2020 Budget	FY2019 Budget	FY2019 Est. Actuals	FY2018 Actuals
Community Development	\$2,598,650	\$2,258,599	\$2,154,435	\$2,107,018
Public Works	\$6,576,595	\$6,486,833	\$6,212,840	\$5,920,630
Economic Development	\$285,480	\$265,820	\$262,080	\$195,209
Police	\$7,295,387	\$6,960,446	\$6,550,142	\$6,294,979
Municipal Court	\$544,315	\$539,310	\$513,135	\$447,945
Wastewater	\$5,063,340	\$4,477,560	\$3,965,940	\$3,736,569
Capital Improvement Projects	\$13,954,437	\$12,985,446	\$6,815,736	\$5,776,595
Charges to Other Departments	(\$4,217,860)	(\$4,096,780)	(\$3,761,140)	(\$3,657,887)
Contributions to Equipment Replacement Reserves	(\$1,088,900)	(\$1,063,150)	(\$1,063,150)	(\$626,867)
Contributions to Major Maintenance Reserves	(\$109,350)	(\$71,150)	(\$71,150)	\$0
Total Expenditures	\$51,416,630	\$47,455,463	\$38,343,259	\$36,335,316

*The Parks & Recreation Department increased largely due to a result of paid parking monies used for additional holiday decorations in the Uptown area.

**The Police Department increased largely due to a result of higher internal charges related to information technology costs.

***The Wastewater Department increased largely due to the addition of a CCTV Van Operator position.

Total Expenditures (by Expenditure Category)

Personnel	\$13,857,679	\$13,106,250	\$12,557,350	\$11,968,278
Supplies & Services	\$11,800,525	\$11,812,312	\$10,790,491	\$9,906,719
Capital & Debt Service	\$7,425,349	\$6,738,305	\$6,462,402	\$6,978,521
Capital Improvement Projects	\$13,954,437	\$12,985,446	\$6,815,736	\$5,776,595
Internal Charges	\$1,678,640	\$1,726,300	\$1,717,280	\$1,705,203
Contingencies	\$2,700,000	\$1,086,850	\$0	\$0
Other Financing Uses	\$7,238,493	\$7,139,914	\$7,055,360	\$10,023,287
GRAND TOTAL	\$58,655,123	\$54,595,377	\$45,398,619	\$46,358,603

EXPENDITURES & OTHER FINANCING USES SUMMARIES

continued

All Funds Comparison (by Function/Program)

	FY2020 Budget	FY2019 Budget	FY2019 Est. Actuals	FY2018 Actuals
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Ongoing Expenditures (by Function/Program)

General Government:

Information Technology Services	\$1,336,685	\$1,494,631	\$1,415,423	\$1,418,068
Planning & Land Development Legal	\$739,685	\$762,624	\$684,635	\$820,005
Revenue Management	\$678,160	\$659,355	\$633,280	\$560,660
City Manager's Office Administration	\$612,580	\$631,727	\$578,970	\$614,328
Facilities Maintenance	\$567,485	\$574,200	\$569,780	\$493,333
General Services Administration	\$530,335	\$799,460	\$641,940	\$798,907
Municipal Court	\$527,240	\$519,110	\$508,520	\$447,945
Human Resources	\$421,970	\$408,240	\$394,340	\$371,696
Financial Services Administration	\$397,630	\$371,330	\$376,790	\$323,038
City Council & Clerk Support	\$341,630	\$354,065	\$329,045	\$272,673
City Attorney's Office Administration	\$318,980	\$310,050	\$182,270	\$197,474
Community Development Administration	\$302,860	\$189,625	\$181,530	\$0
Communications & Citizens Engagement	\$282,350	\$267,810	\$262,820	\$251,227
Community Plan	\$256,180	\$226,380	\$217,410	\$266,807
Criminal Prosecution	\$249,600	\$240,870	\$232,870	\$224,117
General Civil Legal	\$246,910	\$225,900	\$168,140	\$177,983
Payment Processing	\$225,660	\$215,425	\$210,350	\$207,019
Budget Preparation & Management	\$193,510	\$19,622	\$198,020	\$144,422
Geographic Information Services	\$163,380	\$173,600	\$160,950	\$155,084
Records Management	\$126,700	\$114,095	\$127,420	\$98,133
City Clerk's Office Administration & Customer Relations	\$98,820	\$94,860	\$73,990	\$90,302
Clerk Permits, Licenses, & Registrations	\$31,980	\$33,930	\$33,000	\$31,529
Grants Coordination	\$18,620	\$13,400	\$13,160	\$11,849
Elections	\$12,920	\$15,140	\$14,620	\$12,635

Public Safety:

Patrol	\$3,908,235	\$3,912,685	\$3,643,730	\$3,587,486
Police Communications & Records	\$1,219,750	\$1,125,180	\$1,096,293	\$1,035,014
Building Safety	\$633,545	\$537,150	\$509,570	\$576,620
Police Support Services	\$552,715	\$488,130	\$545,070	\$183,833
Investigations	\$539,283	\$477,589	\$388,424	\$461,494
Police Administration	\$485,740	\$468,410	\$430,995	\$605,972
Code Enforcement	\$396,970	\$416,610	\$381,120	\$355,992
Traffic & Parking Services	\$294,730	\$292,740	\$252,486	\$218,987
Community Contracts	\$71,293	\$69,285	\$69,285	\$54,208

Public Works & Streets:

Streets Maintenance	\$2,670,040	\$2,678,920	\$2,578,730	\$2,388,660
Capital Projects Management	\$691,040	\$657,400	\$604,430	\$474,156
Engineering Services	\$629,605	\$627,250	\$604,590	\$687,253
Transportation Services	\$192,340	\$183,780	\$165,110	\$119,363

Culture & Recreation:

Parks Facilities & Maintenance	\$939,145	\$997,060	\$965,270	\$946,792
Community Contracts	\$484,974	\$470,392	\$470,392	\$457,329
Aquatics Operations & Maintenance	\$404,170	\$357,700	\$345,970	\$290,388
Special Events	\$397,660	\$306,879	\$311,684	\$258,772
Recreation Programs	\$211,750	\$215,100	\$203,280	\$181,618
Arts & Culture	\$119,480	\$113,020	\$111,110	\$104,435
Historic Preservation Commission	\$50,650	\$52,130	\$51,320	\$67,512

Economic Development:

Tourism Management & Development	\$2,505,270	\$2,187,250	\$2,186,310	\$2,173,546
Economic Development	\$275,980	\$228,320	\$224,580	\$195,209

EXPENDITURES & OTHER FINANCING USES SUMMARIES

continued

All Funds Comparison (by Function/Program)

	FY2020 Budget	FY2019 Budget	FY2019 Est. Actuals	FY2018 Actuals
Health & Welfare:				
Wastewater Plant Operations	\$1,782,120	\$1,723,453	\$1,593,280	\$1,559,743
Wastewater Collection System	\$1,433,260	\$1,328,839	\$1,282,240	\$952,603
Wastewater Administration	\$615,475	\$623,700	\$573,860	\$533,696
Community Contracts	\$382,870	\$274,365	\$274,365	\$251,997
Engineering Services	\$297,760	\$286,450	\$274,010	\$290,627
Wastewater Lab	\$250,325	\$222,915	\$231,460	\$245,394
Sustainability	\$218,650	\$221,830	\$195,140	\$24,256
Stormwater Quality	\$183,540	\$174,920	\$171,230	\$183,901
Wastewater Capital Projects Management	\$152,030	\$69,950	\$71,200	\$121,273
Housing and Redevelopment:				
Housing	\$0	\$38,380	\$38,380	\$86,928
Public Transportation:				
Community Contracts	\$338,714	\$328,585	\$197,635	\$188,604
General Services	\$75,000	\$0	\$0	\$0
Contingencies	\$2,700,000	\$1,096,240	\$0	\$0
Charges to Other Departments	(\$4,217,860)	(\$4,096,780)	(\$3,761,140)	(\$3,657,887)
Contributions to Equipment Replacement Reserves	(\$1,088,900)	(\$1,063,150)	(\$1,063,150)	(\$626,867)
Contributions to Major Maintenance Reserves	(\$109,350)	(\$71,150)	(\$71,150)	\$0
Total Ongoing Expenditures	\$29,369,869	\$26,736,975	\$24,356,382	\$23,568,140

One-Time Expenditures (by Function/Program)

General Government:				
Information Technology Services	\$217,050	\$344,316	\$252,777	\$195,309
Planning & Land Development Legal	\$0	\$117,500	\$117,500	\$0
Revenue Management	\$50,000	\$100,000	\$50,000	\$0
City Manager's Office Administration	\$0	\$25,000	\$25,000	\$12,060
General Services Administration	\$26,300	\$0	\$0	\$6,768
Facilities Maintenance	\$109,790	\$90,900	\$90,900	\$187,670
Municipal Court	\$17,075	\$20,200	\$4,615	\$0
Human Resources	\$0	\$15,000	\$5,600	\$0
Financial Services Administration	\$0	\$20,000	\$20,000	\$0
Communications & Citizens Engagement	\$28,000	\$18,000	\$0	\$0
Community Plan	\$0	\$7,000	\$7,000	\$0
Budget Preparation & Management	\$45,000	\$80,500	\$35,500	\$0
Geographic Information Services	\$0	\$1,200	\$1,200	\$0
Elections	\$0	\$42,500	\$37,247	\$0
Public Safety:				
Patrol	\$251,734	\$192,512	\$189,634	\$202,193
Police Communications & Records	\$43,200	\$2,000	\$2,000	\$0
Building Safety	\$5,700	\$1,000	\$1,000	\$1,574
Police Administration	\$0	\$1,200	\$1,200	\$0
Code Enforcement	\$0	\$2,000	\$2,000	\$0
Public Works & Streets:				
Streets Maintenance	\$179,800	\$82,593	\$67,110	\$91,623
Engineering Services	\$6,600	\$0	\$0	\$0
Transportation Services	\$0	\$0	\$0	\$15,747
Culture & Recreation:				
Parks Facilities & Maintenance	\$47,400	\$85,457	\$77,569	\$31,696
Aquatics Operations & Maintenance	\$39,450	\$28,072	\$18,500	\$6,631
Special Events	\$0	\$27,929	\$27,930	\$0
Recreation Programs	\$2,000	\$0	\$0	\$0
Economic Development:				
Economic Development	\$9,500	\$37,500	\$37,500	\$0

EXPENDITURES & OTHER FINANCING USES SUMMARIES

continued

All Funds Comparison (by Function/Program)

	FY2020 Budget	FY2019 Budget	FY2019 Est. Actuals	FY2018 Actuals
Health & Welfare:				
Wastewater Plant Operations	\$242,900	\$250,200	\$120,700	\$237,338
Wastewater Collection System	\$634,300	\$220,054	\$61,750	\$109,290
Wastewater Administration	\$1,850	\$16,050	\$11,050	\$29,438
Sustainability	\$67,500	\$18,000	\$18,000	\$0
Wastewater Lab	\$7,400	\$22,400	\$22,400	\$0
Housing and Redevelopment:				
Housing	\$330,000	\$0	\$0	\$0
Debt Service	\$5,729,775	\$5,863,959	\$5,865,459	\$5,863,243
Capital Improvement Projects	\$13,954,437	\$12,985,446	\$6,815,736	\$5,776,595
Total One-Time Expenditures	\$22,046,761	\$20,718,488	\$13,986,877	\$12,767,176

Total Expenditures (by Function/Program)

General Government:				
Information Technology Services	\$1,553,735	\$1,838,947	\$1,668,200	\$1,613,377
Planning & Land Development Legal	\$739,685	\$880,124	\$802,135	\$820,005
Revenue Management	\$728,160	\$759,355	\$683,280	\$560,660
Facilities Maintenance	\$677,275	\$665,100	\$660,680	\$681,003
City Manager's Office Administration	\$612,580	\$656,727	\$603,970	\$626,388
General Services Administration	\$556,635	\$799,460	\$641,940	\$805,675
Municipal Court	\$544,315	\$539,310	\$513,135	\$447,945
Human Resources	\$421,970	\$423,240	\$399,940	\$371,696
Financial Services Administration	\$397,630	\$391,330	\$396,790	\$323,038
City Council & Clerk Support	\$341,630	\$354,065	\$329,045	\$272,673
City Attorney's Office Administration	\$318,980	\$310,050	\$182,270	\$197,474
Community Development Administration	\$302,860	\$189,625	\$181,530	\$0
Communications & Citizens Engagement	\$310,350	\$285,810	\$262,820	\$251,227
Community Plan	\$256,180	\$233,380	\$224,410	\$266,807
Criminal Prosecution	\$249,600	\$240,870	\$232,870	\$224,117
General Civil Legal	\$246,910	\$225,900	\$168,140	\$177,983
Payment Processing	\$225,660	\$215,425	\$210,350	\$207,019
Budget Preparation & Management	\$238,510	\$100,122	\$233,520	\$144,422
Geographic Information Services	\$163,380	\$174,800	\$162,150	\$155,084
Records Management	\$126,700	\$114,095	\$127,420	\$98,133
City Clerk's Office Administration & Customer Relations	\$98,820	\$94,860	\$73,990	\$90,302
Clerk Permits, Licenses, & Registrations	\$31,980	\$33,930	\$33,000	\$31,529
Grants Coordination	\$18,620	\$13,400	\$13,160	\$11,849
Elections	\$12,920	\$57,640	\$51,867	\$12,635
Public Safety:				
Patrol	\$4,159,969	\$4,105,197	\$3,833,364	\$3,789,679
Police Communications & Records	\$1,262,950	\$1,127,180	\$1,098,293	\$1,035,014
Building Safety	\$639,245	\$538,150	\$510,570	\$578,194
Police Support Services	\$552,715	\$488,130	\$545,070	\$183,833
Investigations	\$539,283	\$477,589	\$388,424	\$461,494
Police Administration	\$485,740	\$469,610	\$432,195	\$605,972
Code Enforcement	\$396,970	\$418,610	\$383,120	\$355,992
Traffic & Parking Services	\$294,730	\$292,740	\$252,486	\$218,987
Community Contracts	\$71,293	\$69,285	\$69,285	\$54,208
Public Works & Streets:				
Streets Maintenance	\$2,849,840	\$2,761,513	\$2,645,840	\$2,480,283
Capital Projects Management	\$691,040	\$657,400	\$604,430	\$474,156
Engineering Services	\$636,205	\$627,250	\$604,590	\$687,253
Transportation Services	\$192,340	\$183,780	\$165,110	\$135,110

EXPENDITURES & OTHER FINANCING USES SUMMARIES

continued

All Funds Comparison (by Function/Program)

	FY2020 Budget	FY2019 Budget	FY2019 Est. Actuals	FY2018 Actuals
Culture & Recreation:				
Parks Facilities & Maintenance	\$986,545	\$1,082,517	\$1,042,839	\$978,488
Community Contracts	\$484,974	\$470,392	\$470,392	\$457,329
Aquatics Operations & Maintenance	\$443,620	\$385,772	\$364,470	\$297,019
Special Events	\$397,660	\$334,808	\$339,614	\$258,772
Recreation Programs	\$213,750	\$215,100	\$203,280	\$181,618
Arts & Culture	\$119,480	\$113,020	\$111,110	\$104,435
Historic Preservation Commission	\$50,650	\$52,130	\$51,320	\$67,512
Economic Development:				
Tourism Management & Development	\$2,505,270	\$2,187,250	\$2,186,310	\$2,173,546
Economic Development	\$285,480	\$265,820	\$262,080	\$195,209
Health & Welfare:				
Wastewater Plant Operations	\$2,025,020	\$1,973,653	\$1,713,980	\$1,797,081
Wastewater Collection System	\$2,067,560	\$1,548,893	\$1,343,990	\$1,061,893
Wastewater Administration	\$617,325	\$639,750	\$584,910	\$563,135
Community Contracts	\$382,870	\$274,365	\$274,365	\$251,997
Engineering Services	\$297,760	\$286,450	\$274,010	\$290,627
Sustainability	\$286,150	\$239,830	\$213,140	\$24,256
Wastewater Lab	\$257,725	\$245,315	\$253,860	\$245,394
Stormwater Quality	\$183,540	\$174,920	\$171,230	\$183,901
Wastewater Capital Projects Management	\$152,030	\$69,950	\$71,200	\$121,273
Housing and Redevelopment:				
Housing	\$330,000	\$38,380	\$38,380	\$86,928
Public Transportation:				
Community Contracts	\$338,714	\$328,585	\$197,635	\$188,604
General Services	\$75,000	\$0	\$0	\$0
Debt Service	\$5,729,775	\$5,863,959	\$5,865,459	\$5,863,243
Capital Improvement Projects	\$13,954,437	\$12,985,446	\$6,815,736	\$5,776,595
Contingencies	\$2,700,000	\$1,096,240	\$0	\$0
Charges to Other Departments	(\$4,217,860)	(\$4,096,780)	(\$3,761,140)	(\$3,657,887)
Contributions to Equipment Replacement Reserves	(\$1,088,900)	(\$1,063,150)	(\$1,063,150)	(\$626,867)
Contributions to Major Maintenance Reserves	(\$109,350)	(\$71,150)	(\$71,150)	\$0
Total Expenditures	\$51,416,630	\$47,455,463	\$38,343,259	\$36,335,316

EXPENDITURES & OTHER FINANCING USES SUMMARIES - continued

General Fund

	FY2020 Budget	FY2019 Budget	FY2019 Est. Actuals	FY2018 Actuals
Expenditures				
10-5210 - City Council	\$219,100	\$223,015	\$202,575	\$155,763
10-5220 - City Manager's Office	\$3,831,550	\$3,357,567	\$3,260,310	\$3,143,535
10-5221 - Human Resources	\$421,970	\$423,240	\$399,930	\$371,696
10-5222 - Financial Services	\$1,440,650	\$1,356,910	\$1,305,580	\$1,102,216
10-5230 - City Attorney's Office	\$832,430	\$764,303	\$647,630	\$644,636
10-5240 - City Clerk's Office	\$411,570	\$487,295	\$468,057	\$385,614
10-5242 - Parks & Recreation*	\$1,032,100	\$935,110	\$911,704	\$752,917
10-5245/6 - General Services	\$2,186,406	\$2,362,453	\$1,569,477	\$1,760,491
10-5245/55 - Debt Service	\$1,036,750	\$1,415,414	\$1,416,914	\$1,443,622
10-5310 - Community Development	\$2,245,850	\$2,220,219	\$2,116,055	\$2,020,090
10-5320 - Public Works	\$4,907,725	\$4,824,650	\$4,619,760	\$4,392,558
10-5330 - Economic Development	\$285,480	\$238,320	\$234,580	\$195,209
10-5510 - Police**	\$7,148,667	\$6,934,096	\$6,539,152	\$6,224,673
10-5520 - Municipal Court	\$520,750	\$528,110	\$508,520	\$447,034
Charges to Other Departments	(\$4,217,860)	(\$4,096,780)	(\$3,761,140)	(\$3,657,887)
Contributions to Equipment Replacement Reserves	(\$386,950)	(\$379,700)	(\$379,700)	(\$288,075)
Total General Fund Expenditures	\$21,916,188	\$21,594,222	\$20,059,404	\$19,094,092
Other Financing Uses				
Transfer to Streets Fund	\$190,760	\$253,200	\$253,200	\$35,389
Transfer to Wastewater Fund	\$3,447,000	\$4,487,900	\$4,569,400	\$4,351,138
Transfer to Grants & Donations Funds	\$1,100,000	\$101,000	\$101,000	\$0
Transfer to Capital Projects Fund	\$2,416,627	\$2,248,900	\$2,095,235	\$5,412,787
Transfer to Development Impact Fees	\$31,786	\$0	\$0	\$0
Total General Fund Other Financing Uses	\$7,186,173	\$7,091,000	\$7,018,835	\$9,799,314
GRAND TOTAL	\$29,102,361	\$28,685,222	\$27,078,239	\$28,893,406

*The Parks & Recreation Department increased largely due to a result of paid parking monies used for additional holiday decorations in the Uptown area.

**The Police Department increased largely due to a result of higher internal charges related to information technology costs.

EXPENDITURES & OTHER FINANCING USES SUMMARIES - continued

Wastewater Enterprise Fund

	FY2020 Budget	FY2019 Budget	FY2019 Est. Actuals	FY2018 Actuals
Expenditures				
59-5222 - Financial Services	\$149,310	\$285,920	\$218,360	\$132,922
59-5224 - Information Technology	\$99,095	\$111,720	\$69,100	\$68,636
59-5230 - City Attorney's Office	\$100,000	\$100,000	\$0	\$23,358
59-5245/6 - General Services	\$100,000	\$100,000	\$0	\$0
59-5320 - Public Works	\$354,260	\$338,400	\$327,060	\$342,833
59-5250 - Wastewater Administration	\$617,325	\$639,750	\$584,910	\$563,284
59-5250/5 - Wastewater Debt Service	\$4,693,025	\$4,439,115	\$4,439,115	\$4,409,518
59-5252 - Wastewater Project Management	\$95,710	\$69,950	\$71,200	\$69,066
59-5320 - Wastewater Capital Improvements Projects	\$4,000,000	\$4,467,484	\$1,448,252	\$1,210,677
59-5253 - Wastewater Operations*	\$4,350,305	\$3,767,860	\$3,309,830	\$3,104,368
Contributions to Equipment Replacement Reserves	(\$524,000)	(\$509,450)	(\$509,450)	(\$151,691)
Contributions to Major Maintenance Reserves	(\$109,350)	(\$71,150)	(\$71,150)	\$0
GRAND TOTAL	\$13,925,680	\$13,739,599	\$9,887,227	\$9,772,971

*The increases in Wastewater Operations are due to the addition of a CCTV van and operator position, as well as a trailer-mounted air curtain burner.

INTER-FUND TRANSFERS

FY 2020 INTER-FUND TRANSFERS

Transfers Out	Transfers In						
	Streets Fund	Grants & Donations Funds	Capital Improvements Fund	Development Impact Fees Funds	Art in Public Places Fund	Wastewater Enterprise Fund	Totals
General Fund	\$190,760	\$1,100,000	\$2,416,627	\$31,786	\$ -	\$3,447,000	\$7,186,173
Capital Improvements Fund	--		--		52,320		52,320
Totals	\$190,760	\$1,100,000	\$2,416,627	\$31,786	\$52,320	\$3,447,000	\$7,238,493

The purposes for the inter-fund transfers are as follows:

- **Streets Fund Shortfall** – The revenues of the Streets Fund are insufficient to cover the estimated annual costs. The City Council has approved a transfer of \$190,760 from the General Fund to fund the shortfall.
- **Capital Projects** – The City Council has directed that \$1,992,617 of undesignated General Fund reserves be designated to the Capital Improvements Program. In addition, certain capital projects were designated to be funded with paid parking revenues (\$275,699) and a portion of bed tax revenues (\$148,311). The total amount to be transferred from the General Fund to the Capital Improvements Fund is budgeted at \$2,416,627.
- **1% for Arts** – Council policy requires 1% of all capital projects budgets to be designated for art in public places. A total of \$52,320 was budgeted in the Capital Improvements Program to the Art in Public Places Fund for this purpose.
- **Wastewater Subsidy** – The City Council approved an inter-fund transfer of \$3,447,000 of the city sales tax revenues as a subsidy to the Wastewater Enterprise Fund to help pay the debt service on debt the City has incurred for the original construction as well as upgrades to the capacity at the plant and extensions of the sewer lines.

City Sales Tax Subsidy to Wastewater Enterprise Fund

Since the voters approved the construction of a sewer system in 1989, the City has subsidized the Wastewater Enterprise Fund with a portion of its city sales tax revenue. The subsidy has helped pay most of the debt service incurred for the original construction as well as upgrades to the capacity at the plant and extensions of the sewer lines. Since fiscal year 1988-89, the City has subsidized the Wastewater Enterprise Fund with over \$122 million of city sales taxes.

Since FY 1989, the Wastewater Enterprise Fund has been subsidized with over \$122 million of city sales taxes.

In 2013, the City hired a consultant to review the existing rate structure and to develop a long-range financial plan for the Wastewater Enterprise Fund. The 2013-14 Wastewater Rate Study and Financial Plan, adopted by City Council in May 2014, planned for a slow reduction in the General Fund subsidy over the next twelve years, along with annual increases in user fees gradually declining, in order to achieve the ultimate goal of making the Wastewater Enterprise Fund financially self-supporting.

A new rate study is in process that plans to continue the gradual reduction of the subsidy until fully eliminated once the Wastewater Fund debt is paid off.

INTERNAL CHARGES

The fiscal year 2019-20 budget includes a cost category labeled internal charges. These costs include:

- Allocation of indirect costs
- Set-asides for equipment replacement reserves
- Set-asides for wastewater major maintenance reserve

Indirect Cost Allocations

Indirect cost allocations are a commonly used methodology for allocating costs incurred in internal service departments and programs to the programs and services of other departments benefitting from those services. The allocation of these costs is based on available information that represents as fair a representation as possible of the level of benefits received by the other departments and programs. The following is a summary of the department and programs providing the internal services and the methods used for allocation:

SUMMARY OF INTERNAL SERVICE ALLOCATION METHODS

Department	Program	Allocation Method
City Manager's Office	Administration	Counts of employees/FTEs benefitted
Human Resources	Administration	Counts of employees/FTEs benefitted
Financial Services	Administration	Budgeted expenditures of areas benefitted
	Payment Processing	Counts of employees/FTEs benefitted and number of accounts payable transactions
	Budget	Budgeted expenditures of areas benefitted
	Revenue Management	Number of cash receipting transactions
Information Technology	Geographic Information Systems	Counts of employees/FTEs benefitted
	Information Technology Services	Number of computers and phones and allocations of software systems used
City Attorney's Office	Administration	Estimated personnel hours
	Land Development	Counts of employees/FTEs benefitted
	General Civil	Estimated personnel hours and allocations of property damage claims benefitted
City Clerk's Office	Customer Relations	Number of service requests
	Records Management	Estimated personnel hours
General Services	Office Supplies	Counts of employees/FTEs benefitted
	Postage	Post meter activity
	Pooled Vehicles	Counts of employees/FTEs benefitted
	Property and Liability Insurance	Budgeted expenditures of areas benefitted and historical insurance claims exposure
Public Works	Facilities Maintenance	Square footage of facilities



INTERNAL CHARGES continued

Indirect Cost Allocations (cont'd)

The result of these allocations are the internal charges applied to each program with offsetting negative amounts for the internal service programs being allocated, except for the Information Technology Internal Service Fund which records the allocations as revenue.

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

The following is a summary of the allocations to the benefitting departments:

SUMMARY OF INDIRECT COST ALLOCATIONS BY BENEFITTING DEPARTMENT

Benefitting Department	Allocating Department								
	City Manager's Office	Human Resources	Financial Services	Information Technology	City Attorney's Office	City Clerk's Office	General Services	Public Works	Totals
City Council	\$ -	\$ -	\$ 7,100	\$ 56,070	\$ 73,780	\$ -	\$ 2,140	\$ 4,040	\$ 143,130
City Manager's Office	(597,120)	21,170	59,100	68,790	22,840	1,570	10,570	29,500	(383,580)
Human Resources	7,370	(421,980)	14,870	40,550	45,670	1,570	2,720	6,370	(302,860)
Financial Services	29,510	23,940	(1,346,220)	128,740	38,240	14,130	17,500	26,090	(1,068,070)
Information Technology	18,430	14,610	63,390	-	-	-	11,230	19,430	127,090
City Attorney's Office	15,040	12,090	36,050	35,630	(582,860)	1,570	8,490	18,030	(455,960)
City Clerk's Office	11,260	8,620	15,200	50,160	22,840	(255,510)	2,820	32,810	(81,800)
Parks & Recreation	107,800	27,400	63,270	47,280	-	-	8,650	14,460	268,860
General Services	-	-	2,080	3,500	-	-	(346,100)	-	(340,520)
Community Development	48,690	39,750	89,980	205,930	153,970	128,790	16,540	60,990	744,640
Public Works	119,450	84,680	270,210	174,230	136,730	63,180	116,210	(476,080)	488,610
Economic Development	3,860	3,100	10,540	5,560	-	-	1,550	4,840	29,450
Police	170,030	135,030	264,500	743,590	39,600	8,780	77,210	187,170	1,625,910
Municipal Court	19,320	14,430	22,740	18,380	-	-	5,660	46,870	127,400
Wastewater	46,360	37,160	427,190	100,230	49,190	5,920	64,810	25,480	756,340
Totals	\$ -	\$ -	\$ -	\$ 1,678,640	\$ -	\$ -	\$ -	\$ -	\$ 1,678,640

INTERNAL CHARGES

continued

Equipment Replacement Reserves and Major Maintenance Reserve

The fiscal year 2019-20 budget includes set-asides for equipment replacement reserves and a wastewater major maintenance reserve. These reserves are intended to aid with better budget planning for replacement of the City's equipment, including vehicles, operational equipment, and information technology items such as computers, monitors, servers, etc., as well as significant maintenance of wastewater utility equipment and systems.

The equipment replacement reserves are funded with an allocation of the replacement costs of equipment over the expected useful lives, and the wastewater major maintenance reserve is funded with an annualized allocation of the estimated significant maintenance costs. This is the third year of implementation for the equipment replacement reserves and the second year of implementation for the wastewater major maintenance reserve. There has been no provision included in the budget for a "make-up" of annual allocations prior to the implementation of these reserves.

Since the estimated useful lives may be different from actual experience, additional funding for the reserve can be achieved by delaying replacement of equipment when practical. In future years, when funding is available, the City Council may wish to add additional funding to these reserves to work toward a fully-funded status.

The internal charges included in the proposed budget for the equipment replacement reserves are allocations to the departments and programs that are using the assets covered. The reserves are as follows:

- **Information Technology Equipment** – An inventory listing was obtained from the Information Technology Department and includes all equipment items maintained by their department.
- **Wastewater Equipment** – The listing of wastewater equipment capitalized in the City's audited financial statements was used. Capitalized equipment are those equipment items with a cost of \$5,000 or more. Any wastewater equipment under the capitalization threshold has not been included in the initiation of this reserve. The equipment items not capitalized may be considered for inclusion in the replacement reserve allocations in the future.
- **General Equipment** – A listing of all other capitalized in the City's audited financial statements was used. Again, any equipment under the capitalization threshold that has not been included in the initiation of this reserve may be considered for inclusion in the replacement reserve allocations in the future.

INTERNAL CHARGES

continued

Equipment Replacement Reserves and Major Maintenance Reserve (cont'd)

The following is a summary of the reserve allocations:

SUMMARY OF RESERVE ALLOCATIONS

Department	Equipment Replacement Reserves	Wastewater Major Maintenance Reserve
City Council	\$ 2,500	\$ -
Information Technology	177,950	-
General Services	5,800	-
Community Development	7,800	-
Public Works	85,700	-
Police	285,150	-
Wastewater	524,000	109,350
Totals	\$1,088,900	\$109,350





Fund Summaries

FUND SUMMARIES

All Funds

	General Fund	Streets Fund	Grants & Donations	Transportation Sales Tax Fund	Capital Improvements Fund	Development Impact Fees Funds	Art in Public Places Fund	Wastewater Fund	Information Technology Fund	Totals
Revenues										
Ongoing Revenues	\$28,744,970	\$1,015,260	\$58,340	\$3,056,500	\$581,000	\$275,370	\$1,530	\$7,118,413	\$1,562,740	\$42,414,123
One-Time Revenues	\$97,150	\$0	\$1,067,815	\$0	\$50,000	\$395,800	\$0	\$694,800	\$119,100	\$2,424,665
Contingent Revenues	\$0	\$0	\$300,000	\$0	\$0	\$0	\$0	\$0	\$0	\$300,000
Total Revenues	\$28,842,120	\$1,015,260	\$1,426,155	\$3,056,500	\$631,000	\$671,170	\$1,530	\$7,813,213	\$1,681,840	\$45,138,788
Expenditures										
Ongoing Expenditures	\$20,220,354	\$1,206,020	\$26,500	\$93,870	\$0	\$0	\$0	\$4,793,955	\$1,527,420	\$27,868,119
One-Time Expenditures	\$746,034	\$0	\$460,915	\$0	\$0	\$0	\$0	\$972,050	\$183,550	\$2,362,549
Capital Improvement Projects	\$0	\$0	\$257,830	\$0	\$7,354,550	\$2,212,057	\$130,000	\$4,000,000	\$0	\$13,954,437
Debt Service	\$1,036,750	\$0	\$0	\$0	\$0	\$0	\$0	\$4,693,025	\$0	\$5,729,775
Equipment Replacement Reserve Contributions	(\$386,950)	\$0	\$0	\$0	\$0	\$0	\$0	(\$524,000)	(\$177,950)	(\$1,088,900)
Major Maintenance Reserve Contributions	\$0	\$0	\$0	\$0	\$0	\$0	\$0	(\$109,350)	\$0	(\$109,350)
Contingency	\$300,000	\$0	\$2,300,000	\$0	\$0	\$0	\$0	\$100,000	\$0	\$2,700,000
Total Expenditures	\$21,916,188	\$1,206,020	\$3,045,245	\$93,870	\$7,354,550	\$2,212,057	\$130,000	\$13,925,680	\$1,533,020	\$51,416,630
Net Revenues/Expenditures	\$6,925,932	(\$190,760)	(\$1,619,090)	\$2,962,630	(\$6,723,550)	(\$1,540,887)	(\$128,470)	(\$6,112,467)	\$148,820	(\$6,277,842)
Transfers										
Transfer from Capital Improvements Fund	\$0	\$0	\$0	\$0	\$0	\$0	\$52,320	\$0	\$0	\$52,320
Transfer from General Fund	\$0	\$190,760	\$1,100,000	\$0	\$1,992,617	\$31,786	\$0	\$3,447,000	\$0	\$6,762,163
Transfer from General Fund (Bed Taxes)	\$0	\$0	\$0	\$0	\$148,311	\$0	\$0	\$0	\$0	\$148,311
Transfer from General Fund (Paid Parking Revenues)	\$0	\$0	\$0	\$0	\$275,699	\$0	\$0	\$0	\$0	\$275,699
Transfer to Wastewater Fund	(\$3,447,000)	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	(\$3,447,000)
Transfer to Streets Fund	(\$190,760)	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	(\$190,760)
Transfer to Capital Improvements Fund	(\$1,992,617)	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	(\$1,992,617)
Transfer to Capital Improvements Fund (Paid Parking Revenues)	(\$275,699)	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	(\$275,699)
Transfer to Capital Improvements Fund (Bed Taxes)	(\$148,311)	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	(\$148,311)
Transfer to Development Impact Fee Funds	(\$31,786)	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	(\$31,786)
Transfer to Affordable Housing Fund	(\$1,100,000)	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	(\$1,100,000)
Transfer to Arts Fund	\$0	\$0	\$0	\$0	(\$52,320)	\$0	\$0	\$0	\$0	(\$52,320)
Net Transfers	(\$7,186,173)	\$190,760	\$1,100,000	\$0	\$2,364,307	\$31,786	\$52,320	\$3,447,000	\$0	\$0
Beginning Fund Balances	\$11,093,317	\$635,012	\$724,990	\$4,037,246	\$12,794,975	\$2,977,652	\$132,512	\$17,599,586	\$326,331	\$50,321,621
Ending Fund Balances										
Operating Reserve	\$6,173,831	\$0	\$0	\$0	\$0	\$0	\$0	\$1,955,335	\$0	\$8,129,166
10% Reserve	\$0	\$120,602	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$120,602
Restricted Capital Reserve	\$0	\$0	\$0	\$6,006,941	\$3,989,768	\$1,283,961	\$56,362	\$1,748,232	\$0	\$13,085,264
Equipment Replacement Reserve	\$952,725	\$0	\$0	\$0	\$0	\$0	\$0	\$975,641	\$359,351	\$2,287,717
Major Maintenance Reserve	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$180,500	\$0	\$180,500
Estimated FY19 Surplus to be Allocated	\$1,787,859	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$1,787,859
Parking Revenue Pledged to Uptown Improvement	\$428,654	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$428,654
Remaining Available Fund Balance	\$1,490,007	\$514,410	\$205,900	\$992,935	\$4,445,964	\$184,590	\$0	\$10,074,411	\$115,800	\$18,024,016
Total Ending Fund Balances	\$10,833,076	\$635,012	\$205,900	\$6,999,876	\$8,435,732	\$1,468,551	\$56,362	\$14,934,119	\$475,151	\$44,043,779

FUND SUMMARIES

continued

All Funds Comparison

	FY2020 Budget	FY2019 Budget	FY2019 Est. Actuals	FY2018 Actuals
Revenues				
Ongoing Revenues	\$42,414,123	\$41,676,814	\$42,836,111	\$38,850,134
One-Time Revenues	\$2,424,665	\$1,362,107	\$709,537	\$1,179,468
Contingent Revenues	\$300,000	\$850,000	\$0	\$0
Total Revenues	\$45,138,788	\$43,888,921	\$43,545,648	\$40,029,602
Expenditures				
Ongoing Expenditures	\$27,868,119	\$26,800,509	\$25,579,795	\$24,046,197
One-Time Expenditures	\$2,362,549	\$1,852,999	\$1,216,569	\$1,276,147
Capital Improvement Projects	\$13,954,437	\$12,985,446	\$6,815,736	\$5,776,596
Debt Service	\$5,729,775	\$5,863,959	\$5,865,459	\$5,863,243
Equipment Replacement Reserve Contributions	(\$1,088,900)	(\$1,063,150)	(\$1,063,150)	(\$626,868)
Major Maintenance Reserve Contributions	(\$109,350)	(\$71,150)	(\$71,150)	\$0
Contingency	\$2,700,000	\$1,086,850	\$0	\$0
Total Expenditures	\$51,416,630	\$47,455,463	\$38,343,259	\$36,335,316
Net Revenues/Expenditures	(\$6,277,842)	(\$3,566,542)	\$5,202,389	\$3,694,286
Other Financing Sources (Uses)				
Transfer from Capital Improvements Fund	\$52,320	\$48,914	\$36,525	\$223,973
Transfer from General Fund	\$6,762,163	\$6,342,100	\$6,423,600	\$9,799,314
Transfer from General Fund (Bed Taxes)	\$148,311	\$268,900	\$255,235	\$0
Transfer from General Fund (Paid Parking Revenues)	\$275,699	\$480,000	\$340,000	\$0
Transfer to Wastewater Fund	(\$3,447,000)	(\$4,487,900)	(\$4,569,400)	(\$4,351,138)
Transfer to Streets Fund	(\$190,760)	(\$253,200)	(\$253,200)	(\$35,389)
Transfer to Capital Improvements Fund	(\$1,992,617)	(\$1,500,000)	(\$1,500,000)	(\$5,412,787)
Transfer to Capital Improvements Fund (Paid Parking Revenues)	(\$275,699)	(\$480,000)	(\$340,000)	\$0
Transfer to Capital Improvements Fund (Bed Taxes)	(\$148,311)	(\$268,900)	(\$255,235)	\$0
Transfer to Development Impact Fee Funds	(\$31,786)	\$0	\$0	(\$214,167)
Transfer to Arts Fund	(\$52,320)	(\$48,914)	(\$36,525)	(\$9,806)
Transfer to Affordable Housing Fund	(\$1,100,000)	(\$100,000)	(\$100,000)	\$0
Transfer to Grants & Donations Funds	\$0	(\$1,000)	(\$1,000)	\$0
Total Other Financing Sources (Uses)	\$0	\$0	\$0	\$0
Beginning Fund Balances	\$50,321,621	\$41,611,891	\$45,119,232	\$41,424,946
Ending Fund Balances				
Operating Reserve	\$8,129,166	\$7,791,950	\$7,671,212	\$7,379,137
Streets Reserve	\$120,602	\$120,738	\$120,738	\$590,750
Debt Service Reserve	\$0	\$4,352,000	\$300,000	\$4,852,000
Restricted Capital Reserve	\$13,085,264	\$12,171,896	\$13,105,517	\$11,388,127
Equipment Replacement Reserve	\$2,287,717	\$1,150,620	\$1,489,267	\$439,766
Major Maintenance Reserve	\$180,500	\$71,150	\$71,150	\$0
Estimated FY18 Bed Tax Pledged to SIM Projects	\$0	\$0	\$17,711	\$272,946
Estimated FY19 Bed Tax to be Allocated	\$0	\$0	\$446,700	\$0
FY18 Surplus to be Allocated	\$0	\$0	\$1,045,917	\$1,045,917
Estimated FY19 Surplus to be Allocated	\$1,787,859	\$0	\$1,787,859	\$0
Parking Revenue Pledged to Uptown Improvement	\$428,654	\$0	\$583,203	\$480,699
Budget Carryovers	\$0	\$0	\$785,360	\$761,431
Remaining Available Fund Balance	\$18,024,016	\$12,386,995	\$22,896,987	\$17,908,459
Total Ending Fund Balances	\$44,043,779	\$38,045,349	\$50,321,621	\$45,119,232

FUND SUMMARIES
continued

General Fund

	FY2020 Budget	FY2019 Budget	FY2019 Est. Actuals	FY2018 Actuals
Ongoing Revenues				
City Sales Taxes	\$18,217,100	\$17,951,600	\$18,277,600	\$17,341,799
Bed Taxes	\$4,769,300	\$4,446,000	\$4,769,300	\$4,431,680
In Lieu Fees	\$496,500	\$456,100	\$485,100	\$474,385
Franchise Fees	\$825,100	\$771,800	\$807,600	\$822,122
State Shared Sales Taxes	\$1,040,600	\$996,500	\$1,037,000	\$998,202
Urban Revenue Sharing	\$1,256,100	\$1,297,000	\$1,251,700	\$1,287,767
Vehicle License Taxes	\$700,800	\$642,600	\$665,500	\$642,895
Other Intergovernmental	\$22,000	\$30,000	\$1,500	\$42,745
Licenses and Permits	\$401,050	\$350,180	\$351,860	\$456,278
Charges for Services	\$625,300	\$767,240	\$801,067	\$702,604
Fines and Forfeitures	\$206,760	\$185,440	\$208,160	\$246,165
Other Revenues	\$184,360	\$140,380	\$180,950	\$64,822
Total Ongoing Revenues	\$28,744,970	\$28,034,840	\$28,837,337	\$27,511,464
Ongoing Expenditures				
General Government	\$5,409,935	\$5,307,818	\$5,042,400	\$2,969,615
Public Safety	\$6,058,461	\$5,904,479	\$5,582,593	\$5,245,694
Public Works & Streets	\$2,169,875	\$2,164,380	\$2,071,800	\$1,862,370
Culture & Recreation	\$2,065,689	\$1,935,151	\$1,907,126	\$1,776,586
Economic Development	\$2,739,030	\$2,377,900	\$2,375,550	\$4,430,907
Health & Welfare	\$709,770	\$598,955	\$571,615	\$413,509
Public Transportation	\$413,714	\$328,585	\$197,635	\$188,604
Indirect Cost Allocations	\$653,880	\$516,700	\$584,350	\$520,823
Contingencies	\$300,000	\$636,317	\$0	\$0
Total Ongoing Expenditures	\$20,520,354	\$19,770,285	\$18,333,069	\$17,408,108
Net Ongoing	\$8,224,616	\$8,264,555	\$10,504,268	\$10,103,356
Other				
One-Time Revenues:				
Intergovernmental	\$0	\$0	\$1,250	\$8,655
Charges for Services	\$0	\$0	\$0	\$0
Other Revenues	\$97,150	\$9,000	\$97,150	\$84,108
Contingent Bed Taxes	\$0	\$550,000	\$0	\$0
One-Time Expenditures:				
General Government	(\$171,250)	(\$400,400)	(\$313,747)	(\$194,438)
Public Safety	(\$203,534)	(\$198,712)	(\$195,834)	(\$203,767)
Public Works & Streets	(\$146,400)	(\$67,110)	(\$67,110)	(\$107,370)
Culture & Recreation	(\$76,850)	(\$63,001)	(\$53,430)	(\$24,861)
Economic Development	(\$9,500)	(\$10,000)	(\$10,000)	\$0
Health & Welfare	(\$67,500)	(\$18,000)	(\$18,000)	\$0
Debt Service	(\$1,036,750)	(\$1,415,414)	(\$1,416,914)	(\$1,443,622)
Net One-Time Revenues/Expenditures	(\$1,614,634)	(\$1,613,637)	(\$1,976,635)	(\$1,881,295)
Transfers:				
Transfer to Wastewater Fund	(\$3,447,000)	(\$4,487,900)	(\$4,569,400)	(\$4,351,138)
Transfer to Streets Fund	(\$190,760)	(\$253,200)	(\$253,200)	(\$35,389)
Transfer to Grants & Donations Funds	\$0	(\$1,000)	(\$1,000)	\$0
Transfer to Capital Improvements Fund	(\$1,992,617)	(\$1,500,000)	(\$1,500,000)	(\$5,412,787)
Transfer to Capital Improvements Fund (Paid Parking Revenues)	(\$275,699)	(\$480,000)	(\$340,000)	\$0
Transfer to Capital Improvements Fund (Bed Taxes)	(\$148,311)	(\$268,900)	(\$255,235)	\$0
Transfer to Development Impact Fee Funds	(\$31,786)	\$0	\$0	\$0
Transfer to Affordable Housing Fund	(\$1,100,000)	(\$100,000)	(\$100,000)	\$0
Net Transfers to Other Funds	(\$7,186,173)	(\$7,091,000)	(\$7,018,835)	(\$9,799,314)
Beginning Fund Balance	\$11,093,317	\$8,453,089	\$9,235,819	\$10,524,998
Equipment Replacement Reserve				
Reserve Contributions	\$386,950	\$379,700	\$379,700	\$288,075
Equipment Purchases	(\$71,000)	(\$31,000)	(\$31,000)	\$0
Net Contribution to Equipment Replacement Reserve	\$315,950	\$348,700	\$348,700	\$288,075
Ending Fund Balances				
Operating Reserve*	\$6,173,831	\$5,866,642	\$5,866,642	\$5,869,181
Debt Service Reserve**	\$0	\$300,000	\$300,000	\$800,000
Equipment Replacement Reserve	\$952,725	\$586,750	\$636,775	\$288,075
FY18 Bed Tax Pledged to SIM Projects	\$0	\$0	\$17,711	\$272,946
Estimated FY19 Bed Tax to be Allocated	\$0	\$0	\$446,700	\$0
FY18 Surplus to be Allocated	\$0	\$0	\$1,045,917	\$1,045,917
Estimated FY19 Surplus to be Allocated	\$1,787,859	\$0	\$1,787,859	\$0
Prepaid Balance	\$0	\$0	\$0	\$15,601
Parking Revenues Pledged to Uptown Improvements	\$428,654	\$0	\$583,203	\$480,699
Budget Carryovers	\$0	\$0	\$408,510	\$463,400
Remaining Available Fund Balance	\$1,490,007	\$1,608,315	\$0	\$0
Total Ending Fund Balances	\$10,833,076	\$8,361,707	\$11,093,317	\$9,235,819

* Operating reserve is 30% of operating expenditures.

** \$500,000 higher debt service in FY 2018 and FY 2019, \$300,000 reserved to adjust for ongoing debt service levels of \$1 million for FY 2020 and after.

FUND SUMMARIES

continued

Streets Fund

	FY2020 Budget	FY2019 Budget	FY2019 Est. Actuals	FY2018 Actuals
Ongoing Revenues				
Intergovernmental	\$1,001,830	\$933,200	\$990,300	\$919,182
Other Revenues	\$13,430	\$19,020	\$13,430	\$2,473
Total Ongoing Revenues	\$1,015,260	\$952,220	\$1,003,730	\$921,655
Ongoing Expenditures				
Streets Maintenance	\$1,150,000	\$1,150,000	\$1,150,000	\$1,133,528
Internal Charges	\$56,020	\$57,380	\$53,180	\$47,972
Total Ongoing Expenditures	\$1,206,020	\$1,207,380	\$1,203,180	\$1,181,500
Net Ongoing	(\$190,760)	(\$255,160)	(\$199,450)	(\$259,845)

Other

One-Time Revenues:				
Intergovernmental	\$0	\$0	\$31,520	\$39,096
Net One-Time Revenues	\$0	\$0	\$31,520	\$39,096
Transfer from General Fund	\$190,760	\$253,200	\$253,200	\$35,389
Beginning Fund Balance	\$635,012	\$544,241	\$549,742	\$735,102

Ending Fund Balances

Restricted Reserve	\$0	\$0	\$0	\$590,750
10% Reserve	\$120,602	\$120,738	\$120,738	\$0
Remaining Available Fund Balance	\$514,410	\$421,543	\$514,274	(\$41,008)
Total Ending Fund Balances	\$635,012	\$542,281	\$635,012	\$549,742

FUND SUMMARIES

continued

Grants & Donations Funds

	FY2020 Budget	FY2019 Budget	FY2019 Est. Actuals	FY2018 Actuals
Ongoing Revenues				
Intergovernmental	\$2,400	\$25,072	\$3,390	\$577
Charges for Services	\$1,900	\$1,500	\$2,300	\$1,460
Fines & Forfeitures	\$24,300	\$26,800	\$23,100	\$25,628
Contributions & Donations	\$23,950	\$29,450	\$32,027	\$36,096
Other Revenues	\$5,530	\$1,760	\$5,790	\$504
Total Grants & Donations Funds Revenues	\$58,080	\$84,582	\$66,607	\$64,265
Ongoing Expenditures				
Police	\$11,000	\$26,350	\$10,490	\$11,724
Community Development	\$0	\$38,380	\$38,380	\$0
Parks & Recreation	\$15,500	\$14,910	\$18,280	\$13,422
Contingencies	\$0	\$100,000	\$0	\$0
Total Ongoing Expenditures	\$26,500	\$179,640	\$67,150	\$25,146
Net Ongoing	\$31,580	(\$95,058)	(\$543)	\$39,119
Other				
One-Time Revenues:				
Intergovernmental	\$443,075	\$59,200	\$53,740	\$124,601
In Lieu Fees	\$625,000	\$0	\$0	\$0
Contributions & Donations	\$0	\$0	\$28,300	\$0
Other Revenues	\$0	\$0	\$2,957	\$2,957
Contingency Placeholder	\$300,000	\$300,000	\$0	\$0
One-Time Expenditures:				
Police	(\$95,000)	\$0	(\$17,716)	(\$58,582)
Parks & Recreation	(\$2,000)	(\$47,457)	(\$20,240)	(\$13,467)
Community Development	(\$330,000)	\$0	\$0	(\$86,928)
Public Works	\$0	\$0	\$0	(\$3,243)
General Services	(\$18,100)	\$0	\$0	\$0
Economic Development	\$0	(\$27,500)	(\$27,500)	\$0
Municipal Court	(\$15,815)	(\$11,200)	(\$4,615)	\$0
Capital Improvement Projects	(\$257,830)	(\$194,000)	(\$1,675)	(\$13,425)
Contingency Placeholder	(\$2,300,000)	(\$250,533)	\$0	\$0
Net One-Time Revenues/Expenditures	(\$1,650,670)	(\$171,490)	\$13,251	(\$48,087)
Transfers:				
Transfer from General Fund	\$1,100,000	\$101,000	\$101,000	\$0
Beginning Fund Balance	\$724,990	\$594,730	\$611,282	\$620,250
Ending Fund Balances				
Restricted Reserve	\$0	\$0	\$0	\$0
Remaining Available Fund Balance	\$205,900	\$429,182	\$724,990	\$611,282
Total Ending Fund Balances	\$205,900	\$429,182	\$724,990	\$611,282

FUND SUMMARIES

continued

Transportation Sales Tax Fund

	FY2020 Budget	FY2019 Budget	FY2019 Est. Actuals	FY2018 Actuals
Ongoing Revenues				
City Sales Taxes	\$3,028,700	\$2,976,900	\$3,028,700	\$1,051,718
Other Revenues	\$27,800	\$44,650	\$27,800	(\$7,636)
Total Ongoing Revenues	\$3,056,500	\$3,021,550	\$3,056,500	\$1,044,082
Ongoing Expenditures				
Public Works & Streets	\$93,870	\$100,920	\$62,840	\$496
Net Ongoing	\$2,962,630	\$2,920,630	\$2,993,660	\$1,043,586
Other				
Beginning Fund Balance	\$4,037,246	\$1,101,870	\$1,043,586	\$0
Ending Fund Balances				
Capital Reserves	\$6,006,941	\$4,022,500	\$0	\$0
Remaining Available Fund Balance	\$992,935	\$0	\$4,037,246	\$1,043,586
Total Ending Fund Balances	\$6,999,876	\$4,022,500	\$4,037,246	\$1,043,586

FUND SUMMARIES

continued

Capital Improvements Fund

	FY2020 Budget	FY2019 Budget	FY2019 Est. Actuals	FY2018 Actuals
Ongoing Revenues				
Intergovernmental	\$350,000	\$748,300	\$752,274	\$738,392
Other Revenues	\$231,000	\$224,200	\$231,000	\$31,770
Total Ongoing Revenues	\$581,000	\$972,500	\$983,274	\$770,162

Other

One-Time Revenues:				
Intergovernmental	\$0	\$792,091	\$170,000	\$133,695
Contributions & Donations	\$50,000	\$50,000	\$50,000	\$254,404
Other Revenues	\$0	\$0	\$800	\$10,000
One-Time Expenditures:				
Court Project	(\$27,800)	(\$20,700)	\$0	(\$13,070)
Information Technology Project	(\$100,000)	\$0	\$0	\$0
Parks Projects	(\$148,354)	\$0	\$0	\$0
Police Projects	(\$305,420)	(\$300,092)	(\$206,592)	(\$630,538)
Public Works Projects	(\$215,699)	(\$537,000)	(\$305,000)	\$0
Sedona in Motion Projects	(\$6,297,277)	(\$4,185,121)	(\$2,147,557)	(\$100,585)
Streets & Transportation Projects	\$0	(\$388,224)	\$0	(\$41,957)
Storm Drainage Projects	(\$260,000)	(\$2,849,825)	(\$2,683,660)	(\$3,413,805)
Net One-Time Revenues/Expenditures	(\$7,304,550)	(\$7,438,871)	(\$5,122,009)	(\$3,801,856)

Transfers:

Transfer from General Fund	\$1,992,617	\$1,500,000	\$1,500,000	\$5,412,787
Transfer from General Fund (Paid Parking Revenues)	\$275,699	\$480,000	\$340,000	\$0
Transfer from General Fund (Bed Taxes)	\$148,311	\$268,900	\$255,235	\$0
Transfer to Development Impact Fee Funds	\$0	\$0	\$0	(\$214,167)
Transfer to Art in Public Places Fund	(\$52,320)	(\$48,914)	(\$36,525)	(\$9,806)
Net Transfers	\$2,364,307	\$2,199,986	\$2,058,710	\$5,188,814

Beginning Fund Balance	\$12,794,975	\$14,758,902	\$14,875,000	\$12,717,880
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Ending Fund Balances

Capital Reserve	\$3,989,768	\$6,924,396	\$6,763,460	\$6,920,643
Remaining Available Fund Balance	\$4,445,964	\$3,568,121	\$6,031,515	\$7,954,357
Total Ending Fund Balances	\$8,435,732	\$10,492,517	\$12,794,975	\$14,875,000

FUND SUMMARIES

continued

Development Impact Fees Funds

	FY2020 Budget	FY2019 Budget	FY2019 Est. Actuals	FY2018 Actuals
Ongoing Revenues				
Development Impact Fees	\$230,550	\$197,410	\$243,050	\$207,076
Other Revenues	\$44,820	\$27,810	\$44,820	\$47,974
Total Ongoing Revenues	\$275,370	\$225,220	\$287,870	\$255,050
Other				
One-Time Revenues:				
Development Impact Fees	\$395,800	\$0	\$24,000	\$0
Other Revenues	\$0	\$0	\$390	\$0
One-Time Expenditures:				
Professional Services	\$0	(\$25,000)	(\$25,000)	(\$12,060)
Miscellaneous Capital Outlay	\$0	(\$15,483)	\$0	\$0
Parks Projects	(\$130,646)	\$0	\$0	(\$242,815)
Police Projects	(\$161,534)	\$0	\$0	\$0
Streets & Transportation Projects	(\$1,826,877)	\$0	\$0	(\$275)
Storm Drainage Projects	(\$93,000)	(\$43,000)	(\$23,000)	(\$19,263)
Debt Service	\$0	(\$9,540)	(\$9,540)	(\$10,214)
Net One-Time Revenues/Expenditures	(\$1,816,257)	(\$93,023)	(\$33,150)	(\$284,627)
Transfers:				
Transfer from General Fund	\$31,786	\$0	\$0	\$0
Transfer from Capital Improvements Fund	\$0	\$0	\$0	\$214,167
Net Transfers	\$31,786	\$0	\$0	\$214,167
Beginning Fund Balance	\$2,977,652	\$2,423,297	\$2,722,932	\$2,538,342
Ending Fund Balances				
Capital Reserve	\$1,283,961	\$0	\$2,212,057	\$0
Remaining Available Fund Balance	\$184,590	\$2,555,494	\$765,595	\$2,722,932
Total Ending Fund Balances	\$1,468,551	\$2,555,494	\$2,977,652	\$2,722,932

FUND SUMMARIES

continued

Art in Public Places Fund

	FY2020 Budget	FY2019 Budget	FY2019 Est. Actuals	FY2018 Actuals
Ongoing Revenues				
Other Revenues	\$1,530	\$200	\$1,530	\$98
Total Ongoing Revenues	\$1,530	\$200	\$1,530	\$98
Other				
One-Time Revenues:				
Other Revenues	\$0	\$0	\$60	\$0
One-Time Expenditures:				
Capital Improvement Projects	(\$130,000)	\$0	\$0	\$0
Net One-Time Revenues/Expenditures	(\$130,000)	\$0	\$60	\$0
Transfers:				
Transfers from Capital Projects Funds	\$52,320	\$48,914	\$36,525	\$9,806
Beginning Fund Balance	\$132,512	\$90,069	\$94,397	\$84,493
Ending Fund Balances				
Capital Reserves	\$56,362	\$0	\$130,000	\$0
Remaining Available Fund Balance	\$0	\$139,183	\$2,512	\$94,397
Total Ending Fund Balances	\$56,362	\$139,183	\$132,512	\$94,397

FUND SUMMARIES
continued

Wastewater Enterprise Fund

	FY2020 Budget	FY2019 Budget	FY2019 Est. Actuals	FY2018 Actuals
Ongoing Revenues				
Charges for Services	\$6,166,183	\$6,145,000	\$6,078,000	\$6,116,696
Fines and Forfeitures	\$65,900	\$69,750	\$58,900	\$61,753
Capacity Fees	\$557,200	\$291,100	\$413,200	\$483,358
Other Revenues	\$329,130	\$222,250	\$333,530	\$111,091
Total Ongoing Revenues	\$7,118,413	\$6,728,100	\$6,883,630	\$6,772,898
Ongoing Expenditures				
Wastewater Administration	\$207,735	\$235,680	\$231,350	\$188,662
Wastewater Operations	\$3,133,515	\$2,960,720	\$2,783,400	\$2,412,981
Public Works Engineering Services	\$229,800	\$224,420	\$220,350	\$226,946
Capital Projects Management	\$125,260	\$99,650	\$102,870	\$90,252
Contingencies	\$100,000	\$100,000	\$0	\$0
Indirect Cost Allocations/Departmental Allocations:				
Information Technology	\$180,385	\$161,360	\$157,993	\$203,889
Human Resources	\$45,710	\$46,410	\$43,830	\$43,684
Financial Services	\$197,813	\$196,433	\$181,606	\$158,520
Utility Billing	\$347,787	\$381,257	\$332,084	\$325,772
General Services	\$68,530	\$68,630	\$68,310	\$66,052
City Manager	\$57,030	\$59,650	\$54,660	\$63,125
City Clerk	\$5,920	\$3,870	\$3,690	\$5,282
City Attorney	\$165,590	\$157,540	\$51,490	\$70,681
Facilities Maintenance	\$28,880	\$70,370	\$69,910	\$72,666
Total Ongoing Expenditures	\$4,893,955	\$4,765,990	\$4,301,543	\$3,928,512
Net Ongoing	\$2,224,458	\$1,962,110	\$2,582,087	\$2,844,386
Other				
One-Time Revenues:				
Charges for Services	\$0	\$0	\$81,470	\$1,911
Capacity Fees	\$669,800	\$382,200	\$36,500	\$39,655
Other	\$25,000	\$0	\$9,000	\$381,450
One-Time Expenditures:				
Wastewater Administration	(\$1,850)	(\$16,050)	(\$6,050)	(\$29,438)
Wastewater Operations	(\$729,600)	(\$382,070)	(\$153,350)	(\$346,628)
Financial Services	(\$50,000)	(\$100,000)	(\$50,000)	\$0
Information Technology	(\$35,600)	(\$55,100)	(\$15,127)	\$0
Capital Improvement Projects	(\$4,000,000)	(\$4,467,484)	(\$1,448,252)	(\$1,210,677)
Debt Service	(\$4,693,025)	(\$4,439,005)	(\$4,439,005)	(\$4,409,407)
Net One-Time Revenues/Expenditures	(\$8,815,275)	(\$9,077,509)	(\$5,984,814)	(\$5,573,134)
Transfers:				
Transfer from General Fund	\$3,447,000	\$4,487,900	\$4,569,400	\$4,351,138
Net Transfers	\$3,447,000	\$4,487,900	\$4,569,400	\$4,351,138
Beginning Fund Balance	\$17,599,586	\$13,528,390	\$15,977,963	\$14,203,882
Equipment Replacement Reserve				
Reserve Contributions	\$524,000	\$509,450	\$509,450	\$151,691
Equipment Purchases	(\$155,000)	(\$94,500)	(\$54,500)	\$0
Net Contribution to Equipment Replacement Reserve	\$369,000	\$414,950	\$454,950	\$151,691
Major Maintenance Reserve				
Reserve Contributions	\$109,350	\$71,150	\$71,150	\$0
Major Maintenance Costs	\$0	\$0	\$0	\$0
Net Contribution to Major Maintenance Reserve	\$109,350	\$71,150	\$71,150	\$0
Ending Fund Balances				
Operating Reserve*	\$1,955,335	\$1,804,570	\$1,804,570	\$1,509,956
Debt Service Reserve**	\$0	\$0	\$0	\$4,052,000
Capital Improvements Reserve	\$1,748,232	\$1,225,000	\$4,000,000	\$4,467,484
Equipment Replacement Reserve	\$975,641	\$531,050	\$606,641	\$151,691
Major Maintenance Reserve	\$180,500	\$71,150	\$71,150	\$0
Budget Carryovers	\$0	\$0	\$340,100	\$110,930
Remaining Available Fund Balance	\$10,074,411	\$7,684,071	\$10,777,125	\$5,685,902
Total Ending Fund Balances	\$14,934,119	\$11,315,841	\$17,599,586	\$15,977,963

* Operating reserve is 33.3% of operating expenditures.

** Debt service reserve represents average annual debt service of remaining uninsured bonds.

FUND SUMMARIES

continued

Information Technology Internal Service Fund

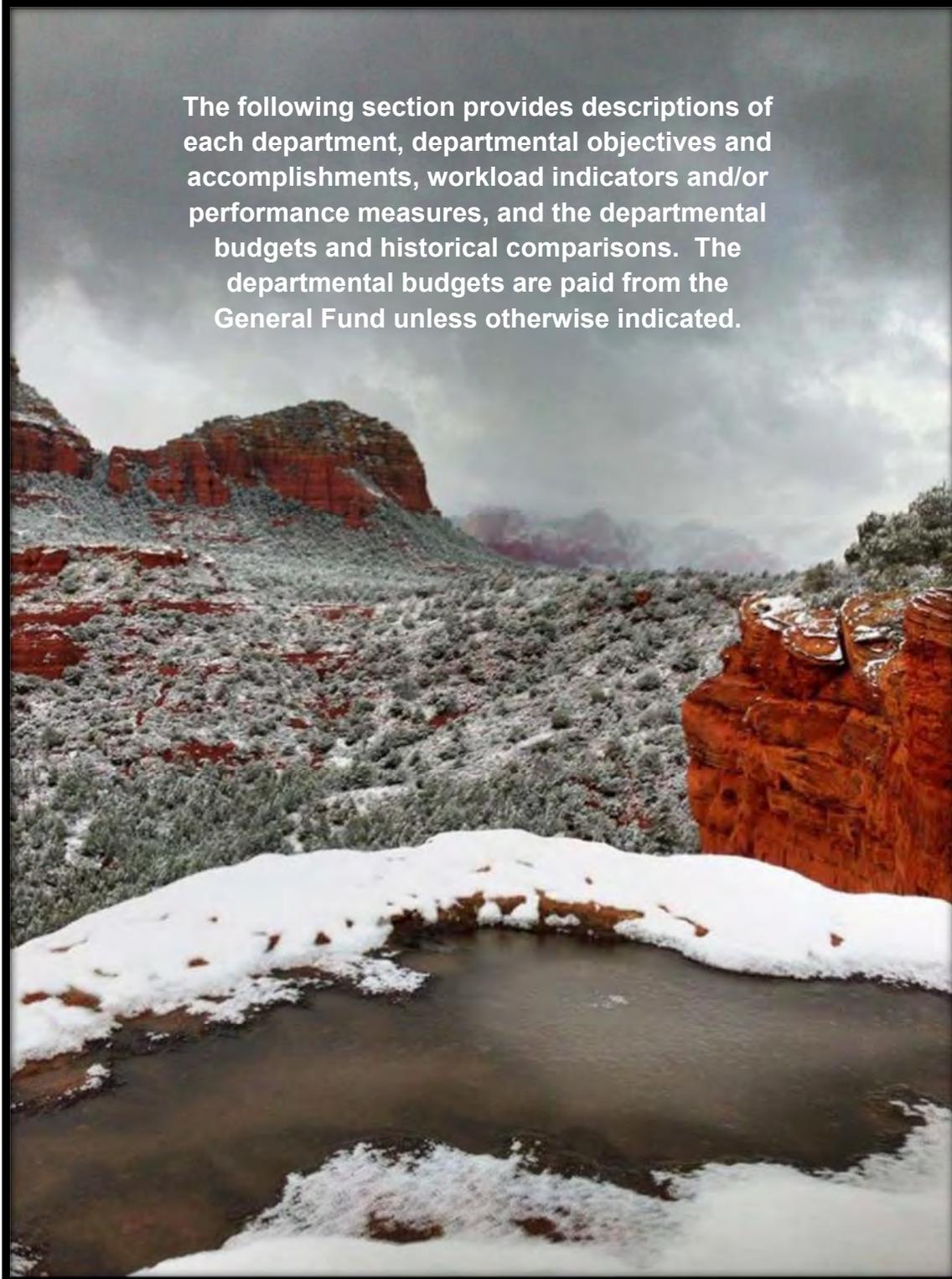
	FY2020 Budget	FY2019 Budget	FY2019 Est. Actuals	FY2018 Actuals
Ongoing Revenues				
Internal Cost Charges	\$1,559,540	\$1,647,684	\$1,594,880	\$1,509,978
Charges for Services	\$800	\$1,000	\$800	\$843
Other Revenue	\$2,400	\$0	\$2,400	(\$361)
Total Ongoing Revenues	\$1,562,740	\$1,648,684	\$1,598,080	\$1,510,460
Ongoing Expenditures				
Information Technology Services	\$1,169,180	\$1,136,151	\$1,067,750	\$1,035,240
Geographic Information Systems	\$145,270	\$147,730	\$136,190	\$130,146
Departmental Direct Allocations	\$90,850	\$0	\$0	\$0
Indirect Cost Allocations	\$122,120	\$327,730	\$318,460	\$339,074
Total Ongoing Expenditures	\$1,527,420	\$1,611,611	\$1,522,400	\$1,504,460
Net Ongoing	\$35,320	\$37,073	\$75,680	\$6,000
Other				
One-Time Revenues:				
Internal Cost Charges	\$119,100	\$78,616	\$122,400	\$195,365
One-Time Expenditures:				
Information Technology Services	(\$117,000)	(\$78,616)	(\$122,400)	(\$195,365)
Geographic Information Systems	\$0	(\$1,200)	(\$1,200)	\$0
Departmental Direct Allocations	(\$2,100)	\$0	\$0	\$0
Net One-Time Revenues/Expenditures	\$0	(\$1,200)	(\$1,200)	\$0
Beginning Fund Balance	\$326,331	\$128,044	\$193,101	\$0
Equipment Replacement Reserve				
Reserve Contributions	\$177,950	\$174,000	\$174,000	\$187,101
Equipment Purchases	(\$64,450)	(\$210,600)	(\$115,250)	\$0
Net Use of Operating Revenues	\$113,500	(\$36,600)	\$58,750	\$187,101
Ending Fund Balances				
Equipment Replacement Reserve	\$359,351	\$32,820	\$245,851	\$187,101
Budget Carryovers	\$0	\$0	\$36,750	\$6,000
Remaining Available Fund Balance	\$115,800	\$94,497	\$43,730	\$0
Total Ending Fund Balances	\$475,151	\$127,317	\$326,331	\$193,101



Departmental Budgets

DEPARTMENTAL BUDGETS

The following section provides descriptions of each department, departmental objectives and accomplishments, workload indicators and/or performance measures, and the departmental budgets and historical comparisons. The departmental budgets are paid from the General Fund unless otherwise indicated.



CITY COUNCIL

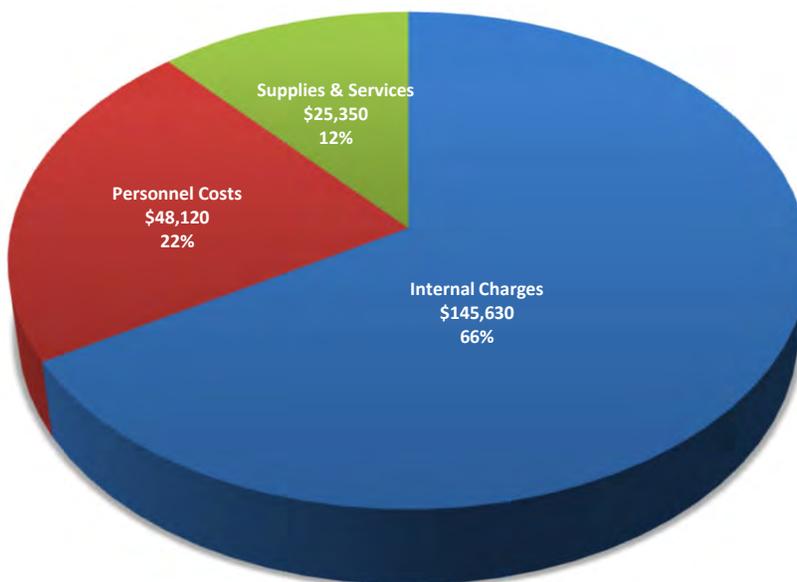
Mission Statement

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

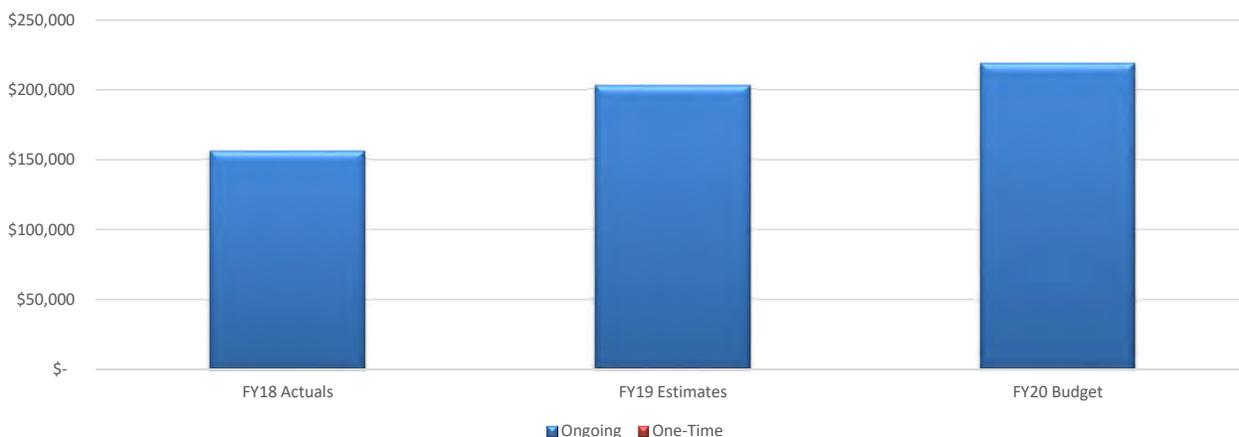
Description

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

FY 2020 PROGRAM EXPENDITURES: \$219,100



FY 2018 - FY 2020 ONGOING VS. ONE-TIME EXPENDITURES



CITY COUNCIL – Administration

BUDGET SUMMARY	FY2020 Budget	% of FY2020 Budget	FY2019 Budget	FY2019 Estimate	FY2018 Actual
Program Expenditures					
Personnel Services	\$ 48,120	22%	\$ 48,080	\$ 48,620	\$ 46,600
Supplies & Services	25,350	12%	24,725	19,805	17,487
Subtotal Direct Costs	\$ 73,470	34%	\$ 72,805	\$ 68,425	\$ 64,087
Internal Charges	145,630	66%	150,210	134,150	91,676
Total Expenditures	\$ 219,100	100%	\$ 223,015	\$ 202,575	\$ 155,763
Expenditures by Fund					
General Fund Portion	\$ 219,100	100%	\$ 223,015	\$ 202,575	\$ 155,763
Funding Sources					
Funding from General Revenues:					
Estimated Resident Generated	\$ 76,685	35%	\$ 78,055	\$ 70,901	\$ 54,517
Estimated Visitor Generated	\$ 142,415	65%	\$ 144,960	\$ 131,674	\$ 101,246
Employee Time Allocation (FTEs) (Budgeted)	7.00		7.00		7.00

FY 2019 Accomplishments

Overall City Value - Fiscal Sustainability:

- * Approved a balanced budget.

Council Priorities:

- * Continued accelerated improvements to storm water drainage system.
- * Hosted the 9th Annual Citizens Academy.
- * Reviewed long-term capital needs and funding options.
- * Reviewed and approved some of the Sedona In Motion transportation projects.
- * Approved a Citywide Wireless Master Plan.
- * Approved a new Land Development Code.
- * Approved a transit study for the Greater Sedona/Oak Creek Canyon area.
- * Approved a Sustainable Tourism Plan.
- * Seated two new City Councilors.

FY 2020 Objectives

Overall City Value - Good Governance:

- * Continue to work toward achievements within the Council's top priorities.

Council Priorities:

- * Continue storm water management projects.
- * Continue working on Sedona In Motion transportation projects.
- * Evaluate and pursue affordable housing opportunities.
- * Update the Building Code.
- * Improve communications efforts with the public.
- * Work with the Sedona Chamber of Commerce and Tourism Bureau on sustainable tourism.
- * Continue to review long-term capital needs and funding options.
- * Evaluate Permanent Base Adjustment for possible inclusion on the August 2020 ballot.
- * Develop strategies to improve the City's internal sustainability.
- * Develop an emergency preparedness plan in coordination with Sedona Fire District and Yavapai and Coconino Counties.
- * Complete the economic diversification strategic planning process and create a work plan that outlines what strategies will be pursued.

WORKLOAD INDICATORS	FY20 Projection	FY19 Projection	FY19 Estimate	FY18 Actual	FY17 Actual
City Council communications reviewed	130	130	130	175	124
Public meetings held	48	48	62	52	52
Hours spent in City Council meetings	150	N/A	150	139	N/A

Overall City Value - Fiscal Sustainability:

PERFORMANCE MEASURES	Benchmark	FY20 Target	FY19 Target	FY19 Estimate	FY18 Actual	FY17 Actual
Expenditures per capita: All General Fund services (ICMA Benchmark 2016-2018)	\$879 (all) / \$1,131 (cities under 30,000 pop.)	\$1,944	\$1,856	\$1,782	\$1,735	\$1,610
Expenditures per capita + annualized visitor population: All General Fund services		\$999	\$948	\$904	\$849	\$773



**CITY COUNCIL
Continued**

EXPENDITURE SUMMARY

Cost Category	FY2020 Budget	FY2019 Budget	FY2019 Est. Actuals	FY2018 Actuals	Explanation of Changes
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General Fund

10-5210-01 - Administration

Personnel (ongoing)	\$48,120	\$48,080	\$48,620	\$46,600	
Supplies & Services (ongoing)	\$25,350	\$24,725	\$19,805	\$17,487	
Direct Costs (Ongoing) Subtotal	\$73,470	\$72,805	\$68,425	\$64,087	
Internal Charges	\$145,630	\$150,210	\$134,150	\$91,676	
Administration Total	\$219,100	\$223,015	\$202,575	\$155,763	

**CITY COUNCIL
Continued**

POSITIONS SUMMARY

Position	FY20 FTE	FY19 FTE	FY18 FTE	FY17 FTE
Councilor	5.00	5.00	5.00	5.00
Mayor	1.00	1.00	1.00	1.00
Vice-Mayor	1.00	1.00	1.00	1.00
Total	7.00	7.00	7.00	7.00

ALLOCATIONS SUMMARY

Position	Org Description	FY20 FTE	FY19 FTE	FY18 FTE	FY17 FTE
General Fund					
10-5210-01	Administration	7.00	7.00	7.00	7.00
General Fund Total		7.00	7.00	7.00	7.00

CITY MANAGER'S OFFICE

Mission Statement

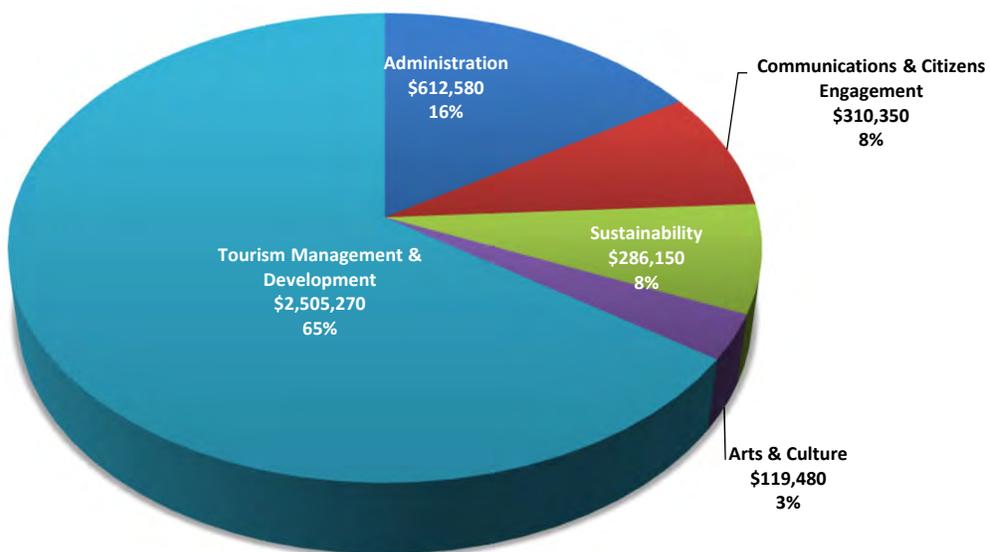
To assist departments and City Council in meeting performance goals by fostering an organizational environment that encourages a commitment to teamwork and delivery of quality municipal services to external customers (residents) and internal customers (employees).

Description

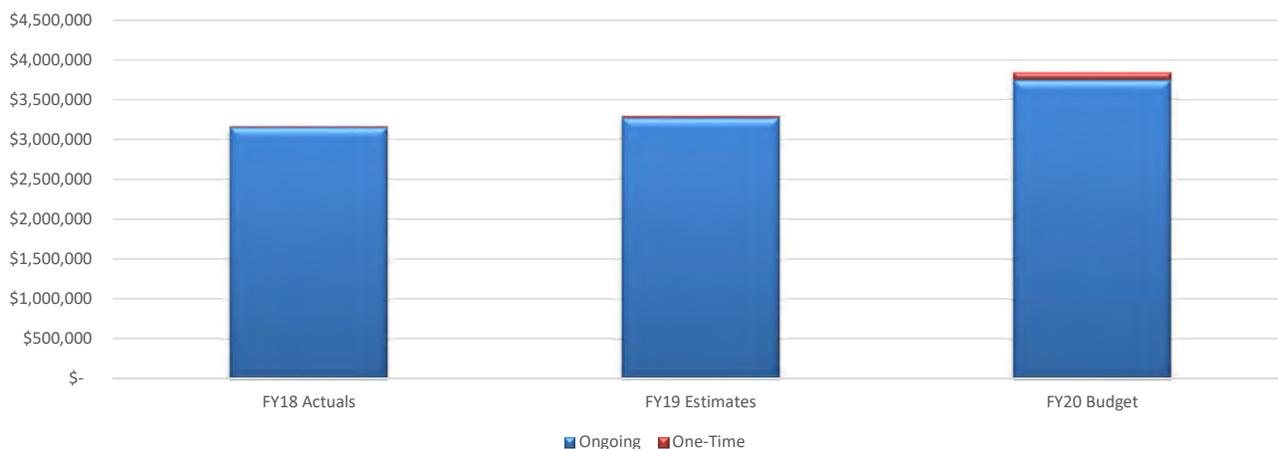
The City Manager's Office is responsible for the following program areas:

- * Administration
- * Communications and Citizen Engagement
- * Arts and Culture
- * Tourism Management and Development
- * Sustainability

FY 2020 PROGRAM EXPENDITURES: \$3,833,830



FY 2018 - FY 2020 ONGOING VS. ONE-TIME EXPENDITURES



CITY MANAGER'S OFFICE – Administration

BUDGET SUMMARY	FY2020 Budget	% of FY2020 Budget	FY2019 Budget	FY2019 Estimate	FY2018 Actual
Program Expenditures					
Personnel Services	\$ 484,240	79%	\$ 514,850	\$ 470,300	\$ 490,029
Supplies & Services	21,580	<1%	44,927	43,970	42,491
Subtotal Direct Costs	\$ 505,820	79%	\$ 559,777	\$ 514,270	\$ 532,520
Internal Charges	106,760	17%	96,950	89,700	93,867
Total Expenditures	\$ 612,580	96%	\$ 656,727	\$ 603,970	\$ 626,388
Expenditures by Fund					
General Fund Portion	\$ 612,580	100%	\$ 631,727	\$ 578,970	\$ 614,328
Other Funds Portion	\$ -	0%	\$ 25,000	\$ 25,000	\$ 12,060
Funding Sources					
Allocations to Other Departments	\$ 612,580	100%	\$ 630,470	\$ 577,810	\$ 599,714
Program Revenues	\$ -	0%	\$ 25,000	\$ 25,000	\$ 12,060
Funding from General Revenues:					
Estimated Resident Generated	\$ -	0%	\$ 440	\$ 406	\$ 5,115
Estimated Visitor Generated	\$ -	0%	\$ 817	\$ 754	\$ 9,499
Employee Time Allocation (FTEs) (Budgeted)	3.40		3.00		3.40

The Administration program consists of the City Manager and Assistant City Manager, who are responsible for the implementation of City Council policy and work plans and directing all department head positions.

The fiscal year 2019-20 budget accounts for a restructuring that occurred in fiscal year 2018-19. The Assistant City Manager took on the role of Community Development Director in addition to her current duties, and a portion of her time is allocated to that department. A Management Analyst position was added to provide higher level administrative assistance for ongoing and ad hoc projects typically managed by the Assistant City Manager.

FY 2019 Accomplishments

Overall City Value - Good Governance:

- * Oversaw and/or directly led City Council Priorities.

Council Priority - Complete Various Traffic Improvements:

- * Developed and initiated Sedona in Motion transportation projects funded by the temporary half-cent Transportation Privilege Tax, a sales tax, that took effect March 1, 2018.
- * Launched the Greater Sedona/Oak Creek Canyon Transit System Development and Implementation Study, in coordination with surrounding jurisdictions and funded primarily through federal transit planning grant funds.

Council Priority - Sustainable Tourism

- * Worked with Sedona Chamber of Commerce and Tourism Bureau to develop a Sustainable Tourism Plan/Program to guide future tourism activities.
- * Recruited and hired a Sustainability Coordinator to develop and implement a municipal sustainability plan.

Council Priority - Affordable Housing:

- * Initiated efforts to pursue public/private partnerships to address the lack of availability of affordable housing.

Council Priority - Alternative Expenditure Limitation:

- * Included the Home Rule alternative expenditure limitation on the August 2018 ballot for a public vote, in accordance with Arizona state law, which was passed in the primary election with at 67.32%.

CITY MANAGER'S OFFICE – Administration
continued

FY 2020 Objectives

Council Priority - Complete Various Traffic Improvements:

- * Continued development of strategies to mitigate traffic and parking issues in Uptown, including completing construction of the Uptown Roadway Improvements Project.
- * Development and execution of the other Sedona in Motion projects including roadway connections and bike and pedestrian improvements.
- * Begin execution of the Greater Sedona/Oak Creek Canyon Transit System Development and Implementation Plan, in coordination with surrounding jurisdictions.

Council Priority - Sustainable Tourism:

- * Work with Sedona Chamber of Commerce and Tourism Bureau to ensure the Sustainable Tourism Plan is executed to guide future tourism activities.
- * Work with the Chamber to ensure their work plan meets the goal of maintaining, but not growing, current levels of tourist activity.

Council Priority - Affordable Housing:

- * Initiate efforts to pursue public/private partnerships to address the lack of availability of affordable housing.

Council Priority - Permanent Base Adjustment:

- * Prepare a city-initiated Permanent Base Adjustment in time for public vote on the August 2020 ballot.

Council Priority - Environmental Sustainability:

- * Develop strategies to improve the City's internal sustainability.
- * Develop an emergency preparedness plan in coordination with Sedona Fire District and Yavapai and Coconino Counties.

Council Priority - Communications:

- * Develop strategies to increase public trust within the community.
- * Create talking points for City Council hot topics.

Council Priority - Economic Diversification:

- * Complete the economic diversification strategic planning process and create a work plan that outlines what strategies will be pursued.

WORKLOAD INDICATORS	FY20 Projection	FY19 Projection	FY19 Estimate	FY18 Actual	FY17 Actual
City Council agenda bill items reviewed	150	150	144	171	144
Adopted Council Priorities	16	16	16	15	14

Overall City Value - Good Governance:

PERFORMANCE MEASURES	Benchmark	FY20 Target	FY19 Target	FY19 Estimate	FY18 Actual	FY17 Actual
% of City Council annual priority goals completed by established deadlines		80%	80%	80%	80%	80%
National Citizen Survey 2017: Quality of all local government services: % Excellent or Good (ICMA Benchmark 2016-2018)	76%	N/A	N/A	N/A	68% (Similar to NCS benchmark)	N/A
National Citizen Survey 2017: Overall customer service by Sedona employees (police, receptionists, planners, etc.): % Excellent or Good		N/A	N/A	N/A	75% (Similar to NCS benchmark)	N/A
Employee Survey: The City is a good place to work: % Strongly Agree or Agree		92%	N/A	91%	N/A	N/A

CITY MANAGER'S OFFICE – Communications & Citizens Engagement

BUDGET SUMMARY	FY2020 Budget	% of FY2020 Budget	FY2019 Budget	FY2019 Estimate	FY2018 Actual
Program Expenditures					
Personnel Services	\$ 193,160	62%	\$ 186,530	\$ 184,930	\$ 176,610
Supplies & Services	56,580	18%	43,710	24,460	21,574
Subtotal Direct Costs	\$ 249,740	80%	\$ 230,240	\$ 209,390	\$ 198,184
Internal Charges	60,610	20%	55,570	53,430	53,043
Total Expenditures	\$ 310,350	100%	\$ 285,810	\$ 262,820	\$ 251,227
Expenditures by Fund					
General Fund Portion	\$ 308,070	99%	\$ 285,810	\$ 262,820	\$ 251,227
Other Funds Portion	\$ 2,280	1%	\$ -	\$ -	\$ -
Funding Sources					
Funding from General Revenues:					
Estimated Resident Generated	\$ 108,623	35%	\$ 100,034	\$ 91,987	\$ 87,929
Estimated Visitor Generated	\$ 201,728	65%	\$ 185,777	\$ 170,833	\$ 163,297
Employee Time Allocation (FTEs) (Budgeted)	1.88		1.88		1.88

The Communications and Citizen Engagement program is responsible for keeping Sedona citizens informed and involved. Services include the Citizen Engagement Program and public information activities such as website management, digital and printed information materials, citizen services, and media relations.

A portion of the Communications and Citizen Engagement program is allocated to the Information Technology Internal Service Fund for technology costs not managed by the Information Technology Department.

FY 2019 Accomplishments

Community Plan Community Goal - Cultivate an appreciation and respect for Sedona's distinctive community character:

- * Coordinated 24 City Talk articles for publication; placed 138 news releases in local media publications.
- * Updated policy and consolidated eight city social media sites to four, increasing followers from 4,000 to 5,537.
- * Placed two Sedona in Motion programs on Yavapai Broadcasting's County Wide TV and radio program and placed the Public Works Department on The Weather Channel (national coverage).
- * Researched and executed a new contract for website redevelopment, site hosting, and an updated content management system.
- * Held the 2018 Citizens Academy with 15 participants.
- * Created and executed the Uptown Roadway Improvements Project Public Involvement Plan including facilitating two public meetings and four stakeholders meetings.
- * Continued to develop online opportunities to engage residents including five surveys.
- * Hosted a volunteer luncheon and awards program for Citizens Engagement Program (CEP) participants and other volunteers.
- * Communicated City Council's priorities to residents.

Council Priority - Alternative Expenditure Limitation:

- * Managed election information and conducted public communication for a successful Home Rule election.

Overall City Value - Good Governance:

- * Initiated Lean Government and Six Sigma quality training and improvement project with 12 staff members completing training. Began process improvement efforts for Public Works maintenance rounds, Parks and Recreation facilities reservation, and Community Development permitting processes.
- * Author and team leader for redesign of the Employee Recognition program.

FY 2020 Objectives

Community Plan Community Goal - Cultivate an appreciation and respect for Sedona's distinctive community character:

- * Continue to engage residents in Sedona in Motion public involvement opportunities like work groups, surveys, public meetings, etc.
- * Continue to offer meaningful work group opportunities for citizens.
- * Conduct a survey on citizen communication awareness and preferences.
- * Continuous improvement of usability and functionality of the City website and other digital communication tools.
- * Coordinate and participate in the 2019 Citizens Academy.

CITY MANAGER'S OFFICE – Communications & Citizens Engagement

continued

WORKLOAD INDICATORS	FY20 Projection	FY19 Projection	FY19 Estimate	FY18 Actual	FY17 Actual
Citizens participating in City work groups	50	50	50	59	80
Citizens participating in Citizens Academy	22	N/A	22	15	17
New citizen work groups created	4	5	4	5	9
Active work groups	6	5	6	7	12
Nixle community alert subscribers	1,200	N/A	1,172	855	N/A
Total Facebook followers	5,600	N/A	5,537	3,868	N/A
Sedona resident Facebook followers	1,000	N/A	967	N/A	N/A

**Community Plan Community Goal -
Cultivate an appreciation and respect for Sedona's distinctive community character:**

PERFORMANCE MEASURES	Benchmark	FY20 Target	FY19 Target	FY19 Estimate	FY18 Actual	FY17 Actual
National Citizen Survey 2017: Respondents likely to use City website or eNotify emails to learn about City issues: % Very and Somewhat Likely	Not a standard NCS question	N/A	N/A	N/A	67%	N/A
National Citizen Survey 2017: Quality of Public information services: % Excellent and Good		N/A	N/A	N/A	63% (Similar to NCS benchmark)	N/A
Digital reach and open rates of City issued news releases		3,500 subscribers / 25% open	1,800 subscribers / 37% open	3,269 subscribers / 25% open	1,500 subscribers / 35% open	1,230 subscribers / 31% open
Citizens Academy Participants Survey: % Good or Excellent		100%	N/A	100%	100%	100%
Work Group Participants Survey: % rating experience as Good or Excellent		100%	100%	100%	N/A	N/A

Overall City Value - Good Governance:

PERFORMANCE MEASURES	Benchmark	FY20 Target	FY19 Target	FY19 Estimate	FY18 Actual	FY17 Actual
Employee Survey: Overall, I am satisfied with internal City communication: % Strongly Agree or Agree		65%	N/A	55%	N/A	N/A

CITY MANAGER'S OFFICE – Sustainability

BUDGET SUMMARY	FY2020 Budget	% of FY2020 Budget	FY2019 Budget	FY2019 Estimate	FY2018 Actual
Program Expenditures					
Personnel Services	\$ 90,680	32%	\$ 93,050	\$ 75,300	\$ -
Supplies & Services	151,850	53%	25,000	25,000	-
Capital & Debt Service	18,000	6%	-	-	-
Subtotal Direct Costs	\$ 260,530	91%	\$ 118,050	\$ 100,300	\$ -
Internal Charges	25,620	9%	21,710	20,650	-
Total Expenditures	\$ 286,150	100%	\$ 139,760	\$ 120,950	\$ -
Expenditures by Fund					
General Fund Portion	\$ 286,150	100%	\$ 139,760	\$ 120,950	\$ -
Funding Sources					
Funding from General Revenues:					
Estimated Resident Generated	\$ 100,153	35%	\$ 48,916	\$ 42,333	\$ -
Estimated Visitor Generated	\$ 185,998	65%	\$ 90,844	\$ 78,618	\$ -
Employee Time Allocation (FTEs) (Budgeted)	1.00		1.00		0.00

The Sustainability Program was newly created in fiscal year 2018-19. Sustainability is a significant component of the Community Plan and a Council Priority. The Sustainability Program develops and implements policies, projects, and programming to enhance municipal operations and community-wide sustainability. Measures of sustainability efforts have been identified and listed below but not yet implemented. As data becomes available, more information for those measures will be reported.

FY 2019 Accomplishments

Council Priority - Environmental Sustainability:

- * Hired Sustainability Coordinator.
- * Conducted Midstate Energy audit and facility upgrades to increase energy efficiency and water conservation.
- * Installed electric vehicle charging infrastructure at City Hall.
- * Redesigned recycling infrastructure and conducted recycling outreach at City facilities.
- * Installed water bottle refill stations at Sunset Park and Posse Grounds Park.
- * Hosted community-wide household hazardous waste and electronics recycling event.
- * Established baseline data for performance measures related to water, energy, fuel, purchasing, and waste.
- * Conducted internal Municipal Sustainability Plan process to establish goals and metrics for sustainable efforts.
- * Conducted greenhouse gas emission inventory for City operations.
- * Wrote two City Talk articles focused on sustainability.
- * Represented the City at biweekly Sustainability Alliance meetings and monthly at Oak Creek Watershed Council meetings.

FY 2020 Objectives

Council Priority - Environmental Sustainability:

- * Install public Electric Vehicle charging infrastructure.
- * Adopt fleet management system.
- * Purchase first electric vehicle for City fleet.
- * Implement Municipal Sustainability Plan.
- * Conduct second phase of Midstate Energy upgrades.
- * Develop on-site solar energy project for City operations.
- * Develop community campaign directed at increasing material reuse.
- * Host first community-wide Fix-it Clinic.
- * Continue participation in Oak Creek Watershed Council.
- * Provide annual financial assistance to the U.S. Forest Service for trails maintenance.

WORKLOAD INDICATORS	FY20 Projection	FY19 Projection	FY19 Estimate	FY18 Actual	FY17 Actual
Energy consumed at City facilities	N/A	N/A	N/A	N/A	N/A
Renewable energy generated at City facilities	N/A	N/A	N/A	N/A	N/A
Water consumed in City operations	N/A	N/A	N/A	N/A	N/A
Fuel used by City fleet	N/A	N/A	N/A	N/A	N/A
Paper purchased for City operations	N/A	N/A	N/A	N/A	N/A
Electronics recycling (weight in pounds)	28,000	8,000	27,000	26,515	11,599
* For FY19, this was in City Clerk's Office budget					
Household hazardous waste (weight in pounds)	4,000	4,000	4,000	0	0
* For FY19, this was in City Clerk's Office budget					

Council Priority - Environmental Sustainability:

PERFORMANCE MEASURES	Benchmark	FY20 Target	FY19 Target	FY19 Estimate	FY18 Actual	FY17 Actual
Sustainability Alliance rating		Bronze	N/A	Bronze	Bronze	None



CITY MANAGER'S OFFICE – Arts & Culture

BUDGET SUMMARY	FY2020 Budget	% of FY2020 Budget	FY2019 Budget	FY2019 Estimate	FY2018 Actual
Program Expenditures					
Personnel Services	\$ 75,450	63%	\$ 72,310	\$ 71,350	\$ 67,790
Supplies & Services	20,800	17%	18,300	18,300	16,067
Subtotal Direct Costs	\$ 96,250	81%	\$ 90,610	\$ 89,650	\$ 83,857
Internal Charges	23,230	19%	22,410	21,460	20,578
Total Expenditures	\$ 119,480	100%	\$ 113,020	\$ 111,110	\$ 104,435
Expenditures by Fund					
General Fund Portion	\$ 119,480	100%	\$ 113,020	\$ 111,110	\$ 104,435
Funding Sources					
Funding from General Revenues:					
Estimated Resident Generated	\$ 41,818	35%	\$ 39,557	\$ 38,889	\$ 36,552
Estimated Visitor Generated	\$ 77,662	65%	\$ 73,463	\$ 72,222	\$ 67,883
Employee Time Allocation (FTEs) (Budgeted)	0.75		0.75		0.75

Being a city animated by the arts, the Arts and Culture program supports and facilitates numerous quality programs that generate creative growth for our community. This division is responsible for overlooking seven major areas: Art in Public Places, Art in Private Development, the City Hall Art Rotation Program, the Artist in the Classroom Program, the Street Performance Program, the Mayor's Arts Awards, the monthly Moment of Art presentations to City Council, as well as upgrading The Hub (performance venue).

FY 2019 Accomplishments

Community Plan Community Goal - Enhance opportunities for artistic display, engagement, and learning:

- * The Artist in the Classroom program was nominated for a Governor's Art Award under the Education category.
- * Increased artist assignments through the Artist in the Classroom program and introduced socially conscious art projects, connecting students empathetically to current issues that effect our community and world.
- * Coordinated 100+ students from local schools to visit "The Great Peacemakers" exhibit and hear an educational presentation related to their studies, as well as invited the public to an evening presentation.
- * Invited a new musician to perform for each art reception, enhancing the experience for the public.
- * Improved The Hub facility, by leading a work group of 12, procuring sound equipment, 210 cushioned chairs, a lighting contractor, as well as integral in stage and flooring decisions.
- * Updated the Arts and Culture website pages with current photos and information.

FY 2020 Objectives

Community Plan Community Goal - Enhance opportunities for artistic display, engagement, and learning:

- * Interview and sign up new artists from a variety of genres, to replace those artists who have moved on.
- * Elevate the Artist in the Classroom program by pairing artists together to collaborate on new creative projects.
- * Begin the next school year having all artists fingerprinted through our Human Resources Department.
- * Collect and upgrade the digital screens on campus with rotating photographic images, replacing the old slides.
- * Create a comprehensive updated list of all current permanent and temporary Public Art and their values.
- * Develop a maintenance program and schedule for all public art on City property.
- * Issue an RFP to begin the process for two new sculptures to be created for two roundabouts.

WORKLOAD INDICATORS	FY20 Projection	FY19 Projection	FY19 Estimate	FY18 Actual	FY17 Actual
Artist in the Classroom assignments per year	40	35	30	38	24
Artist in the Classroom students reached	1,500	1,000	900	1,200	1,000
City Hall Art Rotation Program artists exhibited per year	6	8	5	27	8
City Hall Art Rotation Program viewings plus attendees for Artist Receptions	400	250	500	300	75
Moment of Art for City Council artists performed	16	12	14	14	12

**Community Plan Community Goal -
Enhance opportunities for artistic display, engagement, and learning:**

PERFORMANCE MEASURES	Benchmark	FY20 Target	FY19 Target	FY19 Estimate	FY18 Actual	FY17 Actual
Teacher Survey: Artist in the Classroom % positive feedback		100%	100%	100%	98%	92%
National Citizen Survey 2017: Opportunities to attend cultural/arts/music activities: % Excellent or Good		66% (Similar to NCS benchmark)	66% (Similar to NCS benchmark)	66% (Similar to NCS benchmark)	66% (Similar to NCS benchmark)	N/A

CITY MANAGER'S OFFICE – Tourism Management & Development

BUDGET SUMMARY	FY2020 Budget	% of FY2020 Budget	FY2019 Budget	FY2019 Estimate	FY2018 Actual
Program Expenditures					
Supplies & Services	\$ 2,492,500	99%	\$ 2,176,400	\$ 2,176,400	\$ 2,164,478
Subtotal Direct Costs	\$ 2,492,500	99%	\$ 2,176,400	\$ 2,176,400	\$ 2,164,478
Internal Charges	12,770	<1%	10,850	10,060	9,067
Total Expenditures	\$ 2,505,270	99%	\$ 2,187,250	\$ 2,186,460	\$ 2,173,546
Expenditures by Fund					
General Fund Portion	\$ 2,505,270	100%	\$ 2,187,250	\$ 2,186,460	\$ 2,173,546
Funding Sources					
Program Revenues	\$ 635,143	25%	\$ 565,299	\$ 565,299	\$ 562,202
Funding from General Revenues:					
Estimated Visitor Generated	\$ 1,870,127	75%	\$ 1,621,951	\$ 1,621,161	\$ 1,611,344
Employee Time Allocation (FTEs) (Budgeted)	0.00		0.00		0.00

With tourism being the primary economic engine in Sedona, the City contracts with the Sedona Chamber of Commerce and Tourism Bureau (SCCTB) to initiate, implement, and administer a comprehensive destination services program. The destination services plan is designed to:

1. Attract both leisure and business visitors to the City, thereby gaining revenues to the community and contributing to the overall economic growth of the Sedona business community and the City in general.
2. Manage visitors who are already in Sedona. This contract also funds a portion of the operation of the Visitor Center and Sedona re-investment initiatives (formerly tourism product development). These initiatives help enhance the visitor experience, expand the destination's appeal to visitors, and/or improve the quality of life for residents by mitigating some of the unintended consequences of a robust tourist economy.

FY 2019 Accomplishments

Council Priority - Sustainable Tourism:

- * Assisted more than 280,000 visitors in-person at the Visitor Center, and 7,500 served via email, and via telephone. Managed 80 local volunteers, held four training sessions and 12 FAM tours. Volunteers donated 11,076 hours with a value of \$273,000.
- * Engaged daily with more than 210,000 fans/followers on social media outlets promoting stewardship, arts, outdoor adventure, wellness and events.
- * Managed property at 401 Jordan Road for immediate use for additional public parking and future strategic development. City executed parking lot improvements to include bus parking. City's CFA program is current in process.
- * Developed a Sustainable Tourism Plan, which involved the active participation of Sedona residents, community groups, businesses and visitors. Plan to be approved by council in March 2019. Implementation to begin in FY 2020.
- * Distributed 24 press releases, assisted 400 travel media professionals, hosted 100+ media in Sedona, and hosted four media FAM tours resulting in stories worth \$8 million in advertising value.
- * Assisted 264 professional meeting planners at nine tradeshows and sales mission, generating 145 hotel leads representing 23,000 room night opportunities.
- * Produced Sedona Northern Lights show for the second year to attract visitors during the slow time of early/mid-December. Double digit occupancy increases during three days of the four-day show.
- * Continued educating visitors on how to drive roundabouts and how to drive safely with bikes.
- * Enhanced WalkSedona.com and developed ParkInSedona.com to help notify visitors of available parking and walkability options. Promoted in hotel rooms, at Visitor Center and in collateral materials.
- * Managed comprehensive event calendar, SedonaEvents.com, and supported 50+ annual events.
- * Worked with City to develop wayfinding and placemaking signage including signage to parking lots, parks, trails and City facilities.
- * Produced, printed and distributed 275,000 Experience Sedona Guides, 5,000 Destination Event Planner Guides and Sedona brochures in multiple languages.
- * Developed, designed and executed the StrawFree Sedona campaign engaging 37 businesses in the program.
- * Expanded the Sedona Trail Keeper program to 35 sponsors, generating \$155,000 in private sector funds for trail maintenance and development.
- * Held planning session with SCCTB Board of Directors and City Council.

CITY MANAGER'S OFFICE – Tourism Management & Development
continued

FY 2020 Objectives

Council Priority - Sustainable Tourism:

- * Implement the Sustainable Tourism Plan to facilitate a healthy balance between the environment, quality of life for residents, the economy and the visitor experience.
- * Focus on maintaining the number of visitors and the revenues associated with visitor spending.
- * Focus on attracting a quality visitor who will stay longer and spend more in the community rather than simply bringing more visitors. Target high value visitors who share stewardship ethos, value the arts and have an annual household income of \$150,000+, in target markets of Phoenix, Chicago, Los Angeles, Nevada, and international visitors in UK, Germany, Japan.
- * Continue to focus on attracting visitors during slow periods including summer and winter, and midweek.
- * Maintain sales efforts in group and international markets with a focus on meeting planners, incentive planners and travel trade industry.
- * Elevate stewardship, sustainability, arts and wellness as reasons to visit Sedona.
- * Continue to focus on tactics that mitigate negative impacts of tourism such as: encouraging multi-modal solutions, additional parking facilities, public transit, wayfinding signage, support of SIM projects, visitor education, and new technologies.

Council Priority - Sustainable Tourism:

PERFORMANCE MEASURES	Benchmark	FY20 Target	FY19 Target	FY19 Estimate	FY18 Actual	FY17 Actual
Annual daily room rate for hotels (ADR)		\$225.00	\$219.00	\$225.00	\$228.61	\$221.43
Bed tax collections (in millions)		\$4.8	\$4.4	\$4.8	\$4.3	\$3.8
City sales tax collections (in millions) * includes new 0.5% sales tax implemented March 1, 2018		\$21.2*	\$20.9*	\$21.3*	\$18.4*	\$16.3
Hotel occupancy rate		69.0%	68.8%	69.0%	70.1%	68.8%
Visitors assisted at visitor center, via email, via telephone, and via text		290,199	290,199	290,199	281,227	302,464
Visitor Service Survey: % satisfied measured at visitor center and/or electronically		95%	95%	95%	N/A	N/A

CITY MANAGER'S OFFICE
Continued

EXPENDITURE SUMMARY

Cost Category	FY2020 Budget	FY2019 Budget	FY2019 Est. Actuals	FY2018 Actuals	Explanation of Changes
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General Fund

10-5220-01 - Administration

Personnel (ongoing)	\$484,240	\$514,850	\$470,300	\$490,029	
Supplies & Services (ongoing)	\$21,580	\$19,927	\$18,970	\$30,431	
Direct Costs (Ongoing) Subtotal	\$505,820	\$534,777	\$489,270	\$520,460	
Internal Charges	\$(505,810)	\$(533,520)	\$(488,110)	\$(505,846)	
Administration Total	\$10	\$1,257	\$1,160	\$14,614	

10-5220-03 - Communications & Citizens Engagement

Personnel (ongoing)	\$193,160	\$186,530	\$184,930	\$176,610	
Supplies & Services (ongoing)	\$26,300	\$25,710	\$24,460	\$21,574	
Direct Costs (Ongoing) Subtotal	\$219,460	\$212,240	\$209,390	\$198,184	
Internal Charges	\$60,610	\$55,570	\$53,430	\$53,043	
Ongoing Total	\$280,070	\$267,810	\$262,820	\$251,227	

Supplies & Services (one-time)	\$28,000	\$18,000	\$0	\$0	Budget Increase: Carryover - public access channel/video communications; Council increase to Communications Program Current Year Under Budget: Carryover - public access channel/video communications
Communications & Citizens Engagement Total	\$308,070	\$285,810	\$262,820	\$251,227	

10-5220-09 - Sustainability

Personnel (ongoing)	\$90,680	\$93,050	\$75,300	\$0	Current Year Under Budget: Vacancy savings
Supplies & Services (ongoing)	\$102,350	\$25,000	\$25,000	\$0	Budget Increase: Moved Oak Creek Watershed Council and USFS Trails Maintenance agreement from Public Works
Direct Costs (Ongoing) Subtotal	\$193,030	\$118,050	\$100,300	\$0	
Internal Charges	\$25,620	\$21,710	\$20,650	\$0	Budget Increase: Change in allocations for liability insurance and Finance costs
Ongoing Total	\$218,650	\$139,760	\$120,950	\$0	
Supplies & Services (one-time)	\$49,500	\$0	\$0	\$0	Budget Increase: Hazardous waste event and Sustainability Plan
Capital & Debt Service	\$18,000	\$0	\$0	\$0	Budget Increase: Electric vehicle charging station
One-Time Total	\$67,500	\$0	\$0	\$0	
Sustainability Total	\$286,150	\$139,760	\$120,950	\$0	

CITY MANAGER'S OFFICE
Continued

EXPENDITURE SUMMARY

Cost Category	FY2020 Budget	FY2019 Budget	FY2019 Est. Actuals	FY2018 Actuals	Explanation of Changes
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10-5220-41 - Arts & Culture

Personnel (ongoing)	\$75,450	\$72,310	\$71,350	\$67,790	
Supplies & Services (ongoing)	\$20,800	\$18,300	\$18,300	\$16,067	Budget Increase: Added maintenance of sculptures on rotating basis
Direct Costs (Ongoing) Subtotal	\$96,250	\$90,610	\$89,650	\$83,857	
Internal Charges	\$23,230	\$22,410	\$21,460	\$20,578	
Arts & Culture Total	\$119,480	\$113,020	\$111,110	\$104,435	

10-5220-72 - Tourism Management & Development

Supplies & Services (ongoing)	\$2,492,500	\$2,176,400	\$2,176,400	\$2,164,478	Budget Increase: Prior year contract was held at prior year budgeted level
Direct Costs (Ongoing) Subtotal	\$2,492,500	\$2,176,400	\$2,176,400	\$2,164,478	
Internal Charges	\$12,770	\$10,850	\$10,060	\$9,067	Budget Increase: Change in allocations for liability insurance and Finance costs
Tourism Management & Development Total	\$2,505,270	\$2,187,250	\$2,186,460	\$2,173,545	

General Fund Totals

Personnel Subtotal	\$843,530	\$866,740	\$801,880	\$734,429	
Supplies & Services (Ongoing) Subtotal	\$2,663,530	\$2,265,337	\$2,263,130	\$2,232,550	
Direct Costs (Ongoing) Subtotal	\$3,507,060	\$3,132,077	\$3,065,010	\$2,966,979	
Internal Charges Subtotal	\$(383,580)	\$(422,980)	\$(382,510)	\$(423,158)	
Ongoing Subtotal	\$3,123,480	\$2,709,097	\$2,682,500	\$2,543,821	
Supplies & Services (One-Time) Subtotal	\$77,500	\$18,000	\$0	\$0	
Capital & Debt Service Subtotal	\$18,000	\$0	\$0	\$0	
One-Time Subtotal	\$95,500	\$18,000	\$0	\$0	
General Fund Total	\$3,218,980	\$2,727,097	\$2,682,500	\$2,543,821	

Dev. Impact Fees - Coffee Pot - Post 1/1/12

42-5220-01 - Administration

Supplies & Services (one-time)	\$0	\$3,125	\$3,125	\$1,508	
Administration Total	\$0	\$3,125	\$3,125	\$1,508	

CITY MANAGER'S OFFICE
Continued

EXPENDITURE SUMMARY

Cost Category	FY2020 Budget	FY2019 Budget	FY2019 Est. Actuals	FY2018 Actuals	Explanation of Changes
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Dev. Impact Fees - Oak Creek - Post 1/1/12

44-5220-01 - Administration

Supplies & Services (one-time)	\$0	\$3,125	\$3,125	\$1,508	
Administration Total	\$0	\$3,125	\$3,125	\$1,508	

Dev. Impact Fees - Parks & Recreation - Post 1/1/12

46-5220-01 - Administration

Supplies & Services (one-time)	\$0	\$6,250	\$6,250	\$3,015	
Administration Total	\$0	\$6,250	\$6,250	\$3,015	

Dev. Impact Fees - Police Facilities - Post 1/1/12

47-5220-01 - Administration

Supplies & Services (one-time)	\$0	\$6,250	\$6,250	\$3,015	
Administration Total	\$0	\$6,250	\$6,250	\$3,015	

Dev. Impact Fees - Streets - Post 1/1/12

48-5220-01 - Administration

Supplies & Services (one-time)	\$0	\$6,250	\$6,250	\$3,015	
Administration Total	\$0	\$6,250	\$6,250	\$3,015	

Info Tech Internal Service Fnd

60-5220-03 - Communications & Citizens Engagement

Supplies & Services (ongoing)	\$2,280	\$0	\$0	\$0	Budget Increase: Tech costs moved to IT Fund
Communications & Citizens Engagement Total	\$2,280	\$0	\$0	\$0	

CITY MANAGER'S OFFICE
Continued

EXPENDITURE SUMMARY

Cost Category	FY2020 Budget	FY2019 Budget	FY2019 Est. Actuals	FY2018 Actuals	Explanation of Changes
Grand Totals					
Personnel (Ongoing) Subtotal	\$843,530	\$866,740	\$801,880	\$734,429	
Supplies & Services (Ongoing) Subtotal	\$2,665,810	\$2,265,337	\$2,263,130	\$2,232,550	
Direct Costs (Ongoing) Subtotal	\$3,509,340	\$3,132,077	\$3,065,010	\$2,966,979	
Internal Charges Subtotal	\$(383,580)	\$(422,980)	\$(382,510)	\$(423,158)	
Ongoing Subtotal	\$3,125,760	\$2,709,097	\$2,682,500	\$2,543,821	
Supplies & Services (One-Time) Subtotal	\$77,500	\$43,000	\$25,000	\$12,061	
Capital & Debt Service Subtotal	\$18,000	\$0	\$0	\$0	
One-Time Subtotal	\$95,500	\$43,000	\$25,000	\$12,061	
Grand Total	\$3,221,260	\$2,752,097	\$2,707,500	\$2,555,882	

CITY MANAGER'S OFFICE
Continued

POSITIONS SUMMARY

Position	FY20 FTE	FY19 FTE	FY18 FTE	FY17 FTE
Administrative Assistant	1.00	0.00	0.00	0.00
Arts and Culture Coordinator ⁽¹⁾	0.75	0.75	0.75	0.75
Assist City Manager/Dir of Community Develop	0.40	0.00	0.00	0.00
Assistant City Manager	0.00	1.00	1.00	1.00
Citizens Engagement Coordinator ⁽¹⁾	0.88	0.88	0.88	0.88
City Manager	1.00	1.00	1.00	1.00
Communications & Public Relations Manager	1.00	1.00	1.00	1.00
Economic Development Director ⁽³⁾	0.00	0.00	0.00	1.00
Executive Assistant to the City Manager	0.00	1.00	1.00	1.00
Intern ⁽²⁾	0.00	0.00	0.40	0.19
Management Analyst	1.00	0.00	0.00	0.00
Sustainability Coordinator	1.00	1.00	0.00	0.00
Total	7.03	6.63	6.03	6.82

ALLOCATIONS SUMMARY

Position	Org Description	FY20 FTE	FY19 FTE	FY18 FTE	FY17 FTE
General Fund					
10-5220-01	Administration	3.40	3.00	3.40	2.89
10-5220-03	Communicatns/Citizen Engagemnt	1.88	1.88	1.88	1.88
10-5220-09	Sustainability	1.00	1.00	0.00	0.00
10-5220-41	Arts & Culture	0.75	0.75	0.75	0.75
10-5220-76	Economic Development ⁽³⁾	0.00	0.00	0.00	1.00
General Fund Total		7.03	6.63	6.03	6.52

Position	Org Description	FY20 FTE	FY19 FTE	FY18 FTE	FY17 FTE
Wastewater Enterprise Fund					
59-5220-01	Administration ⁽⁴⁾	0.00	0.00	0.00	0.30
Wastewater Enterprise Fund Total		0.00	0.00	0.00	0.30
Grand Total		7.03	6.63	6.03	6.82

(1) Part-time positions

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

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

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

HUMAN RESOURCES

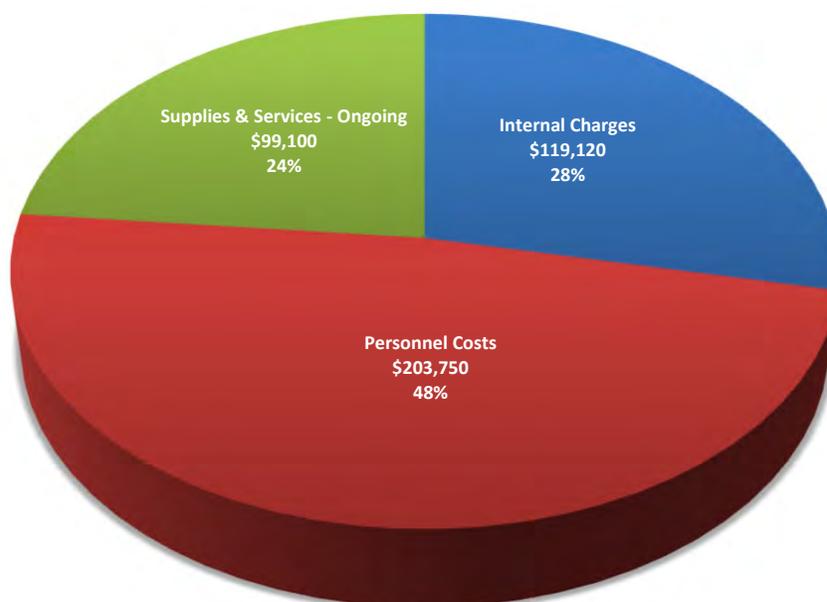
Mission Statement

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

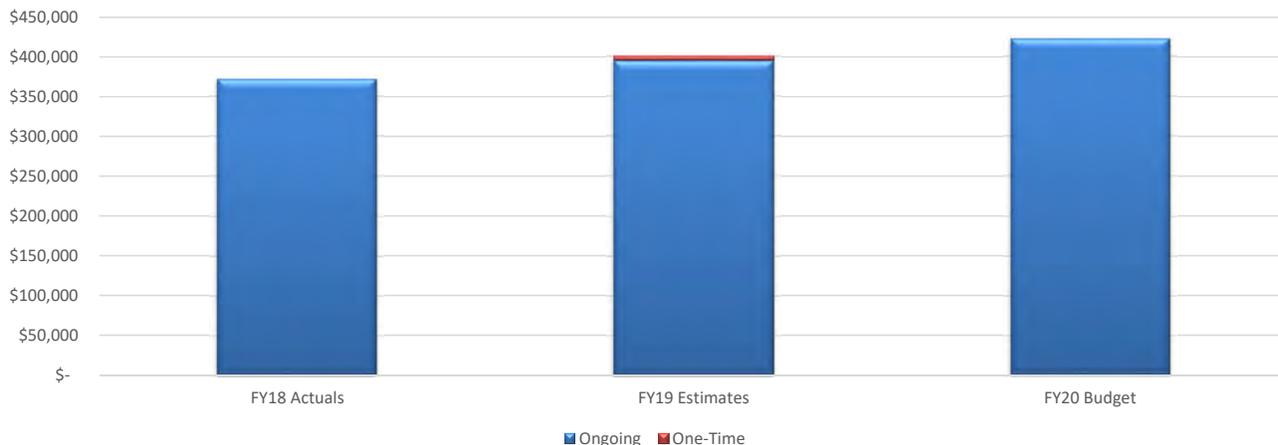
Description

The Human Resources Department provides a full range of services to regular and seasonal employees. The two-person department implements recruitment procedures, interview processes, hiring, and retention development. The department provides information regarding benefits, salary studies, working conditions and relationships, employee development, and safety training and concerns.

FY 2020 PROGRAM EXPENDITURES: \$421,970



FY 2018 - FY 2020 ONGOING VS. ONE-TIME EXPENDITURES



HUMAN RESOURCES – Administration

BUDGET SUMMARY	FY2020 Budget	% of FY2020 Budget	FY2019 Budget	FY2019 Estimate	FY2018 Actual
Program Expenditures					
Personnel Services	\$ 203,750	48%	\$ 197,010	\$ 193,980	\$ 200,258
Supplies & Services	99,100	23%	114,100	104,700	59,866
Subtotal Direct Costs	\$ 302,850	72%	\$ 311,110	\$ 298,680	\$ 260,124
Internal Charges	119,120	28%	112,130	101,250	111,572
Total Expenditures	\$ 421,970	100%	\$ 423,240	\$ 399,930	\$ 371,696
Expenditures by Fund					
General Fund Portion	\$ 421,970	100%	\$ 423,240	\$ 399,930	\$ 371,696
Funding Sources					
Allocations to Other Departments	\$ 421,970	100%	\$ 423,240	\$ 399,930	\$ 371,696
Employee Time Allocation (FTEs) (Budgeted)	2.00		2.00		2.00

The Human Resources Department provides a full range of services to regular and seasonal employees. The two-person department implements recruitment procedures, interview processes, hiring, and retention development. The department provides information regarding benefits, salary studies, working conditions and relationships, employee development, and safety training and concerns.

Human Resources oversees the Personnel Board which consists of five citizens who serve as an advisory board to the City Manager in determining that proper procedures have been followed in certain disciplinary matters.

FY 2019 Accomplishments

Overall City Value - Good Governance:

- * Continued successful NurseTriage workers compensation program.
- * Maintained new in-house workers compensation forms to assist with reduction in future injuries.
- * Modernized and improved safety meetings for increased participation and engaged employee interaction.
- * Increased safety training opportunities between departments by including guest speakers.
- * Partnered with our risk management provider to increase safety awareness.
- * Continual implementation of innovative and economical recruitment techniques.
- * Increased interaction for new employee on-boarding efforts.
- * Organized the Employee Wellness Fair at City Hall with new vendors and organizations.
- * Worked closely with supervisors to maintain updated job descriptions and restructured department positions.
- * Implemented further employee appreciation programs including pool and park passes.
- * Focused reduction in workers compensation claims; EMOD score reduced from 1.31 to 0.86 for \$75,000 savings in FY 2017, reduced to 0.74 for \$20,000 savings in FY 2018, reduced to 0.70 in FY 2019, increased from 0.70 to 0.79 in FY 2020.
- * Recruitment and hiring of key positions including Chief of Police, Assistant Engineer, Assistant City Attorney, and Deputy City Clerk.
- * Worked with consultants to complete a comprehensive salary study incorporating salaries and wages from multiple municipalities across the state.
- * Implemented innovative on-boarding techniques to allow new employees to be effective in their positions immediately.

FY 2020 Objectives

Overall City Value - Good Governance:

- * Continual improvement of employee performance reviews with updated organizational values and modernized forms.
- * Increase implementation of employee recognition programs and opportunities.
- * Provide innovative and engaging in-house training opportunities.
- * Continue to work with managers to reduce the City's workers compensation experience modifier (EMOD).
- * Further outreach to peer organizations in order to maintain a strong network of local knowledge, wisdom, and assistance.
- * Commit to excellence in public service and a vision of the Human Resources role in shaping the culture of the organization.
- * Updated research efforts in compensation, benefits, and industry best practices.
- * Provide an enjoyable workplace of openness, teamwork, equality, fairness, and continual productivity.

HUMAN RESOURCES – Administration
continued

WORKLOAD INDICATORS	FY20 Projection	FY19 Projection	FY19 Estimate	FY18 Actual	FY17 Actual
Job postings	32	15	15	48	31
Applications received and reviewed	1,000	500	850	1,100	805
Individual job interviews conducted	125	50	50	175	155
Regular new hires on-boarded	18	15	15	33	24
Workers comp injuries processed	12	6	2	8	12

Overall City Value - Good Governance:

PERFORMANCE MEASURES	Benchmark	FY20 Target	FY19 Target	FY19 Estimate	FY18 Actual	FY17 Actual
Email and phone call responsiveness		1-24 hours	1-24 hours	1-24 hours	1-24 hours	1-24 hours
Workers comp EMOD ratings		0.79	0.68	0.70	0.74	0.86
Total FTEs per 1,000 population (ICMA Benchmark 2016-2018)	9.1 (all) / 11.7 (cities under 30,000 pop.)	14.2	14.2	14.2	14.0	12.8
Total FTEs per 1,000 population + annualized visitor population		7.0	7.2	6.9	6.9	6.5
Turnover percentages (ICMA Benchmark 2016-2018)	6.8% (all) / 7.5% (cities under 30,000 pop.)	10%	12%	7%	5.1%	15.5%
Employee Survey: I plan to be working here in five years: % of responses Strongly Agree and Agree		70%	N/A	66%	N/A	N/A
Employee Survey: I am satisfied with our healthcare-related benefits: % of responses Strongly Agree and Agree		92%	N/A	90%	N/A	N/A

HUMAN RESOURCES
Continued

EXPENDITURE SUMMARY

Cost Category	FY2020 Budget	FY2019 Budget	FY2019 Est. Actuals	FY2018 Actuals	Explanation of Changes
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General Fund

10-5221-01 - Administration

Personnel (ongoing)	\$203,750	\$197,010	\$193,980	\$200,258	
Supplies & Services (ongoing)	\$99,100	\$99,100	\$99,100	\$59,866	
Direct Costs (Ongoing) Subtotal	\$302,850	\$296,110	\$293,080	\$260,124	
Internal Charges	\$(302,860)	\$(311,090)	\$(298,690)	\$(260,124)	
Ongoing Total	\$(10)	\$(14,980)	\$(5,610)	\$0	
Supplies & Services (one-time)	\$0	\$15,000	\$5,600	\$0	
One-Time Total	\$0	\$15,000	\$5,600	\$0	
Administration Total	\$(10)	\$20	\$(10)	\$0	

HUMAN RESOURCES
Continued

POSITIONS SUMMARY

Position	FY20 FTE	FY19 FTE	FY18 FTE	FY17 FTE
Human Resources Manager	1.00	1.00	1.00	1.00
Human Resources Specialist	1.00	1.00	1.00	1.00
Total	2.00	2.00	2.00	2.00

ALLOCATIONS SUMMARY

Position	Org Description	FY20 FTE	FY19 FTE	FY18 FTE	FY17 FTE
General Fund					
10-5221-01	Administration (1)	2.00	2.00	2.00	1.80
General Fund Total		2.00	2.00	2.00	1.80

Position	Org Description	FY20 FTE	FY19 FTE	FY18 FTE	FY17 FTE
Wastewater Enterprise Fund					
59-5221-01	Administration (1)	0.00	0.00	0.00	0.20
Wastewater Enterprise Fund Total		0.00	0.00	0.00	0.20
Grand Total		2.00	2.00	2.00	2.00

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

FINANCIAL SERVICES

Mission Statement

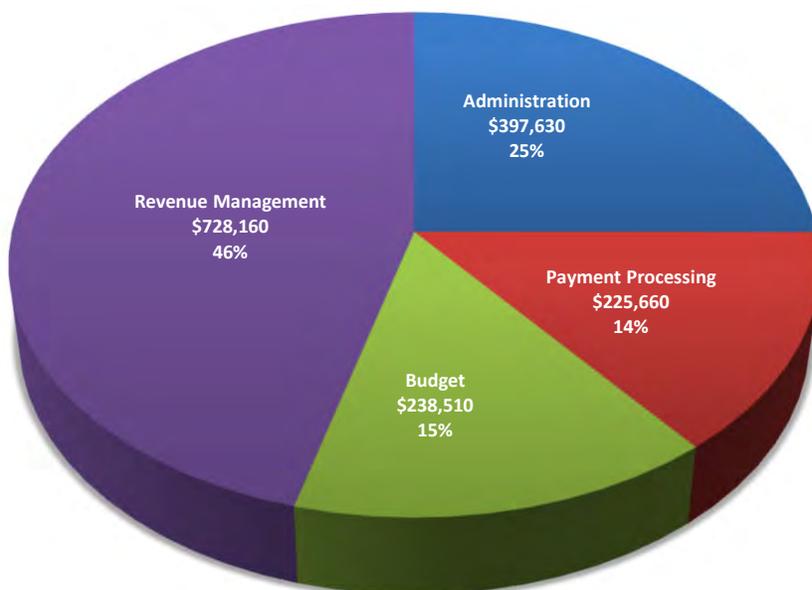
Dedicated to providing thoughtful, accurate, and timely financial services to all

Description

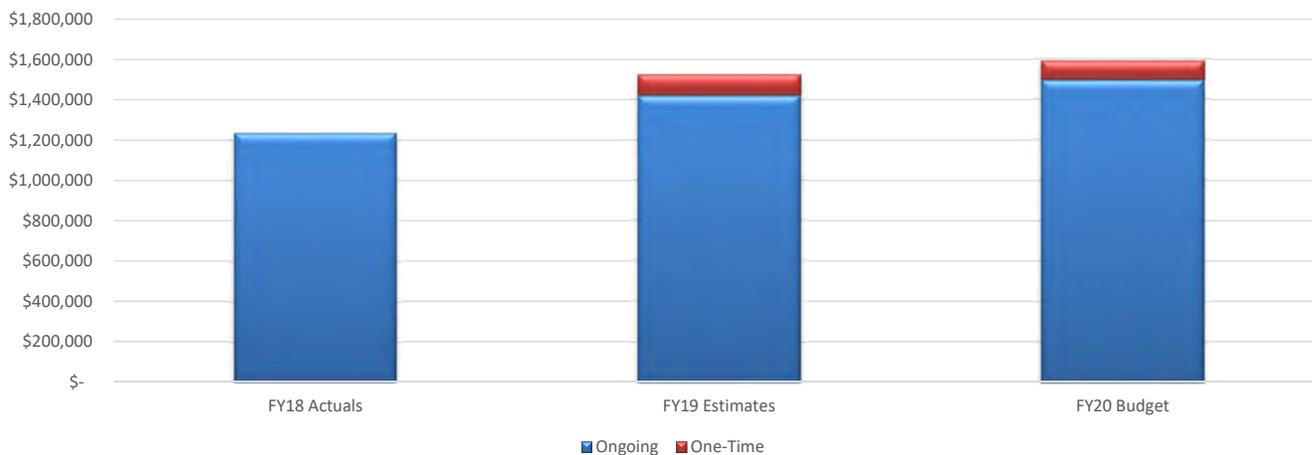
The Financial Services Department is responsible for the following program areas:

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

FY 2020 PROGRAM EXPENDITURES: \$1,589,960



FY 2018 - FY 2020 ONGOING VS. ONE-TIME EXPENDITURES



FINANCIAL SERVICES – Administration

BUDGET SUMMARY	FY2020 Budget	% of FY2020 Budget	FY2019 Budget	FY2019 Estimate	FY2018 Actual
Program Expenditures					
Personnel Services	\$ 259,060	65%	\$ 209,580	\$ 215,010	\$ 198,923
Supplies & Services	88,480	22%	143,480	144,480	85,029
Subtotal Direct Costs	\$ 347,540	87%	\$ 353,060	\$ 359,490	\$ 283,952
Internal Charges	50,090	13%	38,270	37,300	39,086
Total Expenditures	\$ 397,630	100%	\$ 391,330	\$ 396,790	\$ 323,038
Expenditures by Fund					
General Fund Portion	\$ 397,630	100%	\$ 391,330	\$ 396,790	\$ 323,038
Funding Sources					
Allocations to Other Departments	\$ 397,630	100%	\$ 391,330	\$ 396,790	\$ 323,038
Employee Time Allocation (FTEs) (Budgeted)	2.43		1.70		1.65

The Administration program is responsible for the supervision of the Financial Services Department as well as financial reporting, debt management, and treasury services.

The fiscal year 2019-20 budget includes the addition of a part-time Administrative Assistant position.

FY 2019 Accomplishments

Overall City Value - Fiscal Sustainability:

- * Received the Certificate of Achievement for Excellence in Financial Reporting for the Comprehensive Annual Financial Report for FY 2018 – the 20th year the City has received this award.
- * Prepared the Comprehensive Annual Financial Report internally, rather than contracting with the City's auditors to prepare the document.
- * Assisted the City Clerk's Office and Information Technology Department with implementation of a grants management program.
- * Coordinated a Springbrook training for all users to help improve efficiencies in the use of the software.
- * Initiated process for replacing the City's ERP system.
- * Coordinated biennial development impact fee audit.

FY 2020 Objectives

Overall City Value - Fiscal Sustainability:

- * Obtain the Government Finance Officers Association (GFOA) Certificate of Achievement for Excellence in Financial Reporting for the Comprehensive Annual Financial Report for FY 2019.
- * Close each month within five business days after all revenue accrual documents are received.
- * Prepare monthly financial reports within ten business days after all revenue accrual documents are received.
- * Select and begin implementation of a new ERP system.
- * Complete all account reconciliations by established deadlines.

WORKLOAD INDICATORS	FY20 Projection	FY19 Projection	FY19 Estimate	FY18 Actual	FY17 Actual
Manual journal entries	750	N/A	825	868	759

FINANCIAL SERVICES – Administration

continued

Overall City Value - Fiscal Sustainability:

PERFORMANCE MEASURES	Benchmark	FY20 Target	FY19 Target	FY19 Estimate	FY18 Actual	FY17 Actual
GFOA Certificate of Achievement in Financial Reporting		Yes	Yes	Yes	Yes	Yes
Issue monthly financial reports within 60 days of the end of the month. (All necessary sales tax information is not available from Arizona Department of Revenue until approximately 45 days after the end of the month.)		Yes	N/A	No	No	No
Average investment yield compared to policy benchmark as of 6/30 (Policy benchmark is the Local Government Investment Pool (LGIP) Pool 5 yield.)		2.3% yield	N/A	2.213% yield / 2.380% benchmark	2.044% yield / 1.940% benchmark	N/A
Bond Rating (Standard and Poors)		AA	N/A	AA	AA	AA
Audit findings		0	N/A	0	0	0
Department ongoing expenditures as percentage of total City operating expenditures (FY2018 forward includes indirect costs)		4.07%	N/A	4.34%	3.96%	3.19%
Internal Survey: Overall satisfaction with service and support (% of responses favorable)		95%	95%	95%	97%	100%
Internal Survey: Satisfaction with management services (% of responses favorable)		95%	95%	95%	95%	99%

FINANCIAL SERVICES – Payment Processing

BUDGET SUMMARY	FY2020 Budget	% of FY2020 Budget	FY2019 Budget	FY2019 Estimate	FY2018 Actual
Program Expenditures					
Personnel Services	\$ 156,750	69%	\$ 154,670	\$ 150,770	\$ 139,112
Supplies & Services	1,220	1%	1,215	1,220	1,767
Subtotal Direct Costs	\$ 157,970	70%	\$ 155,885	\$ 151,990	\$ 140,878
Internal Charges	67,690	30%	59,540	58,360	66,140
Total Expenditures	\$ 225,660	100%	\$ 215,425	\$ 210,350	\$ 207,019
Expenditures by Fund					
General Fund Portion	\$ 225,660	100%	\$ 215,425	\$ 210,350	\$ 207,019
Funding Sources					
Allocations to Other Departments	\$ 225,660	100%	\$ 215,425	\$ 210,350	\$ 207,019
Employee Time Allocation (FTEs) (Budgeted)	2.05		2.05		2.15

The Payment Processing program includes payroll and accounts payable processing as well as oversight of the City's decentralized purchasing process.

The payroll section is responsible for paying all employees and payroll-related vendors and ensuring that these transactions are accurately posted in the general ledger. The section also works closely with the City's Human Resources Department for employee benefit administration.

The accounts payable/purchasing section is responsible for paying all vendors and issuing all payments and ensuring that all payments are properly recorded in the general ledger. The section is also responsible for reviewing purchase orders (POs) and procurements as well as participating in citywide procurement policy development.

FY 2019 Accomplishments

Overall City Value - Fiscal Sustainability:

- * Purged on-site and off-site storage in accordance with retention policies and procedures.
- * Implemented identified improvements to internal controls and workflow efficiencies.

FY 2020 Objectives

Overall City Value - Fiscal Sustainability:

- * Ensure that all purchase orders and bids have followed the purchasing policy.
- * Ensure that auto-pay batches are posted to the general ledger within five days of receiving all required supporting documentation.
- * Update the Purchasing Manual to improve internal controls.
- * Reduce the number of paper checks by expanding ACH and employee direct deposit as well as purchasing card (P-card) transactions.
- * Reach procurement card threshold of \$1.5 million for cash back awards.
- * Develop plan for allowing decentralized input of accounts payable invoices.
- * Conduct procurement for banking services.

WORKLOAD INDICATORS	FY20 Projection	FY19 Projection	FY19 Estimate	FY18 Actual	FY17 Actual
Employee payments (total direct deposits and checks issued annually)	4,200	N/A	4,160	N/A	N/A
W-2s issued	220	N/A	220	211	N/A
Accounts payable payments processed	3,600	N/A	3,600	3,545	N/A
Purchase orders issued	90	N/A	80	71	N/A
Special check runs	25	N/A	25	19	N/A

FINANCIAL SERVICES – Payment Processing

continued

Overall City Value - Fiscal Sustainability:

PERFORMANCE MEASURES	Benchmark	FY20 Target	FY19 Target	FY19 Estimate	FY18 Actual	FY17 Actual
Permanent employees paid via direct deposit		100%	N/A	100%	100%	100%
Cost per employee pay		\$24.17	N/A	\$23.38	N/A	N/A
Accounts payable transactions processed within 30 calendar days: Date received by various City departments to date processed by Financial Services (ICMA Benchmark 2016-2018)	79% (all) / 64% (cities under 30,000 pop.)	85%	85%	85%	80%	84%
Purchases made via purchasing card/credit card as a percentage of all purchases (ICMA Benchmark 2016-2018)	10% (all) / 14% (cities under 30,000 pop.)	6%	6%	6%	5.9%	3.9%
Eligible purchasing card transactions paid with a check		15%	15%	15%	20%	N/A
Purchasing card cash back awards (standard transactions)		\$20,000	N/A	\$0	\$0	\$0
Purchasing card cash back awards (Tier 1 transactions - "large ticket" transactions)		\$650	N/A	\$631	\$0	\$0
Cost per accounts payable transaction		\$33.32	N/A	\$31.42	\$31.59	N/A
Internal Survey: Satisfaction with payment processing services (% of responses favorable)		95%	95%	95%	96%	100%

FINANCIAL SERVICES – Budget

BUDGET SUMMARY	FY2020 Budget	% of FY2020 Budget	FY2019 Budget	FY2019 Estimate	FY2018 Actual
Program Expenditures					
Personnel Services	\$ 155,010	65%	\$ 147,580	\$ 150,420	\$ 113,467
Supplies & Services	51,060	21%	86,260	40,860	3,102
Subtotal Direct Costs	\$ 206,070	86%	\$ 233,840	\$ 191,280	\$ 116,569
Internal Charges	32,440	14%	42,880	42,240	27,853
Total Expenditures	\$ 238,510	100%	\$ 276,720	\$ 233,520	\$ 144,422
Expenditures by Fund					
General Fund Portion	\$ 238,510	100%	\$ 276,720	\$ 233,520	\$ 144,422
Funding Sources					
Allocations to Other Departments	\$ 238,510	100%	\$ 276,720	\$ 233,520	\$ 144,422
Employee Time Allocation (FTEs) (Budgeted)	1.15		1.15		1.20

The Budget program includes responsibilities for the development and monitoring of the City's annual operating budget, capital improvement budget, and the budgets of the City's two community facilities districts. This program is also responsible for development of revenue projections and the City's long-term forecast, assisting other departments with development and monitoring of performance measures.

FY 2019 Accomplishments

Overall City Value - Fiscal Sustainability:

- * Obtained the GFOA Distinguished Budget Presentation Award for FY 2019 Budget – the sixth year the City has received the award.
- * Continued implementation of the software solution for more efficient budget preparation.
- * Performed an analysis comparing sales taxes generated by residents and visitors.
- * Added linkages of program goals, accomplishments, and measures to overall City goals.
- * In collaboration with the City Manager's Office, conducted reviews with each department of performance metrics and assisted with identification of other meaningful information to be included in the budget document.

FY 2020 Objectives

Overall City Value - Fiscal Sustainability:

- * Obtain the Government Finance Officers Association (GFOA) Distinguished Budget Presentation Award for the FY 2020 Budget.
- * Monitor the budget status throughout the year.
- * Complete implementation of the software solution for more efficient budget preparation.
- * Implement an analysis of user fees to identify full cost recovery levels and facilitate policy decisions regarding subsidization of services.
- * Develop "budget-in-brief" document for public distribution and submit to GFOA review program.

Council Priority - Permanent Base Adjustment:

- * Facilitate a citizens work group for analysis of expenditure limitation options (Home Rule option compared to Permanent Base Adjustment).

WORKLOAD INDICATORS	FY20 Projection	FY19 Projection	FY19 Estimate	FY18 Actual	FY17 Actual
Operational budgetary organization units	360	N/A	280	231	158
Projects in capital improvement plan	66	N/A	62	58	51

FINANCIAL SERVICES – Budget
continued

Overall City Value - Fiscal Sustainability:

PERFORMANCE MEASURES	Benchmark	FY20 Target	FY19 Target	FY19 Estimate	FY18 Actual	FY17 Actual
GFOA Distinguished Budget Presentation Award		Yes	Yes	Yes	Yes	Yes
Percentage difference in budgeted revenues to actuals		10%	N/A	2.1%	6.7%	5.8%
Percentage difference in budgeted expenditures to actuals		10%	N/A	18.0%	23.9%	15.3%
Internal Survey: Satisfaction with budget services (% of responses favorable)		95%	95%	95%	98%	100%

FINANCIAL SERVICES – Revenue Management

BUDGET SUMMARY	FY2020 Budget	% of FY2020 Budget	FY2019 Budget	FY2019 Estimate	FY2018 Actual
Program Expenditures					
Personnel Services	\$ 229,260	31%	\$ 224,950	\$ 224,850	\$ 207,347
Supplies & Services	363,720	50%	392,115	327,840	246,403
Subtotal Direct Costs	\$ 592,980	81%	\$ 617,065	\$ 552,690	\$ 453,750
Internal Charges	135,180	19%	142,290	130,590	106,910
Total Expenditures	\$ 728,160	100%	\$ 759,355	\$ 683,280	\$ 560,660
Expenditures by Fund					
General Fund Portion	\$ 578,850	79%	\$ 473,435	\$ 464,920	\$ 427,738
Wastewater Fund Portion	\$ 149,310	21%	\$ 285,920	\$ 218,360	\$ 132,922
Funding Sources					
Allocations to Other Departments	\$ 491,680	68%	\$ 427,575	\$ 356,890	\$ 402,308
Program Revenues	\$ 236,480	32%	\$ 331,780	\$ 326,390	\$ 158,352
Employee Time Allocation (FTEs) (Budgeted)	3.28		3.28		3.17

The Revenue Management program includes responsibilities for utility billing, miscellaneous accounts receivable, cash receipting, business licenses, delinquent collections, and monitoring of sales tax reporting, collections, and audits.

A portion of the Revenue Management program is allocated to the Wastewater Enterprise Fund and represents the Fund's portion of the cost for utility billing services. In addition, a portion of the program costs is covered by revenues from the paid parking program.

FY 2019 Accomplishments

Overall City Value - Fiscal Sustainability:

- * Hired a consultant to perform a wastewater rate study.
- * Streamlined the business license application application form to one page.
- * Conducted training on Arizona Department of Revenue (ADOR) sales tax confidentiality rules.

FY 2020 Objectives

Overall City Value - Fiscal Sustainability:

- * Digitize wastewater billing historical files to facilitate research and save space.
- * Implement identified improvements to internal controls and workflow efficiencies.
- * Establish defined collections criteria and procedures to ensure the best use of in-house collections resources.
- * Increase the percentage of business license renewals received before the renewal deadline.
- * Increase the percentage of customers paying their wastewater bills electronically.
- * Implement new wastewater rate structure as recommended by the consultant and approved by Council.

WORKLOAD INDICATORS	FY20 Projection	FY19 Projection	FY19 Estimate	FY18 Actual	FY17 Actual
New business licenses issued	210	N/A	200	197	277
Business license renewals issued	1,050	N/A	1,050	2,612	2,649
Temporary business licenses issued	300	N/A	300	327	294
Closed business licenses	250	N/A	2,050	325	N/A
Home-based business licenses	220	N/A	215	N/A	N/A
Wastewater accounts billed per month	6,850	6,830	6,850	6,818	6,814
Wastewater account transfers	670	N/A	682	639	613
Wastewater deferred connection agreements	46	N/A	46	46	48
Delinquent wastewater accounts and total delinquent balance	100/\$230K	N/A/\$200K	100/\$225K	97/\$230K	113/\$282K
Parking pay station cash and coin boxes counted	140	320	330	332	N/A
Miscellaneous receivable invoices	160	N/A	160	164	140
Cash receipts paid by credit card	20,500	N/A	20,300	19,259	17,939
Cash receipts paid by other electronic means	32,800	N/A	32,600	30,191	33,562
Cash receipts paid by cash/check	3,950	N/A	3,950	N/A	N/A
Outstanding liens (as of 12/31)	40	N/A	40	N/A	N/A

FINANCIAL SERVICES – Revenue Management

continued

Overall City Value - Fiscal Sustainability:

PERFORMANCE MEASURES	Benchmark	FY20 Target	FY19 Target	FY19 Estimate	FY18 Actual	FY17 Actual
Business licenses processed within 30 days		100%	100%	100%	100%	100%
Business license renewals submitted correctly by December 31st that were processed by December 31st		95%	95%	86%	64%	100%
Wastewater delinquency rate		33%	30%	33%	32%	38%
Wastewater customers paying electronically		74%	74%	73%	73%	68%
Process pay station cash and coin deposits within one business day		Yes	Yes	Yes	Yes	N/A
Accuracy of parking meter reconciliation		99.9%	N/A	99.7%	99.96%	N/A
Cost per cash receipt transaction		\$11.68	N/A	\$10.88	N/A	N/A
Internal Survey: Satisfaction with revenue management services (% of responses favorable)		98%	95%	98%	99%	99%

FINANCIAL SERVICES
Continued

EXPENDITURE SUMMARY

Cost Category	FY2020 Budget	FY2019 Budget	FY2019 Est. Actuals	FY2018 Actuals	Explanation of Changes
General Fund					
10-5222-01 - Administration					
Personnel (ongoing)	\$259,060	\$209,580	\$215,010	\$198,923	Budget Increase: Part-time Administrative Assistant
Supplies & Services (ongoing)	\$88,480	\$123,480	\$124,480	\$85,029	Budget Decrease: Moved portion of service charges to 10-5222-88
Direct Costs (Ongoing) Subtotal	\$347,540	\$333,060	\$339,490	\$283,952	
Internal Charges	\$(347,530)	\$(353,020)	\$(359,480)	\$(283,952)	
Ongoing Total	\$10	\$(19,960)	\$(19,990)	\$0	
Supplies & Services (one-time)	\$0	\$20,000	\$20,000	\$0	
Administration Total	\$10	\$40	\$10	\$0	
10-5222-11 - Payment Processing					
Personnel (ongoing)	\$156,750	\$154,670	\$150,770	\$139,112	
Supplies & Services (ongoing)	\$1,220	\$1,215	\$1,220	\$1,767	
Direct Costs (Ongoing) Subtotal	\$157,970	\$155,885	\$151,990	\$140,879	
Internal Charges	\$(157,980)	\$(155,890)	\$(152,000)	\$(140,878)	
Payment Processing Total	\$(10)	\$(5)	\$(10)	\$1	
10-5222-14 - Budget					
Personnel (ongoing)	\$155,010	\$147,580	\$150,420	\$113,467	
Supplies & Services (ongoing)	\$6,060	\$5,760	\$5,360	\$3,102	
Direct Costs (Ongoing) Subtotal	\$161,070	\$153,340	\$155,780	\$116,569	
Internal Charges	\$(206,070)	\$(233,850)	\$(191,280)	\$(116,569)	
Ongoing Total	\$(45,000)	\$(80,510)	\$(35,500)	\$0	
Supplies & Services (one-time)	\$45,000	\$80,500	\$35,500	\$0	Budget Decrease: Carryover - CaseWare Reports Current Year Under Budget:
Budget Total	\$0	\$(10)	\$0	\$0	
10-5222-88 - Revenue Management					
Personnel (ongoing)	\$229,260	\$224,950	\$224,850	\$207,347	
Supplies & Services (ongoing)	\$221,220	\$122,065	\$124,290	\$122,421	Budget Increase: Moved portion of service charges from 10-5222-01 and 59-5222-88
Direct Costs (Ongoing) Subtotal	\$450,480	\$347,015	\$349,140	\$329,768	
Internal Charges	\$(363,300)	\$(301,160)	\$(241,120)	\$(304,338)	
Revenue Management Total	\$87,180	\$45,855	\$108,020	\$25,430	

FINANCIAL SERVICES
Continued

EXPENDITURE SUMMARY

Cost Category	FY2020 Budget	FY2019 Budget	FY2019 Est. Actuals	FY2018 Actuals	Explanation of Changes
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General Fund Totals

Personnel Subtotal	\$800,080	\$736,780	\$741,050	\$658,849	
Supplies & Services (Ongoing) Subtotal	\$316,980	\$252,520	\$255,350	\$212,319	
Direct Costs (Ongoing) Subtotal	\$1,117,060	\$989,300	\$996,400	\$871,168	
Internal Charges Subtotal	\$(1,074,880)	\$(1,043,920)	\$(943,880)	\$(845,737)	
Ongoing Subtotal	\$42,180	\$(54,620)	\$52,520	\$25,431	
Supplies & Services (One-Time) Subtotal	\$45,000	\$100,500	\$55,500	\$0	
One-Time Subtotal	\$45,000	\$100,500	\$55,500	\$0	
General Fund Total	\$87,180	\$45,880	\$108,020	\$25,431	

Wastewater Enterprise Fund

59-5222-88 - Revenue Management

Supplies & Services (ongoing)	\$92,500	\$170,050	\$153,550	\$123,982	Budget Decrease: Moved service charges to 10-5222-88
Direct Costs (Ongoing) Subtotal	\$92,500	\$170,050	\$153,550	\$123,982	
Internal Charges	\$6,810	\$15,870	\$14,810	\$8,940	
Ongoing Total	\$99,310	\$185,920	\$168,360	\$132,922	
Supplies & Services (one-time)	\$50,000	\$100,000	\$50,000	\$0	Budget Decrease: Carryover - Wastewater Rate Study Current Year Under Budget:
Revenue Management Total	\$149,310	\$285,920	\$218,360	\$132,922	

Wastewater Enterprise Fund Totals

Supplies & Services (Ongoing) Subtotal	\$92,500	\$170,050	\$153,550	\$123,982	
Direct Costs (Ongoing) Subtotal	\$92,500	\$170,050	\$153,550	\$123,982	
Internal Charges Subtotal	\$6,810	\$15,870	\$14,810	\$8,940	
Ongoing Subtotal	\$99,310	\$185,920	\$168,360	\$132,922	
Supplies & Services (One-Time) Subtotal	\$50,000	\$100,000	\$50,000	\$0	
One-Time Subtotal	\$50,000	\$100,000	\$50,000	\$0	
Wastewater Enterprise Fund Total	\$149,310	\$285,920	\$218,360	\$132,922	

FINANCIAL SERVICES
Continued

EXPENDITURE SUMMARY

Cost Category	FY2020 Budget	FY2019 Budget	FY2019 Est. Actuals	FY2018 Actuals	Explanation of Changes
Grand Totals					
Personnel (Ongoing) Subtotal	\$800,080	\$736,780	\$741,050	\$658,849	
Supplies & Services (Ongoing) Subtotal	\$409,480	\$422,570	\$408,900	\$336,301	
Direct Costs (Ongoing) Subtotal	\$1,209,560	\$1,159,350	\$1,149,950	\$995,150	
Internal Charges Subtotal	\$(1,068,070)	\$(1,028,050)	\$(929,070)	\$(836,797)	
Ongoing Subtotal	\$141,490	\$131,300	\$220,880	\$158,353	
Supplies & Services (One-Time) Subtotal	\$95,000	\$200,500	\$105,500	\$0	
Grand Total	\$236,490	\$331,800	\$326,380	\$158,353	

FINANCIAL SERVICES
Continued

POSITIONS SUMMARY

Position	FY20 FTE	FY19 FTE	FY18 FTE	FY17 FTE
Accounting Supervisor	0.00	0.00	1.00	1.00
Accounting Technician	0.95	0.00	0.00	5.00
Accounting Technician I	0.05	1.00	1.00	0.00
Accounting Technician II	3.01	3.01	3.00	0.00
Administrative Assistant	0.73	0.00	0.00	0.00
Budget & Accounting Supervisor	2.00	2.00	0.00	0.00
Budget Analyst	0.00	0.00	1.00	0.00
Director of Financial Services	1.00	1.00	1.00	1.00
Lead Accounting Technician	1.00	1.00	1.00	1.00
Temporary City Employee ⁽¹⁾	0.17	0.17	0.17	0.17
Total	8.91	8.18	8.17	8.17

ALLOCATIONS SUMMARY

Position	Org Description	FY20 FTE	FY19 FTE	FY18 FTE	FY17 FTE
General Fund					
10-5222-01	Administration	2.43	1.70	1.65	1.05
10-5222-11	Payroll	0.85	0.85	0.85	0.60
10-5222-12	Payables/Purchasing	1.20	1.20	1.30	0.65
10-5222-14	Budget	1.15	1.15	1.20	0.60
10-5222-42	Uptown Paid Parking	0.18	0.18	0.00	0.00
10-5222-88	Revenue Management	3.10	3.10	3.17	1.62
General Fund Total		8.91	8.18	8.17	4.52

Position	Org Description	FY20 FTE	FY19 FTE	FY18 FTE	FY17 FTE
Wastewater Enterprise Fund					
59-5222-01	Administration ⁽²⁾	0.00	0.00	0.00	0.55
59-5222-04	Utility Billing ⁽²⁾	0.00	0.00	0.00	3.10
Wastewater Enterprise Fund Total		0.00	0.00	0.00	3.65
Grand Total		8.91	8.18	8.17	8.17

(1) Temporary position.

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

INFORMATION TECHNOLOGY

Mission Statement

- * Provide reliable state-of-the-art technologies that empower City staff to be successful.
- * Be prepared for future organizational needs and changes.
- * Use sound judgment in identifying and recommending reasonable solutions.

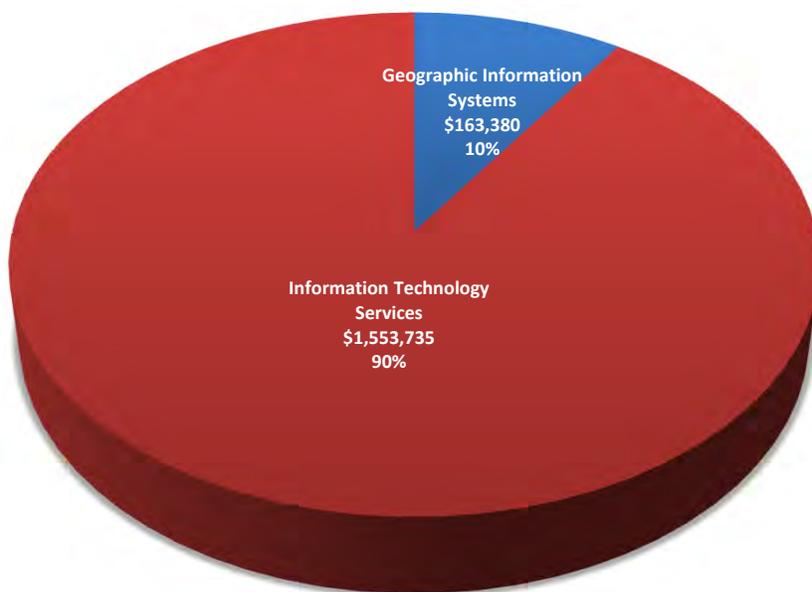


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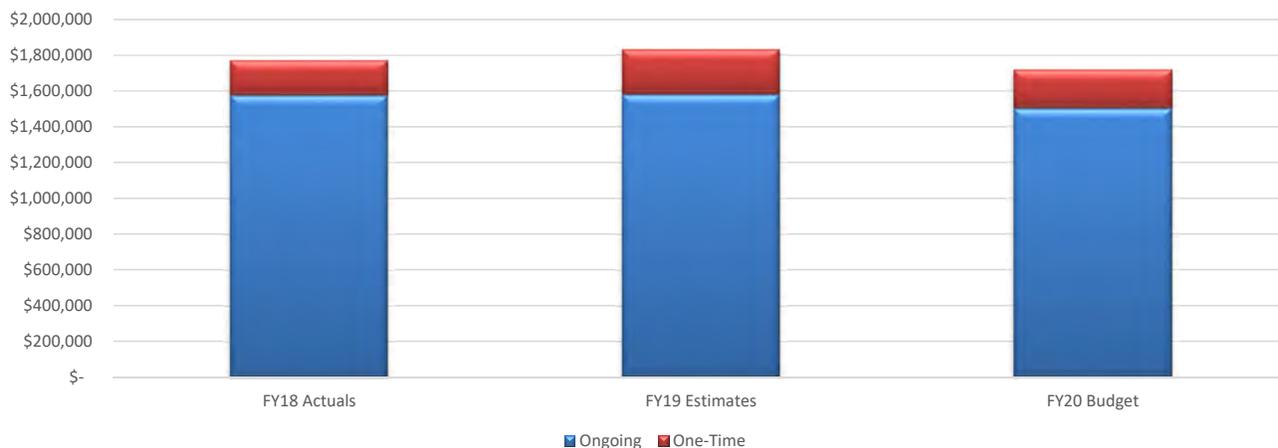
The Information Technology Department is responsible for the following program areas:

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

FY 2020 PROGRAM EXPENDITURES: \$1,717,115



FY 2018 - FY 2020 ONGOING VS. ONE-TIME EXPENDITURES



INFORMATION TECHNOLOGY – Geographic Information Systems

BUDGET SUMMARY	FY2020 Budget	% of FY2020 Budget	FY2019 Budget	FY2019 Estimate	FY2018 Actual
Program Expenditures					
Personnel Services	\$ 122,670	75%	\$ 118,170	\$ 118,290	\$ 113,415
Supplies & Services	22,400	14%	30,560	18,900	16,526
Subtotal Direct Costs	\$ 145,070	89%	\$ 148,730	\$ 137,190	\$ 129,941
Internal Charges	18,310	11%	26,070	24,960	25,143
Total Expenditures	\$ 163,380	100%	\$ 174,800	\$ 162,150	\$ 155,084
Expenditures by Fund					
Other Funds Portion	\$ 163,380	100%	\$ 174,800	\$ 162,150	\$ 155,084
Funding Sources					
Allocations to Other Departments	\$ 162,580	100%	\$ 173,800	\$ 161,350	\$ 154,241
Program Revenues	\$ 800	<1%	\$ 1,000	\$ 800	\$ 843
Employee Time Allocation (FTEs) (Budgeted)	1.00		1.00		1.00

The Geographic Information Systems (GIS) program within the Information Technology Department provides maps, data, and spatial analysis to City departments and to the public through the City's comprehensive GIS database and the City's website (www.SedonaAZ.gov).

The Geographic Information Systems program is allocated to the Information Technology Internal Service Fund.

FY 2019 Accomplishments

Overall City Value - Good Governance:

- * Web maps tables updated for better end user viewing.

Overall City Value - Public Safety:

- * Refined the Spillman workflow.

Overall City Value - Fiscal Sustainability:

- * Acquired 2018 two-foot contours from Yavapai County at no charge to the city.

Community Plan Land Use, Housing, and Growth Goal - Grow only within currently established residential and commercial limits:

- * Updated the new Zoning Districts within GIS.
- * New Zoning Districts input into Springbrook.
- * Updated sewer status working with Finance and Public Works.
- * Completed tax data FY 16/17.
- * Completed updates of the culvert layer.
- * Completed sidewalk layer updates along with adjustments using the new aerial.

FY 2020 Objectives

Overall City Value - Good Governance:

- * Update the web maps by creating web apps with the current version of Enterprise/Server to correct maintenance issues.

Community Plan Land Use, Housing, and Growth Goal - Ensure harmony between the build and natural environment:

- * Analyze and map tax data FY 17/18.
- * Create a business license map after receiving a report from Finance on renewal updates.
- * Update street centerlines address ranges, as well as populate new attributes.
- * Update the Oak Creek layer with current adjustments to the flow.
- * Update the sewer lateral layer with the help of Public Works.

WORKLOAD INDICATORS	FY20 Projection	FY19 Projection	FY19 Estimate	FY18 Actual	FY17 Actual
Active GIS layers supported	193	190	190	186	180
GIS requests	250	285	250	242	263

Overall City Value - Good Governance:

PERFORMANCE MEASURES	Benchmark	FY20 Target	FY19 Target	FY19 Estimate	FY18 Actual	FY17 Actual
Public access to GIS information (web page hits)		6,000	5,000	6,400	6,185	7,684
GIS problem/issue reports		4	2	2	9	2

INFORMATION TECHNOLOGY – Information Technology Services

BUDGET SUMMARY	FY2020 Budget	% of FY2020 Budget	FY2019 Budget	FY2019 Estimate	FY2018 Actual
Program Expenditures					
Personnel Services	\$ 481,200	31%	\$ 464,320	\$ 461,470	\$ 364,283
Supplies & Services	685,755	44%	690,627	606,840	549,133
Capital & Debt Service	100,050	6%	202,700	127,150	195,309
Subtotal Direct Costs	\$ 1,267,005	82%	\$ 1,357,647	\$ 1,195,460	\$ 1,108,725
Internal Charges	286,730	18%	481,300	472,740	504,652
Total Expenditures	\$ 1,553,735	100%	\$ 1,838,947	\$ 1,668,200	\$ 1,613,377
Expenditures by Fund					
Wastewater Fund Portion	\$ 99,095	6%	\$ 111,720	\$ 69,100	\$ 68,637
Other Funds Portion	\$ 1,454,640	94%	\$ 1,727,227	\$ 1,599,100	\$ 1,544,740
Funding Sources					
Allocations to Other Departments	\$ 1,454,640	94%	\$ 1,727,227	\$ 1,599,100	\$ 1,544,740
Program Revenues	\$ 99,095	6%	\$ 111,720	\$ 69,100	\$ 68,637
Employee Time Allocation (FTEs) (Budgeted)	4.00		4.00		3.60

The Information Technology Services program manages the acquisition, maintenance, and support of the City's computer, network, and communication systems, including computer hardware and software, servers, network switches, routers and firewalls, telephone systems, voice mail and e-mail, the City's Internet and Intranet sites, and database and application maintenance and development.

A portion of the Information Technology Services program is allocated to the Wastewater Enterprise Fund and represents the Fund's share of the cost for direct information technology costs. The remainder is allocated to the Information Technology Internal Service Fund.

FY 2019 Accomplishments

Overall City Value - Good Governance:

- * Refreshed City core network.
- * Completed Spectre Meltdown hardware refresh and BIOS updates.
- * Completed Surface Pro docking station Basic Input/Output System (BIOS) update.
- * Completed Windows 10 upgrade bringing all PCs to the same Windows version.
- * Executed Laserfiche upgrade from 9.2 to 10.2.
- * Completed Adobe cloud migration from older desktop versions to the latest cloud version, bringing the City into compliance and reducing a vulnerability associated with PDF documents.
- * Negotiated and executed Xerox copier lease.
- * Implemented social media records retention through ArchiveSocial.
- * Improved the network connection between City Hall and Wastewater, replacing outdated copper T-1 circuits with fiber.

Council Priority - Environmental Sustainability:

- * When refreshing servers, IT sought more energy efficient systems. This increased the amount of time our systems can rely on battery backup from 30 to 35 minutes (the generator turns on long before that).

Overall City Value - Public Safety:

- * Re-evaluated and revised Sedona Police Department on-call critical systems.

Overall City Value - Fiscal Sustainability:

- * Routed the Police Department's Mobile Data Connection (MDC) through the City internet service provider, eliminating the need for a dedicated fiber connection (\$2,160 annual savings).
- * Routed the Police Department's Multiprotocol Label Switching (MPLS) circuit through the City internet service provider (\$4,800 annual savings).

FY 2020 Objectives

Overall City Value - Good Governance:

- * While refreshing our phone system core, convert the City's system from Primary Rate Interface (PRI) to Session Initiated Protocol (SIP).
- * Repurposing existing equipment to develop a lab environment to test configurations and systems prior to rolling out on live systems.
- * Improve security and functionality of Supervisory Control and Data Acquisition (SCADA) network.

Overall City Value - Fiscal Sustainability:

- * Backup IT systems to Wastewater, repurpose existing equipment whenever possible, and eliminate cloud backup which costs the City about \$1,000 per month.
- * Consolidate resources between the Police Department and City Hall using virtual security. This has the potential to reduce the number of Elastic Sky X (ESX) hosts from five to three. One ESX host is approximately \$12,000.

INFORMATION TECHNOLOGY – Information Technology Services

continued

WORKLOAD INDICATORS	Benchmark	FY20 Projection	FY19 Projection	FY19 Estimate	FY18 Actual	FY17 Actual
Unique major software systems		120	105	114	104	83
Unique network devices (core network)		98	110	96	98	98
Unique other systems		124	75	124	94	62
Unique server systems (unique technologies)		74	70	74	72	63
End points served		324	270	324	282	369
Help Desk requests per end point (ICMA Benchmark 2016-2018)	5.7 (all) / 8.3 (cities under 30,000 pop.)	10.9	10.6	10.9	10.9	7.7
Help Desk requests received		3,200	2,850	3,100	3,065	2,843
SQL databases/total size		68/485GB	64/370GB	68/485GB	68/485GB	66/390GB

Overall City Value - Good Governance:

PERFORMANCE MEASURES	Benchmark	FY20 Target	FY19 Target	FY19 Estimate	FY18 Actual	FY17 Actual
% of Help Desk requests resolved within 4 Hours (ICMA Benchmark 2016-2018)	64% (all) / 75% (cities under 30,000 pop.)	85%	85%	82%	78.6%	N/A
IT expenditures per end point served (ICMA Benchmark 2016-2018)	\$3,112 (all) / \$2,573 (cities under 30,000 pop.)	\$4,092	\$4,093	\$3,788	\$3,239	\$2,566
IT expenditures per FTE		\$8,015	\$8,047	\$7,518	\$6,493	\$5,994
Internal Survey: Approachability (% of responses favorable)		98%	100%	100%	100%	92%
Internal Survey: Product quality (% of responses favorable)		98%	100%	98%	100%	97%
Internal Survey: Project support (% of responses favorable)		98%	100%	98%	100%	98%
Internal Survey: Response timeliness (% of responses favorable)		98%	100%	100%	100%	98%
Internal Survey: Technical skills (% of responses favorable)		98%	100%	100%	100%	97%

INFORMATION TECHNOLOGY
Continued

EXPENDITURE SUMMARY

Cost Category	FY2020 Budget	FY2019 Budget	FY2019 Est. Actuals	FY2018 Actuals	Explanation of Changes
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Wastewater Enterprise Fund

59-5224-21 - Administration

Supplies & Services (ongoing)	\$58,525	\$50,980	\$48,733	\$65,072	Budget Increase: Increased communications costs for tower space lease for microwave antenna
Direct Costs (Ongoing) Subtotal	\$58,525	\$50,980	\$48,733	\$65,072	
Internal Charges	\$4,970	\$5,640	\$5,240	\$3,621	
Ongoing Total	\$63,495	\$56,620	\$53,973	\$68,693	
Supplies & Services (one-time)	\$0	\$19,500	\$15,127	\$0	
Capital & Debt Service	\$35,600	\$35,600	\$0	\$(56)	Current Year Under Budget: Carryover - network connectivity
One-Time Total	\$35,600	\$55,100	\$15,127	\$(56)	
Administration Total	\$99,095	\$111,720	\$69,100	\$68,637	

Info Tech Internal Service Fnd

60-5224-20 - Geographic Information Systems

Personnel (ongoing)	\$122,670	\$118,170	\$118,290	\$113,415	
Supplies & Services (ongoing)	\$22,400	\$29,360	\$17,700	\$16,526	Budget Decrease: Reduced software maintenance costs
Direct Costs (Ongoing) Subtotal	\$145,070	\$147,530	\$135,990	\$129,941	
Internal Charges	\$18,310	\$26,070	\$24,960	\$25,143	
Ongoing Total	\$163,380	\$173,600	\$160,950	\$155,084	
Supplies & Services (one-time)	\$0	\$1,200	\$1,200	\$0	
Geographic Information Systems Total	\$163,380	\$174,800	\$162,150	\$155,084	

INFORMATION TECHNOLOGY
Continued

EXPENDITURE SUMMARY

Cost Category	FY2020 Budget	FY2019 Budget	FY2019 Est. Actuals	FY2018 Actuals	Explanation of Changes
60-5224-21 - Information Technology Services					
Personnel (ongoing)	\$481,200	\$464,320	\$461,470	\$364,283	
Supplies & Services (ongoing)	\$510,230	\$498,031	\$432,480	\$484,060	
Direct Costs (Ongoing) Subtotal	\$991,430	\$962,351	\$893,950	\$848,343	
Internal Charges	\$281,760	\$475,660	\$467,500	\$501,031	
Ongoing Total	\$1,273,190	\$1,438,011	\$1,361,450	\$1,349,374	
Supplies & Services (one-time)	\$117,000	\$122,116	\$110,500	\$0	
Capital & Debt Service	\$64,450	\$167,100	\$127,150	\$195,365	Budget Decrease: Replace phone core, network switches, carryover - WAN point-to-point microwave links Current Year Under Budget:
One-Time Total	\$181,450	\$289,216	\$237,650	\$195,365	
Information Technology Services Total	\$1,454,640	\$1,727,227	\$1,599,100	\$1,544,739	

Info Tech Internal Service Fnd Totals

Personnel Subtotal	\$603,870	\$582,490	\$579,760	\$477,698
Supplies & Services (Ongoing) Subtotal	\$532,630	\$527,391	\$450,180	\$500,586
Direct Costs (Ongoing) Subtotal	\$1,136,500	\$1,109,881	\$1,029,940	\$978,284
Internal Charges Subtotal	\$300,070	\$501,730	\$492,460	\$526,174
Ongoing Subtotal	\$1,436,570	\$1,611,611	\$1,522,400	\$1,504,458
Supplies & Services (One-Time) Subtotal	\$117,000	\$123,316	\$111,700	\$0
Capital & Debt Service Subtotal	\$64,450	\$167,100	\$127,150	\$195,365
One-Time Subtotal	\$181,450	\$290,416	\$238,850	\$195,365
Info Tech Internal Service Fnd Total	\$1,618,020	\$1,902,027	\$1,761,250	\$1,699,823

Grand Totals

Personnel (Ongoing) Subtotal	\$603,870	\$582,490	\$579,760	\$477,698
Supplies & Services (Ongoing) Subtotal	\$591,155	\$578,371	\$498,913	\$565,658
Direct Costs (Ongoing) Subtotal	\$1,195,025	\$1,160,861	\$1,078,673	\$1,043,356
Internal Charges Subtotal	\$305,040	\$507,370	\$497,700	\$529,795
Ongoing Subtotal	\$1,500,065	\$1,668,231	\$1,576,373	\$1,573,151
Supplies & Services (One-Time) Subtotal	\$117,000	\$142,816	\$126,827	\$0
Capital & Debt Service Subtotal	\$100,050	\$202,700	\$127,150	\$195,309
Grand Total	\$1,717,115	\$2,013,747	\$1,830,350	\$1,768,460

INFORMATION TECHNOLOGY
Continued

POSITIONS SUMMARY

Position	FY20 FTE	FY19 FTE	FY18 FTE	FY17 FTE
Database Web Developer	0.00	0.00	1.00	1.00
GIS Analyst	1.00	1.00	1.00	1.00
Information Technology Manager	1.00	1.00	1.00	1.00
IT Support/Help Desk Technician	0.00	0.00	0.00	0.60
Network Engineer	1.00	1.00	0.00	0.00
PC Support/Help Desk Technician	1.00	1.00	0.60	0.00
System Administrator	1.00	1.00	1.00	1.00
Total	5.00	5.00	4.60	4.60

ALLOCATIONS SUMMARY

Position	Org Description	FY20 FTE	FY19 FTE	FY18 FTE	FY17 FTE
General Fund					
10-5224-20	Geographic Information Systems	0.00	0.00	0.00	0.90
10-5224-21	Information Technology	0.00	0.00	0.00	3.24
General Fund Total		0.00	0.00	0.00	4.14

Position	Org Description	FY20 FTE	FY19 FTE	FY18 FTE	FY17 FTE
Wastewater Enterprise Fund					
59-5224-21	Information Technology ⁽¹⁾	0.00	0.00	0.00	0.46
Wastewater Enterprise Fund Total		0.00	0.00	0.00	0.46

Position	Org Description	FY20 FTE	FY19 FTE	FY18 FTE	FY17 FTE
Info Tech Internal Service Fnd					
60-5224-20	Geographic Information Systems ⁽²⁾	1.00	1.00	1.00	0.00
60-5224-21	Information Technology ⁽²⁾	4.00	4.00	3.60	0.00
Info Tech Internal Service Fnd Total		5.00	5.00	4.60	0.00
Grand Total		5.00	5.00	4.60	4.60

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

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

CITY ATTORNEY'S OFFICE

Mission Statement

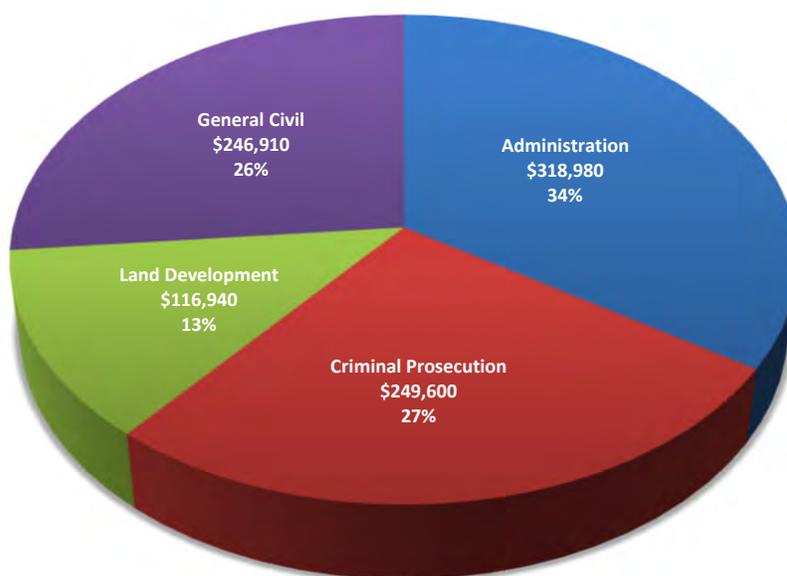
The department strives to provide quality legal advice and services to the City Council, City departments and commissions. To vigorously prosecute criminal cases in a fair manner that leads to just results.

Description

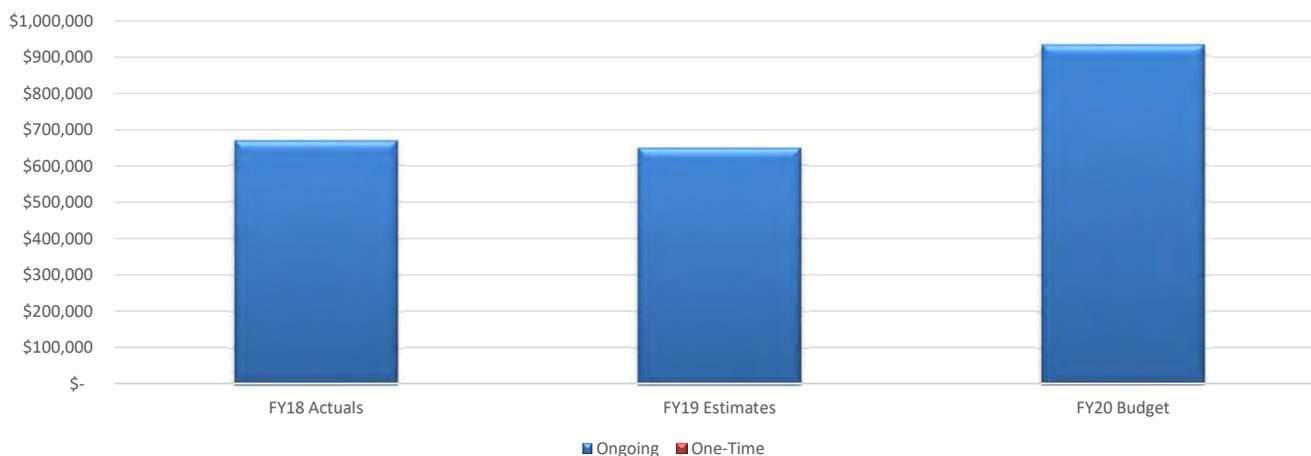
The City Attorney's Office provides internal services to City departments and personnel in several program areas:

- * Administration
- * General Civil
- * Land Development
- * Criminal Prosecution

FY 2020 PROGRAM EXPENDITURES: \$932,430



FY 2018 - FY 2020 ONGOING VS. ONE-TIME EXPENDITURES



CITY ATTORNEY'S OFFICE – Administration

BUDGET SUMMARY	FY2020 Budget	% of FY2020 Budget	FY2019 Budget	FY2019 Estimate	FY2018 Actual
Program Expenditures					
Personnel Services	\$ 167,120	52%	\$ 146,610	\$ 121,290	\$ 132,012
Supplies & Services	115,000	36%	115,000	13,700	34,841
Subtotal Direct Costs	\$ 282,120	88%	\$ 261,610	\$ 134,990	\$ 166,853
Internal Charges	36,860	12%	48,440	47,280	30,621
Total Expenditures	\$ 318,980	100%	\$ 310,050	\$ 182,270	\$ 197,474
Expenditures by Fund					
General Fund Portion	\$ 218,980	69%	\$ 210,050	\$ 182,270	\$ 174,116
Wastewater Fund Portion	\$ 100,000	31%	\$ 100,000	\$ -	\$ 23,358
Funding Sources					
Allocations to Other Departments	\$ 218,980	69%	\$ 210,050	\$ 182,270	\$ 174,021
Program Revenues	\$ 100,000	31%	\$ 100,000	\$ -	\$ 23,453
Employee Time Allocation (FTEs) (Budgeted)	0.89		0.89		0.85

The City Attorney's Office provides legal advice to the Mayor and Council, the City Manager, the City departments and the City's boards and commissions. The office defends claims and suits brought against the City; drafts, reviews, and approves all contracts entered into by the City; assists in drafting all resolutions and ordinances submitted for City Council approval; and manages the activities of retained legal counsel.

A portion of the Administration program is allocated to the Wastewater Enterprise Fund and represents the Fund's share of direct legal costs.

FY 2019 Accomplishments

Overall City Value - Good Governance:

- * Implemented the City Attorney Annual Action Plan.
- * Responded to two complaints under SB 1487 against the City brought by the Attorney General's Office.
- * Acted as the City's designated public lobbyist represented the City's interests on various pieces of legislation.

Council Priority - Land Development Code Update:

- * Worked with City staff on development of City Council priorities, including the Land Development Code review and update.

Council Priority - Alternative Expenditure Limitation:

- * Guided the City through the home rule election process and a permanent base adjustment initiative.

FY 2020 Objectives

Overall City Value - Good Governance:

- * Staff the currently vacant Assistant City Attorney position.
- * Assist with the implementation of a revised right-of-way ordinance to comply with the State's wireless communication laws.
- * Continue to engage in legislative activity and strengthen the City's position on significant issues.
- * Implement the City Attorney Annual Action Plan.

Overall City Value - Public Safety:

- * Work with Community Development to resolve high profile code enforcement issues.

WORKLOAD INDICATORS	FY20 Projection	FY19 Projection	FY19 Estimate	FY18 Actual	FY17 Actual
City Council agenda bill items reviewed	48	106	62	52	124
Ordinances processed	15	14	10	14	13
Resolutions processed	25	33	25	35	31
Public meetings attended	48	53	62	52	53
Contracts reviewed	150	150	150	150	168
Legal opinions provided	157	133	186	133	174

CITY ATTORNEY'S OFFICE – Administration
continued

Overall City Value - Good Governance:

PERFORMANCE MEASURES	Benchmark	FY20 Target	FY19 Target	FY19 Estimate	FY18 Actual	FY17 Actual
Internal Survey: Quality of legal advice and services provided to City staff and officials (% responses favorable)		90%	92%	86%	92%	91%
Internal Survey: Timeliness of responses to requests for legal services (% responses favorable)		90%	92%	86%	92%	90%
Internal Survey: Confidence in legal services provided to City staff and officials (% responses favorable)		95%	97%	92%	97%	95%
Internal Survey: Accessibility or approachability of legal department staff to City staff and officials (% responses favorable)		96%	97%	94%	97%	95%
Internal Survey: Communication with City staff and officials (% responses favorable)		91%	90%	96%	87%	92%
Internal Survey: Effectiveness of legal department to achieve its goals (% responses favorable)		94%	93%	96%	93%	92%
Internal Survey: Legal departments effectiveness to community with City staff and officials (% responses favorable)		91%	92%	86%	92%	92%

CITY ATTORNEY'S OFFICE – Criminal Prosecution

BUDGET SUMMARY	FY2020 Budget	% of FY2020 Budget	FY2019 Budget	FY2019 Estimate	FY2018 Actual
Program Expenditures					
Personnel Services	\$ 201,670	81%	\$ 198,560	\$ 193,890	\$ 186,156
Supplies & Services	2,700	1%	2,700	1,200	5
Subtotal Direct Costs	\$ 204,370	82%	\$ 201,260	\$ 195,090	\$ 186,161
Internal Charges	45,230	18%	39,610	37,780	37,957
Total Expenditures	\$ 249,600	100%	\$ 240,870	\$ 232,870	\$ 224,117
Expenditures by Fund					
General Fund Portion	\$ 249,600	100%	\$ 240,870	\$ 232,870	\$ 224,117
Funding Sources					
Funding from General Revenues:					
Estimated Resident Generated	\$ 87,360	35%	\$ 84,305	\$ 81,505	\$ 78,441
Estimated Visitor Generated	\$ 162,240	65%	\$ 156,566	\$ 151,366	\$ 145,676
Employee Time Allocation (FTEs) (Budgeted)	1.65		1.65		1.65

The Criminal Prosecution program is responsible for administering justice for violations of law.

FY 2019 Accomplishments

Overall City Value - Public Safety:

- * Prosecuted a total of 235 cases, consisting of 17 Driving Under the Influence (DUI) cases, 50 crimes involving drugs or controlled substances, 65 criminal traffic matters, 103 criminal misdemeanor matters.
- * Initiated mental health court program, intended to help people suffering with mental illness, obtain beneficial services in lieu of being prosecuted.

FY 2020 Objectives

Overall City Value - Public Safety:

- * Continue to vigorously and fairly prosecute all criminal misdemeanor cases.
- * Identify areas for enhanced training of law enforcement personnel.
- * Continue to develop and enhance the mental health court program.
- * Improve access and enrollment to defendants that qualify for Treatment Assessment Screening Center (TASC) drug diversion program.

WORKLOAD INDICATORS	FY20 Projection	FY19 Projection	FY19 Estimate	FY18 Actual	FY17 Actual
Criminal cases filed	237	209	235	263	241
Provide an annual case law update to Police Department	4	4	5	5	2
Hours of training provided to Police Department on operational matters	12.7	14.6	15.4	7.0	13.8

Overall City Value - Public Safety:

PERFORMANCE MEASURES	Benchmark	FY20 Target	FY19 Target	FY19 Estimate	FY18 Actual	FY17 Actual
Internal Survey: Effectiveness of City Prosecutor to review and charge matters (% responses favorable)		85%	86%	82%	86%	86%
Internal Survey: Quality of prosecutions litigated by City Prosecutor (% responses favorable)		84%	86%	80%	86%	85%
Internal Survey: Satisfaction of plea agreements negotiated by City Prosecutor (% responses favorable)		73%	74%	68%	74%	74%
Internal Survey: Satisfaction with level of justice achieved on matters resolved by City Prosecutor (% responses favorable)		73%	73%	72%	73%	73%
Internal Survey: Confidence in representation by City Prosecutor to the organization (% responses favorable)		89%	88%	92%	88%	88%

CITY ATTORNEY'S OFFICE – Land Development

BUDGET SUMMARY	FY2020 Budget	% of FY2020 Budget	FY2019 Budget	FY2019 Estimate	FY2018 Actual
Program Expenditures					
Personnel Services	\$ 99,390	85%	\$ 67,450	\$ 23,670	\$ 54,654
Internal Charges	17,550	15%	14,350	13,770	13,766
Total Expenditures	\$ 116,940	100%	\$ 81,800	\$ 37,440	\$ 68,420
Expenditures by Fund					
General Fund Portion	\$ 116,940	100%	\$ 81,800	\$ 37,440	\$ 68,420
Funding Sources					
Allocations to Other Departments	\$ 116,940	100%	\$ 81,800	\$ 37,440	\$ 68,420
Employee Time Allocation (FTEs) (Budgeted)	0.60		0.60		0.60

The Land Development program is responsible for reviewing all planning and zoning matters related to the City and recommending changes to the Sedona Land Development Code. In addition, the program provides guidance to staff of the City's Community Development Department on land development matters.

FY 2019 Accomplishments

Overall City Value - Good Governance:

- * Obtained a favorable judgment from the Arizona Court of Appeals in a high-profile code enforcement case.
- * Guided the City through the process of reviewing major amendments to the Community Plan.

Council Priority - Land Development Code Update:

- * Assisted in the development and review of the revised Land Development Code.

Council Priority - Community Focus Area Plans Development:

- * Assisted in the development and review of the Sunset Live/Work Area Community Focus Area.

FY 2020 Objectives

Overall City Value - Public Safety:

- * Continue to aggressively pursue code enforcement for properties that are in violation of the Land Development Code and City Code.

Council Priority - Land Development Code Update:

- * Assist with the development and approval of the Sunset Live/Work Community Focus Area.

Council Priority - Affordable Housing:

- * Work with City staff on the development of an affordable housing program.

Overall City Value - Good Governance:

- * Monitor land use legislation and provide advice on impacts to the City.
- * Participate in training and education to strengthen the overall capacity to manage land use issues.

WORKLOAD INDICATORS	FY20 Projection	FY19 Projection	FY19 Estimate	FY18 Actual	FY17 Actual
Planning and zoning matters reviewed	26	26	26	26	35

Community Plan Land Use, Housing, and Growth Goal - Grow only within currently established residential and commercial

PERFORMANCE MEASURES	Benchmark	FY20 Target	FY19 Target	FY19 Estimate	FY18 Actual	FY17 Actual
Internal Survey: Confidence in legal department's ability to effectively advice on land use matters (% responses favorable)		95%	94%	96%	94%	94%
Internal Survey: Satisfaction with timeliness of legal department's response to requests for advice on land use matters (% responses favorable)		94%	92%	98%	92%	92%
Internal Survey: Satisfaction with level of support provided to Planning and Zoning Commission, Board of Adjustment and other organizational partners on land use matters (% responses favorable)		90%	88%	94%	88%	88%

CITY ATTORNEY'S OFFICE – General Civil

BUDGET SUMMARY	FY2020 Budget	% of FY2020 Budget	FY2019 Budget	FY2019 Estimate	FY2018 Actual
Program Expenditures					
Personnel Services	\$ 144,650	59%	\$ 125,320	\$ 100,670	\$ 112,710
Supplies & Services	75,000	30%	80,683	70,000	43,020
Subtotal Direct Costs	\$ 219,650	89%	\$ 206,003	\$ 170,670	\$ 155,730
Internal Charges	27,260	11%	25,580	24,380	22,253
Total Expenditures	\$ 246,910	100%	\$ 231,583	\$ 195,050	\$ 177,983
Expenditures by Fund					
General Fund Portion	\$ 246,910	100%	\$ 231,583	\$ 195,050	\$ 177,983
Funding Sources					
Allocations to Other Departments	\$ 246,910	100%	\$ 231,583	\$ 195,050	\$ 177,983
Employee Time Allocation (FTEs) (Budgeted)	0.90		0.90		0.90

The General Civil program is responsible for defending claims and suits brought against the City.

FY 2019 Accomplishments

Overall City Value - Good Governance:

- * City Attorney appointed to Board of Trustees of the Arizona Municipal Risk Retention Pool.
- * Reviewed and assisted Human Resources in responding to EEOC complaints and Personnel Board appeals.

Overall City Value - Fiscal Sustainability:

- * Developed a Risk Management Team to review and comment on areas of potential liability for the City.
- * Successfully obtained a dismissal in an inverse condemnation lawsuit against the City.
- * Resolved a long-standing dispute between a commercial property owner and the City regarding connection to the City's wastewater system.

FY 2020 Objectives

Overall City Value - Good Governance:

- * Manage the work of outside legal counsel on outstanding litigation matters.

Overall City Value - Fiscal Sustainability:

- * Continue to improve efficiencies in managing claims management.
- * Begin the development of an Enterprise Risk Management program for the City.
- * Work with the Arizona Municipal Risk Retention Pool on improving loss coverage and mitigation for Arizona cities and towns.

WORKLOAD INDICATORS	FY20 Projection	FY19 Projection	FY19 Estimate	FY18 Actual	FY17 Actual
Claims and suits against City	14	15	15	15	9
Claims against City resolved without litigation	11	11	11	11	7
Traffic accidents involving City vehicles	14	11	18	11	17
Claims regarding property damage to City property	8	7	10	7	8

Overall City Value - Good Governance:

PERFORMANCE MEASURES	Benchmark	FY20 Target	FY19 Target	FY19 Estimate	FY18 Actual	FY17 Actual
Internal Survey: Satisfaction with quality of City's legal representation on claims against City (% responses favorable)		93%	92%	96%	92%	92%
Internal Survey: Appropriate results achieved in defending and resolving claims against City (% responses favorable)		88%	88%	94%	88%	83%
Workers comp claims per 100 FTEs (ICMA Benchmark 2016-2017)	10.9 (all) / 8.2 (cities under 30,000 pop.)	8.1	8.1	8.1	7.8	11.5
Worker days lost to injury per 100 FTEs (ICMA Benchmark 2016-2017)	63.8 (all) / 1.1 (cities under 30,000 pop.)	10.1	10.1	10.1	20.6	3.8

CITY ATTORNEY'S OFFICE
Continued

EXPENDITURE SUMMARY

Cost Category	FY2020 Budget	FY2019 Budget	FY2019 Est. Actuals	FY2018 Actuals	Explanation of Changes
General Fund					
10-5230-01 - Administration					
Personnel (ongoing)	\$167,120	\$146,610	\$121,290	\$132,012	Budget Increase: Used assumption of average benefit selections for vacant position Current Year Under Budget: Vacancy savings
Supplies & Services (ongoing)	\$15,000	\$15,000	\$13,700	\$11,483	
Direct Costs (Ongoing) Subtotal	\$182,120	\$161,610	\$134,990	\$143,495	
Internal Charges	\$(182,140)	\$(161,650)	\$(134,990)	\$(143,495)	
Administration Total	\$(20)	\$(40)	\$0	\$0	
10-5230-17 - Criminal Prosecution					
Personnel (ongoing)	\$201,670	\$198,560	\$193,890	\$186,156	
Supplies & Services (ongoing)	\$2,700	\$2,700	\$1,200	\$5	
Direct Costs (Ongoing) Subtotal	\$204,370	\$201,260	\$195,090	\$186,161	
Internal Charges	\$45,230	\$39,610	\$37,780	\$37,957	Budget Increase: Change in allocation of IT costs
Ongoing Total	\$249,600	\$240,870	\$232,870	\$224,118	
10-5230-18 - Land Development					
Personnel (ongoing)	\$99,390	\$67,450	\$23,670	\$54,654	Budget Increase: Used assumption of average benefit selections for vacant position Current Year Under Budget: Vacancy savings
Direct Costs (Ongoing) Subtotal	\$99,390	\$67,450	\$23,670	\$54,654	
Internal Charges	\$(99,400)	\$(67,450)	\$(23,670)	\$(54,654)	
Land Development Total	\$(10)	\$0	\$0	\$0	
10-5230-19 - General Civil					
Personnel (ongoing)	\$144,650	\$125,320	\$100,670	\$112,710	Budget Increase: Used assumption of average benefit selections for vacant position Current Year Under Budget: Vacancy savings
Supplies & Services (ongoing)	\$75,000	\$80,683	\$70,000	\$43,020	
Direct Costs (Ongoing) Subtotal	\$219,650	\$206,003	\$170,670	\$155,730	
Internal Charges	\$(219,650)	\$(200,320)	\$(143,760)	\$(155,730)	
General Civil Total	\$0	\$5,683	\$26,910	\$0	

CITY ATTORNEY'S OFFICE
Continued

EXPENDITURE SUMMARY

Cost Category	FY2020 Budget	FY2019 Budget	FY2019 Est. Actuals	FY2018 Actuals	Explanation of Changes
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General Fund Totals

Personnel Subtotal	\$612,830	\$537,940	\$439,520	\$485,532	
Supplies & Services (Ongoing) Subtotal	\$92,700	\$98,383	\$84,900	\$54,508	
Direct Costs (Ongoing) Subtotal	\$705,530	\$636,323	\$524,420	\$540,040	
Internal Charges Subtotal	\$(455,960)	\$(389,810)	\$(264,640)	\$(315,922)	
Ongoing Subtotal	\$249,570	\$246,513	\$259,780	\$224,118	

Wastewater Enterprise Fund

59-5230-01 - Administration

Supplies & Services (ongoing)	\$100,000	\$100,000	\$0	\$23,358	Current Year Under Budget: No legal claims anticipated for the year
Ongoing Total	\$100,000	\$100,000	\$0	\$23,358	
Administration Total	\$100,000	\$100,000	\$0	\$23,358	

Grand Totals

Personnel (Ongoing) Subtotal	\$612,830	\$537,940	\$439,520	\$485,532	
Supplies & Services (Ongoing) Subtotal	\$192,700	\$198,383	\$84,900	\$77,866	
Direct Costs (Ongoing) Subtotal	\$805,530	\$736,323	\$524,420	\$563,398	
Internal Charges Subtotal	\$(455,960)	\$(389,810)	\$(264,640)	\$(315,922)	
Ongoing Subtotal	\$349,570	\$346,513	\$259,780	\$247,476	

CITY ATTORNEY'S OFFICE
Continued

POSITIONS SUMMARY

Position	FY20 FTE	FY19 FTE	FY18 FTE	FY17 FTE
Assistant City Attorney ⁽¹⁾	2.00	1.00	2.00	1.60
Associate Attorney	0.00	1.00	0.00	0.00
City Attorney	1.00	1.00	1.00	1.00
Legal Assistant	1.00	1.00	1.00	1.00
Temporary City Employee ⁽²⁾	0.04	0.04	0.00	0.00
Total	4.04	4.04	4.00	3.60

ALLOCATIONS SUMMARY

Position	Org Description	FY20 FTE	FY19 FTE	FY18 FTE	FY17 FTE
General Fund					
10-5230-01	Administration	0.89	0.89	0.85	0.75
10-5230-17	Criminal Prosecution	1.65	1.65	1.65	1.65
10-5230-18	Land Development	0.60	0.60	0.60	0.40
10-5230-19	General Civil	0.90	0.90	0.90	0.70
General Fund Total		4.04	4.04	4.00	3.50

Position	Org Description	FY20 FTE	FY19 FTE	FY18 FTE	FY17 FTE
Wastewater Enterprise Fund					
59-5230-01	Administration ⁽³⁾	0.00	0.00	0.00	0.10
Wastewater Enterprise Fund Total		0.00	0.00	0.00	0.10
Grand Total		4.04	4.04	4.00	3.60

- (1) FY2017 includes a 0.60 part-time position. This position has been changed to a full-time position for FY2018 with no change in the salary level.
 (2) Temporary position
 (3) Beginning FY2018, the allocations to the Wastewater Fund are made via indirect cost allocations instead of a direct allocation of salaries.

CITY CLERK'S OFFICE

Mission Statement

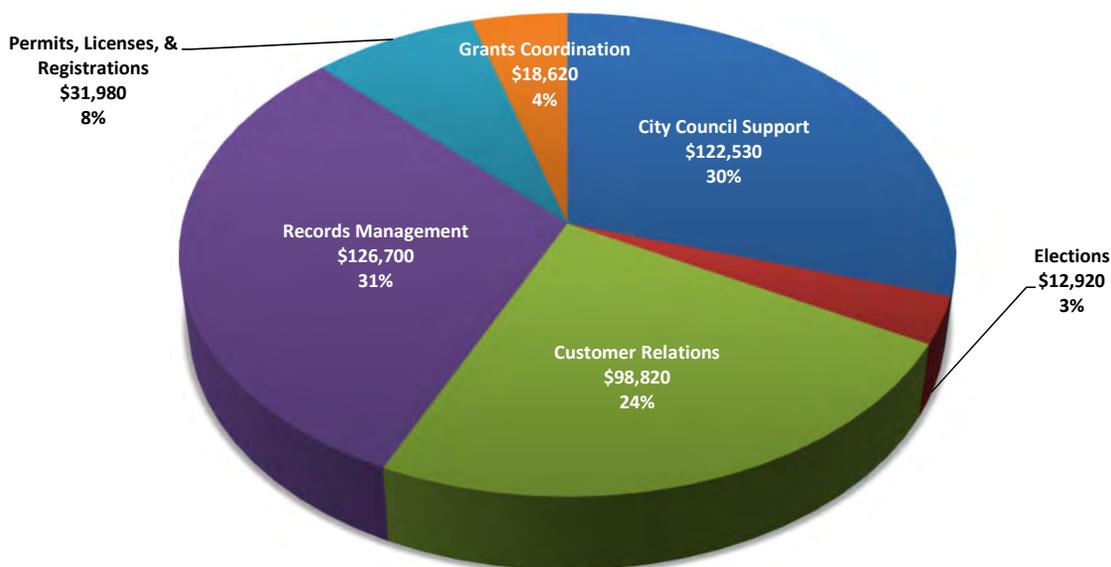
To provide exceptional service to the Mayor and City Council, the public, and City staff so that all may be guaranteed fair and impartial elections and open access to information and the legislative process.

Description

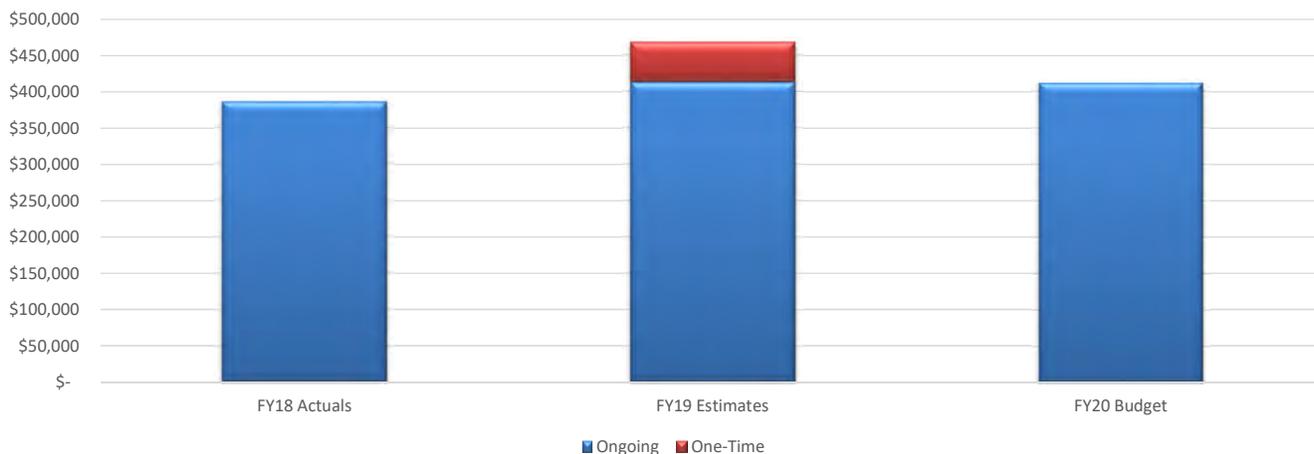
The City Clerk's Department is responsible for the following program areas:

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

FY 2020 PROGRAM EXPENDITURES: \$411,570



FY 2018 - FY 2020 ONGOING VS. ONE-TIME EXPENDITURES



CITY CLERK'S OFFICE – City Council Support

BUDGET SUMMARY	FY2020 Budget	% of FY2020 Budget	FY2019 Budget	FY2019 Estimate	FY2018 Actual
Program Expenditures					
Personnel Services	\$ 73,660	60%	\$ 78,130	\$ 74,540	\$ 70,665
Supplies & Services	15,000	12%	15,000	15,000	14,988
Subtotal Direct Costs	\$ 88,660	72%	\$ 93,130	\$ 89,540	\$ 85,652
Internal Charges	33,870	28%	37,920	36,930	31,258
Total Expenditures	\$ 122,530	100%	\$ 131,050	\$ 126,470	\$ 116,910
Expenditures by Fund					
General Fund Portion	\$ 122,530	100%	\$ 131,050	\$ 126,470	\$ 116,910
Funding Sources					
Funding from General Revenues:					
Estimated Resident Generated	\$ 42,886	35%	\$ 45,868	\$ 44,265	\$ 40,919
Estimated Visitor Generated	\$ 79,645	65%	\$ 85,183	\$ 82,206	\$ 75,992
Employee Time Allocation (FTEs) (Budgeted)	0.73		0.80		0.80

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

FY 2019 Accomplishments

Overall City Value - Good Governance:

- * Completed training and orientation for 2 new, incoming City Councilors.

FY 2020 Objectives

Overall City Value - Good Governance:

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

WORKLOAD INDICATORS	FY20 Projection	FY19 Projection	FY19 Estimate	FY18 Actual	FY17 Actual
City Council agendas posted	48	48	62	52	53
City Council communications reviewed	130	N/A	130	175	124
City Council meetings attended with minutes completed	48	48	62	52	53
Hours spent in City Council meetings	150	N/A	150	139	N/A
Ordinances processed	15	15	10	14	13
Resolutions processed	25	25	25	35	31

CITY CLERK'S OFFICE - Elections

BUDGET SUMMARY	FY2020 Budget	% of FY2020 Budget	FY2019 Budget	FY2019 Estimate	FY2018 Actual
Program Expenditures					
Personnel Services	\$ 8,480	66%	\$ 8,430	\$ 8,170	\$ 7,794
Supplies & Services	1,000	8%	43,500	38,247	1,432
Subtotal Direct Costs	\$ 9,480	73%	\$ 51,930	\$ 46,417	\$ 9,226
Internal Charges	3,440	27%	5,710	5,450	3,409
Total Expenditures	\$ 12,920	100%	\$ 57,640	\$ 51,867	\$ 12,635
Expenditures by Fund					
General Fund Portion	\$ 12,920	100%	\$ 57,640	\$ 51,867	\$ 12,635
Funding Sources					
Funding from General Revenues:					
Estimated Resident Generated	\$ 4,522	35%	\$ 20,174	\$ 18,153	\$ 4,422
Estimated Visitor Generated	\$ 8,398	65%	\$ 37,466	\$ 33,714	\$ 8,213
Employee Time Allocation (FTEs) (Budgeted)	0.09		0.09		0.09

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

The fiscal year 2018-19 costs were higher since it was an election year.

FY 2019 Accomplishments

Overall City Value - Good Governance:

- * Served as an early voting location for Coconino County.
- * Provided ballot drop boxes for Coconino and Yavapai Counties.
- * Performed identification verification for conditional provisional voters for Coconino and Yavapai Counties.
- * Prepared packets for City Council candidates.
- * Coordinated Primary Election for City Council.
- * Processed a Citizen Initiative for a Permanent Base Adjustment.
- * Coordinated General Election for a Citizen Initiative for a Permanent Base Adjustment.
- * Ensured filing of campaign finance filings.

Council Priority - Alternative Expenditure Limitation:

- * Coordinated Alternative Expenditure Limitation Election.

FY 2020 Objectives

Overall City Value - Good Governance:

- * Ensure filing of campaign finance filings.
- * Serve as an early voting location for Coconino County.
- * Provide ballot drop boxes for Coconino and Yavapai Counties.
- * Perform identification verification for conditional provisional voters for Coconino and Yavapai Counties.
- * Prepare packets for City Council candidates.

WORKLOAD INDICATORS	FY20 Projection	FY19 Projection	FY19 Estimate	FY18 Actual	FY17 Actual
City elections	0	2	2	0	1

Overall City Value - Fiscal Sustainability:

PERFORMANCE MEASURES	Benchmark	FY20 Target	FY19 Target	FY19 Estimate	FY18 Actual	FY17 Actual
Cost of Alternative Expenditure Limitation and Primary Election for City Council		\$0	N/A	\$22,132	\$0	\$19,340
Cost of General Election for Citizen Initiative for a Permanent Base Adjustment		\$0	N/A	\$15,115	\$0	\$0

CITY CLERK'S OFFICE – Customer Relations

BUDGET SUMMARY	FY2020 Budget	% of FY2020 Budget	FY2019 Budget	FY2019 Estimate	FY2018 Actual
Program Expenditures					
Personnel Services	\$ 64,920	66%	\$ 62,670	\$ 42,600	\$ 55,725
Internal Charges	33,900	34%	32,190	31,390	34,577
Total Expenditures	\$ 98,820	100%	\$ 94,860	\$ 73,990	\$ 90,302
Expenditures by Fund					
General Fund Portion	\$ 98,820	100%	\$ 94,860	\$ 73,990	\$ 90,302
Funding Sources					
Allocations to Other Departments	\$ 98,820	100%	\$ 94,860	\$ 73,990	\$ 90,302
Employee Time Allocation (FTEs) (Budgeted)					
	0.91		0.82		0.82

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

FY 2019 Accomplishments

Overall City Value - Good Governance:

- * Acted as a gatekeeper for the Sedona Citizens Connect. Took a more active approach on monitoring of issues and reduced closure time to an average of nine days.

FY 2020 Objectives

Overall City Value - Good Governance:

- * Act as the gatekeeper for the Sedona Citizens Connect, monitor issues for completion, suggest enhancements, and look for ways to increase usage by citizens.
- * Assist customers by phone and in person in a timely and courteous fashion.

Overall City Value - Fiscal Sustainability:

- * Deliver claims to the City Attorney's Office in a timely fashion.

WORKLOAD INDICATORS	FY20 Projection	FY19 Projection	FY19 Estimate	FY18 Actual	FY17 Actual
Sedona Citizens Connect issues processed	150	210	140	188	308

Overall City Value - Good Governance:

PERFORMANCE MEASURES	Benchmark	FY20 Target	FY19 Target	FY19 Estimate	FY18 Actual	FY17 Actual
Sedona Citizens Connect average days to close an issue		9.0	10.0	9.0	10.0	10.1

CITY CLERK'S OFFICE – Records Management

BUDGET SUMMARY	FY2020 Budget	% of FY2020 Budget	FY2019 Budget	FY2019 Estimate	FY2018 Actual
Program Expenditures					
Personnel Services	\$ 61,030	48%	\$ 50,410	\$ 70,850	\$ 47,235
Supplies & Services	8,400	7%	8,355	6,960	5,961
Subtotal Direct Costs	\$ 69,430	55%	\$ 58,765	\$ 77,810	\$ 53,196
Internal Charges	57,270	45%	55,330	49,610	44,936
Total Expenditures	\$ 126,700	100%	\$ 114,095	\$ 127,420	\$ 98,133
Expenditures by Fund					
General Fund Portion	\$ 126,700	100%	\$ 114,095	\$ 127,420	\$ 98,133
Funding Sources					
Allocations to Other Departments	\$ 126,700	100%	\$ 114,095	\$ 127,420	\$ 98,133
Employee Time Allocation (FTEs) (Budgeted)	0.81		0.66		0.66

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

FY 2019 Accomplishments

Overall City Value - Good Governance:

- * Fulfilled 100% of the records requests received.
- * Completed records requests in a timely fashion with an increase of just over 100% in the number of requests from 127 in FY 2017 to 255 in FY 2018.

FY 2020 Objectives

Overall City Value - Good Governance:

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

WORKLOAD INDICATORS	FY20 Projection	FY19 Projection	FY19 Estimate	FY18 Actual	FY17 Actual
Records requests processed	225	150	235	255	127

CITY CLERK'S OFFICE - Sustainability

BUDGET SUMMARY	FY2020 Budget	% of FY2020 Budget	FY2019 Budget	FY2019 Estimate	FY2018 Actual
Program Expenditures					
Personnel Services	\$ -	0%	\$ 11,450	\$ 11,560	\$ 11,187
Supplies & Services	-	0%	22,000	22,000	5,482
Subtotal Direct Costs	\$ -	0%	\$ 33,450	\$ 33,560	\$ 16,669
Internal Charges	-	0%	8,870	8,580	7,587
Total Expenditures	\$ -	0%	\$ 42,320	\$ 42,140	\$ 24,256
Expenditures by Fund					
General Fund Portion	\$ -	0%	\$ 42,320	\$ 42,140	\$ 24,256
Funding Sources					
Funding from General Revenues:					
Estimated Resident Generated	\$ -	0%	\$ 14,812	\$ 14,749	\$ 8,490
Estimated Visitor Generated	\$ -	0%	\$ 27,508	\$ 27,391	\$ 15,766
Employee Time Allocation (FTEs) (Budgeted)	0.00		0.18		0.18

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

In FY 2020, the costs associated with this program were transferred to the City Manager's Office.

FY 2019 Accomplishments

Council Priority - Environmental Sustainability:

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

WORKLOAD INDICATORS	FY20 Projection	FY19 Projection	FY19 Estimate	FY18 Actual	FY17 Actual
Electronics recycling (weight in pounds) * This program will be moved to the Sustainability Program in the City Manager's Office for FY 2020	27,000	8,000	27,000	27,000	27,000
Household hazardous waste (weight in pounds) * This program will be moved to the Sustainability Program in the City Manager's Office for FY 2020	4,000	4,000	4,000	4,000	4,000

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

BUDGET SUMMARY	FY2020 Budget	% of FY2020 Budget	FY2019 Budget	FY2019 Estimate	FY2018 Actual
Program Expenditures					
Personnel Services	\$ 22,280	70%	\$ 23,910	\$ 23,290	\$ 22,133
Internal Charges	9,700	30%	10,020	9,720	9,396
Total Expenditures	\$ 31,980	100%	\$ 33,930	\$ 33,010	\$ 31,529
Expenditures by Fund					
General Fund Portion	\$ 31,980	100%	\$ 33,930	\$ 33,010	\$ 31,529
Funding Sources					
Program Revenues	\$ 2,500	8%	\$ 2,450	\$ 2,660	\$ 2,770
Funding from General Revenues:					
Estimated Resident Generated	\$ 10,318	32%	\$ 11,018	\$ 10,623	\$ 10,066
Estimated Visitor Generated	\$ 19,162	60%	\$ 20,462	\$ 19,728	\$ 18,694
Employee Time Allocation (FTEs) (Budgeted)	0.21		0.24		0.24

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

FY 2019 Accomplishments

Overall City Value - Public Safety:

- * Processed peddler/solicitor permits within 14 days of application.

Community Plan Economic Development Goal - Support locally owned business:

- * Processed liquor license applications according to required deadlines.
- * Took over administrative approval of special event license applications following delegation of that authority from City Council.

FY 2020 Objectives

Overall City Value - Public Safety:

- * Process peddler/solicitor permits within 14 days of application.

Community Plan Economic Development Goal - Support locally owned business:

- * Process liquor license and special event applications according to required deadlines.

WORKLOAD INDICATORS	FY20 Projection	FY19 Projection	FY19 Estimate	FY18 Actual	FY17 Actual
Peddler/solicitor permits	5	10	3	6	28
Liquor licenses	10	10	10	17	18
Special event liquor licenses	30	25	35	42	41
Civil union registrations	10	10	18	17	6

CITY CLERK'S OFFICE – Grants Coordination

BUDGET SUMMARY	FY2020 Budget	% of FY2020 Budget	FY2019 Budget	FY2019 Estimate	FY2018 Actual
Program Expenditures					
Personnel Services	\$ 11,090	60%	\$ 9,370	\$ 9,220	\$ 8,766
Supplies & Services	2,000	11%	750	750	-
Subtotal Direct Costs	\$ 13,090	70%	\$ 10,120	\$ 9,970	\$ 8,766
Internal Charges	5,530	30%	3,280	3,190	3,082
Total Expenditures	\$ 18,620	100%	\$ 13,400	\$ 13,160	\$ 11,849
Expenditures by Fund					
General Fund Portion	\$ 18,620	100%	\$ 13,400	\$ 13,160	\$ 11,849
Funding Sources					
Funding from General Revenues:					
Estimated Resident Generated	\$ 6,517	35%	\$ 4,690	\$ 4,606	\$ 4,147
Estimated Visitor Generated	\$ 12,103	65%	\$ 8,710	\$ 8,554	\$ 7,702
Employee Time Allocation (FTEs) (Budgeted)	0.13		0.08		0.08

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

FY 2019 Accomplishments

Overall City Value - Fiscal Sustainability:

- * Identified numerous grant opportunities and shared with appropriate staff members.
- * Worked with IT to customize the Grants Tracking System.
- * Trained staff members on the grants process and Grants Tracking System.

FY 2020 Objectives

Overall City Value - Fiscal Sustainability:

- * Identify grant opportunities and share with appropriate staff members.
- * Assist with grant follow-up.
- * Ensure data is entered into the Grants Tracking System.

WORKLOAD INDICATORS	FY20 Projection	FY19 Projection	FY19 Estimate	FY18 Actual	FY17 Actual
Grants processed	10	3	7	3	4

CITY CLERK'S OFFICE
Continued

EXPENDITURE SUMMARY

Cost Category	FY2020 Budget	FY2019 Budget	FY2019 Est. Actuals	FY2018 Actuals	Explanation of Changes
General Fund					
10-5240-05 - City Council Support					
Personnel (ongoing)	\$73,660	\$78,130	\$74,540	\$70,665	
Supplies & Services (ongoing)	\$15,000	\$15,000	\$15,000	\$14,988	
Direct Costs (Ongoing) Subtotal	\$88,660	\$93,130	\$89,540	\$85,653	
Internal Charges	\$33,870	\$37,920	\$36,930	\$31,258	Budget Decrease: Reduction of one-time IT equipment purchase
City Council Support Total	\$122,530	\$131,050	\$126,470	\$116,911	
10-5240-06 - Elections					
Personnel (ongoing)	\$8,480	\$8,430	\$8,170	\$7,794	
Supplies & Services (ongoing)	\$1,000	\$1,000	\$1,000	\$1,432	
Direct Costs (Ongoing) Subtotal	\$9,480	\$9,430	\$9,170	\$9,226	
Internal Charges	\$3,440	\$5,710	\$5,450	\$3,409	Budget Decrease: Change in allocation of liability insurance and Finance costs
Ongoing Total	\$12,920	\$15,140	\$14,620	\$12,635	
Supplies & Services (one-time)	\$0	\$42,500	\$37,247	\$0	
Elections Total	\$12,920	\$57,640	\$51,867	\$12,635	
10-5240-07 - Customer Relations					
Personnel (ongoing)	\$64,920	\$62,670	\$42,600	\$55,725	
Internal Charges	\$(64,910)	\$(62,680)	\$(42,620)	\$(55,725)	
Customer Relations Total	\$10	\$(10)	\$(20)	\$0	
10-5240-08 - Records Management					
Personnel (ongoing)	\$61,030	\$50,410	\$70,850	\$47,235	Budget Increase: Change in allocations to programs Current Year Over Budget: Change in allocations to programs
Supplies & Services (ongoing)	\$8,400	\$8,355	\$6,960	\$5,961	
Direct Costs (Ongoing) Subtotal	\$69,430	\$58,765	\$77,810	\$53,196	
Internal Charges	\$(69,430)	\$(58,750)	\$(77,820)	\$(53,196)	
Records Management Total	\$0	\$15	\$(10)	\$0	

CITY CLERK'S OFFICE
Continued

EXPENDITURE SUMMARY

Cost Category	FY2020 Budget	FY2019 Budget	FY2019 Est. Actuals	FY2018 Actuals	Explanation of Changes
10-5240-09 - Sustainability					
Personnel (ongoing)	\$0	\$11,450	\$11,560	\$11,187	Budget Decrease: Program moved to City Manager's Office
Supplies & Services (ongoing)	\$0	\$4,000	\$4,000	\$5,482	Budget Decrease: Program moved to City Manager's Office
Direct Costs (Ongoing) Subtotal	\$0	\$15,450	\$15,560	\$16,669	
Internal Charges	\$0	\$8,870	\$8,580	\$7,587	Budget Decrease: Program moved to City Manager's Office
Ongoing Total	\$0	\$24,320	\$24,140	\$24,256	
Supplies & Services (one-time)	\$0	\$18,000	\$18,000	\$0	
Sustainability Total	\$0	\$42,320	\$42,140	\$24,256	
10-5240-10 - Permits, Licenses, & Registrations					
Personnel (ongoing)	\$22,280	\$23,910	\$23,290	\$22,133	
Internal Charges	\$9,700	\$10,020	\$9,720	\$9,396	
Permits, Licenses, & Registrations Total	\$31,980	\$33,930	\$33,010	\$31,529	
10-5240-16 - Grants Coordination					
Personnel (ongoing)	\$11,090	\$9,370	\$9,220	\$8,766	Budget Increase: Change in allocations to programs
Supplies & Services (ongoing)	\$2,000	\$750	\$750	\$0	Budget Increase: Increase in subscription costs
Direct Costs (Ongoing) Subtotal	\$13,090	\$10,120	\$9,970	\$8,766	
Internal Charges	\$5,530	\$3,280	\$3,190	\$3,082	Budget Increase: Change in allocations to programs
Grants Coordination Total	\$18,620	\$13,400	\$13,160	\$11,848	
General Fund Totals					
Personnel Subtotal	\$241,460	\$244,370	\$240,230	\$223,505	
Supplies & Services (Ongoing) Subtotal	\$26,400	\$29,105	\$27,710	\$27,863	
Direct Costs (Ongoing) Subtotal	\$267,860	\$273,475	\$267,940	\$251,368	
Internal Charges Subtotal	\$(81,800)	\$(55,630)	\$(56,570)	\$(54,189)	
Ongoing Subtotal	\$186,060	\$217,845	\$211,370	\$197,179	
Supplies & Services (One-Time) Subtotal	\$0	\$60,500	\$55,247	\$0	
One-Time Subtotal	\$0	\$60,500	\$55,247	\$0	
General Fund Total	\$186,060	\$278,345	\$266,617	\$197,179	

**CITY CLERK'S OFFICE
Continued**

EXPENDITURE SUMMARY

Cost Category	FY2020 Budget	FY2019 Budget	FY2019 Est. Actuals	FY2018 Actuals	Explanation of Changes
Grand Totals					
Personnel (Ongoing) Subtotal	\$241,460	\$244,370	\$240,230	\$223,505	
Supplies & Services (Ongoing) Subtotal	\$26,400	\$29,105	\$27,710	\$27,863	
Direct Costs (Ongoing) Subtotal	\$267,860	\$273,475	\$267,940	\$251,368	
Internal Charges Subtotal	\$(81,800)	\$(55,630)	\$(56,570)	\$(54,189)	
Ongoing Subtotal	\$186,060	\$217,845	\$211,370	\$197,179	
Supplies & Services (One-Time) Subtotal	\$0	\$60,500	\$55,247	\$0	
Grand Total	\$186,060	\$278,345	\$266,617	\$197,179	

CITY CLERK'S OFFICE
Continued

POSITIONS SUMMARY

Position	FY20 FTE	FY19 FTE	FY18 FTE	FY17 FTE
City Clerk	1.00	1.00	1.00	1.00
Deputy City Clerk	1.00	1.00	1.00	1.00
Records Clerk ⁽¹⁾	0.88	0.87	0.88	0.88
Total	2.88	2.87	2.88	2.88

ALLOCATIONS SUMMARY

Position	Org Description	FY20 FTE	FY19 FTE	FY18 FTE	FY17 FTE
General Fund					
10-5240-01	Administration ⁽²⁾	0.00	0.00	0.00	2.66
10-5240-05	City Council Support	0.73	0.80	0.80	0.00
10-5240-06	Elections	0.09	0.09	0.09	0.00
10-5240-07	Customer Relations	0.91	0.82	0.82	0.00
10-5240-08	Records Management	0.81	0.66	0.66	0.00
10-5240-09	Sustainability	0.00	0.18	0.18	0.00
10-5240-10	Permits/Licenses/Registrations	0.21	0.24	0.24	0.00
10-5240-16	Grants Coordination	0.13	0.08	0.08	0.00
General Fund Total		2.88	2.87	2.87	2.66

Position	Org Description	FY20 FTE	FY19 FTE	FY18 FTE	FY17 FTE
Wastewater Enterprise Fund					
59-5240-01	Administration ⁽³⁾	0.00	0.00	0.00	0.22
Wastewater Enterprise Fund Total		0.00	0.00	0.00	0.22
Grand Total		2.88	2.87	2.87	2.88

(1) Part-time position

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

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

PARKS & RECREATION

Mission Statement

It is the mission of the Sedona Parks and Recreation Department to provide diverse year-round leisure opportunities through the preservation of open space, park settings, recreational facilities, and recreation programs for citizens, visitors, and future generations of Sedona.

It is the culture of the Sedona Parks and Recreation Department to work within an environment of CITY PRIDE: Deliver the best Customer service, display unwavering Integrity, foster Teamwork and find ways to get to Yes! Embody Professionalism, show Respect, lead with Innovation and demonstrate Dedication to Excellence.

Description

The Parks and Recreation Department is responsible for the following program areas:

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

FY 2019 Accomplishments

Community Plan Parks, Recreation, and Open Space Goal - Provide activities and amenities that allow for community interactions and encourage active and healthy lifestyles:

- * 42 Community Partnerships
- * 3,742 Volunteer Hours accumulated
- * \$143,600 worth of in kind value accumulated (sponsorship money, donations of items, monetary volunteer hours)
- * 250 facility rentals processed
- * Completed the grant application process for trail maintenance at Posse Grounds Park
- * Completed and received funding for the Arizona Commission on the Arts grant
- * Increased collaborative efforts with West Sedona School and the Sedona-Oak Creek Unified School District

FY 2020 Objectives

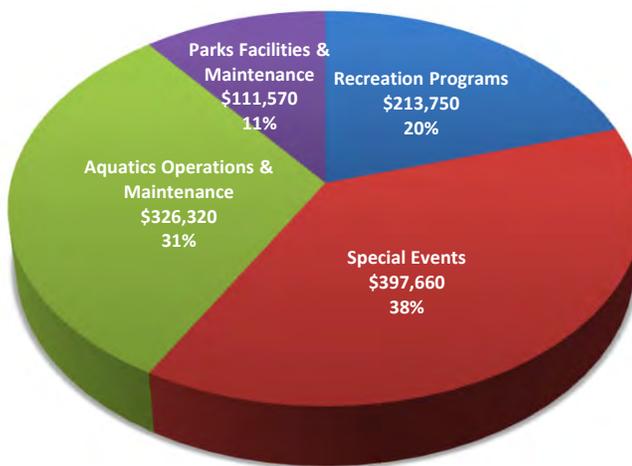
Overall City Value-Fiscal Sustainability:

- * Improve tracking for budget objectives

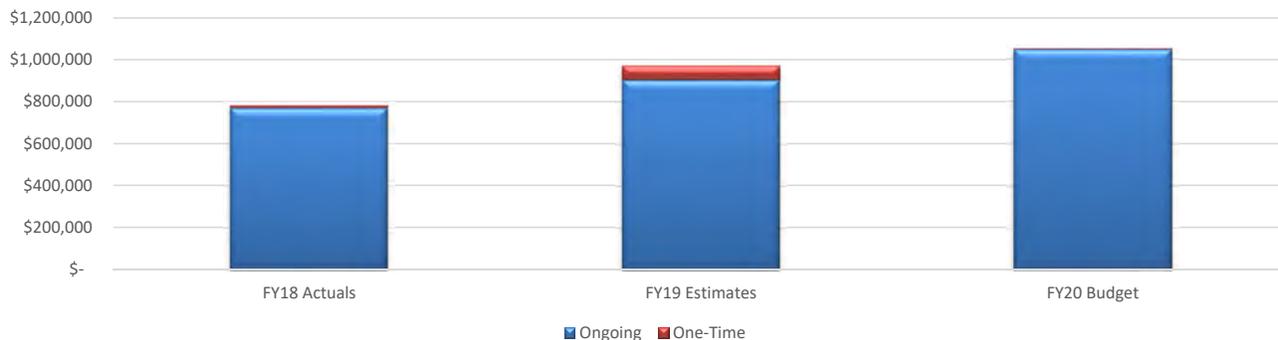
Community Plan Parks, Recreation, and Open Space Goal - Provide activities and amenities that allow for community interactions and encourage active and healthy lifestyles:

- * Promote the parks and amenities creatively.

FY 2020 PROGRAM EXPENDITURES: \$1,049,300



FY 2018 - FY 2020 ONGOING VS. ONE-TIME EXPENDITURES



PARKS & RECREATION – Recreation Programs

BUDGET SUMMARY	FY2020 Budget	% of FY2020 Budget	FY2019 Budget	FY2019 Estimate	FY2018 Actual
Program Expenditures					
Personnel Services	\$ 95,290	45%	\$ 109,270	\$ 102,450	\$ 90,403
Supplies & Services	45,400	21%	47,700	48,000	44,705
Subtotal Direct Costs	\$ 140,690	66%	\$ 156,970	\$ 150,450	\$ 135,108
Internal Charges	73,060	34%	58,130	54,830	46,510
Total Expenditures	\$ 213,750	100%	\$ 215,100	\$ 205,280	\$ 181,618
Expenditures by Fund					
General Fund Portion	\$ 209,750	98%	\$ 213,700	\$ 201,280	\$ 179,143
Other Funds Portion	\$ 4,000	2%	\$ 1,400	\$ 4,000	\$ 2,475
Funding Sources					
Program Revenues	\$ 28,000	13%	\$ 53,000	\$ 32,400	\$ 35,259
Funding from General Revenues:					
Estimated Resident Generated	\$ 65,013	30%	\$ 56,735	\$ 60,508	\$ 51,225
Estimated Visitor Generated	\$ 120,738	56%	\$ 105,365	\$ 112,372	\$ 95,133
Employee Time Allocation (FTEs) (Budgeted)	1.47		1.57		1.58

Throughout the year, Parks and Recreation is pleased to offer a variety of sports leagues, specialty classes and workshops. We strive to offer programming for different age groups and athletic abilities. By working with specialized professionals as independent contractors, we can increase our variety of offerings.

A portion of this program is paid by the Grants and Donations Funds. In addition, a portion of the program costs is allocated to the Information Technology Internal Service Fund for technology costs not managed by the Information Technology Department.

FY 2019 Accomplishments

Community Plan Parks, Recreation, and Open Space Goal - Provide activities and amenities that allow for community interactions and encourage active and healthy lifestyles:

- * Maintained participant levels in Grasshopper Youth Basketball
- * Increased the number of summer camps offered
- * Increased the number of volunteers for Grasshopper Youth Basketball

FY 2020 Objectives

Community Plan Parks, Recreation, and Open Space Goal - Provide activities and amenities that allow for community interactions and encourage active and healthy lifestyles:

- * Continue to explore alternative classes and sports offerings

WORKLOAD INDICATORS	FY20 Projection	FY19 Projection	FY19 Estimate	FY18 Actual	FY17 Actual
Recreation programs	21	16	22	14	15
Days of programs	600	N/A	716	720	N/A
Independent contracts signed	19	15	28	26	9
Parks and recreation class/program/facility registrants	10,570	N/A	10,570	16,111	10,075

Community Plan Parks, Recreation, and Open Space Goal - Provide activities and amenities that allow for community interactions and encourage active and healthy lifestyles:

PERFORMANCE MEASURES	Benchmark	FY20 Target	FY19 Target	FY19 Estimate	FY18 Actual	FY17 Actual
Revenue from City programs		\$44,200	\$50,000	\$47,450	\$51,580	\$55,010
Parks and recreation class/program/facility registrants per 1,000 population (ICMA Benchmark 2016-2018)	1,771 (all) / 3,311 (cities under 30,000 pop.)	1,053	1,053	1,053	1,606	987

PARKS & RECREATION – Special Events

BUDGET SUMMARY	FY2020 Budget	% of FY2020 Budget	FY2019 Budget	FY2019 Estimate	FY2018 Actual
Program Expenditures					
Personnel Services	\$ 126,620	32%	\$ 115,340	\$ 112,950	\$ 104,398
Supplies & Services	220,000	55%	149,499	158,874	120,078
Capital & Debt Service	-	0%	27,929	27,930	-
Subtotal Direct Costs	\$ 346,620	87%	\$ 292,768	\$ 299,754	\$ 224,476
Internal Charges	51,040	13%	42,040	40,070	34,296
Total Expenditures	\$ 397,660	100%	\$ 334,808	\$ 339,824	\$ 258,772
Expenditures by Fund					
General Fund Portion	\$ 387,660	97%	\$ 325,808	\$ 328,444	\$ 252,825
Other Funds Portion	\$ 10,000	3%	\$ 9,000	\$ 11,380	\$ 5,947
Funding Sources					
Program Revenues	\$ 90,000	23%	\$ 50,000	\$ 72,500	\$ 9,608
Funding from General Revenues:					
Estimated Resident Generated	\$ 107,681	27%	\$ 99,683	\$ 93,563	\$ 87,207
Estimated Visitor Generated	\$ 199,979	50%	\$ 185,125	\$ 173,761	\$ 161,956
Employee Time Allocation (FTEs) (Budgeted)	1.35		1.30		1.30

Sedona Parks and Recreation Department provides a multitude of special events to serve the interests and needs of residents and visitors. The diversity of events is reflective of community interests and requests, and they are widely acclaimed by the public as being high quality, appropriate to the City's character and resident expectations. Our established calendar of events is:

- * St. Patrick's Parade
- * Sedona Food Truck Festival
- * Sedona Stumble 5K and 10K Trail Run
- * Celebration of Spring
- * Red Dirt Concerts
- * Summer Cinema Series
- * 4th of July Wet Fest
- * Star Party
- * Wagfest and Fair
- * Pumpkin Splash
- * Breakfast with Santa
- * Sedona Northern Lights

Our events range from \$2,000 to \$26,000.

A portion of this program is paid by the Grants and Donations Funds. In addition, a portion of the program costs is covered by revenues from the paid parking program.

FY 2019 Accomplishments

Community Plan Parks, Recreation, and Open Space Goal - Provide activities and amenities that allow for community interactions and encourage active and healthy lifestyles:

- * 100% satisfaction results on the three events surveyed.
- * 23 days of events including four new events in the fall (Movies in the Park, WagFest and Fair, Red Dirt Concert Series, Star Party).

FY 2020 Objectives

Community Plan Parks, Recreation, and Open Space Goal - Provide activities and amenities that allow for community interactions and encourage active and healthy lifestyles:

- * Refine, restructure, and reevaluate events to better serve the community with fresh and relevant experiences.
- * Research, outreach and procurement of new annual event sponsors.
- * Curate events for the local community that focus on quality versus quantity.
- * Celebrate the 50th Anniversary of the St. Patrick's Parade.

WORKLOAD INDICATORS	FY20 Projection	FY19 Projection	FY19 Estimate	FY18 Actual	FY17 Actual
Days of events	23	32	23	29	51

PARKS & RECREATION – Special Events

continued

**Community Plan Parks, Recreation, and Open Space Goal -
Provide activities and amenities that allow for community interactions
and encourage active and healthy lifestyles:**

PERFORMANCE MEASURES	Benchmark	FY20 Target	FY19 Target	FY19 Estimate	FY18 Actual	FY17 Actual
Revenue from event sponsors		\$15,500	\$9,000	\$38,800	\$5,750	\$15,793
Customer Satisfaction Survey: Celebration of Spring (% responses favorable)		100%	95%	100%	98%	91%
Customer Satisfaction Survey: Pumpkin Splash (% responses favorable)		100%	95%	100%	88%	91%
Customer Satisfaction Survey: Breakfast with Santa (% responses favorable)		100%	95%	100%	100%	98%

PARKS & RECREATION – Aquatics Operations & Maintenance

BUDGET SUMMARY	FY2020 Budget	% of FY2020 Budget	FY2019 Budget	FY2019 Estimate	FY2018 Actual
Program Expenditures					
Personnel Services	\$ 191,760	59%	\$ 182,110	\$ 181,780	\$ 158,395
Supplies & Services	19,750	6%	18,072	16,500	13,772
Subtotal Direct Costs	\$ 211,510	65%	\$ 200,182	\$ 198,280	\$ 172,167
Internal Charges	114,810	35%	100,450	94,500	74,489
Total Expenditures	\$ 326,320	100%	\$ 300,632	\$ 292,780	\$ 246,657
Expenditures by Fund					
General Fund Portion	\$ 326,320	100%	\$ 300,632	\$ 292,780	\$ 246,657
Funding Sources					
Program Revenues	\$ 56,700	17%	\$ 40,280	\$ 54,450	\$ 43,093
Funding from General Revenues:					
Estimated Resident Generated	\$ 94,367	29%	\$ 91,123	\$ 83,416	\$ 71,247
Estimated Visitor Generated	\$ 175,253	54%	\$ 169,229	\$ 154,915	\$ 132,316
Employee Time Allocation (FTEs) (Budgeted)	4.98		4.52		4.25

Open from early April through mid-November, the Sedona Community Pool offers activities and quality programming for everyone. Amenities enjoyed at the facility include an eight-lane pool, with a four-to-seven foot depth, a water slide and an in-deck water feature. Activities offered include: lap swim, open recreational swim, various aqua fitness classes, private and group lessons, water safety trainings and certifications, private rentals, and special events. Throughout the year, three swim teams train at the facility during non-operating hours. It takes a collaborative effort between the Parks and Recreation and Public Works Departments to keep the aquatic facility running smoothly. The Parks and Recreation Department oversees the management and operations while the Public Works Department oversees the maintenance of the facility.

FY 2019 Accomplishments

Community Plan Parks, Recreation, and Open Space Goal - Provide activities and amenities that allow for community interactions and encourage active and healthy lifestyles:

- * Implemented a new cost-effective swim lesson program that offers innovative and successful teaching methods that include safety concepts built into the curriculum.
- * Sustainable training and certification program for recruitment and delivery of quality programs.
- * Introduced a new learn to swim program that offers a curriculum of water safety and improving swimming skills.
- * Introduced a new aqua fitness program – Aqua Yoga.
- * Increased hours open to the public in summer from 7:00 pm to 8:00 pm.
- * Facilitated and managed the joint use of the facility over the winter months by two swim teams versus one.
- * Expanded staff recruitment efforts.
- * Expanded marketing efforts.

FY 2020 Objectives

Community Plan Parks, Recreation, and Open Space Goal - Provide activities and amenities that allow for community interactions and encourage active and healthy lifestyles:

- * To meet the demand for outdoor water recreation year-round, including leisure, fitness, competition, and educational needs.
- * To provide educational aquatic opportunities for the community linked to safety, health and wellness: The World's Largest Swimming Lesson (event designed to build awareness and generate local and national press attention about the vital importance of teaching kids to swim to help prevent drowning), Drowning Impact Awareness Month (August), water safety and trainings for the general public (water awareness, CPR, etc.).
- * Provide a clean and safe environment that fosters a sense of community for all guests and encourages new users.

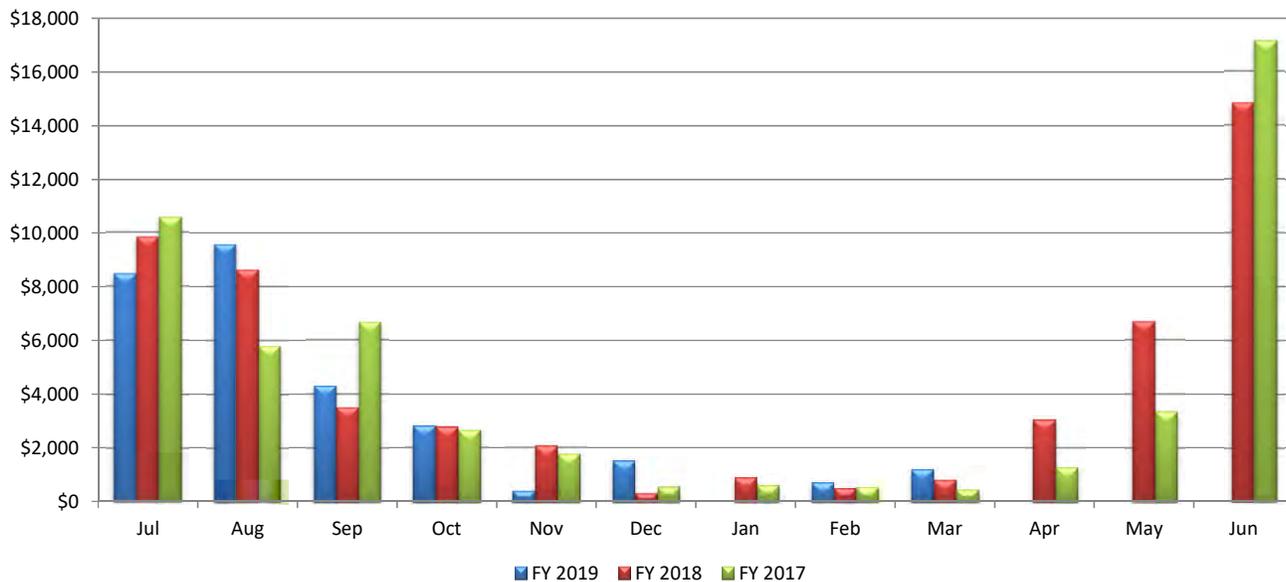
WORKLOAD INDICATORS	FY20 Projection	FY19 Projection	FY19 Estimate	FY18 Actual	FY17 Actual
Days staff responsible for facility	365	231	365	231	183
Days pool open to public	181	N/A	145	168	157
Swim lessons taught	340	380	314	330	359
Attendance at lap swim and open swim	11,400	11,500	11,123	12,039	6,036
Staff hired and trained for the season	25	18	25	28	14
Hours spent on staff development	84	N/A	164	78	N/A

PARKS & RECREATION – Aquatics
continued

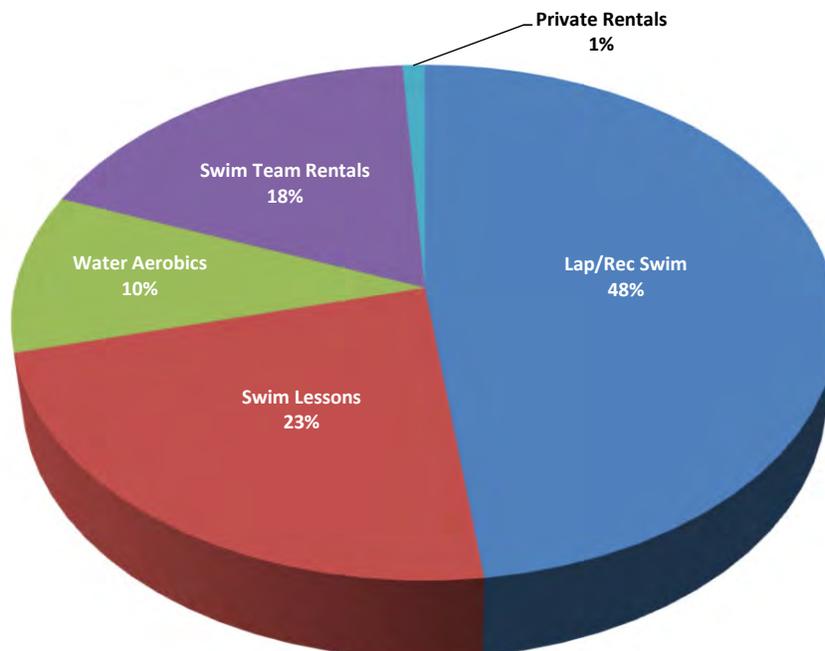
**Community Plan Parks, Recreation, and Open Space Goal -
Provide activities and amenities that allow for community interactions
and encourage active and healthy lifestyles:**

PERFORMANCE MEASURES	Benchmark	FY20 Target	FY19 Target	FY19 Estimate	FY18 Actual	FY17 Actual
Satisfactory health inspections		100%	100%	80%	100%	100%
Customer Satisfaction Survey: Overall aquatic services (% responses favorable)		N/A	85%	N/A	N/A	N/A

POOL REVENUES BY MONTH



POOL REVENUES BY TYPE



PARKS & RECREATION – Parks Facilities & Maintenance

BUDGET SUMMARY	FY2020 Budget	% of FY2020 Budget	FY2019 Budget	FY2019 Estimate	FY2018 Actual
Program Expenditures					
Personnel Services	\$ 70,920	64%	\$ 64,410	\$ 57,790	\$ 53,037
Supplies & Services	10,700	10%	42,010	32,340	7,290
Capital & Debt Service	-	0%	17,457	21,329	13,467
Subtotal Direct Costs	\$ 81,620	73%	\$ 123,877	\$ 111,459	\$ 73,794
Internal Charges	29,950	27%	23,060	22,210	18,966
Total Expenditures	\$ 111,570	100%	\$ 146,937	\$ 133,669	\$ 92,760
Expenditures by Fund					
General Fund Portion	\$ 108,370	97%	\$ 94,970	\$ 89,200	\$ 74,292
Other Funds Portion	\$ 3,200	3%	\$ 51,967	\$ 44,469	\$ 18,468
Funding Sources					
Program Revenues	\$ 27,000	24%	\$ 36,000	\$ 24,097	\$ 52,163
Funding from General Revenues:					
Estimated Resident Generated	\$ 29,600	27%	\$ 38,828	\$ 38,350	\$ 14,209
Estimated Visitor Generated	\$ 54,971	49%	\$ 72,109	\$ 71,222	\$ 26,388
Employee Time Allocation (FTEs) (Budgeted)	0.90		0.75		0.75

There are nine City parks totaling 123.18 acres owned and/or maintained by the City of Sedona. This system includes a neighborhood and community park as well as unique sites such as a small botanical garden, pocket parks, a historical park, a wetlands preserve, and most recently a neighborhood park property with historical significance. Overall, the City of Sedona is an active community with a hearty appetite for high quality park and recreation sites, facilities, and services. The City parks and facilities are maintained by the Public Works Department and costs for day-to-day maintenance of parks are reflected in the Public Works budget. While most features within a park can be rented/reserved, there are seven facilities that generate the most attention. These include: two ramadas at Sunset Park, ten ramadas at Posse Grounds Park, recreation room, multi-use field, softball fields, Posse Grounds Pavilion and the Hub performance venue. The facilities are rented for a variety of reasons which include special events, sports leagues and practices, birthday parties, baby showers, weddings, and concerts. A portion of this program is paid by the Grants and Donations Funds.

FY 2019 Accomplishments

Community Plan Parks, Recreation, and Open Space Goal - Provide activities and amenities that allow for community interactions and encourage active and healthy lifestyles:

- * Successfully partnered with the Sedona Public Library to bring Story Walk to Sunset Park.
- * Installed new playground equipment at Posse Grounds Park and Sunset Park utilizing Yavapai-Apache Nation grant funding.
- * Increased programming at the Pavilion - days booked is on target to increase by 25% compared to FY 2018.
- * Updated Posse Grounds Operations Plan.
- * Built relationships with existing Hub users and created an entirely new fee structure for this venue.
- * Tot Loop constructed at Bike Skills Park.
- * At the Hub, in conjunction with the Public Works department, increased the amenities, restored the venue, and realigned it with City standards.

FY 2020 Objectives

Community Plan Parks, Recreation, and Open Space Goal - Provide activities and amenities that allow for community interactions and encourage active and healthy lifestyles:

- * Promote and improve existing facilities.
- * Implement the Revolving Art Walls program.
- * Work collaboratively with the Public Works Department to maintain parks and facilities.

WORKLOAD INDICATORS	FY20 Projection	FY19 Projection	FY19 Estimate	FY18 Actual	FY17 Actual
Facility rentals processed	316	210	250	189	161
Rental hours	2,860	1,400	2,000	971	357

Community Plan Parks, Recreation, and Open Space Goal - Provide activities and amenities that allow for community interactions and encourage active and healthy lifestyles:

PERFORMANCE MEASURES	Benchmark	FY20 Target	FY19 Target	FY19 Estimate	FY18 Actual	FY17 Actual
Customer Satisfaction Survey: Overall facilities (% responses favorable)		96%	85%	96%	N/A	N/A

*Starting FY 2019, the management of the Hub was no longer contracted to a third party. As of April 23, 2019, the number of Hub rentals for FY 2019 was 55, for a total of 481.5 hours rented.



PARKS & RECREATION
Continued

EXPENDITURE SUMMARY

Cost Category	FY2020 Budget	FY2019 Budget	FY2019 Est. Actuals	FY2018 Actuals	Explanation of Changes
10-5242-23 - Recreation Programs					
Personnel (ongoing)	\$95,290	\$109,270	\$102,450	\$90,403	Budget Decrease: Change in allocations to programs
Supplies & Services (ongoing)	\$41,400	\$46,300	\$44,000	\$42,231	Budget Decrease: Reduction of instructor costs for recreation programs
Direct Costs (Ongoing) Subtotal	\$136,690	\$155,570	\$146,450	\$132,634	
Internal Charges	\$73,060	\$58,130	\$54,830	\$46,510	Budget Increase: Change in allocations of administrative and Finance costs
Ongoing Total	\$209,750	\$213,700	\$201,280	\$179,144	
Recreation Programs Total	\$209,750	\$213,700	\$201,280	\$179,144	
10-5242-24 - Special Events					
Personnel (ongoing)	\$126,620	\$115,340	\$112,950	\$104,398	
Supplies & Services (ongoing)	\$210,000	\$140,499	\$147,494	\$114,131	Budget Increase: Added another \$40,000 to holiday decorations to be paid from paid parking program revenues, cancelled installment purchase for decorations and reallocated to decoration purchases, increased costs for special event supplies
Direct Costs (Ongoing) Subtotal	\$336,620	\$255,839	\$260,444	\$218,529	
Internal Charges	\$51,040	\$42,040	\$40,070	\$34,296	Budget Increase: Change in allocations of administrative and Finance costs
Ongoing Total	\$387,660	\$297,879	\$300,514	\$252,825	
Capital & Debt Service	\$0	\$27,929	\$27,930	\$0	
Special Events Total	\$387,660	\$325,808	\$328,444	\$252,825	
10-5242-25 - Aquatics Operations & Maintenance					
Personnel (ongoing)	\$191,760	\$182,110	\$181,780	\$158,395	
Supplies & Services (ongoing)	\$18,300	\$16,500	\$16,500	\$13,772	
Direct Costs (Ongoing) Subtotal	\$210,060	\$198,610	\$198,280	\$172,167	
Internal Charges	\$114,810	\$100,450	\$94,500	\$74,489	Budget Increase: Change in allocations of administrative and Finance costs
Ongoing Total	\$324,870	\$299,060	\$292,780	\$246,656	
Supplies & Services (one-time)	\$1,450	\$1,572	\$0	\$0	
Aquatics Operations & Maintenance Total	\$326,320	\$300,632	\$292,780	\$246,656	

PARKS & RECREATION
Continued

EXPENDITURE SUMMARY

Cost Category	FY2020 Budget	FY2019 Budget	FY2019 Est. Actuals	FY2018 Actuals	Explanation of Changes
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10-5242-26 - Parks Facilities & Maintenance

Personnel (ongoing)	\$70,920	\$64,410	\$57,790	\$53,037	
Supplies & Services (ongoing)	\$7,500	\$7,500	\$9,200	\$2,289	
Direct Costs (Ongoing) Subtotal	\$78,420	\$71,910	\$66,990	\$55,326	
Internal Charges	\$29,950	\$23,060	\$22,210	\$18,966	Budget Increase: Purchase of one-time IT equipment
Parks Facilities & Maintenance Total	\$108,370	\$94,970	\$89,200	\$74,292	

General Fund Totals

Personnel Subtotal	\$484,590	\$471,130	\$454,970	\$406,233
Supplies & Services (Ongoing) Subtotal	\$277,200	\$210,799	\$217,194	\$172,423
Direct Costs (Ongoing) Subtotal	\$761,790	\$681,929	\$672,164	\$578,656
Internal Charges Subtotal	\$268,860	\$223,680	\$211,610	\$174,261
Ongoing Subtotal	\$1,030,650	\$905,609	\$883,774	\$752,917
Supplies & Services (One-Time) Subtotal	\$1,450	\$1,572	\$0	\$0
Capital & Debt Service Subtotal	\$0	\$27,929	\$27,930	\$0
One-Time Subtotal	\$1,450	\$29,501	\$27,930	\$0
General Fund Total	\$1,032,100	\$935,110	\$911,704	\$752,917

Donations & Contributions Fund

15-5242-23 - Recreation Programs

Supplies & Services (ongoing)	\$1,000	\$1,400	\$2,000	\$2,475
Recreation Programs Total	\$1,000	\$1,400	\$2,000	\$2,475

15-5242-24 - Special Events

Supplies & Services (ongoing)	\$10,000	\$9,000	\$11,380	\$5,947
Special Events Total	\$10,000	\$9,000	\$11,380	\$5,947

15-5242-26 - Parks Facilities & Maintenance

Supplies & Services (ongoing)	\$3,200	\$4,510	\$4,900	\$5,001
Capital & Debt Service	\$0	\$0	\$0	\$12,829
Parks Facilities & Maintenance Total	\$3,200	\$4,510	\$4,900	\$17,830

PARKS & RECREATION
Continued

EXPENDITURE SUMMARY

Cost Category	FY2020 Budget	FY2019 Budget	FY2019 Est. Actuals	FY2018 Actuals	Explanation of Changes
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Donations & Contributions Fund Totals

Supplies & Services (Ongoing) Subtotal	\$14,200	\$14,910	\$18,280	\$13,423	
Direct Costs (Ongoing) Subtotal	\$14,200	\$14,910	\$18,280	\$13,423	
Capital & Debt Service Subtotal	\$0	\$0	\$0	\$12,829	
Donations & Contributions Fund Total	\$14,200	\$14,910	\$18,280	\$26,252	

Operating Grants Fund

16-5242-23 - Recreation Programs

Supplies & Services (ongoing)	\$2,000	\$0	\$2,000	\$0	Budget Increase: Missoula grant
Recreation Programs Total	\$2,000	\$0	\$2,000	\$0	

16-5242-26 - Parks Facilities & Maintenance

Supplies & Services (one-time)	\$0	\$30,000	\$18,240	\$0	
One-Time Total	\$0	\$30,000	\$18,240	\$0	
Parks Facilities & Maintenance Total	\$0	\$30,000	\$18,240	\$0	

Operating Grants Fund Totals

Supplies & Services (Ongoing) Subtotal	\$2,000	\$0	\$2,000	\$0	
Direct Costs (Ongoing) Subtotal	\$2,000	\$0	\$2,000	\$0	
Ongoing Subtotal	\$2,000	\$0	\$2,000	\$0	
Supplies & Services (One-Time) Subtotal	\$0	\$30,000	\$18,240	\$0	
One-Time Subtotal	\$0	\$30,000	\$18,240	\$0	
Operating Grants Fund Total	\$2,000	\$30,000	\$20,240	\$0	

Capital Grants Fund

19-5242-26 - Parks Facilities & Maintenance

Capital & Debt Service	\$0	\$17,457	\$21,329	\$638	
Parks Facilities & Maintenance Total	\$0	\$17,457	\$21,329	\$638	

Info Tech Internal Service Fnd

60-5242-23 - Recreation Programs

Supplies & Services (ongoing)	\$1,000	\$0	\$0	\$0	Budget Increase: Tech costs moved to IT Fund
Recreation Programs Total	\$1,000	\$0	\$0	\$0	

**PARKS & RECREATION
Continued**

EXPENDITURE SUMMARY

Cost Category	FY2020 Budget	FY2019 Budget	FY2019 Est. Actuals	FY2018 Actuals	Explanation of Changes
Grand Totals					
Personnel (Ongoing) Subtotal	\$484,590	\$471,130	\$454,970	\$406,233	
Supplies & Services (Ongoing) Subtotal	\$294,400	\$225,709	\$237,474	\$185,846	
Direct Costs (Ongoing) Subtotal	\$778,990	\$696,839	\$692,444	\$592,079	
Internal Charges Subtotal	\$268,860	\$223,680	\$211,610	\$174,261	
Ongoing Subtotal	\$1,047,850	\$920,519	\$904,054	\$766,340	
Supplies & Services (One-Time) Subtotal	\$1,450	\$31,572	\$18,240	\$0	
Capital & Debt Service Subtotal	\$0	\$45,386	\$49,259	\$13,467	
Grand Total	\$1,049,300	\$997,477	\$971,553	\$779,807	

PARKS & RECREATION
Continued

POSITIONS SUMMARY

Position	FY20 FTE	FY19 FTE	FY18 FTE	FY17 FTE
Administrative & Recreation Assistant	1.00	0.00	0.00	0.00
Administrative Assistant	0.00	1.00	1.00	0.00
Head Lifeguard ⁽¹⁾	0.00	0.64	0.00	0.00
Lifeguard ⁽¹⁾	2.11	1.92	1.96	1.58
Lifeguard Instructor ⁽¹⁾	1.43	1.05	0.69	0.00
Parks and Recreation Manager	1.00	1.00	1.00	1.00
Pool Assistant Manager	0.03	0.00	0.00	0.00
Pool Manager ⁽¹⁾	0.57	0.00	0.00	0.34
Pool Office Assistant ⁽¹⁾	0.00	0.00	0.70	0.45
Recreation & Aquatics Supervisor	1.00	1.00	1.00	1.00
Recreation Assistant ⁽¹⁾	0.13	0.13	0.15	0.15
Recreation Coordinator II	1.00	1.00	1.00	1.00
Referee ⁽¹⁾	0.15	0.15	0.14	0.09
SAI Instructor Trainer ⁽¹⁾	0.00	0.06	0.00	0.00
Scorekeeper ⁽¹⁾	0.09	0.09	0.09	0.05
Water Aerobics Instructor ⁽¹⁾	0.19	0.10	0.16	0.15
Total	8.70	8.14	7.89	5.81

ALLOCATIONS SUMMARY

Position	Org Description ⁽¹⁾	FY20 FTE	FY19 FTE	FY18 FTE	FY17 FTE
General Fund					
10-5242-23	Parks & Recreation ⁽²⁾	1.47	1.57	1.58	1.19
10-5242-24	Special Events	1.35	1.30	1.30	1.20
10-5242-25	Aquatics ⁽³⁾	4.98	4.52	4.26	3.42
10-5242-26	Parks Facilities & Maintenance	0.85	0.65	0.65	0.00
10-5242-89	Capital Projects	0.05	0.10	0.10	0.00
General Fund Total		8.70	8.14	7.89	5.81

(1) Temporary positions

(2) Includes 0.37 of temporary positions

(3) Includes 4.33 of temporary positions

GENERAL SERVICES

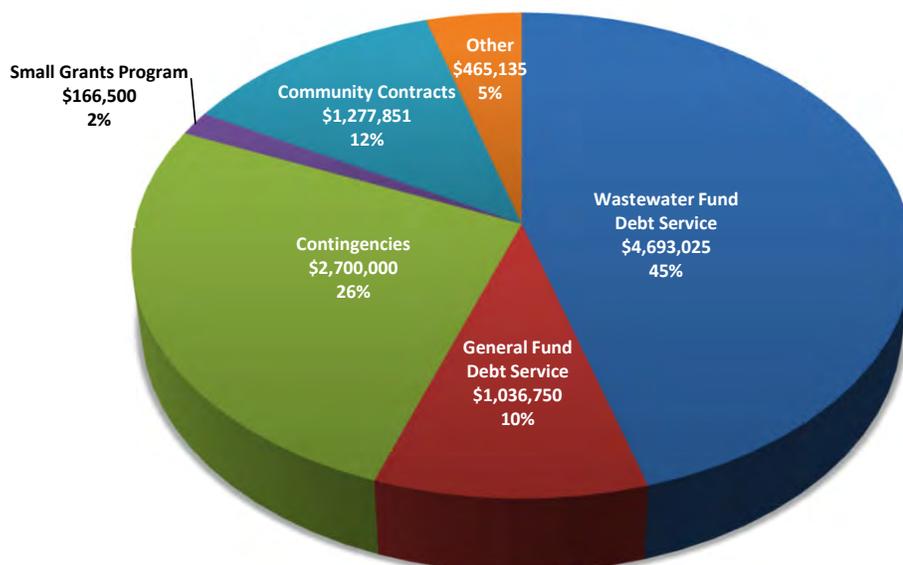
Description

The General Services Department is established as an accounting unit in order to capture the various “non-departmental” and other centralized expenses. These include service contracts with non-profits, Citywide liability and other insurances, and debt service. The debt service costs include General Fund, Development Impact Fees Funds, and Wastewater Enterprise Fund debt. Additional information on the City’s debt service can be found in the Debt Service section.

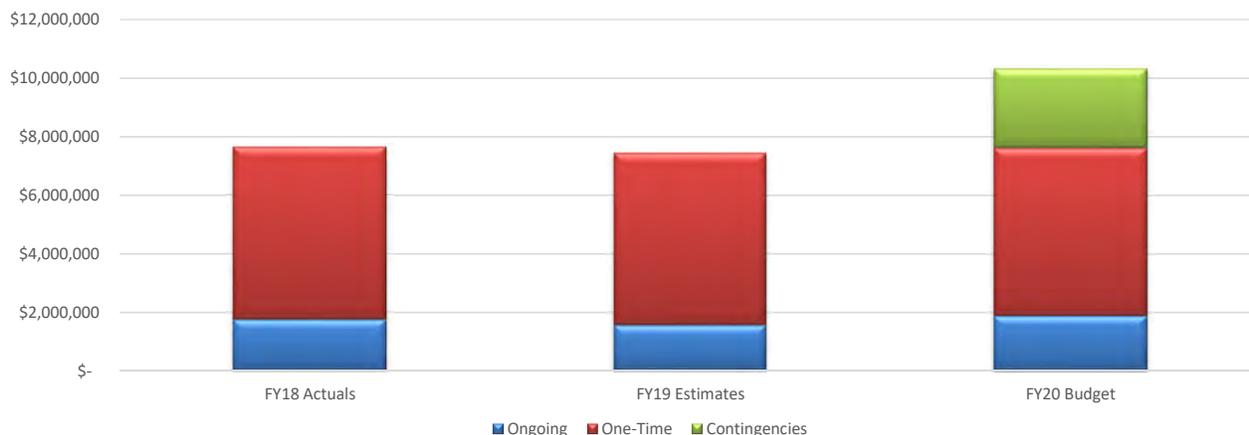
The General Services Department also includes the General Fund, Grants and Donation Funds, and Wastewater Enterprise Fund contingency budgets, which include the following:

- * \$200,000 general operating contingency (General Fund)
- * \$100,000 general operating contingency (Wastewater Enterprise Fund)
- * \$100,000 contingency for judgments (General Fund)
- * \$2,000,000 contingency for Affordable Housing Program (Grants and Donations Funds)
- * \$300,000 contingency for unknown grants and donations revenues that may be received during the year (Grants and Donations Funds)

FY 2020 PROGRAM EXPENDITURES: \$10,339,261



FY 2018 - FY 2020 ONGOING VS. ONE-TIME EXPENDITURES



GENERAL SERVICES – Administration

BUDGET SUMMARY	FY2020 Budget	% of FY2020 Budget	FY2019 Budget	FY2019 Estimate	FY2018 Actual
Program Expenditures					
Personnel Services	\$ (30,615)	<1%	\$ 10,000	\$ -	\$ 208,663
Supplies & Services	1,518,821	15%	1,365,716	1,223,977	787,773
Capital & Debt Service	5,729,775	56%	5,863,959	5,865,459	5,863,243
Contingencies	2,700,000	26%	1,086,850	-	-
Subtotal Direct Costs	\$ 9,917,981	97%	\$ 8,326,525	\$ 7,089,436	\$ 6,859,679
Internal Charges	346,280	3%	350,530	345,610	320,776
Total Expenditures	\$ 10,264,261	100%	\$ 8,677,055	\$ 7,435,046	\$ 7,180,455
Expenditures by Fund					
General Fund Portion	\$ 2,629,672	26%	\$ 3,274,917	\$ 2,614,391	\$ 2,760,724
Wastewater Fund Portion	\$ 4,793,205	47%	\$ 4,539,115	\$ 4,439,115	\$ 4,409,518
Other Funds Portion	\$ 2,841,384	28%	\$ 863,023	\$ 381,540	\$ 10,214
Funding Sources					
Allocations to Other Departments	\$ 346,100	3%	\$ 350,420	\$ 345,500	\$ 320,665
Program Revenues	\$ 2,941,384	29%	\$ 963,023	\$ 381,540	\$ 10,214
Funding from General Revenues:					
Estimated Resident Generated	\$ 2,441,872	24%	\$ 2,577,264	\$ 2,347,802	\$ 2,397,352
Estimated Visitor Generated	\$ 4,534,905	44%	\$ 4,786,348	\$ 4,360,204	\$ 4,452,225
Employee Time Allocation (FTEs) (Budgeted)	0.00		0.00		0.00

WORKLOAD INDICATORS	FY20 Projection	FY19 Projection	FY19 Estimate	FY18 Actual	FY17 Actual
Small grants awarded	20	N/A	19	17	22
Average small grant award amount	\$8,325	N/A	\$8,858	\$9,500	\$6,818
Total small grants awarded	\$166,500	\$161,500	\$168,300	\$161,500	\$150,000
Range of small grant awards	\$1,000 - \$24,000	N/A	\$1,200 - \$21,000	\$1,020 - \$24,000	\$500 - \$23,300

GENERAL SERVICES
Continued

EXPENDITURE SUMMARY

Cost Category	FY2020 Budget	FY2019 Budget	FY2019 Est. Actuals	FY2018 Actuals	Explanation of Changes
General Fund					
10-5245-01 - Administration					
Personnel (ongoing)	\$ (30,615)	\$ 10,000	\$ 0	\$ 208,663	Budget Decrease: Vacancy savings offsets
Supplies & Services (ongoing)	\$ 544,770	\$ 554,799	\$ 548,600	\$ 579,696	
Direct Costs (Ongoing) Subtotal	\$ 514,155	\$ 564,799	\$ 548,600	\$ 788,359	
Internal Charges	\$ (334,900)	\$ (341,100)	\$ (336,300)	\$ (310,228)	
Ongoing Total	\$ 179,255	\$ 223,699	\$ 212,300	\$ 478,131	
Capital & Debt Service	\$ 8,200	\$ 0	\$ 0	\$ 6,768	Budget Increase: Enterprise Fleet lease payment
Administration Total	\$ 187,455	\$ 223,699	\$ 212,300	\$ 484,899	
10-5245-09 - Sustainability					
Supplies & Services (ongoing)	\$ 203,100	\$ 100,000	\$ 100,000	\$ 0	Budget Increase: Additional support for Sedona Recycles
Sustainability Total	\$ 203,100	\$ 100,000	\$ 100,000	\$ 0	
10-5245-90 - Comm Contracts - Public Safety					
Supplies & Services (ongoing)	\$ 71,293	\$ 69,285	\$ 69,285	\$ 54,208	
Comm Contracts - Public Safety Total	\$ 71,293	\$ 69,285	\$ 69,285	\$ 54,208	
10-5245-91 - Comm Contracts - Cult & Recr					
Supplies & Services (ongoing)	\$ 484,974	\$ 470,392	\$ 470,392	\$ 457,329	
Comm Contracts - Cult & Recr Total	\$ 484,974	\$ 470,392	\$ 470,392	\$ 457,329	
10-5245-92 - Comm Contracts - Health & Welf					
Supplies & Services (ongoing)	\$ 179,770	\$ 174,365	\$ 174,365	\$ 251,997	
Comm Contracts - Health & Welf Total	\$ 179,770	\$ 174,365	\$ 174,365	\$ 251,997	
10-5245-93 - Comm Contracts - Public Transp					
Personnel (ongoing)	\$ 75,000	\$ 0	\$ 0	\$ 0	Budget Increase: Transit Manager position
Supplies & Services (ongoing)	\$ 338,714	\$ 328,585	\$ 197,635	\$ 188,604	
Comm Contracts - Public Transp Total	\$ 413,714	\$ 328,585	\$ 197,635	\$ 188,604	

GENERAL SERVICES
Continued

EXPENDITURE SUMMARY

Cost Category	FY2020 Budget	FY2019 Budget	FY2019 Est. Actuals	FY2018 Actuals	Explanation of Changes
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10-5246-01 - Administration

Supplies & Services (ongoing)	\$0	\$9,390	\$0	\$0	
Contingencies	\$300,000	\$636,317	\$0	\$0	Budget Decrease: Eliminated contingency related to Chamber contract true-up payment
Administration Total	\$300,000	\$645,707	\$0	\$0	

10-5255-15 - Debt Service

Capital & Debt Service	\$1,036,750	\$1,415,414	\$1,416,914	\$1,443,622	Budget Decrease: Based on debt retirement schedules
Debt Service Total	\$1,036,750	\$1,415,414	\$1,416,914	\$1,443,622	

General Fund Totals

Personnel Subtotal	\$44,385	\$10,000	\$0	\$208,663	
Supplies & Services (Ongoing) Subtotal	\$1,822,621	\$1,706,816	\$1,560,277	\$1,531,834	
Direct Costs (Ongoing) Subtotal	\$1,867,006	\$1,716,816	\$1,560,277	\$1,740,497	
Internal Charges Subtotal	\$(334,900)	\$(341,100)	\$(336,300)	\$(310,228)	
Contingencies Subtotal	\$300,000	\$636,317	\$0	\$0	
Ongoing Subtotal	\$1,832,106	\$2,012,033	\$1,223,977	\$1,430,269	
Capital & Debt Service Subtotal	\$1,044,950	\$1,415,414	\$1,416,914	\$1,450,390	
One-Time Subtotal	\$1,044,950	\$1,415,414	\$1,416,914	\$1,450,390	
General Fund Total	\$2,877,056	\$3,427,447	\$2,640,891	\$2,880,659	

Affordable Housing Fund

12-5246-01 - Administration

Contingencies	\$2,000,000	\$100,000	\$0	\$0	Budget Increase: Affordable housing support
Administration Total	\$2,000,000	\$100,000	\$0	\$0	

Donations & Contributions Fund

15-5245-01 - Administration

Supplies & Services (ongoing)	\$1,300	\$0	\$0	\$0	Budget Increase: Anti-Work Task Force moved from 15-5242-23
Administration Total	\$1,300	\$0	\$0	\$0	

GENERAL SERVICES
Continued

EXPENDITURE SUMMARY

Cost Category	FY2020 Budget	FY2019 Budget	FY2019 Est. Actuals	FY2018 Actuals	Explanation of Changes
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Operating Grants Fund

16-5245-01 - Administration

Supplies & Services (ongoing)	\$18,100	\$0	\$0	\$0	Budget Increase: Yavapai Apache Nation Prop 202 allocation
Administration Total	\$18,100	\$0	\$0	\$0	

16-5246-01 - Administration

Contingencies	\$300,000	\$250,533	\$0	\$0	Budget Increase: Reinstate contingency for amount used during the current year
Administration Total	\$300,000	\$250,533	\$0	\$0	

Operating Grants Fund Totals

Supplies & Services (Ongoing) Subtotal	\$18,100	\$0	\$0	\$0	
Contingencies Subtotal	\$300,000	\$250,533	\$0	\$0	
Operating Grants Fund Total	\$318,100	\$250,533	\$0	\$0	

Dev. Impact Fees - General Government - Post 1/1/12

45-5255-15 - Debt Service

Capital & Debt Service	\$0	\$9,540	\$9,540	\$10,214	Budget Decrease: Based on debt retirement schedules
Debt Service Total	\$0	\$9,540	\$9,540	\$10,214	

Wastewater Enterprise Fund

59-5246-01 - Administration

Contingencies	\$100,000	\$100,000	\$0	\$0	
Administration Total	\$100,000	\$100,000	\$0	\$0	

59-5255-15 - Debt Service

Internal Charges	\$180	\$110	\$110	\$111	
Capital & Debt Service	\$4,693,025	\$4,439,005	\$4,439,005	\$4,409,407	
Debt Service Total	\$4,693,205	\$4,439,115	\$4,439,115	\$4,409,518	

GENERAL SERVICES
Continued

EXPENDITURE SUMMARY

Cost Category	FY2020 Budget	FY2019 Budget	FY2019 Est. Actuals	FY2018 Actuals	Explanation of Changes
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Wastewater Enterprise Fund Totals

Internal Charges Subtotal	\$180	\$110	\$110	\$111	
Contingencies Subtotal	\$100,000	\$100,000	\$0	\$0	
Ongoing Subtotal	\$100,180	\$100,110	\$110	\$111	
Capital & Debt Service Subtotal	\$4,693,025	\$4,439,005	\$4,439,005	\$4,409,407	
Wastewater Enterprise Fund Total	\$4,793,205	\$4,539,115	\$4,439,115	\$4,409,518	

Info Tech Internal Service Fnd

60-5245-01 - Administration

Supplies & Services (ongoing)	\$3,500	\$0	\$0	\$0	Budget Increase: Moved Tech costs to IT Fund
Administration Total	\$3,500	\$0	\$0	\$0	

Grand Totals

Personnel (Ongoing) Subtotal	\$44,385	\$10,000	\$0	\$208,663	
Supplies & Services (Ongoing) Subtotal	\$1,845,521	\$1,706,816	\$1,560,277	\$1,531,834	
Direct Costs (Ongoing) Subtotal	\$1,889,906	\$1,716,816	\$1,560,277	\$1,740,497	
Internal Charges Subtotal	\$(334,720)	\$(340,990)	\$(336,190)	\$(310,117)	
Contingencies Subtotal	\$2,700,000	\$1,086,850	\$0	\$0	
Ongoing Subtotal	\$4,255,186	\$2,462,676	\$1,224,087	\$1,430,380	
Capital & Debt Service Subtotal	\$5,737,975	\$5,863,959	\$5,865,459	\$5,870,011	
Grand Total	\$9,993,161	\$8,326,635	\$7,089,546	\$7,300,391	

COMMUNITY DEVELOPMENT

Mission Statement

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

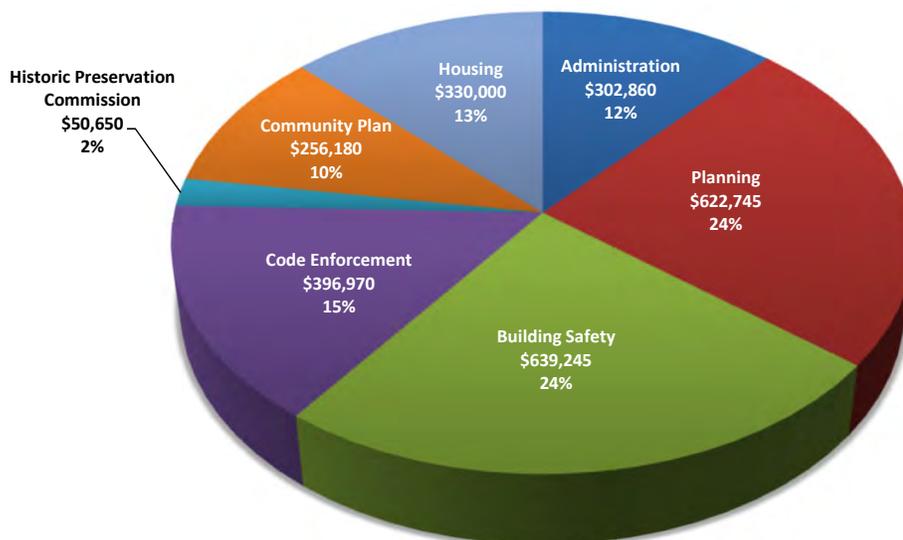
Description

The Community Development Department is comprised of 12.6 full-time employees, one part-time employee and seven program areas. The Department provides support to the City Council and the Historic Preservation and Planning and Zoning Commissions, as well as the Board of Adjustment.

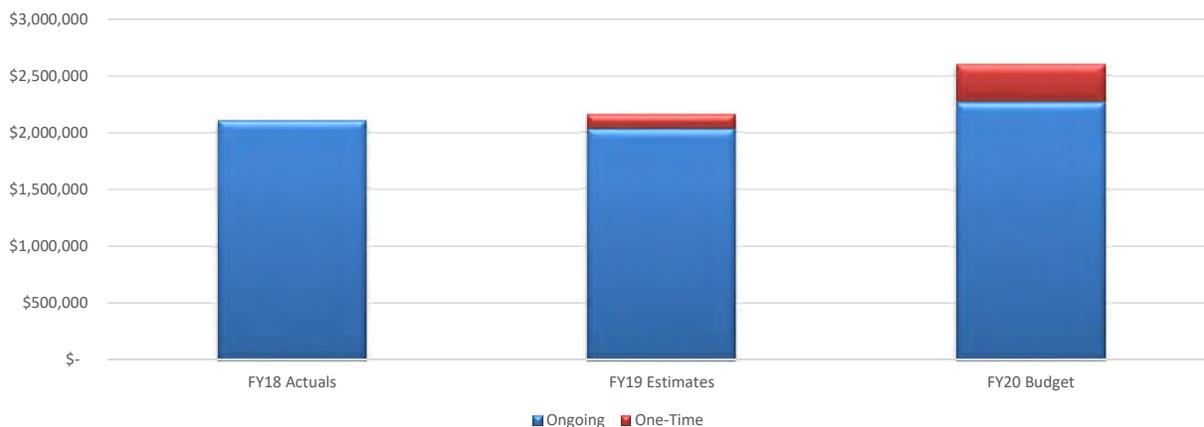
The Community Development Department is responsible for the following program areas:

- * Administration
- * Planning (including the Planning and Zoning Commission)
- * Building Safety
- * Code Enforcement
- * Historic Preservation Commission
- * Community Plan
- * Housing

FY 2020 PROGRAM EXPENDITURES: \$2,598,650



FY 2018 - FY 2020 ONGOING VS. ONE-TIME EXPENDITURES



COMMUNITY DEVELOPMENT – Administration

BUDGET SUMMARY	FY2020 Budget	% of FY2020 Budget	FY2019 Budget	FY2019 Estimate	FY2018 Actual
Program Expenditures					
Personnel Services	\$ 184,740	61%	\$ 135,390	\$ 131,390	\$ -
Supplies & Services	28,600	9%	8,975	6,400	-
Subtotal Direct Costs	\$ 213,340	70%	\$ 144,365	\$ 137,790	\$ -
Internal Charges	89,520	30%	45,260	43,740	-
Total Expenditures	\$ 302,860	100%	\$ 189,625	\$ 181,530	\$ -
Expenditures by Fund					
General Fund Portion	\$ 282,860	93%	\$ 189,625	\$ 181,530	\$ -
Other Funds Portion	\$ 20,000	7%	\$ -	\$ -	\$ -
Funding Sources					
Funding from General Revenues:					
Estimated Resident Generated	\$ 106,001	35%	\$ 66,369	\$ 63,536	\$ -
Estimated Visitor Generated	\$ 196,859	65%	\$ 123,256	\$ 117,995	\$ -
Employee Time Allocation (FTEs) (Budgeted)	1.25		1.20		0.00

The Administration program accounts for support to the other program areas of Community Development: Code Enforcement, Building Safety, Planning (including the Planning and Zoning Commission), Historic Preservation Commission, Community Plan and Housing efforts.

The Community Development Department began tracking administrative costs in this separate program in fiscal year 2018-19. A portion of the program costs is allocated to the Information Technology Internal Service Fund for technology costs not managed by the Information Technology Department.

FY 2019 Accomplishments

Overall City Value - Good Governance:

- * Staff training completed for each program area.
- * All scheduled Commission training completed.
- * Planning and Zoning Commission Handbook updated.

Council Priority - Monitor Short-Term Rentals:

- * Procured a professional monitoring software service to compile more extensive data on short term rental activity in the City.

Overall City Value - Fiscal Sustainability:

- * Consolidated Assistant City Manager and Director of Community Development positions, effective July of 2018.

FY 2020 Objectives

Overall City Value - Good Governance:

- * Identify and promote professional development opportunities to develop and maintain highly-qualified, professional and responsive work team that supports the City's Core Values and Department's mission.
- * Enhance quality and realize efficiencies in department processes through application of Six Sigma principles and implementation of process improvements.
- * Identify ways to improve communication with our customers specifically, and the community in general, including better utilization of the department website.
- * Improve methods of distribution, collection, and tracking of customer service surveys and results to better inform opportunities for improvement.
- * Begin video recording and broadcasting Planning and Zoning Commission meetings.

WORKLOAD INDICATORS	FY20 Projection	FY19 Projection	FY19 Estimate	FY18 Actual	FY17 Actual
Public Meetings and Work Sessions - City Council	25	20	24	18	21
Public Meetings and Work Sessions - Planning and Zoning Commission	24	32	14	26	19
Public Meetings - Historic Preservation Commission	5	4	5	5	8
Public Meetings - Hearing Officer	2	N/A	2	2	2

COMMUNITY DEVELOPMENT – Planning

BUDGET SUMMARY	FY2020 Budget	% of FY2020 Budget	FY2019 Budget	FY2019 Estimate	FY2018 Actual
Program Expenditures					
Personnel Services	\$ 366,750	59%	\$ 426,040	\$ 421,480	\$ 406,437
Supplies & Services	50,825	8%	169,234	156,225	171,180
Subtotal Direct Costs	\$ 417,575	67%	\$ 595,274	\$ 577,705	\$ 577,616
Internal Charges	205,170	33%	203,050	186,990	173,969
Total Expenditures	\$ 622,745	100%	\$ 798,324	\$ 764,695	\$ 751,586
Expenditures by Fund					
General Fund Portion	\$ 622,745	100%	\$ 798,324	\$ 764,695	\$ 751,586
Funding Sources					
Program Revenues	\$ 45,950	7%	\$ 42,060	\$ 27,400	\$ 50,300
Funding from General Revenues:					
Estimated Resident Generated	\$ 201,878	32%	\$ 264,693	\$ 258,053	\$ 245,450
Estimated Visitor Generated	\$ 374,917	60%	\$ 491,572	\$ 479,242	\$ 455,836
Employee Time Allocation (FTEs) (Budgeted)	3.86		4.60		4.44

The Planning program plans and regulates all land uses and development within City limits, informing and educating property owners, residents, and business owners of the City's vision, and land use and development policies and procedures. The Planning staff review and process various applications and permits such as zone change requests, development proposals, subdivisions, appeals and variances, administrative waivers, conditional use permits, temporary use permits, and sign permits and provide support to the Planning and Zoning Commission, Historic Preservation Commission, and the Board of Adjustment. The staff also provide research and technical assistance related to zoning codes, land use, housing, historic preservation, and demographics. Additionally, they are responsible for maintaining and implementing the Community Plan. Of note, the Planning team's activity demand only reflects those applications and permits that are directly related to current and long-range planning. Not reflected in the activity demand is the team's review of all residential and commercial building permits for zoning compliance.

In general, the number of planning applications processed has held steady for the past couple years, with increases in some areas offset by decreases in others. However, the complexity of projects has increased, with applications for large hotels and multi-use developments replacing small office buildings. In addition, as Sedona approaches build-out, the properties available include more challenging development projects, such as building on steeper slopes, floodplains, and oddly shaped parcels. The rising complexity and challenging nature of recent projects has resulted in more staff time being devoted to each application than has been seen in the past. In addition, the challenging properties have become more appealing to developers, which has led to a steady stream of variance and minor modification (formerly: administrative waiver) applications as well as zoning verification letters, as potential developers seek to determine how to best utilize the limited vacant land remaining in the City.

The Planning and Zoning Commission (Commission) is the decision-making authority for conditional use permits and development review applications. The Commission makes recommendations to the City Council on such things as amendments to the Community Plan and the Land Development Code, specific planning projects, re-zonings, and subdivision requests. The planning team devotes a large proportion of its time to the preparation of materials for Commission and public review and the holding public hearings.

FY 2019 Accomplishments

Community Plan Land Use, Housing, and Growth Goal - Grow only within currently established residential and commercial limits:

- * Completed development review, conditional use permit, and development agreement for Marriott Residence Inn.
- * Completed development review and conditional use permit for Arizona Water Company .

Council Priority - Update Land Development Code:

- * Completed the Land Development Code (LDC) update.
- * Oak Creek Heritage District established as part of LDC update.
- * Completed administrative manual which serves as a companion document to the LDC.

Council Priority - Create a Wireless Master Plan:

- * Completed the Wireless Communication Master Plan and amendments to the Land Development Code.

Council Priority - Revise City Sign Code:

- * Completed Sign Code amendments and imagery.

COMMUNITY DEVELOPMENT - Planning

continued

FY 2020 Objectives

Overall City Value - Good Governance:

- * Complete a cost of service study, evaluating the various reviews conducted, applications processed, permits issued, etc., and revise fee schedules to better reflect costs. Fees have not been updated since 2005.
- * As we gain experience applying the new Land Development Code to real world situations, identify areas where "clean up" to Code is needed, and bring revisions back to Planning and Zoning and Council for approval.
- * Continue to improve records filing through conversion to a parcel based system.
- * Conduct reviews of all residential and commercial building permit applications within mandated timeframes.
- * Evaluate possible revisions to staff report format to incorporate additional evaluations of projects from economic development and sustainability perspectives to provide greater consideration of these Council policy priority areas in decision-making.
- * Establish a new Planning Commissioner Training Program.
- * Expand upon use of exhibits, illustrations, and/or pictures to help commissioners visualize the project/proposal.

Community Plan Parks, Recreation, and Open Space Goal - Provide activities and amenities that allow for community interactions and encourage active healthy lifestyles:

- * Implement next phase of the Ranger Station Park Master Plan including exterior rehabilitation of the historic buildings.

Council Priority - Sustainable Tourism:

- * Participate in Sustainable Tourism efforts.

Council Priority - Affordable Housing:

- * Participate in Affordable Housing activities.

Planning Commission -

Overall City Value - Good Governance:

- * Conduct meetings in accordance with Open Meeting Laws, Rules and Operating Procedures.
- * Make decisions based on facts, utilizing codes, regulations, reports, testimony, data, and other applicable documentation.

Community Plan Land Use, Housing, and Growth Goal - Grow only within currently established residential and commercial limits:

- * Hold hearings to review and act upon matters related to planning and development.

WORKLOAD INDICATORS*	FY20 Projection	FY19 Projection	FY19 Estimate	FY18 Actual	FY17 Actual
Community Plan Amendments	2	3	3	6	5
Zone Changes	5	4	4	8	6
Development Reviews - Major	10	10	12	12	3
Development Reviews - Minor	1	N/A	0	N/A	N/A
Conditional Use permits	10	6	9	10	4
Temporary Use permits	60	70	48	57	70
Sign permits, permanent	85	100	70	87	115
Film permits	10	12	8	7	15
Subdivisions	3	3	5	5	1
Minor Modifications (formerly Admin. Waiver)	3	2	5	2	3
Land Division permits	15	20	14	16	20
Variance/appeals	2	1	3	2	4
Land Development Code amendments	1	1	0	2	3
Zoning Verification Letters	20	20	16	15	14
Public Meetings and Work Sessions - City Council	25	N/A	24	21	N/A
Public Meetings and Work Sessions - Planning and Zoning Commission	24	N/A	14	26	19

Overall City Value - Good Governance:

PERFORMANCE MEASURES	Benchmark	FY20 Target	FY19 Target	FY19 Estimate	FY18 Actual	FY17 Actual
Internal Survey: Percent of applicants rating overall customer service as good or excellent		90%	N/A	90%	N/A	N/A
Temporary use permits: Average days to issue		12	N/A	12	20	N/A
Sign permits, permanent: Average days to issue		4.0	N/A	4.0	4.55	6.64

*In previous budgets, workload indicators only included applications that were initiated in that fiscal year. For FY 2018 and moving forward, workload indicators will include all projects that were active during a given fiscal year regardless of application date. For example, if a project was applied for in FY 2017 but not approved until FY 2019, it was previously only included in the count for FY 2017, but will now be included in the count for FY 2017, FY 2018, and FY 2019.

COMMUNITY DEVELOPMENT – Building Safety

BUDGET SUMMARY	FY2020 Budget	% of FY2020 Budget	FY2019 Budget	FY2019 Estimate	FY2018 Actual
Program Expenditures					
Personnel Services	\$ 335,700	53%	\$ 291,660	\$ 285,490	\$ 359,512
Supplies & Services	122,495	19%	77,230	64,650	61,195
Capital & Debt Service	5,700	1%	-	-	1,574
Subtotal Direct Costs	\$ 463,895	73%	\$ 368,890	\$ 350,140	\$ 422,280
Internal Charges	175,350	27%	169,260	160,430	155,914
Total Expenditures	\$ 639,245	100%	\$ 538,150	\$ 510,570	\$ 578,194
Expenditures by Fund					
General Fund Portion	\$ 637,845	100%	\$ 538,150	\$ 510,570	\$ 578,194
Other Funds Portion	\$ 1,400	<1%	\$ -	\$ -	\$ -
Funding Sources					
Program Revenues	\$ 307,250	48%	\$ 224,460	\$ 269,000	\$ 335,497
Funding from General Revenues:					
Estimated Resident Generated	\$ 116,198	18%	\$ 109,792	\$ 84,550	\$ 84,944
Estimated Visitor Generated	\$ 215,797	34%	\$ 203,899	\$ 157,021	\$ 157,753
Employee Time Allocation (FTEs) (Budgeted)	3.68		3.18		4.75

The Building Safety program is responsible for issuing all residential and commercial building permits in accordance with the adopted and amended building codes. This work includes processing and reviewing construction plans, conducting inspections for the work allowed under these permits and coordinating this work with several other departments. Building Safety also partially or wholly processes applications and payments for off-premise signs, temporary signs, liquor licenses, wastewater permits, and right-of-way permits.

Building Safety strives to be a partner in the permit and building process by fostering a culture that is helpful, approachable and knowledgeable. It remains our goal to provide effective, fair and consistent reviews and inspections on a timely basis and within mandated timeframes.

In an effort to promote higher quality development, Building Safety has increased its expectations and requirements for more complete plan submittals. Making these changes requires staff to invest additional time and effort in customer education and more thorough and comprehensive review. In the short-term this has resulted in a high number of corrections issued and plan resubmittals received. Additionally, the raised expectations of compliance have created longer review and inspection times, along with a large number of meetings and consultations to inform and educate applicants, designers, architects and contractors on code and correction requirements. The number of reinspections will also continue to be high as the raised level of compliance with the City codes and the approved plans initially result in more failed inspections. Over time, however, the development community will become accustomed to working within the framework of higher standards, and the community as a whole will be safer and better built. This level of enforcement is expected to continue in part due to a greater emphasis on in-house and off-site training in order to raise the knowledge and abilities of staff.

Staff consists of the Chief Building Official, Building Inspector and two Permit Technicians, both of whom are being trained to elevate their roles in the plan review and inspection processes to help alleviate current pressures in these areas. Fiscal year 2019-20 will likely see the construction of multiple lodging, single family residential and multi-family residential development projects.

A portion of the program costs is allocated to the Information Technology Internal Service Fund for technology costs not managed by the Information Technology Department.

COMMUNITY DEVELOPMENT – Building Safety

continued

FY 2019 Accomplishments

City Plan Land Use, Housing, and Growth Goal – Grow only within currently established residential and commercial limits:

- * Restructured the Building Safety Division to create and fill two Permit Technician positions when the department was unable to fill its Plans Examiner Position.
- * Created an in-house training program for the Permit Technician positions to raise their level of knowledge and understanding of the codes so as to be able to perform increasingly more complicated plan reviews and inspections. (The Permit Technicians currently review all Tenant Occupancy and Fence permits.)
- * Created a program to address and close the hundreds of open and expired permits going back more than 10 years.

City Plan Land Use, Housing, and Growth Goal – Ensure harmony between the built and natural environments:

- * Created a cooperative partnership with the Sedona Fire District including the establishment of monthly coordination meetings.
- * Fostered relationships and connections with agencies, community groups, the business community, the Chamber of Commerce and the Sustainability Alliance.
- * Worked with the ICC Permit Tech Committee to sponsor and host their quarterly meeting in Sedona in June, 2019.
- * Started a long process of working with and coordinating educational, community, industry and code organizations to foster awareness, desire and growth in employment in the construction and municipal inspector/plans examiner positions. (The average age of the workforce in these positions is well over 40 years, and new recruits have been on a steady decline.)

Overall City Value – Good Governance:

- * Consistently met the mandated plan review time frames set within Senate Bill SB1598.
- * Created a plan review checklist to promote and maintain consistent reviews.

Council Priority – Building Code Update:

- * Have initiated the Building Code update with a goal of bringing forth the updates to Council summer 2019. Final adoption may carry over to FY 2020. The new codes will include an energy code and certain allowances for green and sustainable building practices, additional provisions for tiny homes and a property maintenance code to help Code Enforcement better address complaints and violations.

FY 2020 Objectives

Overall City Value – Good Governance:

- * Continue to conduct reviews of all residential and commercial building permit applications within the mandated timeframes.
- * Participate in an ISO evaluation with a goal of obtaining a department rating of five or less while also identifying areas for future improvement.
- * Continue the in-house training of the Permit Technicians to increase their ability to perform increasingly more involved plan reviews and inspections.
- * Promote the need and provide the resources for staff to expand their knowledge base and expertise by pursuing national building safety certifications.

City Plan Land Use, Housing, and Growth Goal – Ensure harmony between the built and natural environments:

- * Coordinate plan reviews and inspections with the Sedona Fire District to provide a more efficient and seamless process for the customer in obtaining their final inspection approval and/or Certificates of Occupancy.
- * Update 2005/2006 building codes to 2018 I-Codes and 2017 National Electrical Codes, incorporating certain new requirements to support sustainable building practices.
- * Identify and pursue opportunities for engagement with and education of the contractor and development community regarding updated building codes due to be adopted in FY 2020.
- * Conduct a review of all permit packets and information and revise as necessary in an attempt to make them easier to understand and complete for the customer.

COMMUNITY DEVELOPMENT – Building Safety

continued

WORKLOAD INDICATORS	FY20 Projection	FY19 Projection	FY19 Estimate	FY18 Actual	FY17 Actual
Single-family building permits - new construction	41	25	46	43	45
Single-family permits - new construction - Total valuation	\$18,500,000	N/A	\$21,500,000	\$17,859,460	\$21,517,400
Single-family building permits - remodel/rehab	90	95	90	96	113
Single-family permits - remodel/rehab - Total valuation	\$5,000,000	N/A	\$5,300,000	\$4,820,006	\$6,585,226
Commercial building permits - new construction	4	2	6	1	3
Commercial building permits, new construction - Total valuation	\$7,000,000	N/A	\$8,000,000	\$550,000	\$938,000
Commercial building permits - remodel/rehab	40	90	40	50	93
Commercial building permits - remodel/rehab - Total valuation	\$2,000,000	N/A	\$1,500,000	\$3,436,781	\$3,551,700
Manufactured Homes building permits	4	3	7	2	3
Manufactured Homes building permits - Total valuation	\$400,000	N/A	\$600,000	\$95,000	\$283,000
Photovoltaic building permits	50	50	50	68	67
Photovoltaic building permits - Total valuation	\$1,200,000	N/A	\$1,200,000	\$1,584,881	\$1,219,833
Tenant Occupancy permits (CofOs)	100	80	100	105	107
Miscellaneous permits (sheds, decks, fences, pools, etc.)	180	150	200	163	198
Miscellaneous permits - Total valuation	\$850,000	N/A	\$950,000	\$1,322,492	N/A
Off-premise Sign permits	80	N/A	84	75	N/A
Temporary Sign permits	90	N/A	90	68	N/A
Right-of-Way permits	55	N/A	57	51	N/A
Wastewater permits	8	N/A	7	10	N/A
Liquor licenses	77	N/A	82	59	N/A
Inspections	4,500	4,800	4,600	4,085	4,515

Overall City Value - Good Governance:

PERFORMANCE MEASURES	Benchmark	FY20 Target	FY19 Target	FY19 Estimate	FY18 Actual	FY17 Actual
Initial plan review: Timeframe in days - Residential permits		10	7	11	6.3	N/A
Initial plan review: Timeframe in days - Residential Alterations		7.0	N/A	6.5	6.1	N/A
Initial plan review: Timeframe in days - Commercial permits		17	21	17	21	N/A
Initial plan review: Timeframe in days - Photovoltaic		7	7	6.5	7	N/A
Initial plan review: Timeframe in days - Tenant Occupancy		4	5	3.6	3.6	N/A
Initial plan review: Timeframe in days - Tenant Improvements		7	5	7.2	4.0	N/A
Initial plan review: Timeframe in days - Miscellaneous permits		3	5	2.4	3.1	N/A
Internal Survey: Applicants rating overall customer service as good or excellent		90%	N/A	90%	N/A	N/A

COMMUNITY DEVELOPMENT – Code Enforcement

BUDGET SUMMARY	FY2020 Budget	% of FY2020 Budget	FY2019 Budget	FY2019 Estimate	FY2018 Actual
Program Expenditures					
Personnel Services	\$ 173,500	44%	\$ 185,030	\$ 181,000	\$ 197,708
Supplies & Services	25,550	6%	36,350	35,230	5,960
Subtotal Direct Costs	\$ 199,050	50%	\$ 221,380	\$ 216,230	\$ 203,668
Internal Charges	197,920	50%	187,230	167,300	152,324
Total Expenditures	\$ 396,970	100%	\$ 408,610	\$ 383,530	\$ 355,992
Expenditures by Fund					
General Fund Portion	\$ 395,570	100%	\$ 408,610	\$ 383,530	\$ 355,992
Other Funds Portion	\$ 1,400	<1%	\$ -	\$ -	\$ -
Funding Sources					
Funding from General Revenues:					
Estimated Resident Generated	\$ 138,940	35%	\$ 143,014	\$ 134,236	\$ 124,597
Estimated Visitor Generated	\$ 258,031	65%	\$ 265,597	\$ 249,295	\$ 231,395
Employee Time Allocation (FTEs) (Budgeted)	2.20		2.45		2.42

The Code Enforcement program is responsible for the enforcement of City codes regulating land use matters; public nuisances; public health, safety and welfare issues; building standards; and other City ordinances and ensuring compliance in a timely manner within the limits of the law. Code enforcement activities are important for accomplishing community goals such as protecting property values and the natural environment.

Although the number of cases has remained relatively stable over the last few years, the complexity of some types has grown. The advent of legalized short-term vacation rentals has resulted in increases in two primary areas. First, property owners are modifying their homes without proper approvals, permits, and/or licensed contractors. Secondly, there have been a number of illegal conversions of non-habitable space into long-term living space (crawl space, sheds, etc.). Some of the most common code cases include outside storage, unsightly properties, overgrown weeds, exterior lighting, illegal signs, and noise violations. One code case spanning a number of years reached a successful conclusion in the Arizona Court of Appeals upholding the City's position.

A portion of the program costs is allocated to the Information Technology Internal Service Fund for technology costs not managed by the Information Technology Department.

FY 2019 Accomplishments

Community Plan Land Use, Housing, and Growth Goal - Ensure harmony between the built and natural environments:

- * Maintained a cooperative working relationship with the Sedona Police Department related to off-hour code enforcement issues.

Community Plan Land Use, Housing, and Growth Goal - Create mixed-use walkable districts:

- * Participated in the Land Development Code Update to ensure enforceability of the Code.
- * Attempted to foster a spirit of coexistence between business owners and street performers in the Uptown area.

Council Priority - Monitor Short-Term Rentals:

- * Proactively worked with property managers of short-term vacation rentals to ensure voluntary compliance with City codes.

FY 2020 Objectives

Overall City Value - Good Governance:

- * Identify key issue areas within the community and develop materials or other communication strategies to enhance education for residents, businesses, and property owners.

Overall City Value - Public Safety:

- * Provide proactive weed enforcement to ensure properties are maintained free of nuisances and fire hazards.

Community Plan Land Use, Housing, and Growth Goal - Ensure harmony between the built and natural environments:

- * Provide code enforcement efforts that promote voluntary compliance and effect prompt correction of notices of violation.
- * Provide proactive off-premises sign enforcement.
- * Evaluate the International Property Maintenance Code (IPMC) for applicability within the City of Sedona and bring forward recommendations for adoption of that or other new/additional codes that could assist in addressing general property maintenance throughout the community.

COMMUNITY DEVELOPMENT – Code Enforcement
continued

WORKLOAD INDICATORS	FY20 Projection	FY19 Projection	FY19 Estimate	FY18 Actual	FY17 Actual
Total code cases/investigations	410	442	375	435	423
Cases resolved through voluntary compliance	175	200	160	186	218
Cases resolved through forced compliance	2	2	2	5	3
Cases unsubstantiated	82	110	75	87	90
Cases closed/miscellaneous	151	130	138	157	112

Overall City Value - Good Governance:

PERFORMANCE MEASURES	Benchmark	FY20 Target	FY19 Target	FY19 Estimate	FY18 Actual	FY17 Actual
Average days from complaint to first investigation		1	1	1.5	1	N/A
Average days from investigation to voluntary compliance		40	N/A	45	39	N/A
Average days from investigation to transfer to court		80	N/A	90	71	N/A

COMMUNITY DEVELOPMENT – Historic Preservation Commission

BUDGET SUMMARY	FY2020 Budget	% of FY2020 Budget	FY2019 Budget	FY2019 Estimate	FY2018 Actual
Program Expenditures					
Personnel Services	\$ 33,680	66%	\$ 35,280	\$ 35,120	\$ 50,830
Supplies & Services	4,200	8%	4,200	4,200	2,580
Subtotal Direct Costs	\$ 37,880	75%	\$ 39,480	\$ 39,320	\$ 53,410
Internal Charges	12,770	25%	12,650	12,000	14,102
Total Expenditures	\$ 50,650	100%	\$ 52,130	\$ 51,320	\$ 67,512
Expenditures by Fund					
General Fund Portion	\$ 50,650	100%	\$ 52,130	\$ 51,320	\$ 67,512
Funding Sources					
Funding from General Revenues:					
Estimated Resident Generated	\$ 17,728	35%	\$ 18,246	\$ 17,962	\$ 23,629
Estimated Visitor Generated	\$ 32,923	65%	\$ 33,885	\$ 33,358	\$ 43,883
Employee Time Allocation (FTEs) (Budgeted)	0.30		0.35		0.47

The Historic Preservation Commission is comprised of seven members appointed by the City Council. The Commission was created in 1998 as a working Commission and was allocated 20% of one full-time employee's time. However, the amount of staff time dedicated is now approximately twice the original 20% allocation. The purpose of the Commission is to:

- * Conduct hearings relative to the identification and preservation of landmarks representing distinctive elements of Sedona's historic, archeological, and cultural history.
- * Identify and preserve the historic resources that represent distinctive elements of Sedona's historic, archeological, architectural, and cultural heritage.
- * Promote the use and adaptive reuse of historic resources for the education, pleasure, and welfare of the people of the community.
- * Foster civic pride in the accomplishments of indigenous people, pioneers, artists, and others of the past.
- * Protect and enhance Sedona's attractiveness as a destination to visitors and the economic benefit incurred through tourism.
- * Stabilize and improve property values of restored, renovated, rehabilitated, and protected historic resources.
- * Provide incentives where appropriate for restoration by owners of landmarks or historic resources.
- * Provide standards for restoration and adaptive reuse of designated historic resources and new construction within Historic Districts.

FY 2019 Accomplishments

Community Plan Community Goal - Preserve and celebrate the community's history:

- * Participated in the conversion of Article 15 into the format of the new Land Development Code.
- * Landmark Properties Appreciation Open House and Historic Preservation Month event held at Sedona Art Barn: May 2019.
- * Created a Historic Resource Recognition Program.
- * Supported the effort to designate Route 66 a National Historic Trail with the assistance of Council.

FY 2020 Objectives

Community Plan Community Goal - Preserve and celebrate the community's history:

- * Review the Historic Landmark Information and Historic Resource Survey for possible update.
- * Designate and recognize a historic resource through the Historic Resource Recognition Program.
- * Assist the City in implementing USFS Ranger Station (Brewer Road) Master Plan.
- * Prepare an Annual Report for State Historic Preservation Office.
- * Host a Historic Preservation appreciation event in May 2020.
- * Update the Historic Uptown Sedona Walking Tour Guide brochure.

WORKLOAD INDICATORS	FY20 Projection	FY19 Projection	FY19 Estimate	FY18 Actual	FY17 Actual
Public meetings	5	4	5	5	8
New landmarked properties	1	1	0	0	0
Civic pride/education events	1	1	1	1	1
Certificates of appropriateness issued	1	1	1	0	0
Certificate of No Effect	4	4	4	3	6
Historic Recognition Awards issued	1	1	1	0	0
Educational training exercises (Commissioners)	1	1	1	1	1

COMMUNITY DEVELOPMENT – Community Plan

BUDGET SUMMARY	FY2020 Budget	% of FY2020 Budget	FY2019 Budget	FY2019 Estimate	FY2018 Actual
Program Expenditures					
Personnel Services	\$ 162,220	63%	\$ 141,740	\$ 137,910	\$ 195,147
Supplies & Services	22,250	9%	23,500	22,500	11,167
Subtotal Direct Costs	\$ 184,470	72%	\$ 165,240	\$ 160,410	\$ 206,314
Internal Charges	71,710	28%	68,140	64,000	60,493
Total Expenditures	\$ 256,180	100%	\$ 233,380	\$ 224,410	\$ 266,807
Expenditures by Fund					
General Fund Portion	\$ 256,180	100%	\$ 233,380	\$ 224,410	\$ 266,807
Funding Sources					
Funding from General Revenues:					
Estimated Resident Generated	\$ 89,663	35%	\$ 81,683	\$ 78,544	\$ 93,382
Estimated Visitor Generated	\$ 166,517	65%	\$ 151,697	\$ 145,867	\$ 173,424
Employee Time Allocation (FTEs) (Budgeted)	1.55		1.46		2.02

The Sedona Community Plan (Plan) is an expression of Sedona citizens' vision of their community and is the City's "general plan" required by the State of Arizona. The Plan proposes desired conditions for the future of the community. It is intended to guide future growth, not to regulate it. Ongoing functions related to the Community Plan include implementation of identified goals and strategies, specific planning efforts (Community Focus Areas or CFAs), and minor and major amendments to the Plan.

FY 2019 Accomplishments

Council Priority - Community Focus Area Plans Development:

- * Uptown CFA which will comprise three CFAs; initiated.
- * Sunset CFA; before Council for action.
- * Initiated the process to create a Sedona Bike and Pedestrian Plan
- * Completed pedestrian wayfinding maps/kiosks design and placement plan for Uptown, to be installed late spring/summer 2019.

FY 2020 Objectives

Overall City Value - Good Governance:

- * Recommend modifications to the criteria for major amendments to the Community Plan that can enhance customer service and create efficiency in amendment process requirements.

Council Priority - Community Focus Area Plans Development:

- * CFA planning efforts: initiate other identified areas (Dry Creek, Coffeepot).
- * Conduct extensive stakeholder and public outreach activities for the development of the Uptown CFA
- * Facilitate parking garage needs analysis and siting study process for the Uptown area, in conjunction with the CFA work

WORKLOAD INDICATORS	FY20 Projection	FY19 Projection	FY19 Estimate	FY18 Actual	FY17 Actual
Public meetings (CFAs)	8	N/A	3	2	8
Work group meetings (CFAs)	18	N/A	6	2	18
Planning and Zoning Commission meetings (CFAs and Community Plan Amendments)	4	N/A	2	5	6
City Council meetings (CFAs and Community Plan Amendments)	4	N/A	1	5	6

COMMUNITY DEVELOPMENT – Housing

BUDGET SUMMARY	FY2020 Budget	% of FY2020 Budget	FY2019 Budget	FY2019 Estimate	FY2018 Actual
Program Expenditures					
Supplies & Services	-	0%	38,380	38,380	86,928
Capital & Debt Service	330,000	100%	-	-	-
Total Expenditures	\$ 330,000	100%	\$ 38,380	\$ 38,380	\$ 86,928
Expenditures by Fund					
Other Funds Portion	\$ 330,000	100%	\$ 38,380	\$ 38,380	\$ 86,928
Funding Sources					
Program Revenues	\$ 330,000	100%	\$ 38,380	\$ 38,380	\$ 86,928
Employee Time Allocation (FTEs) (Budgeted)	0.00		0.00		0.00

Housing is a program area identified as one of the City Council's current priorities and is intended to better understand existing housing conditions, explore options for the expansion and preservation of affordable homeownership and rental opportunities in Sedona; provide provisions for access to safe, decent, affordable housing; and encourage public-private partnerships in the development and creation of affordable housing.

FY 2019 Accomplishments

Council Priority - Affordable Housing:

- * Participated in a, grassroots citizens group working on housing issues.
- * Hosted a regional Affordable Housing and Community Development Tools seminar in Sedona.
- * Contributed funding to support Habitat for Humanity in the creation of three owner-occupied affordable housing units in Sedona.
- * Adopted a new Land Development Code containing several provisions to encourage affordable housing, such as the dwelling unit equivalency for smaller units, waiving density limits for qualifying affordable units, and allowing multi-family to be built in commercial and industrial zoning.

FY 2020 Objectives

Council Priority - Affordable Housing:

- * Continue to provide staff support to the grassroots citizens group on related housing issues.
- * Review the Development Incentives and Guidelines for Affordable Housing policy for potential update.
- * Create a Housing Report providing background information, identified issues, and possible strategies.
- * If funded, create housing baseline report including housing, inventory, availability, rents and housing costs, salaries, etc. as well as the impacts of short-term vacation rentals on the long-term rental market.
- * Identify key housing issues and needs and possible solutions.
- * Partner where appropriate in the creation and preservation of more affordable housing options.

Council Priority - Affordable Housing:

PERFORMANCE MEASURES	Benchmark	FY20 Target	FY19 Target	FY19 Estimate	FY18 Actual	FY17 Actual
Housing Investment: Affordable housing projects assisted with housing funds		1	1	1	N/A	N/A
Housing Production: New affordable housing units		3	3	0	N/A	N/A

COMMUNITY DEVELOPMENT
Continued

EXPENDITURE SUMMARY

Cost Category	FY2020 Budget	FY2019 Budget	FY2019 Est. Actuals	FY2018 Actuals	Explanation of Changes
General Fund					
10-5310-01 - Administration					
Personnel (ongoing)	\$184,740	\$135,390	\$131,390	\$0	Budget Increase: Reallocated costs
Supplies & Services (ongoing)	\$8,600	\$8,975	\$6,400	\$0	
Direct Costs (Ongoing) Subtotal	\$193,340	\$144,365	\$137,790	\$0	
Internal Charges	\$89,520	\$45,260	\$43,740	\$0	Budget Increase: Purchase of one-time IT equipment and change in allocation of Finance costs
Administration Total	\$282,860	\$189,625	\$181,530	\$0	
10-5310-31 - Planning					
Personnel (ongoing)	\$366,750	\$426,040	\$421,480	\$406,437	Budget Decrease: Reallocated costs and restructure
Supplies & Services (ongoing)	\$50,825	\$51,734	\$38,725	\$171,180	
Direct Costs (Ongoing) Subtotal	\$417,575	\$477,774	\$460,205	\$577,617	
Internal Charges	\$205,170	\$203,050	\$186,990	\$173,969	
Ongoing Total	\$622,745	\$680,824	\$647,195	\$751,586	
Supplies & Services (one-time)	\$0	\$117,500	\$117,500	\$0	
One-Time Total	\$0	\$117,500	\$117,500	\$0	
Planning Total	\$622,745	\$798,324	\$764,695	\$751,586	
10-5310-32 - Building Safety					
Personnel (ongoing)	\$335,700	\$291,660	\$285,490	\$359,512	Budget Increase: Reallocated costs
Supplies & Services (ongoing)	\$121,095	\$76,230	\$63,650	\$61,195	Budget Increase: Outsourced plan reviews Current Year Under Budget: Budget increase for outsourced plan reviews
Direct Costs (Ongoing) Subtotal	\$456,795	\$367,890	\$349,140	\$420,707	
Internal Charges	\$175,350	\$169,260	\$160,430	\$155,914	
Ongoing Total	\$632,145	\$537,150	\$509,570	\$576,621	
Supplies & Services (one-time)	\$0	\$1,000	\$1,000	\$0	
Capital & Debt Service	\$5,700	\$0	\$0	\$1,574	
One-Time Total	\$5,700	\$1,000	\$1,000	\$1,574	0
Building Safety Total	\$637,845	\$538,150	\$510,570	\$578,195	0

COMMUNITY DEVELOPMENT
Continued

EXPENDITURE SUMMARY

Cost Category	FY2020 Budget	FY2019 Budget	FY2019 Est. Actuals	FY2018 Actuals	Explanation of Changes
10-5310-33 - Code Enforcement					
Personnel (ongoing)	\$173,500	\$185,030	\$181,000	\$197,708	
Supplies & Services (ongoing)	\$24,150	\$34,350	\$33,230	\$5,960	Budget Decrease: Moved Tech costs to 60-5310-01 and 60-5310-33
Direct Costs (Ongoing) Subtotal	\$197,650	\$219,380	\$214,230	\$203,668	
Internal Charges	\$197,920	\$187,230	\$167,300	\$152,324	
Ongoing Total	\$395,570	\$406,610	\$381,530	\$355,992	
Supplies & Services (one-time)	\$0	\$2,000	\$2,000	\$0	
Code Enforcement Total	\$395,570	\$408,610	\$383,530	\$355,992	
10-5310-62 - Historic Preservation Commission					
Personnel (ongoing)	\$33,680	\$35,280	\$35,120	\$50,830	
Supplies & Services (ongoing)	\$4,200	\$4,200	\$4,200	\$2,580	
Direct Costs (Ongoing) Subtotal	\$37,880	\$39,480	\$39,320	\$53,410	
Internal Charges	\$12,770	\$12,650	\$12,000	\$14,102	
Historic Preservation Commission Total	\$50,650	\$52,130	\$51,320	\$67,512	
10-5310-67 - Community Plan					
Personnel (ongoing)	\$162,220	\$141,740	\$137,910	\$195,147	Budget Increase: Reallocated costs
Supplies & Services (ongoing)	\$22,250	\$16,500	\$15,500	\$11,167	Budget Increase: Illustrations/drawings for CFA plans moved from one-time
Direct Costs (Ongoing) Subtotal	\$184,470	\$158,240	\$153,410	\$206,314	
Internal Charges	\$71,710	\$68,140	\$64,000	\$60,493	
Supplies & Services (one-time)	\$0	\$7,000	\$7,000	\$0	
Community Plan Total	\$256,180	\$233,380	\$224,410	\$266,807	

COMMUNITY DEVELOPMENT
Continued

EXPENDITURE SUMMARY

Cost Category	FY2020 Budget	FY2019 Budget	FY2019 Est. Actuals	FY2018 Actuals	Explanation of Changes
General Fund Totals					
Personnel Subtotal	\$1,256,590	\$1,215,140	\$1,192,390	\$1,209,634	
Supplies & Services (Ongoing) Subtotal	\$231,120	\$191,989	\$161,705	\$252,082	
Direct Costs (Ongoing) Subtotal	\$1,487,710	\$1,407,129	\$1,354,095	\$1,461,716	
Internal Charges Subtotal	\$752,440	\$685,590	\$634,460	\$556,802	
Ongoing Subtotal	\$2,240,150	\$2,092,719	\$1,988,555	\$2,018,518	
Supplies & Services (One-Time) Subtotal	\$0	\$127,500	\$127,500	\$0	
Capital & Debt Service	\$5,700	\$0	\$0	\$1,574	
One-Time Subtotal	\$5,700	\$127,500	\$127,500	\$1,574	
General Fund Total	\$2,245,850	\$2,220,219	\$2,116,055	\$2,020,092	
Affordable Housing Fund					
12-5310-59 - Administration					
Supplies & Services (ongoing)	\$0	\$38,380	\$38,380	\$0	
Administration Total	\$0	\$38,380	\$38,380	\$0	
Operating Grants Fund					
16-5310-59 - Housing					
Supplies & Services (ongoing)	\$0	\$0	\$0	\$86,928	
Capital & Debt Service	\$330,000	\$0	\$0	\$0	Budget Increase: CDBG grant
Housing Total	\$330,000	\$0	\$0	\$86,928	
Info Tech Internal Service Fund					
60-5310-01 - Administration					
Supplies & Services (ongoing)	\$20,000	\$0	\$0	\$0	Budget Increase: Moved Tech costs to IT Fund
Administration Total	\$20,000	\$0	\$0	\$0	
60-5310-32 - Building Safety					
Supplies & Services (ongoing)	\$1,400	\$0	\$0	\$0	Budget Increase: Moved Tech costs to IT Fund
Building Safety Total	\$1,400	\$0	\$0	\$0	
60-5310-33 - Code Enforcement					
Supplies & Services (ongoing)	\$1,400	\$0	\$0	\$0	Budget Increase: Moved Tech costs to IT Fund
Code Enforcement Total	\$1,400	\$0	\$0	\$0	

COMMUNITY DEVELOPMENT
Continued

EXPENDITURE SUMMARY

Cost Category	FY2020 Budget	FY2019 Budget	FY2019 Est. Actuals	FY2018 Actuals	Explanation of Changes
Info Tech Internal Service Fund Totals					
Supplies & Services (Ongoing) Subtotal	\$22,800	\$0	\$0	\$0	
Info Tech Internal Service Fund Total	\$22,800	\$0	\$0	\$0	
Grand Totals					
Personnel (Ongoing) Subtotal	\$1,256,590	\$1,215,140	\$1,192,390	\$1,209,634	
Supplies & Services (Ongoing) Subtotal	\$253,920	\$230,369	\$200,085	\$339,010	
Direct Costs (Ongoing) Subtotal	\$1,510,510	\$1,445,509	\$1,392,475	\$1,548,644	
Internal Charges Subtotal	\$752,440	\$685,590	\$634,460	\$556,802	
Ongoing Subtotal	\$2,262,950	\$2,131,099	\$2,026,935	\$2,105,446	
Supplies & Services (One-Time) Subtotal	\$0	\$127,500	\$127,500	\$0	
Capital & Debt Service Subtotal	\$335,700	\$0	\$0	\$1,574	
One-Time Subtotal	\$335,700	\$127,500	\$127,500	\$1,574	
Grand Total	\$2,598,650	\$2,258,599	\$2,154,435	\$2,107,020	



COMMUNITY DEVELOPMENT
Continued

POSITIONS SUMMARY

Position	FY20 FTE	FY19 FTE	FY18 FTE	FY17 FTE
Administrative Assistant	1.00	1.00	1.00	1.00
Assist City Manager/Dir of Community Develop	0.60	0.00	0.00	0.00
Assistant Community Development Director	1.00	1.00	1.00	0.00
Assistant Planner	0.00	0.00	2.00	2.00
Associate Planner	1.00	1.00	0.00	0.00
Building Inspector	1.00	1.00	1.00	1.00
Building Permit Technician	0.30	0.00	0.00	0.00
Building Permits Technician	1.70	2.00	0.00	0.00
Chief Building Official	1.00	1.00	1.00	1.00
Code Enforcement Officer	1.00	1.00	1.00	1.00
Development Services Representative	0.00	0.00	1.00	1.00
Director of Community Development	0.00	1.00	1.00	1.00
Plans Examiner	0.00	0.00	1.00	1.00
Principal Planner	0.00	0.00	0.00	1.00
Senior Code Enforcement Officer	1.00	1.00	1.00	1.00
Senior Planner	3.00	3.00	3.00	3.00
Temporary City Employee ⁽¹⁾	0.24	0.24	0.08	0.00
Total	12.84	13.24	14.08	14.00

ALLOCATIONS SUMMARY

Position	Org Description	FY20 FTE	FY19 FTE	FY18 FTE	FY17 FTE
General Fund					
10-5310-01	Administration	1.25	1.20	0.00	0.00
10-5310-31	Planning	3.86	3.28	2.99	2.15
10-5310-32	Building Safety	3.68	3.18	4.74	4.80
10-5310-33	Code Enforcement	2.20	2.45	2.41	2.25
10-5310-62	Historic Preservation Commission ⁽²⁾	0.30	0.35	0.47	0.40
10-5310-67	Community Plan	1.55	1.46	2.02	2.90
10-5310-71	Planning & Zoning Commission ⁽²⁾	0.00	1.32	1.45	1.50
General Fund Total		12.84	13.24	14.08	14.00

Position	Org Description	FY20 FTE	FY19 FTE	FY18 FTE	FY17 FTE
Wastewater Enterprise Fund					
Wastewater Enterprise Fund Total		0.00	0.00	0.00	0.00
Grand Total		12.84	13.24	14.08	14.00

(1) Temporary position.

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

PUBLIC WORKS

Mission Statement

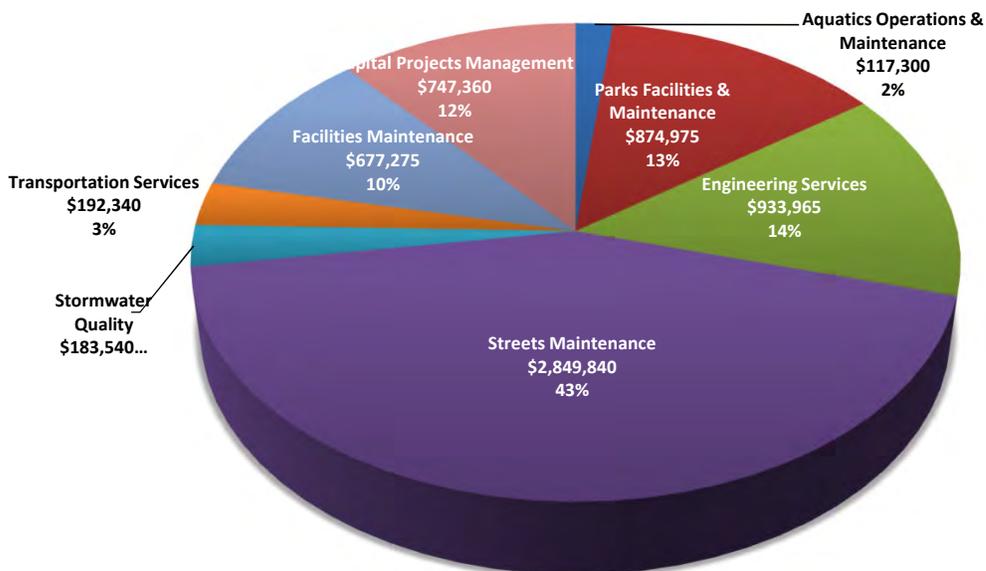
Providing a safe and enjoyable experience through cost effective, quality infrastructure and services.

Description

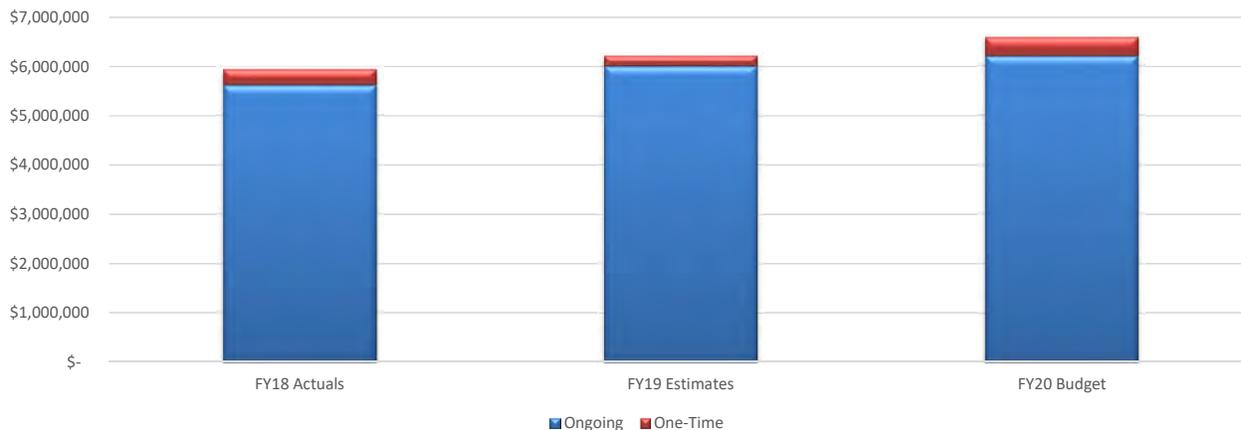
The main program areas and the services included in the Public Works Department are:

- * Engineering Services - Administrative services, office support and supplies, development review, staff training, and general professional services.
- * Streets Maintenance - Streets rehabilitation, pavement preservation, equipment and machinery operation and maintenance, utilities, landscaping, right-of-way maintenance, traffic control, drainage maintenance and multi-modal facility maintenance in the public right-of-way.
- * Facilities Maintenance - Maintenance of City buildings, service contracts, facility utilities, and facility improvements.
- * Parks Maintenance - Maintenance of parks grounds, equipment and machinery, service contracts, and utilities.
- * Aquatics Maintenance - Maintenance of community pool.
- * Stormwater Quality - Stormwater quality permit fees, professional services, and public outreach.
- * Capital Projects Management - Personnel management of capital improvement projects.
- * Transportation Services - Traffic control aid support for congestion relief traffic control operations.

FY 2020 PROGRAM EXPENDITURES: \$6,576,595



FY 2018 - FY 2020 ONGOING VS. ONE-TIME EXPENDITURES



PUBLIC WORKS – Sustainability

BUDGET SUMMARY	FY2020 Budget	% of FY2020 Budget	FY2019 Budget	FY2019 Estimate	FY2018 Actual
Program Expenditures					
Supplies & Services	\$ -	0%	\$ 55,000	\$ 47,500	\$ -
Subtotal Direct Costs	\$ -	0%	\$ 55,000	\$ 47,500	\$ -
Internal Charges	-	0%	2,750	2,550	-
Total Expenditures	\$ -	0%	\$ 57,750	\$ 50,050	\$ -
Expenditures by Fund					
General Fund Portion	\$ -	0%	\$ 57,750	\$ 50,050	\$ -
Funding Sources					
Funding from General Revenues:					
Estimated Resident Generated	\$ -	0%	\$ 20,213	\$ 17,518	\$ -
Estimated Visitor Generated	\$ -	0%	\$ 37,538	\$ 32,533	\$ -
Employee Time Allocation (FTEs) (Budgeted)	0.00		0.00		0.00

The Sustainability program includes the agreement with the U.S. Forest Service for trails maintenance (Adopt-a-Trail program) and the support of the Oak Creek Watershed Council.

The costs associated with the U.S. Forest Service trails maintenance were recorded in the Parks Facilities and Maintenance program prior to fiscal year 2018-19. The costs associated with the Oak Creek Watershed Council were recorded in the Stormwater Quality program prior to fiscal year 2018-19. Both of these items are budgeted in the City Manager's Office Sustainability program for fiscal year 2019-20.

FY 2019 Accomplishments

Council Priority - Environmental Sustainability:

- * Continued participation in Oak Creek Watershed Council.
- * Provided annual financial assistance to the U.S. Forest Service for trails maintenance.

PUBLIC WORKS – Aquatics Operations & Maintenance

BUDGET SUMMARY	FY2020 Budget	% of FY2020 Budget	FY2019 Budget	FY2019 Estimate	FY2018 Actual
Program Expenditures					
Personnel Services	\$ 30,130	26%	\$ 12,310	\$ 12,260	\$ 11,568
Supplies & Services	35,400	30%	37,000	32,000	24,672
Capital & Debt Service	38,000	32%	26,500	18,500	6,631
Subtotal Direct Costs	\$ 103,530	88%	\$ 75,810	\$ 62,760	\$ 42,872
Internal Charges	13,770	12%	9,330	8,930	7,490
Total Expenditures	\$ 117,300	100%	\$ 85,140	\$ 71,690	\$ 50,362
Expenditures by Fund					
General Fund Portion	\$ 117,300	100%	\$ 85,140	\$ 71,690	\$ 50,362
Funding Sources					
Funding from General Revenues:					
Estimated Resident Generated	\$ 41,055	35%	\$ 29,799	\$ 25,092	\$ 17,627
Estimated Visitor Generated	\$ 76,245	65%	\$ 55,341	\$ 46,599	\$ 32,735
Employee Time Allocation (FTEs) (Budgeted)	0.50		0.20		0.20

The program accounts for the maintenance of the community pool.

FY 2019 Accomplishments

Community Plan Parks, Recreation, and Open Space Goal - Provide activities and amenities that allow for community interactions and encourage active and healthy lifestyles:

- * Maintained the level of maintenance to allow expansion of programming and participation, in events and rentals, for the public pool facility.
- * Completed repairs to the slide, slide gate, pool blanket reel, and pool light.
- * Replaced handrail covers, pool heater, lifeguard stands, fence at slide, and thermal cover and reel.

FY 2020 Objectives

Community Plan Parks, Recreation, and Open Space Goal - Provide activities and amenities that allow for community interactions and encourage active and healthy lifestyles:

- * Continue to build team effectiveness with the Parks and Recreation Department to provide a high level of service for maintenance of the public pool facility.

WORKLOAD INDICATORS	FY20 Projection	FY19 Projection	FY19 Estimate	FY18 Actual	FY17 Actual
Days staff responsible for facility	365	231	365	231	183
Attendance at lap swim and open swim	11,400	11,500	11,123	12,039	6,036

Community Plan Parks, Recreation, and Open Space Goal - Provide activities and amenities that allow for community interactions and encourage active and healthy lifestyles:

PERFORMANCE MEASURES	Benchmark	FY20 Target	FY19 Target	FY19 Estimate	FY18 Actual	FY17 Actual
Health inspections passed		100%	100%	80%	100%	100%

PUBLIC WORKS – Parks Facilities & Maintenance

BUDGET SUMMARY	FY2020 Budget	% of FY2020 Budget	FY2019 Budget	FY2019 Estimate	FY2018 Actual
Program Expenditures					
Personnel Services	\$ 261,390	30%	\$ 264,130	\$ 274,540	\$ 288,054
Supplies & Services	346,025	40%	341,800	311,800	276,783
Capital & Debt Service	44,400	5%	19,500	27,000	18,230
Subtotal Direct Costs	\$ 651,815	74%	\$ 625,430	\$ 613,340	\$ 583,066
Internal Charges	223,160	26%	310,150	295,830	302,662
Total Expenditures	\$ 874,975	100%	\$ 935,580	\$ 909,170	\$ 885,728
Expenditures by Fund					
General Fund Portion	\$ 871,775	100%	\$ 935,580	\$ 909,170	\$ 882,486
Other Funds Portion	\$ 3,200	<1%	\$ -	\$ -	\$ 3,243
Funding Sources					
Funding from General Revenues:					
Estimated Resident Generated	\$ 306,241	35%	\$ 327,453	\$ 318,210	\$ 310,005
Estimated Visitor Generated	\$ 568,734	65%	\$ 608,127	\$ 590,961	\$ 575,723
Employee Time Allocation (FTEs) (Budgeted)	4.18		4.28		4.45

This program accounts for maintenance of parks grounds, equipment and machinery, service contracts, and utilities.

A portion of the program costs is allocated to the Information Technology Internal Service Fund for technology costs not managed by the Information Technology Department.

FY 2019 Accomplishments

Community Plan Parks, Recreation, and Open Space Goal - Provide activities and amenities that allow for community interactions and encourage active and healthy lifestyles:

- * In-house projects completed in FY 2019 included the Ranger Station Park shared use path, Ranger Station Park sewer line, wetlands viewing pad, miscellaneous facilities projects, and pool water slide.
- * Continued to build in-house staff abilities. This has resulted in more projects being completed in-house during regular business hours, which is not reflected in the savings.
- * Maintained lawn area maintenance below \$7,000 per acre in FY 2019.

FY 2020 Objectives

Community Plan Parks, Recreation, and Open Space Goal - Provide activities and amenities that allow for community interactions and encourage active and healthy lifestyles:

- * Maintain lawn area maintenance below \$7,000 per acre in FY 2020.
- * Save \$70,000 or more due to completing in-house projects in FY 2020.
- * Continue to build in-house staff abilities.

WORKLOAD INDICATORS	FY20 Projection	FY19 Projection	FY19 Estimate	FY18 Actual	FY17 Actual
Parks lawn area acres	6.2	6.2	6.2	6.2	6.2
Parks maintained acres	72	72	72	72	72
Parks lawn area maintenance cost	\$40,800	\$25,600	\$39,800	\$42,880	\$18,400
Parks maintenance expenditure	\$670,000	N/A	\$650,000	\$630,577	\$461,237
In-house projects completed	8	8	10	6	6
In-house projects contractor bid amount	\$200,000	\$200,000	\$235,000	\$351,400	\$208,815
In-house projects actual cost	\$100,000	\$100,000	\$160,000	\$246,400	\$93,780

Community Plan Parks, Recreation, and Open Space Goal - Provide activities and amenities that allow for community interactions and encourage active and healthy lifestyles:

PERFORMANCE MEASURES	Benchmark	FY20 Target	FY19 Target	FY19 Estimate	FY18 Actual	FY17 Actual
Parks lawn area cost per acre		\$7,000	\$4,100	\$6,400	\$6,900	\$3,000
Savings due to in-house projects		\$100,000	\$100,000	\$75,000	\$105,000	\$115,000
Park maintenance expenditure per developed park acre (ICMA Benchmark 2016-2018)	\$5,294 (all) / \$10,120 (cities under 30,000 pop.)	\$9,305	\$8,128	\$9,027	\$8,758	\$6,406



PUBLIC WORKS – Engineering Services

BUDGET SUMMARY	FY2020 Budget	% of FY2020 Budget	FY2019 Budget	FY2019 Estimate	FY2018 Actual
Program Expenditures					
Personnel Services	\$ 641,160	69%	\$ 621,870	\$ 615,340	\$ 648,896
Supplies & Services	65,025	7%	64,750	58,250	78,182
Capital & Debt Service	6,600	1%	-	-	-
Subtotal Direct Costs	\$ 712,785	76%	\$ 686,620	\$ 673,590	\$ 727,078
Internal Charges	221,180	24%	227,080	205,630	250,801
Total Expenditures	\$ 933,965	100%	\$ 913,700	\$ 879,220	\$ 977,879
Expenditures by Fund					
General Fund Portion	\$ 634,355	68%	\$ 627,250	\$ 605,030	\$ 687,253
Wastewater Fund Portion	\$ 297,760	32%	\$ 286,450	\$ 274,190	\$ 290,627
Other Funds Portion	\$ 1,850	<1%	\$ -	\$ -	\$ -
Funding Sources					
Program Revenues	\$ 297,760	32%	\$ 286,450	\$ 274,190	\$ 290,627
Funding from General Revenues:					
Estimated Resident Generated	\$ 222,672	24%	\$ 219,538	\$ 211,761	\$ 240,538
Estimated Visitor Generated	\$ 413,533	44%	\$ 407,713	\$ 393,270	\$ 446,714
Employee Time Allocation (FTEs) (Budgeted)	6.85		6.85		7.56

The Engineering Services program is responsible for administrative services, office support and supplies, development review, staff training, and general professional services.

A portion of the Engineering Services program is allocated to the Wastewater Enterprise Fund and represents the Fund's share of the cost for support services. In addition, a portion of the program costs is allocated to the Information Technology Internal Service Fund for technology costs not managed by the Information Technology Department.

FY 2019 Accomplishments

Overall City Value - Good Governance:

- * Maintained service in this program area, with the increase in projects and overall development.

Overall City Value - Fiscal Sustainability:

- * Continue to support the review and update of Development Impact Fees.

FY 2020 Objectives

Overall City Value - Good Governance:

- * Continue to build team effectiveness with the Community Development Department to provide a high level of service for development services support.

Council Priority - Land Development Code Update:

- * Continue to support the review and update of the LDC with the Community Development Department.

Council Priority - Community Focus Area Plans Development:

- * Continue to support development of Community Focus Areas with the Community Development Department.

WORKLOAD INDICATORS	FY20 Projection	FY19 Projection	FY19 Estimate	FY18 Actual	FY17 Actual
Building permits reviewed	444	330	405	354	305
Commercial permits reviewed	243	250	231	220	229
Blue stakes completed	3,000	N/A	2,800	2,415	N/A

PUBLIC WORKS – Streets Maintenance

BUDGET SUMMARY	FY2020 Budget	% of FY2020 Budget	FY2019 Budget	FY2019 Estimate	FY2018 Actual
Program Expenditures					
Personnel Services	\$ 386,680	14%	\$ 397,870	\$ 366,870	\$ 340,122
Supplies & Services	1,866,450	65%	1,908,960	1,872,260	1,699,462
Capital & Debt Service	179,800	6%	55,483	40,000	91,623
Subtotal Direct Costs	\$ 2,432,930	85%	\$ 2,362,313	\$ 2,279,130	\$ 2,131,207
Internal Charges	416,910	15%	399,200	368,550	349,076
Total Expenditures	\$ 2,849,840	100%	\$ 2,761,513	\$ 2,647,680	\$ 2,480,283
Expenditures by Fund					
General Fund Portion	\$ 1,640,170	58%	\$ 1,538,650	\$ 1,444,500	\$ 1,298,783
Other Funds Portion	\$ 1,209,670	42%	\$ 1,222,863	\$ 1,203,180	\$ 1,181,500
Funding Sources					
Program Revenues	\$ 1,001,830	35%	\$ 933,200	\$ 1,021,400	\$ 949,343
Funding from General Revenues:					
Estimated Resident Generated	\$ 646,804	23%	\$ 639,910	\$ 569,198	\$ 535,829
Estimated Visitor Generated	\$ 1,201,207	42%	\$ 1,188,404	\$ 1,057,082	\$ 995,111
Employee Time Allocation (FTEs) (Budgeted)	5.25		5.42		5.18

Streets operation and maintenance including equipment and machinery, utilities, landscaping, right-of-way maintenance, pavement rehabilitation and preservation, drainage maintenance, and multi-modal facility maintenance in the public right-of-way.

The streets rehabilitation and pavement preservation costs are paid from the Streets Fund. The Streets Fund is primarily funded by Highway User Revenue Funds (HURF) revenues (the state shared gas tax revenues), which are restricted for the maintaining, repairing, and upgrading of streets. Major street improvements and construction are included in the Capital Improvement Plan budget and paid from the Capital Improvement Fund.

A portion of the program costs is allocated to the Information Technology Internal Service Fund for technology costs not managed by the Information Technology Department.

All other streets related costs are paid from the General Fund. This program also includes storm clean-up and equipment, supplies, machinery, materials, utilities, and personnel costs for maintenance of traffic control devices.

FY 2019 Accomplishments

Community Plan Circulation Goal - Provide for safe and smooth flow of traffic:

- * Provided required traffic count data and maintained NACOG funding eligibility.
- * Milled and overlaid Brewer Road.
- * Applied Fractured Aggregate Surface Treatment (FAST) on Jordan Park Glenn & Ridge, a portion of Kachina Subdivision, and Las Lomas 1-2 and Quail Run Subdivisions streets.
- * Completed budgeted streets rehabilitation and preservation projects, including 4.25 miles.
- * Increased the paved lane miles assessed as satisfactory.
- * Responded to 100% of storm emergencies requiring response in FY 2019.
- * Completed 98% of Variable Message Sign deployment requests.

Community Plan Environment Goal - Preserve and protect the natural environment:

- * Increased the number of culverts cleaned compared to prior fiscal year.

FY 2020 Objectives

Community Plan Circulation Goal - Provide for safe and smooth flow of traffic:

- * Continue to accelerate re-paving program with a target to complete 4 to 5 miles of street rehabilitation per year.
- * Continue to Increase the paved lane miles assessed as satisfactory.
- * Respond to 100% of storm emergencies requiring response in FY 2020.
- * Complete a minimum of 90% of Variable Message Sign deployment requests.

Community Plan Circulation Goal - Create a more walkable and bike-able community:

- * Continue to enhance bicycle route signage.

PUBLIC WORKS – Streets
continued

WORKLOAD INDICATORS	FY20 Projection	FY19 Projection	FY19 Estimate	FY18 Actual	FY17 Actual
Pavement rehabilitation cost	\$1,150,000	\$1,150,000	\$1,150,000	\$1,133,528	\$1,226,594
Paved lane miles of City maintained streets	176	176	176	175	173
Culverts cleaned	30	30	30	26	25
Storms responded to after normal business hours	3	3	3	3	N/A
Traffic control signs damaged and replaced	100	100	100	100	159
Variable Message Sign deployments	10	10	10	10	16

**Community Plan Circulation Goal -
Provide for safe and smooth flow of traffic:**

PERFORMANCE MEASURES	Benchmark	FY20 Target	FY19 Target	FY19 Estimate	FY18 Actual	FY17 Actual
Centerline miles of streets rehabilitation completed (average annual goal 5.0 miles)		4.9	6.2	4.3	5.9	6.8
Pavement rehabilitation cost per mile (* = cost includes CIP overlay)		\$234,700 *	\$279,300 *	\$267,400 *	\$192,100 *	\$180,400
Paved lane miles assessed as satisfactory as a percentage of miles assessed (ICMA Benchmark 2016-2017)	70% (all) / 67% (cities under 30,000 pop.)	50%	50%	50%	48%	43%
Paved road rehabilitation expenditures, per paved lane mile (ICMA Benchmark 2016-2017)	\$7,959 (all) / \$10,622 (cities under 30,000 pop.)	\$6,979	\$6,979	\$6,979	\$6,477	\$7,090
Maintained NACOG Funding Eligibility (provided traffic count data)		Yes	Yes	Yes	Yes	Yes
National Citizen Survey 2017: Respondents rating of quality of street repair: % Excellent or Good		N/A	N/A	N/A	48% (Similar to NCS benchmark)	N/A
Storm emergencies requiring response and responded to		100%	100%	100%	100%	N/A
Variable Message Sign deployment requests completed		98%	98%	98%	98%	N/A

PUBLIC WORKS – Stormwater Quality

BUDGET SUMMARY	FY2020 Budget	% of FY2020 Budget	FY2019 Budget	FY2019 Estimate	FY2018 Actual
Program Expenditures					
Personnel Services	\$ 104,370	57%	\$ 102,090	\$ 101,890	\$ 98,369
Supplies & Services	33,800	18%	34,000	32,000	46,474
Subtotal Direct Costs	\$ 138,170	75%	\$ 136,090	\$ 133,890	\$ 144,843
Internal Charges	45,370	25%	38,830	37,460	39,058
Total Expenditures	\$ 183,540	100%	\$ 174,920	\$ 171,350	\$ 183,901
Expenditures by Fund					
General Fund Portion	\$ 179,240	98%	\$ 174,920	\$ 171,350	\$ 183,901
Other Funds Portion	\$ 4,300	2%	\$ -	\$ -	\$ -
Funding Sources					
Funding from General Revenues:					
Estimated Resident Generated	\$ 64,239	35%	\$ 61,222	\$ 59,973	\$ 64,365
Estimated Visitor Generated	\$ 119,301	65%	\$ 113,698	\$ 111,378	\$ 119,535
Employee Time Allocation (FTEs) (Budgeted)	1.26		1.29		1.30

The Stormwater Quality program is responsible for Arizona Department of Environmental Quality (ADEQ) permit fees, supplies, street sweeping of City parking lots, analytical monitoring of stormwater outfalls, professional services, and public outreach.

A portion of the program costs is allocated to the Information Technology Internal Service Fund for technology costs not managed by the Information Technology Department.

FY 2019 Accomplishments

Community Plan Environment Goal - Preserve and protect the natural environment:

- * Completed Pre-Monsoon Program for FY 2018.
- * Met the ADEQ requirements for Municipal Separate Storm Sewer System (MS4) compliance per ADEQ Permit No. AZG2016-002, and our Notice of Intent with ADEQ.
- * Held 6 tabling/outreach events, interacting with 677 people for a total of 72 education hours.
- * Presented stormwater pollution's effect in Oak Creek to two organizations.
- * Held two trash pickup events within Sedona with a total of 18 volunteers, collecting 159 pounds of trash.
- * Installed numerous "NO DUMPING – Drains to Oak Creek" curb markers.
- * Maintained 13 pet waste stations throughout Sedona, collecting 3,572 pounds of feces during FY 2017, and 3,423 pounds of feces during FY 2018.
- * City parking lots were power swept on a regular basis.
- * Identified and collected GPS information on 286 stormwater outfalls.

FY 2020 Objectives

Community Plan Environment Goal - Preserve and protect the natural environment:

- * Complete Pre-Monsoon Program for FY 2019.
- * Meet the ADEQ requirements for MS4 compliance per ADEQ Permit No. AZG2016-002, and our Notice of Intent (NOI) with ADEQ.

PUBLIC WORKS – Stormwater Quality
continued

WORKLOAD INDICATORS	FY20 Projection	FY19 Projection	FY19 Estimate	FY18 Actual	FY17 Actual
Letters written to property owners regarding Pre-Monsoon Program inspection outcomes	15	15	15	12	21
Stormwater compliance inspections (active CIP projects - every two weeks)	30	30	30	29	27
CIP project post-construction Best Management Practices (BMP) inspections	24	22	21	19	0
Stormwater compliance inspections (active private development projects - every month)	36	36	21	4	12
Letters sent regarding illicit discharges to the MS4	10	10	10	11	6
Public outreach tabling events	4	4	6	4	8
Educational brochures sent to local contractors	54	142	54	54	142
Presentations to local organizations	2	2	2	2	2
Trash pickup events	2	2	2	2	2
Pounds of dog feces collected through semimonthly pet waste station maintenance	3,500	3,500	3,500	3,423	3,572
Stormwater based articles in news outlets	3	3	3	4	4
Dry weather outfall monitoring inspections	58	57	57	61	28
Visual and analytical wet weather monitoring inspections	20	20	20	12	0
Internal inspections of City maintenance yards	12	12	12	6	0

**Community Plan Environment Goal -
Preserve and protect the natural environment:**

PERFORMANCE MEASURES	Benchmark	FY20 Target	FY19 Target	FY19 Estimate	FY18 Actual	FY17 Actual
MS4 Compliant		Yes	Yes	Yes	Yes	Yes
Single family home active construction site inspections		75	75	75	46	N/A
Private development post-construction BMP inspections		8	8	8	8	N/A

PUBLIC WORKS – Transportation Services

BUDGET SUMMARY	FY2020 Budget	% of FY2020 Budget	FY2019 Budget	FY2019 Estimate	FY2018 Actual
Program Expenditures					
Personnel Services	\$ 134,890	70%	\$ 130,380	\$ 115,060	\$ 74,438
Supplies & Services	8,250	4%	5,750	5,750	4,883
Subtotal Direct Costs	\$ 143,140	74%	\$ 136,130	\$ 120,810	\$ 95,068
Internal Charges	49,200	26%	47,650	44,400	40,043
Total Expenditures	\$ 192,340	100%	\$ 183,780	\$ 165,210	\$ 135,110
Expenditures by Fund					
General Fund Portion	\$ 192,340	100%	\$ 183,780	\$ 165,210	\$ 135,110
Funding Sources					
Program Revenues	\$ -	0%	\$ 10,000	\$ 6,350	\$ -
Funding from General Revenues:					
Estimated Resident Generated	\$ 67,319	35%	\$ 60,823	\$ 55,601	\$ 47,289
Estimated Visitor Generated	\$ 125,021	65%	\$ 112,957	\$ 103,259	\$ 87,822
Employee Time Allocation (FTEs) (Budgeted)	2.80		2.80		1.82

The Transportation Services program is responsible for traffic congestion relief. The new traffic control operations includes setting up, operating, and maintaining on-going traffic control operations throughout the year, primarily focused on improving traffic flows through Uptown and the State Route (SR) 179 corridor. A reduction in travel times will improve the quality of life for residents and the Sedona experience for visitors.

FY 2019 Accomplishments

Community Plan Circulation Goal - Provide for safe and smooth flow of traffic:

- * Continued and expanded traffic control operations management by public works in FY 2019.
- * Continued measuring travel time delay in FY 2019.
- * Increased the number of days traffic control operations were maintained for days experiencing high congestion on SR 89A and SR 179.
- * Maintained traffic control operations for 13 of 13 holidays expected to have high congestion in FY 2019.

FY 2020 Objectives

Community Plan Circulation Goal - Provide for safe and smooth flow of traffic:

- * Reduce the number of days of travel time, exceeding the high congestion threshold on SR 89A and SR 179, below the number of days experienced in the previous fiscal year. The thresholds considered high congestion on SR 89A in Uptown and SR 179 are 30 minutes and 10 minutes for SR 89A on Cook's Hill.
- * Maintain traffic control operations for a minimum of 90% of those days experiencing high congestion on SR 89A and SR 179.
- * Maintain traffic control operations for all holidays expected to have high congestion.

WORKLOAD INDICATORS	FY20 Projection	FY19 Projection	FY19 Estimate	FY18 Actual	FY17 Actual
Days with traffic control on SR 89A	110	72	103	63	35*
Days with traffic control on SR 179	140	25	131	63	12*
Holiday weekends with delays > 30 min. – SR 89A Uptown	7	7	6	7	3*
Holiday weekends with delays > 30 min. – SR 179	7	6	6	6	3*
Holiday weekends with delays > 10 min. – SR 89A Cook's Hill	7	7	6	7	3*
Holiday weekends with traffic control	13	13	13	10	6*
Days of delays > 30 min. – SR 89A Uptown	30	20	30	40	16*
Days of delays > 30 min. – SR 179	40	13	39	37	13*
Days of delays > 10 min. – SR 89A Cook's Hill	60	60	60	56	6*
Average peak vehicles per hour, with traffic control, vehicles traveling SB SR 89A thru Uptown (weekends, July thru November and February thru June)	880	880	865	876	846
Average peak vehicles per hour, WITHOUT traffic control, vehicles traveling SB SR 89A thru Uptown (weekends, July thru November and February thru June)	800	800	800	803	799

* Began measuring February 2017.

PUBLIC WORKS – Transportation Services
continued

**Community Plan Circulation Goal -
Provide for safe and smooth flow of traffic:**

PERFORMANCE MEASURES	Benchmark	FY20 Target	FY19 Target	FY19 Estimate	FY18 Actual	FY17 Actual
Avg. travel time reduction, with traffic control vs. w/o, traveling SB SR 89A through Uptown (weekends, July-Nov. and Feb.-June) NOTE: Travel reduced from 33 min. to 24 min. in FY18 and from 41 min. to 26 min. in FY17 for March through June.		10 minutes	18 minutes	8 minutes	9 minutes	15 minutes
Traffic control operations maintained for days experiencing high congestion (> 30 min.) on SR 89A and SR 179		90%	75%	89%	49%	46%

PUBLIC WORKS – Facilities Maintenance

BUDGET SUMMARY	FY2020 Budget	% of FY2020 Budget	FY2019 Budget	FY2019 Estimate	FY2018 Actual
Program Expenditures					
Personnel Services	\$ 245,365	36%	\$ 122,030	\$ 120,920	\$ 104,536
Supplies & Services	257,790	38%	386,350	386,350	334,706
Capital & Debt Service	109,790	16%	90,900	90,900	187,670
Subtotal Direct Costs	\$ 612,945	91%	\$ 599,280	\$ 598,170	\$ 626,912
Internal Charges	64,330	9%	65,820	62,510	54,091
Total Expenditures	\$ 677,275	100%	\$ 665,100	\$ 660,680	\$ 681,003
Expenditures by Fund					
General Fund Portion	\$ 675,375	100%	\$ 665,100	\$ 660,680	\$ 681,003
Other Funds Portion	\$ 1,900	<1%	\$ -	\$ -	\$ -
Funding Sources					
Allocations to Other Departments	\$ 675,370	100%	\$ 654,900	\$ 651,040	\$ 680,071
Funding from General Revenues:					
Estimated Resident Generated	\$ 667	<1%	\$ 3,570	\$ 3,374	\$ 326
Estimated Visitor Generated	\$ 1,238	<1%	\$ 6,630	\$ 6,266	\$ 606
Employee Time Allocation (FTEs) (Budgeted)	3.79		1.79		1.60

This program accounts for maintenance of City buildings, service contracts, facility utilities, and facility improvements.

Beginning in fiscal year 2019-20, custodial services are budgeted as in-house staff instead of contract services.

A portion of the Facilities Maintenance program is allocated to the Information Technology Internal Service Fund for technology costs not managed by the Information Technology Department.

FY 2019 Accomplishments

Overall City Value - Good Governance:

- * Developed Property Management Maintenance Plan.

Overall City Value - Fiscal Sustainability:

- * Fiscal year 2018-19 reported administrative/office facilities custodial expenditure per square foot well below the average reported in the ICMA key performance indicators.

FY 2020 Objectives

Overall City Value - Good Governance:

- * Continue to enhance Property Management Maintenance Plan.
- * Utilize Property Manager program to continue to improve customer service.
- * Eliminate contracted custodial services and hire two in-house custodians.

WORKLOAD INDICATORS	FY20 Projection	FY19 Projection	FY19 Estimate	FY18 Actual	FY17 Actual
Facilities maintenance cost (revised to include employee costs)	\$646,060	\$592,580	\$609,030	\$580,356	\$520,029
City maintained facilities	22	22	22	22	22
Property Manager requests submitted	600	350	550	354	N/A

Overall City Value - Fiscal Sustainability:

PERFORMANCE MEASURES	Benchmark	FY20 Target	FY19 Target	FY19 Estimate	FY18 Actual	FY17 Actual
Administrative/office facilities, custodial expenditure per square foot (ICMA Benchmark 2016-2017)	\$1.67 (all) / \$1.57 (cities under 30,000 pop.)	\$0.90	\$0.81	\$0.80	\$0.80	\$0.70
Facilities cost per facility		\$29,366	\$21,468	\$27,683	\$26,380	\$23,638

PUBLIC WORKS – Capital Projects Management

BUDGET SUMMARY	FY2020 Budget	% of FY2020 Budget	FY2019 Budget	FY2019 Estimate	FY2018 Actual
Program Expenditures					
Personnel Services	\$ 519,970	70%	\$ 503,530	\$ 465,000	\$ 349,438
Supplies & Services	11,630	2%	14,690	15,910	5,814
Subtotal Direct Costs	\$ 531,600	71%	\$ 518,220	\$ 480,910	\$ 355,252
Internal Charges	215,760	29%	191,130	176,880	171,111
Total Expenditures	\$ 747,360	100%	\$ 709,350	\$ 657,790	\$ 526,363
Expenditures by Fund					
General Fund Portion	\$ 597,170	80%	\$ 556,480	\$ 542,080	\$ 473,661
Wastewater Fund Portion	\$ 56,320	8%	\$ 51,950	\$ 52,870	\$ 52,207
Other Funds Portion	\$ 93,870	13%	\$ 100,920	\$ 62,840	\$ 496
Funding Sources					
Program Revenues	\$ 150,190	20%	\$ 152,870	\$ 115,710	\$ 52,703
Funding from General Revenues:					
Estimated Resident Generated	\$ 209,010	28%	\$ 194,768	\$ 189,728	\$ 165,781
Estimated Visitor Generated	\$ 388,161	52%	\$ 361,712	\$ 352,352	\$ 307,879
Employee Time Allocation (FTEs) (Budgeted)	4.82		4.82		3.55

The Public Works Department manages projects for multiple budget programs. These projects in the Capital Improvement Program (CIP) include:

- * Drainage – Sunset Drive, easement acquisition, and Stormwater Master Plan.
- * Municipal Court – Sinagua building remodel.
- * Public Works – Recycle drop off, and Uptown enhancements.
- * Streets and Sedona in Motion – Transportation master plan implementation projects and road overlay projects.
- * Wastewater – Collections system master plan implementation projects, remodel or expansion of administrative building, and tertiary filter upgrades.

A portion of the Capital Projects Management program is allocated to the Wastewater Enterprise Fund and the Transportation Sales Tax Fund and represents those funds' share of the cost for support services.

FY 2019 Accomplishments

Overall City Value - Good Governance:

- * Maintained the comprehensible communication report for capital improvement project updates. See www.sedonaaz.gov/CIP.
- * Completed over 51% of budgeted capital improvement projects across multiple departments.

Council Priority - Complete Various Traffic Improvements:

- * Began implementation of projects recommended in the Transportation Master Plan Update.
- * Completed master plan design for Brewer Road Park.

FY 2020 Objectives

Overall City Value - Good Governance:

- * Complete design and construction of budgeted capital improvement projects on time.

Overall City Value - Fiscal Sustainability:

- * Complete design and construction of budgeted capital improvement projects within budget.

Community Plan Environment Goal - Preserve and protect the natural environment:

- * Complete wastewater projects recommended in the Wastewater Master Plan Update.

Council Priority - Complete Various Traffic Improvements:

- * Complete traffic improvement projects recommended in the Transportation Master Plan Update. See www.sedonaaz.gov/SIM.
- * Begin barn restoration work for Brewer Road Park.

WORKLOAD INDICATORS	FY20 Projection	FY19 Projection	FY19 Estimate	FY18 Actual	FY17 Actual
CIP projects managed by Public Works	24	23	23	24	26
Total CIP project budgets managed by Public Works	\$10.0M	\$13.1M	\$11.3M	\$8.5M	\$10.9M
Total CIP projects completed and managed by Public Works	\$11.1M	\$10.5M	\$6.0M	\$4.3M	\$9.6M
Value of Parks and Recreation projects budgeted (not including land acquisition)	\$853,000	\$0	\$0	\$429,775	\$1.5M
Value of Streets projects budgeted	\$13.4M	\$5.0M	\$5.0M	\$2.36M	\$1.70M

PUBLIC WORKS – Capital Projects Management
continued

Overall City Value - Good Governance:

PERFORMANCE MEASURES	Benchmark	FY20 Target	FY19 Target	FY19 Estimate	FY18 Actual	FY17 Actual
Percentage of CIP projects completed and managed by Public Works		91%	80%	69%	50%	89%
Value of projects completed / FTE		\$3.4M	\$2.8M	\$1.8M	\$2.3M	\$3.85M
Total projects completed (managed by Public Works) / FTE		3.1	8.6	1.9	1.6	10.4

PUBLIC WORKS
Continued

EXPENDITURE SUMMARY

Cost Category	FY2020 Budget	FY2019 Budget	FY2019 Est. Actuals	FY2018 Actuals	Explanation of Changes
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General Fund

10-5320-09 - Sustainability

Supplies & Services (ongoing)	\$0	\$55,000	\$47,500	\$0	Budget Decrease: Moved to CMO Sustainability program
Internal Charges	\$0	\$2,750	\$2,550	\$0	
Sustainability Total	\$0	\$57,750	\$50,050	\$0	

10-5320-25 - Aquatics Operations & Maintenance

Personnel (ongoing)	\$30,130	\$12,310	\$12,260	\$11,568	Budget Increase: Reallocation of positions
Supplies & Services (ongoing)	\$35,400	\$37,000	\$32,000	\$24,672	
Direct Costs (Ongoing) Subtotal	\$65,530	\$49,310	\$44,260	\$36,240	
Internal Charges	\$13,770	\$9,330	\$8,930	\$7,490	Budget Increase: Change in allocation of administrative, HR, and IT costs
Ongoing Total	\$79,300	\$58,640	\$53,190	\$43,730	
Capital & Debt Service	\$38,000	\$26,500	\$18,500	\$6,631	Current Year Under Budget: Pool chair lift, replace failed pool equipment
Aquatics Operations & Maintenance Total	\$117,300	\$85,140	\$71,690	\$50,361	

10-5320-26 - Parks Facilities & Maintenance

Personnel (ongoing)	\$261,390	\$264,130	\$274,540	\$284,811	
Supplies & Services (ongoing)	\$339,825	\$323,300	\$300,800	\$276,783	
Direct Costs (Ongoing) Subtotal	\$601,215	\$587,430	\$575,340	\$561,594	
Internal Charges	\$223,160	\$310,150	\$295,830	\$302,662	
Ongoing Total	\$824,375	\$897,580	\$871,170	\$864,256	
Supplies & Services (one-time)	\$3,000	\$18,500	\$11,000	\$0	Budget Decrease: Fence repair at Skateboard Park Current Year Under Budget:
Capital & Debt Service	\$44,400	\$19,500	\$27,000	\$18,230	Budget Increase: Enterprise Fleet lease payments, bollards at Sunset Park, fence replacement at Posse Grounds Park
One-Time Total	\$47,400	\$38,000	\$38,000	\$18,230	
Parks Facilities & Maintenance Total	\$871,775	\$935,580	\$909,170	\$882,486	

PUBLIC WORKS
Continued

EXPENDITURE SUMMARY

Cost Category	FY2020 Budget	FY2019 Budget	FY2019 Est. Actuals	FY2018 Actuals	Explanation of Changes
10-5320-38 - Engineering Services					
Personnel (ongoing)	\$441,310	\$426,950	\$424,490	\$446,188	
Supplies & Services (ongoing)	\$33,225	\$35,250	\$28,750	\$53,944	
Direct Costs (Ongoing) Subtotal	\$474,535	\$462,200	\$453,240	\$500,132	
Internal Charges	\$153,220	\$165,050	\$151,790	\$187,121	
Capital & Debt Service	\$6,600	\$0	\$0	\$0	
One-Time Total	\$6,600	\$0	\$0	\$0	
Engineering Services Total	\$634,355	\$627,250	\$605,030	\$687,253	
10-5320-39 - Streets Maintenance					
Personnel (ongoing)	\$386,680	\$397,870	\$366,870	\$340,122	
Supplies & Services (ongoing)	\$712,800	\$731,850	\$695,150	\$565,934	
Direct Costs (Ongoing) Subtotal	\$1,099,480	\$1,129,720	\$1,062,020	\$906,056	
Internal Charges	\$360,890	\$341,820	\$315,370	\$301,104	
Ongoing Total	\$1,460,370	\$1,471,540	\$1,377,390	\$1,207,160	
Supplies & Services (one-time)	\$0	\$27,110	\$27,110	\$0	
Capital & Debt Service	\$179,800	\$40,000	\$40,000	\$91,623	
One-Time Total	\$179,800	\$67,110	\$67,110	\$91,623	
Streets Maintenance Total	\$1,640,170	\$1,538,650	\$1,444,500	\$1,298,783	
10-5320-68 - Stormwater Quality					
Personnel (ongoing)	\$104,370	\$102,090	\$101,890	\$98,369	
Supplies & Services (ongoing)	\$29,500	\$34,000	\$32,000	\$46,474	Budget Decrease: Reduction of costs for MS4 compliance
Internal Charges	\$45,370	\$38,830	\$37,460	\$39,058	Budget Increase: Change in allocation of IT costs
Ongoing Total	\$179,240	\$174,920	\$171,350	\$183,901	
Stormwater Quality Total	\$179,240	\$174,920	\$171,350	\$183,901	
10-5320-77 - Transportation Services					
Personnel (ongoing)	\$134,890	\$130,380	\$115,060	\$74,438	
Supplies & Services (ongoing)	\$8,250	\$5,750	\$5,750	\$4,883	
Direct Costs (Ongoing) Subtotal	\$143,140	\$136,130	\$120,810	\$79,321	
Internal Charges	\$49,200	\$47,650	\$44,400	\$40,043	
Ongoing Total	\$192,340	\$183,780	\$165,210	\$119,364	
Capital & Debt Service	\$0	\$0	\$0	\$15,747	
Transportation Services Total	\$192,340	\$183,780	\$165,210	\$135,111	

PUBLIC WORKS
Continued

EXPENDITURE SUMMARY

Cost Category	FY2020 Budget	FY2019 Budget	FY2019 Est. Actuals	FY2018 Actuals	Explanation of Changes
10-5320-79 - Facilities Maintenance					
Personnel (ongoing)	\$245,365	\$122,030	\$120,920	\$104,536	
Supplies & Services (ongoing)	\$255,890	\$386,350	\$386,350	\$334,706	
Direct Costs (Ongoing) Subtotal	\$501,255	\$508,380	\$507,270	\$439,242	
Internal Charges	\$(611,040)	\$(589,080)	\$(588,530)	\$(625,980)	
Ongoing Total	\$(109,785)	\$(80,700)	\$(81,260)	\$(186,738)	
Capital & Debt Service	\$109,790	\$90,900	\$90,900	\$187,670	Budget Increase: HVAC replacements; bollards at Sunset Park, building improvements at Jordan Historical Bldg, Contractors Rd bldg, Brewer Rd bldg, and other misc office improvements
Facilities Maintenance Total	\$5	\$10,200	\$9,640	\$932	
10-5320-89 - Capital Projects Management					
Personnel (ongoing)	\$382,270	\$367,580	\$366,980	\$317,148	
Supplies & Services (ongoing)	\$9,500	\$7,800	\$7,800	\$4,936	
Direct Costs (Ongoing) Subtotal	\$391,770	\$375,380	\$374,780	\$322,084	
Internal Charges	\$205,400	\$181,100	\$167,300	\$151,577	Budget Increase: Change in allocation of administrative, Finance, and IT costs
Capital Projects Management Total	\$597,170	\$556,480	\$542,080	\$473,661	
General Fund Totals					
Personnel Subtotal	\$1,986,405	\$1,823,340	\$1,783,010	\$1,677,180	
Supplies & Services (Ongoing) Subtotal	\$1,424,390	\$1,616,300	\$1,536,100	\$1,312,332	
Direct Costs (Ongoing) Subtotal	\$3,410,795	\$3,439,640	\$3,319,110	\$2,989,512	
Internal Charges Subtotal	\$439,970	\$507,600	\$435,100	\$403,075	
Ongoing Subtotal	\$3,850,765	\$3,947,240	\$3,754,210	\$3,392,587	
Supplies & Services (One-Time) Subtotal	\$3,000	\$45,610	\$38,110	\$0	
Capital & Debt Service Subtotal	\$378,590	\$176,900	\$176,400	\$319,901	
One-Time Subtotal	\$381,590	\$222,510	\$214,510	\$319,901	
General Fund Total	\$4,232,355	\$4,169,750	\$3,968,720	\$3,712,488	

PUBLIC WORKS
Continued

EXPENDITURE SUMMARY

Cost Category	FY2020 Budget	FY2019 Budget	FY2019 Est. Actuals	FY2018 Actuals	Explanation of Changes
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Streets Fund

11-5320-39 - Streets Maintenance

Supplies & Services (ongoing)	\$1,150,000	\$1,150,000	\$1,150,000	\$1,133,528	
Internal Charges	\$56,020	\$57,380	\$53,180	\$47,972	
Streets Maintenance Total	\$1,206,020	\$1,207,380	\$1,203,180	\$1,181,500	

Streets Fund Totals

Supplies & Services (Ongoing) Subtotal	\$1,150,000	\$1,150,000	\$1,150,000	\$1,133,528	
Direct Costs (Ongoing) Subtotal	\$1,150,000	\$1,150,000	\$1,150,000	\$1,133,528	
Internal Charges Subtotal	\$56,020	\$57,380	\$53,180	\$47,972	
Ongoing Subtotal	\$1,206,020	\$1,207,380	\$1,203,180	\$1,181,500	
Streets Fund Total	\$1,206,020	\$1,207,380	\$1,203,180	\$1,181,500	

Transportation Sales Tax Fund

17-5320-89 - Capital Projects Management

Personnel (ongoing)	\$93,870	\$95,920	\$56,620	\$0	
Supplies & Services (ongoing)	\$0	\$5,000	\$6,220	\$496	
Capital Projects Management Total	\$93,870	\$100,920	\$62,840	\$496	

Capital Grants Fund

19-5320-26 - Parks Facilities & Maintenance

Personnel (ongoing)	\$0	\$0	\$0	\$3,243	
Parks Facilities & Maintenance Total	\$0	\$0	\$0	\$3,243	

Wastewater Enterprise Fund

59-5320-38 - Engineering Services

Personnel (ongoing)	\$199,850	\$194,920	\$190,850	\$202,708	
Supplies & Services (ongoing)	\$29,950	\$29,500	\$29,500	\$24,237	
Direct Costs (Ongoing) Subtotal	\$229,800	\$224,420	\$220,350	\$226,945	
Internal Charges	\$67,960	\$62,030	\$53,840	\$63,681	
Ongoing Total	\$297,760	\$286,450	\$274,190	\$290,626	
Engineering Services Total	\$297,760	\$286,450	\$274,190	\$290,626	

PUBLIC WORKS
Continued

EXPENDITURE SUMMARY

Cost Category	FY2020 Budget	FY2019 Budget	FY2019 Est. Actuals	FY2018 Actuals	Explanation of Changes
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59-5320-89 - Capital Projects Management

Personnel (ongoing)	\$43,830	\$40,030	\$41,400	\$32,290	
Supplies & Services (ongoing)	\$2,130	\$1,890	\$1,890	\$382	
Direct Costs (Ongoing) Subtotal	\$45,960	\$41,920	\$43,290	\$32,672	
Internal Charges	\$10,360	\$10,030	\$9,580	\$19,535	
Capital Projects Management Total	\$56,320	\$51,950	\$52,870	\$52,207	

Wastewater Enterprise Fund Totals

Personnel Subtotal	\$243,680	\$234,950	\$232,250	\$234,998	
Supplies & Services (Ongoing) Subtotal	\$32,080	\$31,390	\$31,390	\$24,619	
Direct Costs (Ongoing) Subtotal	\$275,760	\$266,340	\$263,640	\$259,617	
Internal Charges Subtotal	\$78,320	\$72,060	\$63,420	\$83,216	
Ongoing Subtotal	\$354,080	\$338,400	\$327,060	\$342,833	
Wastewater Enterprise Fund Total	\$354,080	\$338,400	\$327,060	\$342,833	

Info Tech Internal Service Fnd

60-5320-26 - Parks Facilities & Maintenance

Supplies & Services (ongoing)	\$3,200	\$0	\$0	\$0	Budget Increase: Moved Tech costs to IT Fund
Parks Facilities & Maintenance Total	\$3,200	\$0	\$0	\$0	

60-5320-38 - Engineering Services

Supplies & Services (ongoing)	\$1,850	\$0	\$0	\$0	Budget Increase: Moved Tech costs to IT Fund
Engineering Services Total	\$1,850	\$0	\$0	\$0	

60-5320-39 - Streets Maintenance

Supplies & Services (ongoing)	\$3,650	\$0	\$0	\$0	Budget Increase: Moved Tech costs to IT Fund
Streets Maintenance Total	\$3,650	\$0	\$0	\$0	

60-5320-68 - Stormwater Quality

Supplies & Services (ongoing)	\$4,300	\$0	\$0	\$0	Budget Increase: Moved Tech costs to IT Fund
Stormwater Quality Total	\$4,300	\$0	\$0	\$0	

PUBLIC WORKS
Continued

EXPENDITURE SUMMARY

Cost Category	FY2020 Budget	FY2019 Budget	FY2019 Est. Actuals	FY2018 Actuals	Explanation of Changes
60-5320-79 - Facilities Maintenance					
Supplies & Services (ongoing)	\$1,900	\$0	\$0	\$0	Budget Increase: Moved Tech costs to IT Fund
Facilities Maintenance Total	\$1,900	\$0	\$0	\$0	
Info Tech Internal Service Fnd Totals					
Supplies & Services (Ongoing) Subtotal	\$14,900	\$0	\$0	\$0	
Info Tech Internal Service Fnd Total	\$14,900	\$0	\$0	\$0	
Grand Totals					
Personnel (Ongoing) Subtotal	\$2,323,955	\$2,154,210	\$2,071,880	\$1,915,421	
Supplies & Services (Ongoing) Subtotal	\$2,621,370	\$2,802,690	\$2,723,710	\$2,470,975	
Direct Costs (Ongoing) Subtotal	\$4,945,325	\$4,956,900	\$4,795,590	\$4,386,396	
Internal Charges Subtotal	\$574,310	\$637,040	\$551,700	\$534,263	
Ongoing Subtotal	\$5,519,635	\$5,593,940	\$5,347,290	\$4,920,659	
Supplies & Services (One-Time) Subtotal	\$3,000	\$45,610	\$38,110	\$0	
Capital & Debt Service Subtotal	\$378,590	\$176,900	\$176,400	\$319,901	
Grand Total	\$5,901,225	\$5,816,450	\$5,561,800	\$5,240,560	

PUBLIC WORKS
continued

POSITIONS/ALLOCATIONS SUMMARIES

Position	FY20 FTE	FY19 FTE	FY18 FTE	FY17 FTE
Administrative Assistant ⁽¹⁾	0.60	0.60	0.60	0.60
Assistant Engineer	3.00	3.00	2.00	2.00
Associate Engineer	3.00	3.00	3.00	3.00
Bike Park Maintenance Worker ⁽²⁾	0.25	0.25	0.25	0.00
Chief Engineering Inspector	1.00	1.00	1.00	1.00
City Engineer/Assistant Director of Community Dev.	0.00	0.00	0.00	0.00
City Maintenance Supervisor	1.00	1.00	1.00	1.00
City Maintenance Worker I	4.00	4.00	6.00	6.00
City Maintenance Worker II	4.00	4.00	2.00	2.00
Custodial Maintenance Worker	2.00	0.00	0.00	0.00
Director of Public Works/City Engineer	1.00	1.00	1.00	1.00
Engineering Services Inspector	2.00	2.00	2.00	2.00
Engineering Supervisor	1.00	1.00	1.00	1.00
Facilities Maintenance Manager	1.00	1.00	1.00	1.00
Public Works Administrative Supervisor	1.00	1.00	1.00	1.00
Right-of-Way Specialist	1.00	1.00	1.00	2.00
Right-of-Way Supervisor	1.00	1.00	1.00	0.00
Traffic Control Assistant ⁽²⁾	2.60	2.60	1.72	0.00
Total	29.45	27.45	25.57	23.60

⁽¹⁾ Part-time position
⁽²⁾ Temporary positions

Org Unit	Org Description	FY20 FTE	FY19 FTE	FY18 FTE	FY17 FTE
General Fund					
10-5320-01	Administration	0.00	0.00	0.00	0.00
10-5320-25	Aquatics	0.50	0.20	0.20	0.00
10-5320-26	Parks Facilities & Maintenance	4.18	4.28	4.44	5.15
10-5320-35	Storm Clean-Up	0.30	0.30	0.00	0.00
10-5320-36	Traffic Control	1.53	1.70	0.00	0.00
10-5320-38	Engineering Services	4.49	4.49	4.93	6.67
10-5320-39	Streets Maintenance	3.42	3.42	5.17	3.25
10-5320-42	Uptown Paid Parking	0.00	0.29	0.00	0.00
10-5320-68	Stormwater Quality	1.26	1.29	1.29	1.29
10-5320-77	Transportation Services	2.80	2.51	1.82	0.00
10-5320-79	Facilities Maintenance	3.79	1.79	1.60	1.60
10-5320-89	Capital Projects Management	3.42	3.42	2.65	2.45
General Fund Total		25.69	23.69	22.10	20.41

Transportation Sales Tax Fund					
17-5320-89	Capital Projects Management	1.00	1.00	0.00	0.00
Transportation Sales Tax Fund Total		1.00	1.00	0.00	0.00

Wastewater Enterprise Fund					
59-5250-01	Administration	0.00	0.00	0.00	0.00
59-5252-89	Capital Projects Management	0.00	0.00	0.00	0.00
59-5320-38	Engineering Services	2.36	2.36	2.58	2.30
59-5320-89	Capital Projects Management	0.40	0.40	0.89	0.89
Wastewater Enterprise Fund Total		2.76	2.76	3.47	3.19

Grand Total 29.45 27.45 25.57 23.60

ECONOMIC DEVELOPMENT

Mission Statement

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

Description

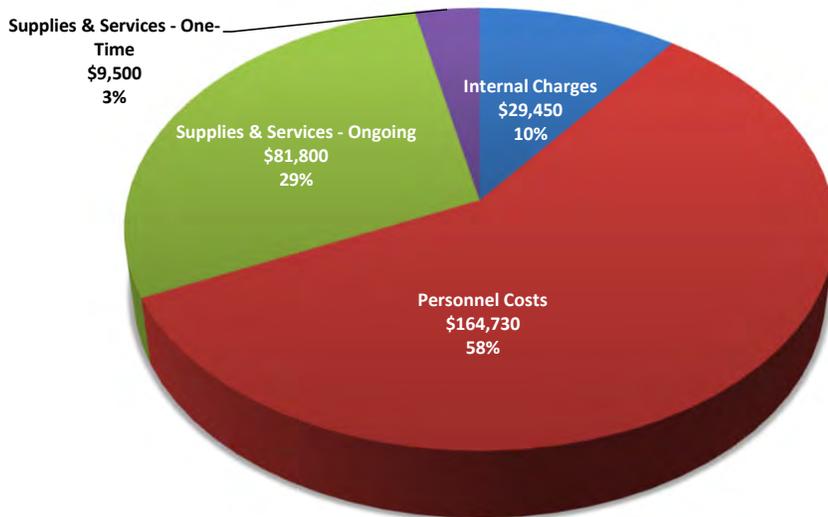
The Economic Development Department offers:

- * Business assistance to local businesses inclusive of assistance with loans, business planning, and community assistance.
- * Additional resources to partner organizations to help establish or grow business.
- * Strategic planning for Sedona's economic diversification in accordance with the community plan.
- * Data and demographic information both locally and regionally.
- * Regional economic information through the City's partnership with the Verde Valley Regional Economic Organization.
- * Workshops and other opportunities to learn more about business planning, financial structuring, small business loans, marketing, and training.
- * Advocating as the voice of the businesses while working internally with the City team.

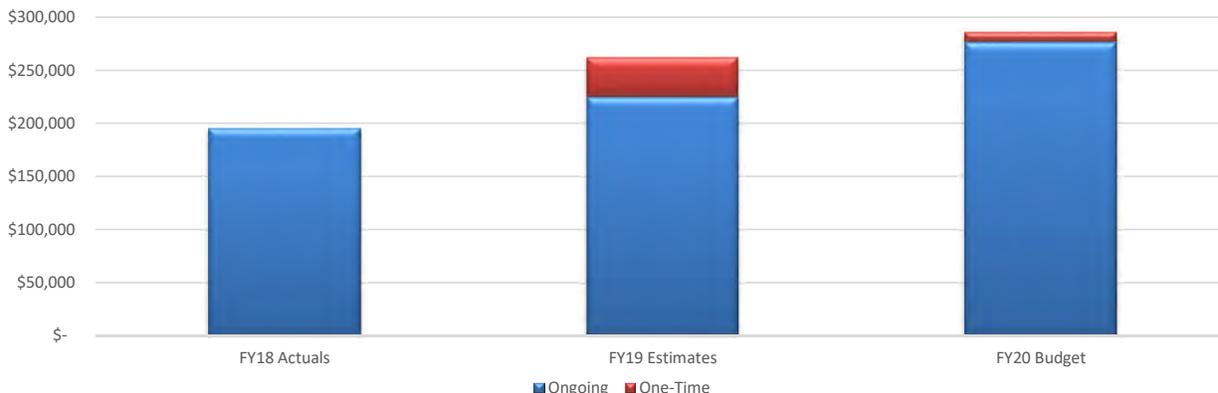
Currently the department is wrapping up a three-year Economic Development Action Plan. This included the hiring and onboarding of the Economic Development Director, building business assistance programming, developing key stakeholder relationships, acquiring data and information, leveraging additional funding from grant sources, and integrating economic development into city decision making.

The five-year economic diversification strategic planning process will begin in March 2019. This will likely take up to a year to complete.

FY 2020 PROGRAM EXPENDITURES: \$285,480



FY 2018 - FY 2020 ONGOING VS. ONE-TIME EXPENDITURES



ECONOMIC DEVELOPMENT – Administration

BUDGET SUMMARY	FY2020 Budget	% of FY2020 Budget	FY2019 Budget	FY2019 Estimate	FY2018 Actual
Program Expenditures					
Personnel Services	\$ 164,730	58%	\$ 161,800	\$ 158,450	\$ 152,015
Supplies & Services	91,300	32%	77,200	78,200	17,963
Subtotal Direct Costs	\$ 256,030	90%	\$ 239,000	\$ 236,650	\$ 169,978
Internal Charges	29,450	10%	26,820	25,430	25,231
Total Expenditures	\$ 285,480	100%	\$ 265,820	\$ 262,080	\$ 195,209
Expenditures by Fund					
General Fund Portion	\$ 285,480	100%	\$ 238,320	\$ 234,580	\$ 195,209
Funding Sources					
Program Revenues	\$ -	0%	\$ 27,500	\$ -	\$ -
Funding from General Revenues:					
Estimated Resident Generated	\$ 99,918	35%	\$ 83,412	\$ 91,728	\$ 68,323
Estimated Visitor Generated	\$ 185,562	65%	\$ 154,908	\$ 170,352	\$ 126,886
Employee Time Allocation (FTEs) (Budgeted)	1.00		1.00		1.00

FY 2019 Accomplishments

- * Completed and adopted the Verde Valley Regional Economic Organization (VVREO) regional economic development strategic plan.
- * Leveraged over \$86,250 in grant and matching funds for the city's economic development department efforts.
- * Hosted numerous workshops and trainings including six coffee talks, two entrepreneurial workshops, a 2.5-day pitch competition, and other intensive business bootcamp and training events.
- * Worked with partners to provide job fairs, financial literacy courses, and art-focused business courses.
- * Provided VVREO loan funding to a local psychiatric business.
- * Worked with the Yavapai College and the Small Business Development Center (SBDC) to ensure more staffing time to be dedicated to the Verde Valley and Sedona businesses.
- * Worked with more than 100 business owners.
- * Provided business services such as loan applications, business planning, data, and access to other technical resources.
- * Continue to serve as the VVREO Capital Creation Committee chairperson.
- * Serve on the Yavapai College Verde Valley Executive Dean's Advisory Committee.

FY 2020 Objectives

- * Complete five-year economic development diversification plan.
- * Identify targeted industries for diversification.
- * Generate more opportunities for entrepreneurs to learn and thrive.
- * Create marketing materials and opportunities.
- * Continue to build contacts and networks.

WORKLOAD INDICATORS	FY20 Projection	FY19 Projection	FY19 Estimate	FY18 Actual	FY17 Actual
Unique website visits	800	750	900	680	N/A
Inquiries from businesses	50	50	75	50	N/A
Business visits/outreach	30	30	35	30	N/A
Businesses assisted with business planning	25	25	25	25	N/A
Business workshops/trainings hosted	10	10	25	10	N/A

Community Plan Economic Development Goal - Recruit new businesses and organizations representing different business and institutional sectors that diversify Sedona's economic base:

PERFORMANCE MEASURES	Benchmark	FY20 Target	FY19 Target	FY19 Estimate	FY18 Actual	FY17 Actual
Expansion and investment in targeted sector		\$50,000	\$50,000	\$200,000	\$0	N/A
Private capital investment invested by businesses served		\$50,000	\$50,000	\$148,000	\$50,000	N/A
Number of business loans / total value of loans		2/\$100K	2/\$100K	3/\$306K	3/\$400K	N/A
Jobs resulting from businesses served		15	15	40	10	N/A
Jobs created above median earnings*		5	5	10	3	N/A

*The 2018 median wage as computed by Yavapai County for the City of Sedona was \$13.25 per hour. For comparison, the national median wage for 2018 was \$17.79 per hour.

ECONOMIC DEVELOPMENT
Continued

EXPENDITURE SUMMARY

Cost Category	FY2020 Budget	FY2019 Budget	FY2019 Est. Actuals	FY2018 Actuals	Explanation of Changes
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General Fund

10-5330-01 - Administration

Personnel (ongoing)	\$164,730	\$161,800	\$158,450	\$152,015	
Supplies & Services (ongoing)	\$81,800	\$39,700	\$40,700	\$17,963	Budget Increase: Increase VVREO contribution for implementation of regional economic development plan; AmeriCorps volunteer and Marketing Plan
Direct Costs (Ongoing) Subtotal	\$246,530	\$201,500	\$199,150	\$169,978	
Internal Charges	\$29,450	\$26,820	\$25,430	\$25,231	
Ongoing Total	\$275,980	\$228,320	\$224,580	\$195,209	
Supplies & Services (one-time)	\$9,500	\$10,000	\$10,000	\$0	
Administration Total	\$285,480	\$238,320	\$234,580	\$195,209	

Operating Grants Fund

16-5330-01 - Administration

Supplies & Services (ongoing)	\$0	\$22,500	\$0	\$0
Ongoing Total	\$0	\$22,500	\$0	\$0
Supplies & Services (one-time)	\$0	\$5,000	\$27,500	\$0
Administration Total	\$0	\$27,500	\$27,500	\$0

Grand Totals

Personnel (Ongoing) Subtotal	\$164,730	\$161,800	\$158,450	\$152,015
Supplies & Services (Ongoing) Subtotal	\$81,800	\$62,200	\$40,700	\$17,963
Direct Costs (Ongoing) Subtotal	\$246,530	\$224,000	\$199,150	\$169,978
Internal Charges Subtotal	\$29,450	\$26,820	\$25,430	\$25,231
Ongoing Subtotal	\$275,980	\$250,820	\$224,580	\$195,209
Supplies & Services (One-Time) Subtotal	\$9,500	\$15,000	\$37,500	\$0
Grand Total	\$285,480	\$265,820	\$262,080	\$195,209

ECONOMIC DEVELOPMENT
Continued

POSITIONS SUMMARY

Position	FY20 FTE	FY19 FTE	FY18 FTE	FY17 FTE
Economic Development Director ⁽¹⁾	1.00	1.00	1.00	0.00
Total	1.00	1.00	1.00	0.00

ALLOCATIONS SUMMARY

Position	Org Description	FY20 FTE	FY19 FTE	FY18 FTE	FY17 FTE
General Fund					
10-5330-01	Administration ⁽¹⁾	1.00	1.00	1.00	0.00
General Fund Total		1.00	1.00	1.00	0.00

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

POLICE

Mission Statement

The mission of the Sedona Police Department, in partnership with the citizens of Sedona, is to serve our community by protecting life and property, creating a safe environment through Constitutional and professional policing that demonstrates responsiveness, integrity, and commitment with dignity and respect to everyone.

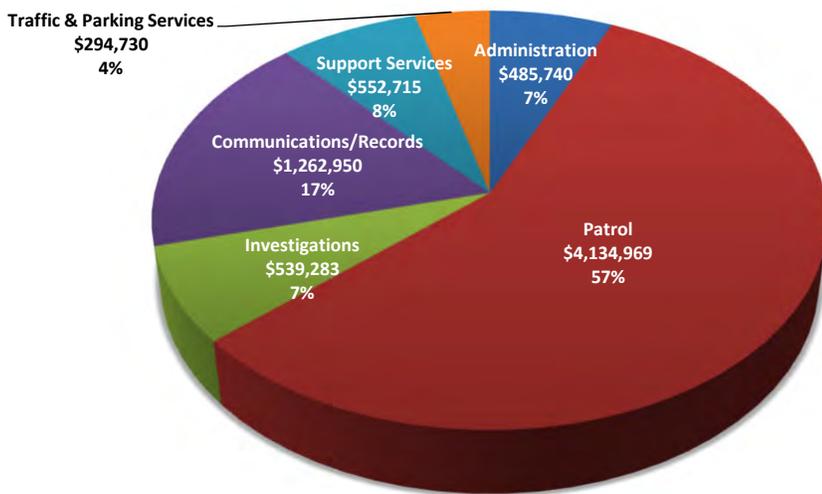
Description

Under the philosophy of community policing and problem-solving partnerships, the Department provides professional law enforcement, traffic safety, and crime prevention services to the residents, business owners, and visitors of Sedona. The Department deploys personnel 24 hours a day, 7 days a week in our Communications center and in the field responding to emergency incidents and non-emergency calls for service, and conducting proactive patrol operations. Additional administrative and support personnel are assigned various shifts throughout the week to provide field personnel and the public with timely information, documents, and other important material and services. The Police Department is the sole public safety agency within the Sedona city government.

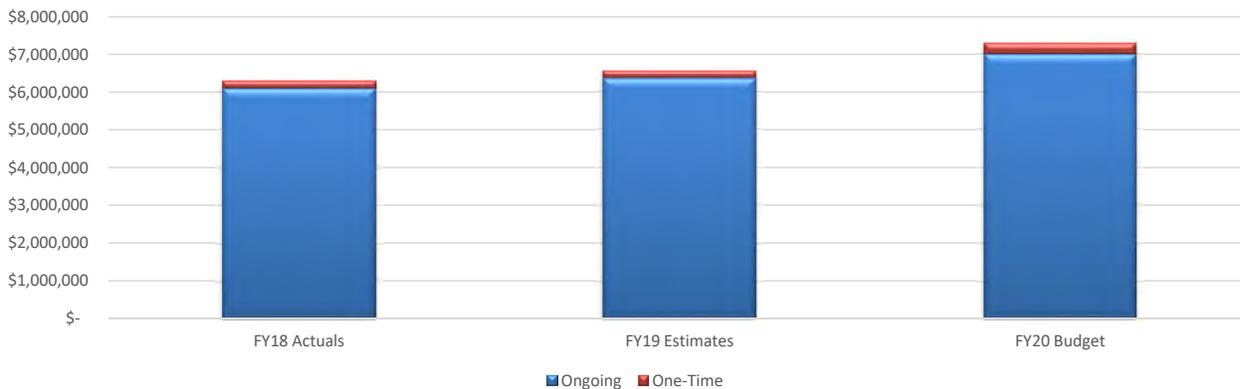
The Police Department is responsible for the following primary program areas:

- * Administration - includes the Office of the Chief of Police and the Executive Assistant and administration of the Uptown Paid Parking Program
- * Patrol Division - includes all patrol functions: Special Weapons and Tactics (SWAT), Community Services Aides, K-9-unit, School Resource Officer, Police Volunteers, Police Explorers, Community Services Officers, and Animal Control
- * Support Services Division - includes all support functions of the Department and assists the patrol division operations, including Investigations and Communications. This program secures, operates, and oversees the Computerized Aide Dispatch/Record Management System, crime analysis, in-car video recording systems, conducts the Police Community Academy, radios, grants and state and federal mandated reporting.
- * Investigations Program – conducts follow up criminal investigations, background investigations, processing criminal complaints, assigned to the municipal and count courts and sex offender registrant monitoring.
- * Communications/Records Program – provides support to all Department personnel through radio communications, Computer Aide Dispatch, Mobile Data Computer software applications, records storage and retrieval, and public record access and production.
- * Traffic and Parking Services – are responsible for parking enforcement in the Uptown area and some trailhead parking lots, assist with traffic control during special events and spontaneous, urgent field incidents, and handle minor issues with the pay stations in the Uptown area.

FY 2020 PROGRAM EXPENDITURES: \$7,270,387



FY 2018 - FY 2020 ONGOING VS. ONE-TIME EXPENDITURES



POLICE – Administration

BUDGET SUMMARY	FY2020 Budget	% of FY2020 Budget	FY2019 Budget	FY2019 Estimate	FY2018 Actual
Program Expenditures					
Personnel Services	\$ 312,590	64%	\$ 298,330	\$ 275,220	\$ 422,089
Supplies & Services	69,900	14%	73,610	67,385	56,959
Subtotal Direct Costs	\$ 382,490	79%	\$ 371,940	\$ 342,605	\$ 479,048
Internal Charges	103,250	21%	97,670	89,590	126,924
Total Expenditures	\$ 485,740	100%	\$ 469,610	\$ 432,195	\$ 605,972
Expenditures by Fund					
General Fund Portion	\$ 479,065	99%	\$ 456,260	\$ 424,465	\$ 597,086
Other Funds Portion	\$ 6,675	1%	\$ 13,350	\$ 7,730	\$ 8,885
Funding Sources					
Program Revenues	\$ 19,350	4%	\$ 24,700	\$ 16,850	\$ 11,986
Funding from General Revenues:					
Estimated Resident Generated	\$ 163,237	34%	\$ 155,719	\$ 145,371	\$ 207,895
Estimated Visitor Generated	\$ 303,154	62%	\$ 289,192	\$ 269,974	\$ 386,091
Employee Time Allocation (FTEs) (Budgeted)	2.00		2.00		3.00

The Police Administration program (Office of the Chief of Police) consists of the Police Chief and the Chief's Executive Assistant. The Chief's Office is responsible for essential administrative services such as the development and implementation of policy and procedure, budget planning and management, long range planning, grant development and management, coordination of all training and travel, and facility maintenance coordination. Liaisons to the City Manager and the City Council are also assigned to this program, as well as media relations and the investigations and reporting of all Department complaints and commendations.

The Administration program also focuses on quality of life issues important to the public we serve through our Police Volunteers and the Police Explorer Post. These programs and the people who staff them work tirelessly to improve our way of life in Sedona by handling lower-level calls for service and other tasks so the sworn officers stay in the field and available for calls for service.

The Sedona Police Volunteer program is comprised of local volunteers dedicated to assisting the Sedona Police Department in serving fellow members of our community and providing professional public safety services. Some of the assistance the volunteers provide are fingerprinting, vacation house watch, prisoner transport, traffic/crowd control, special events and speed monitoring. Sedona Police Volunteers serve our community and the Sedona Police Department with honesty, fairness and integrity at all times.

Sedona Police Explorer Post 7100 is a community-based policing program. We educate and involve young men and women between the ages of 14-21 in police operations and spark interest in law enforcement. Our members become involved in community activities and provide support to the police department. The Explorers program is part of the Boy Scouts of America but is distinctively different from scouting. It's developed and supervised by local organizations and provides an opportunity for young people to explore a particular career area. They meet often and learn about not only about policing, but also about decision-making, building character, leadership, anti-bullying, and personal accountability. They travel to various competitions in the Western US and apply their skills and abilities against other Explorer posts from Arizona and beyond. They also volunteer hundreds of hours of their personal time helping various non-profits and events in Sedona and the Verde Valley.

A portion of this program is paid by the Grants and Donations Funds. In addition, a portion of the program costs is allocated to the Information Technology Internal Service Fund for technology costs not managed by the Information Technology Department.

POLICE – Administration

continued

FY 2019 Accomplishments

Overall City Value - Public Safety:

- * Obtained City funding and purchased a new Computer Aided Dispatch/Records Management System (CAD/RMS). Initiated start-up of data input, and began training all employees.
- * Evaluated a new in-car camera system, deferring funding request until the FY 2020 budget cycle.
- * Held three community-police events, including National Night Out, Coffee with a Cop, and a Hispanic Outreach.
- * Submitted applications for grant funding from three governmental and community entities to enhance Department operations.
- * Worked with the Sedona Fire District (SFD) and local law enforcement agencies to develop training exercises to increase emergency preparedness and responses to critical incidents within the City of Sedona and the Verde Valley. Participated in one critical incident exercise with first responder partners.
- * Worked with City staff to implement and promote an emergency notification system (Nixle) for residents and visitors.
- * Continued to train staff on the use of Narcan (Naxalone), to be administered to persons who have overdosed on opioid-related compounds.
- * Conducted OC Spray Training and provided equipment to City staff for safety.
- * Conducted Active Shooter training to all city departments and provided safety tips which included covering building layouts and exit locations.
- * Volunteers worked approximately 4,000 hours for community services in FY 2019, including vacation home checks, fingerprinting, traffic mitigation, and staffing other events.
- * The Police Explorer Program was reinvigorated, growing the program from five to fifteen Explorers.
- * Explorers participate in two Police Explorer competitions (Chandler and Las Vegas), taking home four trophies for various events.
- * Explorers deployed at National Night Out, Halloween Uptown event, Special Olympics fundraiser, West Sedona School Carnival, St. Patrick's Day Parade, Sedona Film Festival, Camp Verde Half Marathon, Sedona Run, and ICSAVE Active Shooter Training.
- * Explorers participated in the Chandler Explorer Competition and brought home three awards.

FY 2020 Objectives

Overall City Value - Public Safety:

- * Provide leadership to Department personnel to enable a smooth transition to a new CAD/RMS (Spillman) system, which can be a frustrating and difficult experience even when done correctly.
- * Continue to refine the (Lexipol) SPD Policy Manual, ensuring it is up to date and properly disseminated in whole to employees by September 1, 2019.
- * Review and refine the organizational hierarchy (organizational chart), using existing personnel if possible, to reflect enhanced efficiencies of operation and administration workload.
- * Secure multiple grant awards and community donations to purchase additional equipment to enhance Department operations, including officer safety equipment, community and public welfare equipment, Explorer Program, K-9 and Equestrian Unit donations/grants.
- * Continue to work with our first responder colleagues (SFD and other regional law enforcement agencies) to enhance our mutual aid response plans to critical incidents, including potential mass casualty events. Plan and conduct at least one multi-agency critical incident exercise.
- * Finalize and disseminate policies and procedures for ancillary assignments, such as Police Bicycle Patrol, Equestrian Detail, and Traffic Detail.
- * Develop training materials for Critical Incident/Emergency Management deployment, and conduct training exercises for critical City staff and Council Members.
- * Continue to train Department employees on mental health problems, recognition, and responses.
- * Increase the Volunteer cadre by at least two members.
- * Organize and participate in National Night Out Community Celebration.
- * Deployed at the Sedona Run, St. Patrick's Day Parade, Chili Cook-Off, Special Olympic Fundraisers, Halloween event in Uptown, West Sedona Walk to School Day and the Women's March.
- * Deploy Message Trailers ten times for messages and eleven times for collecting traffic enforcement data.
- * Volunteers assisted with 68 prisoner transports as of February 7, 2019 (Breakdown: 50 YCSO-jail in Camp Verde, 16 CCSO-jail in Flagstaff, 2 juvenile jail in Prescott).
- * Secure additional City funding to handle the increase in the number of Explorers and their competitions.

POLICE – Administration
continued

WORKLOAD INDICATORS	FY20 Projection	FY19 Projection	FY19 Estimate	FY18 Actual	FY17 Actual
New sworn staff trained on Critical Incident Training (CIT)/Mental Health Interactions	5	1	1	2	0
Supervisory and command staff trained on Incident Command System/National Incident Management System (ICS/NIMS) protocols	4	7	7	7	2
Community interaction events	4	4	3	3	1
Hours of volunteer time donated	3,990	4,000	3,990	3,988	4,194

Overall City Value - Public Safety:

PERFORMANCE MEASURES	Benchmark	FY20 Target	FY19 Target	FY19 Estimate	FY18 Actual	FY17 Actual
Retention of sworn employees (excluding retirement)		100% (27/27)	96% (26/27)	93% (25/27)	96% (26/27)	85% (23/27)
Retention of civilian employees (excluding retirement)		83% (10/12)	83% (10/12)	83% (10/12)	67% (8/12)	75% (9/12)
Sworn personnel turnover (ICMA Benchmark 2016-2018)	4.5% (all) / 6.0% (cities under 30,000 pop.)	7%	7%	7%	0.7%	4.4%
Sworn police overtime as % of total sworn police compensation (ICMA Benchmark 2016-2018)	5.8% (all) / 4.8% (cities under 30,000 pop.)	4.8%	4.6%	4.5%	7.8%	10.7%
FTEs: Sworn positions per 1,000 population (ICMA Benchmark 2016-2018)	2.4 (all) / 3.4 (cities under 30,000 pop.)	2.9	2.9	2.9	2.9	2.5
FTEs: Sworn Police per 1,000 population + Annualized Visitor Population		1.4	1.4	1.4	1.4	1.3
Increase Explorers' participation in community events by 50%		5	5	5	5	3

POLICE – Patrol

BUDGET SUMMARY	FY2020 Budget	% of FY2020 Budget	FY2019 Budget	FY2019 Estimate	FY2018 Actual
Program Expenditures					
Personnel Services	\$ 2,592,700	63%	\$ 2,660,280	\$ 2,467,580	\$ 2,364,477
Supplies & Services	248,845	6%	252,065	203,590	287,595
Capital & Debt Service	249,634	5%	192,512	189,634	189,633
Subtotal Direct Costs	\$ 3,091,179	74%	\$ 3,104,857	\$ 2,860,804	\$ 2,841,705
Internal Charges	1,078,790	26%	1,000,340	972,560	935,414
Total Expenditures	\$ 4,169,969	100%	\$ 4,105,197	\$ 3,833,364	\$ 3,777,119
Expenditures by Fund					
General Fund Portion	\$ 4,089,369	99%	\$ 4,097,197	\$ 3,833,364	\$ 3,738,135
Other Funds Portion	\$ 80,600	1%	\$ 8,000	\$ -	\$ 38,984
Funding Sources					
Program Revenues	\$ 25,000	1%	\$ 31,000	\$ -	\$ 105,297
Funding from General Revenues:					
Estimated Resident Generated	\$ 1,438,489	35%	\$ 1,425,969	\$ 1,341,677	\$ 1,285,138
Estimated Visitor Generated	\$ 2,671,480	65%	\$ 2,648,228	\$ 2,491,687	\$ 2,386,685
Employee Time Allocation (FTEs) (Budgeted)	21.00		21.73		22.73

The Patrol program is currently managed by a Police Lieutenant and consists of all sworn and civilian uniformed personnel who carry out the Department's direct field operations to the community, which includes responding to emergency and routine calls for service, enforcing traffic laws, enforcing parking ordinances (through patrol officers, Community Service Officers [CSOs] and Community Services Aides [CSAs]), and effectively dealing with various quality of life matters. The personnel within the program are also responsible for temporary holding facility and operations, maintenance of the Department's fleet of vehicles, coordination and maintenance of the police range and training facility, maintenance of all equipment utilized within the program, and ensuring the on-going mandated professional development of personnel within the program. A portion of this program is paid by grants.

The Special Weapons and Tactics (SWAT) program operates under the Patrol Division Commanding Officer, as most of the members are assigned to the Patrol Division. The Verde Valley Regional SWAT Team consists of officers and supervisors from all police agencies in the Verde Valley. In the past several years, Sedona Police Department has dedicated two officers to the 12-person SWAT team. In fiscal year 2017-18, this deployment grew to four officers. The SWAT team is an ancillary assignment, where officers are called in to deploy to a field incident as needed.

A portion of this program is paid by the Grants and Donations Funds. In addition, a portion of the program costs is allocated to the Information Technology Internal Service Fund for technology costs not managed by the Information Technology Department.

In fiscal year 2019-20, the Property & Evidence Technician position was reclassified to the Support Services program.

FY 2019 Accomplishments

Overall City Value - Public Safety:

- * Conducted 15 speed enforcement and awareness operations through the use of the portable electronic speed radar display signs and selective enforcements.
- * Applied for and awarded grant funding for the addition of three police bicycles to continue our ancillary Police Bicycle Officer program. Deployed bicycle police officers at the Sedona Mountain Bike Festival, Run Sedona event and the St. Patrick's Day Parade.
- * Applied for and awarded grant funding for the purchase of three additional ballistic helmets for SWAT.
- * Conducted two homeless outreach/illegal camping operations with U.S. Forest Service and veterans/homeless non-profit personnel.
- * Created two swing shift officers to address the increase of calls for service based upon historical trends.
- * Conducted three DUI Multi Agency Task Force events in Sedona and participated in numerous DUI Details throughout the Verde Valley.

POLICE – Patrol
continued

FY 2020 Objectives

Overall City Value - Public Safety:

- * Deploy officers of the ancillary Police Bicycle Officer program during the busy months in high density areas such as Uptown, and during special events.
- * Develop and deploy the ancillary Police Equestrian program, and deploy equestrian officer(s) at special events when available.
- * Develop a culture where supervisors and patrol officers better understand the crime picture in their area and the City, using Command Solutions with data from Motorola Flex CAD/RMS system. Continue to enhance and produce the information/data available with this new system.
- * Maintain as close to 100% retention of sworn police officers throughout the year excluding retirements.
- * Reduce response time by 10% for emergency and non-emergency calls for service.
- * Develop enhanced, more efficient reporting and investigation system for high risk events, such as pursuits, uses of force, and traffic collisions.
- * Deploy the mobile digital speed indicator in high traffic areas on at least four occasions before June 30, 2020, to collect data and address concerns of unsafe driving.
- * Maintain budget funding to accommodate the SWAT team members.

WORKLOAD INDICATORS	Benchmark	FY20 Projection	FY19 Projection	FY19 Estimate	FY18 Actual	FY17 Actual
UCR Part I violent crimes *Criminal homicide, forcible rape, robbery and aggravated assault		42	50	40	89	42
UCR Part I property crimes *Burglary, theft and arson		200	500	200	206	201
Traffic collisions - Fatal (ICMA Benchmark 2016-20187)	36.6 (all) / 0.8 (cities under 30,000 pop.)	0	0	0	0	0
Traffic collisions - Injury		28	50	28	37	30
Traffic collisions - Non-injury		450	500	450	337	240
Officer-initiated activity		8,500	11,000	8,000	8,673	9,360
Calls for service from the community		15,500	15,500	15,500	15,374	14,825
Warnings		4,500	4,500	4,080	4,911	3,764
Citations		900	1,500	800	1,310	833
Arrests - Misdemeanor		550	450	550	382	419
Arrests - Felony		102	70	102	74	68
Arrests - DUI		30	75	30	66	45
Deploy mobile digital speed indicator sign in areas of reported OHV/city streets speeding or unsafe driving issues within city limits		15 deploys	4 deploys	15 deploys	4 deploys	2 deploys

POLICE – Patrol
continued

Overall City Value - Public Safety:

PERFORMANCE MEASURES	Benchmark	FY20 Target	FY19 Target	FY19 Estimate	FY18 Actual	FY17 Actual
Maintain a response time of five minutes or less 90% of the time to emergency calls		85%	90%	85%	80%	N/A
Average response time - Priority 1 (ICMA Benchmark 2016-2018) *Collisions with injuries or death and attempted suicides	5.0 (all) / 5.1 (cities under 30,000 pop.)	5.25 minutes	5 minutes	5.37 minutes	6 minutes	4 minutes
Average response time - Priority 2 *Domestic Violence, just occurred sex offenses, bomb threats, deaths and medical assists		7 minutes	8 minutes	7.47 minutes	9 minutes	10 minutes
Calls for service from the community per sworn FTE (ICMA Benchmark 2016-2018)	382 (all) / 391(cities under 30,000 pop.)	529	543	529	524.3	435.0
Calls for service from the community and officer initiated activity per sworn FTE		1,119.05	N/A	1,119.05	1,145.10	1,151.67
Calls for service from the community per 1,000 population (ICMA Benchmark 2016-2018)	728 (all) / 1,249 (cities under 30,000 pop.)	1,475	1,518	1,483	1,533	1,096
Calls for service from the community per 1,000 population + annualized visitor population		758	783	752	750	735
DUI arrests per 1,000 population (ICMA Benchmark 2016-2018)	3.4 (All) / 4.4 (cities under 30,000 pop.)	2.9	7.3	2.9	6.6	6.4
DUI arrests per 1,000 population + annualized visitor population		1.5	3.7	1.5	3.2	3.7
UCR Part I property crimes reported per 1,000 population	31.7 (all) / 31.8 (cities under 30,000 pop.)	19.0	49.0	19.1	20.5	19.7
UCR Part I property crimes reported per 1,000 population + annualized visitor population		9.8	24.4	9.7	10.1	10.0
UCR Part I violent crimes reported per 1,000 population	4.7 (all) / 4.5 (cities under 30,000 pop.)	3.8	4.9	3.8	8.9	4.1
UCR Part I violent crimes reported per 1,000 population + annualized visitor population		2.0	2.4	1.9	4.3	2.1

POLICE – Investigations

BUDGET SUMMARY	FY2020 Budget	% of FY2020 Budget	FY2019 Budget	FY2019 Estimate	FY2018 Actual
Program Expenditures					
Personnel Services	\$ 377,729	70%	\$ 326,390	\$ 241,850	\$ 327,466
Supplies & Services	57,974	11%	54,479	53,794	37,675
Subtotal Direct Costs	\$ 435,703	81%	\$ 380,869	\$ 295,644	\$ 365,141
Internal Charges	103,580	19%	96,720	92,780	96,353
Total Expenditures	\$ 539,283	100%	\$ 477,589	\$ 388,424	\$ 461,494
Expenditures by Fund					
General Fund Portion	\$ 537,903	100%	\$ 477,589	\$ 388,424	\$ 461,494
Other Funds Portion	\$ 1,380	<1%	\$ -	\$ -	\$ -
Funding Sources					
Funding from General Revenues:					
Estimated Resident Generated	\$ 188,749	35%	\$ 167,156	\$ 135,948	\$ 161,523
Estimated Visitor Generated	\$ 350,534	65%	\$ 310,433	\$ 252,476	\$ 299,971
Employee Time Allocation (FTEs) (Budgeted)	3.00		3.00		3.00

The Investigations program is managed by the Support Services Commanding Officer (currently a Lieutenant) and consists of sworn personnel who are assigned to conduct follow up criminal investigations, background investigations, processing of criminal complaints assigned to the municipal and county courts, police employee background investigations, and sex offender registrant monitoring. Personnel in this program are also assigned to specialized regional investigative task forces which bring resources and expertise to the Department and community that would not otherwise be feasible. Property and evidence processing and storage functions are also carried out within this program by civilian personnel.

Investigations also includes the Partners Against Narcotics Trafficking (PANT) program. The Department provides a sworn police officer to work on the PANT task force to combat illegal narcotics possession, use, sales and transportation. With this commitment of resources, the Department is able to fill a seat on the PANT Board of Directors.

Investigations also includes The Gang and Immigration Intelligence Team Enforcement Mission (GIITEM) program. The Department assigns a sworn police officer to the GIITEM task force to combat criminal gangs and their illegal activities within the greater Sedona area and the Verde Valley. The GIITEM task force is operated by the Department of Public Safety (DPS), and 75% of the employee cost of our assigned detective is paid by DPS.

A portion of the program costs is allocated to the Information Technology Internal Service Fund for technology costs not managed by the Information Technology Department.

FY 2019 Accomplishments

Overall City Value - Public Safety:

- * Conducted two Sexual Offender Registrant compliance operations.
- * Successfully trained one new detective.
- * Conducted advanced crime scene investigation skills to the patrol staff.
- * Worked with several different law enforcement agencies in multi-jurisdiction cases ranging from burglary rings, stalking and child pornography.
- * Participated in one regional enforcement task force to serve outstanding arrest warrants.
- * Implemented enhanced criminal investigations case management processes through Motorola Flex Record Management System.
- * Increased clearance rates for violent crimes by 8.1%.
- * Increased completing investigations within six months by 15%
- * Conducted an audit inspection on the evidence stored within the police department, and completed the inspection with a 100%.

FY 2020 Objectives

Overall City Value - Public Safety:

- * Conduct two Sexual Offender Registrant compliance operations.
- * Maintain case clearance to maximum of six months, excluding complicating paper crime cases. Paper crime cases require subpoena bank records, which can take more than six months to receive all required documents.
- * Develop familiarity of the Crime Data System called Command Solutions to help find patterns of crime and build a profile from the patterns.
- * Completely transfer all evidence data from our old Computer Aided Dispatch/Records Management System (CAD/RMS) system into

POLICE – Investigations
continued

WORKLOAD INDICATORS	FY20 Projection	FY19 Projection	FY19 Estimate	FY18 Actual	FY17 Actual
Total cases assigned (felony and misdemeanor)	168	125	168	96	117
Detective initiated arrests	32	20	32	18	15
Felony cases filed	6	5	6	13	2
Conduct sexual offender registrant compliance operations	2	2	2	2	2

Overall City Value - Public Safety:

PERFORMANCE MEASURES	Benchmark	FY20 Target	FY19 Target	FY19 Estimate	FY18 Actual	FY17 Actual
Exceed annual state crime clearance rate (15.8%) for property crime (ICMA Benchmark 2016-2017)*	26.9% (all) / 30.7% (cities under 30,000 pop.)	37.9% (exceeds state by 22.1%)	30% (exceeds state by 14.2%)	37.9% (exceeds state by 22.1%)	33.7% (exceeds state by 17.9%)	25.6% (exceeds state by 9.8%)
Exceed annual state crime clearance rate (31.9%) for violent crime (ICMA Benchmark 2016-2017)*	51.9% (all) / 58.2% (cities under 30,000 pop.)	61.7% (exceeds state by 29.8%)	70% (exceeds state by 38.1%)	61.7% (exceeds state by 29.8%)	64.4% (exceeds state by 32.5%)	73.4% (exceeds state by 41.5%)
Complete investigation on all cases (including lengthy fraud cases) within six months from being assigned		90%	100%	90%	85%	60%

*Clearance rate means when a case is closed due to an arrest, declined prosecution, or the victim no longer wants to proceed with prosecution after the suspect has been identified.

POLICE – Communications/Records

BUDGET SUMMARY	FY2020 Budget	% of FY2020 Budget	FY2019 Budget	FY2019 Estimate	FY2018 Actual
Program Expenditures					
Personnel Services	\$ 768,260	61%	\$ 706,470	\$ 687,450	\$ 584,607
Supplies & Services	67,760	5%	54,620	54,303	49,742
Capital & Debt Service	35,000	3%	-	-	-
Subtotal Direct Costs	\$ 871,020	69%	\$ 761,090	\$ 741,753	\$ 634,349
Internal Charges	391,930	31%	366,090	356,540	400,665
Total Expenditures	\$ 1,262,950	100%	\$ 1,127,180	\$ 1,098,293	\$ 1,035,014
Expenditures by Fund					
General Fund Portion	\$ 1,227,040	97%	\$ 1,127,180	\$ 1,098,293	\$ 1,035,014
Other Funds Portion	\$ 35,910	3%	\$ -	\$ -	\$ -
Funding Sources					
Program Revenues	\$ 35,000	3%	\$ -	\$ -	\$ -
Funding from General Revenues:					
Estimated Resident Generated	\$ 429,783	34%	\$ 394,513	\$ 384,403	\$ 362,255
Estimated Visitor Generated	\$ 798,168	63%	\$ 732,667	\$ 713,890	\$ 672,759
Employee Time Allocation (FTEs) (Budgeted)	11.00		10.00		10.00

The Communications/Records program consists of civilian personnel who provide support to all Department personnel through radio communications, Computer-Aided Dispatching (CAD), Mobile Data Computer software applications, records storage and retrieval, and public record access and production. The Communications Section employs specially trained personnel who are responsible for answering 9-1-1 emergency telephone lines including all wireless and Voice Over Internet Protocol (VOIP) calls from all providers in our jurisdiction, interpreting the level of priority of the call, and dispatching the call for service to field personnel. Additionally, personnel within this program are the answering and relay point for after-hours calls for emergency service or questions for other City departments.

The Records Section provides first-level contact for all Police Department business and is the primary service provider for public inquiries, report releases, and other front-counter customer services. This function is responsible for processing police reports; facilitating tow hearings; collecting court bonds and administrative fees; and tracking and recording court dispositions, citations, and any other patrol related documentation. In addition, Records responds to all civil and criminal subpoenas and processes requests for the disclosure of public records. The Records Clerk verifies and inputs data into the Department's Records Management System (RMS) and various other criminal justice databases for the purpose of collection and analyses of statistical data related to state and federal reporting requirements.

A portion of the program costs is allocated to the Information Technology Internal Service Fund for technology costs not managed by the Information Technology Department.

FY 2019 Accomplishments

Overall City Value - Public Safety:

- * Updated the Public Records Request protocols.
- * Dispatched calls to officers within 45 seconds from the time received.
- * Updated the Public Records Request forms.
- * Updated response protocols to 9-1-1 calls where the location was unknown and accidentally dialed.
- * Updated the field training manual for communications specialist.
- * Updated the Emergency Response Protocols.

FY 2020 Objectives

Overall City Value - Public Safety:

- * Maintain as close to 100% dispatcher employment as possible.
- * Dispatch calls to officers within 45 seconds from receiving the call.
- * Switch data reporting for the FBI from Unified Crime Reporting (UCR) to National Incident Based Reporting System (NIBRS).
- * Transition to paperless collision reporting using the AZTraCS system through a grant.
- * Hire a new Records Clerk I position, which will improve the amount of time it takes for the public to receive their records request. This will also decrease the backlog of reports that needs to be merged into the Record Management System.

WORKLOAD INDICATORS	FY20 Projection	FY19 Projection	FY19 Estimate	FY18 Actual	FY17 Actual
Telephone calls received - Emergency	6,150	6,500	6,096	4,598	N/A
Telephone calls received - Non-Emergency	29,000	30,000	28,440	21,942	N/A

POLICE – Communications/Records

continued

Overall City Value - Public Safety:

PERFORMANCE MEASURES	Benchmark	FY20 Target	FY19 Target	FY19 Estimate	FY18 Actual	FY17 Actual
Time to answer 9-1-1 calls (National Emergency Number Association NENA benchmark standard)	10 seconds	5 seconds	5 seconds	5 seconds	5 seconds	5 seconds
Decrease backlog of records merged into system (monthly average)		0 reports	60 reports	180 reports	240 reports	N/A
Decrease wait time for public records requests		24 hours	48 hours	24 hours	48 hours	N/A
Average time to dispatch call to field unit		45 seconds	45 seconds	50 seconds	83 seconds	40 seconds
Average backlog of records merged into system		100 cases	100 cases	180 cases	220 cases	200 cases
Average wait time for public records requests		24 hours	24 hours	72 hours	72 hours	120 hours

POLICE – Support Services

BUDGET SUMMARY	FY2020 Budget	% of FY2020 Budget	FY2019 Budget	FY2019 Estimate	FY2018 Actual
Program Expenditures					
Personnel Services	\$ 398,220	72%	\$ 374,930	\$ 437,510	\$ 136,830
Supplies & Services	46,465	8%	41,160	39,350	16,790
Subtotal Direct Costs	\$ 444,685	80%	\$ 416,090	\$ 476,860	\$ 153,620
Internal Charges	108,030	20%	72,040	68,520	30,213
Total Expenditures	\$ 552,715	100%	\$ 488,130	\$ 545,380	\$ 183,833
Expenditures by Fund					
General Fund Portion	\$ 550,015	100%	\$ 483,130	\$ 542,120	\$ 173,956
Other Funds Portion	\$ 2,700	<1%	\$ 5,000	\$ 3,260	\$ 9,877
Funding Sources					
Funding from General Revenues:					
Estimated Resident Generated	\$ 193,450	35%	\$ 170,846	\$ 190,883	\$ 64,342
Estimated Visitor Generated	\$ 359,265	65%	\$ 317,285	\$ 354,497	\$ 119,492
Employee Time Allocation (FTEs) (Budgeted)	3.73		3.00		1.00

The Support Services program is managed by the Commanding Officer, currently a Lieutenant. Within Support Services are the Investigations Section, Communications/Dispatch, Evidence, Records, Police Support Services Technician (reclassified from the Investigations program in fiscal year 2019-20) and the Support Services Sergeant. Support Services handles all support functions of the Department and assists the patrol division operations. This program secures, operates, and oversees the computerized systems of the Department (other than IT-related components), including 9-1-1 telephone and VOIP systems, the Computerized Aide Dispatch/Record Management System (CAD/RMS), crime analysis, in-car video recording systems, conducting the Police Community Academy, radios (both hand-held and mobile vehicle), department grants and state and federal mandated reporting, including but not limited to Uniformed Crime Reporting/National Incident Based Reporting System.

Support Services also includes oversight of the Community Service Officer (CSO) and Animal Control functions. The Department currently has one civilian CSO who is responsible for the enforcement of City and state regulations pertaining to animal welfare and other quality of life matters. Activities include enforcement of licensing requirements for the control of rabies for the safety of the community; interaction with the public to inform them on the control and over-population of unwanted animals; and advice for the care and treatment of pets. Responsibilities also include impound, care, and disposition of stray domestic animals, and responses to calls for service regarding problems with domestic animals and wildlife. The Community Service Officer also helps monitor traffic problems in the City and work to mitigate backups using available tools and techniques.

Support Services also includes the School Resource Officer (SRO) Program. The SRO is an assigned full-time police officer to conduct prevention, education, and enforcement activities for the students, staff, and parents at school campuses. The SRO also assists the school district in developing, implementing, and evaluating school campus safety programs. The SRO acts as the Department liaison to youth-oriented service providers, such as MATFORCE and the Verde Valley Restorative Justice Program; assists in the counseling of students and parents; and, conducts presentations on crime, safety, and substance abuse matters. In addition, the SRO duties also include Neighborhood Watch, Crime Prevention Officer, as well as the Department's liaison to the Arizona Special Olympics, and the Law Enforcement Torch Run to support the Special Olympics.

Support Services also includes the Sedona Police Department K-9 program, which includes a sworn police officer and canine (K-9) partner. The K-9 team is on a swing shift schedule, to provide the most coverage and support to each squad. The K-9 unit is trained to detect illegal narcotic substances and to track, search, and help apprehend suspects. The K-9 team is on-call 24 hours a day, 7 days a week. The team must stay current on laws, complete required training hours, and maintain their certification.

A portion of the program costs is allocated to the Information Technology Internal Service Fund for technology costs not managed by the Information Technology Department.

POLICE – Support Services
continued

FY 2019 Accomplishments

Overall City Value - Public Safety:

- * Implemented the Motorola Flex CAD/RMS system.
- * Implemented the crime analysis program, called Command Solutions.
- * Conducted a presentation at the department's community police academy about animal safety.
- * Conducted ARS 28-3511 (animal impound) hearings.
- * Spend 75% of SRO working hours during the school year deployed at a school.
- * Conduct another Hispanic Outreach event at all schools.
- * Continue to enhance safety plans and conduct drills related to school safety.
- * Identify and train a replacement for the SRO, anticipating retirement in one year.
- * Deployed the SRO full time to various schools in Sedona.
- * Achieved 75% deployment rate at the high school.
- * Assisted Sedona Charter School to revise emergency plans.
- * Assisted the Sedona Fire District with fire drills at both Sedona Red Rock High School and West Sedona School campuses.
- * Increased donations to the Special Olympics as compared to last year, and participated in the "Over the Edge" Challenge, which is a fund-raiser for the Arizona Special Olympics consisting of persons repelling from the top of a skyscraper in Phoenix, Arizona.
- * Worked with school administrators to secure a room and a mental health professional at the high school, to be present at least once per week.
- * Planned and coordinated an all-student assembly following a school shooting incident in Florida, to educate and inform students on the safety plans.
- * K-9 Team was deployed 21 times as of February 1, 2019.
- * K-9 Team successfully recertified in patrol apprehension and narcotics detection.
- * K-9 Team participated in community related events.
- * K-9 Team received a grant to assist with the cost of veterinarian services.

FY 2020 Objectives

Overall City Value - Public Safety:

- * Investigate and recommend the next generation of in-car camera system, and potentially body-cameras for patrol staff.
- * Implement the AZTraCS Collision program, which electronically sends all collision data that is required by the state to be sent to ADOT.
- * Implement the Insight program, which allows the surrounding law enforcement agencies to share police related information.
- * Implement phase 1 of 4 of the radio infrastructure project that will increase radio communication in the Uptown area and along SR 179.
- * Update the current department policy.
- * Test and train a newly assigned Detective.
- * Test and train a newly assigned Support Service Sergeant, who will manage the investigation side of the department and complete other assigned tasks.
- * Conduct at least two community presentations regarding animal safety and City codes relating to animals.
- * Obtain the next level of National Animal Care and Control Association (NACA) certification.

WORKLOAD INDICATORS	FY20 Projection	FY19 Projection	FY19 Estimate	FY18 Actual	FY17 Actual
Conduct animal control presentation	1	1	1	N/A	N/A
Call for service (animal related)	650	620	620	746	673
Fire drills conducted at Sedona Red Rock High School and Junior High School	6	6	6	N/A	N/A
Fire drills conducted at West Sedona School	6	6	6	N/A	N/A
Lock-down/evacuation drills conducted at Sedona Red Rock High School and Junior High School	4	4	4	N/A	N/A
Lock-down/evacuation drills conducted at West Sedona School	4	4	4	N/A	N/A
Awareness training sessions conducted geared toward student issues/trends at Sedona Red Rock High School and Junior High School	1	1	1	N/A	N/A
Awareness training sessions conducted geared toward student issues/trends at West Sedona School	1	1	1	N/A	N/A
Crime prevention presentations conducted by SRO	2	2	2	N/A	N/A

Overall City Value - Public Safety:

PERFORMANCE MEASURES	Benchmark	FY20 Target	FY19 Target	FY19 Estimate	FY18 Actual	FY17 Actual
Percentage of time SRO is deployed at a school, when in session		75%	75%	75%	80%	75%

POLICE – Traffic & Parking Services

BUDGET SUMMARY	FY2020 Budget	% of FY2020 Budget	FY2019 Budget	FY2019 Estimate	FY2018 Actual
Program Expenditures					
Personnel Services	\$ 124,220	42%	\$ 124,310	\$ 96,110	\$ 96,201
Supplies & Services	45,030	15%	59,680	50,836	35,679
Subtotal Direct Costs	\$ 169,250	57%	\$ 183,990	\$ 146,946	\$ 131,880
Internal Charges	125,480	43%	108,750	105,540	87,107
Total Expenditures	\$ 294,730	100%	\$ 292,740	\$ 252,486	\$ 218,987
Expenditures by Fund					
General Fund Portion	\$ 265,275	90%	\$ 292,740	\$ 252,486	\$ 218,987
Other Funds Portion	\$ 29,455	10%	\$ -	\$ -	\$ -
Funding Sources					
Program Revenues	\$ 65,090	22%	\$ 53,120	\$ 46,920	\$ 21,900
Funding from General Revenues:					
Estimated Resident Generated	\$ 80,374	27%	\$ 83,867	\$ 71,948	\$ 68,980
Estimated Visitor Generated	\$ 149,266	51%	\$ 155,753	\$ 133,618	\$ 128,106
Employee Time Allocation (FTEs) (Budgeted)	2.90		2.90		2.90

The Traffic and Parking Services program consists of part-time civilian personnel, known as Community Services Aides (CSAs), who are responsible for parking enforcement in the Uptown area and at some trail head parking lots. They also assist patrol officers in some traffic control (movement of traffic) during special events and spontaneous, urgent field incidents. With the addition of the pay stations in the Uptown area, CSAs patrol and enforce parking regulations, and they ensure the operation of the parking kiosks.

Traffic and parking services also includes the uptown paid parking program. This program was initiated in mid-FY 2018 and includes the collection of cash from the various stand-alone kiosks are handled by our Community Service Aides (CSAs) under the Patrol Division, and the citation appeals are handled by the Chief's Executive Assistant. The troubleshooting of the error messages at kiosks are handled initially by the Executive Assistant, and if maintenance is required it is handled by Public Works staff.

FY 2019 Accomplishments

Overall City Value - Public Safety:

- * Create and implement a process for collecting money from the new parking meters installed in the Uptown area.
- * Deploy personnel efficiently and effectively to provide timely response to parking complaints and ensure effective levels of parking enforcement.
- * Identify and develop key metrics to effectively track and measure workload and productivity factors for Community Service Aide (CSA) activities in Uptown.
- * Increase patrols in the parking lots and trailheads due to Community Service Aides (CSA) assuming the traffic duties in Uptown.

FY 2020 Objectives

Overall City Value - Public Safety:

- * Maintain full deployment of personnel (the CSAs are part-time civilian employees who are difficult to recruit and retain).
- * Update the process for collection of money from the meters in the Uptown area to implement safety and accountability measures.

WORKLOAD INDICATORS	FY20 Projection	FY19 Projection	FY19 Estimate	FY18 Actual	FY17 Actual
Parking citations written in the Uptown three-hour parking lots	2,100	2,000	2,056	2,330	1,564
Parking citations written at trailhead locations.	420	400	416	489	N/A
Total hours worked	3,130 hours	N/A	3,129 hours	N/A	N/A
Total time conducting Uptown activities	1,100 hours	N/A	1,004 hours	N/A	N/A
Total time checking the trailhead areas	335 hours	N/A	309 hours	N/A	N/A
Total time assisting the public	1,150 hours	N/A	1,136 hours	N/A	N/A
Total miscellaneous time (reports, court, checking e-mails, lunch, drive time between locations, etc.)	700 hours	N/A	680 hours	N/A	N/A

POLICE DEPARTMENT
Continued

EXPENDITURE SUMMARY

Cost Category	FY2020 Budget	FY2019 Budget	FY2019 Est. Actuals	FY2018 Actuals	Explanation of Changes
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General Fund

10-5510-01 - Administration

Personnel (ongoing)	\$312,590	\$298,330	\$275,220	\$422,089	
Supplies & Services (ongoing)	\$63,225	\$59,060	\$58,455	\$48,074	
Direct Costs (Ongoing) Subtotal	\$375,815	\$357,390	\$333,675	\$470,163	
Internal Charges	\$103,250	\$97,670	\$89,590	\$126,924	
Ongoing Total	\$479,065	\$455,060	\$423,265	\$597,087	
Supplies & Services (one-time)	\$0	\$1,200	\$1,200	\$0	
One-Time Total	\$0	\$1,200	\$1,200	\$0	
Administration Total	\$479,065	\$456,260	\$424,465	\$597,087	

10-5510-43 - Patrol

Personnel (ongoing)	\$2,592,700	\$2,660,280	\$2,467,580	\$2,364,477	
Supplies & Services (ongoing)	\$228,245	\$244,065	\$203,590	\$236,052	
Direct Costs (Ongoing) Subtotal	\$2,820,945	\$2,904,345	\$2,671,170	\$2,600,529	
Internal Charges	\$1,078,790	\$1,000,340	\$972,560	\$935,414	
Ongoing Total	\$3,899,735	\$3,904,685	\$3,643,730	\$3,535,943	
Capital & Debt Service	\$189,634	\$192,512	\$189,634	\$202,193	
One-Time Total	\$189,634	\$192,512	\$189,634	\$202,193	
Patrol Total	\$4,089,369	\$4,097,197	\$3,833,364	\$3,738,136	

10-5510-44 - Investigations

Personnel (ongoing)	\$377,729	\$326,390	\$241,850	\$327,466	Budget Increase: Pay adjustments and correction of prior year error in overtime
Supplies & Services (ongoing)	\$56,594	\$54,479	\$53,794	\$37,675	
Direct Costs (Ongoing) Subtotal	\$434,323	\$380,869	\$295,644	\$365,141	
Internal Charges	\$103,580	\$96,720	\$92,780	\$96,353	
Ongoing Total	\$537,903	\$477,589	\$388,424	\$461,494	
Investigations Total	\$537,903	\$477,589	\$388,424	\$461,494	

POLICE DEPARTMENT
Continued

EXPENDITURE SUMMARY

Cost Category	FY2020 Budget	FY2019 Budget	FY2019 Est. Actuals	FY2018 Actuals	Explanation of Changes
10-5510-45 - Communications/Records					
Personnel (ongoing)	\$768,260	\$706,470	\$687,450	\$584,607	
Supplies & Services (ongoing)	\$58,650	\$52,620	\$52,303	\$49,742	Budget Increase: Increase in radio maintenance contract, employee exams, and training costs
Direct Costs (Ongoing) Subtotal	\$826,910	\$759,090	\$739,753	\$634,349	
Internal Charges	\$391,930	\$366,090	\$356,540	\$400,665	
Ongoing Total	\$1,218,840	\$1,125,180	\$1,096,293	\$1,035,014	
Supplies & Services (one-time)	\$8,200	\$2,000	\$2,000	\$0	Budget Increase: Shredder, chairs, console repairs
Communications/Records Total	\$1,227,040	\$1,127,180	\$1,098,293	\$1,035,014	
10-5510-74 - Support Services					
Personnel (ongoing)	\$398,220	\$374,930	\$437,510	\$136,830	
Supplies & Services (ongoing)	\$43,765	\$36,160	\$36,090	\$6,913	Budget Increase: Increase in Travel & Training
Direct Costs (Ongoing) Subtotal	\$441,985	\$411,090	\$473,600	\$143,743	
Internal Charges	\$108,030	\$72,040	\$68,520	\$30,213	Budget Increase: Change in allocation of IT costs
Support Services Total	\$550,015	\$483,130	\$542,120	\$173,956	
10-5510-81 - Traffic & Parking Services					
Personnel (ongoing)	\$124,220	\$124,310	\$96,110	\$96,201	
Supplies & Services (ongoing)	\$15,575	\$59,680	\$50,836	\$35,679	Budget Decrease: Moved Tech costs to IT Fund
Direct Costs (Ongoing) Subtotal	\$139,795	\$183,990	\$146,946	\$131,880	
Internal Charges	\$125,480	\$108,750	\$105,540	\$87,107	
Traffic & Parking Services Total	\$265,275	\$292,740	\$252,486	\$218,987	

POLICE DEPARTMENT
Continued

EXPENDITURE SUMMARY

Cost Category	FY2020 Budget	FY2019 Budget	FY2019 Est. Actuals	FY2018 Actuals	Explanation of Changes
General Fund Totals					
Personnel Subtotal	\$4,573,719	\$4,490,710	\$4,205,720	\$3,931,670	
Supplies & Services (Ongoing) Subtotal	\$466,054	\$506,064	\$455,068	\$414,135	
Direct Costs (Ongoing) Subtotal	\$5,039,773	\$4,996,774	\$4,660,788	\$4,345,805	
Internal Charges Subtotal	\$1,911,060	\$1,741,610	\$1,685,530	\$1,676,676	
Ongoing Subtotal	\$6,950,833	\$6,738,384	\$6,346,318	\$6,022,481	
Supplies & Services (One-Time) Subtotal	\$8,200	\$3,200	\$3,200	\$0	
Capital & Debt Service Subtotal	\$189,634	\$192,512	\$189,634	\$202,193	
One-Time Subtotal	\$197,834	\$195,712	\$192,834	\$202,193	
General Fund Total	\$7,148,667	\$6,934,096	\$6,539,152	\$6,224,674	

RICO Fund

14-5510-43 - Patrol

Supplies & Services (ongoing)	\$5,000	\$5,000	\$0	\$39,281
Patrol Total	\$5,000	\$5,000	\$0	\$39,281

14-5510-74 - Support Services

Supplies & Services (ongoing)	\$0	\$0	\$0	\$7,038
Support Services Total	\$0	\$0	\$0	\$7,038

RICO Fund Totals

Supplies & Services (Ongoing) Subtotal	\$5,000	\$5,000	\$0	\$46,319
RICO Fund Total	\$5,000	\$5,000	\$0	\$46,319

Donations & Contributions Fund

15-5510-01 - Administration

Supplies & Services (ongoing)	\$6,000	\$13,350	\$7,730	\$8,885
Administration Total	\$6,000	\$13,350	\$7,730	\$8,885

15-5510-74 - Support Services

Supplies & Services (ongoing)	\$0	\$5,000	\$3,260	\$2,839
Support Services Total	\$0	\$5,000	\$3,260	\$2,839

Donations & Contributions Fund Totals

Supplies & Services (Ongoing) Subtotal	\$6,000	\$18,350	\$10,990	\$11,724
Donations & Contributions Fund Total	\$6,000	\$18,350	\$10,990	\$11,724

POLICE DEPARTMENT
Continued

EXPENDITURE SUMMARY

Cost Category	FY2020 Budget	FY2019 Budget	FY2019 Est. Actuals	FY2018 Actuals	Explanation of Changes
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Operating Grants Fund

16-5510-43 - Patrol

Supplies & Services (ongoing)	\$0	\$3,000	\$0	\$12,263	
Ongoing Total	\$0	\$3,000	\$0	\$12,263	
Personnel	\$25,000	\$0	\$0	\$0	Budget Increase: DUI and Traffic Enforcement grants
Supplies & Services (one-time)	\$10,000	\$0	\$0	\$0	Budget Increase: Traffic Enforcement grant
Capital & Debt Service	\$60,000	\$0	\$0	\$0	Budget Increase: Traffic related equipment grant
One-Time Total	\$95,000	\$0	\$0	\$0	
Patrol Total	\$95,000	\$3,000	\$0	\$12,263	

Info Tech Internal Service Fnd

60-5510-01 - Administration

Supplies & Services (ongoing)	\$675	\$0	\$0	\$0	Budget Increase: Moved Tech costs to IT Fund
Administration Total	\$675	\$0	\$0	\$0	

60-5510-43 - Patrol

Supplies & Services (ongoing)	\$3,500	\$0	\$0	\$0	Budget Increase: Moved Tech costs to IT Fund
Supplies & Services (one-time)	\$2,100	\$0	\$0	\$0	Budget Increase: Monitor for conference room
One-Time Total	\$2,100	\$0	\$0	\$0	
Patrol Total	\$5,600	\$0	\$0	\$0	

60-5510-44 - Investigations

Supplies & Services (ongoing)	\$1,380	\$0	\$0	\$0	Budget Increase: Moved Tech costs to IT Fund
Investigations Total	\$1,380	\$0	\$0	\$0	

60-5510-45 - Communications/Records

Supplies & Services (ongoing)	\$910	\$0	\$0	\$0	Budget Increase: Moved Tech costs to IT Fund
Communications/Records Total	\$910	\$0	\$0	\$0	

POLICE DEPARTMENT
Continued

EXPENDITURE SUMMARY

Cost Category	FY2020 Budget	FY2019 Budget	FY2019 Est. Actuals	FY2018 Actuals	Explanation of Changes
60-5510-74 - Support Services					
Supplies & Services (ongoing)	\$2,700	\$0	\$0	\$0	Budget Increase: Moved Tech costs to IT Fund
Support Services Total	\$2,700	\$0	\$0	\$0	
60-5510-81 - Traffic & Parking Services					
Supplies & Services (ongoing)	\$29,455	\$0	\$0	\$0	Budget Increase: Moved Tech costs to IT Fund
Traffic & Parking Services Total	\$29,455	\$0	\$0	\$0	
Info Tech Internal Service Fnd Totals					
Supplies & Services (Ongoing) Subtotal	\$38,620	\$0	\$0	\$0	
Supplies & Services (One-Time) Subtotal	\$2,100	\$0	\$0	\$0	
Info Tech Internal Service Fnd Total	\$40,720	\$0	\$0	\$0	
Grand Totals					
Personnel (Ongoing) Subtotal	\$4,573,719	\$4,490,710	\$4,205,720	\$3,931,670	
Supplies & Services (Ongoing) Subtotal	\$515,674	\$532,414	\$466,058	\$484,441	
Direct Costs (Ongoing) Subtotal	\$5,089,393	\$5,023,124	\$4,671,778	\$4,416,111	
Internal Charges Subtotal	\$1,911,060	\$1,741,610	\$1,685,530	\$1,676,676	
Ongoing Subtotal	\$7,000,453	\$6,764,734	\$6,357,308	\$6,092,787	
Personnel (One-Time) Subtotal	\$25,000	\$0	\$0	\$0	
Supplies & Services (One-Time) Subtotal	\$20,300	\$3,200	\$3,200	\$0	
Capital & Debt Service Subtotal	\$249,634	\$192,512	\$189,634	\$202,193	
Grand Total	\$7,295,387	\$6,960,446	\$6,550,142	\$6,294,980	

POLICE DEPARTMENT
Continued

POSITIONS SUMMARY

Position	FY20 FTE	FY19 FTE	FY18 FTE	FY17 FTE
Administrative Assistant	0.00	0.00	0.00	1.00
Chief of Police	1.00	1.00	1.00	1.00
Communications Specialist	7.00	7.00	7.00	7.00
Communications/Records Supervisor	1.00	1.00	1.00	1.00
Community Services Aide ⁽¹⁾	2.90	2.90	2.90	2.90
Community Services Officer	1.00	1.00	1.00	2.00
Executive Assistant to the Chief of Police	1.00	1.00	1.00	0.00
Police Commander	2.00	2.00	2.00	1.00
Police Detective	2.00	2.00	2.00	2.00
Police Lieutenant	0.00	0.00	0.00	1.00
Police Officer	17.00	17.00	17.00	17.00
Police Records Clerk I	1.00	0.00	0.00	0.00
Police Records Technician	1.00	1.00	1.00	1.00
Police Sergeant	5.00	5.00	5.00	5.00
Police Support Services Technician	1.00	1.00	1.00	0.00
Property & Evidence Technician ⁽¹⁾	0.73	0.73	0.73	0.73
Total	43.63	42.63	42.63	42.63

ALLOCATIONS SUMMARY

Position	Org Description	FY20 FTE	FY19 FTE	FY18 FTE	FY17 FTE
General Fund					
10-5510-01	Administration	2.00	2.00	3.00	3.00
10-5510-43	Patrol	22.00	21.73	22.73	25.73
10-5510-44	Investigations	2.00	2.00	2.00	2.00
10-5510-45	Communications/Records	11.00	10.00	10.00	9.00
10-5510-63	GIITEM Assignment	0.00	1.00	1.00	0.00
10-5510-64	Community Relations	1.00	1.00	1.00	0.00
10-5510-74	Support Services	2.73	2.00	0.00	0.00
10-5510-81	Traffic & Parking Services	2.90	2.90	2.90	2.90
General Fund Total		43.63	42.63	42.63	42.63

(1) Part-time positions

MUNICIPAL COURT

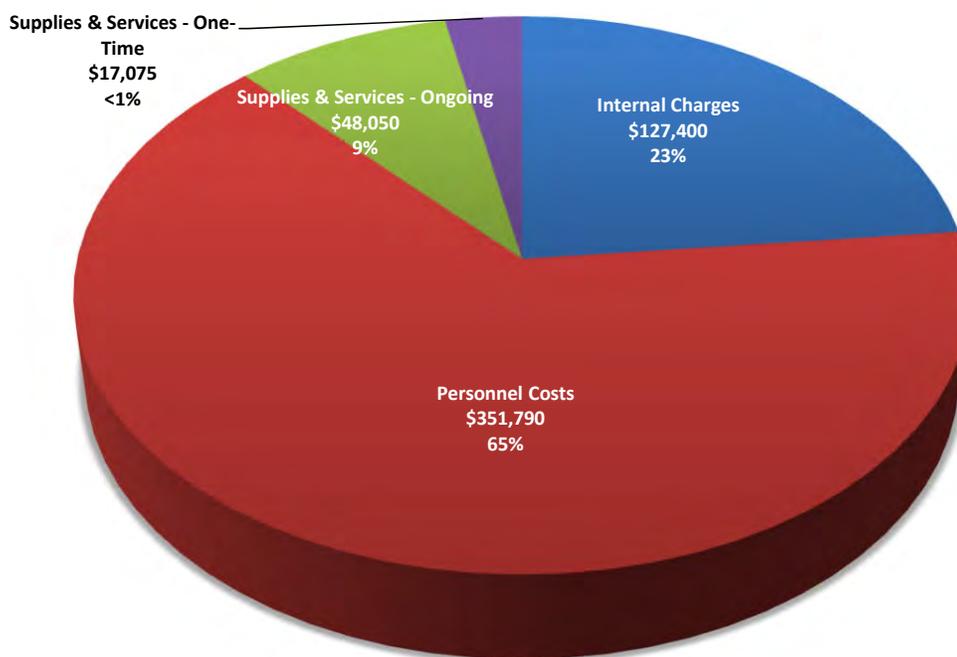
Mission Statement

To serve the community and to protect individual rights through the administration of justice. We pledge to serve each member of our community promptly with integrity, fairness, and respect.

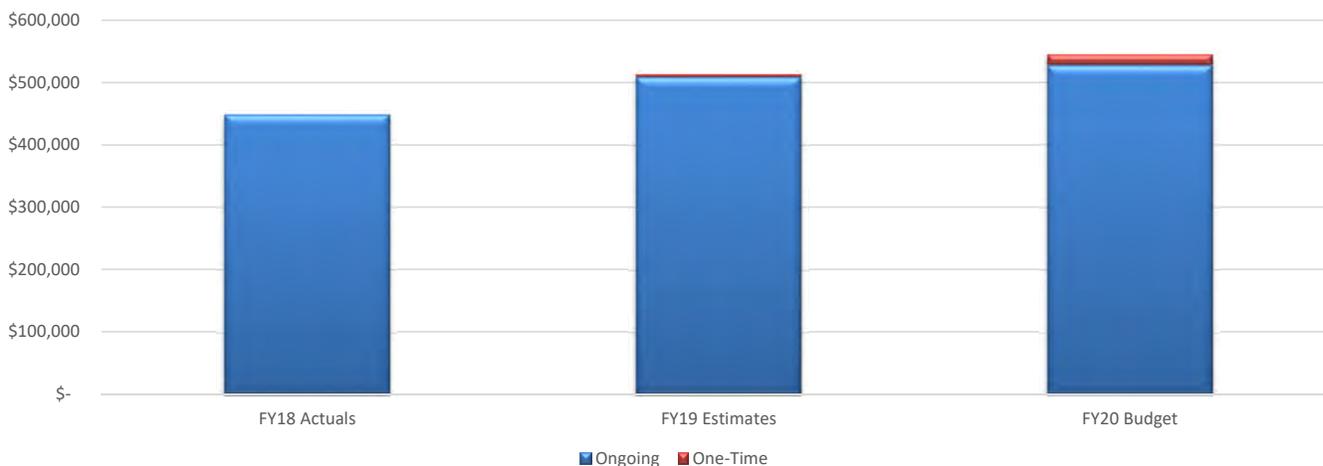
Description

The Municipal Court is the judicial branch of Sedona City government and is also a part of the State of Arizona court system. The Court is responsible for the adjudication of several different types of cases including: civil traffic, parking, City code violations, criminal traffic including Driving Under the Influence cases (DUIs), and criminal misdemeanor violations. The Court handles petitions for orders of protection and injunctions prohibiting harassment. The Judge also performs weddings.

FY 2020 PROGRAM EXPENDITURES: \$544,315



FY 2018 - FY 2020 ONGOING VS. ONE-TIME EXPENDITURES



MUNICIPAL COURT – Administration

BUDGET SUMMARY	FY2020 Budget	% of FY2020 Budget	FY2019 Budget	FY2019 Estimate	FY2018 Actual
Program Expenditures					
Personnel Services	\$ 351,790	65%	\$ 348,640	\$ 342,610	\$ 305,815
Supplies & Services	65,125	12%	65,250	50,165	51,592
Subtotal Direct Costs	\$ 416,915	77%	\$ 413,890	\$ 392,775	\$ 357,407
Internal Charges	127,400	23%	125,420	120,360	90,539
Total Expenditures	\$ 544,315	100%	\$ 539,310	\$ 513,135	\$ 447,945
Expenditures by Fund					
General Fund Portion	\$ 520,750	96%	\$ 528,110	\$ 508,520	\$ 447,034
Other Funds Portion	\$ 23,565	4%	\$ 11,200	\$ 4,615	\$ 911
Funding Sources					
Program Revenues	\$ 66,080	12%	\$ 26,800	\$ 38,400	\$ 27,116
Funding from General Revenues:					
Estimated Resident Generated	\$ 167,382	31%	\$ 179,379	\$ 166,157	\$ 147,290
Estimated Visitor Generated	\$ 310,853	57%	\$ 333,132	\$ 308,578	\$ 273,539
Employee Time Allocation (FTEs) (Budgeted)	4.66		4.66		4.25

To serve the community and to protect individual rights through the administration of justice. We pledge to serve each member of our community promptly with integrity, fairness, and respect.

A portion of the Municipal Court is paid by the Grants and Donations Funds. In addition, a portion of the program costs is allocated to the Information Technology Internal Service Fund for technology costs not managed by the Information Technology Department.

FY 2019 Accomplishments

Overall City Value - Good Governance:

- * Hired new City Magistrate.
- * Hired and trained a new Court Administrator.
- * Managed caseload so that defendants are offered a prompt resolution.
- * Initiated planning for remodel and transition to new courtroom facilities.
- * Cross trained staff to handle more civil traffic procedures at the front window and on the phone.
- * Purged or renewed warrants five years and older by City Prosecutor's discretion.
- * Managed caseload so that defendants are offered a prompt resolution.
- * Completed transition to AJACS Case Management System.
- * Improved collection of outstanding fines.
- * Clerks received training in Civil Traffic and AJACS Case Management System.
- * Judge and clerks fulfilled annual COJET training requirements.
- * Clerk became a Notary Public.
- * Clerks received training in FARE Collections.

FY 2020 Objectives

Overall City Value - Good Governance:

- * Complete relocation of court facilities and inform the public of the new location.
- * Apply for available grant funding to improve and update courtroom security.
- * Improve security measures before the public enters the courtroom.
- * Update and implement security procedures and protocols.
- * Adapt to the new remodeled courtroom.
- * Improve payment collection on outstanding receivables with emphasis on outstanding parking fines.
- * Continual training and better utilization of case management systems.
- * Maintain professional relationship with City Prosecutor's Office to continue efficient processing of case flow.
- * Complete transition to AJACS case management system.

Overall City Value - Fiscal Sustainability:

- * Improve payment collection on outstanding receivables with particular emphasis on outstanding parking fines.

MUNICIPAL COURT – Administration
continued

WORKLOAD INDICATORS	FY20 Projection	FY19 Projection	FY19 Estimate	FY18 Actual	FY17 Actual
Orders of protection and injunctions against harassment filed and processed	74	N/A	62	47	75
Civil traffic citation counts filed: TR1-TR5 Category	1,260	N/A	1,116	837	957
Civil traffic citation counts processed: TR1-TR5 Category	1,208	N/A	1,116	777	972
City parking citations filed	1,733	N/A	1,650	1,199	839
City parking citations processed	1,628	N/A	1,548	1,144	753
Criminal charges filed: R01-R89	1,155	N/A	1,041	781	286
Criminal charges processed	1,050	N/A	1,000	874	296
Non-parking City ordinance violations filed	20	N/A	21	16	30
Non-parking City ordinance violations processed	20	N/A	9	13	28

MUNICIPAL COURT
Continued

EXPENDITURE SUMMARY

Cost Category	FY2020 Budget	FY2019 Budget	FY2019 Est. Actuals	FY2018 Actuals	Explanation of Changes
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General Fund

10-5520-01 - Administration

Personnel (ongoing)	\$351,790	\$348,640	\$342,610	\$305,815	
Supplies & Services (ongoing)	\$40,300	\$45,050	\$45,550	\$50,681	Budget Decrease: Moved Tech costs to 60-5520-01
Direct Costs (Ongoing) Subtotal	\$392,090	\$393,690	\$388,160	\$356,496	
Internal Charges	\$127,400	\$125,420	\$120,360	\$90,539	
Ongoing Total	\$519,490	\$519,110	\$508,520	\$447,035	
Supplies & Services (one-time)	\$1,260	\$9,000	\$0	\$0	Budget Decrease: Furniture replacement
Administration Total	\$520,750	\$528,110	\$508,520	\$447,035	

Court Restricted Revenues Fund

13-5520-49 - JCEF Time Payment Fees

Supplies & Services (ongoing)	\$0	\$0	\$0	\$911	
JCEF Time Payment Fees Total	\$0	\$0	\$0	\$911	

Court Restricted Revenues Fund Totals

Supplies & Services (Ongoing) Subtotal	\$0	\$0	\$0	\$911	
Court Restricted Revenues Fund Total	\$0	\$0	\$0	\$911	

Operating Grants Fund

16-5520-01 - Administration

Supplies & Services (ongoing)	\$15,815	\$11,200	\$4,615	\$0	Budget Increase: Possible grant
Direct Costs (Ongoing) Subtotal	\$15,815	\$11,200	\$4,615	\$0	
Ongoing Total	\$15,815	\$11,200	\$4,615	\$0	
Administration Total	\$15,815	\$11,200	\$4,615	\$0	

Info Tech Internal Service Fnd

60-5520-01 - Administration

Supplies & Services (ongoing)	\$7,750	\$0	\$0	\$0	Budget Increase: Moved Tech costs to IT Fund
Direct Costs (Ongoing) Subtotal	\$7,750	\$0	\$0	\$0	
Administration Total	\$7,750	\$0	\$0	\$0	

MUNICIPAL COURT
Continued

EXPENDITURE SUMMARY

Cost Category	FY2020 Budget	FY2019 Budget	FY2019 Est. Actuals	FY2018 Actuals	Explanation of Changes
Grand Totals					
Personnel (Ongoing) Subtotal	\$351,790	\$348,640	\$342,610	\$305,815	
Supplies & Services (Ongoing) Subtotal	\$63,865	\$56,250	\$50,165	\$51,592	
Direct Costs (Ongoing) Subtotal	\$415,655	\$404,890	\$392,775	\$357,407	
Internal Charges Subtotal	\$127,400	\$125,420	\$120,360	\$90,539	
Ongoing Subtotal	\$543,055	\$530,310	\$513,135	\$447,946	
Supplies & Services (One-Time) Subtotal	\$1,260	\$9,000	\$0	\$0	
Grand Total	\$544,315	\$539,310	\$513,135	\$447,946	

MUNICIPAL COURT
Continued

POSITIONS SUMMARY

Position	FY20 FTE	FY19 FTE	FY18 FTE	FY17 FTE
Court Administrator	1.00	1.00	1.00	1.00
Court Clerk	3.00	3.00	2.60	2.60
Magistrate Judge ⁽¹⁾	0.60	0.60	0.60	0.60
Magistrate Judge Pro Tem ⁽²⁾	0.05	0.05	0.05	0.00
Total	4.65	4.65	4.25	4.20

ALLOCATIONS SUMMARY

Position	Org Description	FY20 FTE	FY19 FTE	FY18 FTE	FY17 FTE
General Fund					
10-5520-01	Administration	4.48	4.48	4.25	4.20
10-5520-42	Uptown Paid Parking	0.17	0.17	0.00	0.00
General Fund Total		4.65	4.65	4.25	4.20

- (1) Part-time position
- (2) Temporary position

WASTEWATER

Mission Statement

The mission of the Wastewater Department is to protect public health and safety by providing professional and efficient maintenance and operation of the wastewater system in a manner that takes into account the requirements of the Arizona Department of Environmental Quality (ADEQ), the direction of the City Manager and the City Council, and the professional standards governing wastewater system operations.

Description

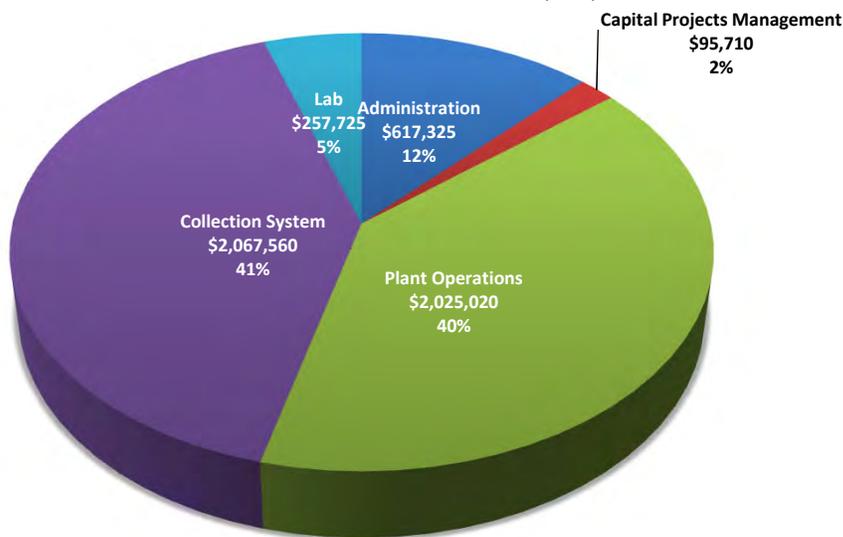
The Wastewater Department is responsible for the day-to-day operations of the wastewater collection system, treatment facility, and disposal of A+ quality treated effluent. The Wastewater Department works collaboratively with several City departments who assist in the administration, operation, and expansion of wastewater facilities; the Finance Department performs administrative duties related to sewer billing and bill collection functions, in addition to management of other administrative support functions; the Public Works Department shares the responsibilities of capital improvements project management, and performs inspections, blue-staking, plan reviews, and capacity fee determinations related to connections to the collection system.

The Wastewater Department consists of the following program areas:

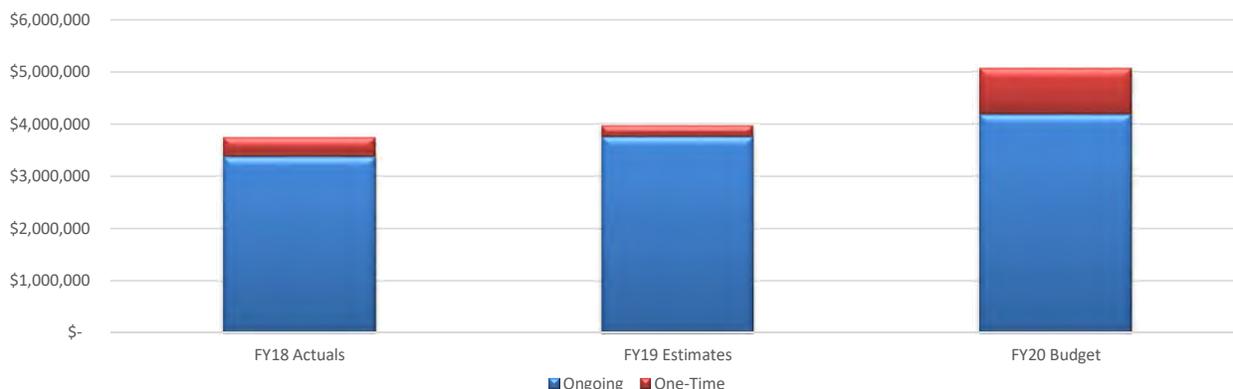
- * Administration
- * Collection System
- * Plant Operations
- * Lab
- * Wastewater Capital Projects

The wastewater utility is funded by a combination of user fees (monthly sewer fees and new connection fees) and a city sales tax subsidy. These revenues are expended in the operational costs of the collection system, debt service, and capital improvement costs.

FY 2020 PROGRAM EXPENDITURES: \$5,063,340



FY 2018 - FY 2020 ONGOING VS. ONE-TIME EXPENDITURES



WASTEWATER ADMINISTRATION – Administration

BUDGET SUMMARY	FY2020 Budget	% of FY2020 Budget	FY2019 Budget	FY2019 Estimate	FY2018 Actual
Program Expenditures					
Personnel Services	\$ 171,540	28%	\$ 191,750	\$ 192,800	\$ 122,552
Supplies & Services	38,045	6%	49,980	44,600	66,109
Capital & Debt Service	-	0%	10,000	5,000	29,438
Subtotal Direct Costs	\$ 209,585	34%	\$ 251,730	\$ 242,400	\$ 218,100
Internal Charges	407,740	66%	388,020	342,510	345,035
Total Expenditures	\$ 617,325	100%	\$ 639,750	\$ 584,910	\$ 563,135
Expenditures by Fund					
Wastewater Fund Portion	\$ 617,325	100%	\$ 639,750	\$ 584,910	\$ 563,135
Funding Sources					
Program Revenues	\$ 617,325	100%	\$ 639,750	\$ 584,910	\$ 563,135
Employee Time Allocation (FTEs) (Budgeted)					
	1.95		2.15		1.65

The mission of Administration is to provide direction and assistance to all Wastewater program areas, as well as serve as a primary link between the Wastewater Department and other City Departments.

The Administration program consists of the Wastewater Manager, the Regulatory Compliance Specialist and the Department's Administrative Assistant. The personnel within the program provide essential administrative services such as the development and implementation of policy and procedure; budget planning and management; monitoring and reporting to state regulatory agencies; and long-range planning. The administration program also oversees all wastewater capital improvement projects and shares the project management duties related to CIP projects with the Public Works Department.

FY 2019 Accomplishments

Community Plan Environment Goal - Preserve and protect the natural environment:

- * Successfully completed an amendment to the Aquifer Protection Permit to include new monitoring requirements for point of compliance wells and aquifer recharge.
- * Maintained active membership in the Arizona Water Association and participated in organizing educational opportunities for wastewater operators throughout the state.
- * Revised and update the Stormwater Pollution Prevention Plan and Emergency Response Plan.
- * Completed all required regulatory quarterly, semi-annual, and annual reports on time.
- * Obtained Arizona Department of Water Resources Underground Storage Facility and Water Storage Permits to collect storage credits as part of the recharge well program.

Overall City Value - Fiscal Sustainability:

- * Processed over 1,200 purchase transactions with 90% correct coding and on-time payments.
- * Auctioned surplus equipment and material through public auction.

Overall City Value – Good Governance:

- * In conjunction with the Public Works Department, substantially completed the administration office building remodel to create a more efficient use of space for staff training, lab equipment, and offices for staff members.
- * Actively managed 30+ service contracts with vendors for work varying from waste disposal to technical support.
- * Developed a database to more accurately and efficiently monitor and report on regulatory compliance issues.
- * Updated safety program and actively tracked staff certifications to ensure staff is up-to-date on required safety training and industry standards for safety procedures.
- * Developed an inventory/tool checkout process to avoid unnecessary purchases of additional tools for each department program.
- * Eliminated hundreds of old paper files that did not need to be kept in compliance with retention guidelines.
- * Improved record keeping of resident calls/issues, inspections and performance data for performance measures.
- * Conducted plant tours for several groups including Cottonwood-Oak Creek School District, University Women of Sedona, Yavapai College, and individuals interested in the wastewater treatment process.
- * Implemented a monthly Lunch and Learn program to offer training on wastewater treatment, laboratory processes, collection system work, and computer skills.

WASTEWATER ADMINISTRATION – Administration

continued

FY 2020 Objectives

Overall City Value - Fiscal Sustainability:

- * Process purchase transactions with the goal of having 90% of invoices and procurement card transactions each month processed with correct coding and within 30 days.
- * Continue programs to recover value from Department assets by sale of surplus material.

Overall City Value - Good Governance:

- * Improve the Department web page layout to focus on public education of the wastewater collection and treatment process.
- * Continue to reduce paper files to comply with retention guidelines.
- * Implement process improvement to more efficiently process invoices and credit card transactions.
- * Continue to implement means to collect and track data for a more transparent presentation of performance measures.
- * Continue to develop of a cross-training program between collections and treatment operations.
- * Participate in STEAM events at local school districts.
- * Develop an Education and Outreach Program.
- * Develop a Collection System Capacity, Management, Operation, and Maintenance Manual.
- * Become a member of AZWARN; a statewide mutual aid assistance program for utilities.
- * Obtain Reclaimed Water Agent Permit to allow the City to issue permits for Reclaimed Water Reuse at its discretion, in accordance with regulations.

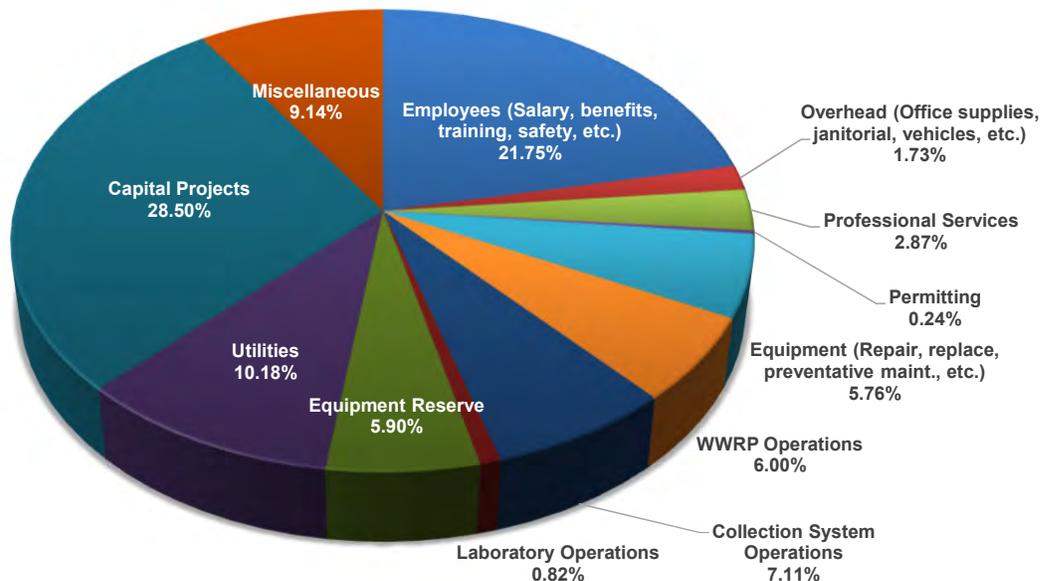
WORKLOAD INDICATORS	FY20 Projection	FY19 Projection	FY19 Estimate	FY18 Actual	FY17 Actual
Tours given	6	N/A	6	3	N/A
Safety training sessions	8	N/A	8	8	9
Safety Talks	24	N/A	18	30	8
Cross-training sessions (Lunch and Learn)	12	N/A	12	7	3
Regulatory compliance reports submitted	15	N/A	13	9	9

Overall City Value - Fiscal Sustainability:

PERFORMANCE MEASURES	Benchmark	FY20 Target	FY19 Target	FY19 Estimate	FY18 Actual	FY17 Actual
Single family residential monthly sewer rate (Benchmark is average monthly sewer bill of 10 participating municipalities in the Valley Cities Consortium for FY2017, most recent data readily available.)	\$46.40	\$54.30 (estimate based on 5,000 gal. water water)*	\$61.11	\$61.11	\$61.11	\$58.76
Single family residential monthly sewer rate for low flows (Benchmark is average monthly low flow sewer bill low flow of 10 participating municipalities in the Valley Cities Consortium for FY2017, most recent data readily available.)	\$33.68	\$39.29 (estimate based on 2,000 gal. water)*	\$47.52	\$47.52	\$47.52	\$45.70

*Estimates based on preliminary rate study contemplating change to water-based rates.

FY 2019 ESTIMATED ALLOCATION OF WASTEWATER BILL



WASTEWATER CAPITAL – Capital Projects Management

BUDGET SUMMARY	FY2020 Budget	% of FY2020 Budget	FY2019 Budget	FY2019 Estimate	FY2018 Actual
Program Expenditures					
Personnel Services	\$ 79,300	83%	\$ 57,730	\$ 59,580	\$ 57,580
Internal Charges	16,410	17%	12,220	11,620	11,486
Total Expenditures	\$ 95,710	100%	\$ 69,950	\$ 71,200	\$ 69,066
Expenditures by Fund					
Wastewater Fund Portion	\$ 95,710	100%	\$ 69,950	\$ 71,200	\$ 69,066
Funding Sources					
Program Revenues	\$ 95,710	100%	\$ 69,950	\$ 71,200	\$ 69,066
Employee Time Allocation (FTEs) (Budgeted)	0.70		0.55		0.55

The mission of the Wastewater Capital Projects Management program is to provide professional project management, in conjunction with the Public Works Department, for the planning, design and construction of all wastewater capital projects.

The Wastewater Manager oversees the Wastewater Capital Projects Management program and provides project management, along with Public Works Engineering staff, for capital projects throughout the collection system and at the Wastewater Reclamation Plant (WWRP). Project management consists of overseeing contracts with design professionals to provide upgrades to the existing infrastructure in response to increase capacity, improve operations, or repair/upgrade antiquated or deteriorating infrastructure; bid phased project management to secure qualified contractors to complete the improvements; and oversight of all construction activities to ensure quality construction with minimal change orders.

FY 2019 Accomplishments

Community Plan Environment Goal - Preserve and protect the natural environment:

- * Completed design of the Mystic Hills and Chapel Lift Station Upgrades Project.
- * Completed design of the Tertiary Filter Upgrades Project.
- * Substantially completed design of the SR 179 Sewer Main Upsize Project.
- * Substantially completed a remodel of the WW Administrative Building.

FY 2020 Objectives

Overall City Value - Fiscal Sustainability:

- * Provide sound judgement in making decisions during design and construction of capital projects to ensure fiscal responsibility.
- * Provide analysis of operational and/or personnel needs required by capital improvements.

Community Plan Environment Goal - Preserve and protect the natural environment:

- * Collaboratively work with Public Works Engineering in the design, plan review, bidding, and construction of capital improvement projects.

WORKLOAD INDICATORS	FY20 Projection	FY19 Projection	FY19 Estimate	FY18 Actual	FY17 Actual
Total CIP projects	8	N/A	4	7	6
Percentage of CIP projects managed by Public Works	25%	N/A	50%	29%	100%
Percentage of CIP projects managed by Wastewater	75%	N/A	50%	71%	0%
Active CIP contracts in planning or design phase (includes professional services during construction)	4	N/A	5	6	7
Total design projects completed (includes professional services during construction)	\$432,600	N/A	\$442,048	\$754,926	\$534,801
Total changes orders for design phase (including professional services during construction)	\$0	N/A	\$0	\$26,638	\$7,620
Active CIP contracts in construction phase	5	N/A	2	4	2
Total construction projects completed	\$3,441,094	N/A	\$0	\$3,850,114	\$4,271,789
Total changes orders for construction phase	\$0	N/A	\$0	\$243,829	\$297,044

Overall City Value - Fiscal Sustainability:

PERFORMANCE MEASURES	Benchmark	FY20 Target	FY19 Target	FY19 Estimate	FY18 Actual	FY17 Actual
Average percentage of change orders to original contract amount for design phase (including professional services during construction)		0.0%	N/A	0.0%	3.5%	1.4%
Average percentage of change orders to original contract amount for construction phase		0.0%	N/A	0.0%	6.3%	7.0%

WASTEWATER OPERATIONS – Plant Operations

BUDGET SUMMARY	FY2020 Budget	% of FY2020 Budget	FY2019 Budget	FY2019 Estimate	FY2018 Actual
Program Expenditures					
Personnel Services	\$ 468,250	23%	\$ 390,240	\$ 411,740	\$ 372,359
Supplies & Services	881,500	44%	953,495	779,240	851,509
Capital & Debt Service	185,000	9%	142,487	34,000	237,338
Subtotal Direct Costs	\$ 1,534,750	76%	\$ 1,486,223	\$ 1,224,980	\$ 1,461,207
Internal Charges	490,270	24%	487,430	489,000	335,874
Total Expenditures	\$ 2,025,020	100%	\$ 1,973,653	\$ 1,713,980	\$ 1,797,081
Expenditures by Fund					
Wastewater Fund Portion	\$ 2,025,020	100%	\$ 1,973,653	\$ 1,713,980	\$ 1,797,081
Funding Sources					
Program Revenues	\$ 2,025,020	100%	\$ 1,973,653	\$ 1,713,980	\$ 1,797,081
Employee Time Allocation (FTEs) (Budgeted)					
	4.50		4.45		5.40

The mission of the Treatment Plant division is to operate and maintain the Wastewater Reclamation Plant consistent with ADEQ regulations; resulting in A+ quality effluent which can be disposed of in an environmentally safe and sustainable manner.

The program consists of a Chief Plant Operator, three plant operators, and a plant mechanic/electrician, who are responsible for the treatment, disinfection, and disposal of wastewater. The treatment process consists of pre-treatment (screening/headworks), primary treatment (activated sludge), secondary treatment (secondary clarification), tertiary treatment (sand filters), disinfection (UV), and disposal (irrigation, wetlands, aquifer recharge) resulting in over 400 million gallons of A+ quality effluent annually. The WWRP also includes three solids-handling facilities (aerobic digester, centrifuge, and drying beds) which process over 200 dry tons of sludge annually.

FY 2019 Accomplishments

Community Plan Environment Goal - Preserve and protect the natural environment:

- * Worked with the Public Works Department to complete in-house maintenance of the wetlands.
- * Rehabilitated Aeration Basin #1, including the replacement of diffusers.
- * Completed the first ADEQ plant inspection in over ten years, with only one violation for removal of algae in the secondary clarifiers.
- * Completed a centrifuge overhaul for optimal performance.
- * Completed in-house relocation of controls for the blowers from the existing Motor Control Center to the Blower Control Building, saving an estimated \$20,000 over contracted work.
- * Worked with a consultant to implement a new gopher control strategy in order to reduce the re-occurrence of gophers at the wetlands.
- * Optimized operation of recharge wells.

FY 2020 Objectives

Community Plan Environment Goal - Preserve and protect the natural environment:

- * Maintain regulatory compliance.
- * Continue with the Implementation of the JobCal program to schedule work orders for system repairs, maintenance, and routine inspections.
- * Maintain safety of plant personnel by participating in required safety training and practicing safe operations of equipment.
- * Send one operator per year to Hach Water Information Management Solution (Hach WIMS) training.

WORKLOAD INDICATORS	FY20 Projection	FY19 Projection	FY19 Estimate	FY18 Actual	FY17 Actual
Annual average influent flow (millions of gallons)	420	436	418	422	419
Average daily influent flow (million gallons per day)	1.15	1.19	1.14	1.16	1.15
Volume of treated effluent sent to wetlands (million gallons)	75	75	71	65	51
Amount spent for wetlands maintenance	\$37,000	\$92,000	\$19,000	\$51,221	\$30,982
Volume of treated effluent sent to injection wells (million gallons)	125	125	81	59	8.4
Amount spent for injection well maintenance	\$71,700	\$67,400	\$37,400	\$21,361	\$29,417
Volume of treated effluent sent to irrigation (million gallons)	175	175	221	250	307.4
Amount spent for irrigation maintenance	\$91,000	\$76,000	\$83,000	\$45,499	\$27,715
Volume of treated effluent used as re-use for construction activities (There is no cost to the City for this and no cost to the end-user.)	0	0	0.30	0.16	0.20
Amount of biosolids processed (wet tons)	1,000	N/A	984	1,009	1,059
Amount of biosolids disposed (dry tons)	200	N/A	224	212	211



WASTEWATER OPERATIONS – Wastewater Plant Operations

continued

Overall City Value - Good Governance:

PERFORMANCE MEASURES	Benchmark	FY20 Target	FY19 Target	FY19 Estimate	FY18 Actual	FY17 Actual
On-the-job injuries resulting in worker's compensation		0	0	0	1	0

Community Plan Environment Goal - Preserve and protect the natural environment:

PERFORMANCE MEASURES	Benchmark	FY20 Target	FY19 Target	FY19 Estimate	FY18 Actual	FY17 Actual
ADEQ reportable APP Violations		5	5	6	6	6
ADEQ reportable APP Violations: Violations preventable (something could have been done to stop violation, i.e. result of operator error)		0	N/A	2	3	1
ADEQ reportable APP Violations: Major violations (something that resulted in penalty, notice of violation, fine or consent judgement)		0	N/A	0	0	0
ADEQ - Off-site discharges		0	N/A	0	1	2
Cost per million gallons for wetlands		\$605	\$788	\$1,227	\$268	\$500
Cost per million gallons for injection wells * Note that the cost in FY 2017 is not representative of actual operating costs because the wells were on-line for only 3 months.		\$3,502	\$361	\$540	\$462	\$575
Cost per million gallons for irrigation		\$90	\$182	\$434	\$375	\$520

WASTEWATER OPERATIONS – Collection System

BUDGET SUMMARY	FY2020 Budget	% of FY2020 Budget	FY2019 Budget	FY2019 Estimate	FY2018 Actual
Program Expenditures					
Personnel Services	\$ 437,430	21%	\$ 291,500	\$ 310,920	\$ 305,369
Supplies & Services	774,860	37%	780,521	649,870	513,096
Capital & Debt Service	420,400	20%	92,361	3,500	109,290
Contingencies	10,400	1%	-	-	-
Subtotal Direct Costs	\$ 1,643,090	79%	\$ 1,164,383	\$ 964,290	\$ 927,755
Internal Charges	434,870	21%	384,510	377,700	134,138
Total Expenditures	\$ 2,077,960	100%	\$ 1,548,893	\$ 1,341,990	\$ 1,061,893
Expenditures by Fund					
Wastewater Fund Portion	\$ 2,067,560	99%	\$ 1,548,893	\$ 1,341,990	\$ 1,061,893
Other Funds Portion	\$ 10,400	1%	\$ -	\$ -	\$ -
Funding Sources					
Program Revenues	\$ 2,077,960	100%	\$ 1,548,893	\$ 1,341,990	\$ 1,061,893
Employee Time Allocation (FTEs) (Budgeted)	4.40		3.40		3.40

This program consists of a Chief Collections Officer and two collections operators who are responsible for managing the collection and transportation of domestic sewage through a wastewater collection system, which is comprised of sewer pipes and lift stations, to the Wastewater Reclamation Plant (WWRP) for treatment. The collections system consists of approximately 5,600 connections, 110 miles of gravity sewer pipes, 1,950 manholes, and 17 lift stations.

FY 2019 Accomplishments

Community Plan Environment Goal - Preserve and protect the natural environment:

- * Completed improvements to the valves along the WWRP interceptor line that runs between the City limits and the WWRP.
- * Created a database to improve the efficiency of record keeping of grease trap inspection due dates and completion dates.
- * Saved \$50,000 by completing a check valve replacement at Carroll Canyon Lift Station in-house.
- * Completed repairs to piping and coatings at the Trails End Lift Station.
- * Maintained regulatory compliance, achieving less than three violations in FY 2019.

FY 2020 Objectives

Community Plan Environment Goal - Preserve and protect the natural environment:

- * Maintain regulatory compliance.
- * Improve preventative maintenance program.
- * Improve review process for television inspection documents to enhance identification and repair of system deficiencies.
- * Continue with the implementation the JobCal program to schedule work orders for pump repairs, routine contract inspections, and system repairs for manholes, pump stations, and lines.
- * Respond to non-emergency service calls within 48 hours.
- * Complete at least two inspections per year for every grease trap on record.
- * Implement recommendations on line assessment strategies for the WWRP interceptor line that runs between City limits and the WWRP.
- * Install isolation valves on all low pressure lines in order to isolate sections of the line in case of sewer emergencies.

WORKLOAD INDICATORS	FY20 Projection	FY19 Projection	FY19 Estimate	FY18 Actual	FY17 Actual
Service calls	15	12	10	17	12
Emergency callouts	5	10	6	4	N/A
Sewer inquiries or complaints received	20	N/A	30	19	N/A
Grease trap inspections	135	N/A	102	103	140

Overall City Value - Good Governance:

PERFORMANCE MEASURES	Benchmark	FY20 Target	FY19 Target	FY19 Estimate	FY18 Actual	FY17 Actual
On-the-job injuries resulting in worker's compensation		0	N/A	0	0	1
Percentage of service calls that are the City of Sedona's responsibility		20%	N/A	20%	24%	N/A
Percentage of emergency callouts that are the City of Sedona's responsibility		20%	N/A	0%	50%	N/A

WASTEWATER OPERATIONS – Collection System
continued

**Community Plan Environment Goal -
Preserve and protect the natural environment:**

PERFORMANCE MEASURES	Benchmark	FY20 Target	FY19 Target	FY19 Estimate	FY18 Actual	FY17 Actual
ADEQ reportable collection system incidents		3	3	1	2	2
ADEQ reportable collection systems incidents resulting in penalty, notice of violation, fine, or consent agreement		0	N/A	0	0	0

WASTEWATER OPERATIONS – Lab

BUDGET SUMMARY	FY2020 Budget	% of FY2020 Budget	FY2019 Budget	FY2019 Estimate	FY2018 Actual
Program Expenditures					
Personnel Services	\$ 122,760	48%	\$ 109,990	\$ 111,250	\$ 154,094
Supplies & Services	94,565	37%	84,095	93,130	64,695
Capital & Debt Service	-	0%	12,000	12,000	-
Subtotal Direct Costs	\$ 217,325	84%	\$ 206,085	\$ 216,380	\$ 218,789
Internal Charges	40,400	16%	39,230	37,480	26,605
Total Expenditures	\$ 257,725	100%	\$ 245,315	\$ 253,860	\$ 245,394
Expenditures by Fund					
Wastewater Fund Portion	\$ 257,725	100%	\$ 245,315	\$ 253,860	\$ 245,394
Funding Sources					
Program Revenues	\$ 257,725	100%	\$ 245,315	\$ 253,860	\$ 245,394
Employee Time Allocation (FTEs) (Budgeted)	1.45		1.45		1.00

The wastewater laboratory is responsible for sampling, testing, and reporting of water quality data required by the Arizona Department of Environmental Quality (ADEQ). The Regulatory Compliance Specialist oversees lab operations, while the lab tests are conducted primarily by the Lab Technician, with assistance from the Regulatory Compliance Specialist and qualified Plant Operators. Water quality testing methods and certifications are regulated by the Arizona Department of Health Services (AZDHS). Lab results are inputted into the Hach Water Information Management Solution database and are reported to ADEQ on ADEQ's Self Monitoring Report Forms on a quarterly, semi-annual, and annual basis. The laboratory also performs numerous tests on samples from all stages of the treatment process; those test results are used to make operational decisions on process control to ensure a high quality of effluent is maintained, which also helps the Department maintain permit compliance with ADEQ.

FY 2019 Accomplishments

Community Plan Environment Goal - Preserve and protect the natural environment:

- * Successfully completed nine rounds of proficiency testing as required by AZDHS with a 100% passing rate.
- * Developed a method and testing procedure for E. coli analysis and became certified through AZDHS to assist Public Works with MS4 stormwater testing requirements.
- * Completed AZDHS laboratory inspection, in which the laboratory received four deficiencies and two recommendations, all of which were corrected satisfactorily to AZDHS.
- * Revised and updated the Quality Assurance Plan, Chemical Hygiene Plan, and Turbidity SOP.
- * Completed 100% of required daily, monthly, quarterly, semi-annual, and annual samples and tests as required by ADEQ per the plants APP permit.
- * Accurately reported results of all lab tests required by ADEQ.

FY 2020 Objectives

Community Plan Environment Goal - Preserve and protect the natural environment:

- * Maintain the highest levels of accuracy, quality assurance, quality control, and safety standards in sampling and testing wastewater.
- * Complete annual AZDHS inspections with zero deficiencies.
- * Complete all required Proficiency Testing with a 100% pass rate.
- * Complete 100% of all compliance sample testing required by the APP permit.
- * Accurately and honestly report all data gathered.
- * Develop Ammonia Standard Operating Procedure.
- * Update the following Laboratory Standard Operating Procedures: Suspended Solids, Settleability, Microbiology, Nitrate, Nitrite, pH, Conductivity, COD, and SOUR.

WASTEWATER OPERATIONS - Lab
continued

WORKLOAD INDICATORS	FY20 Projection	FY19 Projection	FY19 Estimate	FY18 Actual	FY17 Actual
Compliance samples: Daily effluent samples analyzed for fecal coliform. Benchmark is total number of samples per year that are required as a part of APP permit. If this benchmark is not met, it results in a violation of the APP permit.	365	365	365	365	365
Compliance samples: Other samples required as part of APP permit. Benchmark is total number of samples per year. If benchmark not met, results in violation of APP permit. (Increase in benchmark from 69 to 87 for FY20 includes new well)	87	90	84	69	69
Daily process control samples: Effluent, activated sludge, sandfilter-used to evaluate, make adjustments to process (not required by ADEQ). Benchmark is total days per year of scheduled sampling and testing; goal at least 95% or 347 days.	>347	347	365	362	352
Weekday samples: Activated sludge, influent, effluent, temperature, conductivity - used to evaluate, make adjustments to process (not required by ADEQ). Benchmark is total days of scheduled sampling/testing; goal at least 80% or 208 days.	>208	208	238	192	163
Process control samples 3 per week: Activated sludge analyzed for oxygen uptake - used to evaluate condition of microorganisms (not required by ADEQ). Benchmark is total days of scheduled sampling and testing; goal is at least 80% or 125 days.	>125	125	132	95	0
Process control samples 2 per week: Influent and effluent for TSS/VSS, COD, ammonia - used to evaluate efficiency of process (not required by ADEQ). Benchmark is the total days of scheduled sampling/testing; goal is at least 80% or 83 days.	>83	83	88	59	17

**Community Plan Environment Goal -
Preserve and protect the natural environment:**

PERFORMANCE MEASURES	Benchmark	FY20 Target	FY19 Target	FY19 Estimate	FY18 Actual	FY17 Actual
AZDHS annual inspection deficiencies		0	0	0	0	1
AZDHS annual inspection recommendations		0	0	0	0	3
% completed of all compliance samples required by ADEQ to be analyzed		100%	100%	100%	100%	100%
% of analysts passing Proficiency Testing (Samples of unknown concentrations are purchased from a company, samples are analyzed by each analyst, and results are sent to the company. They report results to AZ Dept of Health.)		100%	100%	100%	100%	100%

WASTEWATER DEPT
Continued

EXPENDITURE SUMMARY

Cost Category	FY2020 Budget	FY2019 Budget	FY2019 Est. Actuals	FY2018 Actuals	Explanation of Changes
Wastewater Enterprise Fund					
59-5250-01 - Administration					
Personnel (ongoing)	\$171,540	\$191,750	\$192,800	\$122,552	Budget Decrease: Reallocation of positions
Supplies & Services (ongoing)	\$36,195	\$43,930	\$38,550	\$66,109	
Direct Costs (Ongoing) Subtotal	\$207,735	\$235,680	\$231,350	\$188,661	
Internal Charges	\$407,740	\$388,020	\$342,510	\$345,035	
Ongoing Total	\$615,475	\$623,700	\$573,860	\$533,696	
Supplies & Services (one-time)	\$1,850	\$6,050	\$6,050	\$0	Budget Decrease: Microwave, furniture replacements
Capital & Debt Service	\$0	\$10,000	\$5,000	\$29,438	
One-Time Total	\$1,850	\$16,050	\$11,050	\$29,438	
Administration Total	\$617,325	\$639,750	\$584,910	\$563,134	
59-5252-89 - Capital Projects Management					
Personnel (ongoing)	\$79,300	\$57,730	\$59,580	\$57,580	Budget Increase: Reallocation of positions
Internal Charges	\$16,410	\$12,220	\$11,620	\$11,486	Budget Increase: Change in allocation of Finance costs
Capital Projects Management Total	\$95,710	\$69,950	\$71,200	\$69,066	
59-5253-55 - Plant Operations					
Personnel (ongoing)	\$468,250	\$390,240	\$411,740	\$372,359	Budget Increase: Correction of prior year error in on call pay
Supplies & Services (ongoing)	\$823,600	\$845,783	\$692,540	\$851,509	
Direct Costs (Ongoing) Subtotal	\$1,291,850	\$1,236,023	\$1,104,280	\$1,223,868	
Internal Charges	\$490,270	\$487,430	\$489,000	\$335,874	
Ongoing Total	\$1,782,120	\$1,723,453	\$1,593,280	\$1,559,742	
Supplies & Services (one-time)	\$57,900	\$107,713	\$86,700	\$0	Budget Decrease: Toe boards, carryover of gates for valve pits, SCADA reporting program, scope meter, OHM meter, tractor drive train repairs, written electrical safety plan, O&M update, PLC Rack 1 upgrade, WIMS training and development
Capital & Debt Service	\$185,000	\$142,487	\$34,000	\$237,338	Budget Increase: Air Curtain Burner; Carryover - cattail cutter, AB mixer spare
Plant Operations Total	\$2,025,020	\$1,973,653	\$1,713,980	\$1,797,080	

WASTEWATER DEPT
Continued

EXPENDITURE SUMMARY

Cost Category	FY2020 Budget	FY2019 Budget	FY2019 Est. Actuals	FY2018 Actuals	Explanation of Changes
59-5253-56 - Collection System					
Personnel (ongoing)	\$437,430	\$291,500	\$310,920	\$305,369	Budget Increase: Correction of prior year error in on call pay, CCTV Van Operator
Supplies & Services (ongoing)	\$560,960	\$652,829	\$593,620	\$513,096	
Direct Costs (Ongoing) Subtotal	\$998,390	\$944,329	\$904,540	\$818,465	
Internal Charges	\$434,870	\$384,510	\$377,700	\$134,138	Budget Increase: Increase in funding of major maintenance reserve
Ongoing Total	\$1,433,260	\$1,328,839	\$1,282,240	\$952,603	
Supplies & Services (one-time)	\$213,900	\$127,693	\$56,250	\$0	Budget Increase: Upgrade controls/transfer switches at New Castle and Trails End, paint 3 major lift stations, OHM meter, scope meter, OMNI system upgrade, WWRP interceptor line, various pump station/lift station/well improvements, upgrade controls at major lift stations, carryover - certification trainings
Capital & Debt Service	\$420,400	\$92,361	\$3,500	\$109,290	Budget Increase: CCTV Van; Push camera , fence at El Camino, vehicle replacement, Poco generator replacement, carryover - Mystic Hills generator replacement
One-Time Total	\$634,300	\$220,054	\$59,750	\$109,290	
Collection System Total	\$2,067,560	\$1,548,893	\$1,341,990	\$1,061,893	
59-5253-66 - Lab					
Personnel (ongoing)	\$122,760	\$109,990	\$111,250	\$154,094	Budget Increase: Correction of prior year error in on call pay
Supplies & Services (ongoing)	\$87,165	\$73,695	\$82,730	\$64,695	Budget Increase: Lab supplies
Direct Costs (Ongoing) Subtotal	\$209,925	\$183,685	\$193,980	\$218,789	
Internal Charges	\$40,400	\$39,230	\$37,480	\$26,605	
Ongoing Total	\$250,325	\$222,915	\$231,460	\$245,394	
Supplies & Services (one-time)	\$7,400	\$10,400	\$10,400	\$0	Budget Decrease: Storage shelving, conductivity probe, portable DO probe, oven/muffle oven, ammonia probe
Capital & Debt Service	\$0	\$12,000	\$12,000	\$0	
One-Time Total	\$7,400	\$22,400	\$22,400	\$0	
Lab Total	\$257,725	\$245,315	\$253,860	\$245,394	

**WASTEWATER DEPT
Continued**

EXPENDITURE SUMMARY

Cost Category	FY2020 Budget	FY2019 Budget	FY2019 Est. Actuals	FY2018 Actuals	Explanation of Changes
Grand Totals					
Personnel (Ongoing) Subtotal	\$1,279,280	\$1,041,210	\$1,086,290	\$1,011,954	
Supplies & Services (Ongoing) Subtotal	\$1,507,920	\$1,616,237	\$1,407,440	\$1,495,409	
Direct Costs (Ongoing) Subtotal	\$2,787,200	\$2,657,447	\$2,493,730	\$2,507,363	
Internal Charges Subtotal	\$1,389,690	\$1,311,410	\$1,258,310	\$853,138	
Ongoing Subtotal	\$4,176,890	\$3,968,857	\$3,752,040	\$3,360,501	
Supplies & Services (One-Time) Subtotal	\$281,050	\$251,856	\$159,400	\$0	
Capital & Debt Service Subtotal	\$605,400	\$256,848	\$54,500	\$376,066	
One-Time Subtotal	\$886,450	\$508,704	\$213,900	\$376,066	
Grand Total	\$5,063,340	\$4,477,561	\$3,965,940	\$3,736,567	

WASTEWATER
continued

POSITIONS/ALLOCATIONS SUMMARIES

Position	FY20 FTE	FY19 FTE	FY18 FTE	FY17 FTE
Administrative Assistant	1.00	1.00	1.00	0.60
CCTV Van Operator	1.00	0.00	0.00	0.00
Chief Collections Officer	1.00	1.00	1.00	1.00
Chief Plant Operator	1.00	1.00	1.00	1.00
Director of Wastewater	0.00	0.00	1.00	1.00
Plant Chemist	0.00	0.00	1.00	1.00
Wastewater Manager	1.00	1.00	0.00	0.00
WW Collections Operator - Entry	0.00	0.00	1.00	1.00
WW Collections Operator I	1.00	1.00	0.00	0.00
WW Collections Operator II	1.00	1.00	0.00	0.00
WW Collections Operator III	1.00	1.00	1.00	1.00
WW Lab Technician	1.00	1.00	0.00	0.00
WW Plant Mechanic/Electrician	1.00	1.00	1.00	1.00
WW Plant Operator - Entry	0.00	0.00	2.00	2.00
WW Plant Operator I	0.00	1.00	2.00	1.00
WW Plant Operator II	1.00	1.00	0.00	0.00
WW Plant Operator III	1.00	0.00	0.00	0.00
WW Regulatory Compliance Specialist	1.00	1.00	0.00	0.00
Total	13.00	12.00	12.00	10.60

Org Unit	Org Description	FY20 FTE	FY19 FTE	FY18 FTE	FY17 FTE
Wastewater Enterprise Fund					
59-5250-01	Administration	1.95	2.15	1.65	1.20
59-5252-89	Capital Projects Management	0.70	0.55	0.55	0.60
59-5253-55	Plant Operations	4.50	4.45	5.40	4.30
59-5253-56	Collection System	4.40	3.40	3.40	3.50
59-5253-66	Lab	1.45	1.45	1.00	1.00
Wastewater Enterprise Fund Total		13.00	12.00	12.00	10.60



Capital Improvement Program

CAPITAL IMPROVEMENT PROGRAM OVERVIEW

Introduction

Providing infrastructure is a primary function of a local government. Maintaining public safety, city services, parks and recreation facilities, adequate transportation systems, and the community's quality of life are all heavily dependent on how the City plans for future infrastructure needs.

Providing infrastructure is a primary function of a local government.

CIP identifies and balances capital needs within fiscal capabilities and limitations.

The Capital Improvement Program (CIP) is a comprehensive multi-year plan of proposed capital projects that will support the continued growth and development of the City. It represents the City's plan for physical development and is intended to identify and balance capital needs within the fiscal capabilities and limitations of the City. The plan is reviewed each year to reflect changing priorities and provides an ongoing framework for identifying capital requirements, scheduling projects over a period of years, coordinating related projects, and identifying future fiscal impacts.

Generally, the CIP includes improvements that are relatively expensive, have a multi-year useful life, like capital outlay items, and result in capital assets. These include the construction of new buildings, additions to or renovations of existing buildings, construction of streets, sewer improvements, land purchases, and major software or equipment purchases.

Due to the nature and total costs of the identified projects, the City often builds up revenue over a period of time in order to save for major projects; therefore, a major funding source is the City's "Capital Reserves." The reserve funds identified represent existing available funds that were accumulated over time when revenues exceeded expenditures, in order to fund major capital expenditures. However, projects could be simultaneously funded from general operating funds, grants, intergovernmental funding, and/or bond funds or other debt financing.

"Capital Reserves," accumulated over time, are a major funding source for projects.

First year of CIP is appropriated. First 3 years of CIP are funded.

The first year of the CIP is the basis for actual appropriations authorized by the City Council for capital projects when adopting the Annual Budget. The remaining nine years are a guide for the future development of the City's new and replacement infrastructure needs. The projects reflected in the second and third years of the Plan reflect projects the City believes it has the financial ability to fund within that time frame. The remaining seven years of the Plan reflect projects that are important to the community, but their inclusion in the Plan does not necessarily mean that the City has or will have the requisite funding to complete them.

The overall CIP schedule is formulated to reflect City priorities and needs, by taking into consideration:

- The City's goals and policies
- Various master and strategic plans
- Urgency of a project
- The City's ability to administer a project
- The involvement of outside agencies
- The potential for future project funding
- Ongoing operational requirements

The CIP is a dynamic process, with anticipated projects being changed, added, and deleted from the plan as the ten-year timeline moves forward.

CAPITAL IMPROVEMENT PROGRAM OVERVIEW

continued

Capital Projects

The purpose of the Capital Improvement Program (CIP) is to systematically identify, plan, schedule, finance, track, and monitor capital projects. Most capital outlays more than \$50,000 are included in the CIP, rather than the operating budget. Items under \$50,000, or items that involve operation and maintenance, will be included in the operating budget in the appropriate line item category.

The objectives used to develop the CIP are:

- To preserve and improve the basic infrastructure of the City through public facility construction and rehabilitation.
- To maximize the useful life of capital investments by scheduling renovations and modifications at the appropriate time in the life-cycle of the facility.
- To identify and examine current and future infrastructure needs and establish priorities among projects so that available resources are used to the community's best advantage.
- To improve the financial planning by comparing needs with resources, estimating future needs, and identifying fiscal implications.



Capital projects:

- Are defined as activities that lead to the acquisition, construction, or extension of the useful life of capital assets.
- Are one-time outlays, which are non-recurring in nature.
- Must have a total cost greater than \$50,000 and a useful life of more than three years.
- Must add to, enhance the value of, or extend the life of the City's physical assets.
- Can include studies that may lead to activities fitting within this definition of a capital project.

The Fiscal Years 2020-2029 Capital Improvement Program provides an implementation schedule for each of the capital improvements that provides for:

- Coordination and timing of project construction/acquisition amongst other competing needs
- Estimate of each project's costs
- Anticipated sources of revenue for financing the project
- Estimate of the impact of each project on City revenues and ongoing operating budgets

No project will be funded unless operating impacts assessed and funding available.

Operating impact information has been forecasted from the scheduled date of the capital improvement project. No capital project will be funded unless operating impacts have been assessed and the necessary funds can be reasonably anticipated to be available when needed.

CAPITAL IMPROVEMENT PROGRAM OVERVIEW

continued

Capital Projects (cont'd)

This capital plan attempts to meet the highest priority needs of the community. It will be continually re-evaluated in the future to ensure that it is consistent with the priorities of the City Council, with sound financial practices, and the available resources of the City.

The major items of the Fiscal Years 2020-2029 Capital Improvement Program are categorized by broad service area, then itemized by project title, year, and cost on the summary sheet of the CIP document. The project detail sheets for individual projects anticipated within the first three years of the program follow the summary sheet.

Project detail sheets are included for those projects anticipated within the first 3 years of the program.

The broad service area categories included in the Capital Improvement Program are:

- Art in Public Places
- Information Technology
- Municipal Court
- Parks & Recreation
- Police
- Public Works
- Storm Drainage
- Sedona in Motion
- Streets & Transportation
- Wastewater

FY 2020 CIP budget is \$14,297,957.

The first year of the CIP is included in the current fiscal year budget. The total fiscal year 2019-20 budget amount is \$14,297,957 and includes funding for the Art in Public Places Fund of \$52,320. The 10-year CIP total is \$144,348,899, with \$75,945,150 of projects with no funding identified. See the Funding the Capital Improvement Plan for further discussion of funding.

Capital Outlay in the Operating Budget

In addition to the Capital Improvement Program, the City funds an equipment replacement reserve out of the General Fund, Wastewater Fund, and Information Technology Fund operating budgets. These plans provide replacements for capital equipment such as vehicles, technology-related items, and other equipment as the existing equipment meets its useful life. Fiscal year 2019-20 is the third year to establish these reserves. Previously, the replacement of equipment was simply added to the budgets of the applicable funds. Over time, the City expects to build up the equipment replacement reserves so all equipment replacement needs are fully funded.

Outside of the CIP, the City also funds a streets maintenance plan for pavement preservation and streets rehabilitation within the City. The streets maintenance program is funded from a combination of dedicated Highway User Revenue Funds (HURF) and City general funds. The HURF funds are restricted for use in public rights of way and are provided to the City based on a population formula that accounts for the City, County and State ratio, and City General Fund dollars. Only street repaving projects funded fully by outside sources/grants will be reflected in the CIP.

Capital equipment under \$50,000 and streets maintenance costs funded by HURF are not included in the CIP.

CAPITAL IMPROVEMENT PROGRAM OVERVIEW

continued

Capital Improvement Program Development Process

In developing the CIP, staff looked at a variety of comprehensive assessments of the City's capital assets and priorities in order to provide a more complete understanding of the City's future needs. These have included:

- Sedona Community Plan
- City Council Priorities
- Prior year capital budgets and requests
- Development Impact Fee Study
- Parking Management Plan
- Parks and Recreation Master Plan
- Storm Drainage Master Plan
- Transportation Master Plan
- Wastewater Master Plan

These studies and planning documents serve as the foundation for the staff recommendations set forth in the Capital Improvement Program. As the City moves forward and in particular as the priorities and needs of the community change, the ongoing infrastructure needs and project priorities must continue to be assessed.

Project managers were instructed to rank projects using the following definitions:

- Priority I: IMPERATIVE (Must-Do) – Projects that cannot reasonably be postponed in order to avoid harmful or otherwise undesirable consequences.
 - Corrects a condition dangerous to public health or safety
 - Satisfies a legal obligation
 - Alleviates an emergency service disruption or deficiency
 - Prevents irreparable damage to a valuable public facility
- Priority II: ESSENTIAL (Should-Do) – Projects that address clearly demonstrated needs or objectives.
 - Rehabilitates or replaces an obsolete public facility or attachment thereto
 - Stimulates economic growth and private capital investment
 - Reduces future operating and maintenance costs
 - Leverages available state or federal funding
- Priority III: IMPORTANT (Could-Do) – Projects that benefit the community but may be delayed without detrimental effects to basic services.
 - Provides a new or expanded level of service
 - Promotes intergovernmental cooperation
 - Reduces energy consumption
 - Enhances cultural or natural resources
- Priority IV: DESIRABLE (Other Year) – Desirable projects that are not included within three-year funded timeframe because of funding limitations



CAPITAL IMPROVEMENT PROGRAM OVERVIEW

continued

CIP Committee

The annual Capital Improvement Plan process begins at the staff level with the CIP Committee.

CITY STAFF COMMITTEE

Karen Osburn, Assistant City Manager/Community Development Director	J. Andy Dickey, Director of Public Works
Cherie R. Wright, Director of Financial Services	Stephen Craver, Engineering Supervisor
Charles Husted, Chief of Police	James Crowley, Associate Engineer
Roxanne Holland, Wastewater Manager	Robert Welch, Associate Engineer
Michael Goimarac, Magistrate Judge	David Peck, Associate Engineer
Rachel Murdoch, Parks & Recreation Manager	Ryan Mortillaro, Associate Engineer
Charles Hardy, Information Technology Manager	



To start the process, a CIP kickoff meeting was held with the City staff committee members in January 2019, at which time each department was asked to anticipate their capital needs over the next ten years and to prepare capital project requests in accordance with the established CIP requirements. These project requests provided a basis for review, assessment of appropriateness for capital funding, and prioritization of projects for the ten-year plan.

The Committee then presented the proposed CIP to the City Manager and Citizen Budget Work Group for feedback and input, including available and appropriate funding sources, in March 2019. The public City Council Work Sessions were held on April 17 and 18, 2019.

Council Action

The final CIP document was adopted by City Council in June 2019 as part of the fiscal year 2019-20 budget.

Formal City Council adoption of the Capital Improvement Plan indicates the City's commitment to the plan but does not in itself authorize expenditures. The necessary funding mechanisms must be adopted each year to pay for the improvements – as mentioned previously, year one has become the approved Capital Budget for which Council approval authorizes expenditures, with years two and three reflecting what the City believes it has funding to complete and the remaining years reflecting the City's conceptual plan for improvements but no relative certainty regarding funding availability.

Capital Reserves dedicated to SIM projects are to be spent first. The half-cent sales will be accumulated and spent starting in FY 2020-21.

Sedona in Motion

The CIP category, Sedona in Motion (SIM), reflects the projects from the Transportation Master Plan and are intended to help alleviate traffic congestion largely related to tourism. The City Council had dedicated a portion of the Capital Reserves to fund some of the projects during the fiscal year 2017-18 budget process that remained unspent. Those funds were carried over and re-appropriated to the SIM projects.

CAPITAL IMPROVEMENT PROGRAM OVERVIEW

continued

Sedona in Motion (cont'd)

Also during the fiscal year 2017-18 budget process, the fund balance policy was changed to reduce the General Fund Operating Reserve from 50% to 30%. The City Council directed that the monies released from the General Fund Operating Reserve be transferred to the Capital Reserves and dedicated to SIM projects. The dedicated Capital Reserves are to be spent first while the dedicated half-cent sales tax accumulates to a sufficient balance to fund SIM projects in fiscal year 2020-21.



Funding the Capital Improvement Plan

The City has developed a multi-year plan for capital improvement funding that anticipates revenue/funding from a variety of sources. This plan is part of the ongoing effort by the City Council and management to meet the needs of our community, by most efficiently utilizing existing revenue sources and limiting increases in the tax burden within the City. This strategy includes:

- Managing the costs of capital projects
- Utilizing alternative funding sources (grants), when possible
- Identifying possible funding shortfalls in order to reprioritize projects or recommend new sources of revenue (typically fees or taxes)

To do so, and in recognizing the need to balance the projects requested with the funds available, as well as the capacity for staff and the physical environment to manage a set of projects at any one time, projects may have a high priority but not begin in the first fiscal year of the plan.

The anticipated funding sources include both restricted and unrestricted sources of funds. Unrestricted sources are those that can be used for a variety of projects as needed and include the capital reserves/surplus balances (accumulated savings). Restricted sources are sources that must be used for specific projects and include:

- 1% for Arts monies
- Bed tax allocation
- City sales taxes dedicated to transportation
- Community Facilities Districts' monies
- Development impact fees
- Grants and other outside participation
- Paid parking revenue
- Wastewater Fund revenues

The anticipated funding sources serve as a plan for staff to use in order to schedule and move forward with projects. If a project shows anticipated grant funding, staff will need to aggressively pursue that funding to move that project forward in a timely manner. If grant funding is not achieved, the project may not move forward, or other projects will have to be delayed in order to fund the entire project from City revenue.

CAPITAL IMPROVEMENT PROGRAM OVERVIEW

continued

Funding the Capital Improvement Plan (cont'd)

The 10-year CIP includes \$75.9 million of unfunded projects after Year 3. The most likely funding source for these projects would be surplus balances in the General Fund. Projects are planned based on funding availability, with a focus on the first 3 years of the plan. If funding is not available at the time originally programmed, projects are delayed until reserves/fund balances have been accumulated to cover the costs. The City Council's preference is pay-as-you-go funding instead of debt financing.

Unfunded projects after Year 3 may be delayed until adequate funding is available.

A brief description of each revenue/funding source follows.

- **1% for Arts Monies:** In 1992, the City Council adopted a resolution requiring 1% of all capital projects budgets to be designated for art in public places. To comply with this requirement for City projects, the City transfers capital reserve funding to the Art in Public Places Fund in the amount required. In addition, developers can choose to include public art in their development projects or contribute to the City's Art in Public Places Fund.
- **Bed Tax Allocation:** For the fiscal year 2018-19, the Sedona Chamber of Commerce & Tourism Bureau agreed to cap their share of the bed tax revenues to the same amount estimated in fiscal year 2017-18 and to contribute the amount exceeding that cap to SIM projects. See the Revenue Trends section for further discussion of the bed tax revenues.
- **City Sales Taxes Dedicated to Transportation:** Effective March 1, 2018, the City Council approved a half cent sales tax increase dedicated to transportation projects and related administrative and operational costs.
- **Community Facilities Districts' (CFDs) Monies:** Within the City's jurisdictional boundaries, there are two separate legal entities set up to collect and spend payments in lieu of city sales and bed taxes from two specific timeshare development agreements. The revenues are restricted by State statute and each executed development agreement. Projects funded through the CFDs will be reflected in the overall infrastructure plan but are part of a separate legally adopted budget for these two sole and separate entities and are not part of the City's budget.
- **Development Impact Fees:** Fees are assessed to offset costs incurred by the City in providing additional public services created by new development. This funding is regulated by local ordinance and state statute and is restricted.
- **Grants and Other Participation:** Funds may be contributed by another governmental unit or organization to support a particular function or project.
- **Paid Parking Revenues:** The City Council promised the merchants in the Uptown area that a portion of the proceeds from the paid parking program, net of program costs, would be reinvested in the Uptown area.
- **Wastewater Revenues:** User fees and capacity fees are collected and used to pay the current wastewater debt, operation, and capital improvements for the wastewater treatment system. Wastewater revenues also include a portion of the city sales tax collected and existing fund balance (accumulated savings) created over time in order to fund future wastewater related projects.

CAPITAL IMPROVEMENT PROGRAM OVERVIEW

continued

Funding the Capital Improvement Plan (cont'd)

- **Reserves/Fund Balances/Surplus Funds:** The amount of assets in excess of the liabilities or appropriations for expenditures and required reserve balances is designated as surplus funds. Both the General Fund and Wastewater Enterprise Fund balances are in excess of existing reserve requirements. Other funds have fund balances that are available for use as needed and within the legal restrictions of the revenues that make up each fund.

Significant FY 2020 Capital Projects

Some of the more significant capital projects included in the fiscal year 2019-20 CIP include the following:

Sedona in Motion

- **SIM-01 Uptown Roadway Improvements (\$4.0 million in FY 2020, \$4.9 million total):** The City Council identified this project as the highest priority in the Transportation Master Plan. The project includes construction of a raised median with a decorative barrier or landscaping, construction of a turn-around or roundabout at the north end of Uptown, construction of an additional southbound travel lane on SR 89A through Uptown, construction of a roundabout on State Route (SR) 89A at Jordan Road, development of a new access to public parking via Schnebly Road, and traffic signal alterations. This is a multi-year project that began in fiscal year 2017-18, and estimated completion is February 2020.
- **SIM-05b Forest Road Connection (\$1.2 million in FY 2020, \$3.1 million total):** The City Council identified this project as a high priority in the Transportation Master Plan. The project includes construction of a new roadway to extend Forest Road from its current terminus to intersect with SR 89A to allow for an alternate route out of the Uptown area. This is a multi-year project that began in fiscal year 2017-18, and estimated completion is March 2021.
- **SIM-08 Enhanced Transit Service (\$1.1 million in FY 2020, \$51.3 million total):** The Transportation Master Plan proposed implementation of a City-run transit service. Currently, the City contributes funding to the City of Cottonwood for the Verde Lynx transit system that provides commuter service between Cottonwood and Sedona. This proposed project contemplates a transit system that would provide for service from the Village of Oak Creek and Oak Creek Canyon, as well as links to West Sedona and key trailheads. The project would include construction of park-and-ride lots, bus stop improvements, a maintenance and storage facility, and a transit hub. A development study and implementation would be prepared to further the feasibility of this project. The study portion of this project began in fiscal year 2018-19 and is estimated to be completed in June 2023.
- **SIM-011g Thunder Mountain/Sanborn Shared-Use Path & Drainage Improvements (\$1.5 million in FY 2020, \$2.3 million total):** The Transportation Master Plan proposed various shared-use paths to improve the walkability and bikeability of the City. The project includes design and construction of a shared-use path from the east end of the Thunder Mountain Subdivision to Coffee Pot Drive and would begin with installation of storm drainage improvements along Thunder Mountain Road from Rhapsody Road to Andante Drive. This is a multi-year project and is estimated to be completed in June 2021.

CAPITAL IMPROVEMENT PROGRAM OVERVIEW

continued

Significant FY 2020 Capital Projects

(cont'd)

Wastewater

- WW-01A Lift Station Improvements (\$2.1 million in FY 2020, \$2.8 million total):** The first phase of this project is improvements to the Mystic Hills and Chapel lift stations. This project will increase the wet well capacity and upgrade the pumps. This is a multi-year project that began in fiscal year 2017-18, and estimated completion is June 2020.
- WW-02 Tertiary Filter Upgrades (\$1.2 million in FY 2020, \$2.0 million total):** The existing filters are original to the plant construction. Filter efficiency has decreased, maintenance costs have increased, and the mechanical parts are beginning to fail. This is a multi-year project that began in fiscal year 2018-19, and estimated completion is April 2020.

Flexibility of Project Programming & Assumed Project Carryovers

While CIP projects programmed for fiscal year 2019-20 were considered the priority projects, many of these projects are still somewhat speculative and require additional vetting and/or outreach. Since some projects may stall or may potentially not be approved by the City Council, the City Council granted authority for projects programmed in later fiscal years to be moved forward as a replacement of a stalled or cancelled fiscal year 2019-20 project. Projects would move forward based on priority and feasibility of forward progress.

With the uncertainties of which projects will move forward in fiscal year 2019-20 and in order to present a more reasonable estimate of CIP expenditures, generalized adjustments to the CIP have been included as an estimate of project carryovers to the following year. The adjustments were based on an estimation of the maximum workload capacity of project managers each year. The following table summarizes the carryovers included in the plan.

10-YEAR CAPITAL IMPROVEMENT PLAN

(In Thousands)

	Projects Proposed	Estimated Net Carryover to Following Year*	Proposed Budget
FY 2020	\$ 15,442	\$(1,144)	\$ 14,298
FY 2021	20,413	(5,420)	14,993
FY 2022	11,453	2,355	13,808
Future Years	97,888	3,362	101,250
Grand Totals	\$144,349	\$ -	\$144,349

* Estimations of project balances not completed as of year-end and carried over to the following fiscal year were entered as offsets to the budget totals. Each year during the budget process, projects are reevaluated so the projects proposed and carryovers estimated may shift between years beyond the proposed budget year.

CAPITAL IMPROVEMENT PROGRAM OVERVIEW

continued

Impact on the Operating Budget

The City's operating budget is directly affected by the CIP. When certain types of capital projects are developed and completed, they also have ongoing financial impacts. For example, if the City were to construct a new park or ball field, the operating budget would increase to include capacity for any new staff, equipment, utilities, supplies, etc. that would be necessary to maintain and operate the new facility.

In the Fiscal Years 2020-2029 Capital Improvement Program, the individual projects include an estimated future operating budget impact, if it is possible to identify the cost at this time in the project's lifecycle. The City carefully considers these operating costs when deciding which projects move forward in the CIP.

Added operating costs are considered when deciding which CIP project will move forward.



CAPITAL IMPROVEMENT PROGRAM OVERVIEW

continued

Impact on the Operating Budget (cont'd)

The following table summarizes the projected annual impact of the fiscal year 2019-20 CIP on the City's operating budget:

FY 2020 CIP IMPACTS ON OPERATING BUDGET

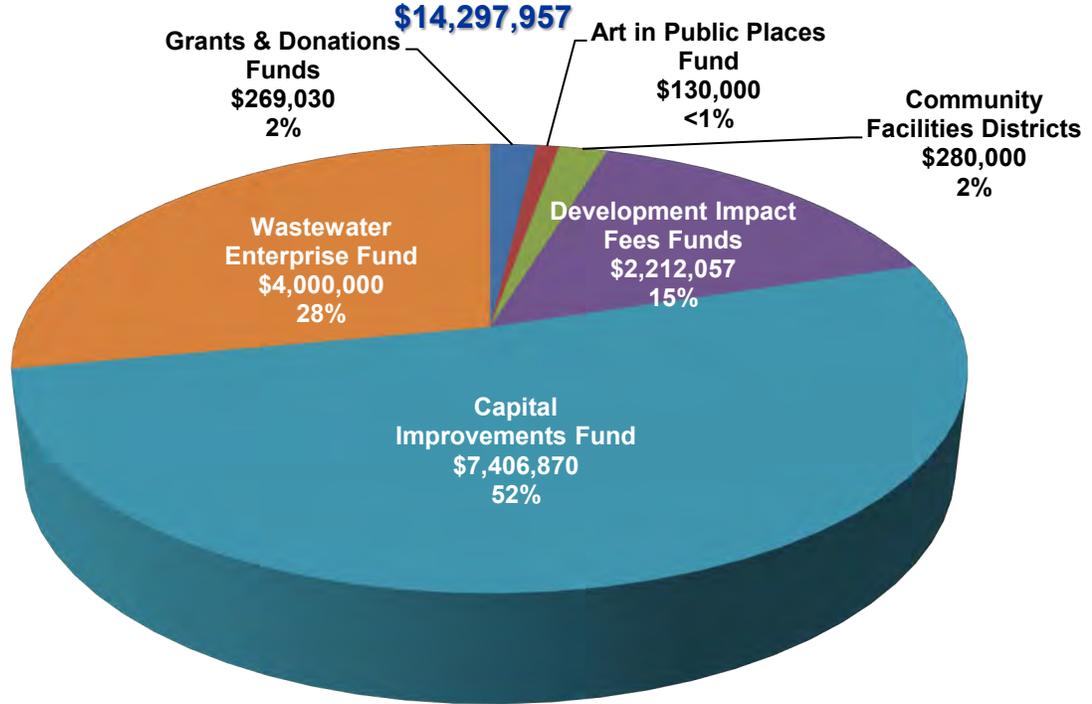
FY 2020 Projects	Operating Impact	Projected Annual Amount
MC-01 Sinagua Courtroom Remodel	Utilities, janitorial, and maintenance supplies	\$ 1,500
PR-04 Sunset Park Improvements	Elimination of annual replenishment of wood chips	(5,000)
PR-07 Bike Skills Park – Phase III	Dirt and soil stabilizer	1,000
PD-03 Police Station Remodel	Utilities and janitorial	14,000
PD-04 Shooting Range Improvements	Utilities, janitorial, and maintenance	1,500
PW-01 Uptown Enhancements	Maintenance of new sidewalks and lighting	5,000
SD-02 Coffee Pot Drainage Basin, Little Elf Drive Area	Weed control, debris removal, sediment removal, maintenance of trash rack, erosion repair, etc.	1,500
SD-07 Juniper Hills Area Drainage Improvements	Debris removal, erosion repair, etc.	500
SD-11 Sunset Drive Crossing Drainage Improvements	Debris, large rock, and sediment removal	500
SIM-01 Uptown Roadway Improvements	Crack sealing, fog seal, pavement markings, drainage, signs	7,000
SIM-03a Uptown Parking Improvements	Signage and striping	2,000
SIM-03b Wayfinding Signage	Signage maintenance	2,000
SIM-04c Pedestrian Crossing at Tlaquepaque	Dependent on approach taken to address crossing needs	3,500
SIM 05a Portal Lane to Ranger Road Connection	Pavement management, striping, and signage maintenance	2,000
SIM-05b Forest Road Connection	Pavement management, stormwater drainage, striping, and signage maintenance	5,000
SIM-08 Enhanced Transit Service	Transit operations and maintenance of facilities and equipment	5,500,000
SIM-11g Thunder Mountain/Sanborn Shared-Use Path and Drainage Improvements	Maintenance materials and supplies, signage, striping, debris removal, erosion repair, etc.	2,500
Total		\$5,544,500

Note: This list represents projects that were approved for funding in fiscal year 2019-20 that have a quantifiable impact on the City's operating budget. For a complete list of funded projects, see the Summary of Capital Projects section.

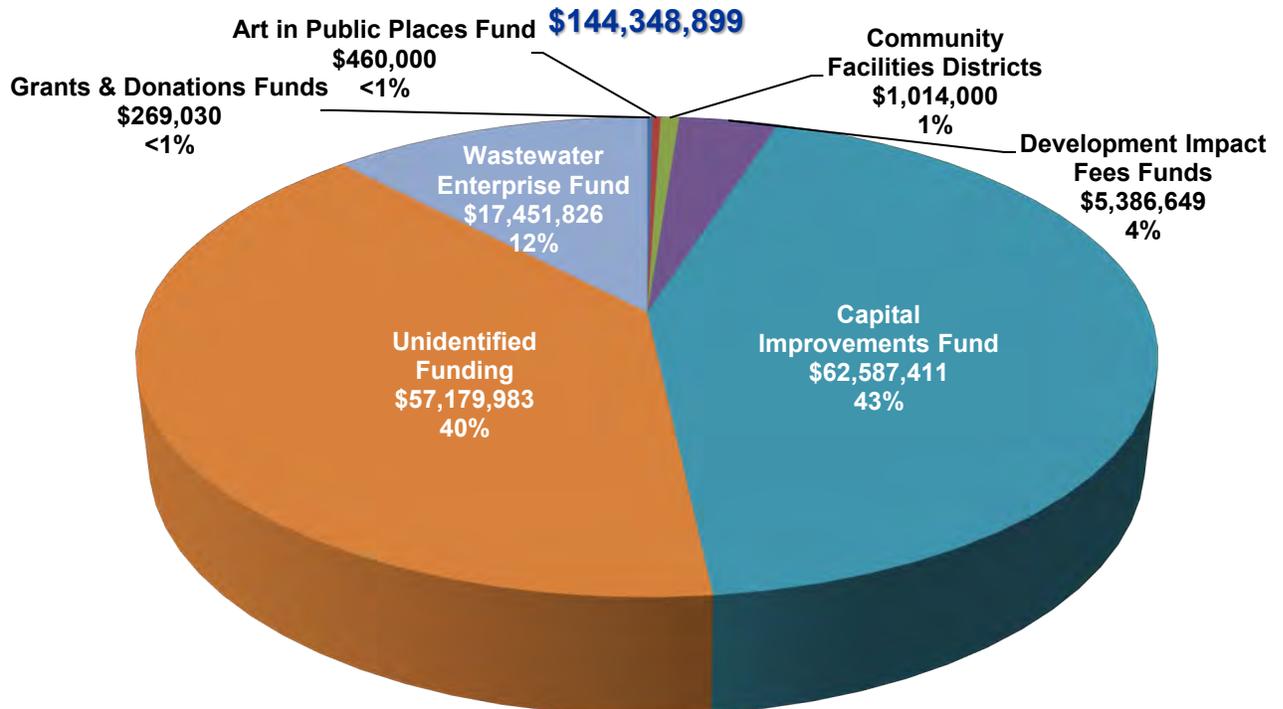


SUMMARY OF CAPITAL PROJECTS

FY 2020 CAPITAL IMPROVEMENT PROJECTS BY FUND



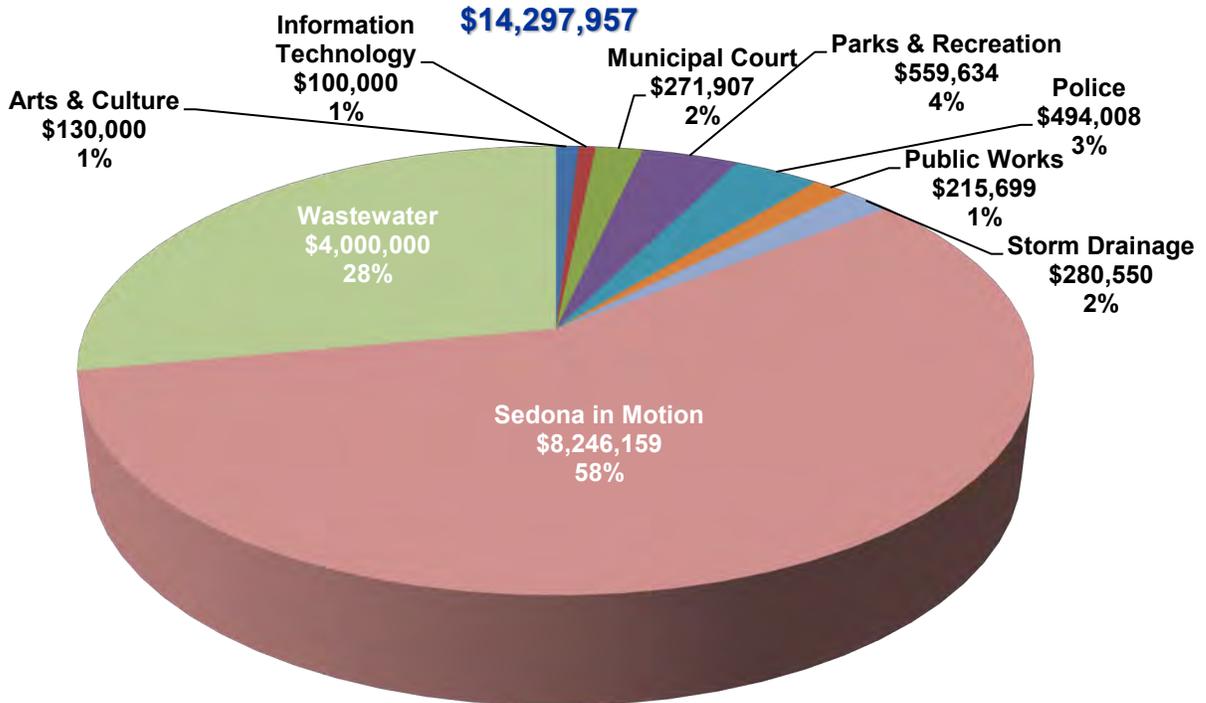
FYs 2020-2029 CAPITAL IMPROVEMENT PROJECTS BY FUND



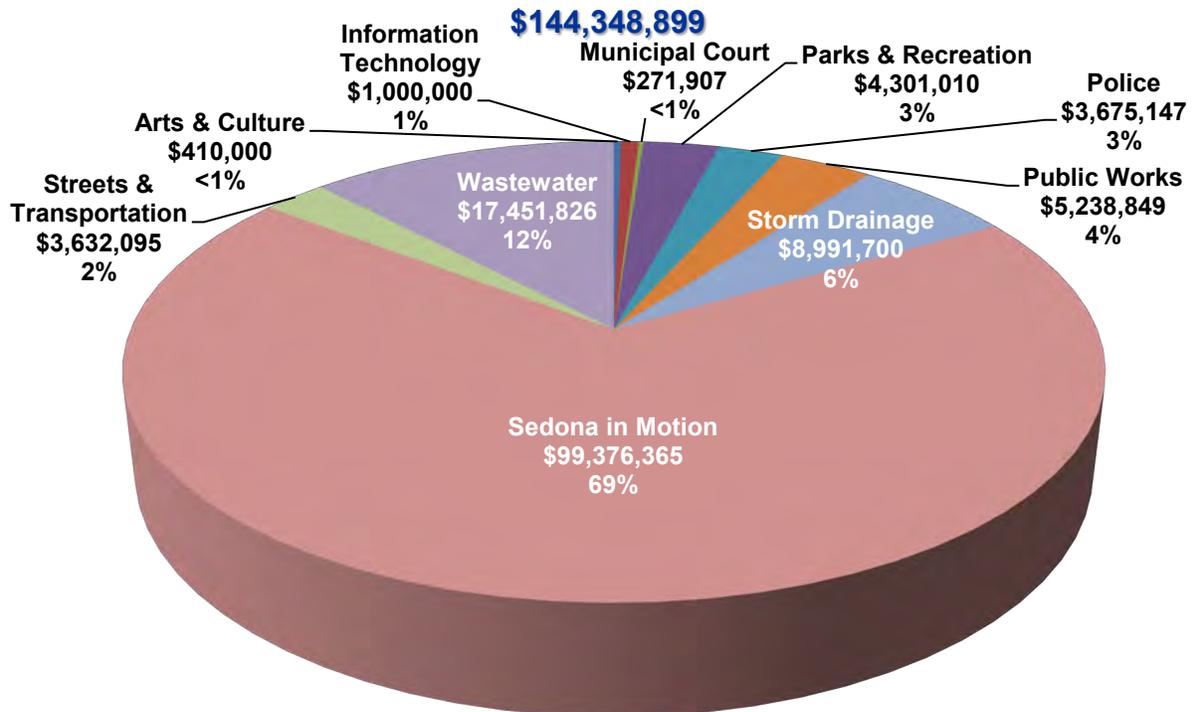
SUMMARY OF CAPITAL PROJECTS

continued

FY 2020 CAPITAL IMPROVEMENT PROJECTS BY CATEGORY



FYs 2020-2029 CAPITAL IMPROVEMENT PROJECTS BY CATEGORY



SUMMARY OF CAPITAL PROJECTS
continued

FY 2020 - FY 2029 Master Summary Project List by Major Program

Project dollar amounts in grey and italics are unfunded.

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

Project Name	Funding Sources Type	Priority	Page #	Project #	Prior Years Estimate	FY2020	FY2021	FY2022	Future Years	Totals (excluding Prior Years Estimate)
AC - Arts & Culture										
Art in the Roundabouts	Restricted	Important (Could-Do)	314	AC-02	\$0	\$130,000	\$170,000	\$0	\$110,000	\$410,000
IT - Information Technology										
Citywide Business Software	Capital Reserves	Essential (Should-Do)	315	IT-01	\$0	\$100,000	\$900,000	\$0	\$0	\$1,000,000
MC - Municipal Court										
Sinagua Courtroom Remodel	Restricted & Capital Reserves	Essential (Should-Do)	316	MC-01	\$28,195	\$271,907	\$0	\$0	\$0	\$271,907
PR - Parks & Recreation										
New Concession Stand	Restricted	Important (Could-Do)	317	PR-01	\$0	\$0	\$379,000	\$0	\$0	\$379,000
Evaluation of Posse Grounds Park	Restricted & Capital Reserves	Important (Could-Do)	318	PR-02	\$0	\$60,000	\$0	\$538,124	\$0	\$598,124
Improvements at Ranger Station	Restricted & Capital Reserves	Imperative (Must-Do)	319	PR-03	\$256,741	\$250,260	\$250,060	\$1,936,241	\$0	\$2,436,561
Sunset Park Improvements	Restricted	Essential (Should-Do)	320	PR-04	\$0	\$185,000	\$0	\$0	\$0	\$185,000
Shade Structures and Playground Equipment Replacement	Restricted & Capital Reserves	Important (Could-Do)	321	PR-05	\$24,490	\$0	\$0	\$442,250	\$0	\$442,250
New Toddler Pool	Restricted & Unidentified	Desirable (Other Year)	N/A	PR-06	\$0	\$0	\$0	\$0	\$75,000	\$75,000
Bike Skills Park- Phase III	Restricted & Capital Reserves	Important (Could-Do)	322	PR-07	\$279,783	\$64,374	\$120,701	\$0	\$0	\$185,075
PR - Parks & Recreation Subtotal (excluding projects not funded)					\$561,014	\$559,634	\$749,761	\$2,916,615	\$0	\$4,226,010
Projects Not Funded					\$0	\$0	\$0	\$0	\$75,000	\$75,000
PD - Police										
Radio Infrastructure	Capital Reserves	Imperative (Must-Do)	323	PD-02	\$320,211	\$100,000	\$100,000	\$500,000	\$0	\$700,000
Police Station Remodel	Restricted & Capital Reserves	Imperative (Must-Do)	324	PD-03	\$1,010	\$229,019	\$1,341,562	\$939,577	\$0	\$2,510,158
Shooting Range Improvements	Restricted & Capital Reserves	Important (Could-Do)	325	PD-04	\$543,559	\$164,989	\$0	\$0	\$0	\$164,989
In-Car Video System Replacement	Restricted & Capital Reserves	Important (Could-Do)	326	PD-05	\$0	\$0	\$300,000	\$0	\$0	\$300,000
PD - Police Subtotal					\$864,780	\$494,008	\$1,741,562	\$1,439,577	\$0	\$3,675,147
PW - Public Works										
Uptown Enhancements	Restricted	Important (Could-Do)	327	PW-01	\$300,000	\$215,699	\$920,000	\$490,000	\$3,480,000	\$5,105,699
Recycle Drop Off Locations (ESP)	Capital Reserves	Important (Could-Do)	328	PW-02	\$5,050	\$0	\$133,150	\$0	\$0	\$133,150
PW - Public Works Subtotal					\$305,050	\$215,699	\$1,053,150	\$490,000	\$3,480,000	\$5,238,849

ESP = Environmental Sustainability Project

SUMMARY OF CAPITAL PROJECTS
continued

FY 2020 - FY 2029 Master Summary Project List by Major Program

Project dollar amounts in grey and italics are unfunded.

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

Project Name	Funding Sources Type	Priority	Page #	Project #	Prior Years Estimate	FY2020	FY2021	FY2022	Future Years	Totals (excluding Prior Years Estimate)
SD - Storm Drainage										
Coffee Pot Drainage Basin, Little Elf Drive Area (Yavapai County)	Restricted & Capital Reserves	Imperative (Must-Do)	329	SD-02	\$1,910,220	\$15,150	\$0	\$0	\$0	\$15,150
Improvements to Back-O-Beyond Road, Low Water Crossing (Yavapai County)	Restricted & Unidentified	Important (Could-Do)	N/A	SD-03	\$0	\$0	\$0	\$0	\$720,000	\$720,000
View Drive Area Drainage Improvements (Yavapai County)	Restricted & Unidentified	Important (Could-Do)	N/A	SD-04	\$0	\$0	\$0	\$0	\$1,660,750	\$1,660,750
Saddlerock Area Drainage Improvements (Yavapai County)	Restricted & Unidentified	Important (Could-Do)	N/A	SD-05	\$0	\$0	\$0	\$0	\$1,475,000	\$1,475,000
Juniper Hills Area Drainage Improvements (Coconino County)	Restricted & Capital Reserves	Essential (Should-Do)	330	SD-07	\$880,310	\$5,050	\$0	\$0	\$0	\$5,050
Mystic Hills Lift Station Access Improvements (Coconino County)	Restricted	Important (Could-Do)	N/A	SD-08	\$0	\$0	\$0	\$0	\$290,000	\$290,000
Stormwater Drainage Easements Acquisition (ESP)	Restricted & Unidentified	Imperative (Must-Do)	331	SD-09	\$45,261	\$25,000	\$50,000	\$50,000	\$350,000	\$475,000
Stormwater Master Plan Update & Project Implementations (ESP)	Restricted & Unidentified	Essential (Should-Do)	332	SD-10	\$0	\$100,000	\$100,000	\$550,000	\$2,450,000	\$3,200,000
Sunset Drive Crossing Drainage Improvements (Yavapai County) (ESP)	Restricted & Capital Reserves	Essential (Should-Do)	333	SD-11	\$0	\$135,350	\$1,015,400	\$0	\$0	\$1,150,750
SD - Storm Drainage Subtotal (excluding projects not funded)					\$2,835,791	\$280,550	\$1,165,400	\$600,000	\$290,000	\$2,335,950
Projects Not Funded					\$0	\$0	\$0	\$0	\$6,655,750	\$6,655,750

ESP = Environmental Sustainability Project

SUMMARY OF CAPITAL PROJECTS
continued

FY 2020 - FY 2029 Master Summary Project List by Major Program

Project dollar amounts in grey and italics are unfunded.

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

Project Name	Funding Sources Type	Priority	Page #	Project #	Prior Years Estimate	FY2020	FY2021	FY2022	Future Years	Totals (excluding Prior Years Estimate)
SIM - Sedona in Motion										
Sedona in Motion Unspecified Projects	Restricted & Capital Reserves	Imperative (Must-Do)	334	SIM-00	\$0	(\$720,471)	(\$4,696,861)	\$2,655,182	\$3,362,150	\$600,000
Uptown Roadway Improvements	Restricted & Capital Reserves	Imperative (Must-Do)	335	SIM-01	\$854,565	\$4,001,607	\$0	\$0	\$0	\$4,001,607
Uptown Pedestrian Improvements	Unidentified	Desirable (Other Year)	N/A	SIM-02	\$0	\$0	\$0	\$0	\$5,000,000	\$5,000,000
Uptown Parking Improvements	Restricted & Unidentified	Important (Could-Do)	336	SIM-03a	\$53,599	\$211,499	\$0	\$0	\$14,865,800	\$15,077,299
Wayfinding Signage	Capital Reserves	Important (Could-Do)	337	SIM-03b	\$101,000	\$202,000	\$151,500	\$0	\$0	\$353,500
Schnebly Hill Roundabout Expansion	Restricted	Desirable (Other Year)	N/A	SIM-04a	\$0	\$0	\$0	\$0	\$5,399,000	\$5,399,000
SR 179 Lane Expansion from Schnebly Hill Roundabout to Y	Unidentified	Desirable (Other Year)	N/A	SIM-04b	\$0	\$0	\$0	\$0	\$108,600	\$108,600
Pedestrian Crossing at Tlaquepaque (ESP)	Restricted & Capital Reserves	Essential (Should-Do)	338	SIM-04c	\$61,156	\$252,500	\$1,947,479	\$0	\$0	\$2,199,979
SR 89A & SR 179 Right Turn Y Roundabout Bypass	Restricted & Capital Reserves	Imperative (Must-Do)	339	SIM-04d	\$255,235	\$150,325	\$793,274	\$0	\$0	\$943,599
Portal Lane to Ranger Road Connection	Restricted & Capital Reserves	Essential (Should-Do)	340	SIM-05a	\$53,303	\$300,000	\$402,210	\$0	\$0	\$702,210
Forest Road Connection	Restricted & Capital Reserves	Imperative (Must-Do)	341	SIM-05b	\$33,218	\$1,205,829	\$1,905,874	\$0	\$0	\$3,111,703
Neighborhood Street Connections	Restricted & Unidentified	Desirable (Other Year)	N/A	SIM-06	\$0	\$0	\$0	\$0	\$1,160,000	\$1,160,000
Enhanced Transit Service (ESP)	Restricted & Unidentified	Essential (Should-Do)	342	SIM-08	\$200,000	\$1,120,000	\$1,120,000	\$1,120,000	\$47,740,000	\$51,100,000
Neighborhood Vehicles - Tourism Focus	Unidentified	Important (Could-Do)	N/A	SIM-09	\$0	\$0	\$0	\$0	\$340,000	\$340,000
West SR 89A Access Improvements and Adaptive Signal Control	Restricted	Important (Could-Do)	N/A	SIM-10	\$0	\$0	\$0	\$0	\$2,970,000	\$2,970,000
Rodeo Road to Dry Creek Road - Shared Use Path (ESP)	Capital Reserves	Important (Could-Do)	343	SIM-11a	\$13,199	\$0	\$292,150	\$0	\$0	\$292,150
Posse Ground Parking Improvements & Soldiers Pass Shared Use Path (ESP)	Capital Reserves	Important (Could-Do)	344	SIM-11b	\$58,580	\$0	\$616,100	\$0	\$0	\$616,100
Bicycle Green Lanes	Restricted & Capital Reserves	Important (Could-Do)	N/A	SIM-11f	\$20,200	\$0	\$0	\$0	\$30,000	\$30,000
Thunder Mountain/Sanborn Shared Use Path and Drainage Improvements (ESP)	Restricted & Capital Reserves	Essential (Should-Do)	345	SIM-11g	\$0	\$1,492,570	\$820,000	\$0	\$0	\$2,312,570
Chapel Road Shared Use Path (ESP)	Restricted & Capital Reserves	Important (Could-Do)	346	SIM-11h	\$0	\$0	\$323,200	\$300,000	\$0	\$623,200
Dry Creek Road Shared Use Path (ESP)	Restricted	Important (Could-Do)	347	SIM-11i	\$0	\$0	\$515,000	\$985,000	\$0	\$1,500,000
Travel Information System	Restricted & Capital Reserves	Important (Could-Do)	348	SIM-12a	\$69,500	\$0	\$904,548	\$0	\$0	\$904,548
Traffic Video Cameras	Capital Reserves	Important (Could-Do)	349	SIM-12b	\$47,470	\$30,300	\$0	\$0	\$0	\$30,300
SIM - Sedona in Motion Subtotal (excluding projects not funded)					\$1,821,025	\$8,246,159	\$5,094,474	\$5,060,182	\$11,761,150	\$30,161,965
Projects Not Funded					\$0	\$0	\$0	\$0	\$69,214,400	\$69,214,400

ESP = Environmental Sustainability Project

SUMMARY OF CAPITAL PROJECTS
continued

FY 2020 - FY 2029 Master Summary Project List by Major Program

Project dollar amounts in grey and italics are unfunded.

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

Project Name	Funding Sources Type	Priority	Page #	Project #	Prior Years Estimate	FY2020	FY2021	FY2022	Future Years	Totals (excluding Prior Years Estimate)
ST - Streets & Transportation										
Sanborn Drive/Thunder Mountain Road Overlay	Restricted & Capital Reserves	Essential (Should-Do)	350	ST-02	\$143,648	\$0	\$810,525	\$0	\$0	\$810,525
Ranger Road / Brewer Road Intersection Improvements	Restricted & Capital Reserves	Essential (Should-Do)	351	ST-03	\$0	\$0	\$302,320	\$1,261,750	\$0	\$1,564,070
Shelby Drive / Sunset Drive Improvements	Restricted & Capital Reserves	Important (Could-Do)	352	ST-04	\$0	\$0	\$1,257,500	\$0	\$0	\$1,257,500
ST - Streets & Transportation Subtotal					\$143,648	\$0	\$2,370,345	\$1,261,750	\$0	\$3,632,095
Subtotal Non-Wastewater Projects (excluding projects not funded)					\$6,559,503	\$10,297,957	\$13,244,692	\$11,768,124	\$15,641,150	\$50,951,923
WW - Wastewater										
WW Collection System Improvements - Lift Station Replacements	WW Revenues	Imperative (Must-Do)	353	WW-01A	\$746,706	\$2,088,100	\$0	\$0	\$0	\$2,088,100
WW Collection System Improvements - SR179 Sewer Main Replacement	WW Revenues	Imperative (Must-Do)	354	WW-01B	\$36,000	\$654,000	\$0	\$0	\$0	\$654,000
WW Collection System Improvements - Brewer Road Force Main Valve Replacements	WW Revenues	Imperative (Must-Do)	355	WW-01C	\$0	\$40,000	\$150,000	\$0	\$0	\$190,000
WW Collection System Improvements - Misc. Rehabs/Replacements	WW Revenues	Important (Could-Do)	356	WW-01D	\$0	\$0	\$0	\$390,000	\$0	\$390,000
WW Collection System Improvements - Future Collections Projects	WW Revenues	Desirable (Other Year)	N/A	WW-01E	\$0	\$0	\$0	\$0	\$1,135,000	\$1,135,000
WWRP Tertiary Filter Upgrades	WW Revenues	Imperative (Must-Do)	357	WW-02	\$784,351	\$1,221,632	\$0	\$0	\$0	\$1,221,632
Remodel or Expand WWRP Administrative Building	WW Revenues	Essential (Should-Do)	358	WW-03	\$259,025	\$84,500	\$0	\$0	\$0	\$84,500
SCADA System and Configuration Upgrade	WW Revenues	Essential (Should-Do)	359	WW-04	\$0	\$185,000	\$125,000	\$0	\$0	\$310,000
WWRP Odor Control Upgrades	WW Revenues	Important (Could-Do)	N/A	WW-05	\$24,660	\$0	\$0	\$0	\$335,000	\$335,000
WWRP Recharge Wells	WW Revenues	Important (Could-Do)	N/A	WW-06	\$5,477,699	\$0	\$0	\$0	\$5,143,594	\$5,143,594
WWRP Reservoir Liner Replacement	WW Revenues	Essential (Should-Do)	360	WW-07	\$0	\$0	\$1,050,000	\$0	\$0	\$1,050,000
WWRP Drying Beds Replacement	WW Revenues	Important (Could-Do)	361	WW-08	\$0	\$0	\$0	\$1,650,000	\$0	\$1,650,000
WWRP Treatment Process Upgrades	WW Revenues	Desirable (Other Year)	N/A	WW-09	\$0	\$0	\$0	\$0	\$2,530,000	\$2,530,000
Wastewater Master Plan Update	WW Revenues	Desirable (Other Year)	N/A	WW-10	\$0	\$0	\$0	\$0	\$100,000	\$100,000
WWRP Paving	WW Revenues	Desirable (Other Year)	N/A	WW-11	\$0	\$0	\$0	\$0	\$420,000	\$420,000
WWRP Grit Classifier Replacement	WW Revenues	Imperative (Must-Do)	362	WW-12	\$0	\$150,000	\$0	\$0	\$0	\$150,000
Estimated Carryover - Unspecified Projects	WW Revenues	Imperative (Must-Do)	363	WW-99	\$0	(\$423,232)	\$423,232	\$0	\$0	\$0
WW - Wastewater Subtotal					\$7,328,441	\$4,000,000	\$1,748,232	\$2,040,000	\$9,663,594	\$17,451,826
TOTAL ALL PROJECTS (excluding projects not funded)					\$13,887,944	\$14,297,957	\$14,992,924	\$13,808,124	\$25,304,744	\$68,403,749
Total Projects Not Funded					\$0	\$0	\$0	\$0	\$75,945,150	\$75,945,150
Grand Totals Funded and Unfunded					\$13,887,944	\$14,297,957	\$14,992,924	\$13,808,124	\$101,249,894	\$144,348,899

Project Summary

Project Title:	
Art in the Roundabouts	
Phase:	of Project # AC-02
Ranking	Important (could-do)
Environmental Sustainability Project ?	No

Location:		
SR 179 Roundabouts		
	Original	Revised (if appl.)
Start date	July 1, 2019	
Estimated Completion Date	June 30, 2020	

Project Description:

To continue adding public art for beautification of SR 179. The Schnebly Roundabout public art piece was the last to be installed in FY 2016. The next project is tentatively scheduled to start in FY 2020 and contemplates selecting art pieces for both remaining roundabouts.

Project Justification:

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



For Continuing Projects

Estimated Project Status as of June 30, 2019

N/A
Explanation for Revised Project Start Date and/or Project Budget
N/A

Project Balance	
Original Approved Project Budget	\$ -
Approved Budget Increases/Decreases	\$ -
Current Approved Total Project Budget	\$ -
Requested Budget Increase/Decrease	\$ 300,000
Requested Total Project Budget	\$ 300,000
Estimated Expenditures through June 30, 2019	\$ -
Budget Balance Remaining	\$ 300,000

Budget Detail

Project Cost Estimates :

Funding Status	Cost Category	PY Estimate	FY 2020	FY 2021	FY 2022	Future Years	Project Totals
New Appropriation	Construction - Contracted	\$	\$	\$ 40,000	\$	\$	\$ 40,000
Future Estimate	Construction - Contracted	\$	\$	\$	\$	\$ 20,000	\$ 20,000
New Appropriation	Public Art Purchase	\$	\$ 130,000	\$ 130,000	\$	\$	\$ 260,000
Future Estimate	Public Art Purchase	\$	\$	\$	\$	\$ 90,000	\$ 90,000
Total		\$ 0	\$ 130,000	\$ 170,000	\$ 0	\$ 110,000	\$ 410,000

Project Funding Estimates :

Funding Source	PY Estimate	FY 2020	FY 2021	FY 2022	Future Years	Project Totals
1% For Arts	\$	\$ 130,000	\$ 170,000	\$	\$ 110,000	\$ 410,000
Total	\$ 0	\$ 130,000	\$ 170,000	\$ 0	\$ 110,000	\$ 410,000

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

None anticipated.

Explanation of Operating Impacts:

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

Project Summary

Project Title:

Citywide Business Software

Location:

N/A

Phase:	of	Project #	IT-01
Ranking	Essential (should-do)		
Environmental Sustainability Project ?	No		

	Original	Revised (if appl.)
Start date	April 1, 2019	
Estimated Completion Date	June 30, 2021	

Project Description:

Replace existing ERP (Enterprise Resource Planning) Springbrook software.

Project Justification:

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

In addition, customer service has been poor. Many requests for service have taken weeks and sometimes months to resolve. With all the turnover that has been experienced since Springbrook was implemented, requests have been made for additional training which was originally approved by Council in the FY 2017 budget process and did not occur until Nov/Dec 2018 due to lack of returned communications from Springbrook personnel. While there were a few useful items learned in the trainings, staff agreed that the software is deficient for the City's needs.

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

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

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

Enterprise Resource Planning (ERP) System



For Continuing Projects

Estimated Project Status as of June 30, 2019

A committee consisting of employees across multiple departments has been formed and will be holding a kickoff meeting in April 2019. A survey seeking input regarding needs was sent to all employees. The committee will be reviewing the survey results and discuss the best way to proceed.

Explanation for Revised Project Start Date and/or Project Budget

N/A

Project Balance	
Original Approved Project Budget	\$ -
Approved Budget Increases/Decreases	\$ -
Current Approved Total Project Budget	\$ -
Requested Budget Increase/Decrease	\$ 1,000,000
Requested Total Project Budget	\$ 1,000,000
Estimated Expenditures through June 30, 2019	\$ -
Budget Balance Remaining	\$ 1,000,000

Budget Detail

Project Cost Estimates :

Funding Status	Cost Category	PY Estimate	FY 2020	FY 2021	FY 2022	Future Years	Project Totals
New Appropriation	Technology	\$	100,000	900,000	\$	\$	\$ 1,000,000
Total		\$ 0	\$ 100,000	\$ 900,000	\$ 0	\$ 0	\$ 1,000,000

Project Funding Estimates :

Funding Source	PY Estimate	FY 2020	FY 2021	FY 2022	Future Years	Project Totals
Capital Reserves	\$	100,000	900,000	\$	\$	\$ 1,000,000
Total		\$ 0	\$ 100,000	\$ 900,000	\$ 0	\$ 1,000,000

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

None anticipated.

Explanation of Operating Impacts:

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

Project Summary

Project Title: Sinagua Courtroom Remodel	
Phase:	of Project # MC-01
Ranking	Essential (should-do)
Environmental Sustainability Project ?	No

Location: 55 Sinagua Drive		
	Original	Revised (if appl.)
Start date	July 1, 2017	July 1, 2019
Estimated Completion Date	June 30, 2018	November 30, 2019

Project Description:

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

Project Justification:

The court and City Council compete for use of the council chambers due to respective schedules. The judge conducts in-court business Monday through Wednesday. There are only 10 actual days out of the month during which to schedule in-court business. As work of the court increases, this limitation becomes more apparent. There have already been instances where time sensitive matters have been redirected to other courts because the courtroom was not available. The Sinagua building is approximately 4,000 square feet, and the remodel will encompass the total square footage.



For Continuing Projects

Estimated Project Status as of June 30, 2019

Pending proposal from Skyline Builders. Construction may be in progress or not at all.

Explanation for Revised Project Start Date and/or Project Budget

- The initial project budget was based on placeholders. Now that the project has been designed, a more refined cost has been determined. In addition, a portion of the budget originally contemplated the City Attorney also moving to the new facility which is no longer part of the project scope. The new construction appropriation is meant to cover construction costs now that pricing data via the bid process has proven. Additionally, the construction costs did not intend to cover the required technology, audio/visual required for a courtroom, so a new appropriation for equipment is shown.
- Project came in over budget. Staff is looking at alternate contracting methods for a reduced price and seeking additional funding.

Project Balance

Original Approved Project Budget	\$	273,000
Approved Budget Increases/Decreases	\$	(9,475)
Current Approved Total Project Budget	\$	263,525
Requested Budget Increase/Decrease	\$	36,577
Requested Total Project Budget	\$	300,102
Estimated Expenditures through June 30, 2019	\$	28,195
Budget Balance Remaining	\$	271,907

Budget Detail

Project Cost Estimates :

Funding Status	Cost Category	PY Estimate	FY 2020	FY 2021	FY 2022	Future Years	Project Totals
Carry Over	Design - Contracted	\$ 17,585	\$	\$	\$	\$	\$ 17,585
Carry Over	Construction - Contracted	\$	\$ 204,046	\$	\$	\$	\$ 204,046
New Appropriation	Construction - Contracted	\$	\$ 36,500	\$	\$	\$	\$ 36,500
Carry Over	Equipment Purchase	\$	\$ 11,200	\$	\$	\$	\$ 11,200
Carry Over	Technology	\$ 10,585	\$ 20,084	\$	\$	\$	\$ 30,669
Carry Over	Arts Transfer	\$ 25	\$	\$	\$	\$	\$ 25
New Appropriation	Arts Transfer	\$	\$ 77	\$	\$	\$	\$ 77
Total		\$ 28,195	\$ 271,907	\$ 0	\$ 0	\$ 0	\$ 300,102

Project Funding Estimates :

Funding Source	PY Estimate	FY 2020	FY 2021	FY 2022	Future Years	Project Totals
Grant	\$	\$ 11,200	\$	\$	\$	\$ 11,200
Court Restricted Revenues	\$ 15,100	\$ 232,830	\$	\$	\$	\$ 247,930
Capital Reserves	\$ 13,095	\$ 27,877	\$	\$	\$	\$ 40,972
Total	\$ 28,195	\$ 271,907	\$ 0	\$ 0	\$ 0	\$ 300,102

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

The AOC Grant for security equipment was originally budgeted as part of the operating budget, not the capital improvement budget.

Expenditure Impacts	FY 2020	FY 2021	FY 2022	Future Annual Cost
Supplies	\$ 300	\$ 300	\$ 300	\$ 300
Other Operating	\$ 1,200	\$ 1,200	\$ 1,200	\$ 1,200
Total Expenditure Impacts	\$ 1,500	\$ 1,500	\$ 1,500	\$ 1,500

Explanation of Operating Impacts:

Estimated utilities, janitorial, and maintenance supplies.

Project Summary

Project Title:	
New Concession Stand	
Phase:	of Project # PR-01
Ranking	Important (could-do)
Environmental Sustainability Project ?	No

Location:		
Posse Grounds Park		
	Original	Revised (if appl.)
Start date	July 1, 2020	
Estimated Completion Date	June 30, 2021	

Project Description:

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

Project Justification:

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



For Continuing Projects

Estimated Project Status as of June 30, 2019

N/A
Explanation for Revised Project Start Date and/or Project Budget
N/A

Project Balance	
Original Approved Project Budget	\$ -
Approved Budget Increases/Decreases	\$ -
Current Approved Total Project Budget	\$ -
Requested Budget Increase/Decrease	\$ -
Requested Total Project Budget	\$ -
Estimated Expenditures through June 30, 2019	\$ -
Budget Balance Remaining	\$ -

Budget Detail

Project Cost Estimates :

Funding Status	Cost Category	PY Estimate	FY 2020	FY 2021	FY 2022	Future Years	Project Totals
Future Estimate	Design - Contracted	\$	\$	\$ 77,000	\$	\$	\$ 77,000
Future Estimate	Construction - Contracted	\$	\$	\$ 282,000	\$	\$	\$ 282,000
Future Estimate	Contingency	\$	\$	\$ 20,000	\$	\$	\$ 20,000
	Total	\$ 0	\$ 0	\$ 379,000	\$ 0	\$ 0	\$ 379,000

Project Funding Estimates :

Funding Source	PY Estimate	FY 2020	FY 2021	FY 2022	Future Years	Project Totals
Summit Cfd	\$	\$	\$ 379,000	\$	\$	\$ 379,000
Total	\$ 0	\$ 0	\$ 379,000	\$ 0	\$ 0	\$ 379,000

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

None anticipated.

Expenditure Impacts	FY 2020	FY 2021	FY 2022	Future Annual Cost
Other Operating	\$	\$	\$ 1,000	\$ 1,000
Total Expenditure Impacts	\$ 0	\$ 0	\$ 1,000	\$ 1,000

Explanation of Operating Impacts:

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

Project Summary

Project Title:

Evaluation of Posse Grounds Park

Location:

Posse Grounds Park

Phase:		of		Project #	PR-02
Ranking	Important (could-do)				
Environmental Sustainability Project ?	No				

	Original	Revised (if appl.)
Start date	July 1, 2019	
Estimated Completion Date	June 30, 2020	

Project Description:

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

Project Justification:

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



For Continuing Projects

Estimated Project Status as of June 30, 2019

N/A

Explanation for Revised Project Start Date and/or Project Budget

N/A

Project Balance	
Original Approved Project Budget	\$ -
Approved Budget Increases/Decreases	\$ -
Current Approved Total Project Budget	\$ -
Requested Budget Increase/Decrease	\$ 60,000
Requested Total Project Budget	\$ 60,000
Estimated Expenditures through June 30, 2019	\$ -
Budget Balance Remaining	\$ 60,000

Budget Detail

Project Cost Estimates :

Funding Status	Cost Category	PY Estimate	FY 2020	FY 2021	FY 2022	Future Years	Project Totals
New Appropriation	Project Evaluation	\$	\$ 60,000	\$	\$	\$	\$ 60,000
Future Estimate	Design - Contracted	\$	\$	\$	\$ 35,000	\$	\$ 35,000
Future Estimate	Construction - Contracted	\$	\$	\$	\$ 500,000	\$	\$ 500,000
Future Estimate	Arts Transfer	\$	\$	\$	\$ 3,124	\$	\$ 3,124
Total		\$ 0	\$ 60,000	\$ 0	\$ 538,124	\$ 0	\$ 598,124

Project Funding Estimates :

Funding Source	PY Estimate	FY 2020	FY 2021	FY 2022	Future Years	Project Totals
Development Impact Fees - Post 7/2014	\$	\$	\$	\$ 222,597	\$	\$ 222,597
Capital Reserves	\$	\$ 60,000	\$	\$ 315,527	\$	\$ 375,527
Total	\$ 0	\$ 60,000	\$ 0	\$ 538,124	\$ 0	\$ 598,124

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

None anticipated.

Explanation of Operating Impacts:

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

Project Summary

Project Title:

Improvements at Ranger Station

Location:

Brewer Road Property

Phase:	1B	of	4	Project #	PR-03
Ranking	Imperative (must-do)				
Environmental Sustainability Project ?	No				

	Original	Revised (if appl.)
Start date	July 1, 2019	
Estimated Completion Date	June 30, 2022	

Project Description:

Continued development and construction of improvements approved in the Ranger Station Master Plan:
 FY 2017: The master plan was completed, hazardous material was removed from the site, one building and three sheds were removed, and Phase 1 of the master plan was designed.
 FY 2018: Phase 1A funding supports the completion of underground utilities and rough grading which also utilizes available resources from the Soldier Wash project. This creates efficiencies and cost saving opportunities.
 FYs 2020-2021: There are significant repairs that will need to be completed to preserve the existing structures. These repairs cannot wait. Exterior restoration work for the barn and house was deferred in FY 2019 due to SIM being higher priority but this work should be completed in FY 2020. Interior restoration work for the barn and the house could be deferred to FY 2021.
 FY 2023: Phase 1B funding supports the construction of the parking lot, restrooms, lawn, playground, and central seating areas.
 FYs 2024-2025: Funding supports Phase 2 (the plaza, landscape barn, and house areas), Phase 3 (perimeter trail and landscaping), and Phase 4 (the pickleball court and gardens).



Project Justification:

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

For Continuing Projects

Estimated Project Status as of June 30, 2019

Site environmental work, site structure removal (as previously specified), and Phase 1 design are complete. In addition, the underground utilities and rough grading were completed by June 30, 2018. Additional activity has occurred during FY 2019 with the porch deck and door repairs.

Explanation for Revised Project Start Date and/or Project Budget

The building restoration was added in FY 2020 due to the fact that the buildings have deteriorated faster than expected, and a historic building evaluation and cost estimate was completed in 2017.

Project Balance

Original Approved Project Budget	\$	261,600
Approved Budget Increases/Decreases	\$	25,129
Current Approved Total Project Budget	\$	286,729
Requested Budget Increase/Decrease	\$	220,272
Requested Total Project Budget	\$	507,001
Estimated Expenditures through June 30, 2019	\$	256,741
Budget Balance Remaining	\$	250,260

Budget Detail

Project Cost Estimates :

Funding Status	Cost Category	PY Estimate	FY 2020	FY 2021	FY 2022	Future Years	Project Totals
Carry Over	Master Plan	\$ 17,646	\$	\$	\$	\$	\$ 17,646
Carry Over	Demolition/site Prep - Contracted	\$ 28,353	\$	\$	\$	\$	\$ 28,353
Carry Over	Demolition/site Prep - In-house	\$ 38,182	\$	\$	\$	\$	\$ 38,182
Carry Over	Design - Contracted	\$ 53,955	\$	\$	\$	\$	\$ 53,955
Future Estimate	Design - Contracted	\$	\$	\$	\$ 75,000	\$	\$ 75,000
Carry Over	Construction - Contracted	\$ 62,492	\$ 29,988	\$	\$	\$	\$ 92,480
New Appropriation	Construction - Contracted	\$	\$ 220,012	\$	\$	\$	\$ 220,012
Future Estimate	Construction - Contracted	\$	\$	\$ 250,000	\$ 1,850,000	\$	\$ 2,100,000
Carry Over	Environmental	\$ 56,113	\$	\$	\$	\$	\$ 56,113
New Appropriation	Arts Transfer	\$	\$ 260	\$	\$	\$	\$ 260
Future Estimate	Arts Transfer	\$	\$	\$ 60	\$ 11,241	\$	\$ 11,301
	Total	\$ 256,741	\$ 250,260	\$ 250,060	\$ 1,936,241	\$ 0	\$ 2,693,302

Project Funding Estimates :

Funding Source	PY Estimate	FY 2020	FY 2021	FY 2022	Future Years	Project Totals
Development Impact Fees - Post 7/2014	\$	\$ 104,018	\$ 104,018	\$ 800,935	\$	\$ 1,008,971
Summit Cfd	\$ 85,214	\$ 20,000	\$ 50,000	\$	\$	\$ 155,214
Fairfield Cfd	\$ 171,527	\$ 100,000	\$ 90,000	\$	\$	\$ 361,527
Capital Reserves	\$	\$ 26,242	\$ 6,042	\$ 1,135,306	\$	\$ 1,167,590
	Total	\$ 256,741	\$ 250,260	\$ 250,060	\$ 1,936,241	\$ 0

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

None anticipated.

Expenditure Impacts	FY 2020	FY 2021	FY 2022	Future Annual Cost
Supplies	\$	\$	\$ 600	\$ 600
Other Operating	\$	\$	\$ 9,120	\$ 9,120
Total Expenditure Impacts	\$ 0	\$ 0	\$ 9,720	\$ 9,720

Explanation of Operating Impacts:

Once work is built out, there will be impacts to the operating budget due to additional demands for event planning, parks maintenance, utilities, commodities, etc. City of Sedona 319 FY 2019-20 Annual Budget

Project Summary

Project Title: Sunset Park Improvements	
Phase:	of Project # PR-04
Ranking	Essential (should-do)
Environmental Sustainability Project ?	No

Location: Sunset Park		
	Original	Revised (if appl.)
Start date	July 1, 2019	
Estimated Completion Date	June 30, 2020	

Project Description:

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

Project Justification:

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



For Continuing Projects

Estimated Project Status as of June 30, 2019

N/A

Explanation for Revised Project Start Date and/or Project Budget

N/A

Project Balance	
Original Approved Project Budget	\$ -
Approved Budget Increases/Decreases	\$ -
Current Approved Total Project Budget	\$ -
Requested Budget Increase/Decrease	\$ 185,000
Requested Total Project Budget	\$ 185,000
Estimated Expenditures through June 30, 2019	\$ -
Budget Balance Remaining	\$ 185,000

Budget Detail

Project Cost Estimates :

Funding Status	Cost Category	PY Estimate	FY 2020	FY 2021	FY 2022	Future Years	Project Totals
New Appropriation	Construction - Contracted	\$	\$ 185,000	\$	\$	\$	\$ 185,000
Total		\$ 0	\$ 185,000	\$ 0	\$ 0	\$ 0	\$ 185,000

Project Funding Estimates :

Funding Source	PY Estimate	FY 2020	FY 2021	FY 2022	Future Years	Project Totals
Fairfield Cfd	\$	\$ 160,000	\$	\$	\$	\$ 160,000
Capital Reserves	\$	\$ 25,000	\$	\$	\$	\$ 25,000
Total		\$ 0	\$ 185,000	\$ 0	\$ 0	\$ 185,000

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

None anticipated.

Expenditure Impacts	FY 2020	FY 2021	FY 2022	Future Annual Cost
Supplies	\$ (4,710)	\$ (4,710)	\$ (4,710)	\$ (4,710)
Personnel	\$ (290)	\$ (290)	\$ (290)	\$ (290)
Total Expenditure Impacts	\$ (5,000)	\$ (5,000)	\$ (5,000)	\$ (5,000)

Explanation of Operating Impacts:

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

Project Summary

Project Title:	
Shade Structures and Playground Equipment Replacement	
Phase:	of Project # PR-05
Ranking	Important (could-do)
Environmental Sustainability Project ?	No

Location:		
Posse Grounds Park		
	Original	Revised (if appl.)
Start date	July 1, 2020	
Estimated Completion Date	June 30, 2021	

Project Description:

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

Project Justification:

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

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



For Continuing Projects

Estimated Project Status as of June 30, 2019

Design was completed in 2016.
Explanation for Revised Project Start Date and/or Project Budget
N/A

Project Balance	
Original Approved Project Budget	\$ 30,630
Approved Budget Increases/Decreases	\$ (6,140)
Current Approved Total Project Budget	\$ 24,490
Requested Budget Increase/Decrease	\$ -
Requested Total Project Budget	\$ 24,490
Estimated Expenditures through June 30, 2019	\$ 24,490
Budget Balance Remaining	\$ -

Budget Detail

Project Cost Estimates :

Funding Status	Cost Category	PY Estimate	FY 2020	FY 2021	FY 2022	Future Years	Project Totals
Carry Over	Design - Contracted	\$ 24,490	\$	\$	\$	\$	\$ 24,490
Future Estimate	Construction - Contracted	\$	\$	\$	\$ 400,000	\$	\$ 400,000
Future Estimate	Contingency	\$	\$	\$	\$ 40,000	\$	\$ 40,000
Future Estimate	Arts Transfer	\$	\$	\$	\$ 2,250	\$	\$ 2,250
	Total	\$ 24,490	\$ 0	\$ 0	\$ 442,250	\$ 0	\$ 466,740

Project Funding Estimates :

Funding Source	PY Estimate	FY 2020	FY 2021	FY 2022	Future Years	Project Totals	
Development Impact Fees - Pre 8/2014	\$ 24,490	\$	\$	\$	\$	\$ 24,490	
Summit Cfd	\$	\$	\$	\$ 50,000	\$	\$ 50,000	
Fairfield Cfd	\$	\$	\$	\$ 165,000	\$	\$ 165,000	
Capital Reserves	\$	\$	\$	\$ 227,250	\$	\$ 227,250	
	Total	\$ 24,490	\$ 0	\$ 0	\$ 442,250	\$ 0	\$ 466,740

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

None anticipated.

Explanation of Operating Impacts:

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

Project Summary

Project Title:

Bike Skills Park- Phase III

Location:

Posse Grounds Park

Phase: 3	of 4	Project # PR-07
Ranking	Important (could-do)	
Environmental Sustainability Project ?	No	

	Original	Revised (if appl.)
Start date	July 1, 2020	
Estimated Completion Date	June 30, 2022	

Project Description:

The bicycle community fundraised \$37,000 for the design of the park in FY 2015, and the City subsequently agreed to construct the park. The contributed funds paid for a complete master plan design. It included future phases (not currently budgeted) that could be built, if additional funding becomes available. Phase One and Two have been built. Additional funding would build Phase Three and Four which would include three additional features: dirt jump park, skills zone, and drop zone.

Project Justification:

The City's Strategic Plan states that the community should be served with a variety of recreational opportunities and the parks should be expanded based on identified community needs. Since a master plan design has been approved by the community, the Planning & Zoning Commission, and the City Council, it would be in the best interest for our users if the park was completed in its potential entirety.

Since the first two phases have been built volunteers have come forward to help keep the park in good condition. It is embraced by the biking community. The Sedona Mountain Bike Festival has been held in this area three times and workshops held at the park have benefited from its features.



For Continuing Projects

Estimated Project Status as of June 30, 2019

Design was completed in FY 2015. Phases One and Two have been completed.

Explanation for Revised Project Start Date and/or Project Budget

N/A

Project Balance

Original Approved Project Budget	\$	274,296
Approved Budget Increases/Decreases	\$	5,487
Current Approved Total Project Budget	\$	279,783
Requested Budget Increase/Decrease	\$	64,374
Requested Total Project Budget	\$	344,157
Estimated Expenditures through June 30, 2019	\$	279,783
Budget Balance Remaining	\$	64,374

Budget Detail

Project Cost Estimates :

Funding Status	Cost Category	PY Estimate	FY 2020	FY 2021	FY 2022	Future Years	Project Totals
Carry Over	Design - Contracted	\$ 30,417	\$	\$	\$	\$	\$ 30,417
Carry Over	Construction - Contracted	\$ 249,366	\$	\$	\$	\$	\$ 249,366
New Appropriation	Construction - Contracted	\$	\$ 64,000	\$	\$	\$	\$ 64,000
Future Estimate	Construction - Contracted	\$	\$	\$ 120,000	\$	\$	\$ 120,000
New Appropriation	Arts Transfer	\$	\$ 374	\$	\$	\$	\$ 374
Future Estimate	Arts Transfer	\$	\$	\$ 701	\$	\$	\$ 701
Total		\$ 279,783	\$ 64,374	\$ 120,701	\$ 0	\$ 0	\$ 464,858

Project Funding Estimates :

Funding Source	PY Estimate	FY 2020	FY 2021	FY 2022	Future Years	Project Totals
Development Impact Fees - Pre 8/2014	\$ 103,785	\$	\$	\$	\$	\$ 103,785
Development Impact Fees - Post 7/2014	\$	\$ 26,628	\$ 49,928	\$	\$	\$ 76,556
Donations	\$ 40,581	\$	\$	\$	\$	\$ 40,581
Capital Reserves	\$ 135,417	\$ 37,746	\$ 70,773	\$	\$	\$ 243,936
Total	\$ 279,783	\$ 64,374	\$ 120,701	\$ 0	\$ 0	\$ 464,858

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

Community members and business raised money for the design and start of the park.

Expenditure Impacts	FY 2020	FY 2021	FY 2022	Future Annual Cost
Supplies	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000
Total Expenditure Impacts	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000

Explanation of Operating Impacts:

Currently, a staff person is dedicated to maintenance of this park at a cost of \$10,000 annually. Additional costs are for dirt and soil stabilizer.

Project Summary

Project Title:

Radio Infrastructure

Location:

Southwest Drive Antenna

Phase:	2	of	4	Project #	PD-02
Ranking	Imperative (must-do)				
Environmental Sustainability Project ?	No				

	Original	Revised (if appl.)
Start date	July 1, 2017	January 16, 2019
Estimated Completion Date	June 30, 2018	June 30, 2022

Project Description:

Enhance radio system to improve radio transmitting and receiving of police radio communications. Identify and recommend various alternatives to ensure that the radio system will meet current and future interoperability requirements.

Project Justification:

A vital and critical resource to any public safety entity is reliable and effective radio communications. For the past several years, police personnel have experienced ongoing problems with transmitting and receiving radio communications, including dead spots (inability to communicate based on terrain or infrastructure blockage), and frequent inaudible or garbled transmissions. This is a public safety issue that impacts our ability to keep our employees and the public safe. Slight improvements have been made to the system based on recommendations from the previous system assessment study along with the planned upgrading of other system components. There are five major antenna sites, which are designed to either listen or talk to the other antenna sites, but not both. The project is to get all the antenna sites to listen and talk, which will improve the radio coverage within the city.

In FY 2019, we bought radio equipment to improve the radio infrastructure at the Forest Road location, which will improve the Uptown area and along most of SR 179 to the Doodle Bug area. The equipment is still being built and will be shipped to the Police Department to be installed before the end of FY 2019. Before each new phase is started, we will be evaluating the improvements from the prior phase before moving forward onto the next phase. We are requesting \$100,000 in FY 2020 to enhance our current radio infrastructure (transmitting/receiving towers, equipment) for the antenna at the Southwest Drive location, which will improve the areas between Southwest Drive and Soldier Pass Road. In FY 2021, we will be requesting \$100,000 to enhance our current radio infrastructure located at the Police Department, which will improve the area between the department and Bristlecone Drive. In FY 2022, we will be requesting \$500,000 to build a radio infrastructure near the high school to improve this area. These different phases will eliminate dead spots and increase reliability and coverage in the areas we are trying to improve.

This project qualifies as Priority 1 because clear radio communications between/among officers and dispatch is critical and necessary in the performance of our mission to protect the public and our officers.



For Continuing Projects

Estimated Project Status as of June 30, 2019

Phase one should be completed by the end of FY 2019. Phase one is to create the Forest Road and North Airport antenna sites from either a talk or listen antenna site, to simulcast sites. This will increase the radio coverage in the Uptown area and along SR 179.

Explanation for Revised Project Start Date and/or Project Budget

- In 2018, there was a meeting between Motorola and Sedona Fire Radio Technician to discuss updating the antenna sites to all simulcast sites. Phase two is Southwest Dr site, Phase three is the police department site and Phase four is the high school site. Each phase should be broken into different budget years.
- Recent analysis of the system, shows there needs to be four phases to the project. Each phase will be evaluated before the next phase is required in the following fiscal year.

Project Balance	
Original Approved Project Budget	\$ 40,000
Approved Budget Increases/Decreases	\$ 280,211
Current Approved Total Project Budget	\$ 320,211
Requested Budget Increase/Decrease	\$ 100,000
Requested Total Project Budget	\$ 420,211
Estimated Expenditures through June 30, 2019	\$ 320,211
Budget Balance Remaining	\$ 100,000

Budget Detail

Project Cost Estimates :

Funding Status	Cost Category	PY Estimate	FY 2020	FY 2021	FY 2022	Future Years	Project Totals
Carry Over	Study	\$ 49,990	\$	\$	\$	\$	\$ 49,990
Carry Over	Equipment Purchase	\$ 270,221	\$	\$	\$	\$	\$ 270,221
New Appropriation	Equipment Purchase	\$	\$ 100,000	\$	\$	\$	\$ 100,000
Future Estimate	Equipment Purchase	\$	\$	\$ 100,000	\$ 500,000	\$	\$ 600,000
	Total	\$ 320,211	\$ 100,000	\$ 100,000	\$ 500,000	\$ 0	\$ 1,020,211

Project Funding Estimates :

Funding Source	PY Estimate	FY 2020	FY 2021	FY 2022	Future Years	Project Totals	
Capital Reserves	\$ 320,211	\$ 100,000	\$ 100,000	\$ 500,000	\$	\$ 1,020,211	
	Total	\$ 320,211	\$ 100,000	\$ 100,000	\$ 500,000	\$ 0	\$ 1,020,211

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

None anticipated.

Explanation of Operating Impacts:

No additional operating costs anticipated.

Project Summary

Project Title:

Police Station Remodel

Location:

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

Phase:	of	Project #	PD-03
Ranking	Imperative (must-do)		
Environmental Sustainability Project ?	No		

	Original	Revised (if appl.)
Start date	July 1, 2018	August 1, 2019
Estimated Completion Date	June 30, 2021	June 20, 2022

Project Description:

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

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

Project Justification:

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

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

During last budget discussions, the need to either remodel or build a new station was discussed. It was the desire of the Citizens Budget Work Group and the City Council to begin moving in the direction of either a new police station or a complete remodel of the existing station, and funding placeholders were set in FY 2019 and FY 2020 for a remodel. Because the Magistrate will be moving to another facility, adjacent space to the existing police station has been made available. The cost savings in remodeling versus a new build is significant, and a complete remodel of the police station is now the preferred option.

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



For Continuing Projects

Estimated Project Status as of June 30, 2019

The project design has been initiated.

Explanation for Revised Project Start Date and/or Project Budget

- * The previous budget was for an evaluation that was carried over to begin design. The added budget was for the remainder of the project. Budget was adjusted from \$1,640,000 to \$2,132,000 due to current rising construction costs.
- * Design to begin in FY20 and Construction to begin in FY21 and end in FY22.

Project Balance	
Original Approved Project Budget	\$ 20,000
Approved Budget Increases/Decreases	\$ 200
Current Approved Total Project Budget	\$ 20,200
Requested Budget Increase/Decrease	\$ 2,490,968
Requested Total Project Budget	\$ 2,511,168
Estimated Expenditures through June 30, 2019	\$ 1,010
Budget Balance Remaining	\$ 2,510,158

Budget Detail

Project Cost Estimates :

Funding Status	Cost Category	PY Estimate	FY 2020	FY 2021	FY 2022	Future Years	Project Totals
New Appropriation	Temporary Relocation	\$	\$	\$ 5,000	\$ 5,000	\$	\$ 10,000
Carry Over	Design - Contracted	\$ 1,000	\$ 19,000	\$	\$	\$	\$ 20,000
New Appropriation	Design - Contracted	\$	\$ 208,000	\$	\$ 20,000	\$	\$ 228,000
New Appropriation	Construction - Contracted	\$	\$	\$ 1,300,000	\$ 832,000	\$	\$ 2,132,000
New Appropriation	Equipment Purchase	\$	\$	\$	\$ 50,000	\$	\$ 50,000
New Appropriation	Technology	\$	\$	\$ 25,000	\$ 25,000	\$	\$ 50,000
Carry Over	Arts Transfer	\$ 10	\$ 190	\$	\$	\$	\$ 200
New Appropriation	Arts Transfer	\$	\$ 1,829	\$ 11,562	\$ 7,577	\$	\$ 20,968
Total		\$ 1,010	\$ 229,019	\$ 1,341,562	\$ 939,577	\$ 0	\$ 2,511,168

Project Funding Estimates :

Funding Source	PY Estimate	FY 2020	FY 2021	FY 2022	Future Years	Project Totals
Development Impact Fees - Post 7/2014	\$	\$ 25,113	\$ 143,816	\$ 94,255	\$	\$ 263,184
Capital Reserves	\$ 1,010	\$ 203,906	\$ 1,197,746	\$ 845,322	\$	\$ 2,247,984
Total	\$ 1,010	\$ 229,019	\$ 1,341,562	\$ 939,577	\$ 0	\$ 2,511,168

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

None anticipated.

Expenditure Impacts	FY 2020	FY 2021	FY 2022	Future Annual Cost
Other Operating	\$	\$	\$ 14,000	\$ 14,000
Total Expenditure Impacts	\$ 0	\$ 0	\$ 14,000	\$ 14,000

Explanation of Operating Impacts:

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



Project Summary

Project Title:

Shooting Range Improvements

Location:

Shooting Range at the Wastewater Treatment Plant

Phase: 2	of 3	Project # PD-04
Ranking	Important (could-do)	
Environmental Sustainability Project ?	No	

	Original	Revised (if appl.)
Start date	July 1, 2016	May 1, 2018
Estimated Completion Date	June 30, 2018	June 30, 2020

Project Description:

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

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

Project Justification:

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

This project is being funded from a carry over the project from FY 2018 that were not completed during FY 2018. The purchase and install of the modular classroom (restrooms included) was completed in FY 2019. Construction of the potable water well, electrical transformer and panel, site lighting, and associated utility connections remain. The previous iteration of the project had a separate restroom building, but that was removed as a modular with restrooms included is far more cost effective. A new phase III is being proposed which will include the design and construction of a new road from SR89A directly to the material yard at the WWRP. Phase III will include associated drainage improvements and gates/fences.



For Continuing Projects

Estimated Project Status as of June 30, 2019

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

Explanation for Revised Project Start Date and/or Project Budget

- Phase III as described in the justification is believed to be covered by the existing construction budget. Self performance of a portion of the electrical work will provide a huge savings. The phase II is expected to cost around \$86,000. Therefore, no additional budget revisions are determined to be necessary.
- Budgeted FY 2018 improvements have been delayed due to a change in strategy.

Project Balance	
Original Approved Project Budget	\$ 796,250
Approved Budget Increases/Decreases	\$ (87,702)
Current Approved Total Project Budget	\$ 708,548
Requested Budget Increase/Decrease	\$ -
Requested Total Project Budget	\$ 708,548
Estimated Expenditures through June 30, 2019	\$ 543,559
Budget Balance Remaining	\$ 164,989

Budget Detail

Project Cost Estimates :

Funding Status	Cost Category	PY Estimate	FY 2020	FY 2021	FY 2022	Future Years	Project Totals
Carry Over	Study	\$ 19,900	\$	\$	\$	\$	\$ 19,900
Carry Over	Design - Contracted	\$ 50,655	\$	\$	\$	\$	\$ 50,655
Carry Over	Construction - Contracted	\$ 378,240	\$ 164,954	\$	\$	\$	\$ 543,194
Carry Over	Equipment Purchase	\$ 91,445	\$	\$	\$	\$	\$ 91,445
Carry Over	Arts Transfer	\$ 3,319	\$ 35	\$	\$	\$	\$ 3,354
Total		\$ 543,559	\$ 164,989	\$ 0	\$ 0	\$ 0	\$ 708,548

Project Funding Estimates :

Funding Source	PY Estimate	FY 2020	FY 2021	FY 2022	Future Years	Project Totals
Development Impact Fees - Pre 8/2014	\$ 56,526	\$	\$	\$	\$	\$ 56,526
Development Impact Fees - Post 7/2014	\$ 38,474	\$ 136,421	\$	\$	\$	\$ 174,895
Rico Monies	\$ 41,388	\$ 25,000	\$	\$	\$	\$ 66,388
Capital Reserves	\$ 407,171	\$ 3,568	\$	\$	\$	\$ 410,739
Total	\$ 543,559	\$ 164,989	\$ 0	\$ 0	\$ 0	\$ 708,548

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

None anticipated.

Expenditure Impacts	FY 2020	FY 2021	FY 2022	Future Annual Cost
Other Operating	\$ 1,500	\$ 1,500	\$ 1,500	\$ 1,500
Total Expenditure Impacts	\$ 1,500	\$ 1,500	\$ 1,500	\$ 1,500

Explanation of Operating Impacts:

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

Project Summary

Project Title:

In-Car Video System Replacement

Location:

All Patrol Vehicles

Phase:	of	Project #	PD-05
Ranking	Important (could-do)		
Environmental Sustainability Project ?	No		

	Original	Revised (if appl.)
Start date	July 1, 2020	
Estimated Completion Date	June 30, 2021	

Project Description:

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

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

Project Justification:

The current in-car video system is over 10 years old. The current system does not have the ability to redact any recordings, which is required by law and does not have a program in development. The recorded media is being stored on DVDs, which causes storage issues and retention issues since we are unable to separate media by legal retention requirements.

The option to utilize the body-camera accessory is available, and is contained in the all-in-one-system price. Body-cameras have become the national industry standard for law enforcement.

The preference is to replace all units at once (24 units + 6 spare body cameras), so each officer is equipped with the same system, the training is the same, the software, and the storage/retrieval system is the same.



For Continuing Projects

Estimated Project Status as of June 30, 2019

N/A

Explanation for Revised Project Start Date and/or Project Budget

N/A

Project Balance	
Original Approved Project Budget	\$ -
Approved Budget Increases/Decreases	\$ -
Current Approved Total Project Budget	\$ -
Requested Budget Increase/Decrease	\$ 34,957
Requested Total Project Budget	\$ 34,957
Estimated Expenditures through June 30, 2019	\$ -
Budget Balance Remaining	\$ 34,957

Budget Detail

Project Cost Estimates :

Funding Status	Cost Category	PY Estimate	FY 2020	FY 2021	FY 2022	Future Years	Project Totals
New Appropriation	Equipment Purchase	\$	\$	\$ 34,957	\$	\$	\$ 34,957
Future Estimate	Equipment Purchase	\$	\$	\$ 265,043	\$	\$	\$ 265,043
Total		\$ 0	\$ 0	\$ 300,000	\$ 0	\$ 0	\$ 300,000

Project Funding Estimates :

Funding Source	PY Estimate	FY 2020	FY 2021	FY 2022	Future Years	Project Totals
Development Impact Fees - Post 7/2014	\$	\$	\$ 34,957	\$	\$	\$ 34,957
Capital Reserves	\$	\$	\$ 265,043	\$	\$	\$ 265,043
Total	\$ 0	\$ 0	\$ 300,000	\$ 0	\$ 0	\$ 300,000

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

None anticipated

Explanation of Operating Impacts:

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

Project Summary

Project Title:

Uptown Enhancements

Location:

Uptown

Phase:		Project #	PW-01
Ranking	Important (could-do)		
Environmental Sustainability Project ?		No	

	Original	Revised (if appl.)
Start date	July 1, 2018	July 1, 2018
Estimated Completion Date	June 30, 2019	June 30, 2029

Project Description:

This project currently serves as a placeholder for enhancement(s) to Uptown as identified and prioritized by the Uptown Parking Advisory Committee (merchant group). One project will include hiring an expert on parking garage siting and design to work alongside the advisory group and city staff as the city develops the Uptown CFA and study the conditions under which additional parking would be needed and how best to provide that additional parking given the other aspirations for future development of this focus area. This project will be funded through paid parking revenue but is programmed as part of the SIM-03b project in order to tie it to the strategies supported through the TMP and not as part of this project. The future years including public art for rehabilitation of the memorial at the Schnebly home site that would coincide with future construction of restrooms at the municipal parking lot.

Other FY 2019 projects include:

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

A sidewalk connections between the 401 Jordan property and Jordan Road.

Extension of pedestrian lighting between Municipal Parking Lot and Jordan Road public parking lot, extending down Jordan Road.

Projects for FY 2020 include sidewalk extensions on the south side of Forest Road, and east side of Van Deren Road.



Project Justification:

As a result of implementing paid parking on Main Street in Uptown, the City committed to reinvest the proceeds of the paid parking in to Uptown. It was agreed that the Uptown stakeholders would be involved in determining what those enhancements would consist of. This group conducted a survey of the larger merchant group and identified priority projects for FY20 and beyond. This CIP project budget is based on completing additional improvements on that list and continuing to identify, prioritize, and complete these reinvestment projects.

For Continuing Projects

Estimated Project Status as of June 30, 2019

FY 19 projects identified in the Project Description will be complete.

Explanation for Revised Project Start Date and/or Project Budget

- This is an ongoing budget item to allocate parking meter funding for Uptown improvements.
- These projects will be ongoing as needs are identified for utilization of paid parking revenue.

Project Balance	
Original Approved Project Budget	\$ 400,000
Approved Budget Increases/Decreases	\$ -
Current Approved Total Project Budget	\$ 400,000
Requested Budget Increase/Decrease	\$ 115,699
Requested Total Project Budget	\$ 515,699
Estimated Expenditures through June 30, 2019	\$ 300,000
Budget Balance Remaining	\$ 215,699

Budget Detail

Project Cost Estimates :

Funding Status	Cost Category	PY Estimate	FY 2020	FY 2021	FY 2022	Future Years	Project Totals
New Appropriation	Design - Contracted	\$	\$ 30,000	\$	\$	\$	\$ 30,000
Carry Over	Construction - Contracted	\$ 300,000	\$ 100,000	\$	\$	\$	\$ 400,000
New Appropriation	Construction - Contracted	\$	\$ 85,699	\$	\$	\$	\$ 85,699
Future Estimate	Construction - Contracted	\$	\$	\$ 920,000	\$ 490,000	\$ 3,430,000	\$ 4,840,000
Future Estimate	Public Art Purchase	\$	\$	\$	\$	\$ 50,000	\$ 50,000
	Total	\$ 300,000	\$ 215,699	\$ 920,000	\$ 490,000	\$ 3,480,000	\$ 5,405,699

Project Funding Estimates :

Funding Source	PY Estimate	FY 2020	FY 2021	FY 2022	Future Years	Project Totals
1% For Arts	\$	\$	\$	\$	\$ 50,000	\$ 50,000
Paid Parking Revenue	\$ 300,000	\$ 215,699	\$ 920,000	\$ 490,000	\$ 3,430,000	\$ 5,355,699
	Total	\$ 300,000	\$ 215,699	\$ 920,000	\$ 490,000	\$ 5,405,699

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

None anticipated.

Expenditure Impacts	FY 2020	FY 2021	FY 2022	Future Annual Cost
Other Operating	\$ 2,000	\$ 3,000	\$ 4,000	\$ 5,000
Total Expenditure Impacts	\$ 2,000	\$ 3,000	\$ 4,000	\$ 5,000

Explanation of Operating Impacts:

Maintenance of new sidewalks / paths, and new lighting.

Project Summary

Project Title:

Recycle Drop Off Locations

Location:

Three sites TBD

Phase:		of		Project #	PW-02
Ranking	Important (could-do)				
Environmental Sustainability Project ?	Yes				

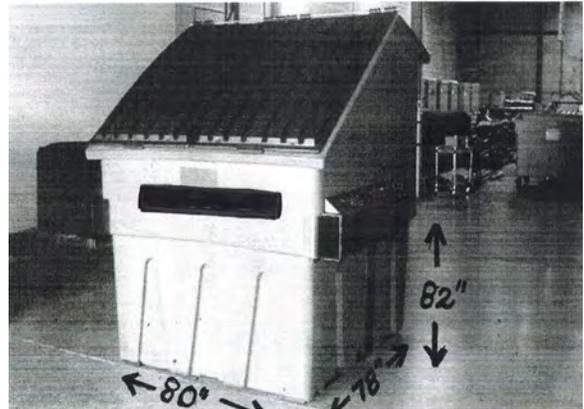
	Original	Revised (if appl.)
Start date	July 1, 2018	July 1, 2019
Estimated Completion Date	June 30, 2019	June 30, 2020

Project Description:

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

Project Justification:

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



For Continuing Projects

Estimated Project Status as of June 30, 2019

N/A

Explanation for Revised Project Start Date and/or Project Budget

Still seeking opportunities for viable locations.

Project Balance

Original Approved Project Budget	\$	138,200
Approved Budget Increases/Decreases	\$	-
Current Approved Total Project Budget	\$	138,200
Requested Budget Increase/Decrease	\$	-
Requested Total Project Budget	\$	138,200
Estimated Expenditures through June 30, 2019	\$	5,050
Budget Balance Remaining	\$	133,150

Budget Detail

Project Cost Estimates :

Funding Status	Cost Category	PY Estimate	FY 2020	FY 2021	FY 2022	Future Years	Project Totals
Carry Over	Construction - Contracted	\$ 5,000	\$	\$ 115,000	\$	\$	\$ 120,000
Carry Over	Equipment Purchase	\$	\$	\$ 17,000	\$	\$	\$ 17,000
Carry Over	Arts Transfer	\$ 50	\$	\$ 1,150	\$	\$	\$ 1,200
Total		\$ 5,050	\$ 0	\$ 133,150	\$ 0	\$ 0	\$ 138,200

Project Funding Estimates :

Funding Source	PY Estimate	FY 2020	FY 2021	FY 2022	Future Years	Project Totals
Capital Reserves	\$ 5,050	\$	\$ 133,150	\$	\$	\$ 138,200
Total	\$ 5,050	\$ 0	\$ 133,150	\$ 0	\$ 0	\$ 138,200

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

None anticipated.

Explanation of Operating Impacts:

Sedona Recycles, Inc. will be responsible for any maintenance needed.

Project Summary

Project Title:

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

Location:

Little Elf Drive

Phase: 4 of 4	Project # SD-02
Ranking	Imperative (must-do)
Environmental Sustainability Project ?	No

	Original	Revised (if appl.)
Start date	October 1, 2018	October 1, 2018
Estimated Completion Date	June 30, 2019	July 31, 2019

Project Description:

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

Project Justification:

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



For Continuing Projects

Estimated Project Status as of June 30, 2019

Due to construction and weather delays, construction is anticipated to be in progress as of June 30, 2019.

Explanation for Revised Project Start Date and/or Project Budget

Timeline extended due to water company, construction (hard rock excavation) and weather delays.

Project Balance

Original Approved Project Budget	\$ 2,011,220
Approved Budget Increases/Decreases	\$ (85,850)
Current Approved Total Project Budget	\$ 1,925,370
Requested Budget Increase/Decrease	\$ -
Requested Total Project Budget	\$ 1,925,370
Estimated Expenditures through June 30, 2019	\$ 1,910,220
Budget Balance Remaining	\$ 15,150

Budget Detail

Project Cost Estimates :

Funding Status	Cost Category	PY Estimate	FY 2020	FY 2021	FY 2022	Future Years	Project Totals
Carry Over	Design - Contracted	\$ 12,000	\$ 15,000	\$	\$	\$	\$ 27,000
Carry Over	Construction - Contracted	\$ 1,883,000	\$	\$	\$	\$	\$ 1,883,000
Carry Over	Arts Transfer	\$ 15,220	\$ 150	\$	\$	\$	\$ 15,370
	Total	\$ 1,910,220	\$ 15,150	\$ 0	\$ 0	\$ 0	\$ 1,925,370

Project Funding Estimates :

Funding Source	PY Estimate	FY 2020	FY 2021	FY 2022	Future Years	Project Totals
Yavapai County Flood Control	\$ 350,000	\$	\$	\$	\$	\$ 350,000
Development Impact Fees - Post 7/2014	\$ 23,000	\$	\$	\$	\$	\$ 23,000
Capital Reserves	\$ 1,537,220	\$ 15,150	\$	\$	\$	\$ 1,552,370
	Total	\$ 1,910,220	\$ 15,150	\$ 0	\$ 0	\$ 1,925,370

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

None anticipated.

Expenditure Impacts	FY 2020	FY 2021	FY 2022	Future Annual Cost
Supplies	\$ 1,500	\$ 1,500	\$ 1,500	\$ 1,500
Total Expenditure Impacts	\$ 1,500	\$ 1,500	\$ 1,500	\$ 1,500

Explanation of Operating Impacts:

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

Project Summary

Project Title:

Juniper Hills Area Drainage Improvements (Coconino County)

Location:

Juniper Lane

Phase:	of	Project #	SD-07
Ranking	Essential (should-do)		
Environmental Sustainability Project ?	No		

	Original	Revised (if appl.)
Start date	July 1, 2017	January 22, 2019
Estimated Completion Date	June 30, 2019	July 30, 2019

Project Description:

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



Project Justification:

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

For Continuing Projects

Estimated Project Status as of June 30, 2019

Due to delays in funding from Coconino County, construction is anticipated to be in process as of June 30, 2019.

Explanation for Revised Project Start Date and/or Project Budget

- Approximately 550 feet of 42" diameter drainage pipe was added to the downstream end of the proposed system to carry the storm water to Oak Creek since historic flow characteristics cannot be achieved at the originally proposed system outlet. There are also multiple utilities to avoid and relocate as well as hard rock excavation throughout the project.
- The project start was delayed due to waiting for an IGA from the Coconino County Flood Control District.

Project Balance

Original Approved Project Budget	\$	701,000
Approved Budget Increases/Decreases	\$	184,360
Current Approved Total Project Budget	\$	885,360
Requested Budget Increase/Decrease	\$	-
Requested Total Project Budget	\$	885,360
Estimated Expenditures through June 30, 2019	\$	880,310
Budget Balance Remaining	\$	5,050

Budget Detail

Project Cost Estimates :

Funding Status	Cost Category	PY Estimate	FY 2020	FY 2021	FY 2022	Future Years	Project Totals
Carry Over	Design - Contracted	\$ 75,173	\$ 5,000	\$	\$	\$	\$ 80,173
Carry Over	Construction - Contracted	\$ 802,274	\$	\$	\$	\$	\$ 802,274
Carry Over	Arts Transfer	\$ 2,863	\$ 50	\$	\$	\$	\$ 2,913
Total		\$ 880,310	\$ 5,050	\$ 0	\$ 0	\$ 0	\$ 885,360

Project Funding Estimates :

Funding Source	PY Estimate	FY 2020	FY 2021	FY 2022	Future Years	Project Totals
Coconino County Flood Control	\$ 591,185	\$	\$	\$	\$	\$ 591,185
Capital Reserves	\$ 289,125	\$ 5,050	\$	\$	\$	\$ 294,175
Total	\$ 880,310	\$ 5,050	\$ 0	\$ 0	\$ 0	\$ 885,360

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

None anticipated.

Expenditure Impacts	FY 2020	FY 2021	FY 2022	Future Annual Cost
Supplies	\$ 500	\$ 500	\$ 500	\$ 500
Total Expenditure Impacts	\$ 500	\$ 500	\$ 500	\$ 500

Explanation of Operating Impacts:

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

Project Summary

Project Title: Stormwater Drainage Easements Acquisition	
Phase:	of Project # SD-09
Ranking	Imperative (must-do)
Environmental Sustainability Project ?	Yes

Location: City-Wide		
	Original	Revised (if appl.)
Start date	July 1, 2018	July 1, 2019
Estimated Completion Date	June 30, 2019	June 30, 2020

Project Description:

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

Project Justification:

There are major drainage ways throughout the City that are identified only as public drainage easements. The primary responsibility for maintenance of these drainage ways lies with the property owner. For public safety and maintenance resources, it may be better for the City of Sedona to own and maintain these drainage ways. City ownership will help to assure more uniform maintenance of major drainage ways, which should reduce the adverse impact of major storms on areas throughout the City. In prior years, these funds were used for survey work, easement appraisals, and easement acquisition associated with the Soldier Wash/Brewer Road Crossing drainage improvements, the Coffee Pot Drainage Basin drainage improvements, and the Juniper Hills area drainage improvements. Staff expects these funds to be necessary in FY 2020 for acquisition of easements within the Sunset Drive low-water crossing and Thunder Mountain Road areas.



For Continuing Projects

Estimated Project Status as of June 30, 2019

N/A
Explanation for Revised Project Start Date and/or Project Budget
This is an on-going budget item used to obtain easements as needed.

Project Balance	
Original Approved Project Budget	\$ 72,500
Approved Budget Increases/Decreases	\$ (27,239)
Current Approved Total Project Budget	\$ 45,261
Requested Budget Increase/Decrease	\$ 25,000
Requested Total Project Budget	\$ 70,261
Estimated Expenditures through June 30, 2019	\$ 45,261
Budget Balance Remaining	\$ 25,000

Budget Detail

Project Cost Estimates :

Funding Status	Cost Category	PY Estimate	FY 2020	FY 2021	FY 2022	Future Years	Project Totals
Carry Over	Land Acquisition	\$ 45,261	\$	\$	\$	\$	\$ 45,261
New Appropriation	Land Acquisition	\$	\$ 25,000	\$	\$	\$	\$ 25,000
Future Estimate	Land Acquisition	\$	\$	\$ 50,000	\$ 50,000	\$	\$ 100,000
Unfunded	Land Acquisition	\$	\$	\$	\$	\$ 350,000	\$ 350,000
Total		\$ 45,261	\$ 25,000	\$ 50,000	\$ 50,000	\$ 350,000	\$ 520,261

Project Funding Estimates :

Funding Source	PY Estimate	FY 2020	FY 2021	FY 2022	Future Years	Project Totals
Development Impact Fees - Pre 8/2014	\$ 37,006	\$	\$	\$	\$	\$ 37,006
Development Impact Fees - Post 7/2014	\$ 8,255	\$ 20,000	\$	\$	\$	\$ 28,255
Capital Reserves	\$	\$ 5,000	\$ 50,000	\$ 50,000	\$	\$ 105,000
Unidentified	\$	\$	\$	\$	\$ 350,000	\$ 350,000
Total	\$ 45,261	\$ 25,000	\$ 50,000	\$ 50,000	\$ 350,000	\$ 520,261

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

None anticipated.

Explanation of Operating Impacts:

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

Project Summary

Project Title:

Stormwater Master Plan Update & Project Implementations

Location:

City-Wide

Phase:	1	of	3	Project #	SD-10
Ranking	Essential (should-do)				
Environmental Sustainability Project ?	Yes				

	Original	Revised (if appl.)
Start date	July 1, 2017	July 1, 2019
Estimated Completion Date	June 30, 2022	June 30, 2022

Project Description:

In FY 2020, we will begin an update of the 2005 Stormwater Master Plan (Phase 1). This will include looking at facility improvements and priorities. This will also account for the infrastructure completed since the 2005 Plan was complete and will include public outreach to identify new problem areas.

In FY 2021, we will continue to update the Master Plan (Phase 2) to include hydrology and the study of existing conditions in problem areas. The estimated costs of potential improvements will be determined as well.

In FY 2022, we will complete the Master Plan Update (Phase 3) to include remapping of the floodplains reduced by previous storm drainage improvement projects. The \$350,000 budget amount from YCFCD during FY2022 is for a future project that is expected to be identified (based on priority) during the earlier phases of the Master Plan Update.



Project Justification:

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

For Continuing Projects

Estimated Project Status as of June 30, 2019

N/A

Explanation for Revised Project Start Date and/or Project Budget

- It was decided that the best approach for the Stormwater Master Plan Update would be to spread the total scope over three phases. The remapping of local floodplains in FY22 is important but not necessarily essential since they are not FEMA designated floodplains with flood insurance implications.
- We still had priority drainage projects to complete and wanted to be able to leverage county flood control monies for the Master Plan Update.

Project Balance	
Original Approved Project Budget	\$ -
Approved Budget Increases/Decreases	\$ -
Current Approved Total Project Budget	\$ -
Requested Budget Increase/Decrease	\$ 400,000
Requested Total Project Budget	\$ 400,000
Estimated Expenditures through June 30, 2019	\$ -
Budget Balance Remaining	\$ 400,000

Budget Detail

Project Cost Estimates :

Funding Status	Cost Category	PY Estimate	FY 2020	FY 2021	FY 2022	Future Years	Project Totals
New Appropriation	Master Plan	\$	\$ 100,000	\$ 100,000	\$ 200,000	\$	\$ 400,000
Future Estimate	Construction - Contracted	\$	\$	\$	\$ 350,000	\$ 2,450,000	\$ 2,800,000
Total		\$ 0	\$ 100,000	\$ 100,000	\$ 550,000	\$ 2,450,000	\$ 3,200,000

Project Funding Estimates :

Funding Source	PY Estimate	FY 2020	FY 2021	FY 2022	Future Years	Project Totals
Coconino County Flood Control	\$	\$	\$ 100,000	\$	\$	\$ 100,000
Yavapai County Flood Control	\$	\$ 100,000	\$	\$ 350,000	\$	\$ 450,000
Capital Reserves	\$	\$	\$	\$ 200,000	\$	\$ 200,000
Unidentified	\$	\$	\$	\$	\$ 2,450,000	\$ 2,450,000
Total	\$ 0	\$ 100,000	\$ 100,000	\$ 550,000	\$ 2,450,000	\$ 3,200,000

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

None anticipated.

Explanation of Operating Impacts:

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

Project Summary

Project Title: Sunset Drive Crossing Drainage Improvements (Yavapai County)	
Phase:	of Project # SD-11
Ranking	Essential (should-do)
Environmental Sustainability Project ?	Yes

Location: Sunset Drive at the low-water crossing		
	Original	Revised (if appl.)
Start date	July 1, 2019	
Estimated Completion Date	June 30, 2021	

Project Description:

This project includes design and installation of storm drainage improvements at the low-water crossing on Sunset Drive. The capacity of a new drainage culvert would be designed to pass the 25-year storm runoff of approximately 2,650 cubic feet per second (CFS). These improvements are in the Yavapai County Flood Control area. The FY 2021 design expense is for Construction Phase services.

Project Justification:

Since there is not any capacity for runoff from Carroll Canyon Wash under the existing roadway, Sunset Drive is frequently closed at this low-water crossing. This creates a liability and a demand on our Maintenance and Police Departments. In addition, the Shelby/Sunset Live/Work CFA Plan prioritizes the installation of this wash crossing as well as a safe pedestrian connection between S. Monte Verde Drive and Sunset Park. These storm drainage improvements will provide for approximately 2,650 CFS (25-year runoff event) crossing capacity underneath the roadway and a new pedestrian connection.



For Continuing Projects

Estimated Project Status as of June 30, 2019

N/A

Explanation for Revised Project Start Date and/or Project Budget

N/A

Project Balance	
Original Approved Project Budget	\$ -
Approved Budget Increases/Decreases	\$ -
Current Approved Total Project Budget	\$ -
Requested Budget Increase/Decrease	\$ 1,150,750
Requested Total Project Budget	\$ 1,150,750
Estimated Expenditures through June 30, 2019	\$ -
Budget Balance Remaining	\$ 1,150,750

Budget Detail

Project Cost Estimates :

Funding Status	Cost Category	PY Estimate	FY 2020	FY 2021	FY 2022	Future Years	Project Totals
New Appropriation	Design - Contracted	\$	\$ 135,000	\$ 10,000	\$	\$	\$ 145,000
New Appropriation	Construction - Contracted	\$	\$	\$ 1,000,000	\$	\$	\$ 1,000,000
New Appropriation	Arts Transfer	\$	\$ 350	\$ 5,400	\$	\$	\$ 5,750
Total		\$ 0	\$ 135,350	\$ 1,015,400	\$ 0	\$ 0	\$ 1,150,750

Project Funding Estimates :

Funding Source	PY Estimate	FY 2020	FY 2021	FY 2022	Future Years	Project Totals
Yavapai County Flood Control	\$	\$ 100,000	\$ 350,000	\$	\$	\$ 450,000
Transportation Sales Tax	\$	\$	\$ 120,000	\$	\$	\$ 120,000
Capital Reserves	\$	\$ 35,350	\$ 545,400	\$	\$	\$ 580,750
Total	\$ 0	\$ 135,350	\$ 1,015,400	\$ 0	\$ 0	\$ 1,150,750

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

None anticipated.

Expenditure Impacts	FY 2020	FY 2021	FY 2022	Future Annual Cost
Supplies	\$	\$	\$ 500	\$ 500
Total Expenditure Impacts	\$ 0	\$ 0	\$ 500	\$ 500

Explanation of Operating Impacts:

The operating expenditures account for costs related to debris, large rock, and sediment removal.

Project Summary

Project Title:	
Sedona in Motion Unspecified Projects	
Phase:	of Project # SIM-00
Ranking	Imperative (must-do)
Environmental Sustainability Project ?	No

Location:		
Various		
	Original	Revised (if appl.)
Start date		
Estimated Completion Date		

Project Description:

These funds could be used for a number of projects if opportunities are available. Some examples in FY 2020 are:

SIM-01 - SIM-12: General overages related to uncertainty of construction scope
SIM-10 - Driveway consolidations along SR 89A in West Sedona

In FY 2019, these funds were used for:
Tlaquepaque Crosswalk Study
Bike/Pedestrian Facilities
Travel Time Data/Video Camera Siting Study

This project is also used for an offset to Public Works managed projects for an assumed carryover since historically there has been some carryover of CIP budget capacity to the following year.

Project Justification:

N/A



For Continuing Projects

Estimated Project Status as of June 30, 2019

N/A

Explanation for Revised Project Start Date and/or Project Budget

N/A

Project Balance	
Original Approved Project Budget	\$ -
Approved Budget Increases/Decreases	\$ -
Current Approved Total Project Budget	\$ -
Requested Budget Increase/Decrease	\$ -
Requested Total Project Budget	\$ -
Estimated Expenditures through June 30, 2019	\$ -
Budget Balance Remaining	\$ -

Budget Detail

Project Cost Estimates :

Funding Status	Cost Category	PY Estimate	FY 2020	FY 2021	FY 2022	Future Years	Project Totals
Carry Over	Contingency	\$	\$ (720,471)	\$ (4,996,861)	\$ 2,355,182	\$ 3,362,150	\$
Future Estimate	Contingency	\$	\$	\$ 300,000	\$ 300,000	\$	\$ 600,000
Total		\$ 0	\$ (720,471)	\$ (4,696,861)	\$ 2,655,182	\$ 3,362,150	\$ 600,000

Project Funding Estimates :

Funding Source	PY Estimate	FY 2020	FY 2021	FY 2022	Future Years	Project Totals
Transportation Sales Tax	\$	\$	\$ 300,000	\$ 300,000	\$	\$ 600,000
Capital Reserves	\$	\$ (720,471)	\$ (4,996,861)	\$ 2,355,182	\$ 3,362,150	\$
Total	\$ 0	\$ (720,471)	\$ (4,696,861)	\$ 2,655,182	\$ 3,362,150	\$ 600,000

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

None anticipated.

Explanation of Operating Impacts:

N/A

Project Summary

Project Title:

Uptown Roadway Improvements

Location:

Uptown (SR 89A)

Phase:		Project #	SIM-01
Ranking	Imperative (must-do)		
Environmental Sustainability Project ?	No		

	Original	Revised (if appl.)
Start date	July 1, 2017	April 1, 2018
Estimated Completion Date	June 30, 2018	February 28, 2020

Project Description:

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

PROJECT DESCRIPTION:

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

COSTS:

- Total estimated cost is \$3.8M.

TRADEOFFS:

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

BENEFITS:

- With no traffic, it takes 7 minutes to travel from the Trout Farm to the Y. In severe congestion it takes 42 minutes. The level of severe congestion occurred on 7 days between February 1 and June 4, 2017. With this strategy, a severely congested trip would be reduced from 42 minutes, to 15 minutes.
- Raised median reduces turning movement conflicts and uncontrolled pedestrian crossings.
- Roundabouts facilitate U-turns and serve to keep vehicles consistently moving at safe speeds.

Project Justification:

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

For Continuing Projects

Estimated Project Status as of June 30, 2019

Design Complete, post-design services will be ongoing in to FY 2020, and construction will be underway.

Explanation for Revised Project Start Date and/or Project Budget

Project construction cost budget revised consistent with Consultants 60% project design plans and estimate. Project scope additions/enhancements made following project scoping phase, public outreach, and enhanced median landscaping. Significant cost increase is a result of identifying the preference for a roundabout at the north end of Uptown. Those funds were moved from SIM-00 to SIM-01.

Project Balance

Original Approved Project Budget	\$	3,545,120
Approved Budget Increases/Decreases	\$	36,670
Current Approved Total Project Budget	\$	3,581,790
Requested Budget Increase/Decrease	\$	1,274,382
Requested Total Project Budget	\$	4,856,172
Estimated Expenditures through June 30, 2019	\$	854,565
Budget Balance Remaining	\$	4,001,607

Budget Detail

Project Cost Estimates :

Funding Status	Cost Category	PY Estimate	FY 2020	FY 2021	FY 2022	Future Years	Project Totals
Carry Over	Land Acquisition	\$	\$ 250,000	\$	\$	\$	\$ 250,000
Carry Over	Design - Contracted	\$ 346,104	\$ 66,100	\$	\$	\$	\$ 412,204
Carry Over	Construction - Contracted	\$ 500,000	\$ 2,385,418	\$	\$	\$	\$ 2,885,418
New Appropriation	Construction - Contracted	\$	\$ 1,274,382	\$	\$	\$	\$ 1,274,382
Carry Over	Arts Transfer	\$ 8,461	\$ 25,707	\$	\$	\$	\$ 34,168
Total		\$ 854,565	\$ 4,001,607	\$ 0	\$ 0	\$ 0	\$ 4,856,172

Project Funding Estimates :

Funding Source	PY Estimate	FY 2020	FY 2021	FY 2022	Future Years	Project Totals
Development Impact Fees - Post 7/2014	\$	\$ 1,155,179	\$	\$	\$	\$ 1,155,179
Capital Reserves	\$ 854,565	\$ 2,846,428	\$	\$	\$	\$ 3,700,993
Total	\$ 854,565	\$ 4,001,607	\$ 0	\$ 0	\$ 0	\$ 4,856,172

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

None anticipated.

Expenditure Impacts	FY 2020	FY 2021	FY 2022	Future Annual Cost
Other Operating	\$	\$ 5,000	\$ 15,000	\$ 5,000
Supplies	\$	\$ 2,000	\$ 2,000	\$ 2,000
Total Expenditure Impacts	\$ 0	\$ 7,000	\$ 17,000	\$ 7,000

Explanation of Operating Impacts:

Operating costs include crack sealing, fog seal, pavement markings, drainage, signs. A seal coat would be required in FY 2022 for approximately \$15,000.



Project Summary

Project Title: Uptown Parking Improvements	
Phase:	of Project # SIM-03a
Ranking	Important (could-do)
Environmental Sustainability Project ?	No

Location: N/A		
	Original	Revised (if appl.)
Start date	August 1, 2017	December 1, 2017
Estimated Completion Date	December 31, 2017	December 30, 2026

Project Description:

This project is associated with Strategy 3 of the City's 2017 TMP. The project involves three components as follows:
 1. Design and construction of converting Smith Road, Wilson Road, and Van Deren Road to one-way streets between Forest Road and Schnebly Road, in order to improve parking supply and safety (a Contingency amount of \$50,000 was added to cover potential additional construction costs).
 2. Engage services of consultant with expertise in siting, design, needs assessment and cost estimating for parking structures, to assess parking capacity and needs in Uptown and study area configuration and potential options for siting, design of future parking. This will be done in conjunction with the 2018 CFA planning for Uptown.
 3. Design and development of new parking facilities consistent with the needs and siting assessment.

Project Justification:

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

Uptown Sedona Parking Improvements

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

BENEFITS:
 Less congestion related to searching for parking.

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

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

Signage options shown: LOT 1, PAY PARKING, FREE PARKING.

For Continuing Projects

Estimated Project Status as of June 30, 2019

Bollard lighting completed and design will be started.

Explanation for Revised Project Start Date and/or Project Budget

- Parking garage siting study amount was increased to include evaluation of in-lieu fees.
- Project was split and schedule revised for earlier development of street side parking opportunities and to more closely reflect project development and construction associated with an off street parking structure.

Project Balance	
Original Approved Project Budget	\$ 111,100
Approved Budget Increases/Decreases	\$ 120,300
Current Approved Total Project Budget	\$ 231,400
Requested Budget Increase/Decrease	\$ 33,698
Requested Total Project Budget	\$ 265,098
Estimated Expenditures through June 30, 2019	\$ 53,599
Budget Balance Remaining	\$ 211,499

Budget Detail

Project Cost Estimates :

Funding Status	Cost Category	PY Estimate	FY 2020	FY 2021	FY 2022	Future Years	Project Totals
Carry Over	Study	\$ 40,000	\$ 40,000	\$	\$	\$	\$ 80,000
New Appropriation	Study	\$	\$ 20,000	\$	\$	\$	\$ 20,000
Future Estimate	Land Acquisition	\$	\$	\$	\$	\$ 650,000	\$ 650,000
Carry Over	Design - Contracted	\$	\$ 50,000	\$	\$	\$	\$ 50,000
Future Estimate	Design - Contracted	\$	\$	\$	\$	\$ 2,549,100	\$ 2,549,100
Carry Over	Construction - Contracted	\$ 13,463	\$ 86,537	\$	\$	\$	\$ 100,000
New Appropriation	Construction - Contracted	\$	\$ 13,463	\$	\$	\$	\$ 13,463
Future Estimate	Construction - Contracted	\$	\$	\$	\$	\$ 11,666,700	\$ 11,666,700
Carry Over	Arts Transfer	\$ 136	\$ 1,264	\$	\$	\$	\$ 1,400
New Appropriation	Arts Transfer	\$	\$ 235	\$	\$	\$	\$ 235
Total		\$ 53,599	\$ 211,499	\$ 0	\$ 0	\$ 14,865,800	\$ 15,130,898

Project Funding Estimates :

Funding Source	PY Estimate	FY 2020	FY 2021	FY 2022	Future Years	Project Totals
Paid Parking Revenue	\$ 40,000	\$ 60,000	\$	\$	\$	\$ 100,000
Transportation Sales Tax	\$	\$	\$	\$	\$ 14,150,000	\$ 14,150,000
Capital Reserves	\$ 13,599	\$ 151,499	\$	\$	\$	\$ 165,098
Unidentified	\$	\$	\$	\$	\$ 715,800	\$ 715,800
Total	\$ 53,599	\$ 211,499	\$ 0	\$ 0	\$ 14,865,800	\$ 15,130,898

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

None anticipated.

Expenditure Impacts	FY 2020	FY 2021	FY 2022	Future Annual Cost
Supplies	\$ 2,000	\$ 2,000	\$ 2,000	\$ 2,000
Total Expenditure Impacts	\$ 2,000	\$ 2,000	\$ 2,000	\$ 2,000

Explanation of Operating Impacts:

Material costs for additional signage and striping. Personnel costs and contractual services costs may be necessary for a parking garage.

Project Summary

Project Title:

Wayfinding Signage

Location:

Citywide

Phase:	2	of	3	Project #	SIM-03b
Ranking	Important (could-do)				
Environmental Sustainability Project ?	No				

	Original	Revised (if appl.)
Start date	July 1, 2018	
Estimated Completion Date	June 30, 2021	

Project Description:

This project is associated with Strategy 3 of the City's 2017 TMP. The project involves improving driver awareness of the existing parking supply through improved wayfinding, developing branded parking signage unique and in stark contrast to MUTCD sign standards to clearly direct traffic to parking areas, and developing and installing vehicular and pedestrian wayfinding signage for the three distinct districts within Sedona (Uptown, West Sedona, Gallery Row). The City is working on approval of an ADOT encroachment permit for the City-wide wayfinding package that will be implemented in phases, including monument signage at entry points to the City.

Project Justification:

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

Uptown Sedona Parking Improvements

PROJECT DESCRIPTION:

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

BENEFITS:

- Less congestion related to searching for parking.

COSTS:

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

TRADEOFFS:

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

Legend: Public Parking, Existing On-Street Parking, Existing On-Street Parking

Signage Examples: LOT 1, PAY PARKING, FREE PARKING

For Continuing Projects

Estimated Project Status as of June 30, 2019

A portion of City-wide wayfinding signage is expected to be installed.

Explanation for Revised Project Start Date and/or Project Budget

N/A

Project Balance

Original Approved Project Budget	\$	151,500
Approved Budget Increases/Decreases	\$	-
Current Approved Total Project Budget	\$	151,500
Requested Budget Increase/Decrease	\$	151,500
Requested Total Project Budget	\$	303,000
Estimated Expenditures through June 30, 2019	\$	101,000
Budget Balance Remaining	\$	202,000

Budget Detail

Project Cost Estimates :

Funding Status	Cost Category	PY Estimate	FY 2020	FY 2021	FY 2022	Future Years	Project Totals
Carry Over	Construction - Contracted	\$ 100,000	\$ 50,000	\$	\$	\$	\$ 150,000
New Appropriation	Construction - Contracted	\$	\$ 150,000	\$	\$	\$	\$ 150,000
Future Estimate	Construction - Contracted	\$	\$	\$ 150,000	\$	\$	\$ 150,000
Carry Over	Arts Transfer	\$ 1,000	\$ 500	\$	\$	\$	\$ 1,500
New Appropriation	Arts Transfer	\$	\$ 1,500	\$	\$	\$	\$ 1,500
Future Estimate	Arts Transfer	\$	\$	\$ 1,500	\$	\$	\$ 1,500
Total		\$ 101,000	\$ 202,000	\$ 151,500	\$ 0	\$ 0	\$ 454,500

Project Funding Estimates :

Funding Source	PY Estimate	FY 2020	FY 2021	FY 2022	Future Years	Project Totals
Capital Reserves	\$ 101,000	\$ 202,000	\$ 151,500	\$	\$	\$ 454,500
Total	\$ 101,000	\$ 202,000	\$ 151,500	\$ 0	\$ 0	\$ 454,500

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

None anticipated.

Expenditure Impacts	FY 2020	FY 2021	FY 2022	Future Annual Cost
Supplies	\$	\$	\$ 2,000	\$ 2,000
Total Expenditure Impacts	\$ 0	\$ 0	\$ 2,000	\$ 2,000

Explanation of Operating Impacts:

Materials are for signage maintenance.

Project Summary

Project Title:

Pedestrian Crossing at Tlaquepaque

Location:

SR 179 at Tlaquepaque

Phase:	of	Project #	SIM-04c
Ranking	Essential (should-do)		
Environmental Sustainability Project ?	Yes		

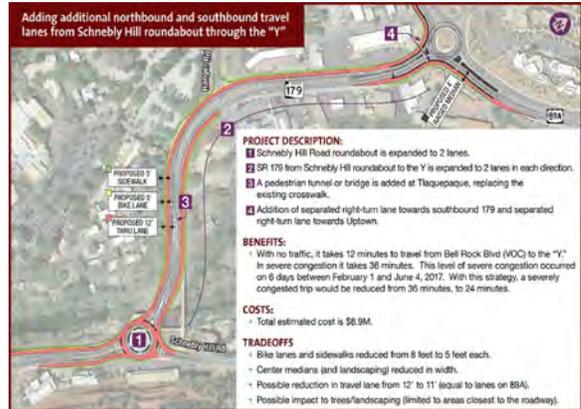
	Original	Revised (if appl.)
Start date	July 1, 2018	July 1, 2018
Estimated Completion Date	June 30, 2023	June 30, 2021

Project Description:

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

Project Justification:

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



For Continuing Projects

Estimated Project Status as of June 30, 2019

Feasibility study complete.

Explanation for Revised Project Start Date and/or Project Budget

- Design budget was revised to accommodate additional design effort purposed on evaluating the feasibility/constraints of four (4) different crossing alternatives and to add Arts Transfer Category.
- Project timeline moved forward because identified as a higher priority.

Project Balance

Original Approved Project Budget	\$ -
Approved Budget Increases/Decreases	\$ 61,156
Current Approved Total Project Budget	\$ 61,156
Requested Budget Increase/Decrease	\$ 2,199,979
Requested Total Project Budget	\$ 2,261,135
Estimated Expenditures through June 30, 2019	\$ 61,156
Budget Balance Remaining	\$ 2,199,979

Budget Detail

Project Cost Estimates :

Funding Status	Cost Category	PY Estimate	FY 2020	FY 2021	FY 2022	Future Years	Project Totals
New Appropriation	Land Acquisition	\$	\$	\$ 220,500	\$	\$	\$ 220,500
Carry Over	Design - Contracted	\$ 60,550	\$	\$	\$	\$	\$ 60,550
New Appropriation	Design - Contracted	\$	\$ 250,000	\$ 70,000	\$	\$	\$ 320,000
New Appropriation	Construction - Contracted	\$	\$	\$ 1,650,000	\$	\$	\$ 1,650,000
Carry Over	Arts Transfer	\$ 606	\$	\$	\$	\$	\$ 606
New Appropriation	Arts Transfer	\$	\$ 2,500	\$ 6,979	\$	\$	\$ 9,479
Total		\$ 61,156	\$ 252,500	\$ 1,947,479	\$ 0	\$ 0	\$ 2,261,135

Project Funding Estimates :

Funding Source	PY Estimate	FY 2020	FY 2021	FY 2022	Future Years	Project Totals
Transportation Sales Tax	\$	\$	\$ 1,947,479	\$	\$	\$ 1,947,479
Capital Reserves	\$ 61,156	\$ 252,500	\$	\$	\$	\$ 313,656
Total	\$ 61,156	\$ 252,500	\$ 1,947,479	\$ 0	\$ 0	\$ 2,261,135

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

None anticipated.

Expenditure Impacts	FY 2020	FY 2021	FY 2022	Future Annual Cost
Other Operating	\$	\$	\$ 3,500	\$ 3,500
Total Expenditure Impacts	\$ 0	\$ 0	\$ 3,500	\$ 3,500

Explanation of Operating Impacts:

Operating impacts will be dependent on the approach taken to address the crossing needs. A generalized opinion of annual operating and maintenance cost is \$3,500.00

Project Summary

Project Title: SR 89A & SR 179 Right Turn Y Roundabout Bypass	
Phase:	of Project # SIM-04d
Ranking	Imperative (must-do)
Environmental Sustainability Project ?	No

Location: SR 89A / SR 179 Intersection		
	Original	Revised (if appl.)
Start date	July 1, 2018	February 4, 2019
Estimated Completion Date	June 30, 2022	June 30, 2021

Project Description:

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

Project Justification:

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



For Continuing Projects

Estimated Project Status as of June 30, 2019

Design will be underway.

Explanation for Revised Project Start Date and/or Project Budget

- Refined right-of-way costs. In addition, the portion paid by ADOT has been eliminated. Only the required City contribution portion has been included.
- Project budgeted in the ADOT FY 2021 construction program.

Project Balance	
Original Approved Project Budget	\$ 2,741,524
Approved Budget Increases/Decreases	\$ (1,542,690)
Current Approved Total Project Budget	\$ 1,198,834
Requested Budget Increase/Decrease	\$ -
Requested Total Project Budget	\$ 1,198,834
Estimated Expenditures through June 30, 2019	\$ 255,235
Budget Balance Remaining	\$ 943,599

Budget Detail

Project Cost Estimates :

Funding Status	Cost Category	PY Estimate	FY 2020	FY 2021	FY 2022	Future Years	Project Totals
Carry Over	Land Acquisition	\$	\$ 150,325	\$	\$	\$	\$ 150,325
Carry Over	Design - Contracted	\$ 252,708	\$	\$	\$	\$	\$ 252,708
Carry Over	Construction - Contracted	\$	\$	\$ 793,274	\$	\$	\$ 793,274
Carry Over	Arts Transfer	\$ 2,527	\$	\$	\$	\$	\$ 2,527
Total		\$ 255,235	\$ 150,325	\$ 793,274	\$ 0	\$ 0	\$ 1,198,834

Project Funding Estimates :

Funding Source	PY Estimate	FY 2020	FY 2021	FY 2022	Future Years	Project Totals
Transportation Sales Tax	\$	\$	\$ 793,274	\$	\$	\$ 793,274
Bed Tax Allocation	\$ 255,235	\$ 17,711	\$	\$	\$	\$ 272,946
Capital Reserves	\$	\$ 132,614	\$	\$	\$	\$ 132,614
Total	\$ 255,235	\$ 150,325	\$ 793,274	\$ 0	\$ 0	\$ 1,198,834

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

This is an ADOT administered project, with the City agreeing to pay half of the total project costs. The costs shown are reflective of the City contribution only.

Explanation of Operating Impacts:

Any new maintenance costs will be handled by ADOT.

Project Summary

Project Title:	
Portal Lane to Ranger Road Connection	
Phase:	of Project # SIM-05a
Ranking	Essential (should-do)
Environmental Sustainability Project ?	No

Location:		
Portal Lane		
	Original	Revised (if appl.)
Start date	July 1, 2017	July 1, 2017
Estimated Completion Date	June 30, 2018	June 30, 2020

Project Description:

Construction of new roadway improvements to connect/extend Portal Lane from its current terminus through Tlaquepaque to an intersect with Ranger Road. Portal Lane exiting traffic would be directed to exit out to Ranger Road.

Project Justification:

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

PROJECT DESCRIPTION:

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

BENEFITS:

- Brewer/Ranger connection diverts vehicles that would be making a U-turn movement at the Schnitzly Hill roundabout, reducing SR 179 congestion.
- With no traffic, it takes 12 minutes to travel from Bell Rock Blvd (VOC) to the "Y". In severe congestion it takes 35 minutes. This level of severe congestion occurred on 6 days between February 1 and June 4, 2017. With this strategy, a severely congested trip would be reduced from 35 minutes, to 33 minutes.
- Brewer/Ranger connection is a relatively low cost improvement
- Brewer/Ranger connection creates a more convenient route for northbound and westbound SR179 travelers, with minimal impact to southbound SR179 travelers.
- Forest Road connection allows Uptown residents and emergency responders to avoid congestion in Uptown and at the "Y".

COSTS:

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

TRADEOFFS:

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

For Continuing Projects

Estimated Project Status as of June 30, 2019

Design Complete
Explanation for Revised Project Start Date and/or Project Budget
<ul style="list-style-type: none"> Updated project costs to include a contingency. Additional stakeholder coordination, and completion of full design in FY 2019, before construction in FY 2020.

Project Balance	
Original Approved Project Budget	\$ 763,600
Approved Budget Increases/Decreases	\$ (8,087)
Current Approved Total Project Budget	\$ 755,513
Requested Budget Increase/Decrease	\$ -
Requested Total Project Budget	\$ 755,513
Estimated Expenditures through June 30, 2019	\$ 53,303
Budget Balance Remaining	\$ 702,210

Budget Detail

Project Cost Estimates :

Funding Status	Cost Category	PY Estimate	FY 2020	FY 2021	FY 2022	Future Years	Project Totals
Carry Over	Land Acquisition	\$	\$ 300,000	\$	\$	\$	\$ 300,000
Carry Over	Design - Contracted	\$ 52,775	\$	\$	\$	\$	\$ 52,775
Carry Over	Construction - Contracted	\$	\$	\$ 400,000	\$	\$	\$ 400,000
Carry Over	Arts Transfer	\$ 528	\$	\$ 2,210	\$	\$	\$ 2,738
	Total	\$ 53,303	\$ 300,000	\$ 402,210	\$ 0	\$ 0	\$ 755,513

Project Funding Estimates :

Funding Source	PY Estimate	FY 2020	FY 2021	FY 2022	Future Years	Project Totals
Development Impact Fees - Post 7/2014	\$	\$ 134,214	\$ 178,953	\$	\$	\$ 313,167
Capital Reserves	\$ 53,303	\$ 165,786	\$ 223,257	\$	\$	\$ 442,346
Total	\$ 53,303	\$ 300,000	\$ 402,210	\$ 0	\$ 0	\$ 755,513

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

None anticipated.

Expenditure Impacts	FY 2020	FY 2021	FY 2022	Future Annual Cost
Other Operating	\$ 2,000	\$ 2,000	\$ 8,000	\$ 2,000
Total Expenditure Impacts	\$ 2,000	\$ 2,000	\$ 8,000	\$ 2,000

Explanation of Operating Impacts:

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

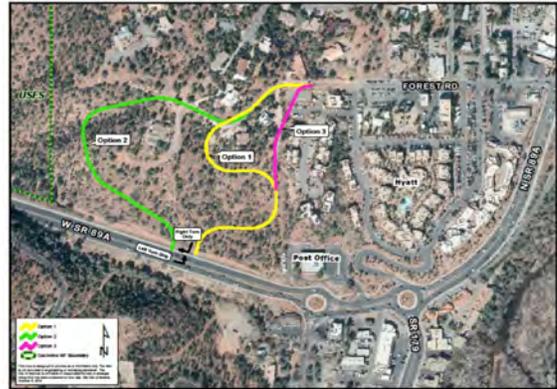
Project Summary

Project Title: Forest Road Connection	
Phase:	of Project # SIM-05b
Ranking	Imperative (must-do)
Environmental Sustainability Project ?	No

Location: Forest Road		
	Original	Revised (if appl.)
Start date	December 1, 2017	December 1, 2017
Estimated Completion Date	June 30, 2020	March 1, 2021

Project Description:

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



Project Justification:

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

For Continuing Projects

Estimated Project Status as of June 30, 2019

Feasibility Study Completed

Explanation for Revised Project Start Date and/or Project Budget

- Construction Budget was revised consistent with most recent cost data from the Consultant.
- Project delayed in order to conduct additional alignment analysis and public outreach (public opinion survey)

Project Balance

Original Approved Project Budget	\$ 1,321,200
Approved Budget Increases/Decreases	\$ -
Current Approved Total Project Budget	\$ 1,321,200
Requested Budget Increase/Decrease	\$ 1,823,721
Requested Total Project Budget	\$ 3,144,921
Estimated Expenditures through June 30, 2019	\$ 33,218
Budget Balance Remaining	\$ 3,111,703

Budget Detail

Project Cost Estimates :

Funding Status	Cost Category	PY Estimate	FY 2020	FY 2021	FY 2022	Future Years	Project Totals
Carry Over	Study	\$ 24,936	\$	\$	\$	\$	\$ 24,936
Carry Over	Land Acquisition	\$	\$ 400,000	\$	\$	\$	\$ 400,000
Carry Over	Design - Contracted	\$ 8,200	\$ 86,864	\$	\$	\$	\$ 95,064
New Appropriation	Design - Contracted	\$	\$ 283,536	\$	\$	\$	\$ 283,536
Carry Over	Construction - Contracted	\$	\$ 431,000	\$ 369,000	\$	\$	\$ 800,000
New Appropriation	Construction - Contracted	\$	\$	\$ 1,526,400	\$	\$	\$ 1,526,400
Carry Over	Arts Transfer	\$ 82	\$ 1,118	\$	\$	\$	\$ 1,200
New Appropriation	Arts Transfer	\$	\$ 3,311	\$ 10,474	\$	\$	\$ 13,785
Total		\$ 33,218	\$ 1,205,829	\$ 1,905,874	\$ 0	\$ 0	\$ 3,144,921

Project Funding Estimates :

Funding Source	PY Estimate	FY 2020	FY 2021	FY 2022	Future Years	Project Totals
Development Impact Fees - Post 7/2014	\$	\$ 537,484	\$ 847,966	\$	\$	\$ 1,385,450
Capital Reserves	\$ 33,218	\$ 668,345	\$ 1,057,908	\$	\$	\$ 1,759,471
Total	\$ 33,218	\$ 1,205,829	\$ 1,905,874	\$ 0	\$ 0	\$ 3,144,921

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

None anticipated.

Expenditure Impacts	FY 2020	FY 2021	FY 2022	Future Annual Cost
Other Operating	\$	\$ 5,000	\$ 5,000	\$ 5,000
Total Expenditure Impacts	\$ 0	\$ 5,000	\$ 5,000	\$ 5,000

Explanation of Operating Impacts:

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

Project Summary

Project Title:	
Enhanced Transit Service	
Phase:	of Project # SIM-08
Ranking	Essential (should-do)
Environmental Sustainability Project ?	Yes

Location:		
Greater Sedona - Oak Creek Canyon		
Start date	July 1, 2018	Revised (if appl.)
Estimated Completion Date	June 30, 2023	

Project Description:

The project is associated with Strategies 7 and 8 of the City's TMP. The project proposes implementation of a transit system from Village of Oak Creek to Oak Creek Canyon, as well as links to West Sedona and key trailheads, together with construction of a Park-and-Ride lot(s), Bus Stop improvements, maintenance/storage facility and transit hub. As a first phase a transit system development study and implementation plan are being developed in FY 2019. The majority of the study will be funded through federal transit planning grant funds. Funds for land acquisition for park and ride and/or transit hub facilities and/or rights of way are programmed for FY 2020.

Project Justification:

The Transportation Master Plan, Strategies 7 and 8 Enhanced Transit Service - Fixed Route, states that transit is most efficient when a series of high demand activity centers are linked via linear corridors. This allows for high visibility of available transit routes as well as a clear understanding of where the transit goes and how to access the service. Sedona's two major thoroughfares, SR 89A and SR 179, are ideal opportunities for transit service "trunk" lines. These two main routes throughout the region serve employment centers, schools, visitor attractions, and civic spaces. This allows destinations to be served with a minimum of out-of-direction travel for passengers, creating a more efficient system and a more desirable customer experience. The Verde Lynx service, operated by Cottonwood Area Transit (CAT), does not extend south to the VOC. Connections into Oak Creek Canyon will require cooperative governance through multiple jurisdictions given this area is outside of the City's boundaries.

Enhanced Transit Service – Tourism Focused



PROJECT DESCRIPTION:

- Implement a tourist-focused bus shuttle system from Village of Oak Creek to Side Rock State Park. Buses would run every 15 to 20 minutes, 8 am to 8 pm, between March and October.
- Park-and-Ride lot near Red Rock Ranger Station; additional stops and pick-up points along SR 179 and SR 89A.

BENEFITS:

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

COSTS:

- Capital Costs = \$2.4 M (8 new buses and park-and-ride lot improvements).
- Operating Costs = \$40,000 / yr. Costs may be shared between ADOT, Coconino County, Navajo County, and City of Sedona.

TRADEOFFS:

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

For Continuing Projects

Estimated Project Status as of June 30, 2019

Exploring Feasibility
Explanation for Revised Project Start Date and/or Project Budget
The previous budget was for the study. The added budget is for the remainder of the project.

Project Balance	
Original Approved Project Budget	\$ 200,000
Approved Budget Increases/Decreases	\$ -
Current Approved Total Project Budget	\$ 200,000
Requested Budget Increase/Decrease	\$ 5,600,000
Requested Total Project Budget	\$ 5,800,000
Estimated Expenditures through June 30, 2019	\$ 200,000
Budget Balance Remaining	\$ 5,600,000

Budget Detail

Project Cost Estimates :

Funding Status	Cost Category	PY Estimate	FY 2020	FY 2021	FY 2022	Future Years	Project Totals
Carry Over	Study	\$ 200,000	\$	\$	\$	\$	\$ 200,000
New Appropriation	Study	\$	\$ 120,000	\$ 120,000	\$ 120,000	\$ 240,000	\$ 600,000
New Appropriation	Land Acquisition	\$	\$ 1,000,000	\$ 1,000,000	\$ 1,000,000	\$ 2,000,000	\$ 5,000,000
Future Estimate	Design - Contracted	\$	\$	\$	\$	\$ 3,000,000	\$ 3,000,000
Future Estimate	Construction - Contracted	\$	\$	\$	\$	\$ 30,000,000	\$ 30,000,000
Future Estimate	Vehicle Purchase	\$	\$	\$	\$	\$ 12,500,000	\$ 12,500,000
Total		\$ 200,000	\$ 1,120,000	\$ 1,120,000	\$ 1,120,000	\$ 47,740,000	\$ 51,300,000

Project Funding Estimates :

Funding Source	PY Estimate	FY 2020	FY 2021	FY 2022	Future Years	Project Totals	
Grant	\$ 160,000	\$	\$	\$	\$	\$ 160,000	
Outside Participation	\$ 10,000	\$	\$	\$	\$	\$ 10,000	
Transportation Sales Tax	\$	\$	\$ 1,120,000	\$ 1,120,000	\$ 2,240,000	\$ 4,480,000	
Capital Reserves	\$ 30,000	\$ 1,120,000	\$	\$	\$	\$ 1,150,000	
Unidentified	\$	\$	\$	\$	\$ 45,500,000	\$ 45,500,000	
Total		\$ 200,000	\$ 1,120,000	\$ 1,120,000	\$ 1,120,000	\$ 47,740,000	\$ 51,300,000

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

\$10,000 contribution from Coconino County, received in FY 2018.
 \$30,000 grant match from City of Sedona. Budgeted in General Services in FY 2018 (carryover from operating budget)
 \$160,000 FTA transit planning grant, passed through ADOT (reimbursement grant)

Expenditure Impacts	FY 2020	FY 2021	FY 2022	Future Annual Cost
Other Operating	\$	\$	\$	\$ 5,500,000
Total Expenditure Impacts	\$ 0	\$ 0	\$ 0	\$ 5,500,000

Explanation of Operating Impacts:

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

Project Summary

Project Title:

Rodeo Road to Dry Creek Road - Shared Use Path

Location:

West Sedona, Rodeo Road to Dry Creek Road

Phase:	of	Project #	SIM-11a
Ranking	Important (could-do)		
Environmental Sustainability Project ?	Yes		

	Original	Revised (if appl.)
Start date	July 1, 2018	
Estimated Completion Date	June 30, 2020	

Project Description:

Construction of roadway improvements, restripe existing lanes for Walking and Bicycling Facilities, indicates that these improvements collectively encourage use of alternative modes of travel in Sedona, using existing streets and some new connecting pathways.

Project Justification:

The Transportation Master Plan, Strategy 11, Walking and Bicycling Facilities, indicates that these improvements collectively encourage use of alternative modes of travel in Sedona, and support a park-ounce culture where visitors are encouraged to leave their vehicles at their place of lodging. To have a measurable impact on traffic congestion shared use trail system will be constructed.



For Continuing Projects

Estimated Project Status as of June 30, 2019

N/A

Explanation for Revised Project Start Date and/or Project Budget

N/A

Project Balance

Original Approved Project Budget	\$ -
Approved Budget Increases/Decreases	\$ 13,199
Current Approved Total Project Budget	\$ 13,199
Requested Budget Increase/Decrease	\$ -
Requested Total Project Budget	\$ 13,199
Estimated Expenditures through June 30, 2019	\$ 13,199
Budget Balance Remaining	\$ -

Budget Detail

Project Cost Estimates :

Funding Status	Cost Category	PY Estimate	FY 2020	FY 2021	FY 2022	Future Years	Project Totals
Future Estimate	Land Acquisition	\$	\$	\$ 75,000	\$	\$	\$ 75,000
Carry Over	Design - Contracted	\$ 13,068	\$	\$	\$	\$	\$ 13,068
Future Estimate	Design - Contracted	\$	\$	\$ 15,000	\$	\$	\$ 15,000
Future Estimate	Construction - Contracted	\$	\$	\$ 200,000	\$	\$	\$ 200,000
Carry Over	Arts Transfer	\$ 131	\$	\$	\$	\$	\$ 131
Future Estimate	Arts Transfer	\$	\$	\$ 2,150	\$	\$	\$ 2,150
Total		\$ 13,199	\$ 0	\$ 292,150	\$ 0	\$ 0	\$ 305,349

Project Funding Estimates :

Funding Source	PY Estimate	FY 2020	FY 2021	FY 2022	Future Years	Project Totals
Capital Reserves	\$ 13,199	\$	\$ 292,150	\$	\$	\$ 305,349
Total	\$ 13,199	\$ 0	\$ 292,150	\$ 0	\$ 0	\$ 305,349

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

None anticipated.

Expenditure Impacts	FY 2020	FY 2021	FY 2022	Future Annual Cost
Other Operating	\$	\$ 2,000	\$ 10,000	\$
Other Operating	\$	\$ 10,000	\$ 10,000	\$ 10,000
Total Expenditure Impacts	\$ 0	\$ 12,000	\$ 20,000	\$ 10,000

Explanation of Operating Impacts:

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

Project Summary

Project Title:

Posse Ground Parking Improvements & Soldiers Pass Shared Use Path

Location:

Posse Grounds Park & Soldiers Pass Road

Phase: of **Project #** SIM-11b

Ranking Important (could-do)

Environmental Sustainability Project ? Yes

Original **Revised (if appl.)**

Start date February 19, 2019

Estimated Completion Date June 30, 2020

Project Description:

This project would provide additional parking at Posse Ground Park and provide a shared use trail connection to the Sunrise trail. Improvement of the Sunrise trail to the connection with Soldiers Pass Road. A shared use path will provide safe connection to the existing Soldiers Pass Trailhead.

Projected components of the project are as follows:

1. Additional parking.
2. Improved shared use path to trailhead at Soldier Pass.
3. Expanded area neighborhood parking restrictions.

Project Justification:

The Transportation Master Plan, Strategy 11, Walking and Bicycling Facilities, indicates that these improvements collectively encourage use of alternative modes of travel in Sedona, and support a park-once culture where visitors are encouraged to leave their vehicles at a central location. To have a measurable impact on traffic congestion at trail heads pedestrian improvements would be required. Incentives such as limited parking availability at trail heads and expanded no parking in residential neighborhoods along Soldiers Pass Road.



For Continuing Projects

Estimated Project Status as of June 30, 2019

Design completed

Explanation for Revised Project Start Date and/or Project Budget

Project cost would be reduced to \$400,000 if sidewalk is not constructed along Soldiers Pass Road and striping is utilized to delineate the walking path.

Project Balance

Original Approved Project Budget	\$ -
Approved Budget Increases/Decreases	\$ 58,580
Current Approved Total Project Budget	\$ 58,580
Requested Budget Increase/Decrease	\$ 616,100
Requested Total Project Budget	\$ 674,680
Estimated Expenditures through June 30, 2019	\$ 58,580
Budget Balance Remaining	\$ 616,100

Budget Detail

Project Cost Estimates :

Funding Status	Cost Category	PY Estimate	FY 2020	FY 2021	FY 2022	Future Years	Project Totals
Carry Over	Design - Contracted	\$ 58,000	\$	\$	\$	\$	\$ 58,000
New Appropriation	Construction - Contracted	\$	\$	\$ 610,000	\$	\$	\$ 610,000
Carry Over	Arts Transfer	\$ 580	\$	\$	\$	\$	\$ 580
New Appropriation	Arts Transfer	\$	\$	\$ 6,100	\$	\$	\$ 6,100
Total		\$ 58,580	\$ 0	\$ 616,100	\$ 0	\$ 0	\$ 674,680

Project Funding Estimates :

Funding Source	PY Estimate	FY 2020	FY 2021	FY 2022	Future Years	Project Totals
Capital Reserves	\$ 58,580	\$	\$ 616,100	\$	\$	\$ 674,680
Total	\$ 58,580	\$ 0	\$ 616,100	\$ 0	\$ 0	\$ 674,680

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

None anticipated.

Expenditure Impacts	FY 2020	FY 2021	FY 2022	Future Annual Cost
Other Operating	\$	\$ 10,000	\$ 10,000	\$ 10,000
Total Expenditure Impacts	\$ 0	\$ 10,000	\$ 10,000	\$ 10,000

Explanation of Operating Impacts:

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

Project Summary

Project Title:

Thunder Mountain/Sanborn Shared Use Path and Drainage Improvements

Location:

Thunder Mountain Road and Sanborn Drive

Phase:	of	Project #	SIM-11g
Ranking	Essential (should-do)		
Environmental Sustainability Project ?	Yes		

	Original	Revised (if appl.)
Start date	July 1, 2019	
Estimated Completion Date	June 30, 2021	

Project Description:

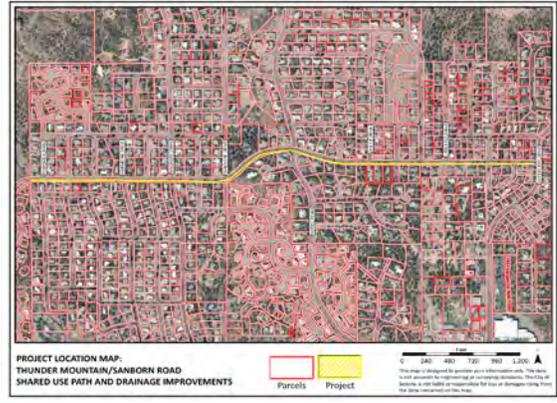
Design and construction of a shared use concrete path 8' to 10' wide from the east end of the Thunder Mountain Subdivision to Coffee Pot Drive (one-mile). The pathway portion of this project would be designed during FY 2020 and constructed during FY 2021. The project also involves design and installation of storm drainage improvements along Thunder Mountain Road from Rhapsody Road to Andante Drive (aka Harmony/Windsong Phase 5). Other drainage related work will be necessary to accommodate the shared use path as it continues east of Andante to Coffee Pot Drive. The drainage portion of the project would be designed in FY 2020, with construction of the drainage improvements taking place during FY 2020 as well. The drainage improvements between Rhapsody and Andante are within the Dry Creek Drainage Basin, and the existing drainage capacity will be increased. The FY 2021 design expense is for Construction Phase services.

Project Justification:

The Transportation Master Plan, Strategy 11, Walking and Bicycling Facilities, indicates that these improvements collectively encourage residents and visitors to leave their cars parked and engage in more walking and bicycling. This also provides more comfort and safety for bicyclists and pedestrians.

Drainage Portion: The 2005 Stormwater Master Plan identified drainage improvements at the upper end of the Harmony/Windsong drainage improvements along Thunder Mountain Road from Rhapsody Road to Andante Drive. This is the final upstream piece of the Harmony/Windsong drainage project, and it is necessary to make full use of the existing capacity of the Harmony/Windsong system. Other drainage related work will be necessary to accommodate the shared use path as it continues east to Coffee Pot Drive.

Note: The drainage work between Rhapsody and Andante would be considered essential (should-do), while the shared use path would be considered important (could-do).



For Continuing Projects

Estimated Project Status as of June 30, 2019

N/A

Explanation for Revised Project Start Date and/or Project Budget

N/A

Project Balance

Original Approved Project Budget	\$ -
Approved Budget Increases/Decreases	\$ -
Current Approved Total Project Budget	\$ -
Requested Budget Increase/Decrease	\$ 2,312,570
Requested Total Project Budget	\$ 2,312,570
Estimated Expenditures through June 30, 2019	\$ -
Budget Balance Remaining	\$ 2,312,570

Budget Detail

Project Cost Estimates :

Funding Status	Cost Category	PY Estimate	FY 2020	FY 2021	FY 2022	Future Years	Project Totals
New Appropriation	Design - Contracted	\$	\$ 230,000	\$ 20,000	\$	\$	\$ 250,000
New Appropriation	Construction - Contracted	\$	\$ 1,250,000	\$ 800,000	\$	\$	\$ 2,050,000
New Appropriation	Arts Transfer	\$	\$ 12,570	\$	\$	\$	\$ 12,570
Total		\$ 0	\$ 1,492,570	\$ 820,000	\$ 0	\$ 0	\$ 2,312,570

Project Funding Estimates :

Funding Source	PY Estimate	FY 2020	FY 2021	FY 2022	Future Years	Project Totals
Yavapai County Flood Control	\$	\$ 150,000	\$	\$	\$	\$ 150,000
Development Impact Fees - Pre 8/2014	\$	\$ 70,000	\$	\$	\$	\$ 70,000
Development Impact Fees - Post 7/2014	\$	\$ 3,000	\$	\$	\$	\$ 3,000
Transportation Sales Tax	\$	\$	\$ 820,000	\$	\$	\$ 820,000
Capital Reserves	\$	\$ 1,269,570	\$	\$	\$	\$ 1,269,570
Total	\$ 0	\$ 1,492,570	\$ 820,000	\$ 0	\$ 0	\$ 2,312,570

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

None anticipated.

Expenditure Impacts	FY 2020	FY 2021	FY 2022	Future Annual Cost
Supplies	\$	\$	\$ 2,500	\$ 2,500
Total Expenditure Impacts	\$ 0	\$ 0	\$ 2,500	\$ 2,500

Explanation of Operating Impacts:

Additional operational and maintenance costs related to added infrastructure. Additional recurring maintenance costs related to materials and supplies for a concrete pathway, curb replacement, signage and striping, etc. The operating expenditures also account for drainage maintenance costs related to debris removal, erosion repair, etc.

Project Summary

Project Title:	
Chapel Road Shared Use Path	
Phase:	of Project # SIM-11h
Ranking	Important (could-do)
Environmental Sustainability Project ?	Yes

Location:		
Chapel Road		
	Original	Revised (if appl.)
Start date	July 1, 2019	
Estimated Completion Date	June 30, 2020	

Project Description:

Construction of a shared use path on the north side of Chapel Road from SR 179 to Fox Road. This also includes parking improvements at the Mystic Trailhead.

Project Justification:

This will provide a safe walkway for tourists and residents between SR 179 and the Chapel of the Holy Cross. This would make it safer for tourists off loading from buses on SR 179 and walking along the roadway. It would also improve access to the Mystic Hills trailhead.



For Continuing Projects

Estimated Project Status as of June 30, 2019

N/A
Explanation for Revised Project Start Date and/or Project Budget
N/A

Project Balance	
Original Approved Project Budget	\$ -
Approved Budget Increases/Decreases	\$ -
Current Approved Total Project Budget	\$ -
Requested Budget Increase/Decrease	\$ 623,200
Requested Total Project Budget	\$ 623,200
Estimated Expenditures through June 30, 2019	\$ -
Budget Balance Remaining	\$ 623,200

Budget Detail

Project Cost Estimates :

Funding Status	Cost Category	PY Estimate	FY 2020	FY 2021	FY 2022	Future Years	Project Totals
New Appropriation	Design - Contracted	\$	\$	\$ 60,000	\$	\$	\$ 60,000
New Appropriation	Construction - Contracted	\$	\$	\$ 260,000	\$ 300,000	\$	\$ 560,000
New Appropriation	Arts Transfer	\$	\$	\$ 3,200	\$	\$	\$ 3,200
Total		\$ 0	\$ 0	\$ 323,200	\$ 300,000	\$ 0	\$ 623,200

Project Funding Estimates :

Funding Source	PY Estimate	FY 2020	FY 2021	FY 2022	Future Years	Project Totals
Transportation Sales Tax	\$	\$	\$	\$ 300,000	\$	\$ 300,000
Capital Reserves	\$	\$	\$ 323,200	\$	\$	\$ 323,200
Total	\$ 0	\$ 0	\$ 323,200	\$ 300,000	\$ 0	\$ 623,200

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

None anticipated.

Expenditure Impacts	FY 2020	FY 2021	FY 2022	Future Annual Cost
select A Department	\$	\$ 3,000	\$ 3,000	\$ 3,000
Total Expenditure Impacts	\$ 0	\$ 3,000	\$ 3,000	\$ 3,000

Explanation of Operating Impacts:

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

Project Summary

Project Title: Dry Creek Road Shared Use Path	
Phase:	of Project # SIM-11i
Ranking	Important (could-do)
Environmental Sustainability Project ?	Yes

Location: Dry Creek Road		
	Original	Revised (if appl.)
Start date	July 1, 2020	
Estimated Completion Date	June 30, 2022	

Project Description:

Construction of a shared use path on Dry Creek Road from Thunder Mountain Road to FS152. This will provide a safe shared use pathway for residents and tourists between White Bear Road and FS 152 and access to the multiple trailheads: Dry Creek Vista, Devils Bridge, Brins Mesa and Chuck Wagon. This path will connect to the shared use paths proposed at White Bear Road and Thunder Mountain Road.

Project Justification:

The Transportation Master Plan, Strategy 11, Walking and Bicycling Facilities, indicates that these improvements collectively encourage use of alternative modes of travel in Sedona, and support a park-once culture where visitors are encouraged to leave their vehicles at their place of lodging. The trails/pathway master plan update has identified this pathway as a priority.



For Continuing Projects

Estimated Project Status as of June 30, 2019

N/A
Explanation for Revised Project Start Date and/or Project Budget
N/A

Project Balance	
Original Approved Project Budget	\$ -
Approved Budget Increases/Decreases	\$ -
Current Approved Total Project Budget	\$ -
Requested Budget Increase/Decrease	\$ -
Requested Total Project Budget	\$ -
Estimated Expenditures through June 30, 2019	\$ -
Budget Balance Remaining	\$ -

Budget Detail

Project Cost Estimates :

Funding Status	Cost Category	PY Estimate	FY 2020	FY 2021	FY 2022	Future Years	Project Totals
Future Estimate	Design - Contracted	\$	\$	\$ 135,000	\$	\$	\$ 135,000
Future Estimate	Construction - Contracted	\$	\$	\$ 380,000	\$ 985,000	\$	\$ 1,365,000
	Total	\$ 0	\$ 0	\$ 515,000	\$ 985,000	\$ 0	\$ 1,500,000

Project Funding Estimates :

Funding Source	PY Estimate	FY 2020	FY 2021	FY 2022	Future Years	Project Totals
Transportation Sales Tax	\$	\$	\$ 515,000	\$ 985,000	\$	\$ 1,500,000
Total	\$ 0	\$ 0	\$ 515,000	\$ 985,000	\$ 0	\$ 1,500,000

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

None anticipated.

Expenditure Impacts	FY 2020	FY 2021	FY 2022	Future Annual Cost
Other Operating	\$	\$	\$ 6,000	\$ 6,000
Total Expenditure Impacts	\$ 0	\$ 0	\$ 6,000	\$ 6,000

Explanation of Operating Impacts:

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

Project Summary

Project Title:

Travel Information System

Location:

N/A

Phase:	of	Project #	SIM-12a
Ranking	Important (could-do)		
Environmental Sustainability Project ?	No		

	Original	Revised (if appl.)
Start date	August 1, 2017	July 1, 2019
Estimated Completion Date	February 28, 2018	June 30, 2020

Project Description:

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

Project Justification:

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

Traveler Information

PROJECT DESCRIPTION:

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

BENEFITS:

- With no traffic, it takes 12 minutes to travel from Bell Rock Blvd (VOC) to the "Y". In severe congestion it takes 36 minutes. This level of severe congestion occurred on 6 days between February 1 and June 4, 2017. With this strategy, a severely congested trip would be reduced from 36 minutes, to 28 minutes.
- Keeping drivers informed of real time information enables them to make informed decisions regarding alternative routes.

COSTS:

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

TRADEOFFS:

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

For Continuing Projects

Estimated Project Status as of June 30, 2019

Coordinating with ADOT

Explanation for Revised Project Start Date and/or Project Budget

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

Project Balance

Original Approved Project Budget	\$	151,000
Approved Budget Increases/Decreases	\$	69,500
Current Approved Total Project Budget	\$	220,500
Requested Budget Increase/Decrease	\$	753,548
Requested Total Project Budget	\$	974,048
Estimated Expenditures through June 30, 2019	\$	69,500
Budget Balance Remaining	\$	904,548

Budget Detail

Project Cost Estimates :

Funding Status	Cost Category	PY Estimate	FY 2020	FY 2021	FY 2022	Future Years	Project Totals
New Appropriation	Design - Contracted	\$	\$	\$ 125,000	\$	\$	\$ 125,000
Carry Over	Construction - Contracted	\$	\$	\$ 100,000	\$	\$	\$ 100,000
New Appropriation	Construction - Contracted	\$	\$	\$ 625,000	\$	\$	\$ 625,000
Carry Over	Technology	\$ 69,500	\$	\$ 50,000	\$	\$	\$ 119,500
Carry Over	Arts Transfer	\$	\$	\$ 1,000	\$	\$	\$ 1,000
New Appropriation	Arts Transfer	\$	\$	\$ 3,548	\$	\$	\$ 3,548
Total		\$ 69,500	\$ 0	\$ 904,548	\$ 0	\$ 0	\$ 974,048

Project Funding Estimates :

Funding Source	PY Estimate	FY 2020	FY 2021	FY 2022	Future Years	Project Totals
Development Impact Fees - Post 7/2014	\$	\$	\$ 54,000	\$	\$	\$ 54,000
Transportation Sales Tax	\$	\$	\$ 391,188	\$	\$	\$ 391,188
Capital Reserves	\$ 69,500	\$	\$ 459,360	\$	\$	\$ 528,860
Total	\$ 69,500	\$ 0	\$ 904,548	\$ 0	\$ 0	\$ 974,048

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

None anticipated.

Expenditure Impacts	FY 2020	FY 2021	FY 2022	Future Annual Cost
Other Operating	\$	\$ 5,000	\$ 5,000	\$ 5,000
Total Expenditure Impacts	\$ 0	\$ 5,000	\$ 5,000	\$ 5,000

Explanation of Operating Impacts:

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

Project Summary

Project Title:

Traffic Video Cameras

Location:

Citywide

Phase:		of		Project #	SIM-12b
Ranking	Important (could-do)				
Environmental Sustainability Project ?	No				

	Original	Revised (if appl.)
Start date		
Estimated Completion Date		

Project Description:

Cameras will provide real time video monitoring and evaluation of current traffic congestion at key locations.

Project Justification:

The cameras will provide staff with real time traffic conditions at key locations. Should chosen locations have limited deployment time the cameras can be relocated to other key locations.



For Continuing Projects

Estimated Project Status as of June 30, 2019

N/A

Explanation for Revised Project Start Date and/or Project Budget

N/A

Project Balance

Original Approved Project Budget	\$	-
Approved Budget Increases/Decreases	\$	47,470
Current Approved Total Project Budget	\$	47,470
Requested Budget Increase/Decrease	\$	30,300
Requested Total Project Budget	\$	77,770
Estimated Expenditures through June 30, 2019	\$	47,470
Budget Balance Remaining	\$	30,300

Budget Detail

Project Cost Estimates :

Funding Status	Cost Category	PY Estimate	FY 2020	FY 2021	FY 2022	Future Years	Project Totals
Carry Over	Design - Contracted	\$ 32,000	\$	\$	\$	\$	\$ 32,000
Carry Over	Construction - Contracted	\$ 15,000	\$	\$	\$	\$	\$ 15,000
New Appropriation	Construction - Contracted	\$	\$ 30,000	\$	\$	\$	\$ 30,000
Carry Over	Arts Transfer	\$ 470	\$	\$	\$	\$	\$ 470
New Appropriation	Arts Transfer	\$	\$ 300	\$	\$	\$	\$ 300
Total		\$ 47,470	\$ 30,300	\$ 0	\$ 0	\$ 0	\$ 77,770

Project Funding Estimates :

Funding Source	PY Estimate	FY 2020	FY 2021	FY 2022	Future Years	Project Totals
Capital Reserves	\$ 47,470	\$ 30,300	\$	\$	\$	\$ 77,770
Total	\$ 47,470	\$ 30,300	\$ 0	\$ 0	\$ 0	\$ 77,770

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

None anticipated.

Explanation of Operating Impacts:

None anticipated.

Project Summary

Project Title: Sanborn Drive/Thunder Mountain Road Overlay	
Phase:	of Project # ST-02
Ranking	Essential (should-do)
Environmental Sustainability Project ?	No

Location: From Rhapsody Road to Coffee Pot Drive		
	Original	Revised (if appl.)
Start date	July 1, 2018	December 1, 2016
Estimated Completion Date	August 31, 2018	June 30, 2021

Project Description:

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

Project Justification:

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



For Continuing Projects

Estimated Project Status as of June 30, 2019

Design Complete

Explanation for Revised Project Start Date and/or Project Budget

- The construction cost increased due to the inclusion of curb on the south side of the roadway in preparation for a future multi-use path. The increase in design cost is due to inclusion of post-design services in FY 2019.
- Construction has been delayed until FY 2021 to coordinate with drainage improvements.

Project Balance	
Original Approved Project Budget	\$ 738,820
Approved Budget Increases/Decreases	\$ 215,353
Current Approved Total Project Budget	\$ 954,173
Requested Budget Increase/Decrease	\$ -
Requested Total Project Budget	\$ 954,173
Estimated Expenditures through June 30, 2019	\$ 143,648
Budget Balance Remaining	\$ 810,525

Budget Detail

Project Cost Estimates :

Funding Status	Cost Category	PY Estimate	FY 2020	FY 2021	FY 2022	Future Years	Project Totals
Carry Over	Design - Contracted	\$ 142,226	\$	\$ 6,000	\$	\$	\$ 148,226
Carry Over	Construction - Contracted	\$	\$	\$ 800,000	\$	\$	\$ 800,000
Carry Over	Arts Transfer	\$ 1,422	\$	\$ 4,525	\$	\$	\$ 5,947
	Total	\$ 143,648	\$ 0	\$ 810,525	\$ 0	\$ 0	\$ 954,173

Project Funding Estimates :

Funding Source	PY Estimate	FY 2020	FY 2021	FY 2022	Future Years	Project Totals
Grant	\$	\$	\$ 353,454	\$	\$	\$ 353,454
Capital Reserves	\$ 143,648	\$	\$ 457,071	\$	\$	\$ 600,719
Total	\$ 143,648	\$ 0	\$ 810,525	\$ 0	\$ 0	\$ 954,173

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

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

Expenditure Impacts	FY 2020	FY 2021	FY 2022	Future Annual Cost
Supplies	\$	\$	\$ 20,000	\$
Total Expenditure Impacts	\$ 0	\$ 0	\$ 20,000	\$ 0

Explanation of Operating Impacts:

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

Project Summary

Project Title:

Ranger Road / Brewer Road Intersection Improvements

Location:

Ranger Road/ Brewer Road

Phase:	of	Project #	ST-03
Ranking	Essential (should-do)		
Environmental Sustainability Project ?	No		

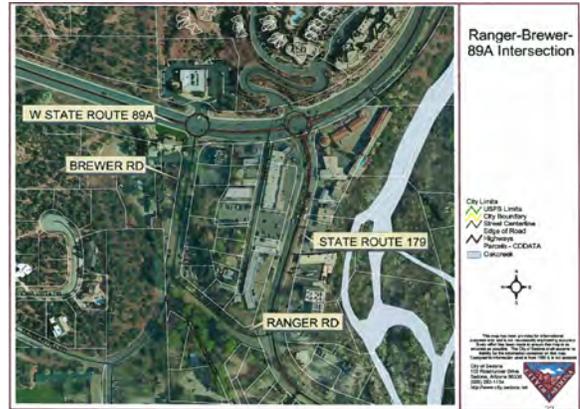
	Original	Revised (if appl.)
Start date	July 1, 2020	
Estimated Completion Date	June 30, 2022	

Project Description:

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

Project Justification:

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



For Continuing Projects

Estimated Project Status as of June 30, 2019

N/A

Explanation for Revised Project Start Date and/or Project Budget

N/A

Project Balance

Original Approved Project Budget	\$ -
Approved Budget Increases/Decreases	\$ -
Current Approved Total Project Budget	\$ -
Requested Budget Increase/Decrease	\$ -
Requested Total Project Budget	\$ -
Estimated Expenditures through June 30, 2019	\$ -
Budget Balance Remaining	\$ -

Budget Detail

Project Cost Estimates :

Funding Status	Cost Category	PY Estimate	FY 2020	FY 2021	FY 2022	Future Years	Project Totals
Future Estimate	Land Acquisition	\$	\$	\$ 50,000	\$	\$	\$ 50,000
Future Estimate	Design - Contracted	\$	\$	\$ 200,000	\$	\$	\$ 200,000
Future Estimate	Construction - Contracted	\$	\$	\$	\$ 1,250,000	\$	\$ 1,250,000
Future Estimate	Environmental	\$	\$	\$ 50,000	\$	\$	\$ 50,000
Future Estimate	Arts Transfer	\$	\$	\$ 2,320	\$ 11,750	\$	\$ 14,070
	Total	\$ 0	\$ 0	\$ 302,320	\$ 1,261,750	\$ 0	\$ 1,564,070

Project Funding Estimates :

Funding Source	PY Estimate	FY 2020	FY 2021	FY 2022	Future Years	Project Totals
Development Impact Fees - Post 7/2014	\$	\$	\$ 18,000	\$ 75,000	\$	\$ 93,000
Capital Reserves	\$	\$	\$ 284,320	\$ 1,186,750	\$	\$ 1,471,070
Total	\$ 0	\$ 0	\$ 302,320	\$ 1,261,750	\$ 0	\$ 1,564,070

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

None anticipated.

Expenditure Impacts	FY 2020	FY 2021	FY 2022	Future Annual Cost
Supplies	\$	\$ 3,000	\$	\$
Total Expenditure Impacts	\$ 0	\$ 3,000	\$ 0	\$ 0

Explanation of Operating Impacts:

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

Project Summary

Project Title:	
Shelby Drive / Sunset Drive Improvements	
Phase:	of Project # ST-04
Ranking	Important (could-do)
Environmental Sustainability Project ?	No

Location:		
Shelby Drive / Sunset Drive		
	Original	Revised (if appl.)
Start date	July 1, 2020	
Estimated Completion Date	June 30, 2021	

Project Description:

This project would consist of converting the existing private portion of Shelby Drive to a public street. This project assumes the necessary right-of-way would be donated. The improvements would include new base course and asphalt, curb/gutter, sidewalk, and utility/drainage improvements.

Project Justification:

The existing road is in disrepair. This segment of Shelby connects two public roadways so its connectivity is crucial. Improvements to the roadway would allow for potential redevelopment consistent with the Sunset CFA plan.



For Continuing Projects

Estimated Project Status as of June 30, 2019

N/A

Explanation for Revised Project Start Date and/or Project Budget

N/A

Project Balance	
Original Approved Project Budget	\$ -
Approved Budget Increases/Decreases	\$ -
Current Approved Total Project Budget	\$ -
Requested Budget Increase/Decrease	\$ -
Requested Total Project Budget	\$ -
Estimated Expenditures through June 30, 2019	\$ -
Budget Balance Remaining	\$ -

Budget Detail

Project Cost Estimates :

Funding Status	Cost Category	PY Estimate	FY 2020	FY 2021	FY 2022	Future Years	Project Totals
Future Estimate	Design - Contracted	\$	\$	\$ 150,000	\$	\$	\$ 150,000
Future Estimate	Construction - Contracted	\$	\$	\$ 1,000,000	\$	\$	\$ 1,000,000
Future Estimate	Contingency	\$	\$	\$ 100,000	\$	\$	\$ 100,000
Future Estimate	Arts Transfer	\$	\$	\$ 7,500	\$	\$	\$ 7,500
	Total	\$ 0	\$ 0	\$ 1,257,500	\$ 0	\$ 0	\$ 1,257,500

Project Funding Estimates :

Funding Source	PY Estimate	FY 2020	FY 2021	FY 2022	Future Years	Project Totals
Grant	\$	\$	\$ 500,000	\$	\$	\$ 500,000
Capital Reserves	\$	\$	\$ 757,500	\$	\$	\$ 757,500
Total	\$ 0	\$ 0	\$ 1,257,500	\$ 0	\$ 0	\$ 1,257,500

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

The Economic Development Department intends to pursue a grant through the Arizona Commerce Authority with a maximum amount of \$500,000.

Expenditure Impacts	FY 2020	FY 2021	FY 2022	Future Annual Cost
select A Department	\$	\$	\$ 10,000	\$ 3,000
Total Expenditure Impacts	\$ 0	\$ 0	\$ 10,000	\$ 3,000

Explanation of Operating Impacts:

Crack sealing, fog seal, pavement markings, drainage, signs, and sewer maintenance.

Project Summary

Project Title:

WW Collection System Improvements - Lift Station Replacements

Location:

Mystic and Chapel Lift Stations

Phase:		of		Project #	WW-01A
Ranking	Imperative (must-do)				
Environmental Sustainability Project ?	No				

	Original	Revised (if appl.)
Start date	March 1, 2018	March 1, 2018
Estimated Completion Date	June 30, 2019	June 30, 2020

Project Description:

The project includes work to increase the pumping capacity of the Mystic Hills and Chapel lift stations. The project will involve the removal and replacement of wastewater equipment including pumps, wet well, valve vaults, motor control center, back-up generator, electrical systems and related ancillary equipment for both lift station sites. Additional aspects of the work include minor site improvements and conducting bypass pumping operations to maintain and manage wastewater conveyance flows within the collection system during the construction of improvements at each lift station facility.

Project Justification:

This project is a result of the 2017 Wastewater Master Plan Update. During the evaluation of the City's 17 lift stations as part of the master planning process, it was found that the Mystic Hills Lift Station and the Chapel Lift Station require some upgrades in order to function properly. The evaluation found that existing peak flows exceed the firm pumping capacity of each lift station. Therefore, it is necessary to upgrade the pumps in order to meet current and future flow rates and remain in compliance with Arizona Department of Environmental Quality requirements for pumping capacity of lift stations.



For Continuing Projects

Estimated Project Status as of June 30, 2019

Design for Mystic Hills and Chapel Lift Stations Replacement project will be complete in February 2019 and construction is anticipated to begin in April 2019. Construction is anticipated to be approximately 20% complete by June 30, 2019, with final completion in winter 2019/20.

Explanation for Revised Project Start Date and/or Project Budget

- This project was formerly Phase 1 of 5 for Project WW-01.
- Unanticipated delays during design, including the need for a surge analysis, sound study, a more detailed evaluation of options have resulted in a delay to the project. That combined with limited staff resources put this project 9 months to 1 year behind

Project Balance

Original Approved Project Budget	\$	1,820,000
Approved Budget Increases/Decreases	\$	665,000
Current Approved Total Project Budget	\$	2,485,000
Requested Budget Increase/Decrease	\$	349,806
Requested Total Project Budget	\$	2,834,806
Estimated Expenditures through June 30, 2019	\$	746,706
Budget Balance Remaining	\$	2,088,100

Budget Detail

Project Cost Estimates :

Funding Status	Cost Category	PY Estimate	FY 2020	FY 2021	FY 2022	Future Years	Project Totals
Carry Over	Design - Contracted	\$ 270,371	\$ 99,629	\$	\$	\$	\$ 370,000
New Appropriation	Design - Contracted	\$	\$ 36,371	\$	\$	\$	\$ 36,371
Carry Over	Construction - Contracted	\$ 369,000	\$ 1,476,000	\$	\$	\$	\$ 1,845,000
New Appropriation	Construction - Contracted	\$	\$ 284,100	\$	\$	\$	\$ 284,100
Carry Over	Equipment Purchase	\$ 37,435	\$	\$	\$	\$	\$ 37,435
Carry Over	Contingency	\$ 69,900	\$ 162,665	\$	\$	\$	\$ 232,565
New Appropriation	Contingency	\$	\$ 29,335	\$	\$	\$	\$ 29,335
	Total	\$ 746,706	\$ 2,088,100	\$ 0	\$ 0	\$ 0	\$ 2,834,806

Project Funding Estimates :

Funding Source	PY Estimate	FY 2020	FY 2021	FY 2022	Future Years	Project Totals
Wastewater Revenues	\$ 746,706	\$ 2,088,100	\$	\$	\$	\$ 2,834,806
	Total	\$ 746,706	\$ 2,088,100	\$ 0	\$ 0	\$ 2,834,806

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

None anticipated.

Explanation of Operating Impacts:

There are no additional operational impacts associated with this project.

Project Summary

Project Title:

WW Collection System Improvements - SR179 Sewer Main Replacement

Location:

SR 179 between Copper Cliffs Drive and Schnebly Hill Roundabout; Oak Creek pedestrian bridge at SR 179

Phase:	of	Project # WW-01B
Ranking	Imperative (must-do)	
Environmental Sustainability Project ?	No	

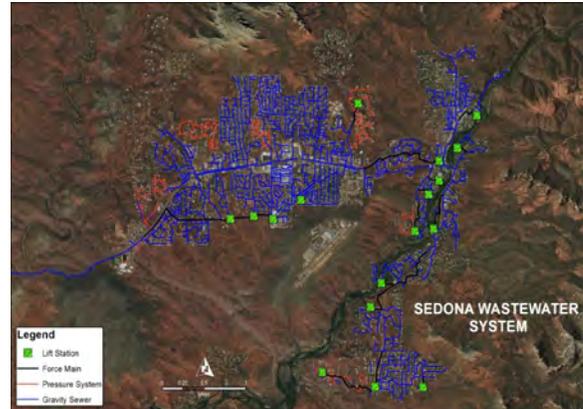
	Original	Revised (if appl.)
Start date	January 1, 2019	March 1, 2019
Estimated Completion Date	June 30, 2019	June 30, 2020

Project Description:

This project will up-size the existing 8-inch sewer main along SR 179, between Copper Cliffs Drive and the Schnebly Hill roundabout, to a 12-inch sewer main. Additionally the project will replace the existing 8-inch sewer main that crosses Oak Creek at the pedestrian bridge along SR 179.

Project Justification:

This project is a result of the 2017 Wastewater Master Plan Update (WWMP). During the capacity analysis of the collection system, it was discovered that minor surcharging was occurring in the 8-inch sewer main along SR 179 between Copper Cliffs Dr and Highland Rd. during a 2017 wet weather flow condition. With anticipated flows coming online along the SR 179 corridor, it was recommended to up-size the sewer main to 12-inch. In addition, during the condition assessment phase of the 2017 WWMP the 8-inch line that crosses Oak Creek at the pedestrian bridge at SR 179 was found to have multiple detached or failed pipe lining defects and heavy corrosion. Given the close proximity to Oak Creek, it was recommend to repair or replace the pipe to prevent further deterioration and potential spills directly into Oak Creek.



For Continuing Projects

Estimated Project Status as of June 30, 2019

Design will be complete by June 30, 2019. Construction is scheduled to begin in fall 2019.

Explanation for Revised Project Start Date and/or Project Budget

- This project was formerly Phases 2 and 4 of 5 for Project WW-01. The budget for this project has increased by \$200,000, comprising of: an additional \$50,000 for post design services, \$120,000 for construction based on complexity of traffic control and night work, and \$30,000 in contingency for permitting and potholing.
- This project was originally 2 separate projects. Given the close proximity to each other and the similar scope of work, the projects were combined. The larger of the 2 projects was not scheduled in the FY 2019 budget year, and therefore both projects are scheduled for construction in FY 2020.

Project Balance

Original Approved Project Budget	\$ -
Approved Budget Increases/Decreases	\$ 90,000
Current Approved Total Project Budget	\$ 90,000
Requested Budget Increase/Decrease	\$ 600,000
Requested Total Project Budget	\$ 690,000
Estimated Expenditures through June 30, 2019	\$ 36,000
Budget Balance Remaining	\$ 654,000

Budget Detail

Project Cost Estimates :

Funding Status	Cost Category	PY Estimate	FY 2020	FY 2021	FY 2022	Future Years	Project Totals
Carry Over	Design - Contracted	\$ 36,000	\$ 9,000	\$	\$	\$	\$ 45,000
New Appropriation	Design - Contracted	\$	\$ 50,000	\$	\$	\$	\$ 50,000
Carry Over	Construction - Contracted	\$	\$ 45,000	\$	\$	\$	\$ 45,000
New Appropriation	Construction - Contracted	\$	\$ 520,000	\$	\$	\$	\$ 520,000
New Appropriation	Contingency	\$	\$ 30,000	\$	\$	\$	\$ 30,000
Total		\$ 36,000	\$ 654,000	\$ 0	\$ 0	\$ 0	\$ 690,000

Project Funding Estimates :

Funding Source	PY Estimate	FY 2020	FY 2021	FY 2022	Future Years	Project Totals
Wastewater Revenues	\$ 36,000	\$ 654,000	\$	\$	\$	\$ 690,000
Total	\$ 36,000	\$ 654,000	\$ 0	\$ 0	\$ 0	\$ 690,000

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

None anticipated.

Explanation of Operating Impacts:

There are no additional operational impacts associated with this project.

Project Summary

Project Title:

WW Collection System Improvements - Brewer Road Force Main Valve Replacements

Location:

Sewer force main between the Brewer Road lift station and Airport Road

Phase:	of	Project #	WW-01C
Ranking	Imperative (must-do)		
Environmental Sustainability Project ?	No		

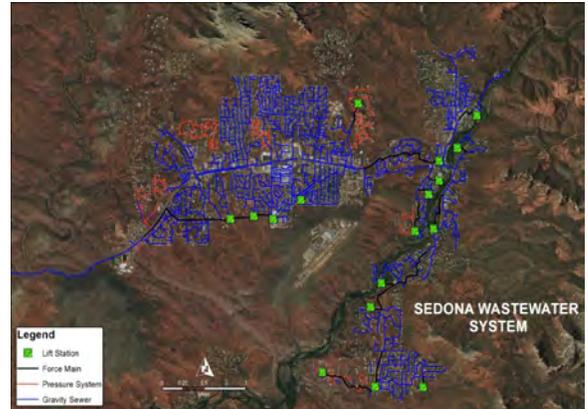
	Original	Revised (if appl.)
Start date	July 1, 2019	
Estimated Completion Date	June 30, 2021	

Project Description:

This project will replace the air release/vacuum breaking valves in the Brewer Road Force Main.

Project Justification:

The 2017 Wastewater Master Plan Update (WWMP) included both condition assessments of existing sewer infrastructure and capacity analysis of the sewer collection system. During the evaluations, it was determined that the capacity of the Brewer Road Force Main is adequate for current and future flows, however the air release/vacuum breaking valves should be replaced in order to maintain proper functionality of the force main.



For Continuing Projects

Estimated Project Status as of June 30, 2019

N/A

Explanation for Revised Project Start Date and/or Project Budget

This project was formerly Phase 5 of 5 from Project WW-01. The design budget was increased by \$15,000 in anticipation of additional surveying that may be needed.

Project Balance	
Original Approved Project Budget	\$ -
Approved Budget Increases/Decreases	\$ -
Current Approved Total Project Budget	\$ -
Requested Budget Increase/Decrease	\$ 190,000
Requested Total Project Budget	\$ 190,000
Estimated Expenditures through June 30, 2019	\$ -
Budget Balance Remaining	\$ 190,000

Budget Detail

Project Cost Estimates :

Funding Status	Cost Category	PY Estimate	FY 2020	FY 2021	FY 2022	Future Years	Project Totals
New Appropriation	Design - Contracted	\$	\$ 40,000	\$	\$	\$	\$ 40,000
New Appropriation	Construction - Contracted	\$	\$	\$ 150,000	\$	\$	\$ 150,000
Total		\$ 0	\$ 40,000	\$ 150,000	\$ 0	\$ 0	\$ 190,000

Project Funding Estimates :

Funding Source	PY Estimate	FY 2020	FY 2021	FY 2022	Future Years	Project Totals
Wastewater Revenues	\$	\$ 40,000	\$ 150,000	\$	\$	\$ 190,000
Total		\$ 0	\$ 40,000	\$ 150,000	\$ 0	\$ 190,000

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

None anticipated.

Explanation of Operating Impacts:

No additional operating impacts are anticipated for this project.

Project Summary

Project Title:

WW Collection System Improvements - Misc. Rehabs/Replacements

Location:

Foothills Drive, El Camino Road, Northview Road, Lazy Bear Estates

Phase:		of		Project #	WW-01D
Ranking	Important (could-do)				
Environmental Sustainability Project ?	No				

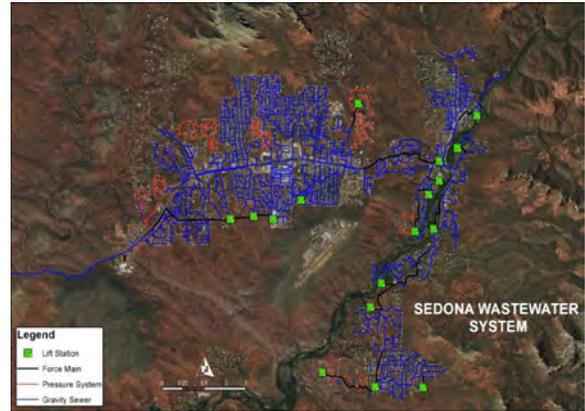
	Original	Revised (if appl.)
Start date	July 1, 2021	
Estimated Completion Date	June 30, 2022	

Project Description:

This project will install pipe lining in Foothills Drive and El Camino Road, replace a portion of the 18-inch main line in Northview Road upstream of Carroll Canyon lift station, and repair offset joints and re-line the 8-inch mains in Lazy Bear Estates.

Project Justification:

The 2017 Wastewater Master Plan Update (WWMP) included both condition assessments of existing sewer infrastructure and capacity analysis of the sewer collection system. During the desk top condition assessment, several pipes were identified as having issues such as deteriorated pipe lining, off set joints, cracks in the pipe, and general deterioration from hydrogen sulfide gases.



For Continuing Projects

Estimated Project Status as of June 30, 2019

N/A

Explanation for Revised Project Start Date and/or Project Budget

There is an increase of \$15,000 shown in design. This is to account for post design services .

Project Balance

Original Approved Project Budget	\$	-
Approved Budget Increases/Decreases	\$	-
Current Approved Total Project Budget	\$	-
Requested Budget Increase/Decrease	\$	-
Requested Total Project Budget	\$	-
Estimated Expenditures through June 30, 2019	\$	-
Budget Balance Remaining	\$	-

Budget Detail

Project Cost Estimates :

Funding Status	Cost Category	PY Estimate	FY 2020	FY 2021	FY 2022	Future Years	Project Totals
Future Estimate	Design - Contracted	\$	\$	\$	\$ 40,000	\$	\$ 40,000
Future Estimate	Construction - Contracted	\$	\$	\$	\$ 350,000	\$	\$ 350,000
Total		\$ 0	\$ 0	\$ 0	\$ 390,000	\$ 0	\$ 390,000

Project Funding Estimates :

Funding Source	PY Estimate	FY 2020	FY 2021	FY 2022	Future Years	Project Totals
Wastewater Revenues	\$	\$	\$	\$ 390,000	\$	\$ 390,000
Total		\$ 0	\$ 0	\$ 390,000	\$ 0	\$ 390,000

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

None anticipated.

Explanation of Operating Impacts:

There are no additional operating impacts resulting from this project.

Project Summary

Project Title:

WWRP Tertiary Filter Upgrades

Location:

WWRP

Phase:		of		Project #	WW-02
Ranking	Imperative (must-do)				
Environmental Sustainability Project ?	No				

	Original	Revised (if appl.)
Start date	July 1, 2016	September 1, 2018
Estimated Completion Date	June 30, 2017	April 1, 2020

Project Description:

This project will retrofit 2 of the 4 existing sandfilter basins to fit 3 new cloth media minidisk filter units.

Project Justification:

The existing tertiary filters (sand filters) are the original filters for the Wastewater Reclamation Plant construction. A decrease in filter efficiency has been experienced in the past 3-4 years, in combination with increased maintenance costs, results in a need for upgrading the tertiary filters. In addition, the mechanical parts of the existing sand filters are beginning to fail, making this project a Priority 1 project. The tertiary filters are an essential part of the treatment process to meet A+ water quality. A study completed in 2018 evaluated the 20-year life cycle costs of rehabilitating the existing sand filter vs. replacing them with new filter media. The study found that replacing the sand filters with new cloth media disk filtration technology would result in a 28% reduction of capital costs and a 25% reduction in life cycle costs.



For Continuing Projects

Estimated Project Status as of June 30, 2019

Design was completed in February 2019, and construction is anticipated to be approximately 30% complete by June 30, 2019.

Explanation for Revised Project Start Date and/or Project Budget

- The budget has increased by \$100,000 for post design services. The specialized equipment being installed, along with the required structural modifications on this project presents a need for specialized review of contractor submittals and inspections that City staff is not qualified to conduct.
- Project design and construction was delayed to complete a study comparing life-cycle costs of different filter media. Staff availability delayed project by approximately 6 months, and construction is scheduled to take longer than originally anticipated.

Project Balance

Original Approved Project Budget	\$	500,000
Approved Budget Increases/Decreases	\$	1,489,611
Current Approved Total Project Budget	\$	1,989,611
Requested Budget Increase/Decrease	\$	16,372
Requested Total Project Budget	\$	2,005,983
Estimated Expenditures through June 30, 2019	\$	784,351
Budget Balance Remaining	\$	1,221,632

Budget Detail

Project Cost Estimates :

Funding Status	Cost Category	PY Estimate	FY 2020	FY 2021	FY 2022	Future Years	Project Totals
Carry Over	Design - Contracted	\$ 186,699	\$ 87,033	\$	\$	\$	\$ 273,732
New Appropriation	Design - Contracted	\$	\$ 12,967	\$	\$	\$	\$ 12,967
Carry Over	Construction - Contracted	\$ 561,800	\$ 943,690	\$	\$	\$	\$ 1,505,490
New Appropriation	Construction - Contracted	\$	\$ 3,405	\$	\$	\$	\$ 3,405
Carry Over	Contingency	\$ 35,852	\$ 174,537	\$	\$	\$	\$ 210,389
Total		\$ 784,351	\$ 1,221,632	\$ 0	\$ 0	\$ 0	\$ 2,005,983

Project Funding Estimates :

Funding Source	PY Estimate	FY 2020	FY 2021	FY 2022	Future Years	Project Totals
Wastewater Revenues	\$ 784,351	\$ 1,221,632	\$	\$	\$	\$ 2,005,983
Total	\$ 784,351	\$ 1,221,632	\$ 0	\$ 0	\$ 0	\$ 2,005,983

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

None anticipated.

Expenditure Impacts	FY 2020	FY 2021	FY 2022	Future Annual Cost
Personnel	\$ 2,700	\$ 2,700	\$ 2,700	\$ 2,700
Supplies	\$ (6,000)	\$ (6,000)	\$ (6,000)	\$ (6,000)
Other Operating	\$ (2,000)	\$ (2,000)	\$ (2,000)	\$ (2,000)
Total Expenditure Impacts	\$ (5,300)	\$ (5,300)	\$ (5,300)	\$ (5,300)

Explanation of Operating Impacts:

Overall operating impacts of switching filter media results in a decrease of annual costs. Personnel costs increase slightly, while supplies and energy consumption decrease.

Project Summary

Project Title:

Remodel or Expand WWRP Administrative Building

Location:

Wastewater Reclamation Plant

Phase:		of	Project #	WW-03
Ranking	Essential (should-do)			
Environmental Sustainability Project ?	No			

	Original	Revised (if appl.)
Start date	February 15, 2018	February 15, 2018
Estimated Completion Date	December 31, 2018	August 15, 2019

Project Description:

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

Project Justification:

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



For Continuing Projects

Estimated Project Status as of June 30, 2019

Construction is anticipated to be in progress at June 30, 2019.

Explanation for Revised Project Start Date and/or Project Budget

- This project was originally planned as a remodel of the existing operations building in FY 2018. However, it was determined that an existing remodel plan and funding in the FY 2018 operations budget was available to adequately provide space for the WWRP and Collection System Operators. Therefore, the study budgeted in FY 2018 focused on the needs of a remodeled Administrative Building due to the reorganization of the Wastewater Department in July 2017.
- All bids on the project were rejected as they exceeded the budget. Staff revised the scope of work and procured through 1GPA. Construction was delayed approximately 4 months because of this.

Project Balance

Original Approved Project Budget	\$	25,000
Approved Budget Increases/Decreases	\$	270,000
Current Approved Total Project Budget	\$	295,000
Requested Budget Increase/Decrease	\$	48,525
Requested Total Project Budget	\$	343,525
Estimated Expenditures through June 30, 2019	\$	259,025
Budget Balance Remaining	\$	84,500

Budget Detail

Project Cost Estimates :

Funding Status	Cost Category	PY Estimate	FY 2020	FY 2021	FY 2022	Future Years	Project Totals
Carry Over	Project Evaluation	\$ 20,525	\$	\$	\$	\$	\$ 20,525
Carry Over	Design - Contracted	\$ 15,000	\$	\$	\$	\$	\$ 15,000
Carry Over	Construction - Contracted	\$ 198,500	\$ 35,975	\$	\$	\$	\$ 234,475
New Appropriation	Construction - Contracted	\$	\$ 48,525	\$	\$	\$	\$ 48,525
Carry Over	Technology	\$ 25,000	\$	\$	\$	\$	\$ 25,000
Total		\$ 259,025	\$ 84,500	\$ 0	\$ 0	\$ 0	\$ 343,525

Project Funding Estimates :

Funding Source	PY Estimate	FY 2020	FY 2021	FY 2022	Future Years	Project Totals
Wastewater Revenues	\$ 259,025	\$ 84,500	\$	\$	\$	\$ 343,525
Total	\$ 259,025	\$ 84,500	\$ 0	\$ 0	\$ 0	\$ 343,525

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

None anticipated.

Explanation of Operating Impacts:

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

Project Summary

Project Title: SCADA System and Configuration Upgrade	
Phase: 1 of 2	Project # WW-04
Ranking	Essential (should-do)
Environmental Sustainability Project ?	No

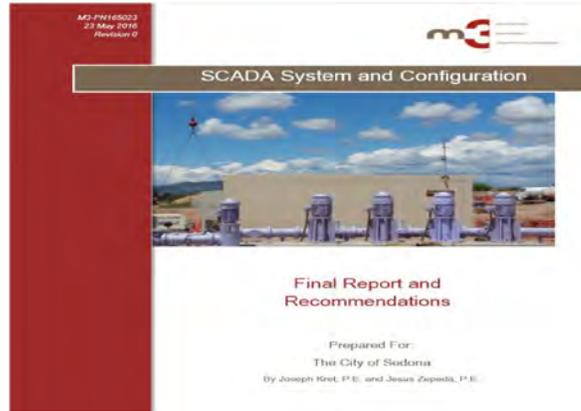
Location:	N/A	
	Original	Revised (if appl.)
Start date	July 1, 2017	July 1, 2019
Estimated Completion Date	June 30, 2019	June 30, 2021

Project Description:

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

Project Justification:

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



For Continuing Projects

Estimated Project Status as of June 30, 2019

N/A

Explanation for Revised Project Start Date and/or Project Budget

Delayed to accommodate budget constraints.

Project Balance	
Original Approved Project Budget	\$ 185,000
Approved Budget Increases/Decreases	\$ -
Current Approved Total Project Budget	\$ 185,000
Requested Budget Increase/Decrease	\$ -
Requested Total Project Budget	\$ 185,000
Estimated Expenditures through June 30, 2019	\$ -
Budget Balance Remaining	\$ 185,000

Budget Detail

Project Cost Estimates :

Funding Status	Cost Category	PY Estimate	FY 2020	FY 2021	FY 2022	Future Years	Project Totals
Carry Over	Equipment Purchase	\$	\$ 185,000	\$	\$	\$	\$ 185,000
Future Estimate	Equipment Purchase	\$	\$	\$ 125,000	\$	\$	\$ 125,000
	Total	\$ 0	\$ 185,000	\$ 125,000	\$ 0	\$ 0	\$ 310,000

Project Funding Estimates :

Funding Source	PY Estimate	FY 2020	FY 2021	FY 2022	Future Years	Project Totals
Wastewater Revenues	\$	\$ 185,000	\$ 125,000	\$	\$	\$ 310,000
Total	\$ 0	\$ 185,000	\$ 125,000	\$ 0	\$ 0	\$ 310,000

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

None anticipated.

Explanation of Operating Impacts:

No additional operating costs are anticipated.

Project Summary

Project Title:

WWRP Reservoir Liner Replacement

Location:

Wastewater Reclamation Plant

Phase:		of		Project #	WW-07
Ranking	Essential (should-do)				
Environmental Sustainability Project ?	No				

	Original	Revised (if appl.)
Start date	July 1, 2020	
Estimated Completion Date	June 30, 2021	

Project Description:

This project will replace the liner in the 70 million gallon water reservoir used for irrigation of effluent.

Project Justification:

The reservoir liner in reservoir 1 is used to prevent seepage in a 70 million gallon earthen reservoir. The reservoir holds treated effluent prior to it being irrigated for disposal. Each year, the liner is inspected for holes, tears, or other damage and repair. The liner is original to the construction of the reservoir and is necessary to maintain compliance with the Arizona Department of Environmental Quality. In recent years, the number and cost of repairs has gradually increased leading to the need for future replacement of the liner.



For Continuing Projects

Estimated Project Status as of June 30, 2019

N/A

Explanation for Revised Project Start Date and/or Project Budget

N/A

Project Balance

Original Approved Project Budget	\$	-
Approved Budget Increases/Decreases	\$	-
Current Approved Total Project Budget	\$	-
Requested Budget Increase/Decrease	\$	-
Requested Total Project Budget	\$	-
Estimated Expenditures through June 30, 2019	\$	-
Budget Balance Remaining	\$	-

Budget Detail

Project Cost Estimates :

Funding Status	Cost Category	PY Estimate	FY 2020	FY 2021	FY 2022	Future Years	Project Totals
Future Estimate	Design - Contracted	\$	\$	\$ 50,000	\$	\$	\$ 50,000
Future Estimate	Construction - Contracted	\$	\$	\$ 1,000,000	\$	\$	\$ 1,000,000
	Total	\$ 0	\$ 0	\$ 1,050,000	\$ 0	\$ 0	\$ 1,050,000

Project Funding Estimates :

Funding Source	PY Estimate	FY 2020	FY 2021	FY 2022	Future Years	Project Totals
Wastewater Revenues	\$	\$	\$ 1,050,000	\$	\$	\$ 1,050,000
Total	\$ 0	\$ 0	\$ 1,050,000	\$ 0	\$ 0	\$ 1,050,000

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

None anticipated.

Explanation of Operating Impacts:

No additional operating impacts are anticipated for this project.

Project Summary

Project Title: WWRP Drying Beds Replacement	
Phase:	of Project # WW-08
Ranking	Important (could-do)
Environmental Sustainability Project ?	No

Location: Wastewater Reclamation Plant		
	Original	Revised (if appl.)
Start date	July 1, 2021	
Estimated Completion Date	June 30, 2022	

Project Description:

This project would replace the original conventional drying beds with new drying beds.

Project Justification:

The existing drying beds (original drying beds, plus upgraded drying beds from 2012) do not provide the capacity to adequately manage biosolids. Recent changes to the Aquifer Protection Permit by the Arizona Department of Environmental Quality have further reduced the capacity of the drying beds by placing limits on the operational level that the beds can be filled.



For Continuing Projects

Estimated Project Status as of June 30, 2019

N/A
Explanation for Revised Project Start Date and/or Project Budget
N/A

Project Balance	
Original Approved Project Budget	\$ -
Approved Budget Increases/Decreases	\$ -
Current Approved Total Project Budget	\$ -
Requested Budget Increase/Decrease	\$ -
Requested Total Project Budget	\$ -
Estimated Expenditures through June 30, 2019	\$ -
Budget Balance Remaining	\$ -

Budget Detail

Project Cost Estimates :

Funding Status	Cost Category	PY Estimate	FY 2020	FY 2021	FY 2022	Future Years	Project Totals
Future Estimate	Design - Contracted	\$	\$	\$	\$ 150,000	\$	\$ 150,000
Future Estimate	Construction - Contracted	\$	\$	\$	\$ 1,500,000	\$	\$ 1,500,000
	Total	\$ 0	\$ 0	\$ 0	\$ 1,650,000	\$ 0	\$ 1,650,000

Project Funding Estimates :

Funding Source	PY Estimate	FY 2020	FY 2021	FY 2022	Future Years	Project Totals
Wastewater Revenues	\$	\$	\$	\$ 1,650,000	\$	\$ 1,650,000
Total	\$ 0	\$ 0	\$ 0	\$ 1,650,000	\$ 0	\$ 1,650,000

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

None anticipated.

Explanation of Operating Impacts:

Operating costs are not anticipated to increase and may decrease after improvements are completed.

Project Summary

Project Title:

WWRP Grit Classifier Replacement

Location:

WWRP

Phase:		of		Project #	WW-12
Ranking	Imperative (must-do)				
Environmental Sustainability Project ?	No				

	Original	Revised (if appl.)
Start date	July 1, 2019	
Estimated Completion Date	June 30, 2020	

Project Description:

This project would replace the grit classifier (tank, screw, motor, etc.) with a new grit classifier.

Project Justification:

The grit classifier is an essential part of the wastewater treatment process. The grit classifier separates and removes grit after primary treatment (barscreens) prior to the aeration basins. The removal of grit (rocks, gravel, sand, and organic material) is important to keep solids handling and disposal to a minimum. In recent months, the grit classifier has shown signs of wear and inefficiency. The manufacturer was called out to evaluate the need for repair vs. replacement and determined that it would be more cost effective to replace the complete package.



For Continuing Projects

Estimated Project Status as of June 30, 2019

N/A

Explanation for Revised Project Start Date and/or Project Budget

N/A

Project Balance	
Original Approved Project Budget	\$ -
Approved Budget Increases/Decreases	\$ -
Current Approved Total Project Budget	\$ -
Requested Budget Increase/Decrease	\$ 150,000
Requested Total Project Budget	\$ 150,000
Estimated Expenditures through June 30, 2019	\$ -
Budget Balance Remaining	\$ 150,000

Budget Detail

Project Cost Estimates :

Funding Status	Cost Category	PY Estimate	FY 2020	FY 2021	FY 2022	Future Years	Project Totals
New Appropriation	Construction - Contracted	\$	\$ 50,000	\$	\$	\$	\$ 50,000
New Appropriation	Equipment Purchase	\$	\$ 100,000	\$	\$	\$	\$ 100,000
Total		\$ 0	\$ 150,000	\$ 0	\$ 0	\$ 0	\$ 150,000

Project Funding Estimates :

Funding Source	PY Estimate	FY 2020	FY 2021	FY 2022	Future Years	Project Totals
Wastewater Revenues	\$	\$ 150,000	\$	\$	\$	\$ 150,000
Total	\$ 0	\$ 150,000	\$ 0	\$ 0	\$ 0	\$ 150,000

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

None anticipated

Explanation of Operating Impacts:

There are no operating impacts as a result of this project.

Project Summary

Project Title:
Estimated Carryover - Unspecified Projects

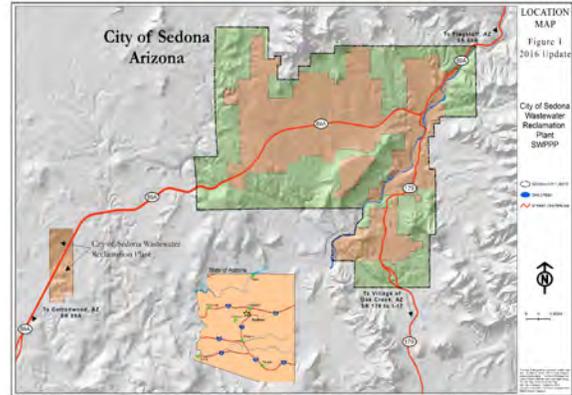
Location:
N/A

Phase: of **Project #** WW-99
Ranking Imperative (must-do)
Environmental Sustainability Project ? No

	Original	Revised (if appl.)
Start date		
Estimated Completion Date		

Project Description:
Since historically there has been some carryover of CIP budget capacity to the following year, this project number is used for an offset to Wastewater projects for an assumed carryover.

Project Justification:
N/A



For Continuing Projects

Estimated Project Status as of June 30, 2019
N/A
Explanation for Revised Project Start Date and/or Project Budget
N/A

Project Balance	
Original Approved Project Budget	\$ -
Approved Budget Increases/Decreases	\$ -
Current Approved Total Project Budget	\$ -
Requested Budget Increase/Decrease	\$ -
Requested Total Project Budget	\$ -
Estimated Expenditures through June 30, 2019	\$ -
Budget Balance Remaining	\$ -

Budget Detail

Project Cost Estimates :							
Funding Status	Cost Category	PY Estimate	FY 2020	FY 2021	FY 2022	Future Years	Project Totals
Carry Over	Contingency	\$	(423,232)	\$ 423,232	\$	\$	\$
Total		\$ 0	\$ (423,232)	\$ 423,232	\$ 0	\$ 0	\$ 0

Project Funding Estimates :							
Funding Source	PY Estimate	FY 2020	FY 2021	FY 2022	Future Years	Project Totals	
Wastewater Revenues	\$	(423,232)	\$ 423,232	\$	\$	\$	
Total		\$ 0	\$ (423,232)	\$ 423,232	\$ 0	\$ 0	



Debt Service

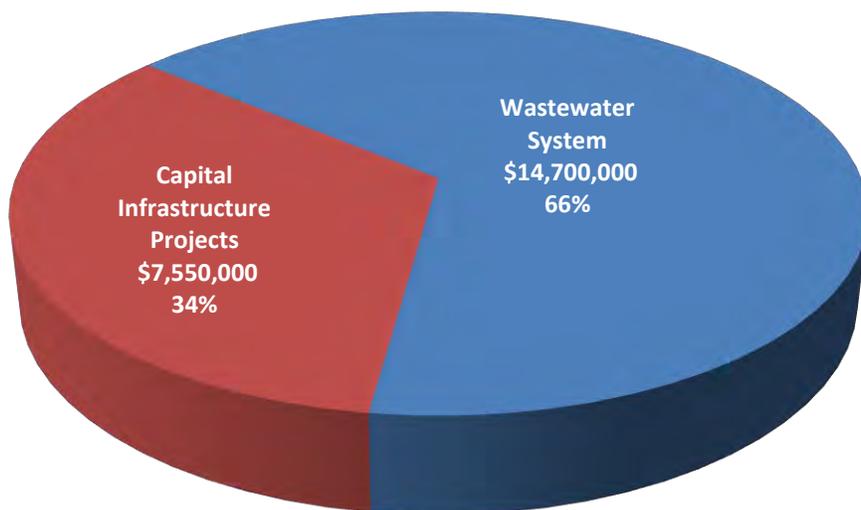
DEBT SERVICE

Bonds Overview

While pay-as-you go funding has been used for capital projects in recent years, the City has assumed debt in the past to fund the construction of capital projects. The City has approximately \$22 million in outstanding bonds – all of which are excise tax revenue bonds. The prior years' bond issuances have been for construction of the wastewater treatment system and other capital infrastructure projects. The chart below represents the percentage of outstanding bonds for various categories of projects as of July 1, 2019.

Current approach is pay-as-you-go funding of capital projects. Existing debt was used to fund capital projects in the past.

OUTSTANDING BONDS BY PROJECT
TOTAL \$22,250,000



Bond Rating

The City has maintained a high-grade rating with Standard & Poor's (S&P) of AA, which demonstrates a very strong capacity to meet financial commitments. The rating affirms a confidence in the City's financial management and its economic outlook. A high bond rating mean the City is able to sell bonds to finance capital projects at lower interest rates. The rating also increases the value of existing bonds for investors.

S&P Bond Rating:
AA

DEBT SERVICE

continued

Bonded Debt Repayment Summary

The table below summarizes the principal and interest payments for the 2019-2020 fiscal year by bond issuance.

FY 2020 BOND PAYMENTS

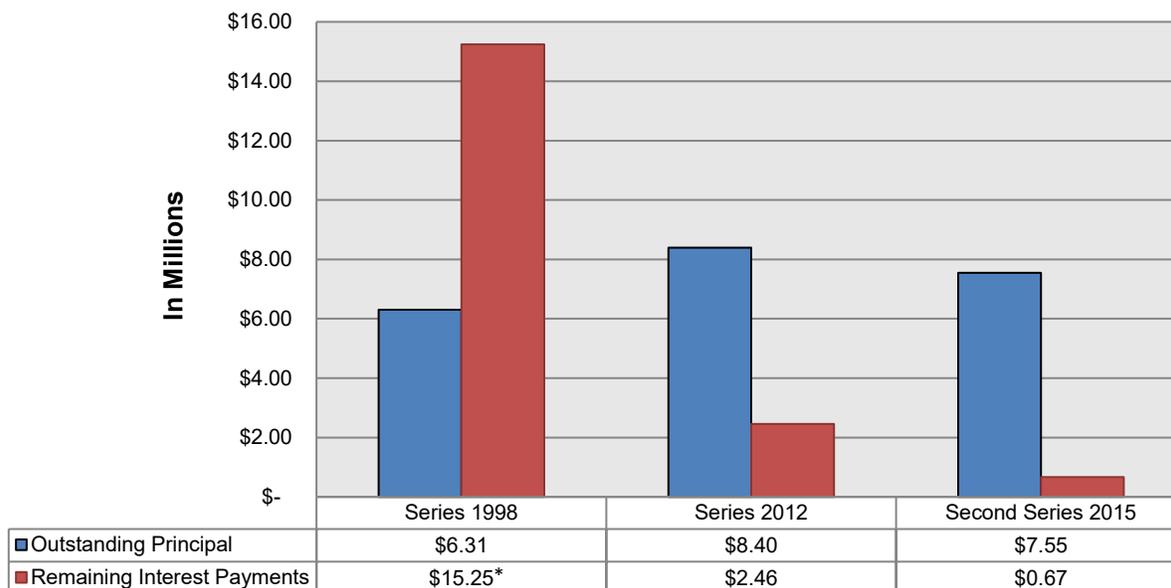
Bond Series	FY20 Principal*	FY20 Interest*	Total FY20 Payment
Series 1998**	\$ 1,400,000	\$ 2,910,000	\$ 4,310,000
Series 2012	-	377,775	377,775
Second Series 2015	885,000	146,470	1,031,470
Total Annual Payment	\$ 2,285,000	\$ 3,434,245	\$ 5,719,245

* The July 1, 2109 principal and interest payments have been accrued in the prior year. These amounts represent the principal and interest payments for January 1, 2020 and July 1, 2020.

** The Series 1998 bonds are comprised of capital appreciation bonds (CABs). CABs offer an investment return on an initial principal amount and are reinvested at a stated compounded rate until maturity. At maturity, the investor receives a single payment (the "maturity value") representing both the initial principal amount and the total investment return.

The following chart summarizes the total outstanding principal and interest on City bonds outstanding for the next eight years, which is when all current outstanding bonds will be retired.

REMAINING BOND PRINCIPAL AND INTEREST



* Represents compounded interest on CABs.

DEBT SERVICE

continued

Bonded Debt Repayments by Fund

The following table details the remaining principal and interest payments of all outstanding bonds by fund.

FUTURE BOND PAYMENTS BY FUND

Fiscal Year	General Fund		Wastewater Fund		Totals
	Principal	Interest	Principal	Interest	
2019-20	\$ 885,000	\$ 146,470	\$ 1,400,000	\$ 3,287,775	\$ 5,719,245
2020-21	900,000	129,301	1,330,000	3,357,775	5,717,076
2021-22	920,000	111,841	1,255,000	3,432,775	5,719,616
2022-23	935,000	93,993	1,190,000	3,497,775	5,716,768
2023-24	945,000	75,854	1,130,000	3,557,775	5,708,629
2024-25	970,000	57,521	4,105,000	377,775	5,510,296
2025-26	990,000	38,703	4,290,000	193,050	5,511,753
2026-27	1,005,000	19,497	-	-	1,024,497
Total	\$7,550,000	\$ 673,180	\$14,700,000	\$17,704,700	\$40,627,880

The fiscal years 2019-20 through 2023-24 include payment of the Series 1998 CABs, which require payment of the compounded interest on the maturity date.

Capital Leases

The City has entered into 2 lease agreements for the purchase of police vehicles and a lease for the purchase of energy saving equipment. The following table details the remaining principal and interest payments for all capital leases – all of which will be paid from the General Fund.

FUTURE CAPITAL LEASE PAYMENTS

Fiscal Year	Principal	Interest	Totals
2019-20	\$199,976	\$25,439	\$225,415
2020-21	92,603	16,206	108,809
2021-22	25,450	11,772	37,222
2022-23	27,107	10,856	37,963
2023-24	28,839	9,880	38,719
2024-25	30,649	8,842	39,490
2025-26	32,538	7,738	40,276
2026-27	34,513	6,567	41,080
2027-28	36,573	5,325	41,898
2028-29	37,772	4,008	41,780
2029-30	36,130	2,648	38,778
2030-31	37,429	1,347	38,776
Total	\$619,578	\$110,628	\$730,206

DEBT SERVICE

continued

Debt Limitations

The Arizona Constitution limits the City's bonded debt capacity (outstanding principal) to a certain percentage of the City's secondary assessed valuation for general obligation (G.O.) bonds as follows:

BONDED DEBT LIMITATIONS

Bond Purpose	Debt Limit as Percentage of Assessed Valuation of Taxable Property
General Municipal Purposes	6%
Water, Lighting, and Sewer Projects	20%
Acquisition and Development of Land for Open Space Preserves, Parks, Playgrounds, and Recreational Facilities	20%

The City's bond holdings do not include G.O. bonds and, therefore, are not subject to debt limitation. The City has no plans to issue G.O. bonds in the future.

No plans to issue G.O. bonds in the future.

Pledged Revenues

In accordance with required bond covenants, the City has pledged future excise taxes to repay the excise tax revenue bonds, including the following:

EXCISE TAXES PLEDGED TO REPAY REVENUE BONDS

Unrestricted City Sales Taxes* Franchise Taxes State Shared Sales Taxes Vehicle License Taxes	Unrestricted Transient Occupancy Taxes (Bed Taxes)** License and Permit Fees State Shared Income Taxes Charges for Services
--	--

* The restricted portion of city sales taxes (0.5%) dedicated to transportation is excluded from the pledge to repay excise tax revenue bonds.

** The restricted portion of transient occupancy taxes (0.5%) legally restricted to the promotion of tourism is excluded from the pledge to repay excise tax revenue bonds.



DEBT SERVICE

continued

Pledged Revenues (cont'd)

The following table summarizes projected pledged revenue coverage through the final payment on July 1, 2027.

PROJECTED PLEDGED REVENUE COVERAGES

Fiscal Year	Pledged Excise Tax Revenues	Principal	Interest	Total	Coverage
2019-20 (budget.)	\$27,005,650	\$2,285,000	\$3,434,245	\$5,719,245	4.72
2020-21 (proj.)	26,587,550	2,230,000	3,487,076	5,717,076	4.65
2021-22 (proj.)	27,992,550	2,175,000	3,544,616	5,719,616	4.89
2022-23 (proj.)	29,641,100	2,125,000	3,591,768	5,716,768	5.18
2023-24 (proj.)	30,241,500	2,075,000	3,633,629	5,708,629	5.30
2024-25 (proj.)	30,856,500	5,075,000	435,296	5,510,296	5.60
2025-26 (proj.)	31,490,650	5,280,000	231,753	5,511,753	5.71
2026-27 (proj.)	32,130,379	1,005,000	19,497	1,024,497	31.36

The bond covenants require that excise tax revenues be equal to at least 1.50 times the total payments for all bonds secured by a pledge of excise tax revenues. If at any time it appears that the excise tax revenues will not be sufficient to meet this 1.50 coverage requirement, the City must either impose a new excise tax or increase the rates for taxes currently imposed to reach the 1.50 coverage requirement, to the extent permitted by law.

Projected pledged revenues far exceed coverage requirements.

Debt Service Reserves

No debt service reserves are required since covered by bond insurance.

In accordance with the bond covenants, the City has bond insurance in place to guarantee payments in lieu of reserve requirements.

For the City's Wastewater Enterprise Fund, the City's adopted policy requires a debt service reserve with a target equal to the average of one year of enterprise fund debt service repayment requirements for uninsured bonds. There are no uninsured bonds remaining.



DEBT SERVICE

continued

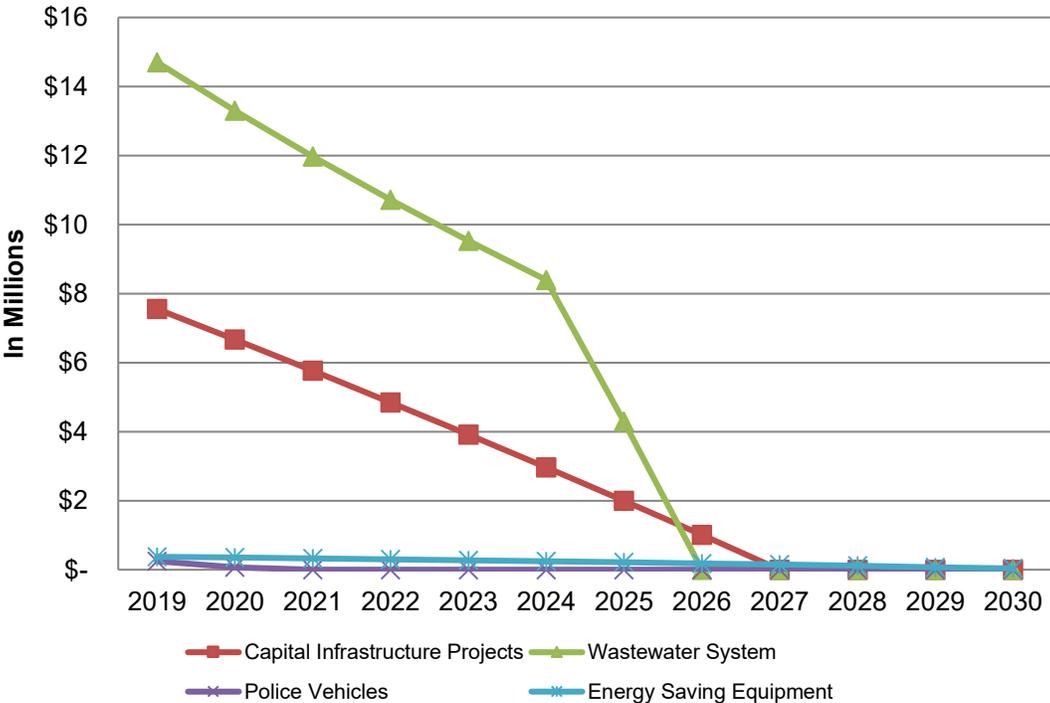
Outstanding Debt Balances

The following information details the outstanding debt balances until all debt is paid, assuming no early redemptions or refinancing. The final payment is November 15, 2030.

OUTSTANDING DEBT BALANCES BY FISCAL YEAR

As of July 2	Capital Infrastructure Projects	Wastewater System	Police Vehicles	Energy Saving Equipment	Totals
2019	\$7,550,000	\$14,700,000	\$246,081	\$373,498	\$22,869,579
2020	6,665,000	13,300,000	68,740	350,863	20,384,603
2021	5,765,000	11,970,000	-	326,999	18,061,999
2022	4,845,000	10,715,000	-	301,549	15,861,549
2023	3,910,000	9,525,000	-	274,442	13,709,442
2024	2,965,000	8,395,000	-	245,603	11,605,603
2025	1,995,000	4,290,000	-	214,954	6,499,954
2026	1,005,000	-	-	182,416	1,187,416
2027	-	-	-	147,904	147,904
2028	-	-	-	111,330	111,330
2029	-	-	-	73,558	73,558
2030	-	-	-	37,429	37,429
2031	-	-	-	-	-

OUTSTANDING DEBT BALANCES



DEBT SERVICE

continued

Outstanding Debt Balances (cont'd)

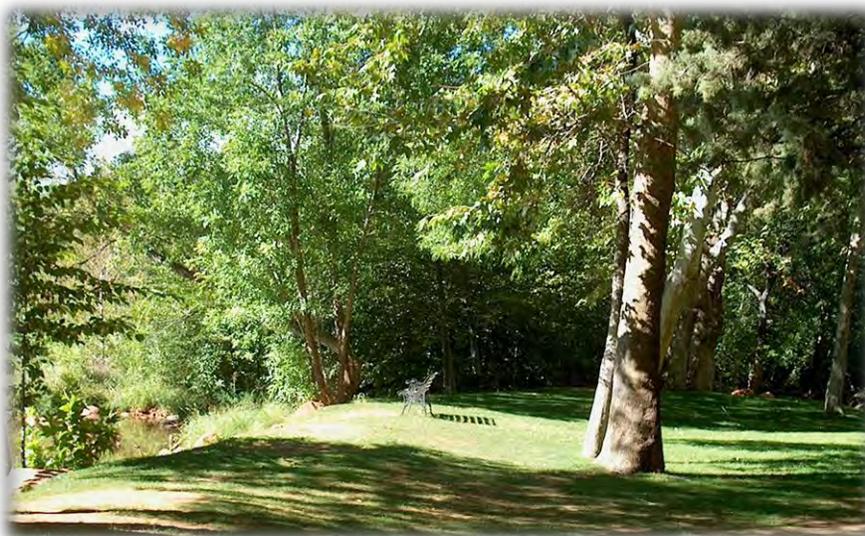
The City currently has no plans for refinancing any of the outstanding bonds; however, periodic reviews are undertaken to determine advantageous refunding opportunities. Refunding will be considered (within federal tax law constraints) if and when there is a net economic benefit of the refunding or the refunding is essential in order to modernize covenants essential to operations and management.

*No current plans for refunding
any of the outstanding bonds.*

The following table summarizes the status of the outstanding bonds by issuance.

STATUS OF OUTSTANDING DEBT

Debt Issue	Remaining Payment Dates	Interest Rate	Remaining Principal	Remaining Interest	Status
Series 1998 Bonds	7/1/2020-2024	5.20%-5.24%	\$6,305,000	\$15,245,000	Not subject to call prior to stated maturity date
Series 2012 Bonds	7/1/2025-2026	4.50%	8,395,000	2,837,475	Eligible to be called on or after 7/1/2022 without premium
Second Series 2015 Bonds	7/1/2020-2027	1.94%	7,550,000	673,180	Eligible to be called without premium
Jan. 2017 Capital Lease	1/31/2020	4.75%	111,999	5,320	No prepayment penalty
Oct. 2017 Capital Lease	10/14/2019-2020	5.20%	134,082	10,547	No prepayment penalty
MidState Energy Lease	11/15/2019-2030	3.60%	373,498	94,761	No prepayment penalty



DEBT SERVICE
continued

Individual Debt Issuances

The following tables detail each outstanding debt issue, including the type of debt instrument, dates of issuance and/or refinance, remaining principal and interest payments, and the purpose of the debt.

SEDONA WASTEWATER MUNICIPAL PROPERTY CORPORATION*
EXCISE TAX REVENUE BONDS, SERIES 1998

Original Principal \$41,035,000

Issued August 26, 1998

(Wastewater Fund)

Remaining Payment Dates	Principal	Compounded Interest	Yield	Total
7/1/2020	\$ 1,400,000	\$ 2,910,000	5.20%	\$ 4,310,000
7/1/2021	1,330,000	2,980,000	5.20%	4,310,000
7/1/2022	1,255,000	3,055,000	5.24%	4,310,000
7/1/2023	1,190,000	3,120,000	5.24%	4,310,000
7/1/2024	1,130,000	3,180,000	5.24%	4,310,000
Total	\$ 6,305,000	\$ 15,245,000		\$ 21,550,000

* The Sedona Wastewater Municipal Property Corporation (SWMPC) is a nonprofit corporation incorporated under the laws of the State of Arizona. The SWMPC was formed for the purpose of assisting the City in obtaining financing for various projects of the City and exists only to serve the City. The SWMPC board of directors consists of three members which are appointed by the City Council.

The only remaining portion of the bond series are capital appreciation bonds (CABs). CABs offer an investment return on an initial principal amount and are reinvested at a stated compounded rate until maturity. At maturity, the investor receives a single payment (the “maturity value”) representing both the initial principal amount and the total investment return.

Bond Purpose	<ol style="list-style-type: none"> 1. Refinanced all of the outstanding Certificate of Participation Series 1993 2. Refinanced all of the outstanding Series 1995 3. Refinanced all of the outstanding Series 1997 4. Provided approximately \$29.8 million new money for the wastewater system
Subject to Call for Redemption Prior to Stated Maturity Dates?	No
Private Placement?	No

DEBT SERVICE
continued

Individual Debt Issuances (cont'd)

CITY OF SEDONA
EXCISE TAX REVENUE REFUNDING BONDS, SERIES 2012

Original Principal \$8,395,000

Issued February 8, 2012

(Wastewater Fund)

Remaining Payment Dates	Principal	Interest Rate	Interest	Total
1/1/2020	\$ -		\$ 188,887	\$ 188,887
7/1/2020	-		188,888	188,888
1/1/2021	-		188,887	188,887
7/1/2021	-		188,888	188,888
1/1/2022	-		188,887	188,887
7/1/2022	-		188,888	188,888
1/1/2023	-		188,887	188,887
7/1/2023	-		188,888	188,888
1/1/2024	-		188,887	188,887
7/1/2024	-		188,888	188,888
1/1/2025	-		188,887	188,887
7/1/2025	4,105,000	4.50%	188,888	4,293,888
1/1/2026	-		96,525	96,525
7/1/2026	4,290,000	4.50%	96,525	4,386,525
Total	\$ 8,395,000		\$ 2,549,700	\$ 10,854,700

Bond Purpose	Refinanced a portion of the Wastewater Municipal Property Corporation outstanding Series 1998
Subject to Call for Redemption Prior to Stated Maturity Dates?	Yes, on or after July 1, 2022, without premium
Private Placement?	No

DEBT SERVICE

continued

Individual Debt Issuances (cont'd)

CITY OF SEDONA EXCISE TAX REVENUE REFUNDING BONDS, SECOND SERIES 2015

Original Principal \$8,030,000

Issued December 16, 2015

(General Fund)

Remaining Payment Dates	Principal	Interest Rate	Interest	Total
1/1/2020	\$ -		\$ 73,235	\$ 73,235
7/1/2020	885,000	1.94%	73,235	958,235
1/1/2021	-		64,650	64,250
7/1/2021	900,000	1.94%	64,651	964,651
1/1/2022	-		55,920	55,920
7/1/2022	920,000	1.94%	55,921	975,921
1/1/2023	-		46,996	46,996
7/1/2023	935,000	1.94%	46,997	981,997
1/1/2024	-		37,927	37,927
7/1/2024	945,000	1.94%	37,927	982,927
1/1/2025	-		28,760	28,760
7/1/2025	970,000	1.94%	28,761	998,761
1/1/2026	-		19,351	19,351
7/1/2026	990,000	1.94%	19,352	1,009,352
1/1/2027			9,748	9,748
7/1/2027	1,005,000	1.94%	9,749	1,014,749
Total	\$ 7,550,000		\$ 673,180	\$ 8,223,180

Refinanced a portion of the outstanding Series 2007, which was used for:

Bond Purpose

1. Chapel area drainage
2. State Route 179 improvements including pedestrian bridge, landscaping, lighting, etc.
3. Harmony-Windsong drainage (partial)

Subject to Call for Redemption Prior to Stated Maturity Dates?

Yes, subject to 1% premium if prepaid Dec. 16, 2017 through Dec. 15, 2018, no premium after Dec. 15, 2018

Private Placement?

Yes

DEBT SERVICE
continued

Individual Debt Issuances (cont'd)

**CITY OF SEDONA
CAPITAL LEASE**
Original Principal \$438,309
Issued January 31, 2017
(General Fund)

Remaining Payment Dates	Principal	Interest Rate	Interest	Total
1/31/2020	\$ 111,999	4.75%	\$ 5,320	\$ 117,319

Lease Purpose	Police vehicles
Subject to Early Payoff?	Yes, no penalty

**CITY OF SEDONA
CAPITAL LEASE**
Original Principal \$268,509
Issued October 14, 2017
(General Fund)

Remaining Payment Dates	Principal	Interest Rate	Interest	Total
10/14/2019	\$ 65,342	5.20%	\$ 6,972	\$ 72,314
10/14/2020	68,740	5.20%	3,575	72,315
Total	\$ 134,082		\$ 10,574	\$ 144,629

Lease Purpose	Police vehicles
Subject to Early Payoff?	Yes, no penalty

DEBT SERVICE
continued

Individual Debt Issuances (cont'd)

**CITY OF SEDONA
MIDSTATE ENERGY LEASE**

Original Principal \$373,498
Issued December 11, 2018
(General Fund)

Remaining Payment Dates	Principal	Interest Rate	Interest	Total
11/15/2019	\$ 22,635	3.60%	\$ 13,147	\$ 35,782
11/15/2020	23,864	3.60%	12,631	36,495
11/15/2021	25,450	3.60%	11,772	37,222
11/15/2022	27,107	3.60%	10,856	37,963
11/15/2023	28,839	3.60%	9,880	38,719
11/15/2024	30,649	3.60%	8,842	39,490
11/15/2025	32,538	3.60%	7,738	40,276
11/15/2026	34,513	3.60%	6,567	41,080
11/15/2027	36,573	3.60%	5,325	41,898
11/15/2028	37,772	3.60%	4,008	41,780
11/15/2029	36,130	3.60%	2,648	38,778
11/15/2030	37,429	3.60%	1,347	38,776
Total	\$ 373,498		\$ 94,761	\$ 468,259

Lease Purpose	Energy Efficient Equipment
Subject to Early Payoff?	Yes, no penalty





Appendices

GLOSSARY

Accessory Dwelling Unit (ADU) – A complete independent residential living space that can be created within, attached to, or detached from a single-family home. An ADU includes provisions for living, sleeping, eating, cooking and sanitation. An ADU can provide supplementary housing that can be integrated into existing single-family neighborhoods to provide a typically lower priced housing alternative.

Accrual Basis of Accounting – A method of accounting in which revenues are recorded when measurable and earned, and expenditures (or expenses) are recognized when a good or service is used, regardless of the timing of related cash flows. It is also referred to as the full accrual basis of accounting.

Adopted Budget – Formal action made by the City Council that sets the spending limits for the fiscal year.

Allocation – Assigning one or more items of cost or revenue to one or more segments of an organization according to benefits received, responsibilities, or other logical measures of use.

Annualized Costs – Operating costs incurred at annual rates for a portion of the prior fiscal year and which must be incurred at similar rates for the entire 12 months of the succeeding fiscal year.

Appropriation – An authorization granted by the City Council to make expenditures and to incur obligations for purposes specified in the Appropriation Ordinance.

Art in Public Places Fund – A fund used to track the one-percent of certain capital projects budgets designated by the City Council to be used for art in public places.

Assessed Valuation – Valuation that the County sets on real estate or other property as a basis for levying taxes.

Assigned Revenues – Revenues that are intended to be used for specific purposes (“earmarked”). Changes in assignments do not require formal action.

Audit – An examination to provide independent assurance that the City’s financial statements are fairly presented.

Balanced Budget – A budget in which available resources and projected revenues equal or exceed budgeted expenditures. The State or local government may set the legal requirements for a balanced budget.

Basis of Accounting – Method used to determine when revenues and expenditures/expenses are recorded.

Bed Tax – The City collects a 3.5% bed tax, also referred to as transient lodging tax, in addition to the City sales tax. The bed tax supports the General Fund. A portion of the bed tax is used to fund the Chamber Visitor Center and the destination marketing programs.

Bond – A written promise to pay a specified sum of money, called the face value or principal amount, at a specified date or dates in the future, called the maturity date(s), together with periodic interest at a specific rate.

Bond Covenant – A legally binding promise made by a bond issuer to a bondholder, and spelled out clearly in the bond documents.

Bonds Proceeds – Debt issuances derived from the sale of bonds for the purpose of constructing major capital facilities.

GLOSSARY

continued

Budget – A financial plan consisting of an estimate of proposed expenditures and their purposes for a given period and the proposed means of financing them.

Budgetary Control – The control of management of a governmental unit or enterprise in accordance with an approved budget for the purpose of keeping expenditures within the limitations of authorized appropriations and available revenues.

Call for Redemption – When specifically authorized in the bond documents, the ability to redeem a bond at some point before the bond reaches its date of maturity.

Capacity Fees – These fees are a one-time charge when a resident or business connects to the wastewater system.

Capital Appreciation Bond (CAB) – A bond on which the investment return on an initial principal amount is reinvested at a stated compounded rate until maturity. At maturity the investor receives a single payment representing the initial principal amount and the investment return.

Capital Assets – Assets of a long-term character that are intended to continue to be held or used, such as land, buildings, machinery, furniture, and other equipment.

Capital Improvements Fund – The fund that accounts for the City's major capital and engineering studies. The Capital Improvements Fund revenue is provided by a transfer of surplus fund balances from the General Fund.

Capital Improvements Program – The City's ten-year plan for capital projects and the identification of funding sources to pay for them.

Capital Lease – Long-term lease agreement that provides a bargain purchase option or transfer of ownership at the end of the lease term.

Capital Outlay – Expenditures that result in the acquisition of or addition to capital assets.

Capital Project – Any project having assets of significant value and having a useful life of three years or more. Capital projects include the purchase of land, design, and engineering and construction of buildings and infrastructure items such as streets, bridges, drainage, street lighting, water system, etc. Capital projects are permanent attachments intended to remain with the land.

Capital Projects Fund – Fund type used to account for revenues from restricted, committed, or assigned sources that are designated to finance capital outlays (excluding capital outlays financed by proprietary funds). The City's capital projects funds include the Capital Improvements Fund, Development Impact Fees Funds and Art in Public Places Fund.

Certificate of Participation (COP) – A financial instrument, a form of financing, used by governmental entities that allows an individual to buy a share of the lease revenue of an agreement made by the entity.

Charges for Services – Fees for services provided such as wastewater services, parks and recreation services, plan reviews, etc.

City Sales Tax – Technically, Arizona assesses a transaction privilege tax (TPT) as opposed to a sales tax; however, it is commonly referred to as a sales tax. TPT differs from a "true" sales tax imposed by many other states as it is imposed upon the seller or lessor rather than the purchaser or lessee.

GLOSSARY

continued

Committed Revenues – Revenues that can be used only for the specific purposes determined by a formal action of the City Council. Commitments may be changed or lifted only by the Council taking the same formal action that imposed the constraint originally.

Community Focus Area (CFA) – A location where the City will play a proactive role to implement the community's vision.

Community Plan – An expression of the Sedona citizens' vision of their community and is the City's "general plan" required by the State of Arizona.

Compounded Rate – A type of interest rate that accounts for the reinvestment of interest rather than paying it out. Interest is then earned on the principal balance plus previously accumulated interest.

Comprehensive Annual Financial Report (CAFR) – A set of governmental financial statements that comply with the accounting requirements promulgated by the Governmental Accounting Standards Board.

Community Facilities District (CFD) Fund – The fund accounts for payments in lieu of sales and bed taxes from timeshare development agreements. The City has two Community Facilities Districts that are legally separate entities. The City Council sits as the board for each of these districts, and City management performs parallel duties for the districts.

Contingency – Monies budgeted to be used to finance unforeseen expenditures or potential projects not yet defined adequately to budget specific accounts.

Cost Driver – Available information used as the basis for allocating indirect costs such as number of employees per department or program.

Cost Recovery – The extent to which fees cover the direct and indirect costs of providing a particular service. For instance, full cost recovery would mean that the fees cover all the direct and indirect cost.

Court Bond – A dollar amount set by a judge that must be paid by the defendant charged with a crime to ensure that the defendant returns for trial.

Debt Capacity – Limitations set by Arizona Revised Statutes on the total amount of bonds that can be outstanding at any given time.

Debt Service – Payment of principal, interest, and related service charges on obligations resulting from the issuance of bonds.

Decision Package – A package of justification and documentation for new budgetary needs with a significant dollar impact, generally more than \$5,000, and/or budgetary requests that result in new programs or services.

Deferred Inflows of Resources – An acquisition of net position by the City that is applicable to a future reporting period.

Deferred Outflows of Resources – An consumption of net position by the City that is applicable to a future reporting period.

Department – A major administrative division of the City that indicates overall management responsibility for an operation or group of related operations within a functional area.

GLOSSARY

continued

Depreciation – The decrease in value of capital assets.

Depreciation Expense – The allocation of the cost of capital assets to periods in which the assets are used. The City uses the straight-line depreciation method, which allocates the same amount each period over the estimated useful life of the asset.

Development Impact Fees – Fees assessed to offset costs incurred by the municipality in providing additional public services created by new development as provided for in ARS §9-463.05 .

Development Impact Fees Funds – The fund that accounts for the development impact fees restricted for certain costs, generally for capital acquisition or related debt service necessitated by new development.

Direct Costs – Costs that can be directly linked with a specific cost objective.

Economic Estimates Commission (EEC) – The commission responsible for estimating Arizona's personal income and the percentage change in the per capita personal income for each fiscal year and calculating the State-imposed expenditure limitation based on those estimates.

Employee Benefits – The cost for employee benefits including health insurance and disability insurance.

Enterprise Fund – Fund type established to account for an activity for which a fee is charged to external users for goods or services.

Environmental Sustainability Project (ESP) – Capital improvement projects aligned with the Community Plan value of environmental stewardship and the Council Priority for environmental sustainability.

Estimated Revenue – The amount of projected revenue to be collected during the fiscal year.

Excise Tax – An excise is considered an indirect tax, meaning that the producer or seller who pays the tax to the government is expected to try to recover or shift the tax by raising the price paid by the buyer. The City's bond documents have defined the pledged excise taxes as city sales taxes, bed taxes, franchise taxes, license and permit fees, state shared sales taxes, state shared income taxes, vehicle license taxes, and charges for services.

Expenditure/Expense – This term refers to the outflow of funds paid for an asset obtained or goods and services obtained.

Expenditure Limitation – The Arizona State Legislature imposed constitutional amendment that limits the annual expenditures of all municipalities. The Economic Estimates Commission, based on population growth and inflation, sets this limit; however, voters of cities and towns may elect an alternative expenditure limit.

Experience Modification Rating (EMOD) – An adjustment of the annual workers compensation premium based on previous loss experience.

Fiscal Year – A 12-month period of time to which the Annual Budget applies and at the end of which a governmental unit determines its financial position and the results of its operations. For the City of Sedona, it is July 1 through June 30.

Forecast – Multi-year projections of City revenues, expenditures, and fund balances based on assumptions and/or scenario options. It is used as a planning and decision-making tool and is not adopted by the City Council.

GLOSSARY

continued

Franchise Fee (or Franchise Tax) – The franchise fee is based on the gross sales of the utility companies. Those that currently pay the franchise fees are: Arizona Public Service (2%), Unisource Energy Services (2%), Suddenlink Communications (2%) Arizona Water Company (3%), and Oak Creek Water Company (3%).

Fund – An independent fiscal and accounting entity with a self-balancing set of accounts recording cash and/or other resources, together with all related liabilities, for the purpose of carrying on specific activities or attaining certain objectives in accordance with special regulations.

Fund Accounting – An accounting system for recording resources whose use has been limited by the granting agency, legislation, the governing agency, contracts and agreements, or other authorities.

Fund Balance – The excess of assets/deferred outflows of resources over liabilities/deferred inflows of resources in governmental funds. For budgetary purposes, the proprietary funds are converted to the same basis of accounting as the governmental funds and report a budgetary fund balance.

General Fund – A fund used to account for all general-purpose transactions of the City that do not require a special type of fund.

General Obligation (G.O.) Bond – A type of municipal bond that is secured by a state or local government's pledge to use legally available resources, including tax revenues, to repay bond holders.

Generally Accepted Accounting Principles (GAAP) – The standard framework of guidelines for financial accounting.

Goal – A statement of broad direction, purpose or intent based on the needs of the community. A goal is general and timeless; that is, it is not concerned with a specific achievement in a specific time period.

Government Finance Officers Association of the United States and Canada (GFOA) – A professional association of approximately 19,100 state and local government finance officers in the U.S. and Canada.

Governmental Accounting Standards Board (GASB) – A private organization that is the source of generally accepted accounting principles for state and local governments in the U.S.

Governmental Fund – A fund type generally used to account for tax-supported activities. The City has three different types of governmental funds: the General Fund, special revenues funds, and capital projects funds.

Grant – A contribution by the state or federal government or other agency to support a particular function.

Grants & Donations Funds – A group of funds used to track the revenues and expenditures of grants and donations restricted for specific purposes.

Highway User Revenue Fund (HURF) – Arizona cities receive a share of state motor vehicle fuel taxes, and the formula is based on two separate calculations. First, it is based on a City's population in relation to the State's total population. Second, it is based on the county in which the revenues were generated. These funds are restricted to be utilized for the construction and maintenance of streets and highways.

Indirect Cost Allocation Plan – Mechanism for determining the allocation of indirect costs to the benefitting departments or programs.

GLOSSARY

continued

Indirect Costs – Costs that are not directly accountable, such as administrative costs, to a particular cost objective.

Information Technology Internal Service Fund – A fund used to track the City's information technology costs that are allocated to the various departments and programs.

Infrastructure – Long-lived capital assets that normally are stationary in nature and normally can be preserved for a significantly greater number of years than most capital assets. Examples include roads, bridges, tunnels, drainage systems, and sewer systems.

Inter-fund Transfer – Amount transferred from one fund to another without equivalent flows of assets in return and without a requirement for repayment.

Internal Service Fund – Fund type established to account for any activity that provides good or services to other funds, departments, or agencies of the government on a cost reimbursement basis.

Internal Charges – Costs that were internally allocated between departments or programs and do not represent ongoing payments for goods or services.

Internal Control – A process for assuring achievement of the City's objectives in operational effectiveness and efficiency, reliable financial reporting, and compliance with laws, regulations, and policies.

International City/County Management Association (ICMA) – A professional association of approximately 11,000 city, town, and county managers, their staffs, and others throughout the world.

Investment Grade Bond Rating – A bond is considered investment grade if its credit rating is BBB- or higher by Standard & Poor's or Baa3 or higher by Moody's. Generally, they are bonds that are judged by the rating agency as likely enough to meet payment obligations that banks are allowed to invest in them.

License Fees – Revenues from this source would include the fees collected from business licenses, liquor licenses, civil union registrations, etc.

Line Item – Accounts for specific expenditures and revenues in departments.

Major Fund – Governmental or enterprise fund reported as a separate column in the City's financial statements and subject to a separate opinion in the independent auditor's report.

Matching Requirements – Some grants require the City to match a portion of the grant funding. For instance, a \$10,000 grant with a 10% matching requirement would require the City to pay \$1,000 toward the costs of the program/project. In other words, the total cost of the program/project would be \$11,000 (\$10,000 paid by the grant and \$1,000 paid by the City).

Model City Tax Code (MCTC) – The document is designed to assist the business community in determining which items are taxed by each individual city and town and which items are exempt from taxation. The MCTC provides a greater degree of uniformity, but also retains the right of individual cities and towns to determine the items taxed as well as the exemptions to be granted.

Modified Accrual Accounting – Basis of accounting required for use by governmental funds in which revenues are recognized in the period in which they become available and measurable, and expenditures are recognized at the time a liability is incurred.

GLOSSARY

continued

Municipal Property Corporation (MPC) – A separate legal entity created for the purpose of assisting the City in obtaining financing for various construction projects.

National Citizen Survey (NCS) – A collaborative effort between National Research Center, Inc. and the International City/County Management Association to conduct standardized surveys to assure high quality research methods and directly comparable results across communities. NCS considers the benchmarks identified in their surveys to be proprietary and only provides information regarding whether survey results were higher, similar to, or lower than the benchmark average of the participating communities.

Net Position – The excess of assets/deferred outflows of resources over liabilities/deferred inflows of resources in proprietary funds. For budgetary purposes, the proprietary funds are converted to the same basis of accounting as the governmental funds and report a budgetary fund balance.

Nonmajor Fund – All other funds not reported as a major fund. Nonmajor governmental funds, nonmajor enterprise funds, and all internal service funds are each consolidated in the City's financial statements.

Nonspendable Fund Balance – The portion of fund balance that cannot be spent either because the underlying resources are not in spendable form or because the City is legally or contractually required to maintain the resources intact.

One-Time Expenditures – Nonrecurring expenditures, expenditures not made annually, or significant revenues in excess of routine levels, such as capital asset purchases, one-time studies, payoff of debt, election costs, nonroutine increases to reserves, and nonroutine increases to contingencies.

One-Time Revenues – Revenue sources not received annually, or significant revenues in excess of routine levels, such as significant construction-related revenues (e.g., permit fees, capacity fees, development impact fees), fluctuating grants and/or donations, and "windfall" revenues.

Ongoing Expenditures – Expenditures typically occurring every year.

Ongoing Revenues – Revenue sources available on a constant basis to support operating and capital budgetary needs. These revenues are typically received every year.

Operating Expenditures – Expenditures for the ongoing operations of the City, including personnel, supplies, services and materials, and indirect cost allocations. Excludes capital expenses, debt service, and transfers to other funds.

Operating Revenue – Resources derived from recurring revenue sources used to finance recurring operating expenditures.

Other Financing Sources – Increase in fund balance other than revenues. Only items identified in authoritative accounting standards may be classified as other financing sources.

Other Financing Uses – Decrease in fund balance other than expenditures. Only items identified in authoritative accounting standards may be classified as other financing uses.

Pay-As-You-Go – A funding method using existing cash reserves or revenues that will be recognized the same year that the expenditure is undertaken.

Performance Measure – Indicators that measure service efforts and accomplishments.

GLOSSARY

continued

Permit Fees – Revenues from this source would include the fees collected from building permits, zoning permits, and a variety of other programs.

Personnel Services – Expenditures for salaries, wages, and fringe benefits of a government's employees.

Pledged Revenues – A formal commitment of specific revenues to collateralize or secure revenue bonds.

Premium– In the context of early bond redemption calls, an additional amount paid over the par value of the bond.

Program – A group of related activities performed by one or more functions/departments where there is a desire to budget and identify expenditures independently related to specific purposes or objectives.

Project 25 (P25) – A suite of standards for digital radio communications for use by federal, state, and local public safety agencies to enable them to communicate with other agencies and mutual aid response teams in emergencies.

Proprietary Fund – Fund type that focuses on the determination of cost recovery through user fees, financial position, and cash flows. The City has two different types of proprietary funds: enterprise funds and internal service funds.

Refunding – Issuance of new debt whose proceeds are used to repay previously issued debt. The purpose is typically to refinance at a lower interest rate.

Reserve Requirements – In the context of debt service, a requirement in the bond documents to maintain a reserve to cover the repayment of bond principal and interest.

Reserves – Account that records a portion of the fund balance that must be segregated for some future use, and that is, therefore, not available for further appropriation or expenditure.

Restricted Revenues – Are legally restricted for a specific purpose by external resource providers (e.g., grant providers), constitutionally, or through enabling legislation (i.e., legislation that creates a new revenue source and restricts its use). Restrictions can be changed or lifted only with the consent of the resource providers.

Revenues – Amounts estimated to be received from taxes and other sources during the fiscal year.

Revenue Bonds – A special type of municipal bond distinguished by its guarantee of repayment solely from revenues specifically pledged.

Sedona in Motion (SIM) – A branding name for the projects identified in the City's Transportation Master Plan.

Special Revenue Fund – Fund type used to account for revenues from specific taxes or other earmarked revenue sources that by law are designated to finance particular functions or activities of government. The City's special revenue funds include the Streets Fund and Grants & Donations Funds.

State Shared Income Tax Revenue – Arizona cities 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. This is referred to as Urban Revenue Sharing in the budget.

GLOSSARY

continued

State Shared Sales Tax – Arizona cities share a portion of the total amount collected from the state sales tax, which is currently 5.6%. 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.

Streets Fund – A fund that accounts for major street improvements including rehabilitation and pavement preservation. The major source of funding for the Streets Fund is the Highway User Revenue Fund (HURF), which is the City's share of the State gas tax.

Surplus Funds – Available fund balances that exceed the City's reserve policy requirements.

Tax – A compulsory contribution to government revenue, levied by the government on workers' income and business profits or added to the cost of some goods, services, and transactions.

Transaction Privilege Tax (TPT) – The transaction privilege tax is commonly referred to as sales tax. TPT differs from a "true" sales tax imposed by many other states as it is imposed upon the seller or lessor rather than the purchaser or lessee. The City collects a 3% City sales tax.

Transient Occupancy Tax – The City collects a 3.5% transient lodging tax, also referred to as bed tax, in addition to the City sales tax. The bed tax supports the General Fund. A portion of the bed tax is used to fund the Chamber Visitor Center and the destination marketing programs.

Unassigned Fund Balance – The remainder of fund balance after the nonspendable, restricted, committed, and assigned components.

Urban Revenue Sharing – State shared income tax revenues.

User Fees – Fees assessed to the users of a particular service. Governments typically augment tax revenues with user fees, since some services are not utilized by all taxpayers and some customers may not be taxpayers.

Vehicle License Taxes (VLT) – Arizona charges a vehicle license tax in lieu of a personal property tax on vehicles. The VLT is based on an assessed value of 60% of the manufacturer's base retail price reduced by 16.25% for each year since the vehicle was first registered in Arizona. Distributions are based on the collections within each county and allocated

Wastewater Enterprise Fund – A fund that accounts for the administrative, plant operations, and capital cost associated with the City's sewer system.

Workload Indicators – Statistical information the measures various aspects of inputs to an activity or program or outputs in units of service delivered or product produced.



ACRONYMS

Acronym	Description	Acronym	Description
AAED	Arizona Association of Economic Development	CDBG	Community Development Block Grant
AC	Arts & Culture	CFA	Community Focus Area
ADA	Americans with Disabilities Act	CFD	Community Facilities District
ADEQ	Arizona Department of Environmental Quality	CFS	Cubic Feet per Second
ADOT	Arizona Department of Transportation	CIP	Capital Improvement Program
ADP	Automatic Data Processing, LLC	CIT	Critical Incident Training
ADR	Average Daily Room Rate	CM	City Manager
ADU	Accessory Dwelling Unit	COD	Chemical Oxygen Demand
AED	Automated External Defibrillator	COLA	Cost of Living Adjustment
APS	Arizona Public Service	COP	Certificate of Participation
ARS	Arizona Revised Statutes	CPI	Consumer Price Index
ASRS	Arizona State Retirement System	CSA	Community Services Aide
AZ	Arizona	CSO	Community Services Officer
AZDHS	Arizona Department of Health Services	DIF	Development Impact Fees
BMP	Best Management Practices	DPS	Arizona Department of Public Safety
CAB	Capital Appreciation Bond	DUI	Driving Under the Influence
CAD	Computer Aided Dispatch	EEC	Economic Estimates Commission
CAFR	Comprehensive Annual Financial Report	EEOC	Equal Employment Opportunity Commission
CAT	Cottonwood Area Transit	EMOD	Experience Modification Rating
CCTV	Closed Circuit Television	ESP	Environmental Sustainability Project
CD	Community Development	FAST	Fractured Aggregate Surface Treatment
		FBI	Federal Bureau of Investigation

ACRONYMS

continued

Acronym	Description	Acronym	Description
FEMA	Federal Emergency Management Agency	IGA	Intergovernmental Agreement
FHWA	Federal Highway Administration	IT	Information Technology
FSWG	Fiscal Sustainability Work Group	ITS	Intelligent Transportation System
FTA	Federal Transit Authority	K-9	Canine
FTE	Full Time Equivalent	KVM	Keyboard-Video-Mouse
FY	Fiscal Year (July 1 - Jun 30)	LDC	Land Development Code
GAAP	Generally Accepted Accounting Principles	MC	Municipal Court
GASB	Governmental Accounting Standards Board	MCTC	Model City Tax Code
GFOA	Government Finance Officers Association	MGD	Million Gallons per Day
GIS	Geographic Information Systems	MPC	Municipal Property Corporation
GIITEM	Gang and Immigration Intelligence Team Enforcement Mission	N/A	Not Applicable or Not Available
G.O.	General Obligation	NACOG	Northern Arizona Council of Governments
GOHS	Governor's Office of Highway Safety	NCS	National Citizen Survey
HPC	Historic Preservation Commission	NENA	National Emergency Number Association
HR	Human Resources	NEV	Neighborhood Electric Vehicle
HT	Human Trafficking	NIBRS	National Incident Based Reporting System
HURF	Highway User Revenues Fund	NIMS	National Incident Management System
ICMA	International City/County Management Association	NOI	Notice of Intent
ICS	Incident Command System	O&M	Operation and Maintenance
		OCC	Oak Creek Canyon
		P&Z	Planning and Zoning
		P25	Project 25

ACRONYMS

continued

Acronym	Description	Acronym	Description
PANT	Partners Against Narcotics Trafficking	ST	Streets & Transportation
PD	Police Department	STEM	Science, Technology, Engineering, and Math
PHB	Pedestrian Hybrid Beacon	STEP	Sedona Traffic Enforcement Program
PLC	Programmable Logic Controller	STP	Surface Transportation Program
POST	Peace Officer Standards and Training	S.W.A.T.	Special Weapons and Tactics
PR	Parks & Recreation Department	TPT	Transaction Privilege Tax (Sales Tax)
PSPRS	Public Safety Personnel Retirement System	TSS	Total Suspended Solids
PW	Public Works	UCR	Uniform Crime Reporting
RICO	Racketeer Influenced and Corrupt Organizations	USFS	United States Forest Service
RMS	Records Management System	UV	Ultraviolet
ROW	Right of Way	VVREO	Verde Valley Regional Economic Organization
S&P	Standard & Poor's	VLT	Vehicle License Tax
SB	South Bound	VOC	Village of Oak Creek
SCADA	Supervisory Control and Data Acquisition	VOIP	Voice over Internet Protocol
SCCTB	Sedona Chamber of Commerce and Tourism Bureau	VSS	Volatile Suspended Solids
SFD	Sedona Fire District	WIMS	Water Information Management Solution
SD	Storm Drainage	WW	Wastewater
SIM	Sedona in Motion	WWRP	Wastewater Reclamation Plant
SPD	Sedona Police Department	YCREDC	Yavapai County Regional Economic Development Center
SR	State Route		
SRO	School Resource Officer		

OFFICIAL BUDGET FORMS

CITY OF SEDONA

Fiscal Year 2020

City Council adopted the Tentative Budget on May 28, 2019



Final budget adoption will occur on June 25, 2019 at 3:30 p.m. in the City Council Chambers, 102 Roadrunner Drive, Sedona, Arizona 86336

The Budget may be reviewed at the:

City's website www.sedonaaz.gov

City of Sedona in the Clerk's Office, 102 Roadrunner Drive, Sedona, Arizona
City of Sedona Public Library, 3250 White Bear Road, Sedona Arizona

CITY OF SEDONA
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CITY OF SEDONA
Summary Schedule of Estimated Revenues and Expenditures/Expenses
Fiscal Year 2020

Fiscal Year	Sch	FUNDS										Total All Funds
		General Fund	Special Revenue Fund	Debt Service Fund	Capital Projects Fund	Permanent Fund	Enterprise Funds Available	Internal Service Funds				
2019	E 1	21,594,222	2,019,630	0	8,373,985	0	13,739,599	1,728,027			47,455,463	
2019	E 2	20,059,404	1,409,029	0	5,400,349	0	9,887,227	1,587,250			38,343,259	
2020	3	11,093,317	5,397,248		15,905,139		17,599,586	326,331			50,321,621	
2020	B 4	0									0	
2020	B 5										0	
2020	C 6	28,842,120	5,487,915	0	1,303,700	0	7,813,213	1,681,840			45,138,788	
2020	D 7	0	0	0	0	0	0	0			0	
2020	D 8	0	0	0	0	0	0	0			0	
2020	D 9	0	1,290,760	0	2,500,733	0	3,447,000	0			7,238,493	
2020	D 10	7,186,173	0	0	52,320	0	0	0			7,238,493	
2020	11											
2020		428,654									428,654	
LESS: Parking Revenue Pledged to Uptown Improvements		6,173,831	120,602				1,955,335				8,249,768	
Amounts for Operating Reserve Policies		952,725					975,641	359,351			2,287,717	
Equipment Replacement Reserve							180,500				180,500	
Major Maintenance Reserve												
Restricted Capital Reserves			6,006,941		5,330,091		1,748,232				13,085,264	
2020 Total Financial Resources Available	12	25,194,054	6,058,380	0	14,327,161	0	24,000,091	1,648,820			71,228,506	
2020 Budgeted Expenditures/Expenses	E 13	21,916,188	4,345,135	0	9,696,607	0	13,925,680	1,533,020			51,416,630	

EXPENDITURE LIMITATION COMPARISON

	2019	2020
1 Budgeted expenditures/expenses	\$ 47,455,463	\$ 51,416,630
2 Add/subtract: estimated net reconciling items		
3 Budgeted expenditures/expenses adjusted for reconciling items	47,455,463	51,416,630
4 Less: estimated exclusions		
5 Amount subject to the expenditure limitation	\$ 47,455,463	\$ 51,416,630
6 EEC expenditure limitation	\$ 47,455,463	\$ 51,416,630

X 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 the 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 on this line 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 SEDONA
Revenues Other Than Property Taxes
Fiscal Year 2020

SOURCE OF REVENUES	ESTIMATED REVENUES 2019	ACTUAL REVENUES* 2019	ESTIMATED REVENUES 2020
GENERAL FUND			
Local taxes			
City Sales Taxes	\$ 17,951,600	\$ 18,277,600	\$ 18,217,100
Bed Taxes	4,446,000	4,769,300	4,769,300
Franchise Fees	771,800	807,600	825,100
Contingent Bed Taxes	550,000		
Licenses and permits			
Building Permit Fees	223,360	265,200	305,000
Business Licenses	92,010	57,000	57,000
Misc Community Development/Public Works	32,360	27,000	36,550
City Clerk	2,450	2,660	2,500
Intergovernmental			
State Shared Sales Taxes	996,500	1,037,000	1,040,600
State Urban Revenue Sharing	1,297,000	1,251,700	1,256,100
State Grants	30,000	2,750	22,000
County-Vehicle License Taxes	642,600	665,500	700,800
Charges for services			
Recreation Programs	50,000	29,400	25,000
Daily Swim Fees	22,000	22,000	22,000
Plan Review Fees	125,590	150,500	173,100
Other Contracted Plan Reviews	3,000	3,000	75,000
Misc. Community Development Fees	17,350	14,120	21,450
Misc. Parks and Recreation Fees	13,000	27,747	29,700
Paid Parking Fees	520,000	540,000	265,000
Misc. Police Fees	8,400	6,700	6,400
Other Misc. Charges for Services	7,900	7,600	7,650
Fines and forfeits			
Court Fines	159,400	180,800	181,700
STEP Administration Fees	18,500	12,300	10,000
Misc. Fines	7,540	15,260	15,060
Interest on investments			
Interest Earnings	82,350	124,010	124,010
Tax Audits - Interest/Penalty	2,700	3,300	3,300
Miscellaneous			
In-lieu Fees	456,100	485,100	496,500
Parks & Recreation Rentals	36,280	41,000	45,000
Auction Revenues	16,600	27,400	11,200
Other Misc. Revenues	11,450	82,190	98,000
Total General Fund	\$ 28,593,840	\$ 28,935,737	\$ 28,842,120

* 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 SEDONA
Revenues Other Than Property Taxes
Fiscal Year 2020

SOURCE OF REVENUES	ESTIMATED REVENUES 2019	ACTUAL REVENUES* 2019	ESTIMATED REVENUES 2020
SPECIAL REVENUE FUNDS			
Streets Fund:	\$	\$	\$
HURF Revenues	933,200	1,021,400	1,001,830
Interest Earnings	19,020	13,850	13,430
	\$ 952,220	\$ 1,035,250	\$ 1,015,260
Grants and Donations Funds:	\$	\$	\$
Grants and Other Intergovernmental	84,200	57,130	445,215
Donations	29,450	60,327	23,950
Fines & Forfeitures	26,800	23,100	24,300
In Lieu Fees			625,000
Charges for Services	1,500	2,300	1,900
Other Misc. Revenues	1,750	8,747	5,790
Contingent Grants & Donations	300,000		300,000
	\$ 443,700	\$ 151,604	\$ 1,426,155
Transportation Sales Tax Fund:	\$	\$	\$
Transportation Sales Tax	2,976,900	3,028,700	3,028,700
Interest Earnings	44,650	27,800	27,800
	\$ 3,021,550	\$ 3,056,500	\$ 3,056,500
Total Special Revenue Funds	\$ 4,417,470	\$ 4,243,354	\$ 5,497,915
CAPITAL PROJECTS FUNDS			
Capital Improvement Fund:	\$	\$	\$
County Flood Control	748,300	752,274	350,000
Grants and Other Intergovernmental	792,091	170,000	
Contributions and Donations	50,000	50,000	50,000
Interest Earnings	224,200	231,800	231,000
	\$ 1,814,591	\$ 1,204,074	\$ 631,000
Art in Public Places Fund:	\$	\$	\$
Interest Earnings	200	1,590	1,530
	\$ 200	\$ 1,590	\$ 1,530
Development Impact Fees Funds:	\$	\$	\$
Development Impact Fees	197,410	267,050	626,350
Interest Earnings	27,810	45,210	44,820
	\$ 225,220	\$ 312,260	\$ 671,170
Total Capital Projects Funds	\$ 2,040,011	\$ 1,517,924	\$ 1,303,700
ENTERPRISE FUNDS			
Wastewater - Charges for Services	\$ 6,145,000	\$ 6,159,470	\$ 6,166,183
Wastewater - Capacity Fees	673,300	449,700	1,227,000
Wastewater - Misc. Revenues	292,000	401,430	420,030
	\$ 7,110,300	\$ 7,010,600	\$ 7,813,213
Total Enterprise Funds	\$ 7,110,300	\$ 7,010,600	\$ 7,813,213

* 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 SEDONA
Revenues Other Than Property Taxes
Fiscal Year 2020**

SOURCE OF REVENUES	ESTIMATED REVENUES 2019	ACTUAL REVENUES* 2019	ESTIMATED REVENUES 2020
INTERNAL SERVICE FUNDS			
Information Technology Fund:	\$	\$	\$
Internal Cost Charges	1,726,300	1,717,280	1,678,640
Other Charges for Services	1,000	800	800
Interest Earnings		2,400	2,400
	\$ 1,727,300	\$ 1,720,480	\$ 1,681,840
Total Internal Service Funds	\$ 1,727,300	\$ 1,720,480	\$ 1,681,840
TOTAL ALL FUNDS	\$ 43,888,921	\$ 43,428,095	\$ 45,138,788

* 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 SEDONA
Other Financing Sources/(Uses) and Interfund Transfers
Fiscal Year 2020

FUND	OTHER FINANCING 2020		INTERFUND TRANSFERS 2020	
	SOURCES	(USES)	IN	(OUT)
GENERAL FUND				
Transfer to Streets Fund	\$	\$	\$	\$ 190,760
Transfer to Wastewater Fund				3,447,000
Transfer to Capital Improvements Fund				2,416,627
Transfer to Affordable Housing Fund				1,100,000
Transfer to Development Impact Fees				31,786
Total General Fund	\$	\$	\$	\$ 7,186,173
SPECIAL REVENUE FUNDS				
Streets - From General Fund	\$	\$	\$ 190,760	\$
Affordable Housing - From General Fund			1,100,000	
Total Special Revenue Funds	\$	\$	\$ 1,290,760	\$
DEBT SERVICE FUNDS				
	\$	\$	\$	\$
Total Debt Service Funds	\$	\$	\$	\$
CAPITAL PROJECTS FUNDS				
Cap Impr - From General Fund	\$	\$	\$ 2,416,627	\$
Cap Impr - To Art in Public Places				52,320
Art in Public Places - From Cap Impr			52,320	
Development Impact Fees Funds			31,786	
Total Capital Projects Funds	\$	\$	\$ 2,500,733	\$ 52,320
ENTERPRISE FUNDS				
Wastewater - From General Fund	\$	\$	\$ 3,447,000	\$
Total Enterprise Funds	\$	\$	\$ 3,447,000	\$
INTERNAL SERVICE FUNDS				
	\$	\$	\$	\$
Total Internal Service Funds	\$	\$	\$	\$
TOTAL ALL FUNDS	\$	\$	\$ 7,238,493	\$ 7,238,493

**CITY OF SEDONA
Expenditures/Expenses by Fund
Fiscal Year 2020**

FUND/DEPARTMENT	ADOPTED BUDGETED EXPENDITURES/ EXPENSES 2019	EXPENDITURE/ EXPENSE ADJUSTMENTS APPROVED 2019	ACTUAL EXPENDITURES/ EXPENSES* 2019	BUDGETED EXPENDITURES/ EXPENSES 2020
GENERAL FUND				
City Council	\$ 72,805	\$	\$ 68,425	\$ 73,470
City Manager	3,175,077	(27,458)	3,065,010	3,602,560
Human Resources	311,110		298,680	302,850
Financial Services	1,089,800		1,051,900	1,162,060
City Attorney	630,640	5,683	524,420	705,530
City Clerk	333,975		323,187	267,860
Parks & Recreation	706,930	4,500	700,094	763,240
General Services	1,719,926	(3,110)	1,560,277	1,875,206
Community Development	1,540,045	(5,416)	1,481,595	1,493,410
Public Works	3,660,790	3,818	3,533,620	3,792,385
Economic Development	202,500	9,000	209,150	256,030
Police	5,192,486		4,853,622	5,237,607
Municipal Court	402,690		388,160	393,350
Indirect Cost Allocations	516,700		584,350	653,880
Debt Service	1,415,414		1,416,914	1,036,750
Contingency	650,000	(13,683)		300,000
Total General Fund	\$ 21,620,888	\$ (26,666)	\$ 20,059,404	\$ 21,916,188
SPECIAL REVENUE FUNDS				
Streets Fund	\$ 1,207,380	\$	\$ 1,203,180	\$ 1,206,020
Grants & Donations Funds	710,330	1,000	143,009	3,045,245
Transportation Sales Tax	100,920		62,840	93,870
Total Special Revenue Funds	\$ 2,018,630	\$ 1,000	\$ 1,409,029	\$ 4,345,135
CAPITAL PROJECTS FUNDS				
Develop. Impact Fees Funds	\$ 52,540	\$ 40,483	\$ 57,540	\$ 2,212,057
Capital Improvements Fund	8,296,445	(15,483)	5,342,809	7,354,550
Art in Public Places Fund				130,000
Total Capital Projects Funds	\$ 8,348,985	\$ 25,000	\$ 5,400,349	\$ 9,696,607
ENTERPRISE FUNDS				
Wastewater - Administration	\$ 251,730	\$	\$ 242,400	\$ 209,585
Wastewater - Operations	2,914,420		2,465,230	3,464,065
Wastewater - Debt Service	4,439,005		4,439,005	4,693,025
Wastewater - Capital	4,467,484		1,448,252	4,000,000
Wastewater - Dept Allocations	1,566,960		1,292,340	1,459,005
Wastewater - Contingency	100,000			100,000
Total Enterprise Funds	\$ 13,739,599	\$	\$ 9,887,227	\$ 13,925,680
INTERNAL SERVICE FUNDS				
Information Technology Fund	\$ 1,727,361	\$ 666	\$ 1,587,250	\$ 1,533,020
Total Internal Service Funds	\$ 1,727,361	\$ 666	\$ 1,587,250	\$ 1,533,020
TOTAL ALL FUNDS	\$ 47,455,463	\$	\$ 38,343,259	\$ 51,416,630

* 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 SEDONA
Expenditures/Expenses by Department
Fiscal Year 2020

DEPARTMENT/FUND	ADOPTED BUDGETED EXPENDITURES/ EXPENSES	EXPENDITURE/ EXPENSE ADJUSTMENTS APPROVED	ACTUAL EXPENDITURES/ EXPENSES*	BUDGETED EXPENDITURES/ EXPENSES
	2019	2019	2019	2020
City Council:				
General Fund	\$ 72,805		68,425	\$ 73,470
Department Total	\$ 72,805	\$	\$ 68,425	\$ 73,470
City Manager:				
General Fund	\$ 3,175,077	(27,458)	3,065,010	\$ 3,602,560
Develop. Impact Fee Funds		25,000		
Information Technology Fund				2,280
Department Total	\$ 3,175,077	\$ (2,458)	\$ 3,065,010	\$ 3,604,840
Human Resources:				
General Fund	\$ 311,110		298,680	\$ 302,850
Department Total	\$ 311,110	\$	\$ 298,680	\$ 302,850
Financial Services:				
General Fund	\$ 1,089,800		1,051,900	\$ 1,162,060
Wastewater Fund	270,050		203,550	142,500
Department Total	\$ 1,359,850	\$	\$ 1,255,450	\$ 1,304,560
Information Technology:				
Wastewater Fund	\$ 106,080		63,860	\$ 94,125
Information Technology Fund	1,399,631	666	1,268,790	1,317,950
Department Total	\$ 1,505,711	\$ 666	\$ 1,332,650	\$ 1,412,075
City Attorney:				
General Fund	\$ 630,640	5,683	524,420	\$ 705,530
Wastewater Fund	100,000			100,000
Department Total	\$ 730,640	\$ 5,683	\$ 524,420	\$ 805,530
City Clerk:				
General Fund	\$ 333,975		323,187	\$ 267,860
Department Total	\$ 333,975	\$	\$ 323,187	\$ 267,860
Parks & Recreation:				
General Fund	\$ 706,930	4,500	700,094	\$ 763,240
Information Technology Fund				1,000
Grants & Donations Funds	43,400	18,967	59,849	16,200
Department Total	\$ 750,330	\$ 23,467	\$ 759,943	\$ 780,440
Community Development:				
General Fund	\$ 1,540,045	(5,416)	1,481,595	\$ 1,493,410
Information Technology Fund				22,800
Grants & Donations Funds	38,380		38,380	330,000
Department Total	\$ 1,578,425	\$ (5,416)	\$ 1,519,975	\$ 1,846,210
Public Works:				
General Fund	\$ 3,660,790	3,818	3,533,620	\$ 3,792,385
Streets Fund	1,150,000		1,150,000	1,150,000
Information Technology Fund				14,900
Transportation Sales Tax Fund	100,920		62,840	93,870
Wastewater Fund	266,340		263,640	275,760
Department Total	\$ 5,178,050	\$ 3,818	\$ 5,010,100	\$ 5,326,915

CITY OF SEDONA
Expenditures/Expenses by Department
Fiscal Year 2020

DEPARTMENT/FUND	ADOPTED BUDGETED EXPENDITURES/ EXPENSES	EXPENDITURE/ EXPENSE ADJUSTMENTS APPROVED	ACTUAL EXPENDITURES/ EXPENSES*	BUDGETED EXPENDITURES/ EXPENSES
	2019	2019	2019	2020
Economic Development				
General Fund	\$ 202,500	9,000	209,150	\$ 256,030
Grants & Donations Funds		27,500	27,500	
Department Total	\$ 202,500	\$ 36,500	\$ 236,650	\$ 256,030
Police:				
General Fund	\$ 5,192,486		4,853,622	\$ 5,237,607
Information Technology Fund				40,720
Grants & Donations Funds	23,350	3,000	10,990	106,000
Department Total	\$ 5,215,836	\$ 3,000	\$ 4,864,612	\$ 5,384,327
Municipal Court:				
General Fund	\$ 402,690		388,160	\$ 393,350
Information Technology Fund				7,750
Grants & Donations Funds	11,200		4,615	15,815
Department Total	\$ 413,890	\$	\$ 392,775	\$ 416,915
General Services:				
General Fund	\$ 1,719,926	(3,110)	1,560,277	\$ 1,875,206
Information Technology Fund				3,500
Grants & Donations Funds				19,400
Department Total	\$ 1,719,926	\$ (3,110)	\$ 1,560,277	\$ 1,898,106
Indirect Cost Allocations:				
General Fund	\$ 516,700		584,350	\$ 653,880
Streets Fund	57,380		53,180	56,020
Wastewater Fund	824,490		761,290	846,620
Information Technology Fund	327,730		318,460	122,120
Department Total	\$ 1,726,300	\$	\$ 1,717,280	\$ 1,678,640
Contingency:				
General Fund	\$ 650,000	(13,683)		\$ 300,000
Grants & Donations Funds	400,000	(48,467)		2,300,000
Wastewater Fund	100,000			100,000
Department Total	\$ 1,150,000	\$ (62,150)	\$	\$ 2,700,000
Capital Improvement Projects:				
Develop. Impact Fee Funds	\$ 43,000	15,483	48,000	\$ 2,212,057
Capital Improvements Fund	8,296,445	(15,483)	5,342,809	7,354,550
Art in Public Places Fund				130,000
Grants & Donations Funds	194,000		1,675	257,830
Wastewater Fund	4,467,484		1,448,252	4,000,000
Department Total	\$ 13,000,929	\$	\$ 6,840,736	\$ 13,954,437
Debt Service:				
General Fund	\$ 1,415,414		1,416,914	\$ 1,036,750
Develop. Impact Fee Funds	9,540		9,540	
Wastewater Fund	4,439,005		4,439,005	4,693,025
Department Total	\$ 5,863,959	\$	\$ 5,865,459	\$ 5,729,775
Wastewater:				
Wastewater Fund	\$ 3,166,150		2,707,630	\$ 3,673,650
Department Total	\$ 3,166,150	\$	\$ 2,707,630	\$ 3,673,650

* 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 SEDONA
Full-Time Employees and Personnel Compensation
Fiscal Year 2020**

FUND	Full-Time Equivalent (FTE) 2020	Employee Salaries and Hourly Costs 2020	Retirement Costs 2020	Healthcare Costs 2020	Other Benefit Costs 2020	Total Estimated Personnel Compensation 2020
GENERAL FUND	129	\$ 7,881,047	\$ 1,702,142	\$ 1,392,819	\$ 635,971	\$ 11,611,979
SPECIAL REVENUE FUNDS						
Transportation Sales Tax	1	\$ 65,030	\$ 7,770	\$ 14,730	\$ 6,340	\$ 93,870
Grants & Donations		25,000				25,000
Total Special Revenue Funds	1	\$ 90,030	\$ 7,770	\$ 14,730	\$ 6,340	\$ 118,870
CAPITAL PROJECTS FUNDS						
		\$	\$	\$	\$	\$
Total Capital Projects Funds		\$	\$	\$	\$	\$
ENTERPRISE FUNDS						
Wastewater Funds	16	\$ 1,080,560	\$ 129,080	\$ 200,310	\$ 113,010	\$ 1,522,960
Total Enterprise Funds	16	\$ 1,080,560	\$ 129,080	\$ 200,310	\$ 113,010	\$ 1,522,960
INTERNAL SERVICE FUND						
Information Technology Fund	5	\$ 437,410	\$ 52,240	\$ 77,180	\$ 37,040	\$ 603,870
Total Internal Service Fund	5	\$ 437,410	\$ 52,240	\$ 77,180	\$ 37,040	\$ 603,870
TOTAL ALL FUNDS	151	\$ 9,489,047	\$ 1,891,232	\$ 1,685,039	\$ 792,361	\$ 13,857,679