

ANNUAL BUDGET

Proposed Budget



City of Sedona, Arizona
FISCAL YEAR 2020/2021

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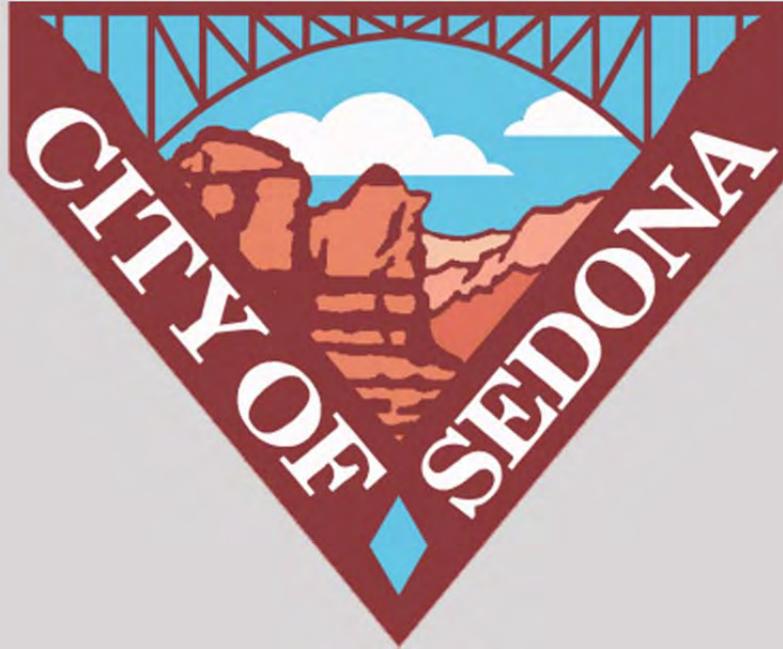
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Overview



FY 2021 Proposed Budget Memo

To: Mayor Moriarty & City Council
Thru: Justin Clifton, City Manager
From: Cherie R. Wright, Director of Financial Services
Subject: Submittal of Fiscal Year 2020-21 Proposed Budget
Date: May 20, 2020

We are pleased to submit to the City Council the Fiscal Year (FY) 2021 Proposed Budget and numerous options for responding to the financial crisis caused by the COVID-19 closures. This memo is intended to cover all the key highlights of the budget, as well as the identified options for managing the City's financial condition. Further details are available in the remainder of the budget book.

Total proposed budget is \$51,682,229.

At the end of this memo is a discussion regarding the organization/layout of the budget book.

COVID-19 & Financial Crisis

The COVID-19 pandemic has not only created a worldwide health crisis, but a financial crisis as well. While the City has taken aggressive actions related to the health crisis and attempts to minimize the spread of COVID-19, the discussions in this memo are strictly addressing the financial crisis and financial actions for addressing the health crisis (such as financial support for service providers).

Sedona is a tourism-based economy, and the tourism industry is among the hardest hit during this crisis. We are expecting heavy revenue losses; however, there are numerous options available to manage the City's financial condition that are discussed in the Financial Management Options section of this memo starting on page 19.

Budget Cap and Legal Requirements

The Proposed Budget was largely developed prior to the financial crisis. Some adjustments have been made to lower the overall budget; however, much of the Proposed Budget will be frozen until more is known about the City's future financial condition.¹

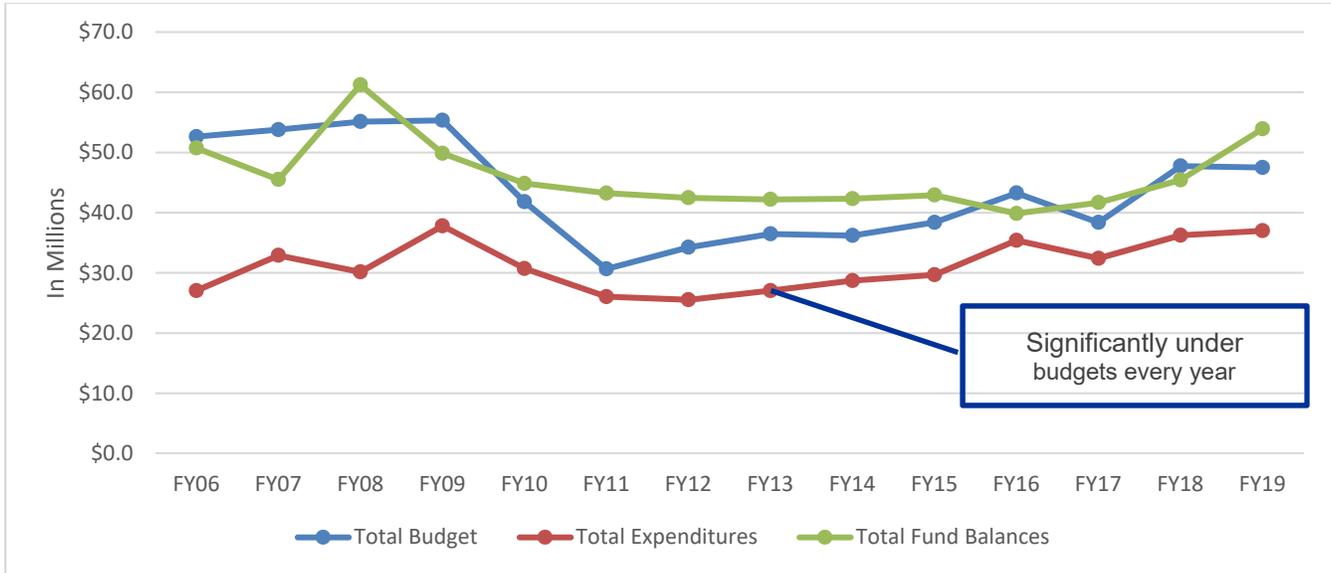
Arizona law requires the City to adopt a budget cap that cannot be exceeded and requires that no expenditure can be made for a purpose not authorized in the adopted budget.² These requirements create the need to account for as much as possible in the adopted budget just in case the City's future financial condition is better than projected and as a general practice during any year to ensure the programs and services provided are not artificially handicapped.

¹ See the Current Financial Actions Taken section of this memo starting on page 18 for freezes already implemented.

² For instance, the Council could not suddenly approve and direct implementation of a transit system if a transit system had never been contemplated in the budget.

Budget vs. Financial Management

The budget is prepared based on the needs to comply with Arizona law, but the City’s finances are managed based on conservative practices and the priorities identified by the Council. The conservative practices are evidenced by the significant balances accumulated over the years and the significance of the unspent budget amounts. The following chart shows the total budgets, actual expenditures and actual fund balances for FYs 2006 to 2019.



We believe the combination of the FY 2021 Proposed Budget with the identified options for responding to the financial crisis represent a fiscally sound financial plan to manage the integrity of the City’s financial condition while meeting the community’s needs, as well as providing adequate coverage for compliance with legal budgetary requirements.

This memo will first primarily discuss the Proposed Budget before you and later discuss in greater detail the identified options for managing the City’s financial condition.

FY 2021 Proposed Budget Presentation

In an effort to improve efficiencies in the budget preparation process, we have returned to our prior practice of presenting the budget book as the combined total of the base budget³ and recommended Decision Packages.⁴ On page 11 of this memo, there is a summary that shows the base budget amounts, recommended Decision Packages, and the total recommended budget.

Impacts to Policy Reserves

Budget as proposed uses \$2.7 million of operating reserve.

All required reserves fully meet policy requirements, with certain exceptions for managing the financial crisis. The budget as proposed would use approximately \$2.7 million of the \$6.0 million General Fund operating reserve.⁵

The Fund Balance Policy⁶ defines the purpose of the General Fund operating reserve as the following:

³ The base budget is the estimated cost of providing existing services at existing performance levels.

⁴ Decision Packages represent requests to add services or enhance services already provided.

⁵ Actual results will vary depending on many factors.

⁶ <https://www.sedonaaz.gov/your-government/departments/financial-services/financial-policies>

- To insulate General Fund programs and current service levels from large and unanticipated one-time expenditure requirements, a revenue reduction due to a change in state or federal legislation, adverse litigation or any similar unforeseen action, and/or
- To temporarily insulate General Fund programs and current service levels from slower revenue growth that typically occurs during an economic recession.

The Fund Balance Policy also says that the reserve may be used during the first 18 to 24 months of a recession. The budget as proposed would use approximately 54% of the reserve during the first 15½ months of the recession.⁷

In addition, the Proposed Budget includes a recommendation to forego the FY 2021 contribution to the equipment replacement reserves and the major maintenance reserve. The FY 2021 contributions would have been \$1.1 million to equipment replacement reserves and approximately \$73,000 to the major maintenance reserve.

Budget as proposed foregoes FY 2021 contributions to equipment replacement and major maintenance reserves.

The Wastewater Fund is budgeted to have a surplus over and above the required policy reserves. During discussions regarding the wastewater rate study, the intention has been to use the surpluses to delay the need for future rate increases.⁸ Actions taken to reduce customer bills during the COVID-19 crisis will have some impact on the timing of future rate increases but are still expected to be several years in the future.

Further discussion of the policy reserves starts on page 15 of this memo.

Budget Summary

The following table summarizes the base budget and Decision Packages compared to the prior year.

COMPARISON OF BASE AND TOTAL EXPENDITURES TO PRIOR YEAR

(In Thousands)

	FY 2020 Budget	FY 2021 Base	Increase/ (Decrease)	%	Decision Packages	Total FY 2021 Proposed
Personnel	\$13,869	\$13,780	\$ (88)	(0.6%)	\$139	\$13,919
Operations	14,860	14,423	(438)	(2.9%)	261	14,684
Subtotal Operational Costs	\$28,729	\$28,203	\$ (526)	(1.8%)	\$400	\$28,602
Capital Improvement Projects ⁹	14,086	15,514	1,428	10.1%	-	15,514
Debt Service	6,006	6,066	60	1.0%	-	6,066
Contingencies	2,595	1,700	(895)	(34.5%)	(200)	1,500
Grand Totals	\$51,417	\$51,483	\$ 66	0.1%	\$200	\$51,682

Base budget includes reductions in all but CIP and debt service.

The FY 2021 base budget includes reductions in all categories except capital improvement projects and debt service. Further discussion on the budget changes begin on page 5.

⁷ As previously mentioned, actions have already been taken to freeze discretionary spending. Actual results will vary depending on many factors.

⁸ The Fund Balance Policy authorizes the use of surpluses for rate stabilization.

⁹ Does not include projects funded by the Community Facilities Districts. Those projects will be included in the budget proposals for those separate entities.

Balanced Budget

The budget is balanced between expenditures, revenues, use of fund balances for their designated purposes. This is demonstrated in the following table.

*Proposed budget
is balanced.*

TOTAL FUNDING SOURCES AND USES (In Thousands)

FY 2021 Proposed Budget	Revenues & Other Sources of Funds	Expenditures & Other Uses of Funds
Total Revenues, Expenditures, & Other Sources/Uses	\$39,720	\$51,682
Plus: Use of Accumulated Balances		
General Fund – Use of operating reserve and lowered requirement (\$2,767k) plus use of equipment replacement reserve (\$88k) and net paid parking revenues pledged to Uptown improvements (\$311k)	4,573	-
Affordable Housing Fund – Use of funding received in prior years for dedicated purposes	615	-
Grants & Donations Funds – Use of funding received in prior years for their dedicated purposes	203	-
Transportation Sales Tax Fund – Net use of accumulated balances set aside for anticipated capital projects	3,693	-
Capital Improvements Fund – Net of use of accumulated balances set aside for anticipated capital project costs in FY 2021 (\$5,015k) less set aside of funding to meet anticipated capital project costs in the next fiscal year (\$3,357k) plus additional accumulation of restricted sources to cover future projects	3,141	-
Development Impact Fee Funds – Use of accumulated balances set aside for funding of capital projects restricted to funding of growth-related projects	627	-
Total Use of Accumulated Balances	12,852	-
Less: Additions to Accumulated Balances		
Art in Public Places Fund – Net addition to accumulated balances set aside for funding of capital projects dedicated to funding of public art	43	-
Wastewater Enterprise Fund – Net set aside of funding to meet anticipated capital project costs in the next fiscal year (\$3,900k) less use of accumulated balances set aside for anticipated capital project costs in FY 2021 (\$1,380k) less use of other reserve requirements and use of surplus balances	701	-
Information Technology Internal Service Fund – Net addition to underfunded reserves	146	-
Total Additions to Accumulated Balances	890	-
Totals	\$51,682	\$51,682

Significant Budgetary Changes

Salary and benefit changes

- In the FY 2019 budget process the pay adjustment process was changed to strictly merit increases. Cost-of-living adjustments (COLA) are no longer part of the City's compensation package. *No FY 2021 merit increases or COLAs.*
- As a reaction to the financial crisis, merit increases for FY 2021 have not been included. Prior to the pandemic, the merit pool was expected to be approximately \$252,000 representing an average merit increase of 2.7%. *Minimum PSPRS payment.*
- Medical insurance rates increased approximately 10% resulting in increased costs of approximately \$186,000.
- The Arizona State Retirement System (ASRS) contribution rates increased from 12.11% of wages to 12.22% and increased costs by approximately \$9,000.
- The Public Safety Personnel Retirement System (PSPRS) minimum contribution rates changed from 31.12% of wages to 38.85%. This increase in the minimum contribution rate results in an increase in costs of approximately \$60,000.
- However, a level-funding approach was taken in the prior year to address unfunded PSPRS liabilities. The budgeted PSPRS contribution was \$1 million in the prior. As a reaction to the financial crisis, only the minimum payment has been budgeted so this reflects a reduction of approximately \$303,000 in additional payments.
 - In prior years, the Boston College pension funding model was used to estimate the level-funding amount needed to pay off the unfunded liability within the closed amortization period. Based on that model, it was estimate that the level payment amount should be approximately \$1 million.
 - The new actuaries for PSPRS have developed a new pension funding model much more detailed and specific to the PSPRS structure. Even with the changes in assumptions made by the new actuaries, the level payment estimated by this new model is approximately \$909,000.
 - Prior to the pandemic, staff was planning to recommend continuing the \$1 million level payment to account for any variations in actual performance and potentially pay off the unfunded liability a little sooner.
 - With the recommendation to make the minimum payment for FY 2021, this only increases the level payment estimate for future years from \$909,000 to \$936,000. This will be reviewed again with updated data during the FY 2022 budget process.
- The City's worker's compensation rates increased due to an increase in past claims. The insurance company has changed the model it uses for determining rates and no longer uses the experience modification rating (EMOD). As a result of the rate increases, total worker's compensation costs are budgeted at approximately \$33,000 higher.
- A schedule of the positons and full-time equivalency with a comparison to prior years has been included in the Overall Summaries Section on pages SUM-2 through SUM-4.

Operations changes

- The FY 2021 Proposed Budget reflects status quo for the agreement with the Sedona Chamber of Commerce & Tourism Bureau (SCC&TB). *No change to SCC&TB budget.*
- Increases to the community service contracts totaled approximately \$59,000. Typically, these contracts include provision for increases based on the December Consumer Price Index (CPI).¹⁰ All five contracts are up for renewal this year and were the requests were evaluated by the Citizens Budget Work Group. At this time, no requests have yet been made of any of the service providers to consider tightening belts just as other City programs are. A summary of the service contracts has been included in the General Services Section on page GS-8. *Increases to most service contracts.*
- The maintenance costs for the streets program were increased by approximately \$64,000 for landscaping and large tree removal and repairs to concrete and sinkholes.
- Routine computer and technology equipment replacements of approximately \$133,000 were reclassified from one-time to ongoing costs.
- One-time costs were reduced approximately \$895,000. Prior year one-time costs included items such as a dump truck/snow plow for \$126,000, a CCTV van for \$255,000, a trailer-mounted air curtain burner for \$65,000, and a cattail cutter for \$105,000.

Capital Improvement Projects changes

- The Capital Improvement Projects budget includes \$9.0 million of projects carried over from FY 2020 as a result of project delays for a variety of reasons. Approximately \$6.7 million is included for projects programmed to begin in FY 2021. The following table summarizes the FY 2021 budget amounts by category.

FY 2021 CAPITAL IMPROVEMENT PROJECTS BY CATEGORY
(In Thousands)

	Carryover	New Appropriation	Proposed Budget
Arts & Culture	\$ -	\$ -	\$ -
Information Technology	200	-	200
Municipal Court	260	363	624
Parks & Recreation	204	347	551
Police	859	224	1,083
Public Works	165	-	165
Sedona in Motion (SIM)	8,904	2,890	11,794
Offset for Assumed Carryover ¹¹	(4,027)	-	(4,027)
Storm Drainage	1,131	220	1,350
Streets & Transportation	781	1,831	2,612
Wastewater	508	872	1,380
Grand Totals	\$ 8,985	\$ 6,747	\$15,732

¹⁰ The Western Region CPI as of December 2019 was 2.8%.

¹¹ The carryovers were assumed to be SIM projects as was done in prior years' budgets. The actual carryovers may vary depending on the projects delayed.

- More information on the Capital Improvement Projects budget is included on pages CIP-1 through CIP-9 and in the Capital Improvement Projects section of this memo starting on page 8.

Debt Service changes

- The budgeted debt service expenditures are based on the debt retirement schedules for the outstanding bond issues, capital lease agreements, and installment purchase agreements. The Debt Service narrative section of the full budget document has been updated and is included in the Overall Summaries Section on pages SUM-8 through SUM-19.

FY 2021 DEBT SERVICE BY TYPE
(In Thousands)

	FY 2020 Budget	FY 2021 Proposed	Increase/ (Decrease)
Bonds	\$5,730	\$5,725	\$ (4)
Capital Leases	277	296	20
Installment Purchases ¹²	-	44	44
Grand Totals	\$6,006	\$6,066	\$ 60

Contingencies changes

- The following table summarizes the changes to contingencies by type.

FY 2021 CONTINGENCIES BY TYPE
(In Thousands)

	FY 2020 Budget	FY 2021 Base	Decision Packages	FY 2021 Proposed	Increase/ (Decrease)
General Operating – General Fund	\$ 200	\$ 200	\$ -	\$ 200	\$ -
General Operating – Wastewater Fund	100	100	-	100	-
Judgements	100	100	-	100	-
Affordable Housing	1,895	1,000	(200)	800	(1,095)
Unknown Grants	300	300	-	300	-
Grand Totals	\$2,595	\$1,700	\$ (200)	\$1,500	\$(1,095)

- During the FY 2020 budget process, a contingency of \$2.0 million was approved in the Affordable Housing Fund to reflect the anticipated balance available. A portion of this contingency has been used for the affordable housing study. As a reaction to the financial crisis, it is anticipated that progress on the affordable housing initiative will be slow and the contingency has been reduced to \$1.0 million. A Decision Package has been recommended that would reallocate \$200,000 of the contingency to identified expenditure accounts.

¹² The costs for holiday decorations were included in the prior year budget but not classified as debt service.

Capital Improvement Projects

The Capital Improvements Plan (CIP) has been mostly balanced with anticipated funding and available reserves for the first three years of the plan.¹³ The plan has been presented with details for the first three funded years, with the remaining seven years of the 10-year plan consolidated in one column as “Future Years.” For the remaining seven years, only restricted funding sources have been identified. The 10-year plan is summarized in the following table.

10-YEAR CAPITAL IMPROVEMENT PLAN¹⁴

(In Thousands)

	Projects Proposed	Estimated Net Carryover to Following Year ¹⁵	Proposed Budget
FY 2021	\$ 19,759	\$(4,027)	\$ 15,732
FY 2022	24,573	(5,128)	19,445
FY 2023	26,288	(4,232)	22,057
Future Years ¹⁶	68,876	13,387	82,263
Grand Totals	\$139,496	\$ -	\$139,496

As discussed with Council during the May 12, 2020 meeting, the capital reserves originally planned for SIM projects will be freed up for other needs in reaction to the financial crisis and replaced with the accumulated transportation sales tax. The following table summarizes the funding sources identified for the FY 2021 projects.

¹³ As requested by Council during the FY 2020 budget process, the art in the roundabouts project was accelerated to complete the remaining roundabouts with the understanding that the Art in Public Places Fund may not have enough monies accumulated to cover the costs and a loan to that fund would be considered.

¹⁴ Includes the full Capital Improvement Plan including projects funded by the Community Facilities Districts.

¹⁵ 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.

¹⁶ Includes \$18.9 million of unfunded projects. Many of these projects can be partially funded with restricted funding sources. Approximately \$2.4 million of restricted funding sources are anticipated to be available, leaving \$16.5 million with no funding source identified.

FY 2021 CAPITAL IMPROVEMENT PROJECTS BY FUNDING SOURCE¹⁷

(In Thousands)

Of the \$15.7M CIP budget, only \$6.4M funded by capital and wastewater reserves.

No capital reserves assigned to SIM projects.

	Projects Proposed	Estimated Net Carryover to Following Year ¹⁸	Proposed Budget
Capital Reserves	\$ 5,015	\$ -	\$ 5,015
Transportation Sales Tax	10,005	(4,027)	5,977
Wastewater Reserves	1,380	-	1,380
Grants and Outside Participation	970	-	970
Other Restricted Sources	2,213	-	2,213
Community Facilities Districts	176	-	176
Grand Totals	\$19,759	\$(4,027)	\$15,732

Prior to the pandemic, the City was on track to spend approximately \$12 to \$14 million for capital improvement projects in FY 2020, partly depending on the potential land purchase for a transit hub that is no longer feasible to occur prior to June 30, 2020.¹⁹ The latest estimations for total capital improvement project expenditures in FY 2020 is approximately \$10 million.

If the City's financial recovery is quick and projects are unfrozen early, much of the \$15.7 million for FY 2021 projects could be spent. The following table summarizes the FY 2021 projects by how they are managed.

FY 2021 CAPITAL IMPROVEMENT PROJECTS BY HOW MANAGED

(In Thousands)

Of the \$15.7M CIP budget, \$6.2M is over and above projects managed by Public Works engineers.

	Projects Proposed	Estimated Net Carryover to Following Year ²⁰	Proposed Budget
Managed by Public Works engineers	\$13,527	\$ (4,027)	\$ 9,500
Managed by ADOT	1,794	-	1,794
Managed by Wastewater Dept	1,380	-	1,380
Managed by consultants and other City staff	1,278	-	1,278
Land purchases managed by other staff	1,780	-	1,780
Grand Totals	\$19,759	\$(4,027)	\$15,732

In the FY 2020 budget process, the projects managed by Public Works engineers was capped at \$10.0 million. As a reaction to the financial crisis, the cap for projects managed by Public Works engineers has been reduced to \$9.5 million. With 40% of the CIP budget over and above the projects managed by Public Works engineers, this increases the likelihood of spending most of the Proposed Budget if projects are unfrozen.

¹⁷ If the Council chooses to move forward with the City transit system or the Uptown parking garage, both of these projects contemplate the use of debt financing; however, the debt financing is not anticipated to occur in FY 2021.

¹⁸ The carryovers were assumed to be SIM projects as was done in prior years' budgets. The actual carryovers may vary depending on the projects delayed.

¹⁹ The budget for the potential land purchase has been carried over in project SIM-08. See page PW-38.

²⁰ The carryovers were assumed to be projects managed by Public Works engineers as was done in prior years' budgets. The actual carryovers may vary depending on the projects delayed.

CIP Priorities

Departments were given instructions to use the following definitions when ranking projects:

- Priority I: IMPERATIVE (Must-Do) – Projects that cannot reasonably be postponed in order to avoid harmful or otherwise undesirable consequences.
 - Corrects a condition dangerous to public health or safety
 - Satisfies a legal obligation
 - Alleviates an emergency service disruption or deficiency
 - Prevents irreparable damage to a valuable public facility
- Priority II: ESSENTIAL (Should-Do) – Projects that address clearly demonstrated needs or objectives.
 - Rehabilitates or replaces an obsolete public facility or attachment thereto
 - Stimulates economic growth and private capital investment
 - Reduces future operating and maintenance costs
 - Leverages available state or federal funding
- Priority III: IMPORTANT (Could-Do) – Projects that benefit the community but may be delayed without detrimental effects to basic services.
 - Provides a new or expanded level of service
 - Promotes intergovernmental cooperation
 - Reduces energy consumption
 - Enhances cultural or natural resources
- Priority IV: DESIRABLE (Other Year) – Desirable projects that are not included within 3-year funded timeframe because of funding limitations

Prioritization criteria will be a factor in decisions for unfreezing projects.

As a reaction to the financial crisis, these priorities have been used for preliminary identification of projects that can be frozen and/or delayed. See page 22 for further discussion of the ability to delay projects.

Flexibility of CIP Programming

Some CIP projects are still somewhat speculative and require additional vetting and/or outreach. Since some projects may stall or may potentially not be approved by Council, staff recommends that, if financial conditions permit, projects programmed in later fiscal years may be moved forward as a replacement of a stalled or cancelled FY 2021 project. In accordance with City policy, projects with contracts greater than \$100,000 would be approved by Council. In addition, Sedona in Motion (SIM) projects would be discussed in Council update meetings prior to moving forward with design. Projects would move forward based on priority, feasibility of forward progress, and financial ability.

Decision Packages

A list of the Decision Package requests has been included in the Overall Summaries Section on pages SUM-6 through SUM-7. The list includes comments regarding the recommendations of the City Manager and the Citizens Budget Work Group. Many of the Decision Packages that might otherwise have been recommended are not approved as a reaction to the financial crisis. Several of the recommended Decision Packages will be frozen until more is known about the City's financial condition. The following table summarizes the FY 2021 recommended Decision Packages that have been included in the Proposed Budget.

FY 2021 RECOMMENDED DECISION PACKAGES

	Expenditure Request	Offsetting Revenues	Net Budget Impact
Recommended	\$ 69,200	\$ 36,200	\$ 33,000
FROZEN: Recommended	130,300	-	130,300
Grand Totals	\$199,500	\$ 36,200	\$163,300

Carryover Requests

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

The Proposed Budget includes \$219,400 of General Fund FY 2020 budgeted operating projects, \$328,700 of Grants & Donations Funds FY 2020 budgeted operating projects, and \$10,000 of Wastewater Enterprise Fund FY 2020 budgeted operating projects to be carried over to FY 2021. A schedule has been included in the Overall Summaries Section on page SUM-5 detailing each of these carryovers.

Carryovers for capital improvements have been indicated on each of the applicable capital project schedules.

Internal Charges

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

Indirect Cost Allocations

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

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

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. Some of the allocation methods (referred to as "cost drivers") used include employee counts, number of devices (such as number of computers or number of phones), historical insurance claims exposure, square footage of facilities, number of accounts payable transactions, etc.

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

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

Equipment Replacement Reserves

The Proposed Budget foregoes the funding of equipment replacement reserves for FY 2021.

The equipment replacement 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.

Equipment replacement reserves have been funded with an allocation of the replacement costs of equipment over the expected useful lives. FY 2021 would have been the fourth year for implementation of these reserves.

The reserves include the following:

- Information technology equipment
- Wastewater equipment
- Other general equipment

Major Maintenance Reserve

First starting in FY 2019, the Proposed Budget foregoes the funding of the wastewater major maintenance reserve for FY 2021. Based on the recommendations of the Wastewater Facility Plan, the reserve has been funded based on an annual allocation of 0.75% of the plant equipment.

Revenues

The increases and decreases in the FY 2021 Proposed Revenue Budget are as follows:

COMPARISON OF TOTAL REVENUES TO PRIOR YEAR
(In Thousands)

	FY 2020 Budget	FY 2021 Proposed	Increase/ (Decrease)	%
City Sales Taxes	\$21,246	\$17,065	\$(4,181)	(19.7%)
Bed Taxes	4,769	3,117	(1,653)	(34.7%)
State Shared Revenues	3,999	3,909	(91)	(2.3%)
Wastewater Charges for Services	6,166	6,177	10	0.2%
Other Miscellaneous	8,658	9,154	495	6.7%
Contingent Revenues	300	300	-	0.0%
Grand Totals	\$45,139	\$39,720	\$(5,419)	(12.0%)

City Sales & Bed Taxes

We have created a model to estimate sales and bed tax losses based on the following factors:

- Estimated hotel occupancy rates
- Estimated hotel average daily room rates (ADR)
- Estimated reduction in visitor spending as a result of closed businesses
- Estimated number of Sedona residents who are unemployed as a result of the pandemic²¹
- Estimated reduction in all other Sedona residents' spending as a result of closed businesses and the Governor's stay-at-home order

The model was used to create three scenarios:

- Baseline projection – used for the Proposed Budget
 - Occupancy and ADR estimated in coordination with SCC&TB²² based on assumptions of a moderately slow recovery during most of FY 2021
 - Guesstimates for other factors based on assumptions about consumer behaviors
- Second wave projection
 - Occupancy and ADR estimated in coordination with SCC&TB based on assumptions of a second wave of COVID-19 with business closures and stay-at-home orders in Fall 2020 and a moderately slow recovery during the remainder of FY 2021
 - Guesstimates for other factors based on assumptions about consumer behaviors
- Second wave prolonged recovery projection
 - Occupancy and ADR estimated in coordination with SCC&TB based on assumptions of a second wave of COVID-19 with business closures and stay-at-home orders in Fall 2020 and an even greater sense of fear regarding travel creating a much slower recovery during the remainder of FY 2021
 - Guesstimates for other factors based on assumptions about consumer behaviors

The Proposed Budget uses a baseline projection that assumes no 2nd wave of COVID-19.

State Shared Revenues

State shared sales tax and state share gas tax (HURF monies) are expected to decrease as a result of closed businesses and the Governor's stay-at-home order during the pandemic. State shared income taxes FY 2021 will be based on income taxes collected for 2019 so an increase was projected based on historical trends.

²¹ In response to the financial crisis, the Arizona League of Cities and Towns contracted with Rounds Consulting Group to estimate sales taxes decreases for every 1,000 jobs lost. This data was used in the model to estimate the impacts of resident jobs lost.

²² The SCC&TB was able to obtain tourism forecast data from a variety of sources including Destinations International Association, Oxford Economics, Smith Travel Research, and Coldwell Banker Research.

Wastewater Charges for Services

The FY 2021 Proposed Budget is based on an estimation of average customer water usage and preliminary rate study information. In addition, the preliminary rate study indicated that no revenue increase would be necessary for FY 2021. The slight increase projected is primarily based on the average number of new accounts connected to the sewer each year. Once the consultants complete the rate study, we will review the projections; however, we anticipate that any adjustment to revenue projections would be minor.

If there is a second wave of COVID-19, additional accommodations for wastewater customers would likely be made and result in lower revenues.

Other Miscellaneous

Paid Parking Program. The budgeted revenues for the Paid Parking Program are estimated approximately \$168,000 higher than FY 2020. During the FY 2020 budget process, it was assumed the program would be suspended during construction of roadway improvements in Uptown. Instead parking fees were only suspended during a portion of the construction.

While an increase over the FY 2020 budget, the FY 2021 revenue projection assumes the parking fees will be suspended through August 2020. If the suspension is longer or if there is a second wave of COVID-19, additional revenue reductions will incur.

Capacity Fees. One-time capacity fees are estimated \$308,000 higher than FY 2020. This includes two large construction projects that so far have still been moving forward during the pandemic.

Contingent Revenues

The contingent revenue of \$300,000 is an offset for the contingency in the Grants & Donations Funds to allow for expenditures related to any new grants or donations received.

Fund Transfers

The Proposed Budget includes the following fund transfers:

- The revenues of the Streets Fund are insufficient to cover the estimated annual costs. A transfer of \$272,840 from the General Fund has been included to offset the difference between Streets Fund revenues and expenditures. Elimination of this transfer for FY 2021 is one of the identified options for addressing the financial crisis.
- Council policy requires one percent of all capital projects budgets to be designated for art in public places. A total of \$41,587 was budgeted in the Capital Improvements Program for transfer to the Art in Public Places Fund for this purpose. Since the transportation sales tax was not part of the original ordinance for public art funding, no transfers are included for any projects that will be funded with the tax.
- The preliminary wastewater rate study included a General Fund subsidy of \$3.0 million for FY 2021. We do not anticipate this amount to change once the rate study is completed, but we will review again at that time. Elimination of this transfer for FY 2021 is one of the identified options for addressing the financial crisis.
- In conjunction with the initiation of the Uptown Paid Parking Program, Council agreed to use the monies for improvements to the Uptown area. The Capital Improvement Projects budget includes \$575,000 of projects to be funded by the paid parking monies. This amount has been included in the Proposed Budget as a transfer from the General Fund to the Capital Improvements Fund.

Eliminations of some transfers have been identified as options for addressing the financial crisis.

- During the FY 2019 budget process, Council directed staff to transfer \$1.5 million annually to the Capital Improvements Fund from the General Fund. The City relies on General Fund monies as a significant source for capital improvement project needs. Prior to the pandemic, a decision was made to recommend an increase in the transfer to \$2.0 million in the FY 2021 Proposed Budget. Elimination of this transfer for FY 2021 is one of the identified options for addressing the financial crisis.
- A portion of the SIM projects are funded with Transportation Sales Tax monies. The FY 2021 Proposed Budget projects a transfer of approximately \$6.0 million from the Transportation Sales Tax Fund to the Capital Improvements Fund to cover those costs.
- During the FY 2019 budget process, Council directed staff to transfer \$100,000 annually to the Affordable Housing Fund from the General Fund. The intent was to create a linkage between increases in bed tax revenues partially attributable to short-term rental activity which is believed to have had an impact on the availability of affordable housing within the City. Prior to the pandemic, a decision was made to recommend an increase in the transfer to \$200,000 in the FY 2021 Proposed Budget. Elimination of this transfer for FY 2021 is one of the identified options for addressing the financial crisis.

Reserves

The following is a recap of the policy reserves and their funded status:

General Fund (total \$4.3 million)

- Operating Reserve (\$3.3 million or 16% of budgeted operating expenditures) – This reserve would be fully funded at \$6.1 million or 30% of the total adopted budgeted operating expenditures of the General Fund budget. As previously discussed, the policy allows for use of the operating reserve in economic recessions to temporarily insulate General Fund programs and current service levels.²³ Until the extent of the financial crisis is better understood and decisions have been made regarding the identified options to address the financial needs, plans have not yet been made for the replenishment of this reserve. However, the policy allows for the following options for future replenishment of the reserve:
 - With exception of funds with legal restrictions as to the use of funding sources, a distribution of surplus from other related funds.
 - An appropriation during the next annual budget process of at least 20% of the shortfall until the target or lower limit has been reached.
 - If either of those two options is financially infeasible, a written plan would be created for Council approval in order to restore the fund balance to an amount equal to the target within a practical time frame. This plan may require reduction of services, increases in taxes, fees, or rates, or some combination thereof.
- Equipment Replacement Reserve (\$984k) – As previously discussed, the Proposed Budget includes a recommendation to forego the contribution for FY 2021. The policy includes no provision for a “make-up” of past annual allocations. It was anticipated that reserve levels would build over time.

²³ See the Impacts to Policy Reserves section of this memo starting on page 2 for further discuss of the use of operating reserves.

- Net Paid Parking Revenue Balance (\$93k) – The policy allows for other assignments of fund balances. There are no targets for the balance of the net paid parking revenues pledged to improvements in Uptown; however, spending for Uptown projects must be within available balances.

Streets Fund (\$1.0 million)

The Streets Fund reserves requirement is to maintain a fund balance of not less than 0% and not more than 10% of the total budgeted expenditures for the fund. This reserve is fully funded with surplus available. While the plan is to maintain an average of 4 to 5 miles per year, operationally the number of miles each year can vary.

Due to cost savings using the fractured aggregate surface treatment (FAST), conservative revenue budgets and unbudgeted one-time revenues, the Streets Fund has quickly accumulated the equivalent of nearly one year's expenditures. Elimination of the FY 2021 subsidy transfer is one of the identified options for addressing the financial crisis.

Additional options identified include reducing expenditures by \$124k to limit spending to projected HURF funding and/or returning the accumulated surplus of up to \$860k to the General Fund.

Affordable Housing Fund (\$1.0 million)

The balance in the Affordable Housing Fund represents the remaining balance of General Fund subsidies. There are no targets for the fund balance. Elimination of the FY 2021 subsidy transfer is one of the identified options for addressing the financial crisis. At this time, returning the balance of subsidies to the General Fund is not being considered.

Grants & Donations Funds

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

Transportation Sales Tax Fund (\$2.9 million)

The balance in the Transportation Sales Tax Fund is set aside to meet anticipated capital project costs in the next fiscal year. The tax has been committed by Council ordinance to transportation projects and related administrative and operational costs.

Capital Improvements Fund (\$6.7 million)

A portion of the balance in the Capital Improvements Fund is set aside to meet anticipated capital project costs in the next fiscal year. Other capital project costs are anticipated to be covered by other restricted funding sources. Elimination of the FY 2021 General Fund transfer is one of the identified options for addressing the financial crisis.

An additional option could be returning an accumulated surplus of up to \$1.9 million to the General Fund.

Development Impact Fees Funds

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

Art in Public Places Fund

The balance in the Art in Public Places Fund is committed by Council ordinance to be used for public art. This balance will automatically carryover to the following fiscal year.

Wastewater Enterprise Fund (total \$6.4 million)

- Operating Reserve (\$1.5 million) – This reserve is fully funded at 33.3% of the total adopted budgeted operating expenses of the fund.
- Capital Reserve (\$3.9 million) – This balance is set aside to meet anticipated capital project costs in the next fiscal year.
- Equipment Replacement Reserve (\$858k) – As previously discussed, the Proposed Budget includes a recommendation to forego the contribution for FY 2021. The policy includes no provision for a “make-up” of past annual allocations. It was anticipated that reserve levels would build over time.
- Major Maintenance Reserve (\$126k) – As previously discussed, the Proposed Budget includes a recommendation to forego the contribution for FY 2021. The policy includes no provision for a “make-up” of past annual allocations. It was anticipated that reserve levels would build over time.

After these reserves, there remains approximately \$8.9 million available in the Wastewater Enterprise Fund. Elimination of the FY 2021 subsidy transfer is one of the identified options for addressing the financial crisis. In addition, the wastewater rate study has been developed with the assumption that the surplus balances would be utilized to eliminate the need for rate increases for the next several years.

Information Technology Internal Service Fund (total \$373k)

- Equipment Replacement Reserve (\$373k) – As previously discussed, the Proposed Budget includes a recommendation to forego the contribution for FY 2021. The policy includes no provision for a “make-up” of past annual allocations. It was anticipated that reserve levels would build over time.

After these reserves, there remains approximately \$249,000 available in the Information Technology Internal Service Fund. Each year, the Information Technology indirect cost allocations are calculated to recover the full costs of the program based on budget amounts with the intent that any excess generated by budget savings be added to the reserve. At this time, no changes to this practice are being considered.

Financial Condition

Prior to the financial crisis, the City had continued to experience an increasing economy, and revenues continued to trend upward. As a result, the City is coming from a very strong financial position that will allow for many viable options to address the financial needs. Depending upon the severity of the financial crisis, the City could be in a financial position to continue most, if not all, of the services provided prior to the pandemic.

Estimates of total sales and bed tax losses range from \$11M to \$21M.

The estimates of possible sales and bed tax revenue losses in FY 2021 alone range from \$6 million to \$16 million. The estimate of possible sales and bed tax revenue loss in FY 2020 is approximately \$5 million, so over the two years combined we are estimating total sales and bed tax revenue losses of \$11 million to \$21 million.

On a positive note, staff believes Sedona has a unique opportunity to possibly recover more quickly than some other tourist destinations. It is thought that future travel will occur first in less crowded areas with lots of open space. Since construction and permit activity has not slowed during the pandemic, we view that as a sign that others also view Sedona as a viable investment opportunity.

Over the past few weeks, hotel occupancy rates and ADRs have been incrementally increasing, albeit slowly and at greatly reduced rates compared to pre-pandemic conditions. Also bearing that out, traffic counts have been gradually been increasing, and influent flows at the wastewater reclamation plant have been starting to increase over the past couple of weeks.

Due to delays in the timing of sales and bed tax collections, we are just beginning to see the impact of the closures on cash flows. Up to this point, the cash flows have been somewhat normal. As of the writing of this memo, staff is anticipating a need in the next couple of days for the first drawdown from the City's account with the State Treasurer's Local Government Investment Pool (LGIP) since the closures began.

For the month of March 2020, sales taxes were down 42% compared to the prior year, and bed taxes were down 51% compared to the prior year. One sales tax category was up substantially; construction was up 32% compared to the prior year. Additional information will be provided soon in the monthly financial reports.

March sales tax down 42%.

March bed tax down 51%.

Current Financial Actions Taken

*All discretionary spending
suspended until further notice.*

All departments and staff have been directed to limit spending to essential needs. All discretionary spending has been frozen until further notice. This freeze will not be lifted until evidence exists that our financial situation can once again accommodate the discretionary spending and will likely be phased in slowly.

Examples of items defined as discretionary spending include:

- Filling any new or existing vacant positions
- Any adjustment to salaries, wages, or other benefits
- Training not associated with mandatory licensing or credentialing
- Travel that could otherwise be avoided
- Professional services for projects and/or programs not already underway
- Equipment intended to improve efficiency or effectiveness that is not otherwise necessary
- Replacement of materials, equipment, furniture, etc. that are still functional
- Discretionary remodels of office space
- Food, celebrations, appreciation gifts, and other forms of recognition

Case-by-case exemptions to frozen expenditures and approval to proceed based on circumstantial need or as we recover from the recession may be made. The types of circumstances where authorization may be given to proceed with discretionary expenditures include:

- Filling vacant positions that are critical to the basic mission of the organization
- Planned equipment replacement or maintenance where deferral may lead to failure
- Planned programs/projects where deferral may significantly increase costs later

- Any other prioritized expenditures where sufficient revenues can be identified

All expenditures, large and small, are to be scrutinized. Even limiting the purchase of supplies when another department may have stock already on hand has been recommended.

Financial Management Options

The financial management options are presented to provide assurance that the financial crisis can be managed. **This is not an exhaustive list.** Direction regarding options is not being sought at this time since there so many unknowns about what the future may hold.

While development of a plan is critical for having strategies for addressing the situation, it is equally critical to have flexibility to address a very fluid situation. Many decision points will occur over time as greater information is available to make informed decisions. We can continue to brainstorm and come up with many more scenarios and options and permutations; however, we need to move forward with adopting a budget, so this section represents some of the options identified so far.

There are several goals and principles to be considered in the management of the City's financial position.

- Any actions taken should not jeopardize the fiscal sustainability of the City.
- One of the primary goals is to avoid furloughs or layoffs, which staff believes is entirely possible. Not only do employees need assurances that they will not be sacrificed for other priorities, but it is also an element of the circle of life. If the City is not contributing to the mass unemployment problem, employees are still earning a living, spending the money they've earned, and being productive contributors to society and the economy.
- Many successful investors subscribe to the philosophy of "buy low, sell high." While government entities are not allowed to make a profit, the concept of "buying low" is worthy of consideration for proper stewardship of taxpayer dollars. If the City's financial position permits, it is a wise use of taxpayer dollars to make purchases and/or move forward with projects while costs, interest rates, and inflation rates are low.
- Our local economy is predominantly tourism-based. As a result, the City is limited in how much it can do to patronize local businesses since so many are geared toward tourist goods and services. Maximizing opportunities to get funds into our local economy through our employees and contractors can help in this effort.

There are numerous possible options for addressing the financial crisis the City currently faces and innumerable combinations of many options. We are identifying many of those possible options here; however, the plan should be fluid and responsive to the everchanging conditions. Even during the compilation of the various scenarios and options, new information has been constantly received and changing the estimates almost daily.

Our approach to the possible options has been to identify "tiers" of budget cuts and adjustments that can be implemented in succession depending on the severity of the financial situation.

Not included in the tiers, but still an option is the elimination or minimization of nonessential programs. While all of the City's programs are viewed as valuable and important, not all are critical to the safety, health, and welfare of the community. Some programs may be even more critical during this time to support the community's financial recovery such as the tourism management and development program and the economic diversification program. Funding of these programs can help bolster the City's revenues to support other programs.

Each tier is defined with the financial impact as well as possible consequences of each decision. Many of the identified options can be scaled at various amounts. The following discussion and Tiered Financial Management Option Scenarios schedule on page 29 start from the Proposed Budget amounts and progressively identify possible options for successively more severe revenue losses.

These options are only possibilities for addressing the financial crisis. Prior to any actions taken the options would be more fully vetted. The estimation of costs that could be delayed or eliminated for discretionary items was based on input from the departments; however, if pressed to identify further costs that could be delayed, it is likely additional reductions could be found.

Proposed Budget (Column A)

The first column represents the Proposed Budget amounts. The following list summarizes the adjustments already made that have been discussed previously in this memo. It also identifies some of the advantages and consequences of these adjustments.

Expenditure Reductions & Avoidance (Total \$1.4 million, General Fund \$627,000):

- Suspend additional payment for PSPRS unfunded liability and make minimum payment (approximately \$303,000)
 - Advantage: Reduces General Fund expenditures.
 - Consequence: Increases amount of future level payments and total costs paid over the closed amortization period by approximately \$54,000.
- Eliminate merit increases for FY 2021 (approximately \$252,000)
 - Advantage: Reduces expenditures. General Fund portion is approximately \$200,000.
 - Consequence: Potential impact to employee morale which can translate into many other impacts.
- Reduce cap for CIP projects managed by Public Works engineers by \$500,000
 - Advantage: Reduces expenditures. No impact to General Fund other than pooled cash resources would be higher.
 - Consequence: Considered minimal since progress on projects will likely be slow while impacts to the City's financial condition are evaluated.
- Decision Packages that would likely have been approved prior to the pandemic not approved (total not approved approximately \$384,000)
 - Advantage: Avoids adding expenditures. General Fund portion is approximately \$322,000.
 - Consequence: Recommendations of efficiencies and enhancement of programs delayed.

Creates Fund Balance Availability (Total \$1.2 million, General Fund \$382,900):

- Forego FY 2021 contributions to the equipment replacement and major maintenance reserves (approximately \$1.2 million)
 - Advantage: Frees up monies as available instead of committed.²⁴ General Fund portion is \$382,900.
 - Consequence: Delays full funding of these reserves; however, so far balances have been sufficient to cover needs.

²⁴ Accounting guidance defines committed as legally obligated through a Council ordinance or resolution. See the Tiered Financial Management Option Scenarios schedule on page 29.

Reduces Budget Cap (\$1.0 million):

- Reduce affordable housing contingency from \$2.0 million to \$1.0 million
 - Advantage: Primarily helps bring budget cap down. Since expenditures were unlikely to occur at the \$2.0 million level, the reduction is unlikely to have any impact on actual cash flows.
 - Consequence: Considered minimal since progress on the affordable housing initiative will likely be slow while impacts to the City's financial condition are evaluated.

As discussed in the Impacts to Policy Reserves section of this memo starting on page 2, these actions result in the use of \$2.7 million of the \$6.0 million General Fund operating reserve, or 54% of the reserve within the first 15½ months of the recession. While this is reasonable given the policy defines the purpose of the operating reserve as insulation for programs and services during the first 18 to 24 months of a recession, we do not know how severe the revenues losses could be. Staff recommends a more conservative approach until more is known about the City's future financial condition.

Tier 1 (Column B)

The first tier includes several possible options for eliminating the use of General Fund operating reserves identified in the Proposed Budget scenario and generates a surplus of approximately \$917,000.²⁵ Most of these options comply with the current direction already given to freeze all discretionary spending until further notice.

Expenditure Reductions (Total \$2.0 million, General Fund \$1.4 million):

- Eliminate impact on FY 2021 for FY 2020 merit increases not yet processed (\$109,080, 1% of personnel budget)
 - Advantage: Reduces expenditures. General Fund portion is approximately \$88,000.
 - Consequence: Potential impact to employee morale which can translate into many other impacts.
- Freeze vacant positions (\$451,860, 3% of personnel budget)
 - Advantage: Reduces expenditures. General Fund portion is approximately \$314,000.
 - Consequence: Potential impact to timeliness and efficiency of services and potential impact to employee morale for employees taking over those duties.
- Reduce professional services (\$275,575, 29% of professional services budget)
 - Advantage: Reduces expenditures. General Fund portion is approximately \$243,000.
 - Consequence: While some are discretionary and could be delayed, others are placeholders for the possibility of essential needs (\$131,725) and would require use of contingencies if needed.
- Reduce travel and training (\$173,345, 62% of travel and training budget)
 - Advantage: Reduces expenditures. General Fund portion is approximately \$143,000.
 - Consequence: Eliminates development opportunities for some staff.
- Reduce service contracts (\$30,000, 3% of service contracts budget)
 - Advantage: Reduces General Fund expenditures.
 - Consequence: Impacts would likely vary depending on the service provider.

²⁵ Actual results will vary.

- Delay maintenance items (\$611,720, 29% of maintenance budget)
 - Advantage: Reduces expenditures. General Fund portion is approximately \$376,000.
 - Consequence: Could create additional costs later. While some are more discretionary and could be potentially be delayed with minimal impact, others are placeholders for the possibility of essential needs (\$110,700) and would require use of contingencies if needed.
- Delay replacement of furniture (\$13,850, 100% of furniture budget)
 - Advantage: Reduces expenditures. General Fund portion is approximately \$13,600.
 - Consequence: Considered minimal since most furniture needs are not urgent; however, includes a placeholder for the possibility of essential needs (\$2,000) and would require use of contingencies if needed.
- Delay replacement of equipment (\$291,750, 58% of equipment replacement budget)
 - Advantage: Reduces expenditures. General Fund portion is approximately \$151,000.
 - Consequence: Could result in equipment failures. While some are more discretionary and could be potentially be delayed with minimal impact, others are placeholders for the possibility of essential needs (\$21,500) and would require use of contingencies if needed.

Creates Fund Balance Availability (General Fund \$2.9 million):

- Delay some Priority III CIP projects (\$2.4 million offset by estimated project carryovers)
 - Advantage: Potential to reduce expenditures since likely there would still be other projects that would carry over to the next year. Frees up approximately \$582,000 of capital reserves that could potential be returned to the General Fund and pooled cash resources available from other funds could be higher.
 - Consequence: Varies based on the project including delay of possible amenities desired by the community or delay of enhanced efficiencies. See page CIP-9 for a listing of the projects.
- Delay some Priority II CIP projects (\$1.9 million offset by remaining balance of project carryovers of \$1.6 million)
 - Advantage: Reduces expenditures. Frees up \$25,000 of capital reserves that could potential be returned to the General Fund and pooled cash resources available from other funds could be higher.
 - Consequence: Varies based on the project including delay of possible amenities desired by the community or delay of enhanced efficiencies. See page CIP-8 for a listing of the projects.
- Eliminate or reduce subsidy to the Streets Fund (up to \$274,350)
 - Advantage: Frees up General Fund monies as available instead of assigned.²⁶
 - Consequence: Considered minimal since the Streets Fund has accumulated the equivalent of nearly one year's expenditures.
- Eliminate or reduce transfer to the Capital Improvements Fund (up to \$2.0 million)
 - Advantage: Frees up General Fund monies as available instead of assigned.
 - Consequence: Considered minimal since the projected balance of capital reserves at the end of the 3-funded CIP plan years is approximately \$6.7 million.

²⁶ Accounting guidance defines assigned as direction given but not legally obligated through a Council ordinance or resolution. See the Tiered Financial Management Option Scenarios schedule on page 29.

As previously mentioned, the combination of all of these options create a General Fund surplus of approximately \$917,000²⁷ in the baseline revenue scenario. If revenue losses are more in line with the second pandemic wave revenue scenario as demonstrated in Column C, all of the \$6.0 million General Fund operating reserve is used plus the General Fund would have a deficit balance of approximately \$529,000.

While a loan could be made from another fund to cover the General Fund deficit, if the City's financial condition is even worse than the second pandemic wave revenue scenario, these funds would no longer be available to support essential operations. As previously mentioned, the plan needs to be fluid and responsive to the everchanging conditions. Staff does not recommend running a deficit balance in the General Fund.

Tier 2 (Column D)

The second tier includes several possible options for eliminating the use of General Fund operating reserves in the second pandemic wave revenue scenario and generating a surplus of approximately \$1.1 million.²⁸

Expenditure Reductions (Total \$265,000, General Fund \$215,000):

- Furloughs (approximately \$265,000 for 2 weeks, 2% of personnel budget)
 - Advantage: Reduces expenditures. General Fund portion is approximately \$215,000.
 - Consequence: Potential impact to employee morale which can translate into many other impacts. Compared to the small dollar amount saved, the impacts may not be considered worthwhile.

Creates Fund Balance Availability (General Fund \$7.5 million):

- Eliminate or reduce subsidy to the Wastewater Fund (up to \$3.4 million)
 - Advantage: Frees up General Fund monies as available instead of committed.
 - Consequence: Would likely reduce the number of years before the next rate increase would be needed.
- Eliminate or reduce subsidy to the Affordable Housing Fund (up to \$200,000)
 - Advantage: Frees up General Fund monies as available instead of assigned.
 - Consequence: Could affect the programs offered in future years if balances are not accumulated over time.
- Return prior years' subsidies to the Streets Fund (up to approximately \$860,000)
 - Advantage: Returns General Fund monies to available instead of assigned.
 - Consequence: Future HURF funding levels could restrict the ability to maintain streets at established standards.
- Return prior years' transfers to the Capital Improvements Fund (up to approximately \$2.0 million)
 - Advantage: Returns General Fund monies to available instead of assigned.
 - Consequence: Could affect the ability to cash fund projects in future years if balances are not accumulated over time.

²⁷ Actual results will vary.

²⁸ Actual results will vary.

- Use debt financing for some CIP projects (\$5.0 million – assumes \$4.0 million are SIM projects)
 - Advantage: Frees up \$1.0 million of capital reserves that could be returned to General Fund and pooled cash resources available from other funds could be higher.
 - Consequence: Interest costs would likely be minimal since rates are very low; however, if the City’s financial position takes several years to improve, budgets must be balanced to cover debt payments.

As previously mentioned, the combination of all of these options create a General Fund surplus of approximately \$1.1 million²⁹ in the second pandemic wave revenue scenario. If revenue losses are more in line with the prolonged recovery scenario as demonstrated in Column E, approximately \$819,000, or 14%, of the \$6.0 million General Fund operating reserve would be used. This would a very reasonable use of the operating reserve within the first 15½ months of the recession.

However, if the City’s financial condition is even worse than the prolonged recovery revenue scenario, additional options or more aggressive actions on identified options could be needed. As previously mentioned, the plan needs to be fluid and responsive to the everchanging conditions.

Tier 3 (Column F)

The third tier includes possible options for eliminating the use of General Fund operating reserves in the prolonged recovery revenue scenario and generating a surplus of approximately \$686,000.³⁰

Expenditure Reductions (Total \$579,000, General Fund \$504,000):

- Layoffs (approximately \$579,000 for 10% of average wage and benefits for half the year offset by estimated unemployment costs)
 - Advantage: Reduces expenditures. General Fund portion is approximately \$504,000.
 - Consequence: Potential impact to employee morale which can translate into many other impacts.

Creates Fund Balance Availability (General Fund \$1.0 million)

- Use additional debt financing beyond Tier 2 for some CIP projects (\$3.0 million – assumes \$2.0 million are SIM projects)
 - Advantage: Frees up \$1.0 million of capital reserves that could be returned to General Fund and pooled cash resources available from other funds could be higher.
 - Consequence: Interest costs would likely be minimal since rates are very low; however, if the City’s financial position takes several years to improve, budgets must be balanced to cover debt payments.

Revenue Forecasts

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

²⁹ Actual results will vary.

³⁰ Actual results will vary.

Citizens Budget Work Group

We would like to recognize the participation of the Sedona citizens who made up this year's Citizens Budget Work Group: Velma Keller, Tom Lamkin, Robin Low, Jeff Mahan, Stephen McGarry, Karla Stamps, and Lynn Zonakis. This was the seventh year the City has included a citizen work group in the budget development process.

This year, the participation of the work group was changed from past years. The original design of the work group was to participate in the City Manager's budget review meetings with departments to discuss both their operating and capital projects budgets. The work group would give any input they had regarding the various policy recommendations incorporated into the budget, and they would offer recommendations regarding the various Decision Packages. While this created a level of transparency in the City's budget process, City staff and former work group members believed the participation was primarily duplicative of the City Manager and City Council roles. In order to create opportunity for the work group to play a more additive role, the participation of the work group was reevaluated from the ground up.

The goal for the new work group was to take a deeper dive into areas such as:

- Services not yet considered (i.e., year-round pool operations or an annual tree limb pickup service)
- Extensive analysis of a current program
- Review of best practices in financial stewardship (i.e., asset management)
- Extensive analysis into nonprogram areas (i.e., staffing levels or pay scale)

This year's process included:

- Kickoff meeting – January 21, 2020
 - A high-level explanation of the budget
 - Group discussion to identify the following:
 - Is anything missing from the budget?
 - Should anything in the budget be reduced?
 - Are there any changes to programs or services needed?
 - Are there any community issues with budget implications that need to be addressed in this budget cycle?
 - Input regarding a new community budget survey and recommended topics
- Service contract review – February 24, 2020
- Selected programs and Decision Package review – March 4, 2020
 - Economic Diversification program
 - Sustainability program
 - Communications program
- In between meetings, the work group also requested the following information for further review:
 - Past consultant and study costs incurred
 - FY 2020 SCC&TB contract and budget
 - Community Focus Area (CFA) plans

The work group dug in deep in quite a few areas and brought insights from their unique perspectives and added value to the overall process. Their input was greatly appreciated and brought up ideas that staff will be considering in future budgets.

Please note that all of the meetings were prior to the COVID-19 closures so the current financial crisis was not a factor in the recommendations of the work group.

Community Budget Survey

Parallel to the Citizen Budget Work Group, a new public online survey was release to gauge support on a variety of budget topics. In addition to questions related to each topic, participants were asked to rank projects against each other. The survey was open to anyone who wished to respond, and participation was solicited through press releases, eNotify, social media, and the City's website.

The survey results have been included on pages SUM-20 through SUM-31. The following summarizes the results of the 476 responses:

Ranking of Large Initiatives

1. Transit – 61% support extending the half-cent sales tax.
2. Walking & Biking Improvements – 68% support additional funding for the program.
3. Housing Diversification & Affordability – 57% support additional funding for the program.

Ranking of Other Initiatives

1. Sedona Recycles – 81% support additional funding.
2. Environmental Sustainability – 67% support additional funding for the program.
3. Community Pool – 68% support current or additional funding for the program.
4. Economic Diversification – 50% support additional funding for the program.
5. Annual Tree Limb Pickup – 60% support adding this service.
6. Annual Bulky Waste Pickup – 53% support adding this service.

Please note that the survey closed just prior to the COVID-19 closures so the current financial crisis was not necessarily a factor in the responses.

Budget Calendar

With the decision to postpone the Budget work sessions, the remainder of the budget process has been rescheduled as follows.

**UPDATED FY 2021 BUDGET PROCESS
COUNCIL MEETINGS**

	Dates	Legal Requirement
Tentative City Budget Adoption	July 14, 2020	Must be no later than 3 rd Monday in July
Tentative CFD Budget Adoption	July 14, 2020	Must be no later than July 15
Final City Budget Adoption	August 11, 2020	Must be in a special meeting
Final CFD Budget Adoption	August 11, 2020	Must be no later than October 1

Budget Book Layout

The budget books are organized as follows:

- Tab 1 PowerPoint Presentation – Hard copies of the PowerPoint presentation will be provided to Council members at the meeting on June 3. This tab has been provided as a placeholder.
- Tab 2 Overview – This section includes this memo providing an overview of the FY 2021 Proposed Budget and numerous options for responding to the financial crisis caused by the COVID-19 closures.
- Tab 3 Overall Summary Schedules – This section includes several summary schedules for the overall budget. These pages are numbered SUM-1 through SUM-31 and include the following:
 - Summary of all funds for the FY 2021 Proposed Budget that includes revenues, expenditures, transfers and beginning and ending fund balances (page SUM-1)
 - Summary of all positions/full-time equivalents (FTEs) with comparisons to prior years (pages SUM-2 through SUM-4)
 - Summary of all Budget Carryover requests (page SUM-5)
 - Summary of all Decision Package requests (pages SUM-6 through SUM-7)
 - Debt Service budget narrative (pages SUM-8 through SUM-19)
 - Budget Survey results (pages SUM-20 through SUM-31)
- Tab 4 Fund Summaries – This section includes summaries of each City fund that include revenues, expenditures, transfers and beginning and ending fund balances. These pages are numbered FUNDS-1 through FUNDS-10 and include the following:
 - General Fund summary (page FUNDS-1)
 - Streets Fund summary (page FUNDS-2)
 - Affordable Housing Fund summary (page FUNDS-3)
 - Grants & Donations Funds summary (page FUNDS-4)
 - Transportation Sales Tax Fund summary (page FUNDS-5)
 - Capital Improvements Fund summary (page FUNDS-6)
 - Development Impact Fees Funds summary (page FUNDS-7)
 - Art in Public Places Fund summary (page FUNDS-8)
 - Wastewater Enterprise Fund summary (page FUNDS-9)
 - Information Technology Internal Service Fund summary (page FUNDS-10)
- Tab 5 Capital Improvement Projects – This section includes the 10-year Capital Improvement Plan budget. These pages are numbered CIP-1 through CIP-9 and include the following:
 - Summary of all CIP projects included in the 10-year plan (pages CIP-1 through CIP-9)

- Summary of FY 2021 Priority I CIP projects (page CIP-7)
 - Summary of FY 2021 Priority II CIP projects (page CIP-8)
 - Summary of FY 2021 Priority III CIP projects (page CIP-9)
 - Capital projects detail sheets for only those projects included in the first three funded years have been included in each individual department section.
- Tabs 6-20 Individual Department Budgets – Each of the department budgets are organized in a similar fashion. Pages are numbered separately for each section. Each department’s budget includes the following:
 - Overall department narrative – This generally includes the department’s mission statement, a description of the department, and a pie chart of the FY 2021 Proposed Base Budget expenditures. Some variations of this general structure may exist in some departments.
 - Individual program narratives – Each department has at least one program, and some have several programs. Each program narrative is organized similarly with some variations of this general structure. These generally include the following:
 - Summary budget for that program, which includes the following:
 - Expenditures by category with comparisons to prior years
 - Expenditures by fund – Most departments’ costs are primarily paid from the General Fund, but the portion paid from other funds will be indicated as appropriate.
 - Funding sources for payment of the expenditures – Most General Fund departments/programs rely heavily on the City’s general revenues for funding. However, some generate revenues or have other revenues sources dedicated to the program. In addition, the costs of some departments/programs are allocated to other departments via the indirect cost allocation plan.
 - Budgeted full-time equivalent (FTE) positions directly paid from the program
 - FY 2020 accomplishments for the program
 - FY 2021 objectives for the program
 - Workload indicators and/or performance measures, which include the following:
 - Benchmarks when available – most are from ICMA
 - Projections/targets for FY 2021
 - Projections/targets for FY 2020 determined in last year’s budget process
 - Current estimates of results for FY 2020
 - Actual results for FY 2019 and FY 2018
 - Expenditure summary for the entire department by fund, program, and expenditure category with explanations of significant changes
 - Summary of positions for the entire department by position title
 - Summary of positions for the entire department by fund and program
 - Decision packages requested by the department, if any
 - Capital improvement projects requested by the department, if any

**City of Sedona
FY 2021
Tiered Financial Management Option Scenarios**

City Budget Only (excludes CFDs)	A	B	C	D	E	F
	Proposed Budget	Tier 1	Tier 1 After More Severe Revenue Losses	Tier 2	Tier 2 After Even More Severe Revenue Losses	Tier 3
Est. Beginning Fund Balances	46,466,119	46,466,119	46,466,119	46,466,119	46,466,119	46,466,119
Revenues						
Baseline scenario	39,719,664	39,663,534	39,663,534	39,663,534	39,663,534	39,663,534
2nd pandemic wave scenario			(8,503,323)	(8,503,323)	(8,503,323)	(8,503,323)
Prolonged recovery scenario					(2,355,513)	(2,355,513)
Debt financing				5,000,000	5,000,000	8,000,000
Total revenues	39,719,664	39,663,534	31,160,211	36,160,211	33,804,698	36,804,698
Expenditures						
Personnel costs	13,918,754	13,304,184	13,304,184	13,038,904	13,038,904	12,459,704
Ongoing non-personnel operating costs	13,407,513	12,314,721	12,314,721	12,314,721	12,314,721	12,314,721
One-time non-personnel operating costs	1,276,000	1,027,100	1,027,100	1,027,100	1,027,100	1,027,100
Debt service payments	6,065,835	6,011,435	6,011,435	6,011,435	6,011,435	6,011,435
Contingencies	1,500,000	1,500,000	1,500,000	1,500,000	1,500,000	1,500,000
Capital improvement projects	19,541,423	15,268,430	15,268,430	15,268,430	15,268,430	15,268,430
Capital improvement projects carryover	(4,027,296)	0	0	0	0	0
Total expenditures	51,682,229	49,425,870	49,425,870	49,160,590	49,160,590	48,581,390
Transfers In	12,466,674	10,192,324	10,192,324	6,592,324	6,592,324	6,592,324
Transfers Out	(12,466,674)	(10,192,324)	(10,192,324)	(6,592,324)	(6,592,324)	(6,592,324)
Est. Ending Fund Balances						
<u>Restricted by outside regulation</u>						
Balances in funds with restricted uses	2,092,566	2,701,453	2,701,453	2,701,453	2,701,453	2,701,453
<u>Committed by Council resolution/ordinance</u>						
Operating reserve - General Fund	3,301,831	6,019,469	0	6,019,469	5,200,737	6,019,469
Operating reserve - Wastewater Fund	1,498,675	1,498,675	1,498,675	1,498,675	1,498,675	1,498,675
Minimum capital reserves - CIP Fund	3,356,576	3,356,576	3,356,576	3,356,576	3,356,576	3,356,576
Minimum capital reserves - Wastewater Fund	3,900,000	3,900,000	3,900,000	3,900,000	3,900,000	3,900,000
Equipment replacement reserves	2,215,378	2,215,378	2,215,378	2,215,378	2,215,378	2,215,378
Major maintenance reserves	125,636	125,636	125,636	125,636	125,636	125,636
Balances in funds with committed uses	3,073,754	1,660,458	722,693	4,525,743	4,265,718	6,265,718
<u>Assigned in budget processes and other direction</u>						
Pledged parking revenues	92,970	92,970	92,970	92,970	92,970	92,970
Assigned to Streets Fund	1,010,683	860,095	860,095	0	0	0
Assigned to capital reserves	3,343,256	1,950,512	1,950,512	0	0	0
Balances in other funds with assigned uses	1,592,295	1,609,170	1,609,170	1,609,170	1,609,170	1,609,170
<u>Remaining available fund balances (surpluses)</u>						
General Fund	0	916,717	(529,372)	1,076,756	0	685,558
Wastewater Fund	8,899,934	9,796,674	9,696,674	6,343,914	6,143,914	6,218,824
Total est. ending fund balances	34,503,554	36,703,783	28,200,460	33,465,740	31,110,227	34,689,427

General Fund operating reserve policy amount	6,019,469	6,019,469	6,019,469	6,019,469	6,019,469	6,019,469
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General Fund operating reserve used	2,717,638	0	6,019,469	0	818,732	0
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Column A: Proposed Budget

Column B: Implementation of Tier 1 adjustments. Assumes baseline revenue scenario.

Column C: Implementation of Tier 1 adjustments. Assumes second pandemic wave revenue scenario.

Column D: Implementation of Tier 2 adjustments. Assumes second pandemic wave revenue scenario.

Column E: Implementation of Tier 2 adjustments. Assumes prolonged recovery revenue scenario.

Column F: Implementation of Tier 3 adjustments. Assumes prolonged recovery revenue scenario.

See Budget Memo for discussion of tiered adjustments.



Overall Summaries

FUND SUMMARIES

All Funds

	General Fund	Streets Fund	Grants & Donations	Affordable Housing Fund	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	\$23,700,410	\$933,060	\$57,430	\$6,280	\$2,541,200	\$564,000	\$208,940	\$1,250	\$7,041,880	\$1,749,830	\$36,804,280
One-Time Revenues	\$159,000	\$0	\$440,890	\$199,000	\$0	\$403,454	\$427,730	\$0	\$977,800	\$7,500	\$2,615,374
Contingent Revenues	\$0	\$0	\$300,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$300,000
Total Revenues	\$23,859,410	\$933,060	\$798,320	\$205,280	\$2,541,200	\$967,454	\$636,670	\$1,250	\$8,019,680	\$1,757,330	\$39,719,654
Expenditures											
Ongoing Expenditures	\$19,824,645	\$1,205,900	\$31,500	\$220,555	\$256,480	\$0	\$0	\$0	\$4,224,425	\$1,455,632	\$27,219,137
One-Time Expenditures	\$825,250	\$0	\$404,020	\$0	\$0	\$0	\$0	\$0	\$323,200	\$155,850	\$1,708,320
Capital Improvement Projects	\$0	\$0	\$266,053	\$0	\$0	\$12,619,266	\$1,264,118	\$0	\$1,380,000	\$0	\$15,529,437
Debt Service	\$1,034,560	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$4,690,775	\$0	\$5,725,335
Equipment Replacement Reserve Contributions	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Major Maintenance Reserve Contributions	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Contingency	\$300,000	\$0	\$300,000	\$800,000	\$0	\$0	\$0	\$0	\$100,000	\$0	\$1,500,000
Total Expenditures	\$21,984,455	\$1,205,900	\$1,001,573	\$1,020,555	\$256,480	\$12,619,266	\$1,264,118	\$0	\$10,718,400	\$1,611,482	\$51,682,229
Net Revenues/Expenditures	\$1,874,955	(\$272,840)	(\$203,253)	(\$815,275)	\$2,284,720	(\$11,651,812)	(\$627,448)	\$1,250	(\$2,698,720)	\$145,848	(\$11,962,575)
Transfers											
Transfer from Capital Improvements Fund	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$41,587	\$0	\$0	\$41,587
Transfer from General Fund	\$0	\$272,840	\$0	\$200,000	\$0	\$2,000,000	\$0	\$0	\$3,400,000	\$0	\$5,872,840
Transfer from General Fund (Bed Taxes)	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Transfer from General Fund (Paid Parking Revenues)	\$0	\$0	\$0	\$0	\$0	\$575,000	\$0	\$0	\$0	\$0	\$575,000
Transfer from Transportation Sales Tax Fund	\$0	\$0	\$0	\$0	\$0	\$5,977,247	\$0	\$0	\$0	\$0	\$5,977,247
Transfer to Wastewater Fund	(\$3,400,000)	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	(\$3,400,000)
Transfer to Streets Fund	(\$272,840)	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	(\$272,840)
Transfer to Capital Improvements Fund	(\$2,000,000)	\$0	\$0	\$0	(\$5,977,247)	\$0	\$0	\$0	\$0	\$0	(\$7,977,247)
Transfer to Capital Improvements Fund (Paid Parking Revenues)	(\$575,000)	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	(\$575,000)
Transfer to Capital Improvements Fund (Bed Taxes)	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Transfer to Development Impact Fee Funds	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Transfer to Affordable Housing Fund	(\$200,000)	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	(\$200,000)
Transfer to Arts Fund	\$0	\$0	\$0	\$0	\$0	(\$41,587)	\$0	\$0	\$0	\$0	(\$41,587)
Net Transfers	(\$6,447,840)	\$272,840	\$0	\$200,000	(\$5,977,247)	\$8,510,660	-	\$41,587	\$3,400,000	\$0	\$0
Beginning Fund Balances	\$8,951,653	\$1,010,683	\$398,846	\$1,910,019	\$6,574,193	\$9,840,984	\$2,573,140	\$149,251	\$14,581,124	\$476,226	\$46,466,119
Ending Fund Balances											
Operating Reserve	\$6,109,469	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$1,498,675	\$0	\$7,608,144
10% Reserve	\$0	\$120,590	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$120,590
Restricted Capital Reserve	\$0	\$0	\$0	\$0	\$0	\$3,356,576	\$1,873,571	\$0	\$3,900,000	\$0	\$9,130,147
Equipment Replacement Reserve	\$938,967	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$858,159	\$359,351	\$2,156,477
Major Maintenance Reserve	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$125,636	\$0	\$125,636
Estimated FY19 Surplus to be Allocated	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Parking Revenue Pledged to Uptown Improvement	\$92,970	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$92,970
Remaining Available Fund Balance	(\$2,762,638)	\$890,093	\$195,593	\$0	7,051,890	\$3,343,256	72,121	\$192,088	\$8,899,934	\$262,723	\$18,145,060
Total Ending Fund Balances	\$4,378,768	\$1,010,683	\$195,593	\$1,294,744	\$2,881,666	\$6,699,832	\$1,945,692	\$192,088	\$15,282,404	\$622,074	\$34,503,544

POSITION LIST/FULL-TIME EQUIVALENTS

Department/Position	FY 2018-19		FY 2019-20		FY 2020-21		Change from FY 2019-20	
	Full-Time	Temporary/ Part-Time	Full-Time	Temporary/ Part-Time	Full-Time	Temporary/ Part-Time	Full-Time	Temporary/ Part-Time
City Council								
Mayor (GF)		1.00		1.00		1.00	-	-
Vice-Mayor (GF)		1.00		1.00		1.00	-	-
City Councillors (GF)		5.00		5.00		5.00	-	-
City Council Total	-	7.00	-	7.00	-	7.00	-	-
City Manager's Office								
City Manager (GF)	1.00		1.00		1.00		-	-
Assistant City Manager/Director of CommDev (GF)			0.40		0.40		-	-
Assistant City Manager (GF)	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	-	-
Public Relations Coordinator (GF)		0.88		0.88	1.00		1.00	(0.88)
Transit Manager (TSTF)					1.00		1.00	-
Management Analyst (GF)			1.00		1.00		-	-
Sustainability Coordinator (GF)	1.00		1.00		1.00		-	-
Executive Assistant to the City Manager (GF)	1.00						-	-
Administrative Assistant (GF)			1.00		1.00		-	-
Intern (GF)							-	-
City Manager's Office Total	5.00	1.63	5.40	1.63	7.40	0.75	2.00	(0.88)
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		2.00		-	-
Accounting Supervisor (GF)							-	-
Budget Analyst/Purchasing Coordinator (GF)							-	-
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					-	-
Financial Services Total	8.00	0.17	8.00	0.73	8.00	0.73	-	-
Information Technology								
Information Technology Manager (ITF)	1.00		1.00		1.00		-	-
Database/WEB Developer (ITF)							-	-
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		1.00		-	-
IT Support/Help Desk Technician (ITF)	1.00		1.00		1.00		-	-
Information Technology Total	5.00	-	5.00	-	5.00	-	-	-
City Attorney's Office								
City Attorney (GF)	1.00		1.00		1.00		-	-
Assistant City Attorney (GF)	1.00		2.00		2.00		-	-
Associate Attorney (GF)	1.00						-	-
Legal Assistant (GF)	1.00		1.00		1.00		-	-
Temporary City Employee (GF)		0.04		0.04		0.04	-	-
City Attorney's Office Total	4.00	0.04	4.00	0.04	4.00	0.04	-	-
City Clerk's Office								
City Clerk (GF)	1.00		1.00		1.00		-	-
Deputy Clerk (GF)	1.00		1.00		1.00		-	-
Records Clerk (GF)		0.88		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		-	-

POSITION LIST/FULL-TIME EQUIVALENTS

Department/Position	FY 2018-19		FY 2019-20		FY 2020-21		Change from FY 2019-20	
	Full-Time	Temporary/ Part-Time	Full-Time	Temporary/ Part-Time	Full-Time	Temporary/ Part-Time	Full-Time	Temporary/ Part-Time
Administrative & Recreation Assistant (GF)			1.00		1.00		-	-
Administrative Assistant (GF)	1.00						-	-
Recreation Assistant (GF)		0.13		0.13		0.13	-	-
Pool Manager (GF)				0.57		0.33	-	(0.24)
Pool Assistant Manager (GF)				0.03		0.03	-	-
Lifeguard Instructor (GF)		1.05		1.43		1.43	-	-
Head Lifeguard (GF)		0.64					-	-
Lifeguard (GF)		1.92		2.11		2.21	-	0.10
Pool Office Assistant (GF)		-					-	-
Water Exercise Instructor (GF)		0.10		0.19		0.19	-	-
SAI Instructor Trainer (GF)		0.09					-	-
Scorekeeper/Umpires/Referees (GF)		0.24		0.24		0.24	-	-
Parks & Recreation Total	4.00	4.17	4.00	4.70	4.00	4.56	-	(0.14)
Community Development								
Assistant City Manager/Director of CommDev (GF)			0.60		0.60		-	-
Director of Community Development (GF)	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		1.00		-	-
Plans Examiner (GF)							-	-
Senior Code Enforcement Officer (GF)	1.00		1.00		1.00		-	-
Building Inspector (GF)	1.00		1.00		1.00		-	-
Assistant Planner (GF)							-	-
Building Permits Technician (GF)	2.00		2.00		2.00		-	-
Code Enforcement Officer (GF)	1.00		1.00		1.00		-	-
Development Services Representative (GF)							-	-
Administrative Assistant (GF)	1.00		1.00		1.00		-	-
Temporary City Employee (GF)		0.24		0.24		0.24	-	-
Community Development Total	13.00	0.24	13.60	0.24	12.60	0.24	(1.00)	-
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)	0.90		0.90		0.90		-	-
Engineering Supervisor (WWF)	0.10		0.10		0.10		-	-
Associate Engineer (GF)	2.50		2.50		2.50		-	-
Associate Engineer (WWF)	0.50		0.50		0.50		-	-
Assistant Engineer (GF)	1.97		1.97		1.97		-	-
Assistant Engineer (TSTF)	1.00		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)	0.94		0.94		0.94		-	-
Right-of-Way Supervisor (WWF)	0.06		0.06		0.06		-	-
City Maintenance Supervisor (GF)	0.91		0.91		0.91		-	-
City Maintenance Supervisor (WWF)	0.09		0.09		0.09		-	-
Right-of-Way Specialist (GF)	0.94		0.94		0.94		-	-
Right-of-Way Specialist (WWF)	0.06		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)	3.92		3.92		3.92		-	-
City Maintenance Worker II (WWF)	0.08		0.08		0.08		-	-
Administrative Supervisor (GF)	0.81		0.81		0.81		-	-
Administrative Supervisor (WWF)	0.19		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)	3.75		3.75		3.75		-	-
City Maintenance Worker I (WWF)	0.25		0.25		0.25		-	-
Custodial Maintenance Worker (GF)			2.00		2.00		-	-
Traffic Control Assistant (GF)		2.60		2.60		2.60	-	-
Bike Park Maintenance Worker (GF)		0.25		0.25		0.25	-	-
Public Works Total	24.00	3.45	26.00	3.45	26.00	3.45	-	-
Economic Development								
Economic Development Director (GF)	1.00		1.00		1.00		-	-
Economic Development Total	1.00	-	1.00	-	1.00	-	-	-

POSITION LIST/FULL-TIME EQUIVALENTS

Department/Position	FY 2018-19		FY 2019-20		FY 2020-21		Change from FY 2019-20	
	Full-Time	Temporary/ Part-Time	Full-Time	Temporary/ Part-Time	Full-Time	Temporary/ Part-Time	Full-Time	Temporary/ Part-Time
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	40.00	3.63	40.00	3.63	-	-
Municipal Court								
Magistrate Judge (GF)		0.60		0.60	1.00		1.00	(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)	3.00		3.00		3.00		-	-
Municipal Court Total	4.00	0.65	4.00	0.65	5.00	0.05	1.00	(0.60)
Wastewater								
Director of Wastewater (WWF)							-	-
Wastewater Manager (WWF)	1.00		1.00		1.00		-	-
WW Regulatory Compliance Specialist (WWF)	1.00		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)							-	-
Collector Operator III (WWF)	1.00		1.00		1.00		-	-
WW Lab Technician (WWF)	1.00		1.00		1.00		-	-
WW Plant Operator III (WWF)			1.00		1.00		-	-
Collector Operator II (WWF)	1.00		1.00		1.00		-	-
WW Plant Operator II (WWF)	1.00		1.00		1.00		-	-
Collector Operator I (WWF)	1.00		1.00		1.00		-	-
WW Plant Operator I (WWF)	1.00						-	-
CCTV Van Operator (WWF)			1.00		1.00		-	-
Collector Operator - Entry (WWF)							-	-
WW Plant Operator - Entry (WWF)							-	-
Administrative Assistant (WWF)	1.00		1.00		1.00		-	-
Wastewater Total	12.00	-	13.00	-	13.00	-	-	-
City-Wide Totals								
General Fund	102.24	21.86	106.24	22.95	107.24	21.33	1.00	(1.62)
Transportation Sales Tax Fund	1.00	-	1.00	-	2.00	-	1.00	-
Information Technology Fund	5.00	-	5.00	-	5.00	-	-	-
Wastewater Fund	14.76	-	15.76	-	15.76	-	-	-
Total City Full-Time Equivalents	123.00	21.86	128.00	22.95	130.00	21.33	2.00	(1.62)

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

City of Sedona
 FY 2020-21 Proposed Budget
 Summary of Carryover Requests

Department	Program	Description	Status	Amount	Comments
General Fund					
General Services	Administration	Market Study Adjustments	In Progress	\$ 200,000	Untouched for FY20 so far
City Manager's Office	Sustainability	Climate Action Plan	In Progress	\$ 17,000	
Police	Communications	Industrial Shredder for ACJIS Compliance	Not Started	2,400	
General Fund Total				\$ 219,400	
Affordable Housing Fund					
General Services	Administration	Balance of Contingency	In Progress	\$ 1,000,000	
Affordable Housing Fund Total				\$ 1,000,000	
Grants & Donations Funds					
Municipal Court	AOC Security Grant	Ballistic Fiberglass Door & Transaction Windows	Not Started	\$ 11,200	
Community Development	CDBG Grant	Hope House Project	In Progress	317,500	
Grants & Donations Funds Total				\$ 328,700	
Wastewater Enterprise Fund					
Wastewater	Plant Operations	Electrical Safety Plan	Not Started	\$ 10,000	
Wastewater Enterprise Fund Total				\$ 10,000	
Grand Total				\$ 1,558,100	

City of Sedona
FY 2020-21 Proposed Budget
Summary of Decision Package Requests

Personnel Requests

Department	Description	Priority	One-Time Costs	Ongoing Costs	Total Request	CM Recommendation	One-Time	Ongoing	Total	CBWG Recommendation
General Fund										
City Manager's Office	Reclass Arts & Culture Coordinator		\$ -	\$ 21,440	\$ 21,440	Not recommended for FY 2021	\$ -	\$ -	\$ -	Not asked to review
City Manager's Office	Renewable Energy Purchase	Medium	-	25,000	25,000	FROZEN: These 3 are recommended in total as \$32,500 to allocated as deemed necessary.	-	12,500	12,500	Supportive of Sustainability program needs
City Manager's Office	Marketing Environmental Behavior Initiatives	Low	-	20,000	20,000		-	10,000	10,000	
City Manager's Office	Renewable Site Analysis & Contract Review	High	20,000	-	20,000		10,000	-	10,000	
City Manager's Office	AmeriCorps VISTA Assistant	High	-	12,400	12,400	FROZEN: Recommended	-	12,400	12,400	
City Manager's Office	Electric Vehicle Charging Infrastructure	High	38,000	-	38,000	FROZEN: Recommended	38,000	-	38,000	
Financial Services	Internal Control Audit	Low	25,000	-	25,000	Not recommended for FY 2021	-	-	-	Not asked to review
Parks & Recreation	Recreation Coordinator		2,500	73,700	76,200	Not recommended for FY 2021	-	-	-	Not asked to review
Community Development	Building Safety Reorganization		1,000	39,378	40,378	Not recommended for FY 2021	-	-	-	Not asked to review
Public Works	Trailer Boom Lift	High	30,000	300	30,300	Not recommended for FY 2021	-	-	-	Not asked to review
Public Works	Curbside Yard Waste Collection		-	70,000	70,000	Not recommended for FY 2021	-	-	-	Not asked to review
Public Works	Reclass Part-Time Bike Park Maint. to Full-Time		2,500	55,750	58,250	Not recommended for FY 2021	-	-	-	Not asked to review
Economic Development	Entrepreneurial Assistance	High	-	30,000	30,000	FROZEN: Recommended at reduced amount	-	15,000	15,000	Supportive of Economic Diversification program needs
Economic Development	AmeriCorps VISTA	High	-	12,400	12,400	FROZEN: Recommended	-	12,400	12,400	
Economic Development	Marketing	High	-	20,000	20,000	FROZEN: Recommended	-	20,000	20,000	
Police	Bio Hazard Services		-	7,000	7,000	Recommended	-	7,000	7,000	Not asked to review
Municipal Court	IGA Court Security Officer	High	-	26,000	26,000	Recommended	-	26,000	26,000	Not asked to review
General Fund Total			\$ 119,000	\$ 413,368	\$ 532,368		\$ 48,000	\$ 115,300	\$ 163,300	
Affordable Housing Fund										
Community Development	Affordable Housing Options		\$ 4,500	\$ 195,500	\$ 200,000	FROZEN: Recommended as reallocation of contingency budget	\$ -	\$ -	\$ -	Supportive of Affordable Housing program needs
Affordable Housing Fund Total			\$ 4,500	\$ 195,500	\$ 200,000		\$ -	\$ -	\$ -	
Grants & Donations Funds										
Police	Speed and Traffic Enforcement		\$ 10,000	\$ -	\$ 10,000	Recommended	\$ 10,000	\$ -	\$ 10,000	Not asked to review
Police	Portable Breath Tests (PBTs)		10,000	-	10,000	Recommended	10,000	-	10,000	Not asked to review
Police	AEDs		15,000	-	15,000	Recommended	15,000	-	15,000	Not asked to review
Police	DUI Enforcement		1,200	-	1,200	Recommended	1,200	-	1,200	Not asked to review
Grants & Donations Funds Total			\$ 36,200	\$ -	\$ 36,200		\$ 36,200	\$ -	\$ 36,200	

City of Sedona
 FY 2020-21 Proposed Budget
 Summary of Decision Package Requests

Personnel Requests

Department	Description	Priority	One-Time Costs	Ongoing Costs	Total Request	CM Recommendation	One-Time	Ongoing	Total	CBWG Recommendation
Wastewater Fund										
Wastewater	Area 4 Vault Upgrade	Medium	\$ 45,000	\$ -	\$ 45,000	Not recommended for FY 2021	\$ -	\$ -	\$ -	Not asked to review
Wastewater	Prefabricated Metal Garage	Medium	17,000	-	17,000	Not recommended for FY 2021	-	-	-	Not asked to review
Wastewater Fund Total			\$ 62,000	\$ -	\$ 62,000		\$ -	\$ -	\$ -	
Grand Total			\$ 221,700	\$ 608,868	\$ 830,568		\$ 84,200	\$ 115,300	\$ 199,500	

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 \$20 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, 2020.

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 \$19,965,000



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 2020-2021 fiscal year by bond issuance.

FY 2021 BOND PAYMENTS

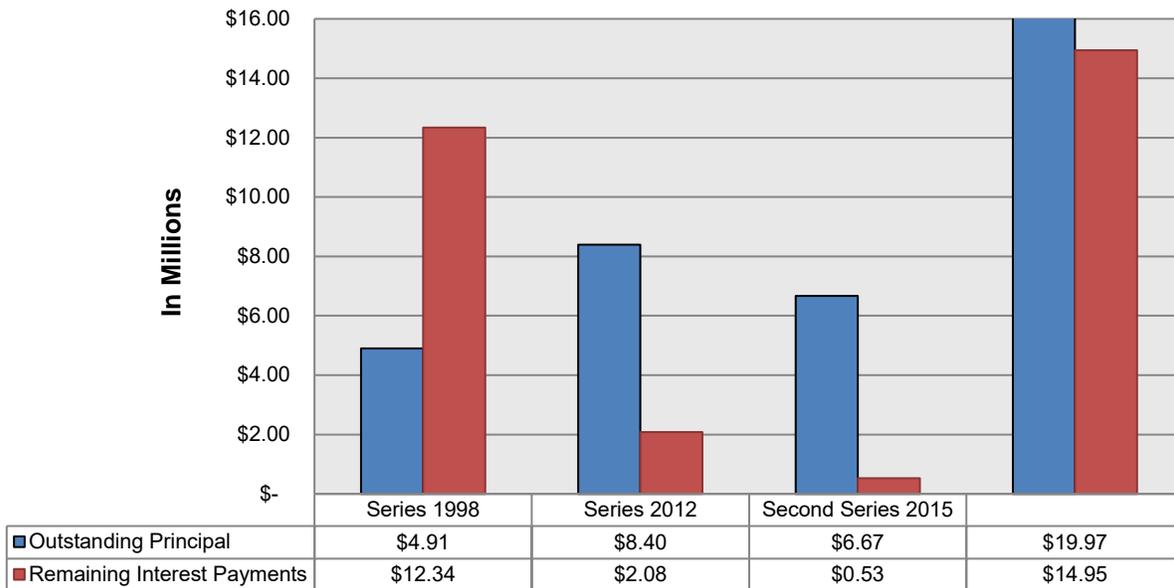
Bond Series	FY21 Principal*	FY21 Interest*	Total FY21 Payment
Series 1998**	\$ 1,330,000	\$ 2,980,000	\$ 4,310,000
Series 2012	-	377,775	377,775
Second Series 2015	900,000	129,310	1,029,310
Total Annual Payment	\$ 2,230,000	\$ 3,487,085	\$ 5,717,085

* The July 1, 2020 principal and interest payments have been accrued in the prior year. These amounts represent the principal and interest payments for January 1, 2021 and July 1, 2021.

** 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	
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	\$6,665,000	\$ 526,710	\$13,300,000	\$14,416,925	\$34,908,635

The fiscal years 2020-21 through 2023-24 include payment of the CABs, which require payment of the compounded interest on the maturity date.

Capital Leases

The City has entered into 7 lease agreements for the purchase of fleet 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 and the Wastewater Fund.

FUTURE CAPITAL LEASE PAYMENTS

Fiscal Year	Principal	Interest	Totals
2020-21	149,888	24,524	174,412
2021-22	82,735	20,090	102,825
2022-23	84,392	19,174	103,566
2023-24	86,124	18,198	104,322
2024-25	87,934	17,160	105,094
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	\$706,028	\$126,779	\$832,807

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

The City has pledged future excise taxes to repay the excise tax revenue bonds, including the following:

EXCISE TAXES PLEDGED TO REPAY REVENUE BONDS

City Sales Taxes	Transient Occupancy Taxes (or Bed Taxes)
Franchise Taxes	License and Permit Fees
State Shared Sales Taxes	State Shared Income Taxes
Vehicle License Taxes	Charges for Services

The following table summarizes projected pledged revenue coverage through the final payment on July 1, 2027.

PLEDGED REVENUE COVERAGES

Fiscal Year	Pledged Excise Tax Revenues	Principal	Interest	Total	Coverage
2020-21 (budget)	22,391,630	2,230,000	3,487,076	5,717,076	3.92
2021-22 (proj.)	22,841,740	2,175,000	3,544,616	5,719,616	3.99
2022-23 (proj.)	23,829,150	2,125,000	3,591,768	5,716,768	4.17
2023-24 (proj.)	24,625,650	2,075,000	3,633,629	5,708,629	4.31
2024-25 (proj.)	25,453,450	5,075,000	435,296	5,510,296	4.62
2025-26 (proj.)	26,321,070	5,280,000	231,753	5,511,753	4.78
2026-27 (proj.)	27,213,370	1,005,000	19,497	1,024,497	26.56

DEBT SERVICE

continued

Pledged Revenues (cont'd)

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.

Outstanding Debt Balances

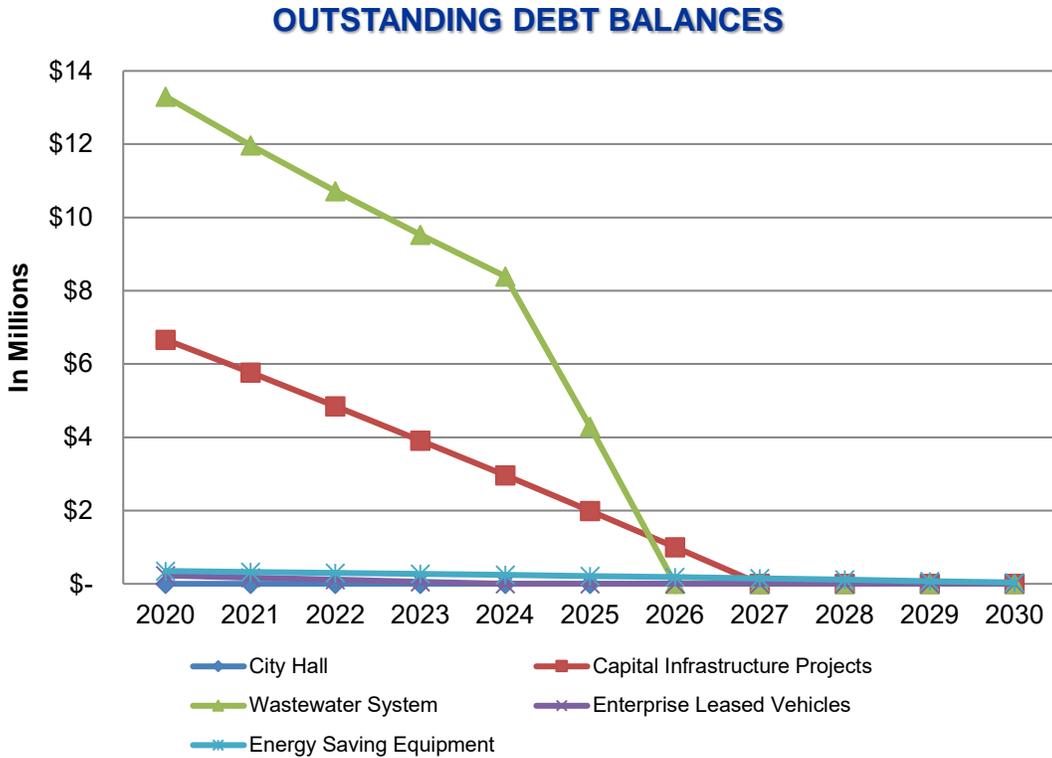
The following information details the outstanding debt balances until all debt is paid, assuming no early redemptions or refinancing. The final payment is November 15, 2030.

OUTSTANDING DEBT BALANCES BY FISCAL YEAR

As of July 2	Capital Infrastructure Projects	Wastewater System	Energy Saving Equipment	Enterprise Leased Vehicles	Totals
2020	6,665,000	13,300,000	350,863	229,142	20,545,005
2021	5,765,000	11,970,000	326,999	171,856	18,233,855
2022	4,845,000	10,715,000	301,549	114,571	15,976,120
2023	3,910,000	9,525,000	274,442	57,285	13,766,727
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	-	-	-		-

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.*



DEBT SERVICE
continued

Outstanding Debt Balances (cont'd)

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
MidState Energy Lease	11/15/2019-2030	3.60%	373,498	94,761	No prepayment penalty
Enterprise Leased Vehicles	12/20/2021-2024	4.11%-6.70%	286,428	41,590	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
7/1/2021	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	\$ 4,905,000	\$ 12,335,000		\$ 17,240,000

* 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
1/1/2021	-		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		\$ 2,081,925	\$ 10,476,925

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
1/1/2021	-		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	\$ 6,665,000		\$ 526,710	\$ 7,191,710

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 ENTERPRISE FLEET LEASE

Original Principal \$268,509

Issued December 12, 2019

(General Fund and Wastewater Fund)

Remaining Payment Dates	Principal	Interest Rate	Interest	Total
12/20/20	\$ 57,285	4.11%-6.70%	\$ 8,318	\$ 65,603
12/20/21	57,285	4.11%-6.70%	8,318	65,603
12/20/22	57,285	4.11%-6.70%	8,318	65,603
12/20/23	57,285	4.11%-6.70%	8,318	65,603
12/20/24	57,285	4.11%-6.70%	8,318	65,603
Total	\$ 286,425		\$ 41,590	\$ 328,015

Lease Purpose

Fleet 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
11/15/2020	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	\$ 350,864		\$ 81,614	\$ 432,477

Lease Purpose

Energy Efficient Equipment

Subject to Early Payoff?

Yes, no penalty

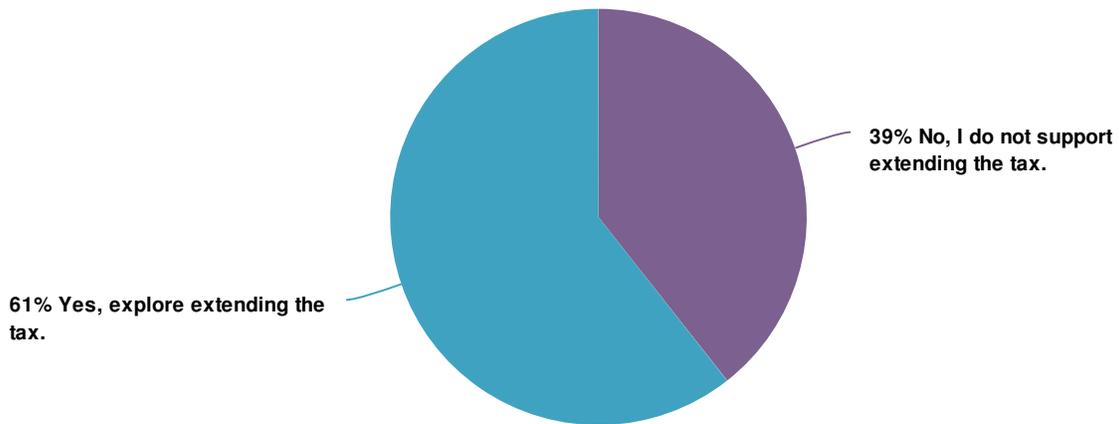
Report for Budget Survey Fiscal Year 2021

Response Counts

Completion Rate:	100%	
Complete		 476

Totals: 476

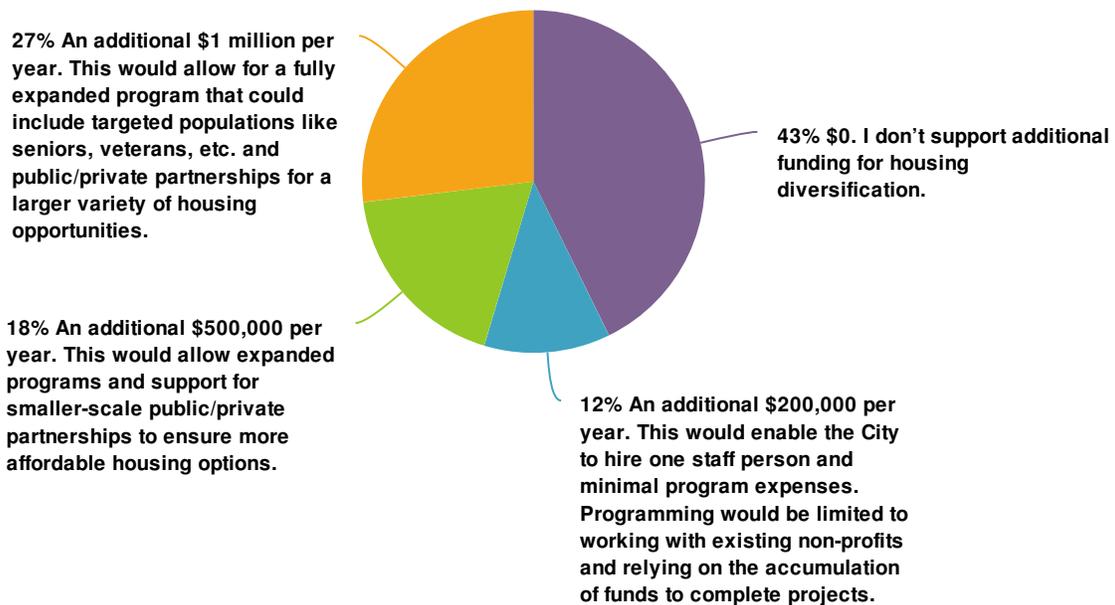
1. Transit The voter-approved Community Plan calls for transit to reduce cars on the road and expand mobility. Added benefits include moving workforce and visitors to their destinations and reducing emissions. According to the recently developed transit implementation plan, transit is going to cost the City approximately \$4 - \$5 million per year in operations and debt payments. The question at hand Would you be willing to pay for transit by extending the existing half-cent transportation sales tax beyond 2028 when the current tax is set to expire?



Value		Percent	Responses
No, I do not support extending the tax.		39.4%	183
Yes, explore extending the tax.		60.6%	282

Totals: 465

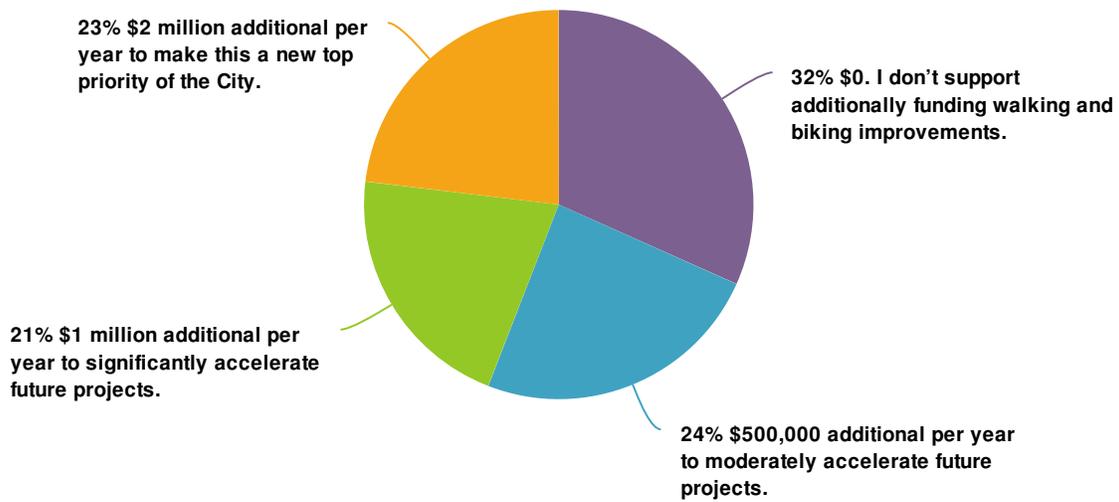
2. Housing Diversification and Affordability The Community Plan calls for housing options for a variety of income levels. The City is working on a housing diversification plan but any projects or programs will be expensive. The City has accumulated almost \$2 million in a housing fund and commits \$100,000 every year to this fund. 43 percent of Sedona residents are cost burdened with housing, meaning they're spending more than 30 percent of their income on housing. Many people commute because they can't afford to live here. Long-term rentals are being displaced by short-term rentals, and costs have steadily increased to buy in to Sedona's housing market. The question at hand What level of funding do you support for housing diversification in addition to what is already allocated?



Value	Percent	Responses
\$0. I don't support additional funding for housing diversification.	42.7%	197
An additional \$200,000 per year. This would enable the City to hire one staff person and minimal program expenses. Programming would be limited to working with existing non-profits and relying on the accumulation of funds to complete projects.	11.9%	55
An additional \$500,000 per year. This would allow expanded programs and support for smaller-scale public/private partnerships to ensure more affordable housing options.	18.4%	85
An additional \$1 million per year. This would allow for a fully expanded program that could include targeted populations like seniors, veterans, etc. and public/private partnerships for a larger variety of housing opportunities.	26.9%	124

Totals: 461

3. Walking and Biking Improvements Outcomes of the Community Plan include increased walkability and bikeability to better connect key destinations and give residents an alternative to driving. The initial goal is to connect the core walking and biking routes with improvements like sidewalks, bike paths and shared use paths, but to get to the smaller, secondary connections, the current pace of projects will need to accelerate. For approximately every 1 mile of walking and biking improvements, it costs between \$750,000 to \$1.5 million or more depending on the project. The question at hand Currently the City has approximately \$5 million budgeted for projects to complete 3.3 miles of improvements over the next three years. Recognizing the more that is allocated towards this topic, the faster the City can complete projects, what level of funding do you support for walking and biking improvements in addition to what is already allocated?



Value	Percent	Responses
\$0. I don't support additionally funding walking and biking improvements.	31.7%	147
\$500,000 additional per year to moderately accelerate future projects.	24.2%	112
\$1 million additional per year to significantly accelerate future projects.	21.0%	97
\$2 million additional per year to make this a new top priority of the City.	23.1%	107

Totals: 463

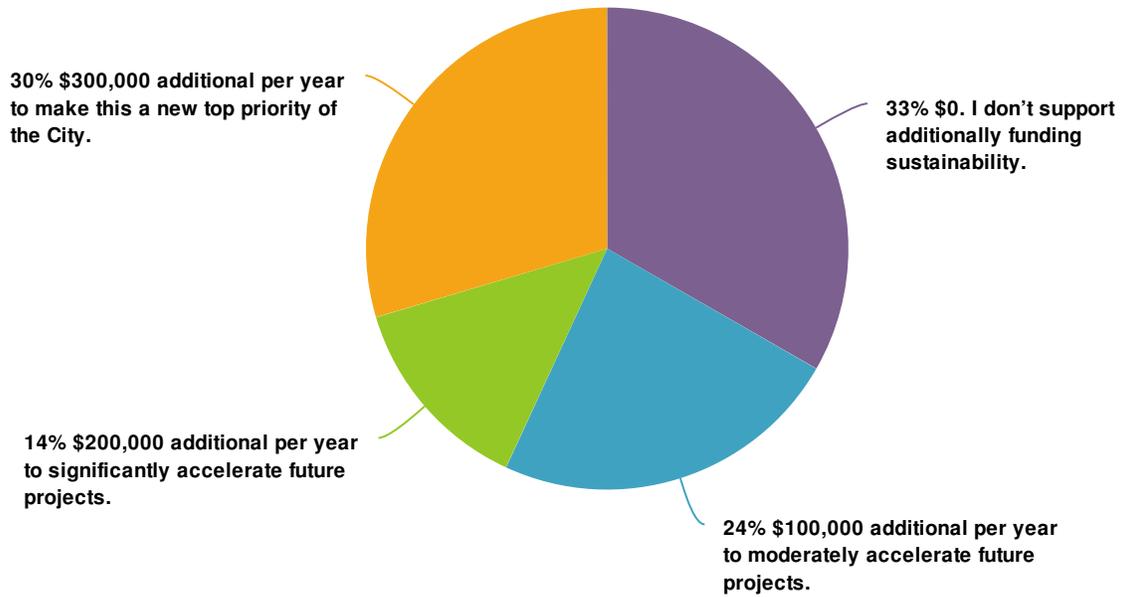
4. Priority Ranking Resources are limited. Please rank the topics in order of importance to fund:

Item	Overall Rank	Rank Distribution	Score	No. of Rankings
Transit	1		846	401
Walking and Biking Improvements	2		804	408
Housing Diversification and Affordability	3		786	398



 Lowest Rank Highest Rank

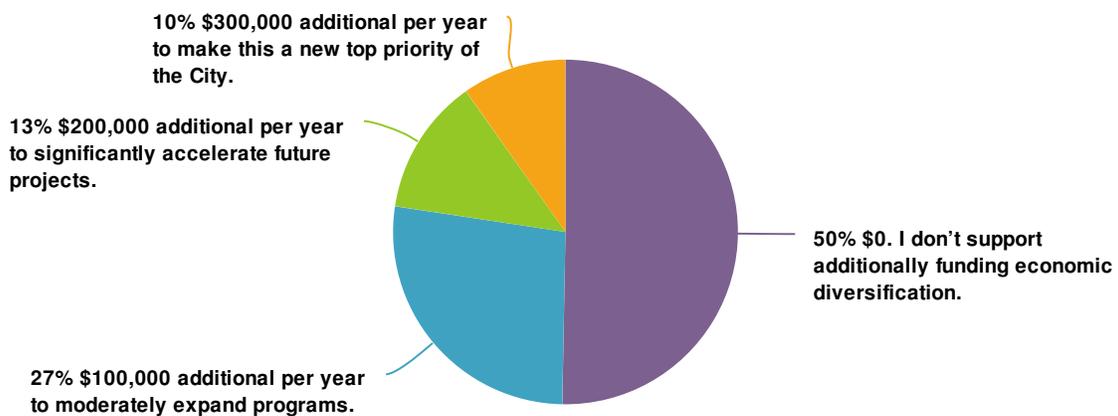
5. Environmental Sustainability One of the most prominent components of the Community Plan is environmental sustainability. The City started a program and hired a coordinator in 2018. The City currently spends \$260,000 a year for initial programs, which includes program highlights such as: household hazardous waste and electronics collection the fix-it clinic water refill stations electric vehicle charging stations working with local environmental groups developing sustainability plans trail maintenance and Oak Creek watershed restoration Depending on funding, future projects could include: a more robust electric vehicle charging network renewable energy for City facilities continued transition of the City vehicle fleet to electric vehicles renewable energy and electric vehicles incentive programs for residents home energy retrofits assistance program harmful emissions reduction program The question at hand Recognizing the more that is allocated towards this topic, the more robust and expedited the solutions will be, what level of funding do you support for environmental sustainability projects in addition to what is already allocated?



Value		Percent	Responses
\$0. I don't support additionally funding sustainability.		33.3%	155
\$100,000 additional per year to moderately accelerate future projects.		23.6%	110
\$200,000 additional per year to significantly accelerate future projects.		13.5%	63
\$300,000 additional per year to make this a new top priority of the City.		29.6%	138

Totals: 466

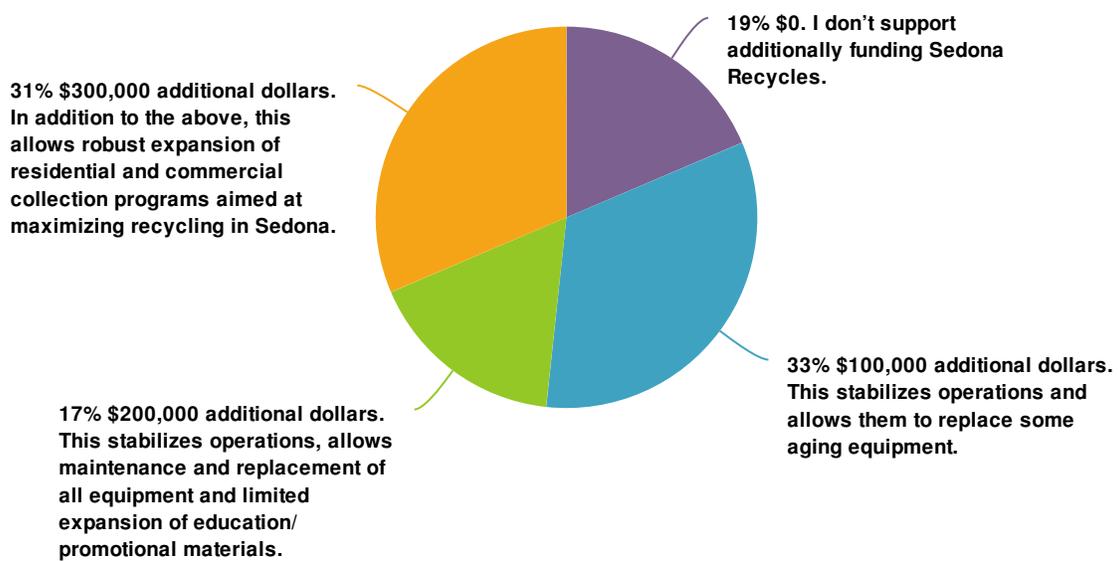
6. Economic Diversification A prominent theme of the Community Plan is economic diversification. The City started a program and hired a director in 2016. The City currently spends \$256,000 a year, which includes program highlights such as: small business training and assistance connecting businesses with loan programming entrepreneurial events Depending on funding, future projects could include: a coworking space a shared invention and development lab industry-specific "Shark Tank" competitions recruitment of targeted industries such as health care, agriculture and the arts broadband development Outcomes from having a diverse economy include more economic sustainability during boom and bust cycles, an expanded economy beyond tourism, higher wage jobs, diverse business opportunities and stronger workforce. The question at hand Recognizing the more that is allocated towards this topic, the more robust and expedited the solutions will be, what level of funding do you support for economic diversification projects, in addition to what is already allocated?



Value	Percent	Responses
\$0. I don't support additionally funding economic diversification.	50.3%	232
\$100,000 additional per year to moderately expand programs.	27.1%	125
\$200,000 additional per year to significantly accelerate future projects.	12.8%	59
\$300,000 additional per year to make this a new top priority of the City.	9.8%	45

Totals: 461

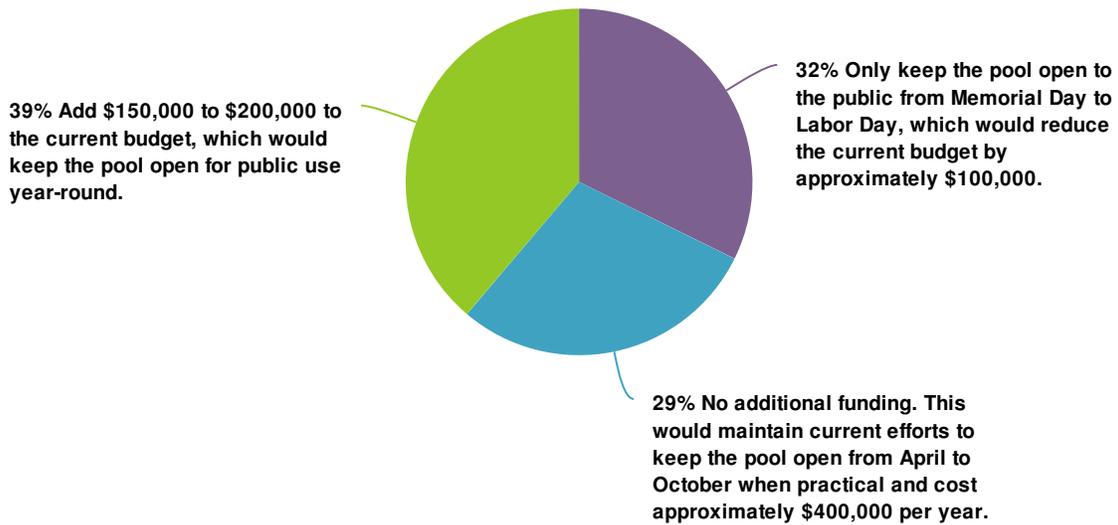
7. Sedona Recycles A major theme of the Community Plan is environmental stewardship. The City pays Sedona Recycles \$200,000 per year to provide recycling services for the community; this funding is up significantly over the last few years since sale prices and markets for recyclable materials have declined. Current funding is the minimum necessary to maintain operations but not enough to fully stabilize the program, let alone expand it. The question at hand Should additional funding be provided to ensure robust recycling services are offered now and into the future?



Value	Percent	Responses
\$0. I don't support additionally funding Sedona Recycles.	18.6%	87
\$100,000 additional dollars. This stabilizes operations and allows them to replace some aging equipment.	33.1%	155
\$200,000 additional dollars. This stabilizes operations, allows maintenance and replacement of all equipment and limited expansion of education/ promotional materials.	16.9%	79
\$300,000 additional dollars. In addition to the above, this allows robust expansion of residential and commercial collection programs aimed at maximizing recycling in Sedona.	31.4%	147

Totals: 468

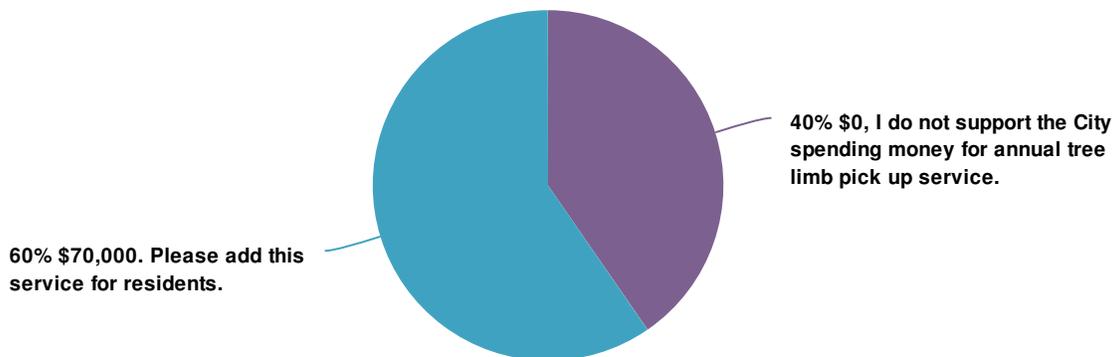
8. The Community Pool In Fiscal Year 2020, the City budgeted over \$400,000 to operate the outdoor, community pool. To keep the pool affordable the City charges \$2-\$5 per swim and provides subsidies to cover the additional costs. Historically, the City operates the following pool seasons: Standard season: pool is always open Memorial Day to Labor Day: Average number of visits during this time: 100 per day. Subsidy the City pays: approximately \$30 per visit. Extended season: when possible, pool is open April, May, September and October: Average number of visits: 16 per day. Subsidy the City pays: approximately \$40 per visit. Winter season: currently only for swim teams to rent from November to March. Average number of visits: no data. Subsidy the City is predicted to pay: approximately \$100 per visit. Things to keep in mind There are a group of winter swimmers that would like the pool to be open year-round for open swim who cite significant health benefits including physical therapy and disease management. Adults may join a swim team for \$85 per month for structured activities that do not include open swim. Keeping the pool open all year for the public would require fulltime, year-round staff. It is estimated to cost an additional \$150,000 to \$200,000 to keep the pool open year-round. The question at hand What level of funding do you support?



Value	Percent	Responses
Only keep the pool open to the public from Memorial Day to Labor Day, which would reduce the current budget by approximately \$100,000.	32.3%	151
No additional funding. This would maintain current efforts to keep the pool open from April to October when practical and cost approximately \$400,000 per year.	28.9%	135
Add \$150,000 to \$200,000 to the current budget, which would keep the pool open for public use year-round.	38.8%	181

Totals: 467

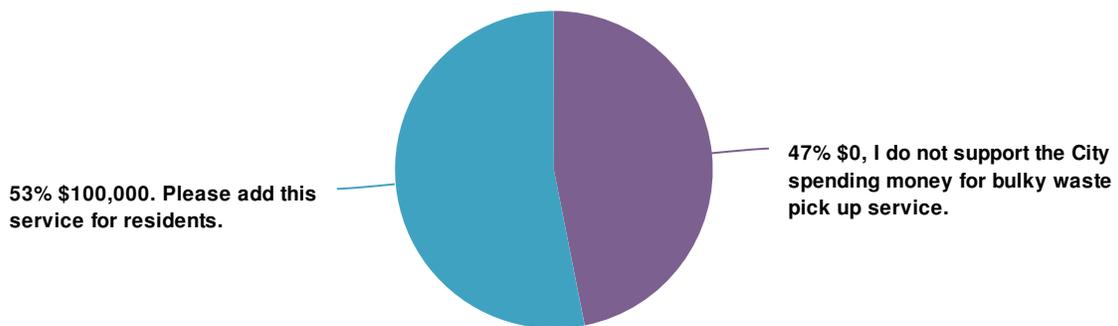
9. Annual Tree Limb Pick Up In 2019 the City collected tree damage debris, as a snowstorm with rare levels of accumulation resulted in significant tree damage citywide. From this effort many residents expressed a desire to have a free, annual curbside yard waste collection citywide. It is expected to cost approximately \$70,000 for this once-a-year service. The question at hand What level of funding do you support for annual tree limb pick up?



Value	Percent	Responses
\$0, I do not support the City spending money for annual tree limb pick up service.	40.4%	188
\$70,000. Please add this service for residents.	59.6%	277

Totals: 465

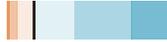
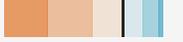
10. Annual Bulky Waste Pick Up The City could offer free, curbside bulky waste pick up service once a year to collect oversized items like furniture and mattresses that can't fit in a standard trash bin. It's expected this will cost approximately \$100,000. What level of funding do you support for annual bulky waste pick up?



Value	Percent	Responses
\$0, I do not support the City spending money for bulky waste pick up service.	46.9%	219
\$100,000. Please add this service for residents.	53.1%	248

Totals: 467

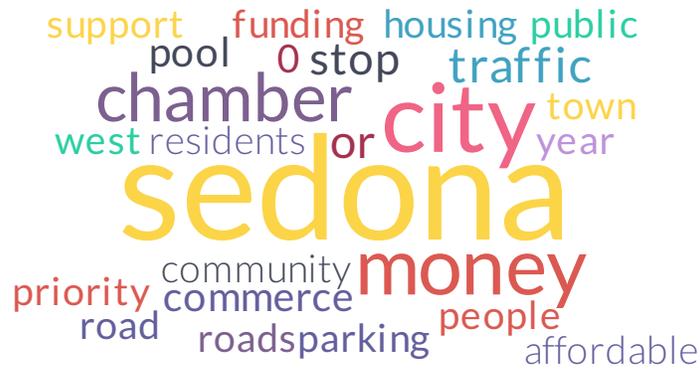
11. Please rank the topics in order of importance to fund:

Item	Overall Rank	Rank Distribution	Score	No. of Rankings
Sedona Recycles	1		1,887	417
Environmental sustainability	2		1,809	411
The Community Pool	3		1,431	412
Economic diversification	4		1,319	395
Annual tree limb pick up	5		1,191	413
Annual bulky waste pick up	6		1,091	411



 Lowest Rank Highest Rank

12. Are there other priorities that were not asked about in this survey or comments you would like to add?





Fund Summaries

FUND SUMMARIES

continued

General Fund

	FY2021 Budget	FY2020 Budget	FY2020 Est. Actuals	FY2019 Actuals
Ongoing Revenues				
City Sales Taxes	\$14,629,600	\$18,217,100	\$15,383,400	\$18,419,630
Bed Taxes	\$3,116,600	\$4,769,300	\$3,707,500	\$4,788,239
In Lieu Fees	\$498,000	\$496,500	\$486,900	\$486,937
Franchise Fees	\$849,600	\$825,100	\$834,700	\$810,916
State Shared Sales Taxes	\$985,600	\$1,040,600	\$996,300	\$1,039,635
Urban Revenue Sharing	\$1,375,800	\$1,256,100	\$1,336,500	\$1,251,688
Vehicle License Taxes	\$627,900	\$700,800	\$616,400	\$662,935
Other Intergovernmental	\$23,690	\$22,000	\$3,680	\$15,920
Licenses and Permits	\$490,150	\$401,050	\$431,910	\$381,501
Charges for Services	\$759,480	\$625,300	\$623,365	\$871,444
Fines and Forfeitures	\$208,960	\$206,760	\$186,560	\$214,738
Other Revenues	\$135,030	\$184,360	\$202,630	\$786,820
Total Ongoing Revenues	\$23,700,410	\$28,744,970	\$24,809,845	\$29,730,403
Ongoing Expenditures				
General Government	\$5,515,069	\$5,584,075	\$5,527,259	\$2,918,884
Public Safety	\$5,548,001	\$5,833,055	\$5,576,497	\$5,482,538
Public Works & Streets	\$2,310,340	\$2,109,395	\$1,999,970	\$1,903,326
Culture & Recreation	\$1,993,535	\$1,998,319	\$1,944,403	\$1,779,282
Economic Development	\$2,655,730	\$2,736,830	\$2,735,210	\$4,461,180
Health & Welfare	\$755,750	\$707,570	\$713,870	\$510,018
Public Transportation	\$366,150	\$413,714	\$338,810	\$202,363
Indirect Cost Allocations	\$680,070	\$653,880	\$614,380	\$667,814
Contingencies	\$300,000	\$300,000	\$0	\$0
Total Ongoing Expenditures	\$20,124,645	\$20,336,838	\$19,450,399	\$17,925,405
Net Ongoing	\$3,575,765	\$8,408,132	\$5,359,446	\$11,804,998
Other				
One-Time Revenues:				
Intergovernmental	\$159,000	\$97,150	\$109,600	\$0
Other Revenues	\$0	\$0	\$150	\$10,395
Contingent Bed Taxes	\$0	\$0	\$0	\$0
One-Time Expenditures:				
General Government	(\$343,716)	(\$305,622)	(\$715,885)	(\$597,971)
Public Safety	(\$209,534)	(\$201,412)	(\$198,534)	(\$202,193)
Public Works & Streets	(\$74,400)	(\$186,400)	(\$160,540)	(\$35,784)
Culture & Recreation	(\$165,100)	(\$25,830)	(\$115,945)	(\$147,233)
Economic Development	\$0	\$9,500	(\$10,000)	\$0
Health & Welfare	\$0	\$0	\$0	\$0
Debt Service	(\$1,034,560)	(\$1,036,750)	(\$1,034,500)	(\$1,417,374)
Net One-Time Revenues/Expenditures	(\$1,668,310)	(\$1,649,364)	(\$2,125,654)	(\$2,390,160)
Transfers:				
Transfer to Wastewater Fund	(\$3,400,000)	(\$3,447,000)	(\$3,447,000)	(\$4,599,709)
Transfer to Streets Fund	(\$272,840)	(\$190,760)	(\$190,760)	(\$253,200)
Transfer to Grants & Donations Funds				(\$1,000)
Transfer to Capital Improvements Fund	(\$2,000,000)	(\$1,992,617)	(\$1,500,000)	(\$1,500,000)
Transfer to Capital Improvements Fund (Paid Parking Revenues)	(\$575,000)	(\$275,699)	(\$604,668)	(\$100,995)
Transfer to Capital Improvements Fund (Bed Taxes)		(\$148,311)		(261,671)
Transfer to Development Impact Fee Funds		(\$31,786)	(\$27,110)	
Transfer to Affordable Housing Fund	(\$200,000)	(\$1,100,000)	(\$1,100,000)	(100,000)
Net Transfers to Other Funds	(\$6,447,840)	(\$7,186,173)	(\$6,869,538)	(\$6,816,575)
Beginning Fund Balance	\$8,951,653	\$11,093,317	\$12,229,554	\$9,290,243
Equipment Replacement Reserve				
Reserve Contributions	\$0	\$386,950	\$386,950	\$370,546
Equipment Purchases	(\$32,500)	(\$71,000)	(\$29,105)	(29,498)
Net Contribution to Equipment Replacement Reserve	(\$32,500)	\$315,950	\$357,845	\$341,048
Ending Fund Balances				
Operating Reserve*	\$6,109,469	\$6,173,831	\$6,173,831	\$6,099,611
Debt Service Reserve**	\$0	\$0	\$0	\$300,000
Equipment Replacement Reserve	\$938,967	\$952,725	\$1,016,467	\$658,622
FY18 Bed Tax Pledged to SIM Projects	\$0	\$0	\$0	\$272,946
Estimated FY19 Bed Tax to be Allocated	\$0	\$0	\$0	\$0
FY18 Surplus to be Allocated	\$0	\$0	\$0	\$0
Estimated FY19 Surplus to be Allocated	\$0	\$1,787,859	\$0	\$0
Prepaid Balance	\$0	\$0	\$0	\$19,526
Parking Revenues Pledged to Uptown Improvements	\$92,970	\$428,654	\$403,665	\$826,262
Budget Carryovers	\$0	\$0	\$219,400	\$408,510
Remaining Available Fund Balance	(\$2,762,638)	\$1,638,793	\$1,138,290	\$3,644,077
Total Ending Fund Balances	\$4,378,768	\$10,981,862	\$8,951,653	\$12,229,554

* Operating reserve is 30% of operating expenditures.

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

FUND SUMMARIES

continued

Streets Fund

	FY2021 Budget	FY2020 Budget	FY2020 Est. Actuals	FY2019 Actuals
Ongoing Revenues				
Intergovernmental	\$919,200	\$1,001,830	\$874,230	\$965,039
Other Revenues	\$13,860	\$13,430	\$8,540	\$32,773
Total Ongoing Revenues	\$933,060	\$1,015,260	\$882,770	\$997,812
Ongoing Expenditures				
Streets Maintenance	\$1,150,000	\$1,150,000	\$1,035,000	\$980,840
Internal Charges	\$55,900	\$56,020	\$57,200	\$51,726
Total Ongoing Expenditures	\$1,205,900	\$1,206,020	\$1,092,200	\$1,032,566
Net Ongoing	(\$272,840)	(\$190,760)	(\$209,430)	(\$34,754)
Other				
One-Time Revenues:				
Intergovernmental	\$0	\$0	\$226,900	\$34,266
Net One-Time Revenues	\$0	\$0	\$226,900	\$34,266
Transfer from General Fund	\$272,840	\$190,760	\$190,760	\$253,200
Beginning Fund Balance	\$1,010,683	\$635,012	\$802,453	\$549,741
Ending Fund Balances				
Restricted Reserve	\$0	\$0	\$0	\$516,283
10% Reserve	\$120,590	\$120,738	\$120,738	\$0
Remaining Available Fund Balance	\$890,093	\$514,274	\$889,945	\$286,170
Total Ending Fund Balances	\$1,010,683	\$635,012	\$1,010,683	\$802,453

FUND SUMMARIES
continued

Affordable Housing Fund

	FY2021 Budget	FY2020 Budget	FY2020 Est. Actuals	FY2019 Actuals
Ongoing Revenues				
Other Revenues	\$6,280	\$4,010	\$20,330	\$19,214
Total Grants & Donations Funds Revenues	\$6,280	\$4,010	\$20,330	\$19,214
Ongoing Expenditures				
Community Development	\$220,555	\$105,000	\$102,230	\$38,451
Total Ongoing Expenditures	\$220,555	\$105,000	\$102,230	\$38,451
Net Ongoing	(\$214,275)	(\$100,990)	(\$81,900)	(19,237)
Other				
One-Time Revenues:				
In Lieu Fees	\$199,000	\$625,000	\$0	\$625,000
One-Time Expenditures:				
Contingency Placeholder	(\$800,000)	(\$1,895,000)	\$0	\$0
Net One-Time Revenues/Expenditures	(\$601,000)	(\$1,270,000)	\$0	\$625,000
Transfers:				
Transfer from General Fund	\$200,000	\$1,100,000	\$1,100,000	\$100,000
Beginning Fund Balance	\$1,910,019	\$351,526	\$891,919	\$186,156
Ending Fund Balances				
Restricted Reserve	\$0	\$0	\$0	\$0
Remaining Available Fund Balance	\$1,294,744	80,536	\$1,910,019	\$891,919
Total Ending Fund Balances	\$1,294,744	80,536	\$1,910,019	\$891,919

FUND SUMMARIES

continued

Grants & Donations Funds

	FY2021 Budget	FY2020 Budget	FY2020 Est. Actuals	FY2019 Actuals
Ongoing Revenues				
Intergovernmental	\$3,000	\$2,400	\$4,700	\$3,742
Charges for Services	\$1,400	\$1,900	\$1,000	\$1,005
Fines & Forfeitures	\$23,700	\$24,300	\$22,000	\$23,465
Contributions & Donations	\$27,950	\$23,950	\$29,450	\$44,445
Other Revenues	\$1,380	\$1,780	\$1,860	\$2,480
Total Grants & Donations Funds Revenues	\$57,430	\$54,330	\$59,010	\$75,137
Ongoing Expenditures				
Police	\$14,000	\$11,000	\$10,110	\$8,085
Community Development				
Parks & Recreation	\$17,500	\$14,200	\$17,300	\$27,081
Contingencies	\$0	\$0	\$0	\$0
Total Ongoing Expenditures	\$31,500	\$25,200	\$27,410	\$35,166
Net Ongoing	\$25,930	\$29,130	\$31,600	\$39,971
Other				
One-Time Revenues:				
Intergovernmental	\$440,890	\$442,815	\$63,120	\$64,122
In Lieu Fees			\$0	
Contributions & Donations	\$0	\$0	\$0	\$0
Other Revenues	\$0	\$0	\$0	\$0
Contingency Placeholder	\$300,000	\$300,000	\$0	\$0
One-Time Expenditures:				
Police	(\$36,200)	(\$95,000)	(\$29,900)	\$0
Parks & Recreation	\$0	(\$2,000)	\$0	(\$2,000)
Community Development	(\$346,700)	(\$330,000)	(\$12,500)	\$0
Public Works	\$0	\$0	\$0	\$0
General Services	(\$20,000)	(\$18,100)	\$0	(\$18,051)
Economic Development	\$0	\$0	\$0	(\$27,500)
Municipal Court	(\$1,120)	(\$15,815)	(\$4,615)	\$0
Capital Improvement Projects	(\$266,053)	(\$259,130)	(\$25,000)	(\$2,873)
Contingency Placeholder	(\$300,000)	(\$300,000)	\$0	\$0
Net One-Time Revenues/Expenditures	(\$229,183)	(\$277,230)	(\$8,895)	\$13,698
Transfers:				
Transfer from General Fund	\$0	\$0	\$0	\$1,000
Beginning Fund Balance	\$398,846	\$373,464	\$376,141	\$321,472
Ending Fund Balances				
Restricted Reserve	\$0	\$0	\$0	\$0
Remaining Available Fund Balance	\$195,593	\$125,364	\$398,846	\$376,141
Total Ending Fund Balances	\$195,593	\$125,364	\$398,846	\$376,141

FUND SUMMARIES

continued

Transportation Sales Tax Fund

	FY2021 Budget	FY2020 Budget	FY2020 Est. Actuals	FY2019 Actuals
Ongoing Revenues				
City Sales Taxes	\$2,434,900	\$3,028,700	\$2,525,700	\$2,962,063
Other Revenues	\$106,300	\$27,800	\$75,760	\$100,885
Total Ongoing Revenues	\$2,541,200	\$3,056,500	\$2,601,460	\$3,062,948
Ongoing Expenditures				
Public Works & Streets	\$256,480	\$93,870	\$71,345	\$63,684
Net Ongoing	\$2,284,720	\$2,962,630	\$2,530,115	\$2,999,264
Transfers out Capital Improvements Fund	(5,977,247)			
Other				
Beginning Fund Balance	\$6,574,193	\$4,037,246	\$4,044,078	\$1,044,814
Ending Fund Balances				
Capital Reserves		\$6,006,941	\$5,977,247	\$0
Remaining Available Fund Balance	\$7,051,890	\$992,935	\$596,946	\$4,044,078
Total Ending Fund Balances	\$2,881,666	\$6,999,876	\$6,574,193	\$4,044,078

FUND SUMMARIES

continued

Capital Improvements Fund

	FY2021 Budget	FY2020 Budget	FY2020 Est. Actuals	FY2019 Actuals
Ongoing Revenues				
Intergovernmental	\$350,000	\$350,000	\$375,000	\$752,274
Other Revenues	\$214,000	\$231,000	\$195,500	\$456,932
Total Ongoing Revenues	\$564,000	\$581,000	\$570,500	\$1,209,206
Other				
One-Time Revenues:				
Intergovernmental	\$353,454	\$0	\$52,800	\$127,239
Contributions & Donations	\$50,000	\$50,000	\$50,000	\$50,000
Other Revenues	\$0	\$0	\$0	\$0
One-Time Expenditures:				
Court Project	(\$365,411)	(\$27,800)	(\$27,800)	(\$616)
Information Technology Project	(\$100,000)	(\$100,000)	(\$80,000)	\$0
Parks Projects	(\$214,580)	(\$152,154)	(\$104,144)	(\$6,880)
Police Projects	(\$836,457)	(\$328,110)	(\$68,421)	(\$227,415)
Public Works Projects	(\$165,000)	(\$179,699)	(\$56,000)	\$0
Sedona in Motion Projects	(\$7,199,182)	(\$6,029,857)	(\$4,816,543)	(\$4,130,063)
Streets & Transportation Projects	(\$2,596,660)	(\$187,995)	(\$177,335)	(\$29,143)
Storm Drainage Projects	(\$1,225,150)	(\$348,935)	(\$1,247,000)	\$0
Net One-Time Revenues/Expenditures	(\$12,298,986)	(\$7,304,550)	(\$6,474,443)	(\$4,216,878)
Transfers:				
Transfer from General Fund	\$2,000,000	\$1,992,617	\$1,500,000	\$1,500,000
Transfer from General Fund (Paid Parking Revenues)	\$575,000	\$275,699	\$604,668	\$100,995
Transfer from General Fund (Bed Taxes)	\$0	\$148,311	\$0	\$261,672
Transfer from Transportation Sales Tax Fund	\$5,977,247	\$0	\$0	\$0
Transfer to Development Impact Fee Funds	\$0	\$0	\$27,672	\$0
Transfer to Art in Public Places Fund	\$41,587			
Net Transfers	\$8,593,834	\$2,416,627	\$2,132,340	\$1,862,667
Beginning Fund Balance	\$9,840,984	\$12,794,975	\$13,612,587	\$14,757,592
Ending Fund Balances				
Capital Reserve	\$3,356,576	\$6,924,396	\$5,014,716	\$6,920,643
Remaining Available Fund Balance	\$3,343,256	\$1,563,656	\$4,826,268	\$6,691,944
Total Ending Fund Balances	\$6,699,832	\$8,488,052	\$9,840,984	\$13,612,587

FUND SUMMARIES
continued

Development Impact Fees Funds

	FY2021 Budget	FY2020 Budget	FY2020 Est. Actuals	FY2019 Actuals
Ongoing Revenues				
Development Impact Fees	\$171,400	\$230,550	\$185,200	\$292,546
Other Revenues	\$37,540	\$44,820	\$45,820	\$71,092
Total Ongoing Revenues	\$208,940	\$275,370	\$231,020	\$363,638
Other				
One-Time Revenues:				
Development Impact Fees	\$423,800	\$395,800	\$219,800	\$20,344
Other Revenues	\$0	\$0	\$0	\$0
One-Time Expenditures:				
Professional Services	\$0	\$0	\$0	(\$24,940)
Miscellaneous Capital Outlay	\$0	\$0	\$0	\$0
Parks Projects	(\$157,792)	(\$130,646)	(\$11,284)	\$0
Police Projects	(\$241,138)	(\$224,144)	(\$88,323)	\$0
Streets & Transportation Projects	(\$859,358)	(\$1,826,877)	(\$733,549)	\$0
Storm Drainage Projects	(\$1,900)	(\$105,100)	(\$80,814)	(\$36,446)
Debt Service	\$0	\$0	\$0	(\$9,540)
Net One-Time Revenues/Expenditures	(\$836,388)	(\$1,890,967)	(\$694,170)	(\$50,582)
Transfers:				
Transfer from General Fund	\$0	\$31,786	\$27,110	\$0
Transfer from Capital Improvements Fund	\$0	\$0	\$0	\$0
Transfer out to Capital Improvements Fund	\$0	\$0	(27,672)	\$0
Net Transfers	\$0	\$31,786	(\$562)	\$0
Beginning Fund Balance	\$2,573,140	\$2,977,652	\$3,036,852	\$2,723,796
Ending Fund Balances				
Capital Reserve	\$1,873,571	\$1,283,961	\$1,383,624	\$0
Remaining Available Fund Balance	\$ 72,121	\$ 109,880	\$1,189,516	\$3,036,852
Total Ending Fund Balances	\$1,945,692	\$1,393,841	\$2,573,140	\$3,036,852

FUND SUMMARIES

continued

Art in Public Places Fund

	FY2021 Budget	FY2020 Budget	FY2020 Est. Actuals	FY2019 Actuals
Ongoing Revenues				
Other Revenues	\$1,250	\$1,530	\$2,060	\$3,536
Total Ongoing Revenues	\$1,250	\$1,530	\$2,060	\$3,536
Other				
One-Time Revenues:				
Other Revenues	\$0	\$0		\$0
One-Time Expenditures:				
Capital Improvement Projects	\$0	(\$130,000)	\$0	\$0
Net One-Time Revenues/Expenditures	\$0	(\$130,000)	\$0	\$0
Transfers:				
Transfers from Capital Projects Funds	\$41,587	\$52,320	\$19,448	\$29,810
Beginning Fund Balance	\$149,251	\$132,512	\$127,743	\$94,397
Ending Fund Balances				
Capital Reserves		\$56,362		\$0
Remaining Available Fund Balance	\$192,088	\$0	\$149,251	\$127,743
Total Ending Fund Balances	\$192,088	\$56,362	\$149,251	\$127,743

FUND SUMMARIES

continued

Wastewater Enterprise Fund

	FY2021 Budget	FY2020 Budget	FY2020 Est. Actuals	FY2019 Actuals
Ongoing Revenues				
Charges for Services	\$6,176,500	\$6,166,183	\$5,995,900	\$6,101,650
Fines and Forfeitures	\$55,800	\$65,900	\$26,500	\$56,878
Capacity Fees	\$615,300	\$557,200	\$578,800	\$466,851
Other Revenues	\$194,280	\$329,130	\$291,030	\$446,982
Total Ongoing Revenues	\$7,041,880	\$7,118,413	\$6,892,230	\$7,072,361
Ongoing Expenditures				
Wastewater Administration	\$317,330	\$207,735	\$219,885	\$233,539
Wastewater Operations	\$2,537,575	\$3,133,515	\$2,731,868	\$2,256,074
Public Works Engineering Services	\$237,700	\$229,800	\$232,150	\$201,581
Capital Projects Management	\$126,070	\$125,260	\$128,670	\$99,485
Contingencies	\$100,000	\$100,000	\$0	\$0
Indirect Cost Allocations/Departmental Allocations:				
Information Technology	\$162,000	\$180,385	\$121,970	\$110,829
Human Resources	\$45,410	\$45,710	\$49,790	\$38,775
Financial Services	\$164,689	\$197,813	\$163,116	\$139,790
Utility Billing	\$396,211	\$347,787	\$315,604	\$248,517
General Services	\$75,810	\$68,530	\$76,140	\$42,722
City Manager	\$59,410	\$57,030	\$56,780	\$53,910
City Clerk	\$11,180	\$5,920	\$5,860	\$3,327
City Attorney	\$62,170	\$165,590	\$60,700	\$55,929
Facilities Maintenance	\$28,870	\$28,880	\$30,390	\$61,649
Total Ongoing Expenditures	\$4,324,425	\$4,893,955	\$4,192,923	\$3,546,127
Net Ongoing	\$2,717,455	\$2,224,458	\$2,699,307	\$3,526,234
Other				
One-Time Revenues:				
Charges for Services	\$0	\$0	\$15,800	\$88,947
Capacity Fees	\$977,800	\$669,800	\$408,600	\$40,319
Other	\$0	\$25,000	\$0	\$7,545
One-Time Expenditures:				
Wastewater Administration	(\$1,500)	(\$1,850)	(\$3,100)	(\$12,223)
Wastewater Operations	(\$188,100)	(\$746,800)	(\$717,130)	(\$244,696)
Financial Services	(\$30,000)	(\$50,000)	(\$50,000)	(\$36,038)
Information Technology	(\$3,000)	(\$38,300)	(\$38,200)	(\$17,352)
Capital Improvement Projects	(\$1,380,000)	(\$4,489,300)	(\$4,888,864)	(\$1,327,059)
Debt Service	(\$4,690,775)	(\$4,693,025)	(\$4,963,025)	(\$4,439,034)
Net One-Time Revenues/Expenditures	(\$5,315,575)	(\$9,324,475)	(\$10,235,919)	(\$5,939,591)
Transfers:				
Transfer from General Fund	\$3,400,000	\$3,447,000	\$3,447,000	\$4,599,709
Net Transfers	\$3,400,000	\$3,447,000	\$3,447,000	\$4,599,709
Beginning Fund Balance	\$14,581,124	\$17,599,586	\$18,293,936	\$15,731,816
Equipment Replacement Reserve				
Reserve Contributions	\$0	\$524,000	\$524,000	\$430,268
Equipment Purchases	(\$100,600)	(\$155,000)	(\$147,200)	(\$54,500)
Net Contribution to Equipment Replacement Reserve	(100,600)	\$369,000	\$376,800	\$375,768
Major Maintenance Reserve				
Reserve Contributions	\$0	\$109,350	\$109,350	\$16,286
Major Maintenance Costs	\$0	\$0	\$0	\$0
Net Contribution to Major Maintenance Reserve	\$0	\$109,350	\$109,350	\$16,286
Ending Fund Balances				
Operating Reserve*	\$1,498,675	\$1,961,968	\$1,961,968	\$1,509,956
Debt Service Reserve**	\$0	\$0	\$0	\$0
Capital Improvements Reserve	\$3,900,000	\$1,748,232	\$1,380,000	\$1,225,000
Equipment Replacement Reserve	\$858,159	\$975,641	\$958,759	\$581,959
Major Maintenance Reserve	\$125,636	\$71,150	\$125,636	\$16,286
Budget Carryovers	\$0	\$0	\$10,000	\$0
Remaining Available Fund Balance	\$8,899,934	\$9,558,578	\$10,144,761	\$14,960,735
Total Ending Fund Balances	\$15,282,404	\$14,315,569	\$14,581,124	\$18,293,936

* 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

	FY2021 Budget	FY2020 Budget	FY2020 Est. Actuals	FY2019 Actuals
Ongoing Revenues				
Internal Cost Charges	\$1,745,900	\$1,556,577	\$1,563,670	\$1,714,559
Charges for Services	\$700	\$800	\$700	\$669
Other Revenue	\$3,230	\$2,400	\$7,470	\$7,751
Total Ongoing Revenues	\$1,749,830	\$1,559,777	\$1,571,840	\$1,722,979
Ongoing Expenditures				
Information Technology Services	\$1,035,847	\$1,164,465	\$1,174,920	\$1,051,274
Geographic Information Systems	\$149,490	\$145,270	\$140,525	\$134,599
Departmental Direct Allocations	\$148,175	\$94,850	\$109,665	\$0
Indirect Cost Allocations	\$122,120	\$122,120	\$236,316	\$312,321
Total Ongoing Expenditures	\$1,455,632	\$1,526,705	\$1,661,426	\$1,498,194
Net Ongoing	\$294,198	\$33,072	(\$89,586)	\$224,785
Other				
One-Time Revenues:				
Internal Cost Charges	\$7,500	\$142,400	\$124,000	\$81,049
One-Time Expenditures:				
Information Technology Services	(\$7,500)	(\$142,400)	(\$119,000)	(\$80,830)
Geographic Information Systems	\$0	\$0	\$0	(219)
Departmental Direct Allocations	\$0	\$0	(\$5,000)	\$0
Net One-Time Revenues/Expenditures	\$0	\$0	\$0	\$0
Beginning Fund Balance	\$476,226	\$128,044	\$452,312	\$0
Equipment Replacement Reserve				
Reserve Contributions		\$177,950	\$177,950	\$227,527
Equipment Purchases	(\$148,350)	(\$64,450)	(\$64,450)	
Net Use of Operating Revenues	(\$148,350)	\$113,500	\$113,500	\$227,527
Ending Fund Balances				
Equipment Replacement Reserve	\$373,252	\$32,820	\$521,602	\$408,102
Budget Carryovers	\$0	\$0	\$0	\$0
Remaining Available Fund Balance	\$248,822	\$241,796	(\$45,376)	\$44,210
Total Ending Fund Balances	\$622,074	\$274,616	\$476,226	\$452,312



Capital Improvement Projects

SUMMARY OF CAPITAL PROJECTS
continued

FY 2021 - FY 2030 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	Project #	Prior Years Estimate	FY2021	FY2022	FY2023	Future Years	Totals (excluding Prior Years Estimate)
AC - Arts & Culture									
Art in the Roundabouts	Restricted	Important (Could-Do)	AC-02	\$0	\$0	\$300,000	\$0	\$110,000	\$410,000
IT - Information Technology									
Citywide Business Software	Capital Reserves	Essential (Should-Do)	IT-01	\$0	\$200,000	\$800,000	\$0	\$0	\$1,000,000
MC - Municipal Court									
Sinagua Courtroom Remodel	Restricted & Capital Reserves	Important (Could-Do)	MC-01	\$40,011	\$623,537	\$0	\$0	\$0	\$623,537
PR - Parks & Recreation									
New Concession Stand	Restricted	Important (Could-Do)	PR-01	\$0	\$0	\$379,000	\$0	\$0	\$379,000
Restructure of Posse Grounds Park	Restricted & Capital Reserves	Important (Could-Do)	PR-02	\$60,000	\$0	\$538,083	\$0	\$0	\$538,083
Improvements at Ranger Station	Restricted & Capital Reserves	Essential (Should-Do)	PR-03	\$340,741	\$492,815	\$975,590	\$471,556	\$613,515	\$2,553,476
Shade Structures and Playground Equipment Replacement	Restricted & Capital Reserves	Important (Could-Do)	PR-05	\$24,490	\$0	\$442,250	\$0	\$0	\$442,250
New Toddler Pool	Restricted & Unidentified	Desirable (Other Year)	PR-06	\$0	\$0	\$0	\$0	\$75,432	\$75,432
Bike Skills Park- Phase III	Restricted & Capital Reserves	Important (Could-Do)	PR-07	\$306,564	\$57,703	\$100,576	\$0	\$0	\$158,279
PR - Parks & Recreation Subtotal (excluding projects not funded)				\$731,795	\$550,518	\$2,435,499	\$471,556	\$613,515	\$4,071,088
Projects Not Funded				\$0	\$0	\$0	\$0	\$75,432	\$75,432
PD - Police									
Radio Infrastructure	Capital Reserves	Imperative (Must-Do)	PD-02	\$243,939	\$100,000	\$150,000	\$500,000	\$0	\$750,000
Police Station Remodel	Restricted & Capital Reserves	Essential (Should-Do)	PD-03	\$86,673	\$729,535	\$1,084,315	\$649,490	\$0	\$2,463,340
Shooting Range Improvements	Restricted & Capital Reserves	Important (Could-Do)	PD-04	\$633,501	\$68,231	\$0	\$0	\$0	\$68,231
In-Car Video System Replacement	Restricted & Capital Reserves	Imperative (Must-Do)	PD-05	\$0	\$185,300	\$0	\$0	\$0	\$185,300
PD - Police Subtotal				\$964,113	\$1,083,066	\$1,234,315	\$1,149,490	\$0	\$3,466,871
PW - Public Works									
Uptown Enhancements	Restricted	Important (Could-Do)	PW-01	\$127,714	\$165,000	\$0	\$0	\$250,000	\$415,000
Recycle Drop Off Locations (ESP)	Capital Reserves	Important (Could-Do)	PW-02	\$0	\$0	\$138,200	\$0	\$0	\$138,200
PW - Public Works Subtotal				\$127,714	\$165,000	\$138,200	\$0	\$250,000	\$553,200

ESP = Environmental Sustainability Project

SUMMARY OF CAPITAL PROJECTS
continued

FY 2021 - FY 2030 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	Project #	Prior Years Estimate	FY2021	FY2022	FY2023	Future Years	Totals (excluding Prior Years Estimate)
SIM - Sedona in Motion									
Sedona in Motion Unspecified Projects	Restricted	Imperative (Must-Do)	SIM-00	\$0	(\$4,027,296)	(\$4,827,641)	(\$3,931,840)	\$13,386,777	\$600,000
Uptown Roadway Improvements	Restricted & Capital Reserves	Imperative (Must-Do)	SIM-01	\$4,868,309	\$100,000	\$0	\$0	\$0	\$100,000
Uptown Pedestrian Improvements	Unidentified	Desirable (Other Year)	SIM-02	\$0	\$0	\$0	\$0	\$5,048,000	\$5,048,000
Uptown Parking Improvements	Capital Reserves	Important (Could-Do)	SIM-03a	\$593,599	\$1,760,000	\$8,586,700	\$3,680,000	\$0	\$14,026,700
Wayfinding Signage	Restricted & Capital Reserves	Important (Could-Do)	SIM-03b	\$59,720	\$0	\$243,280	\$0	\$0	\$243,280
Schnebly Hill Roundabout Expansion	Unidentified	Desirable (Other Year)	SIM-04a	\$0	\$0	\$0	\$0	\$5,447,990	\$5,447,990
SR 179 Lane Expansion from Schnebly Hill Roundabout to Y	Unidentified	Desirable (Other Year)	SIM-04b	\$0	\$0	\$0	\$0	\$109,586	\$109,586
Pedestrian Crossing at Tlaquepaque (ESP)	Restricted & Capital Reserves	Essential (Should-Do)	SIM-04c	\$277,587	\$1,401,800	\$500,000	\$0	\$0	\$1,901,800
SR 89A & SR 179 Right Turn Y Roundabout Bypass	Restricted & Capital Reserves	Essential (Should-Do)	SIM-04d	\$270,005	\$943,599	\$0	\$0	\$0	\$943,599
Portal Lane to Ranger Road Connection	Restricted & Capital Reserves	Important (Could-Do)	SIM-05a	\$59,648	\$624,953	\$0	\$0	\$0	\$624,953
Forest Road Connection	Restricted & Capital Reserves	Essential (Should-Do)	SIM-05b	\$251,400	\$1,148,860	\$1,744,800	\$0	\$0	\$2,893,660
Neighborhood Street Connections	Restricted & Unidentified	Desirable (Other Year)	SIM-06	\$0	\$0	\$0	\$0	\$1,166,423	\$1,166,423
Enhanced Transit Service (ESP)	Restricted & Capital Reserves	Essential (Should-Do)	SIM-08	\$306,132	\$1,670,000	\$3,400,000	\$19,975,000	\$34,770,000	\$59,815,000
Neighborhood Vehicles - Tourism Focus	Unidentified	Important (Could-Do)	SIM-09	\$0	\$0	\$0	\$0	\$340,000	\$340,000
West SR 89A Access Improvements and Adaptive Signal Control	Restricted	Important (Could-Do)	SIM-10	\$0	\$0	\$0	\$0	\$2,970,000	\$2,970,000
Rodeo Road to Dry Creek Road - Shared Use Path (ESP)	Restricted & Capital Reserves	Important (Could-Do)	SIM-11a	\$0	\$0	\$90,000	\$200,000	\$0	\$290,000
Posse Ground Parking Improvements & Soldiers Pass Shared Use Path (ESP)	Capital Reserves	Important (Could-Do)	SIM-11b	\$73,730	\$610,000	\$0	\$0	\$0	\$610,000
Schnebly Hill Shared Use Path (ESP)	Restricted & Capital Reserves	Desirable (Other Year)	SIM-11d	\$19,300	\$0	\$0	\$0	\$200,000	\$200,000
Navoti Dr to Dry Creek Rd Shared Use Path (ESP)	Capital Reserves	Important (Could-Do)	SIM-11e	\$40,950	\$155,000	\$0	\$0	\$0	\$155,000
Bicycle Green Lanes	Restricted & Capital Reserves	Essential (Should-Do)	SIM-11f	\$1,515	\$18,500	\$0	\$0	\$30,000	\$48,500
Thunder Mountain/Sanborn Shared Use Path and Drainage Improvements (ESP)	Restricted & Capital Reserves	Essential (Should-Do)	SIM-11g	\$1,209,320	\$1,494,735	\$0	\$0	\$0	\$1,494,735
Chapel Road Shared Use Path (ESP)	Restricted & Capital Reserves	Important (Could-Do)	SIM-11h	\$69,034	\$260,000	\$300,000	\$0	\$0	\$560,000
Dry Creek Road Shared Use Path (ESP)	Restricted & Capital Reserves	Important (Could-Do)	SIM-11i	\$53,227	\$707,000	\$0	\$0	\$0	\$707,000
Travel Information System	Restricted & Capital Reserves	Important (Could-Do)	SIM-12a	\$99,300	\$850,000	\$0	\$0	\$0	\$850,000
Traffic Video Cameras	Restricted & Capital Reserves	Important (Could-Do)	SIM-12b	\$46,370	\$50,000	\$0	\$0	\$0	\$50,000
SIM - Sedona in Motion Subtotal (excluding projects not funded)				\$8,299,146	\$7,767,151	\$10,037,139	\$19,923,160	\$51,356,777	\$89,084,227
Projects Not Funded				\$0	\$0	\$0	\$0	\$12,111,999	\$12,111,999

ESP = Environmental Sustainability Project

SUMMARY OF CAPITAL PROJECTS
continued

FY 2021 - FY 2030 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	Project #	Prior Years Estimate	FY2021	FY2022	FY2023	Future Years	Totals (excluding Prior Years Estimate)
SD - Storm Drainage									
Improvements to Back-O-Beyond Road, Low Water Crossing (Yavapai County)	Restricted & Unidentified	Important (Could-Do)	SD-03	\$0	\$0	\$0	\$0	<i>\$720,000</i>	\$720,000
View Drive Area Drainage Improvements (Yavapai County)	Restricted & Unidentified	Important (Could-Do)	SD-04	\$0	\$0	\$0	\$0	<i>\$1,660,750</i>	\$1,660,750
Saddlerock Area Drainage Improvements (Yavapai County)	Restricted & Unidentified	Important (Could-Do)	SD-05	\$0	\$0	\$0	\$0	<i>\$1,484,250</i>	\$1,484,250
Mystic Hills Lift Station Access Improvements (Coconino County)	Restricted	Important (Could-Do)	SD-08	\$0	\$0	\$0	\$0	<i>\$290,000</i>	\$290,000
Stormwater Drainage Easements Acquisition (ESP)	Restricted & Unidentified	Essential (Should-Do)	SD-09	\$50,761	\$25,000	\$50,000	\$50,000	<i>\$350,000</i>	\$475,000
Stormwater Master Plan Update & Project Implementations (ESP)	Restricted & Unidentified	Essential (Should-Do)	SD-10	\$80,000	\$100,000	\$550,000	\$0	<i>\$2,474,500</i>	\$3,124,500
Sunset Drive Crossing Drainage Improvements (Yavapai County) (ESP)	Restricted & Capital Reserves	Essential (Should-Do)	SD-11	\$120,200	\$1,225,150	\$0	\$0	\$0	\$1,225,150
SD - Storm Drainage Subtotal (excluding projects not funded)				\$250,961	\$1,350,150	\$600,000	\$50,000	\$290,000	\$2,290,150
Projects Not Funded				\$0	\$0	\$0	\$0	\$6,689,500	\$6,689,500
ST - Streets & Transportation									
Sanborn Drive/Thunder Mountain Road Overlay	Restricted & Capital Reserves	Essential (Should-Do)	ST-02	\$173,083	\$810,525	\$0	\$0	\$0	\$810,525
Ranger Road / Brewer Road Intersection Improvements	Restricted & Capital Reserves	Important (Could-Do)	ST-03	\$0	\$0	\$0	\$302,350	\$1,261,750	\$1,564,100
Shelby Drive / Sunset Drive Improvements	Restricted & Capital Reserves	Essential (Should-Do)	ST-04	\$179,108	\$1,621,767	\$0	\$0	\$0	\$1,621,767
Street Sweeper	Capital Reserves	Important (Could-Do)	ST-05	\$0	\$180,000	\$0	\$0	\$0	\$180,000
ST - Streets & Transportation Subtotal				\$352,191	\$2,612,292	\$0	\$302,350	\$1,261,750	\$4,176,392
Subtotal Non-Wastewater Projects (excluding projects not funded)				\$10,765,931	\$14,351,714	\$15,545,153	\$21,896,556	\$53,882,042	\$105,675,465

ESP = Environmental Sustainability Project

SUMMARY OF CAPITAL PROJECTS
continued

FY 2021 - FY 2030 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	Project #	Prior Years Estimate	FY2021	FY2022	FY2023	Future Years	Totals (excluding Prior Years Estimate)	
WW - Wastewater										
WW Collection System Improvements - SR179 Sewer Main Replacement	WW Revenues	Imperative (Must-Do)	WW-01B	\$1,353,148	\$700,000	\$0	\$0	\$0	\$700,000	
WW Collection System Improvements - Brewer Road Force Main Valve Replacements	WW Revenues	Essential (Should-Do)	WW-01C	\$0	\$100,000	\$0	\$0	\$0	\$100,000	
WW Collection System Improvements - Misc. Rehabs/Replacements	WW Revenues	Important (Could-Do)	WW-01D	\$0	\$0	\$390,000	\$0	\$0	\$390,000	
WW Collection System Improvements - Future Collections Projects	WW Revenues	Desirable (Other Year)	WW-01E	\$0	\$0	\$0	\$0	\$1,135,000	\$1,135,000	
WW Collection System Improvements - Major Lift Station Upgrades	WW Revenues	Imperative (Must-Do)	WW-01F	\$0	\$100,000	\$860,000	\$0	\$0	\$960,000	
SCADA System and Configuration Upgrade	WW Revenues	Essential (Should-Do)	WW-04	\$0	\$310,000	\$0	\$0	\$0	\$310,000	
WWRP Odor Control Upgrades	WW Revenues	Important (Could-Do)	WW-05	\$24,660	\$0	\$0	\$0	\$335,000	\$335,000	
WWRP Recharge Wells	WW Revenues	Important (Could-Do)	WW-06	\$5,477,699	\$0	\$0	\$0	\$5,143,594	\$5,143,594	
WWRP Reservoir Liner Replacement	WW Revenues	Essential (Should-Do)	WW-07	\$0	\$50,000	\$1,000,000	\$0	\$0	\$1,050,000	
WWRP Drying Beds Replacement	WW Revenues	Important (Could-Do)	WW-08	\$0	\$0	\$1,650,000	\$0	\$0	\$1,650,000	
WWRP Treatment Process Upgrades	WW Revenues	Essential (Should-Do)	WW-09	\$0	\$0	\$0	\$60,000	\$2,470,000	\$2,530,000	
Wastewater Master Plan Update	WW Revenues	Important (Could-Do)	WW-10	\$0	\$0	\$0	\$100,000	\$0	\$100,000	
WWRP Paving	WW Revenues	Desirable (Other Year)	WW-11	\$0	\$0	\$0	\$0	\$420,000	\$420,000	
Replace HVAC System	WW Revenues	Essential (Should-Do)	WW-13	\$0	\$120,000	\$0	\$0	\$0	\$120,000	
WW - Wastewater Subtotal					\$6,855,507	\$1,380,000	\$3,900,000	\$160,000	\$9,503,594	\$14,943,594
TOTAL ALL PROJECTS (excluding projects not funded)					\$17,621,438	\$15,731,714	\$19,445,153	\$22,056,556	\$63,385,636	\$120,619,059
Total Projects Not Funded					\$0	\$0	\$0	\$0	\$18,876,931	\$18,876,931
Grand Totals Funded and Unfunded					\$17,621,438	\$15,731,714	\$19,445,153	\$22,056,556	\$82,262,567	\$139,495,990

SUMMARY OF CAPITAL PROJECTS
continued

FY 2021 - FY 2030 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	Project #	Prior Years Estimate	FY2021	FY2022	FY2023	Future Years	Totals (excluding Prior Years Estimate)
Funding Sources Summary									
1% for Arts					\$0	\$300,000	\$0	\$160,000	\$460,000
Capital Reserves					\$5,014,716	\$3,356,576	\$1,507,675	\$1,541,778	\$11,420,745
Coconino County Flood Control					\$0	\$0	\$0	\$290,000	\$290,000
Court Restricted Revenues					\$254,673	\$0	\$0	\$0	\$254,673
Debt Financing					\$0	\$8,786,700	\$10,630,000	\$5,703,000	\$25,119,700
Development Impact Fees - Post 7/2014					\$1,383,624	\$1,873,571	\$265,721	\$882,951	\$4,405,867
Development Impact Fees - Pre 8/2014					\$0	\$0	\$0	\$0	\$0
Fairfield CFD					\$126,000	\$165,000	\$140,000	\$0	\$431,000
Grant					\$953,454	\$1,050,000	\$11,800,000	\$26,962,000	\$40,765,454
Outside Participation					\$17,000	\$0	\$225,000	\$475,000	\$717,000
Paid Parking Revenue					\$575,000	\$0	\$0	\$200,000	\$775,000
Summit CFD					\$50,000	\$429,000	\$60,000	\$0	\$539,000
Transportation Sales Tax					\$5,977,247	-\$765,694	-\$2,731,840	\$18,216,777	\$20,696,490
Unidentified					\$0	\$0	\$0	\$16,502,467	\$16,502,467
Wastewater Revenues					\$1,380,000	\$3,900,000	\$160,000	\$9,503,594	\$14,943,594
Yavapai County Flood Control					\$0	\$350,000	\$0	\$1,825,000	\$2,175,000
TOTAL FUNDING SOURCES					\$15,731,714	\$19,445,153	\$22,056,556	\$82,262,567	\$139,495,990
Project Funding Status Summary									
Carry Over					\$8,984,564	\$1,300,687	-\$2,582,350	\$20,359,724	\$28,062,625
New Appropriation					\$6,747,150	\$12,590,666	\$22,855,000	\$33,140,647	\$75,333,463
Future Estimate					\$0	\$5,553,800	\$1,783,906	\$17,707,719	\$25,045,425
Unfunded					\$0	\$0	\$0	\$11,054,477	\$11,054,477
TOTALS BY FUNDING STATUS					\$15,731,714	\$19,445,153	\$22,056,556	\$82,262,567	\$139,495,990

SUMMARY OF CAPITAL PROJECTS
continued

FY 2021 - FY 2030 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	Project #	Prior Years Estimate	FY2021	FY2022	FY2023	Future Years	Totals (excluding Prior Years Estimate)
Category Summary									
Arts Transfer					\$41,587	\$22,239	\$8,621	\$164,596	\$237,043
Construction - Contracted					\$13,626,787	\$20,259,505	\$15,754,775	\$41,260,015	\$90,901,082
Construction - In-House					\$37,372	\$0	\$0	\$0	\$37,372
Contingency					-\$3,903,017	-\$4,657,641	-\$3,931,840	\$13,682,837	\$1,190,339
Design - Contracted					\$2,328,276	\$924,050	\$510,000	\$3,877,119	\$7,639,445
Environmental					\$100,000	\$300,000	\$150,000	\$138,000	\$688,000
Equipment Purchase					\$790,300	\$182,000	\$520,000	\$0	\$1,492,300
Land Acquisition					\$2,380,325	\$1,125,000	\$1,100,000	\$3,060,000	\$7,665,325
Master Plan					\$100,000	\$200,000	\$100,000	\$0	\$400,000
Public Art Purchase					\$0	\$260,000	\$0	\$140,000	\$400,000
Technology					\$230,084	\$825,000	\$40,000	\$50,000	\$1,145,084
Temporary Relocation					\$0	\$5,000	\$5,000	\$0	\$10,000
Vehicle Purchase					\$0	\$0	\$7,800,000	\$19,890,000	\$27,690,000
TOTALS BY CATEGORY					\$15,731,714	\$19,445,153	\$22,056,556	\$82,262,567	\$139,495,990

Summary of Project Costs Managed by Public Works PMs

Total Project Costs					\$15,731,714	\$19,445,153	\$22,056,556		
Projects not managed by Public Works project managers:									
AC-02 Art in Roundabouts					\$0	(\$300,000)	\$0		
IT-01 ERP System					(\$200,000)	(\$800,000)	\$0		
PR-02 Evaluation of Posse Grounds Park (managed by P&R)					\$0	(\$538,083)	\$0		
PR-03 Improvements at Ranger Station (managed by Charlene)					(\$492,815)	(\$975,590)	(\$471,556)		
PD-02 Radio Infrastructure					(\$100,000)	(\$150,000)	(\$500,000)		
PD-05 In-Car Video System Replacement					(\$185,300)	\$0	\$0		
PW-02 Recycle Drop Off Locations (managed by Victor)					\$0	(\$138,200)	\$0		
SIM-03a Uptown Parking Improvements (land only - managed by Karen)					(\$410,000)	\$0	\$0		
SIM-03b Wayfinding Signage (managed by Victor)					\$0	(\$243,280)	\$0		
SIM-04d 89A & 179 Right Turn Y Bypass (ADOT managed)					(\$943,599)	\$0	\$0		
SIM-08 Enhanced Transit System (land purchase, study, vehicles)					(\$1,670,000)	(\$1,400,000)	(\$8,925,000)		
SIM-12a Travel Information System (ADOT managed)					(\$850,000)	\$0	\$0		
All Wastewater Projects (managed by Roxanne)					(\$1,380,000)	(\$3,900,000)	(\$160,000)		
Net Project Costs Manager by Public Works PMs					\$9,500,000	\$11,000,000	\$12,000,000		

Priority I CIP Projects

Proj#	Proj Name	FY21 Amount	Explanation for Priority
PD-02	Radio Infrastructure	100,000	Radio communications are critical for safety of Police Department.
PD-05	In-Car Video System Replacement	185,300	Current system does not comply with legal requirements and is no longer serviceable.
SIM-01	Uptown Roadway Improvements	100,000	Project is already in progress and should be completed for safe travel.
WW-01B	WW Collection System Improvements - SR179 Sewer Main Replacement	700,000	Project is already in progress and should be completed for prevention of potential spills into Oak Creek.
WW-01F	WW Collection System Improvements - Major Lift Station Upgrades	100,000	Difficult to find repair parts and failures have been experienced.
		<u>1,185,300</u>	
Funding for Priority I Projects			
	Capital Reserves	264,419	
	Development Impact Fees	37,624	
	Transportation Sales Tax	83,257	
	Wastewater Reserves	800,000	
		<u>1,185,300</u>	

Priority II CIP Projects

Proj#	Proj Name	FY21 Amount	Reason to Retain
Priority II Projects to be Retained			
IT-01	Citywide Business Software	200,000	We continue to deal with numerous inefficiencies and incur additional costs to create workarounds.
PR-03	Improvements at Ranger Station	492,815	After internal discussion, this project was changed from Priority I to II; however, delays in repairs risk further degradation and additional costs to repair.
PD-03	Police Station Remodel	729,535	After internal discussion, this project was changed from Priority I to II; however, the needs are important for the efficient and safe functioning of the Police Department.
SIM-04d	SR 89A & SR 179 Right Turn Y Roundabout Bypass	943,599	This project is in the ADOT budget for FY21, and delays could risk losing ADOT's support for the completion of this project.
SIM-05b	Forest Road Connection	1,148,860	After internal discussion, this project was changed from Priority I to II; however, the needs are important for the efficient and safe alternate travel routes.
SIM-08	Enhanced Transit Service	1,670,000	Refusing grant funding in order to delay the project may impact ability to receive future operational funding.
SIM-11f	Bicycle Green Lanes	18,500	The project includes an identified needed safety improvement.
SIM-11g	Thunder Mountain/Sanborn Shared Use Path and Drainage Improvements	1,494,735	Ideally, this project would be completed in conjunction with ST-02.
SD-10	Stormwater Master Plan Update & Project Implementations	100,000	The FY21 amount is for a continuation of the master plan already in process. Delays and a restart of the project would likely increase costs.
SD-11	Sunset Drive Crossing Drainage Improvements (Yavapai County)	1,225,150	Ideally, this project would be completed in conjunction with ST-04 but could be separated if necessary. However, flood control monies originally anticipated for this project will not be available; Yavapai County is sweeping FY21 flood control monies for their own needs.
ST-02	Sanborn Drive/Thunder Mountain Road Overlay	810,525	Outside funding would be lost if this project is delayed. Ideally, this project would be completed in conjunction with SIM-11g.
ST-04	Shelby Drive / Sunset Drive Improvements	1,621,767	Grant funding could be lost if this project is delayed. We do not yet have a response back if ADOT will agree to an extension of the project timeline. Ideally, this project would be completed in conjunction with SD-11.
WW-13	Replace HVAC System	120,000	After internal discussion, this project was changed from Priority I to II; however, the repairs to the current system are costly and are needed frequently.
		<u>10,575,486</u>	
Funding for Priority II Projects to be Retained			
Capital Reserves		4,140,969	
Development Impact Fees		925,627	
Transportation Sales Tax		4,259,436	
Fairfield & Summit CFDs		176,000	
Grants		953,454	
Wastewater Reserves		120,000	
		<u>10,575,486</u>	
Priority II Projects Possibly Delayable			
SIM-04c	Pedestrian Crossing at Tlaquepaque	1,401,800	
SD-09	Stormwater Drainage Easements Acquisition	25,000	
WW-01C	WW Collection System Improvements - Brewer Road Force Main Valve Replacements	100,000	
WW-04	SCADA System and Configuration Upgrade	310,000	
WW-07	WWRP Reservoir Liner Replacement	50,000	
		<u>1,886,800</u>	
Funding for Priority II Projects Possibly Delayable			
Capital Reserves		25,000	
Transportation Sales Tax		1,401,800	
Wastewater Reserves		460,000	
		<u>1,886,800</u>	

Priority III CIP Projects

Proj#	Proj Name	FY21 Amount	Reason to Retain/Comments
Priority III Projects to be Retained			
PD-04	Shooting Range Improvements	68,231	Project is already in progress. Delays would require acquiring new permits and increases in project costs.
PW-01	Uptown Enhancements	165,000	Amount is for Jordan Road lighting project and Elote Café sidewalk project that have experienced delays; however, paid parking revenues are available and committed to these projects.
SIM-03a	Uptown Parking Improvements	1,760,000	Since this project would be financed, costs would increase as a result of delays for both inflation and higher interest rates/financing costs.
SIM-11b	Posse Ground Parking Improvements & Soldiers Pass Shared Use Path	610,000	Due to strong desire within the community for the completion of this project, it is not recommended as for deferral unless financially necessary.
SIM-11e	Navoti Dr to Dry Creek Rd Shared Use Path	155,000	Significant effort has gone into coordinating with adjacent property owners. Deferral of this project could involve restarting coordination efforts.
SIM-11h	Chapel Road Shared Use Path	260,000	Due to strong desire within the community for the completion of this project, it is not recommended as for deferral unless financially necessary.
SIM-11i	Dry Creek Road Shared Use Path	707,000	Due to strong desire within the community for the completion of this project and the supplemental funding committed by the HOA, it is not recommended as for deferral unless financially necessary.
		<u>3,725,231</u>	
Funding for Priority III Projects to be Retained			
	Capital Reserves	2,072	
	Development Impact Fees	66,159	
	Outside Participation	17,000	
	Paid Parking Revenue	575,000	
	Transportation Sales Tax	3,065,000	
		<u>3,725,231</u>	
Priority III Projects Possibly Delayable			
MC-01	Sinagua Courtroom Remodel	623,537	
PR-07	Bike Skills Park- Phase III	57,703	
SIM-05a	Portal Lane to Ranger Road Connection	624,953	
SIM-12a	Travel Information System	850,000	
SIM-12b	Traffic Video Cameras	50,000	
ST-05	Street Sweeper	180,000	
		<u>2,386,193</u>	
Funding for Priority III Projects Possibly Delayable			
	Capital Reserves	582,256	
	Development Impact Fees	354,214	
	Court Restricted Revenues	254,673	
	Transportation Sales Tax	1,195,050	
		<u>2,386,193</u>	



Departmental Budgets

ECONOMIC DEVELOPMENT

Mission Statement

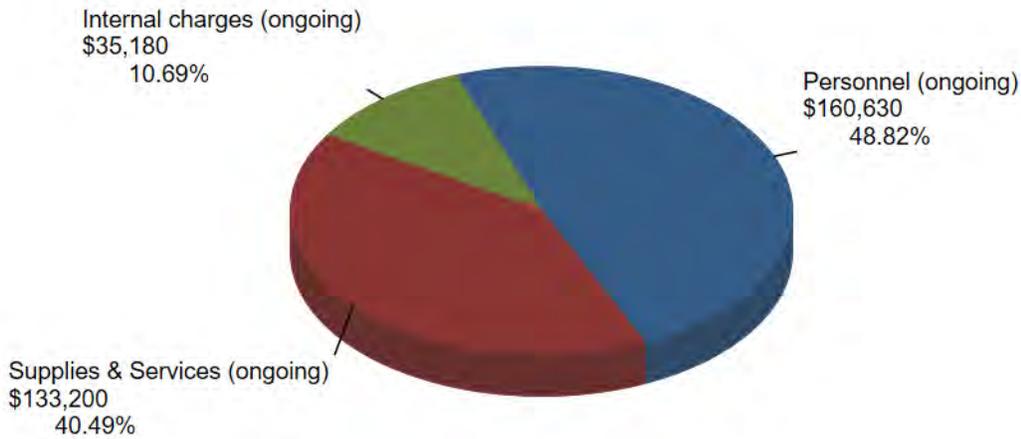
The intent of the Economic Development program is to diversify Sedona's economy consistent with the Community Plan. The program will focus on services and programs that foster entrepreneurship, leveraging existing public and private resources at the local, regional, and state level whenever possible.

Description

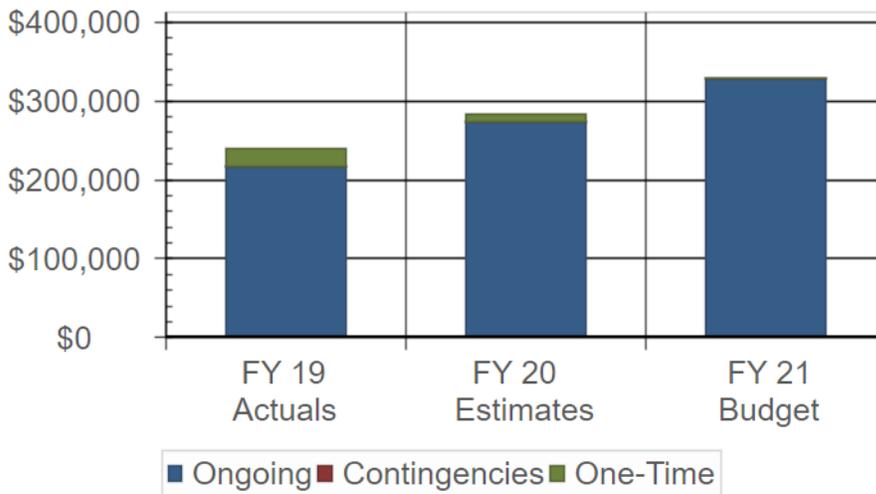
The Economic Development Department offers:

- Strategic planning and implementation of the city's economic diversification vision.
- 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.
- Funding opportunities through partner organizations.
- 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.

FY 2021 PROGRAM EXPENDITURES: \$329,010



FY 2019 - FY 2021 ONGOING VS. ONE-TIME EXPENDITURES



Economic Development-Administration

Budget Summary	FY2021 Budget	% of FY2021 Budget	FY2020 Budget	FY2020 Estimate	FY2019 Actuals
Program Expenditures					
Personnel Services	\$ 160,630	49 %	\$ 164,730	\$ 160,910	\$ 157,190
Supplies & Services	133,200	40 %	89,100	91,800	58,640
Subtotal Direct Costs	\$ 293,830	89 %	\$ 253,830	\$ 252,710	\$ 215,830
Internal Charges	35,180	11 %	29,450	30,560	24,490
Total Expenditures	329,010	100 %	283,280	283,270	240,320
Expenditures by Fund					
General Fund Portion	\$ 329,010	100 %	\$ 283,280	\$ 283,270	\$ 212,820
Other Funds Portion	\$ -	- %	\$ -	\$ -	\$ 27,500
Funding Sources					
Funding from General Revenues:					
Estimated Resident Generated	\$ 115,154	35 %	\$ 99,148	\$ 99,145	\$ 84,112
Estimated Visitor Generated	\$ 213,857	65 %	\$ 184,132	\$ 184,126	\$ 156,208

FY 2020 Accomplishments

- Completed the five-year Sedona Economic Diversification Plan.
- Acquired \$525,500 grant and/or leverage funds for economic diversification.
 1. Acquired \$500,000 of grant funds from the Arizona Commerce Authority to upgrade Shelby Road.
 2. Leveraged NACET resources in the amount of \$25,500 for entrepreneurial assistance for food and beverage programming.
- Started Food and Beverage academy/cohort in Sedona. This supports the targeted industry of food and beverage manufacturing. (To be completed early 2021)
- Featured Sedona business and business partners through story-telling marketing. This marketing approach has resulted in many inquiries for additional business assistance and growth.
- Started parentship to work on an economic development marketing magazine. (To be completed early 2021)
- Partner with VVREO to promote and host the second annual Pioneer Pitch competition in March of 2020.
- Continue to chair the loan committee for VVREO. This year VVREO received accolades from the USDA Rural Development for having a well-managed loan program.
- Worked with more than 50 local business owners this year to provide assistance, programming and networking to additional resources.
- Hosted and partnered to deliver over 20 training opportunities for businesses.
- Provided business services such as loan applications, business planning, data, sustainability certification, and access to other technical resources.
- Build capacity of the Economic Development Department through the addition of an AmeriCorps VISTA volunteer.
- The department director was elected to the Northern Arizona Council of Governments (NACOG) Economic Development Council.

FY 2021 Objectives

- Complete five-year economic development diversification plan.
- Support, attract and expand targeted industries for diversification.
- Generate more opportunities for entrepreneurs to learn and thrive.
- Create marketing a marketing plan in alignment with economic diversification plan.
- Continue to build contacts and networks.

WORKLOAD INDICATORS	FY21 Projection	FY20 Projection	FY20 Estimate	FY19 Actual	FY18 Actual
Percentage of businesses surveyed that wish to attend more city hosted workshops	85		85	100	
Unique website visits	800	800	750	720	680
Inquiries from businesses	50	50	50	55	50
Business visits/outreach	30	30	30	30	30
Businesses assisted with business planning	25	25	25	32	25
Business workshops/trainings hosted or partnered	12		18	10	
Percentage of businesses surveyed that finding value in the workshops hosted by the city	85		85	100	

Economic Development-Administration

PERFORMANCE MEASURES	Benchmark	FY21 Target	FY20 Target	FY20 Estimate	FY19 Actual	FY18 Actual
Expansion and investment in targeted sector		\$75,000	\$50,000	\$75,000	\$150,000	\$0
Private capital investment invested by businesses served		\$100,000	\$50,000	\$325,000	\$250,000	\$50,000
Number of business loans / total value of loans		2/\$100,000	2/\$100K	6/\$1,200,000	5/\$575,000	3/\$400K
Jobs resulting from businesses served		10	15	25	40	10
Jobs created above median earnings*		5	5	20	30	3

ECONOMIC DEVELOPMENT
Continued

EXPENDITURE SUMMARY

Cost Category	FY2021 Budget	FY2020 Budget	FY2020 Est. Actuals	FY2019 Actuals	Explanation of Changes
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General Fund

10-5330-01 - Administration

Personnel (ongoing)	\$160,630	\$164,730	\$160,910	\$157,190	
Supplies & Services (ongoing)	\$133,200	\$79,600	\$81,800	\$31,140	Budget Increase: Decision Package - AmeriCorps volunteer and Marketing Plan.
Direct Costs (Ongoing) Subtotal	\$293,830	\$244,330	\$242,710	\$188,330	
Internal Charges	\$35,180	\$29,450	\$30,560	\$24,490	
Ongoing Total	\$329,010	\$273,780	\$273,270	\$212,820	
Supplies & Services (one-time)	\$0	\$9,500	\$10,000	\$0	
Administration Total	\$329,010	\$283,280	\$283,270	\$212,820	

Operating Grants Fund

16-5330-01 - Administration

Supplies & Services (ongoing)	\$0	\$0	\$0	\$5,000
Ongoing Total	\$0	\$0	\$0	\$5,000
Supplies & Services (one-time)	\$0	\$0	\$0	\$22,500
Administration Total	\$0	\$0	\$0	\$27,500

Grand Totals

Personnel (Ongoing) Subtotal	\$160,630	\$164,730	\$160,910	\$157,190
Supplies & Services (Ongoing) Subtotal	\$133,200	\$79,600	\$81,800	\$36,140
Direct Costs (Ongoing) Subtotal	\$293,830	\$244,330	\$242,710	\$193,330
Internal Charges Subtotal	\$35,180	\$29,450	\$30,560	\$24,490
Ongoing Subtotal	\$329,010	\$273,780	\$273,270	\$217,820
Supplies & Services (One-Time) Subtotal	\$0	\$9,500	\$10,000	\$22,500
Grand Total	\$329,010	\$283,280	\$283,270	\$240,320

ECONOMIC DEVELOPMENT
Continued

POSITIONS SUMMARY

Position	FY21 FTE	FY20 FTE	FY19 FTE	FY18 FTE
Economic Development Director	1.00	1.00	1.00	1.00
Total	1.00	1.00	1.00	1.00

ALLOCATIONS SUMMARY

Position	Org Description	FY21 FTE	FY20 FTE	FY19 FTE	FY18 FTE
General Fund					
10-5330-01	Administration	1.00	1.00	1.00	1.00
General Fund Total		1.00	1.00	1.00	1.00



**City of Sedona
Decision Package
Fiscal Year 2020-21**

CM Recommended as Frozen
CBWG Recommended

Request Title	ECONOMIC DEVELOPMENT PROFESSIONAL SERVICES
Department	Economic Development
Program	Administration
Funding Request Type	OTHER ONGOING
Source of Funds	General Fund
Amount Requested	\$30,000
Priority	HIGH

I. Description of Request

These funds are necessary to continue with business assistance and progressing our economic diversification strategies (e.g. broadband, coworking, etc). Funds will be used to acquire data and conduct necessary research to further understand the feasibility and implementation plans for projects and strategies in the economic diversification plan. Additionally, funds will be used to acquire data and research necessary to further support and help businesses in targeted industries. This will add to our economic gardening approach.

II. Problem/Issue

History/Background
How does this affect our citizens/customers quality of life?
If this is not a traditional function, why should the City of Sedona deal with it?
Does the project/issue relate to the Community Plan (or other master plans), or how does this fit into the City's priorities?
What does the City/community get for this investment?

Currently, there are not adequate resources to acquire the necessary data and research to move forward with implementing the economic diversification plan. To make incremental progress, more funds are needed to acquire data and research to help both the city and businesses make informed decisions. Businesses routinely ask the economic development department for information. Businesses need access to quality data to make informed decisions about their customer base. This information helps businesses understand market saturation and where opportunities may exist. Pricing and customer profile information are key to business decision making as well. While some data and research exists, with more data the economic development department can empower our businesses and use it as a means for attracting targeted industry growth.

The city needs more information and research on how to best prioritize and implement components of our economic diversification plan. Further, with more funding, we will be able to study our economic impacts and how to best serve our businesses.

This funding supports the Community Plan to economically diversify Sedona.

III. Risk Analysis

What happens if this is not done?
Show examples of best practices from other cities, if applicable.
Discuss other alternatives, if applicable, and why the proposed solution is recommended.

Successful and well-established economic development departments regularly have robust funding for data and research. Data and research are used to inform business decisions and to guide and prioritize programming. Without additional funding, less information will be available to progress the city's economic diversification vision.

IV. Implementation

**What is the timeframe for completion of plan and implementation for project/issue?
How will you market/communicate the project/issue to the public?
What performance measures will you use to evaluate the project/issue? Include the targets for
FY 2020-21, as well as future years as applicable.**

This is an ongoing expense for the program. This information will be used to inform decision making by the city and empower businesses to make smart business choices. Performance measures include professional reports on economic diversification strategies and reports and data to provide to businesses.

V. Cost Savings/Revenue Enhancements

Please explain any cost savings, new funding sources or increased revenues.

N/A



**City of Sedona
Decision Package
Fiscal Year 2020-21**

CM Recommended as Frozen
CBWG Recommended

Request Title	ECONOMIC DEVELOPMENT AMERICORPS VISTA
Department	Economic Development
Program	Administration
Funding Request Type	OTHER ONGOING
Source of Funds	General Fund
Amount Requested	\$12,400
Priority	HIGH

I. Description of Request

Description: Funding will be used to continue support for an AmeriCorps VISTA Member. The AmeriCorps VISTA member will serve full time (40 hours/week) for one full year (and an option to enlist up to one more year) supporting the economic development program.

More specifically, this VISTA volunteer will support city economic development related to business assistance, marketing and outreach, grant writing, additional programming, and other strategic priorities as it relates to the economic diversification plan.

The city will enter into a memorandum of agreement with the Alliance of Arizona Nonprofits (Alliance), a host organization for managing VISTA members. The city will pay Alliance \$12,400 to assist in the administrative, training, a small housing stipend, and other costs associated with the management of the VISTA member.

We currently have the pleasure of hosting an Americorps VISTA volunteers. She has significant knowledge in economics and has contributed to the department in the six months she has been here. Because of her work, we are able to have more capacity to serve our business community and focus more on longer-term economic diversification efforts.

AmeriCorps VISTA Member Information:

AmeriCorps VISTA is a national service program designed specifically to fight poverty through community and economic development for over 50 years. AmeriCorps VISTA members make a year-long, full-time commitment to serve on a specific project at a nonprofit organization or public agency.

VISTA members may be a recent college graduate looking for an opportunity to serve a local community to gain real world experience and skills they may not receive in an entry-level position. Other VISTA members may be retired professionals looking for meaningful work during retirement years.

II. Problem/Issue

History/Background
How does this affect our citizens/customers quality of life?
If this is not a traditional function, why should the City of Sedona deal with it?
Does the project/issue relate to the Community Plan (or other master plans), or how does this fit into the City's priorities?
What does the City/community get for this investment?

The cost to the city is \$12,400 for the benefit of having a full-time (40 hour/week) professional working as an economic development specialist.

The VISTA position will support economic development as identified in Sedonas community plan (adopted in 2014), and in-progress Economic Diversification plan.

III. Risk Analysis

What happens if this is not done?

Show examples of best practices from other cities, if applicable.

Discuss other alternatives, if applicable, and why the proposed solution is recommended.

This VISTA position allows the city's economic development department to accomplish more work in the areas of small business assistance, events/workshop coordination, marketing, data collection, and grant writing.

Other communities in the Verde Valley such as Camp Verde and Cottonwood both have at least two full-time paid city staff supporting their economic development departments. In addition to an economic development director, it is common to have an economic development specialist and support staff to further the economic development initiatives of a community.

IV. Implementation

What is the timeframe for completion of plan and implementation for project/issue?

How will you market/communicate the project/issue to the public?

What performance measures will you use to evaluate the project/issue? Include the targets for FY 2020-21, as well as future years as applicable.

The volunteer positions typically serve twelve months. This is an ongoing expense for a VISTA volunteer is needed annually. The position will adhere to similar performance measures as the department inclusive of such as business inquiries, outreach, small business assistance, and number of events and workshops.

V. Cost Savings/Revenue Enhancements

Please explain any cost savings, new funding sources or increased revenues.

N/A



**City of Sedona
Decision Package
Fiscal Year 2020-21**

CM Recommended as Frozen
CBWG Recommended

Request Title	ECONOMIC DEVELOPMENT MARKETING
Department	Economic Development
Program	Administration
Funding Request Type	OTHER ONGOING
Source of Funds	General Fund
Amount Requested	\$20,000
Priority	

I. Description of Request

Funds will be used to promote Sedona as the place to do business in accordance with the economic diversification plan. We will promote economic development efforts and the overall image that Sedona is a place to start, expand and relocate businesses to facilitate diversification of the local/regional economy. Funding will be used to create a marketing strategy, develop branding strategy; create a media campaign, geotargeted ads, create a micro website for economic development, routinely tell our story and develop content, design promotional materials, acquire photography and video as necessary, and increase search engine optimization for the city's economic development site.

II. Problem/Issue

History/Background
How does this affect our citizens/customers quality of life?
If this is not a traditional function, why should the City of Sedona deal with it?
Does the project/issue relate to the Community Plan (or other master plans), or how does this fit into the City's priorities?
What does the City/community get for this investment?

Currently, the city's economic development program does not have sufficient funding or staffing to implement the needed marketing strategies to promote the economic diversification of Sedona. It is more cost effective to use the services of a third-party to meet our marketing needs. Further, we can be nimble with our marketing approaches through working with a marketing consultant. One of the major goals of the economic diversification plan is to establish a marketing program that builds awareness of Sedona as a business location. Funds will be used to implement the strategies to achieve this goal.

III. Risk Analysis

What happens if this is not done?
Show examples of best practices from other cities, if applicable.
Discuss other alternatives, if applicable, and why the proposed solution is recommended.

If we do not take a more proactive approach to marketing Sedona, we will not be able to progress in our efforts to diversify Sedona's economy. Other communities in the Verde Valley and throughout the state of Arizona have robust marketing budgets to tell their stories, brand, and ensure relevant promotional business material is readily available. This is routinely used to attract quality entrepreneurs, businesses, and workforce.

IV. Implementation

**What is the timeframe for completion of plan and implementation for project/issue?
How will you market/communicate the project/issue to the public?
What performance measures will you use to evaluate the project/issue? Include the targets for
FY 2020-21, as well as future years as applicable.**

A marketing plan will be completed and components of it will be implemented in FY21. This information will be marketed both locally and externally demonstrating how to both have a successful businesses and high quality of life in Sedona. Performance measures include social media hits, website visits, and inquiries as a result of the marketing outreach.

V. Cost Savings/Revenue Enhancements

Please explain any cost savings, new funding sources or increased revenues.

N/A

CITY MANAGER'S OFFICE

Mission Statement

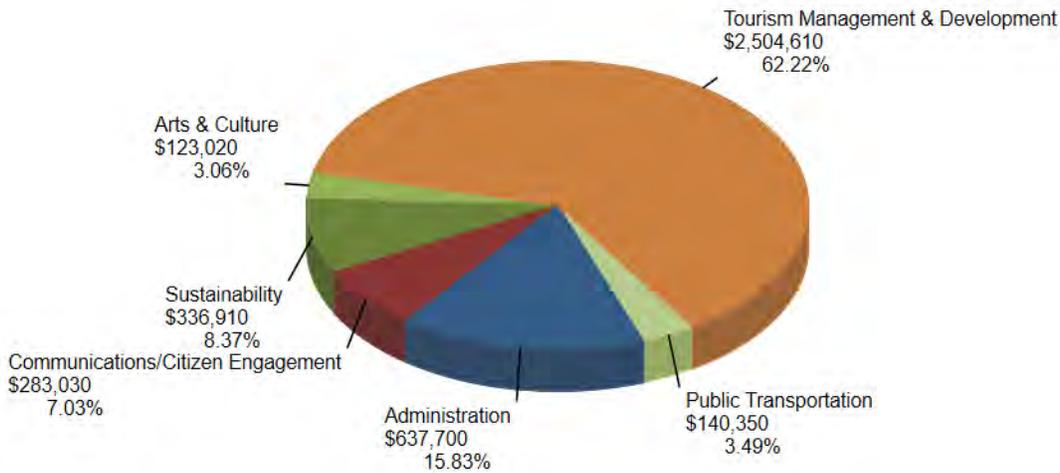
To assist departments and City Council in meeting performance goals by fostering an organizational environment that encourages a commitment to teamwork and delivery of quality municipal services to external customers (residents) and internal customers (employees).

Description

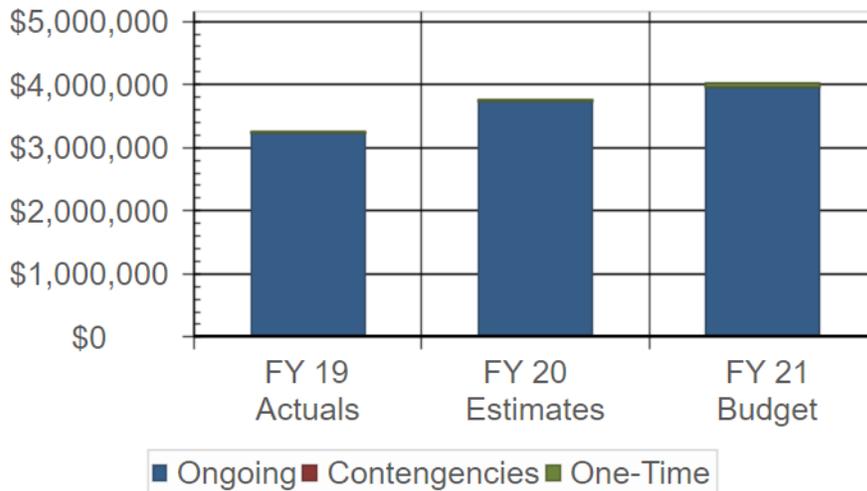
The City Manager's Office is responsible for the following program areas:

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

FY 2021 PROGRAM EXPENDITURES: \$4,025,620



FY 2019 - FY 2021 ONGOING VS. ONE-TIME EXPENDITURES



City Manager's Office-Administration

Budget Summary	FY2021 Budget	% of FY2021 Budget	FY2020 Budget	FY2020 Estimate	FY2019 Actuals
Program Expenditures					
Personnel Services	\$ 489,870	77 %	\$ 484,240	\$ 479,890	\$ 467,668
Supplies & Services	32,080	5 %	21,580	21,880	40,960
Subtotal Direct Costs	\$ 521,950	82 %	\$ 505,820	\$ 501,770	\$ 508,628
Internal Charges	115,750	18 %	106,760	107,970	87,731
Total Expenditures	637,700	100 %	612,580	609,740	596,359
Expenditures by Fund					
General Fund Portion	\$ 637,700	100 %	\$ 612,580	\$ 609,740	\$ 571,419
Other Funds Portion	\$ -	- %	\$ -	\$ -	\$ 24,940
Funding Sources					
Allocations to Other Departments	\$ 637,700	100.00 %	\$ 612,580	\$ 609,740	\$ 569,655
Funding from General Revenues:					
Estimated Resident Generated	\$ -	- %	\$ -	\$ -	\$ 9,346
Estimated Visitor Generated	\$ -	- %	\$ -	\$ -	\$ 17,358
Employee Time Allocation (FTEs) Budgeted	3.40	-	3.40	-	3.00

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

In fiscal year 2018-19, the Assistant City Manager took on the role of Community Development Director in addition to her current duties, and sixty percent of her time is currently allocated to that department. The Management Analyst position that was added in fiscal year 2018-19 was reclassified in fiscal year 2019-20 to function at a higher level with more complex assignments and responsibility in order to support the reorganization.

FY 2020 Accomplishments

Overall City Value - Good Governance:

* Oversaw and/or directly led City Council Priorities.

Council Priority - Complete Various Traffic Improvements:

* Continued to mitigate traffic and parking issues in Uptown, including the completion of construction of Uptown Roadway Improvements Project and the completion of the Uptown Sedona Parking Facility Needs, Siting and Design Concept Assessment.

* Continued development and execution of other Sedona in Motion projects including roadway connections, bike and pedestrian improvements, slip lanes, and traveler information signs.

* Initiated and completed the Greater Sedona/Oak Creek Canyon Transit System Development and Implementation Plan in coordination with surrounding jurisdictions.

Council Priority - Sustainable Tourism:

* Worked with Sedona Chamber of Commerce and Tourism Bureau to support execution of the Sustainable Tourism Plan to guide future tourism activities.

* Worked with the Chamber to ensure their work plan met the goal of maintaining, but not growing, current levels of tourist activity.

Council Priority - Affordable Housing:

* Initiated efforts to pursue public/private partnerships to address the lack of availability of affordable housing, including completion of a housing needs assessment and five-year affordable housing action plan.

Council Priority - Permanent Base Adjustment:

* Formed a citizen work group to evaluate expenditure limitation options, including exploration of a city-initiated Permanent Base Adjustment for public vote on the August 2020 ballot culminating in a recommendation and decision by Council that Home Rule is the option that makes most sense for Sedona.

Council Priority - Environmental Sustainability:

* Developed strategies to improve the City's internal sustainability through the creation of a Municipal Sustainability Plan and initiated a community-based climate action and resiliency plan.

* Initiated an update to the emergency preparedness plan in coordination with Sedona Fire District and Yavapai and Coconino Counties.

Council Priority - Communications:

* Developed strategies to increase public trust within the community.

* Created talking points for City Council hot topics.

Council Priority - Economic Diversification:

* Participated in the economic diversification strategic planning process and creation a work plan that outlines what strategies will be pursued.

Overall City Value - Good Governance:

* Completed comprehensive Lean training for approximately 20 internal team members and implemented a committee structure to oversee the completion of Lean projects.

FY 2021 Objectives

Council Priority - Complete Various Traffic Improvements:

* Continue development and execution of Sedona in Motion projects, particularly related to public safety and roadway connections where there is only one ingress and egress.

* Continue implementation of the Greater Sedona/Oak Creek Canyon Transit System Development and Implementation Plan, incoordination with surrounding jurisdictions.

Council Priority - Affordable Housing:

* Continue efforts to address the lack of availability of affordable housing, including implementation of the Housing Needs Assessment and Action Plan, staffing and consideration of funding from increased bed tax revenues related to short-term rentals.

Council Priority - Environmental Stewardship:

* Implement strategies from the Municipal Sustainability Plan to improve the City's internal sustainability.

Council Priority - Sustainable Tourism:

* Continue to work with Sedona Chamber of Commerce and Tourism Bureau to implement strategies included in the Sustainable Tourism Plan 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 - Communications:

* Continue to implement ongoing efforts at communication improvements.

Council Priority - Short Term Rentals:

* Continue monitoring and internal reviews and evaluate reported issues and complaints to consider possible additional changes to City code.

Council Priority - Sedona Recycles:

* Complete evaluation and consider long-term options for Sedona Recycles.

Council Priority - Major Plan Amendments:

* Analyze and evaluate changes in major vs. minor plan amendments.

Council Priority - Community Plan Update:

* Develop a plan to execute Community Plan Update.

Council Priority - Early Head Start

* Explore ability to leverage federal funds for Early Head Start program for Sedona residents.

Council Priority - Small Town Character:

* Consider strategies to refine community understanding and expectations of maintaining small town character.

Overall City Value - Good Governance:

* Continue implementation of Lean process improvement initiatives.

WORKLOAD INDICATORS	FY21 Projection	FY20 Projection	FY20 Estimate	FY19 Actual	FY18 Actual
City Council agenda bill items reviewed	140	150	135	142	171
Adopted Council Priorities	16	16	16	19	15

PERFORMANCE MEASURES	Benchmark	FY21 Target	FY20 Target	FY20 Estimate	FY19 Actual	FY18 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)		70% (Similar to NCS benchmark)	N/A	68% (Similar to NCS benchmark)	68% (Similar to NCS benchmark)	68% (Similar to NCS benchmark)
National Citizen Survey 2017: Overall customer service by Sedona employees (police, receptionists, planners, etc.): % Excellent or Good		77% (Similar to NCS benchmark)	N/A	75% (Similar to NCS benchmark)	75% (Similar to NCS benchmark)	75% (Similar to NCS benchmark)
Employee Survey: The City is a good place to work: % Strongly Agree or Agree		92%	92%	92%	92%	N/A

City Manager's Office-Communications & Citizens Engagement

Budget Summary	FY2021 Budget	% of FY2021 Budget	FY2020 Budget	FY2020 Estimate	FY2019 Actuals
Program Expenditures					
Personnel Services	\$ 193,060	68 %	\$ 193,160	\$ 191,420	\$ 183,799
Supplies & Services	37,940	13 %	56,580	26,560	10,268
Subtotal Direct Costs	\$ 231,000	82 %	\$ 249,740	\$ 217,980	\$ 194,067
Internal Charges	52,030	18 %	60,610	62,270	52,925
Total Expenditures	283,030	99 %	310,350	280,250	246,992
Expenditures by Fund					
General Fund Portion	\$ 280,090	99 %	\$ 308,070	\$ 279,290	\$ 246,992
Info Tech Internal Service Fnd	\$ 2,940	1 %	\$ 2,280	\$ 960	\$ -
Funding Sources					
Funding from General Revenues:					
Estimated Resident Generated	\$ 99,061	35 %	\$ 108,623	\$ 98,088	\$ 86,447
Estimated Visitor Generated	\$ 183,970	65 %	\$ 201,728	\$ 182,163	\$ 160,545
Employee Time Allocation (FTEs) Budgeted	2.00	-	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 2020 Accomplishments

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

- * Coordinated City Talk articles for publication; placed news releases in local media publications.
- * Executed social media policy and consolidation, and increased followers.
- * Placed Sedona in Motion programs on Yavapai Broadcasting's County Wide TV and radio program.
- * Helped with launch of new website.
- * Launched new graphic standards.
- * Launched video initiative.
- * Executed the Uptown Roadway Improvements Project Public Involvement Plan.
- * Continued to develop online opportunities to engage residents including online 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: coordinated work group effort on this effort.
- * Overall City Value - Good Governance: initiated Lean Government and Six Sigma quality training and initiated Advance SedonaQuality to execute future projects.

FY 2021 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 2020 Citizen Survey.
- * Continuous improvement of usability and functionality of the City website and other digital communication tools.
- * Expand the video series.
- * Coordinate the 2020 Citizens Academy.

City Manager's Office-Communications & Citizens Engagement

WORKLOAD INDICATORS	FY21 Projection	FY20 Projection	FY20 Estimate	FY19 Actual	FY18 Actual
Citizens participating in City work groups	50	50	50	38	59
Citizens participating in Citizens Academy	22	22	0	23	15
New citizen work groups created	5	4	5	4	5
Active work groups	6	6	6	5	7
Nixle community alert subscribers	2,800	1,200	2,600	2,191	855
Total Facebook followers	8,000	5,600	7,500	6,721	3,868
Sedona resident Facebook followers	1,150	1,000	1,090	1,017	N/A
Press releases issued	120		95	82	
Total Instagram followers	1,500		1,200	N/A	
City Talk columns published	24		24	24	

PERFORMANCE MEASURES	Benchmark	FY21 Target	FY20 Target	FY20 Estimate	FY19 Actual	FY18 Actual
National Citizen Survey 2017: Respondents likely to use City website or eNotify emails to learn about City issues: % Very and Somewhat Likely		70%	N/A	67%	67%	67%
National Citizen Survey 2017: Quality of Public information services: % Excellent and Good		64%	N/A	N/A	N/A	63% (Similar to NCS benchmark)
Digital reach and open rates of City issued news releases		3,700 subscribers / 25% open	3,500 subscribers / 25% open	3,250 subscribers / 27% open	N/A	1,500 subscribers / 35% open
Citizens Academy Participants Survey: % Good or Excellent		100%	100%	100%	100%	100%
Work Group Participants Survey: % rating experience as Good or Excellent		100%	100%	100%	100%	N/A
Employee Survey: Overall, I am satisfied with internal City communication: % Strongly Agree or Agree		70%	65%	55%	53%	N/A

City Manager's Office-Sustainability

Budget Summary	FY2021 Budget	% of FY2021 Budget	FY2020 Budget	FY2020 Estimate	FY2019 Actuals
Program Expenditures					
Personnel Services	\$ 95,100	28 %	\$ 90,680	\$ 92,520	\$ 74,641
Supplies & Services	170,400	51 %	149,650	135,350	15,481
Capital & Debt Service	38,000	11 %	18,000	-	8,616
Subtotal Direct Costs	\$ 303,500	90 %	\$ 258,330	\$ 227,870	\$ 98,738
Internal Charges	33,410	10 %	25,620	26,470	19,712
Total Expenditures	336,910	100 %	283,950	254,340	118,450
Expenditures by Fund					
General Fund Portion	\$ 334,910	99 %	\$ 283,950	\$ 254,340	\$ 118,450
Info Tech Internal Service Fnd	\$ 2,000	1 %	\$ -	\$ -	\$ -
Funding Sources					
Allocations to Other Departments	\$ -	- %	\$ -	\$ -	\$ 569,655
Funding from General Revenues:					
Estimated Resident Generated	\$ 117,919	35 %	\$ 99,383	\$ 89,019	\$ (157,922)
Estimated Visitor Generated	\$ 218,992	65 %	\$ 184,568	\$ 165,321	\$ (293,283)

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.

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

FY 2020 Accomplishments

Council Priority - Environmental Sustainability:

- * Finalized Municipal Sustainability Plan process to establish goals and actions for sustainable efforts.
- * Partnered with APS on 150kW solar carport installation at City Hall.
- * Installed four public electric vehicle charging ports at City Hall.
- * Purchased first electric vehicle for city fleet.
- * Installed water bottle refill stations at the Hub and Community Pool.
- * Hosted community-wide household hazardous waste and electronics recycling event.
- * Completed greenhouse gas emission inventory for community.
- * Hosted two community-wide Fix-It Clinics.
- * Developed zero waste stations and began recycling and composting at large, city-hosted events.
- * Hosted first Pumpkin-Drop composting event to begin diverting Halloween waste from landfill.
- * Partnered with the Climate Assessment for the Southwest (CLIMAS) to develop a climate profile for the Verde Valley.
- * Researched and provided recommendations for electric vehicle and solar readiness provisions in building codes adopted by Council.
- * Represented the city at biweekly Sustainability Alliance meetings and monthly meetings for Oak Creek Watershed Council, Verde River Sustainability Flows Council, and Arizona Forward's Statewide Sustainability Plan Committee.
- * Provided annual financial assistance to the U.S. Forest Service for trails maintenance and to Oak Creek Watershed Council for stormwater outreach.

FY 2021 Objectives

Council Priority - Environmental Sustainability:

- * Expand public electric vehicle charging infrastructure.
- * Increase number of hybrid and electric vehicles in city fleet.
- * Complete community-wide Climate Resiliency Plan.
- * Adopt Green Fleet Policy.
- * 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 annual Fix-it Clinic.
- * Host Household Hazardous Waste and Electronics Collection event.
- * Continue participation in Oak Creek Watershed Council, Verde River Sustaining Flows Council and Sustainability Alliance.
- * Provide annual financial assistance to the U.S. Forest Service for trails maintenance and to Oak Creek Watershed Council for stormwater outreach.

City Manager's Office-Sustainability

WORKLOAD INDICATORS	FY21 Projection	FY20 Projection	FY20 Estimate	FY19 Actual	FY18 Actual
Energy consumed at City facilities	3,500,000 kWh	N/A	4,000,000 kWh	4,281,452 kWh	N/A
Renewable energy generated at City facilities	3,500,000 kWh	N/A	1,330,500 kWh	1,330,509 kWh	N/A
Water consumed in City operations	500,000 gallons	N/A	600,000 gallons	602,300 gallons	N/A
Fuel used by City fleet	38,000 gallons	N/A	40,000 gallons	40,522 gallons	N/A
Paper purchased for City operations	350,000 sheets	N/A	400,000 sheets	516,000 sheets	N/A
Electronics recycling (weight in pounds) collected* For FY19, this was in City Clerk's Office budget	19,000 lbs		18,000 lbs	17,237 lbs	
Household hazardous waste (weight in pounds) collected* For FY19, this was in City Clerk's Office budget	10,000 lbs		9,000 lbs	8,770 lbs	

PERFORMANCE MEASURES	Benchmark	FY21 Target	FY20 Target	FY20 Estimate	FY19 Actual	FY18 Actual
Sustainability Alliance rating		Silver	Bronze	Silver	Bronze	Bronze

City Manager's Office-Arts & Culture

Budget Summary	FY2021 Budget	% of FY2021 Budget	FY2020 Budget	FY2020 Estimate	FY2019 Actuals
Program Expenditures					
Personnel Services	\$ 76,200	62 %	\$ 75,450	\$ 75,460	\$ 70,760
Supplies & Services	21,950	18 %	19,980	20,350	11,180
Subtotal Direct Costs	\$ 98,150	80 %	\$ 95,430	\$ 95,810	\$ 81,940
Internal Charges	24,870	20 %	23,230	24,100	20,933
Total Expenditures	123,020	100 %	118,660	119,910	102,873
Expenditures by Fund					
General Fund Portion	\$ 123,020	100 %	\$ 118,660	\$ 119,910	\$ 102,873
Funding Sources					
Funding from General Revenues:					
Estimated Resident Generated	\$ 43,057	35 %	\$ 41,531	\$ 41,969	\$ 36,006
Estimated Visitor Generated	\$ 79,963	65 %	\$ 77,129	\$ 77,942	\$ 66,867

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 overseeing 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 Arts presentations to City Council, as well as upgrading needs for the Hub, our city's performance venue.

FY 2020 Accomplishments

- Community Plan Community Goal - Enhance opportunities for artistic display, engagement, and learning:
- * Nancy Lattanzi has been nominated for a Governor's Art Award under the category Art Administrator.
- * Contributed to the Uptown Roundabout Art Selection Committee from initial stages to City Council presentation.
- * Elevated the Artist in the Classroom program by hiring 14 new accomplished artists to collaborate with the team.
- * Upgraded the digital screens on campus with new, rotating photographic images; replacing old slides.
- * Created a comprehensive updated list of all permanent and temporary Public Art and their values.
- * Collected proposals and chose a vendor to improve and update lighting over both stage areas in the Hub.

FY 2021 Objectives

- Community Plan Community Goal - Enhance opportunities for artistic display, engagement, and learning:
- * Submit an RFP, create a work group and start the process to acquire sculptures for four roundabouts.
- * Develop a sculpture maintenance program, scheduling all City public art to be cleaned on a regular basis.
- * Update the Arts and Culture website pages with current photos, videos and information for all programs.
- * Collaborate with Parks and Recreation to create and supervise art programming for their children's summer art camp.
- * Partner with the Sustainability Coordinator to introduce environmental art projects via Artist in the Classroom.
- * Create an Art and Coffee Series, offering artist presentations to the public on campus three times per year.

WORKLOAD INDICATORS	FY21 Projection	FY20 Projection	FY20 Estimate	FY19 Actual	FY18 Actual
Artist in the Classroom assignments per year	45	40	40	27	38
Artist in the Classroom students reached	750	1,500	700	633	1,200
City Hall Art Rotation Program artists exhibited per year	6	6	6	5	27
City Hall Art Rotation Program viewings plus attendees for Artist Receptions	350	400	350	450	300
Moment of Art for City Council artists performed	16	16	16	14	14

PERFORMANCE MEASURES	Benchmark	FY21 Target	FY20 Target	FY20 Estimate	FY19 Actual	FY18 Actual
Teacher Survey: Artist in the Classroom % positive feedback		100%	100%	100%	100%	98%
National Citizen Survey 2017: Opportunities to attend cultural/arts/music activities: % Excellent or Good		69% (Similar to NCS benchmark)	N/A	66% (Similar to NCS benchmark)	66% (Similar to NCS benchmark)	66% (Similar to NCS benchmark)

City Manager's Office-Tourism Management & Development

Budget Summary	FY2021 Budget	% of FY2021 Budget	FY2020 Budget	FY2020 Estimate	FY2019 Actuals
Program Expenditures					
Supplies & Services	\$ 2,492,500	100 %	\$ 2,492,500	\$ 2,492,500	\$ 2,176,400
Internal Charges	12,110	-	12,770	13,040	9,785
Total Expenditures	2,504,610	100 %	2,505,270	2,505,540	2,186,185
Expenditures by Fund					
General Fund Portion	\$ 2,504,610	100 %	\$ 2,505,270	\$ 2,505,540	\$ 2,186,185
Funding Sources					
Allocations to Other Departments	\$ -	-	\$ -	\$ -	\$ 569,655
Funding from General Revenues:					
Estimated Resident Generated	\$ 876,614	35 %	\$ 876,845	\$ 876,939	\$ 565,786
Estimated Visitor Generated	\$ 1,627,997	65 %	\$ 1,628,426	\$ 1,628,601	\$ 1,050,745

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 outline the programs and services with a focus on implementing the Sustainable Tourism Plan (STP) which was unanimously approved by City Council in March 2019.

The STP is the strategic plan to balance Sedona's fragile environment and small-town quality of life with a healthy economy and a world-class visitor experience. It is a way to engage visitors more deeply while raising awareness of environmentally and culturally sensitive behavior. It's a plan to improve Sedona's transportation infrastructure while at the same time dispersing visitors and finding ways to get people out of their cars. Finally, it includes more contact between visitors and residents to develop a mutual appreciation and a genuine experience that enriches everyone.

The Plan focuses 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.

The components of the plan are aimed to fulfill the following long-term goals and objectives:

1. Implement the Sustainable Tourism Plan to facilitate a healthy balance between the environment, quality of life for residents, the economy and the visitor experience.
2. To attract, manage and monitor sustainable tourism for the benefit of residents, industry and visitors.
3. To make visiting Sedona a positive and memorable experience.

ENVIRONMENT: To lead the tourism industry in implementing sustainability principles, positioning Sedona as a national and international leader in destination stewardship.

QUALITY OF LIFE: To protect and enhance the quality of life by mitigating impacts of tourism.

QUALITY OF ECONOMY: To shape the Sedona economy in ways that balance its long-term sustainability and vibrancy.

VISITOR EXPERIENCE: To provide an excellent visitor experience that highlights Sedona's sustainability values and keeps visitors coming back.

FY 2020 Accomplishments

Council Priority - Sustainable Tourism:

Environment:

- * Began implementation of Sustainable Tourism Plan, which involved the active participation of Sedona residents, community groups, businesses and visitors.
- * Continued educating visitors on how to drive roundabouts and how to drive safely with bikes.
- * Developed VolontourismInSedona.com and implemented a voluntourism program to encourage visitors to give back while visiting Sedona.
- * Developed the Sedona Cares Pledge and SedonaCares.com website.
- * Supported the Sustainability Alliance's certification program and provided incentives for business participation.
- * Developed a Zero Waste logo and promotional program for events to strive towards zero waste.
- * Developed, designed and executed the Straw Free Sedona campaign engaging 50 (up for 37 in FY19) businesses in the program, saving 1 million straws in FY20.
- * Expanded the Sedona Trail Keeper program to 50 (up from 35 in FY19) sponsors, generating \$50,000 in private sector funds for trail maintenance and development. Held special event in February 2020.

Quality of Life:

- * Developed the Locals Nite Out program to mitigate construction impacts in Uptown. Held 17 events at nine restaurants engaging nearly 850 locals. One restaurant reported \$8,000 in revenue generated in one night.
- * Engaged daily with more than 250,000 fans/followers on social media outlets educating on 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's CFA program is currently in process.
- * Managed comprehensive event calendar, SedonaEvents.com, and supported 50+ events.
- * Worked with City to develop wayfinding kiosk signs in Uptown.
- * Enhanced WalkSedona.com and ParkInSedona.com and developed GetAroundSedona.com to help educate visitors on how to navigate Sedona and displayed available parking and walkability options. Promoted in hotel rooms, at Visitor Center and in collateral materials.

Quality Economy:

- * Focused on attracting a quality visitor who stayed longer and spends more in the community rather than simply bringing more visitors. Targeted 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, and international visitors in Europe, Japan.
- * Generated 70 million impressions through targeted seasonal marketing campaigns resulting in maintaining occupancy levels and increasing tax generation.
- * Assisted 350 travel media professionals and distributed 20 press releases, resulting in stories worth \$8 million in advertising value.
- * Assisted 300 professional meeting planners at eight tradeshow and sales missions, generating 200 hotel leads representing 50,000 (up from 23,000 in FY19) room night opportunities.
- * Reached out to more than 450 travel trade industry professionals on eight tradeshow and sales missions; producing approximately 850 service request referrals.
- * Produced, printed and distributed 275,000 Experience Sedona Guides, 5,000 Destination Event Planner Guides and Sedona brochures in multiple languages.

Visitor Experience:

- * Assisted more than 280,000 visitors in-person at the Visitor Center, via email, and via telephone.
- * Managed 80 local volunteers, held six training sessions and 13 FAM tours. Volunteers donated 11,500 hours with a value of \$292,000.
- * Developed and distributed weekly (52) front-liner e-newsletters.
- * Renovated the public restrooms located at 331 Forest Road in Uptown.
- * Led the Sedona Verde Valley Tourism Council and enhanced the National G

FY 2021 Objectives

Council Priority - Sustainable Tourism:

Marketing and Communications

1. Maintain the number of visitors and the revenues associated with visitor spending with a focus on mid-week and off-peak seasons.
2. Focus on arts and culture, wellness, outdoor adventure, stewardship and sustainability.
3. Conduct research to inform decision-making for the organization and stakeholders.
4. Actively engage in Sedona Reinvestment Programs to link, enhance and create amenities that contribute to the quality of life for residents, enrich the tourism experience, and mitigate visitor impacts.

Group/Meeting and Travel Trade Industry Sales

1. Maintain sales efforts in group and international markets with a focus on meeting planners, incentive planners and travel trade industry.
2. Position Sedona as the premier destination for small meetings.
3. Position Sedona as a top leisure destination for national and international travelers through travel trade tour programs.

Visitor Services

1. Provide the highest level of customer service at the Visitor Center.
2. Maintain a trained, engaged and vibrant volunteer core.
3. Provide resources to visitors to support sustainability and stewardship efforts.

City Manager's Office-Tourism Management & Development

PERFORMANCE MEASURES	Benchmark	FY21 Target	FY20 Target	FY20 Estimate	FY19 Actual	FY18 Actual
Annual daily room rate for hotels (ADR)		\$240.00	\$225.00	\$237.00	\$233.90	\$228.61
Bed tax collections (in millions)		\$5.5	\$4.8	\$5.2	\$X.X	\$4.3
City sales tax collections (in millions)* includes new 0.5% sales tax implemented March 1, 2018		\$23.6*	\$21.2*	\$22.7*	\$XX.X*	\$18.4*
Hotel occupancy rate		71%	69.0%	70.5%	70.1%	70.1%
Visitors assisted at visitor center, via email, via telephone, and via text		295,000	290,199	295,000	293,179	281,227
Visitor Service Survey: % satisfied measured at visitor center and/or electronically		98%	95%	98%	87% Excellent, 13% Good	N/A

City Manager's Office - Transportation

	FY2021 Budget	% of FY2021 Budget	FY2020 Budget	FY2020 Estimate	FY2019 Actuals
Budget Summary					
Program Expenditures					
Personnel Services	\$ 140,350	100 %	\$ -	\$ -	\$ -
Total Expenditures	140,350	100 %	-	-	-
Expenditures by Fund					
Other Funds Portion	\$ 140,350	100 %	\$ -	\$ -	\$ -
Funding Sources					
Funding from General Revenues:					
Estimated Resident Generated	\$ 49,123	35 %	\$ -	\$ -	\$ -
Estimated Visitor Generated	\$ 91,228	65 %	\$ -	\$ -	\$ -

FY 2020 Accomplishments

FY 2021 Objectives

WORKLOAD INDICATORS		FY21 Projection	FY20 Projection	FY20 Estimate	FY19 Actual	FY18 Actual
PERFORMANCE MEASURES	Benchmark	FY21 Target	FY20 Target	FY20 Estimate	FY19 Actual	FY18 Actual

CITY MANAGER'S OFFICE
Continued

EXPENDITURE SUMMARY

Cost Category	FY2021 Budget	FY2020 Budget	FY2020 Est. Actuals	FY2019 Actuals	Explanation of Changes
General Fund					
10-5220-01 - Administration					
Personnel (ongoing)	\$489,870	\$484,240	\$479,890	\$467,668	
Supplies & Services (ongoing)	<u>\$32,080</u>	<u>\$21,580</u>	<u>\$21,880</u>	<u>\$16,020</u>	Budget Increase: Moved the city-wide training budget from Human Resources.
Direct Costs (Ongoing) Subtotal	\$521,950	\$505,820	\$501,770	\$483,688	
Internal Charges	<u>\$(521,950)</u>	<u>\$(505,810)</u>	<u>\$(501,760)</u>	<u>\$(481,924)</u>	
Administration Total	\$0	\$10	\$10	\$1,764	
10-5220-03 - Communications & Citizens Engagement					
Personnel (ongoing)	\$193,060	\$193,160	\$191,420	\$183,799	
Supplies & Services (ongoing)	<u>\$35,000</u>	<u>\$26,300</u>	<u>\$25,600</u>	<u>\$10,268</u>	
Direct Costs (Ongoing) Subtotal	\$228,060	\$219,460	\$217,020	\$194,067	
Internal Charges	<u>\$52,030</u>	<u>\$60,610</u>	<u>\$62,270</u>	<u>\$52,925</u>	
Ongoing Total	\$280,090	\$280,070	\$279,290	\$246,992	
Supplies & Services (one-time)	\$0	\$28,000	\$0	\$0	Budget Decrease: Reduction in one-time costs related to public communications.
Communications & Citizens Engagement Total	\$280,090	\$308,070	\$279,290	\$246,992	
10-5220-09 - Sustainability					
Personnel (ongoing)	\$95,100	\$90,680	\$92,520	\$74,641	
Supplies & Services (ongoing)	\$141,400	\$100,150	\$102,850	\$15,481	Budget Increase: Decision Packages - AmeriCorps, Renewable Energy Purchase, and Marketing.
Direct Costs (Ongoing) Subtotal	\$236,500	\$190,830	\$195,370	\$90,122	
Internal Charges	\$33,410	\$25,620	\$26,470	\$19,712	
Ongoing Total	\$269,910	\$216,450	\$221,840	\$109,834	
Supplies & Services (one-time)	\$27,000	\$49,500	\$32,500	\$0	
Capital & Debt Service	\$38,000	\$18,000	\$0	\$8,616	Budget Increase: Decision Package - Electric Vehicle charging station.
One-Time Total	\$65,000	\$67,500	\$32,500	\$8,616	
Sustainability Total	\$334,910	\$283,950	\$254,340	\$118,450	

CITY MANAGER'S OFFICE
Continued

EXPENDITURE SUMMARY

Cost Category	FY2021 Budget	FY2020 Budget	FY2020 Est. Actuals	FY2019 Actuals	Explanation of Changes
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10-5220-41 - Arts & Culture

Personnel (ongoing)	\$76,200	\$75,450	\$75,460	\$70,760	
Supplies & Services (ongoing)	<u>\$21,950</u>	<u>\$19,980</u>	<u>\$20,350</u>	<u>\$11,180</u>	
Direct Costs (Ongoing) Subtotal	\$98,150	\$95,430	\$95,810	\$81,940	
Internal Charges	<u>\$24,870</u>	<u>\$23,230</u>	<u>\$24,100</u>	<u>\$20,933</u>	
Arts & Culture Total	\$123,020	\$118,660	\$119,910	\$102,873	

10-5220-72 - Tourism Management & Development

Supplies & Services (ongoing)	<u>\$2,492,500</u>	<u>\$2,492,500</u>	<u>\$2,492,500</u>	<u>\$2,176,400</u>	
Direct Costs (Ongoing) Subtotal	\$2,492,500	\$2,492,500	\$2,492,500	\$2,176,400	
Internal Charges	<u>\$12,110</u>	<u>\$12,770</u>	<u>\$13,040</u>	<u>\$9,785</u>	
Tourism Management & Development Total	\$2,504,610	\$2,505,270	\$2,505,540	\$2,186,185	

General Fund Totals

Personnel Subtotal	\$854,230	\$843,530	\$839,290	\$796,868	
Supplies & Services (Ongoing) Subtotal	<u>\$2,722,930</u>	<u>\$2,660,510</u>	<u>\$2,663,180</u>	<u>\$2,229,349</u>	
Direct Costs (Ongoing) Subtotal	\$3,577,160	\$3,504,040	\$3,502,470	\$3,026,217	
Internal Charges Subtotal	<u>\$(399,530)</u>	<u>\$(383,580)</u>	<u>\$(375,880)</u>	<u>\$(378,569)</u>	
Ongoing Subtotal	\$3,177,630	\$3,120,460	\$3,126,590	\$2,647,648	
Supplies & Services (One-Time) Subtotal	\$27,000	\$77,500	\$32,500	\$0	
Capital & Debt Service Subtotal	<u>\$38,000</u>	<u>\$18,000</u>	<u>\$0</u>	<u>\$8,616</u>	
One-Time Subtotal	\$65,000	\$95,500	\$32,500	\$8,616	
General Fund Total	\$3,242,630	\$3,215,960	\$3,159,090	\$2,656,264	

Transportation Sales Tax Fund

17-5220-93 Public Transportation

	\$140,350	\$0	\$0	\$0	Budget Increase: Transit Manager Position moved to the City Manager's Office.
Ongoing Total	\$140,350	\$0	\$0	\$0	
Administration Total	\$140,350	\$0	\$0	\$0	

Dev. Impact Fees - Oak Creek - Post 1/1/12

CITY MANAGER'S OFFICE
Continued

EXPENDITURE SUMMARY

Cost Category	FY2021 Budget	FY2020 Budget	FY2020 Est. Actuals	FY2019 Actuals	Explanation of Changes
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Dev. Impact Fees - Parks & Recreation - Post 1/1/12

46-5220-01 - Administration

	\$0	\$0	\$0	\$6,740	
Direct Costs (Ongoing) Subtotal	\$0	\$0	\$0	\$6,740	
Ongoing Total	\$0	\$0	\$0	\$6,740	
Administration Total	\$0	\$0	\$0	\$6,740	

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

47-5220-01 - Administration

	\$0	\$0	\$0	\$6,740	
Direct Costs (Ongoing) Subtotal	\$0	\$0	\$0	\$6,740	
Ongoing Total	\$0	\$0	\$0	\$6,740	
Administration Total	\$0	\$0	\$0	\$6,740	

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

48-5220-01 - Administration

	\$0	\$0	\$0	\$11,460	
Direct Costs (Ongoing) Subtotal	\$0	\$0	\$0	\$11,460	
Ongoing Total	\$0	\$0	\$0	\$11,460	
Administration Total	\$0	\$0	\$0	\$11,460	

Info Tech Internal Service Fnd

60-5220-03 - Communications & Citizens Engagement

Supplies & Services (ongoing)	\$4,940	\$2,280	\$960	\$0	Budget Increase: Network fees for electric vehicle charging station.
Communications & Citizens Engagement Total	\$4,940	\$2,280	\$960	\$0	

CITY MANAGER'S OFFICE
Continued

EXPENDITURE SUMMARY

Cost Category	FY2021 Budget	FY2020 Budget	FY2020 Est. Actuals	FY2019 Actuals	Explanation of Changes
Grand Totals					
Personnel (Ongoing) Subtotal	\$994,580	\$843,530	\$839,290	\$796,868	
Supplies & Services (Ongoing) Subtotal	\$2,727,870	\$2,662,790	\$2,664,140	\$2,254,289	
Direct Costs (Ongoing) Subtotal	\$3,722,450	\$3,506,320	\$3,503,430	\$3,051,157	
Internal Charges Subtotal	<u>\$(399,530)</u>	<u>\$(383,580)</u>	<u>\$(375,880)</u>	<u>\$(378,569)</u>	
Ongoing Subtotal	\$3,322,920	\$3,122,740	\$3,127,550	\$2,672,588	
Supplies & Services (One-Time) Subtotal	\$27,000	\$77,500	\$32,500	\$0	
Capital & Debt Service Subtotal					
Capital & Debt Service Sub - OT	<u>\$38,000</u>	<u>\$18,000</u>	<u>\$0</u>	<u>\$8,616</u>	
One-Time Subtotal	\$65,000	\$95,500	\$32,500	\$8,616	
Grand Total	\$3,387,920	\$3,218,240	\$3,160,050	\$2,681,204	

CITY MANAGER'S OFFICE
Continued

POSITIONS SUMMARY

Position	FY21 FTE	FY20 FTE	FY19 FTE	FY18 FTE
Administrative Assistant	1.00	1.00	0.00	0.00
Arts and Culture Coordinator	0.75	0.75	0.75	0.75
Assist City Manager/Dir of Community Develop	0.40	0.40	0.00	0.00
Assistant City Manager	0.00	0.00	1.00	1.00
City Manager	1.00	1.00	1.00	1.00
Communications & Public Relations Manager	1.00	1.00	1.00	1.00
Executive Assistant to the City Manager	0.00	0.00	1.00	1.00
Intern	0.00	0.00	0.00	0.40
Management Analyst	1.00	1.00	0.00	0.00
Public Relations Coordinator	1.00	0.88	0.88	0.88
Sustainability Coordinator	1.00	1.00	1.00	0.00
Transit Manager	1.00	0.00	0.00	0.00
Total	8.15	7.03	6.63	6.03

ALLOCATIONS SUMMARY

Position	Org Description	FY21 FTE	FY20 FTE	FY19 FTE	FY18 FTE
General Fund					
10-5220-01	Administration	3.40	3.40	3.00	3.40
10-5220-03	Communicatns/Citizen Engagemnt	2.00	1.88	1.88	1.88
10-5220-09	Sustainability	1.00	1.00	1.00	0.00
10-5220-41	Arts & Culture	0.75	0.75	0.75	0.75
17-5220-93	Transit Manager	1.00	0.00	0.00	0.00
General Fund Total		8.15	7.03	6.63	6.03

(1) Part-time positions

(2) Public Relations Coordinator converted to full-time.



**City of Sedona
Decision Package
Fiscal Year 2020-21**

CM Recommended as Frozen
CBWG Recommended

Request Title	RENEWABLE ENERGY PURCHASE
Department	City Manager's Office
Program	Sustainability
Funding Request Type	OTHER ONGOING
Source of Funds	General Fund
Amount Requested	\$12,500
Priority	

I. Description of Request

This decision package provides for an ongoing purchase of renewable energy in support of municipal operations

II. Problem/Issue

History/Background
How does this affect our citizens/customers quality of life?
If this is not a traditional function, why should the City of Sedona deal with it?
Does the project/issue relate to the Community Plan (or other master plans), or how does this fit into the City's priorities?
What does the City/community get for this investment?

As the Community Plan states, Sedona residents have a great responsibility to oversee and protect one of the most beautiful places on earth. As such, all of our community actions and decisions must be weighed against the preservation of the beauty of Sedona. According to the Urban Sustainability Directors Network, procuring renewable energy for municipal operations is one of the most impactful practices that cities can take to reduce their environmental impact. In the Sedona Community Survey, 86% of residents expressed support for increasing the use of renewable energy. Currently, 31% of the energy purchased for municipal operations is renewable. In FY19, municipal operations used 4,281,452 kilowatt hours of energy. It is estimated to cost \$25,000 per year to procure the equivalent amount of energy from renewable energy projects in northern Arizona. Through supporting these regional renewable energy projects, municipal operations would be net-100% renewable.

III. Risk Analysis

What happens if this is not done?
Show examples of best practices from other cities, if applicable.
Discuss other alternatives, if applicable, and why the proposed solution is recommended.

According to the National Climate Assessment, climate change will affect all elements of the Sedona community through increased risk of wildfires, more severe drought, longer and hotter summers, greater flood events, and heat-related and mosquito-borne illnesses. These changes threaten Sedona's natural resources, economy, infrastructure, and quality of life. Procuring renewable energy is one of the most significant actions a municipality can take to reduce carbon emissions. While hundreds of U.S. cities have robust renewable energy portfolios, some examples of relevant best practices include: <https://www.parkcity.org/departments/sustainability/renewables>, <https://www.missoulaclimate.org/100-percent.html>, <https://bouldercolorado.gov/climate/energy>.

IV. Implementation

**What is the timeframe for completion of plan and implementation for project/issue?
How will you market/communicate the project/issue to the public?
What performance measures will you use to evaluate the project/issue? Include the targets for FY 2020-21, as well as future years as applicable.**

Procuring renewable energy involves partnering with APS on planned renewable energy projects throughout northern Arizona. While this is dependent upon APS's timeline, staff would aim to sign agreements with APS in the first quarter of the fiscal year. Performance measures include number of kWh purchased as part of the City's renewable energy portfolio.

V. Cost Savings/Revenue Enhancements

Please explain any cost savings, new funding sources or increased revenues.

Consumer and corporate interest in using renewable energy is growing and the cost of producing renewable electricity is becoming increasingly competitive with fossil fuel production processes. Purchasing solar through a power purchase agreement would stabilize, and could lower, energy bills for the city.



**City of Sedona
Decision Package
Fiscal Year 2020-21**

CM Recommended as Frozen
CBWG Recommended

Request Title	MARKETING ENVIRONMENTAL BEHAVIOR INITIATIVES
Department	City Manager's Office
Program	Sustainability
Funding Request Type	OTHER ONGOING
Source of Funds	General Fund
Amount Requested	\$10,000
Priority	

I. Description of Request

This decision package provides for an ongoing budget for marketing sustainable environmental behavior change initiatives.

II. Problem/Issue

History/Background
How does this affect our citizens/customers quality of life?
If this is not a traditional function, why should the City of Sedona deal with it?
Does the project/issue relate to the Community Plan (or other master plans), or how does this fit into the City's priorities?
What does the City/community get for this investment?

Voluntary action is among the best tools for effecting environmental change but it needs to be cultivated to translate best intentions into actual practice and to achieve a quantifiable impact. Engaging residents directly is both impactful and cost-effective. New York City found that they could achieve a 7.5% reduction in citywide greenhouse gas emissions through just 10 behavior campaigns. Once achieved, gains in behavior change are generally lasting. Funding would be used for campaign development, outreach materials, graphic design, data analytics, data visualization, and digital marketing. Campaigns would focus on behaviors related to water, waste, food, energy, air quality, and transportation.

III. Risk Analysis

What happens if this is not done?
Show examples of best practices from other cities, if applicable.
Discuss other alternatives, if applicable, and why the proposed solution is recommended.

Council has emphasized that environmental sustainability is a high priority. The Sustainable Tourism Plan lists the City of Sedona as a lead or supporting partner for several campaigns related to resource consumption. There is a limit to what can be achieved without a marketing budget. Shifting community norms around environmental behaviors takes technical expertise and funding. Examples of environmental behavior change marketing campaigns include: Sedona Chamber of Commerce (<https://sedonachamber.com/straw-free-sedona/>), New York City (<https://www1.nyc.gov/site/greenyc/index.page>), Fort Collins (ShiftFoco.com), and Flagstaff (<https://www.flagstaff.az.gov/4016/Turn-It-Off>).

IV. Implementation

What is the timeframe for completion of plan and implementation for project/issue?

How will you market/communicate the project/issue to the public?

What performance measures will you use to evaluate the project/issue? Include the targets for FY 2020-21, as well as future years as applicable.

If funded, staff would develop one campaign per year focused on a targeted conservation behavior. Staff would partner with relevant community groups to increase effectiveness. Staff would utilize community-based marketing techniques including in person outreach and digital marketing.

V. Cost Savings/Revenue Enhancements

Please explain any cost savings, new funding sources or increased revenues.



**City of Sedona
Decision Package
Fiscal Year 2020-21**

CM Recommended as Frozen
CBWG Recommended

Request Title	RENEWABLE SITE ANALYSIS AND CONTRACT REVIEW
Department	City Manager's Office
Program	Sustainability
Funding Request Type	OTHER ONETIME
Source of Funds	General Fund
Amount Requested	\$10,000
Priority	

I. Description of Request

This decision package provides for site analysis and contract review for an on-site solar installation on municipal property.

II. Problem/Issue

History/Background
How does this affect our citizens/customers quality of life?
If this is not a traditional function, why should the City of Sedona deal with it?
Does the project/issue relate to the Community Plan (or other master plans), or how does this fit into the City's priorities?
What does the City/community get for this investment?

As the Community Plan states, Sedona residents have a great responsibility to oversee and protect one of the most beautiful places on earth. As such, all of our community actions and decisions must be weighed against the preservation of the beauty of Sedona. According to the Urban Sustainability Directors Network, procuring renewable energy for municipal operations is one of the most impactful practices that cities can take to reduce their environmental impact. In the Sedona Community Survey, 86% of residents expressed support for increasing the use of renewable energy. Transitioning from coal to solar provides regional benefits in supporting green jobs and reducing air pollution. According to the Urban Sustainability Directors Network, procuring renewable energy for municipal operations is one of the most impactful practices that cities can take to reduce their emissions. Currently, the 31% of the energy purchased for municipal operations is renewable. Efforts to transition municipal operations to 100% renewable energy will require a mix of on-site and off-site renewable energy projects. To strategically site solar on municipal property, outside technical assistance is required for site analysis, financing, power purchase agreement negotiation, and contract review. On-site solar installations demonstrate the city's commitment to renewable energy, provide solar energy education opportunities, and can spur community-wide adoption.

III. Risk Analysis

What happens if this is not done?
Show examples of best practices from other cities, if applicable.
Discuss other alternatives, if applicable, and why the proposed solution is recommended.

Participating in an on-site solar power purchase agreement stabilizes municipal energy costs and hedges against increasing electricity prices. Drawing on the technical expertise of a firm that specializes in renewable energy contracts reduces the risk involved in participating in power purchase agreements.

IV. Implementation

**What is the timeframe for completion of plan and implementation for project/issue?
How will you market/communicate the project/issue to the public?
What performance measures will you use to evaluate the project/issue? Include the targets for
FY 2020-21, as well as future years as applicable.**

An on-site solar installation could be completed within the fiscal year. The process involves site analysis, financial analysis, and contract review.

V. Cost Savings/Revenue Enhancements

Please explain any cost savings, new funding sources or increased revenues.

Consumer and corporate interest in using renewable energy is growing and the cost of producing renewable electricity is becoming increasingly competitive with fossil fuel production processes. Purchasing solar through a power purchase agreement would stabilize, and could lower, energy bills for the city.



**City of Sedona
Decision Package
Fiscal Year 2020-21**

CM Recommended as Frozen
CBWG Recommended

Request Title	AMERICORPS VISTA ASSISTANT
Department	City Manager's Office
Program	Sustainability
Funding Request Type	OTHER ONGOING
Source of Funds	General Fund
Amount Requested	\$12,400
Priority	

I. Description of Request

This decision package provides for an ongoing AmeriCorps VISTA position to assist in the implementation of the Municipal Sustainability Plan, Climate Resiliency Plan, and Sustainable Tourism Plan.

II. Problem/Issue

History/Background
How does this affect our citizens/customers quality of life?
If this is not a traditional function, why should the City of Sedona deal with it?
Does the project/issue relate to the Community Plan (or other master plans), or how does this fit into the City's priorities?
What does the City/community get for this investment?

Funding will be used to acquire an AmeriCorps VISTA Member. The AmeriCorps VISTA member will serve full time (40 hours/week) for one full year (and an option to enlist up to one more year) supporting the Sustainability Program and the implementation of the Municipal Sustainability Plan, Climate Resiliency Plan, and Sustainable Tourism Plan. This includes implementing new waste prevention, reduction and diversion strategies focused on visitors, educating businesses and visitors on sustainability initiatives, coordinating the City's annual Fix-it Clinic, and researching sustainability initiatives. This position would ensure that the tactics in these plans could be completed in a timely manner. The City will enter into a memorandum of agreement with the Alliance of Arizona Nonprofits, a host organization for managing VISTA members. The city will pay Alliance \$12,400 to assist in the administrative, training and other costs associated with the management of the VISTA member.

III. Risk Analysis

What happens if this is not done?
Show examples of best practices from other cities, if applicable.
Discuss other alternatives, if applicable, and why the proposed solution is recommended.

Council has emphasized that environmental sustainability is a high priority. Existing projects are constrained by what can be achieved by one staff member. The City of Flagstaff Sustainability Program has as many as three AmeriCorps volunteers at any given time, who build capacity. In addition to many other U.S. cities, Dubuque, Tacoma, Fayetteville, and Knoxville also all utilize AmeriCorps volunteers to extend their efforts deeper into the community.

IV. Implementation

**What is the timeframe for completion of plan and implementation for project/issue?
How will you market/communicate the project/issue to the public?
What performance measures will you use to evaluate the project/issue? Include the targets for
FY 2020-21, as well as future years as applicable.**

If funded, an AmeriCorps volunteer could be placed in the first quarter of the fiscal year. The position would be advertised on online job boards, through community and state-wide partners, and in partnership with Northern Arizona University. Performance measures include the projects completed and events coordinated.

V. Cost Savings/Revenue Enhancements

Please explain any cost savings, new funding sources or increased revenues.



**City of Sedona
Decision Package
Fiscal Year 2020-21**

CM Recommended as Frozen
CBWG Recommended

Request Title	ELECTRIC VEHICLE CHARGING INFRASTRUCTURE
Department	City Manager's Office
Program	Sustainability
Funding Request Type	OTHER ONETIME
Source of Funds	General Fund
Amount Requested	\$38,000
Priority	

I. Description of Request

This decision package provides for a one-time \$38,000 for electric vehicle charging infrastructure

II. Problem/Issue

History/Background
How does this affect our citizens/customers quality of life?
If this is not a traditional function, why should the City of Sedona deal with it?
Does the project/issue relate to the Community Plan (or other master plans), or how does this fit into the City's priorities?
What does the City/community get for this investment?

Part of Sedona's Community Plan Vision statement is to be constantly vigilant over the preservation of its natural beauty, scenic vistas, pristine environment. Reducing harmful emissions from car exhaust is one important strategy to protect our scenic vistas and air quality. The large-scale adoption of electric vehicles (EVs) offers many benefits for cities, including cleaner air, increased energy security, and reduction of harmful emissions. Electric vehicles are far cleaner than gasoline-powered cars, with lower emissions of the pollutants that contribute to smog and particulate matter. In addition to improving air quality, electric vehicles have significantly lower operating costs than gas-powered vehicles. City staff regularly receive requests from community members for public EV charging stations. As the price of EVs continues to drop, one strategy to make EVs accessible to all income groups is to provide ubiquitous public charging infrastructure. To support growing EV adoption, Sedona needs a rapid expansion of charging infrastructure. There are a number of cost-benefit studies that show that increased EV adoption is very beneficial to all utility rate payers, not just the drivers of the vehicles. As electricity sales increase for charging the vehicles, it drives down rates for all ratepayers because it spreads the fixed cost of the system out across a larger volume of sales. If Arizona meets the transportation electrification goals included in the 2018 Draft Energy Modernization Plan, the net present value of cumulative net benefits from greater EV use in Arizona will exceed \$3.7 billion state-wide by 2050. Of these total net benefits:

- At least \$200 million will accrue to electric utility customers in the form of reduced electric bills
- \$2.6 billion will accrue directly to Arizona drivers in the form of reduced annual vehicle operating costs
- \$500 million will accrue to owners of public charging infrastructure in the state
- \$300 million will accrue to Arizona residents due to reduced costs of complying with future carbon reduction regulations
- \$70 million will accrue to society at large, as the value of reduced NOx emissions

III. Risk Analysis

What happens if this is not done?
Show examples of best practices from other cities, if applicable.
Discuss other alternatives, if applicable, and why the proposed solution is recommended.

The U.S. currently only has 13% of the public, non-residential, electric vehicle charging infrastructure that will be required to meet growing demand by 2030. As of now, Sedona is unprepared for this pending

influx. Examples of best practices from other cities: <https://www.cityofaspen.com/541/Electric-Vehicles>
<https://bouldercolorado.gov/public-works/electric-vehicles-and-charging-stations>
<https://www.scgov.net/government/sustainability/sustainability/electric-vehicles>
<http://www.durangogov.org/350/Transit-Center> <https://www.slc.gov/blog/2017/03/29/salt-lake-city-debuts-28-new-electric-vehicle-charging-stations/> Other alternatives include incentivizing EV adoption through rebates on EVs and workplace charging stations. Given the staff time associated with a larger-scale EV incentive program, staff recommends starting with public EV charging infrastructure.

IV. Implementation

**What is the timeframe for completion of plan and implementation for project/issue?
How will you market/communicate the project/issue to the public?
What performance measures will you use to evaluate the project/issue? Include the targets for FY 2020-21, as well as future years as applicable.**

If funded, electric vehicle charging infrastructure could be installed in the first half of the fiscal year. It would be accompanied by community marketing about the new infrastructure through social media, newsletters, a press release, and inclusion in the Chamber of Commerce's marketing materials. Additionally, the charging stations would be listed on all major public EV station registries and websites. Different pricing structures can be used to incentivize use during off-peak energy hours. Electric vehicle charging stations include software that tracks usage including number of visits, duration, energy used, and time of day.

V. Cost Savings/Revenue Enhancements

Please explain any cost savings, new funding sources or increased revenues.

The finances of electric vehicle charging stations can be structured in a number of ways to recoup the cost of electricity used or to incentivize increased use during off-peak hours, which has significant benefits for the energy grid.



**City of Sedona
Decision Package
Fiscal Year 2020-21**

CM Not Recommended

Request Title	RECLASSIFICATION OF ARTS & CULTURE COORDINATOR
Department	City Manager’s Office
Program	Arts & Culture
Funding Request Type	PERSONNEL
Source of Funds	General Fund
Amount Requested	\$21,440
Priority	MEDIUM

I. Description of Request

This decision package aims to make the Arts and Culture Position full time, which could include reclassification and title change. The position is currently a 30-hour week position and includes health insurance benefits. Adding an additional 10+ hours per week would maximize the efficiency of the position and add value to the Arts and Culture program and/or other programs that may benefit from the expertise of the Arts and Culture Coordinator. This proposal would make the position full time and contemplate the potential reclassification of the Arts and Culture Coordinator to an Arts and Culture Manager position, which would be exempt from overtime. The position reclassification and associated adjustment in wage scale depends in part on how this decision package might be combined with others, including a Parks and Recreation request to add a position.

The position coordinates numerous programs including: Artist in the Classroom program, Public Art and Art in Private Development, the City Hall Art Rotation program and the Mayors Arts Awards. Additionally, the Arts and Culture Coordinator provides limited, ad hoc services to other departments, programs and initiatives. Examples included graphic design of the CITY PRIDE internal values graphic and consultation for various arts components of other operations and capitals projects.

II. Problem/Issue

History/Background
How does this affect our citizens/customers quality of life?
If this is not a traditional function, why should the City of Sedona deal with it?
Does the project/issue relate to the Community Plan (or other master plans), or how does this fit into the City’s priorities?
What does the City/community get for this investment?

This position has taken many forms over the years. Prior to sunsetting the Arts & Culture Commission and Art in Public Places Committee, the Arts & Culture program was overseen on a part-time basis by the HR Manager. The Artist in the Classroom program was managed part-time by an outside independent contractor. In FY13, upon disbanding the Commission, the City created an in-house part-time Arts & Culture Coordinator position working 30 hours/week; overseeing 5 City programs initially. Two programs were added shortly after. Steadily and successfully the position was improved substantially by increased workload and expansion in quality of creative programming overall, as well as contributing to numerous work groups.

The position today covers a wide scope of creative programming at a high level: public speaking at sculpture unveilings, emceeing Mayors Arts Awards, programming and writing scripts to interview nominees for film, monthly Moment of Art City Council meetings, periodic interfacing with council on art related projects, leading citizen work groups, hiring and coordinating 30+ artists for Artist in the Classroom, securing contracts for artists and IGA with school district, writing press releases and State of the Arts column for Sedona ARTSource publication and contributing Graphic Design skills as needed. Furthermore, plans to oversee the process to procure art for 4 roundabouts and begin a

Sculpture Maintenance program are in the works. However, part time status limits the volume and quality of these programs.

In alignment with #8 Community in the Community Plan it is stated, "Arts & Culture supports our community vision through creating increased opportunities for formal and informal social interactions, as well as enhance opportunities for artistic display, engagement and learning."

Reclassifying the position to full time, and possibly classification as exempt status will allow even more creative programming including:

Art & Coffee Morning Socials-Invite an artist to lead educational lecture, accompanied by digital presentation of their work with Q&A in informal setting in Council Chambers scheduled off hours.

Mayors Tiny Desk Performances-In the spirit of NPRs Tiny Desk Series, invite an artist to be videotaped to perform in Mayors office. This can be posted on Arts & Culture page to promote local music.

Celebration of the Arts Festival-Organize annual signature event held on City campus in October for National Arts Month. Local artists could be invited to sell their work, art presentations in Vultee and short films in the Chamber could be offered. Interactive art areas could include a community mural and a Kids Korner. Live music could be provided and local culinary companies could sell food and promote their businesses.

Entrepreneur Series-offer mentorship program in collaboration with Economic Development Director, offering workshops educating artists on how to write a business plan, promote their work and market themselves.

Creative Placemaking-partner with Community Development on uptown CFA plan working on how to implement interactive art, as well as concepts for bike racks as public art city wide.

Lastly, there are opportunities to expand this position in a way that could mitigate need for other personnel and/or professional service requests. As an example, this position may be able to help schedule and coordinate arts related programs at HUB and Barbs Park Pavilion, potentially mitigating need for expanded personnel in Parks & Recreation Department. Or the position could provide graphic design support, mitigating need for additional professional service contracts.

The position is unique to Sedona and the HR Manger had a difficult time finding comparable positions to assess the market. Typically, smaller municipalities are run by Arts & Culture Commission. Final title, classification and exempt/non-exempt status would be determined as final job description is established.

III. Risk Analysis
What happens if this is not done?
Show examples of best practices from other cities, if applicable.
Discuss other alternatives, if applicable, and why the proposed solution is recommended.

IV. Implementation
What is the timeframe for completion of plan and implementation for project/issue?
How will you market/communicate the project/issue to the public?
What performance measures will you use to evaluate the project/issue? Include the targets for FY 2020-21, as well as future years as applicable.

Process PAF. Reassign part time Arts & Culture Coordinator to full time Arts & Culture Manager..

V. Cost Savings/Revenue Enhancements
Please explain any cost savings, new funding sources or increased revenues.

None

CAPITAL PROJECTS DETAILS

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	July 1, 2021
Estimated Completion Date	June 30, 2020	June 30, 2022

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 adds art pieces to the four remaining roundabouts on SR179.

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 four remaining roundabouts on SR 179 that have yet to have art placed.



For Continuing Projects

Estimated Project Status as of June 30, 2020

The RFP has been finalized but waiting to issue due to likely delays due to COVID-19.

Explanation for Revised Project Dates and/or Project Budget.

This project has been delayed due to the unexpected economic impacts of the COVID-19 situation and the low priority of this project relative to other more critical city infrastructure.

Project Balance	
Original Approved Project Budget	\$ 300,000
Approved Budget Increases/Decreases	\$ -
Current Approved Total Project Budget	\$ 300,000
Requested Budget Increase/Decrease	\$ -
Requested Total Project Budget	\$ 300,000
Estimated Expenditures through June 30, 2020	\$ -
Budget Balance Remaining	\$ 300,000

Budget Detail

Project Cost Estimates :

Funding Status	Cost Category	PY Estimate	FY 2021	FY 2022	FY 2023	Future Years	Project Totals
Carry Over	Construction - Contracted	\$	\$	\$ 40,000	\$	\$	\$ 40,000
Future Estimate	Construction - Contracted	\$	\$	\$	\$	\$ 20,000	\$ 20,000
Carry Over	Public Art Purchase	\$	\$	\$ 260,000	\$	\$	\$ 260,000
Future Estimate	Public Art Purchase	\$	\$	\$	\$	\$ 90,000	\$ 90,000
Total		\$ 0	\$ 0	\$ 300,000	\$ 0	\$ 110,000	\$ 410,000

Project Funding Estimates :

Funding Source	PY Estimate	FY 2021	FY 2022	FY 2023	Future Years	Project Totals
1% For Arts	\$	\$	\$ 300,000	\$	\$ 110,000	\$ 410,000
Total		\$ 0	\$ 0	\$ 300,000	\$ 0	\$ 110,000

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.

GENERAL SERVICES

Mission Statement

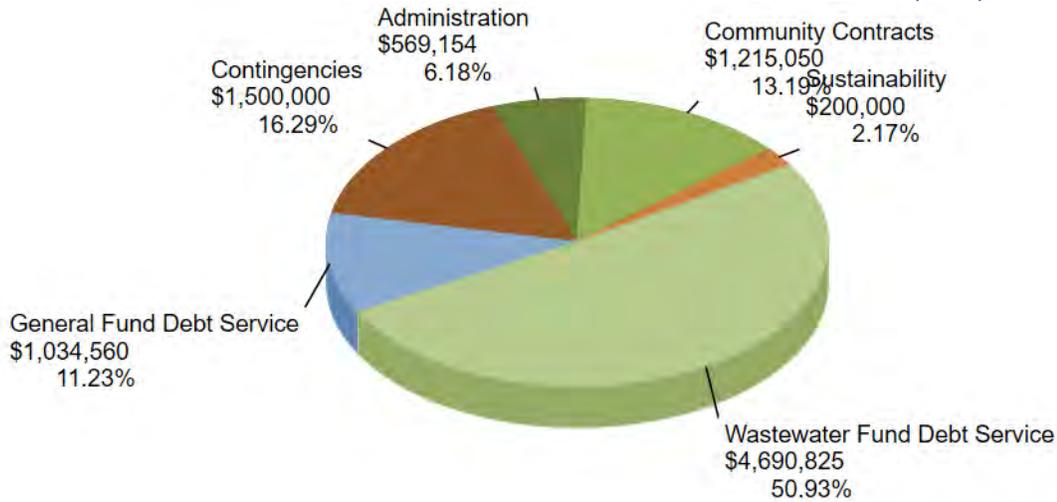
Description

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.

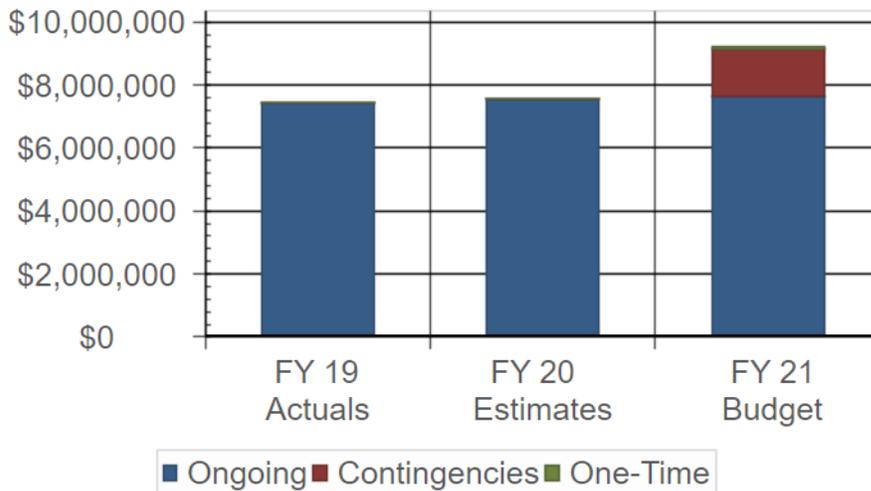
The General Services Department also includes the General Fund, Grants and Donation Funds, and Wastewater Enterprise Fund contingency budgets, which include the following:

- * \$200,000 general operating contingency (General Fund)
- * \$100,000 general operating contingency (Wastewater Enterprise Fund)
- * \$100,000 contingency for judgments (General Fund)
- * \$800,000 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 2021 PROGRAM EXPENDITURES: \$9,209,589



FY 2019 - FY 2021 ONGOING VS. ONE-TIME EXPENDITURES



General Services-Administration

Budget Summary	FY2021 Budget	% of FY2021 Budget	FY2020 Budget	FY2020 Estimate	FY2019 Actuals
Program Expenditures					
Personnel Services	\$ (60,156)	(1)%	\$ 44,385	\$ (57,996)	\$ 8,029
Supplies & Services	2,030,450	22 %	1,845,521	1,858,250	1,565,561
Capital & Debt Service	5,733,535	62 %	5,737,975	5,733,725	5,865,949
Contingencies (ongoing)	1,500,000	16	2,595,000	-	-
Subtotal Direct Costs	\$ 9,203,829	100 %	\$ 10,222,881	\$ 7,533,979	\$ 7,439,539
Internal Charges	5,760	- %	11,380	11,640	9,299
Total Expenditures	9,209,589	99 %	10,234,261	7,545,619	7,448,838
Expenditures by Fund					
General Fund Portion	\$ 3,297,464	36 %	\$ 3,223,156	\$ 2,852,394	\$ 3,000,154
Wastewater Enterprise Fund	\$ 4,790,825	52 %	\$ 4,793,205	\$ 4,693,225	\$ 4,439,144
Other Funds Portion	\$ 1,121,300	12 %	\$ 1,193,228	\$ 1,663,970	\$ 1,770,291
Funding Sources					
Allocations to Other Departments	\$ 397,100	4.31 %	\$ 346,100	\$ 381,120	\$ 222,478
Funding from General Revenues:					
Estimated Resident Generated	\$ 3,084,371	33 %	\$ 3,460,856	\$ 2,507,575	\$ 2,529,226
Estimated Visitor Generated	\$ 5,728,118	62 %	\$ 6,427,305	\$ 4,656,924	\$ 4,697,134

FY 2020 Accomplishments

FY 2021 Objectives

WORKLOAD INDICATORS	FY21 Projection	FY20 Projection	FY20 Estimate	FY19 Actual	FY18 Actual
Small grants awarded	19	20	N/A	17	17
Average small grant award amount	\$8,858	\$8,325	N/A	\$9,500	\$9,500
Total small grants awarded	\$168,300	\$166,500	\$161,500	\$161,500	\$161,500
Range of small grant awards	\$1,200 - \$21,000	\$1,000 - \$24,000	N/A	\$1,020 - \$24,000	\$1,020 - \$24,000

GENERAL SERVICES
Continued

EXPENDITURE SUMMARY

Cost Category	FY2021 Budget	FY2020 Budget	FY2020 Est. Actuals	FY2019 Actuals	Explanation of Changes
General Fund					
10-5245-01 - Administration					
Personnel (ongoing)	\$ (60,156)	\$ (30,615)	\$ (57,996)	\$ 8,029	Budget Decrease: Vacancy savings offsets
Supplies & Services (ongoing)	\$ 594,100	\$ 544,770	\$ 580,040	\$ 549,343	
Direct Costs (Ongoing Subtotal)	\$ 533,944	\$ 514,155	\$ 522,044	\$ 557,372	
Internal Charges	\$ (391,390)	\$ (334,900)	\$ (369,680)	\$ (213,288)	
Ongoing Total	\$ 142,554	\$ 179,255	\$ 152,364	\$ 344,084	
Capital & Debt Service	\$ 8,200	\$ 8,200	\$ 6,200	\$ 0	Enterprise fleet vehicle leasing program.
Administration Total	\$ 150,754	\$ 187,455	\$ 158,564	\$ 344,084	
10-5245-09 - Sustainability					
Supplies & Services (ongoing)	\$ 200,000	\$ 203,100	\$ 203,100	\$ 100,000	
Sustainability Total	\$ 200,000	\$ 203,100	\$ 203,100	\$ 100,000	
10-5245-90 - Comm Contracts - Public Safety					
Supplies & Services (ongoing)	\$ 75,400	\$ 71,293	\$ 71,300	\$ 69,098	
Comm Contracts - Public Safety Total	\$ 75,400	\$ 71,293	\$ 71,300	\$ 69,098	
10-5245-91 - Comm Contracts - Cult & Recr					
Supplies & Services (ongoing)	\$ 510,000	\$ 484,974	\$ 485,000	\$ 470,392	
Comm Contracts - Cult & Recr Total	\$ 510,000	\$ 484,974	\$ 485,000	\$ 470,392	
10-5245-92 - Comm Contracts - Health & Welf					
Supplies & Services (ongoing)	\$ 190,000	\$ 179,770	\$ 180,000	\$ 174,365	
Comm Contracts - Health & Welf Total	\$ 190,000	\$ 179,770	\$ 180,000	\$ 174,365	

GENERAL SERVICES
Continued

EXPENDITURE SUMMARY

Cost Category	FY2021 Budget	FY2020 Budget	FY2020 Est. Actuals	FY2019 Actuals	Explanation of Changes
10-5245-93 - Comm Contracts - Public Transp					
Personnel (ongoing)	\$0	\$75,000	\$0	\$0	Budget Decrease: Transit Manager position transferred to 10-5222-93.
Supplies & Services (ongoing)	\$366,150	\$338,714	\$338,810	\$202,363	
Supplies & Services (one-time)	\$73,500	\$0	\$0	\$0	Budget Increase: City match for Verde Lynx buses.
One-Time Total	\$73,500	\$0	\$0	\$0	
Comm Contracts - Public Transp Total	\$439,650	\$413,714	\$338,810	\$202,363	
10-5246-01 - Administration					
Contingencies	\$300,000	\$300,000	\$0	\$0	
Administration Total	\$300,000	\$300,000	\$0	\$0	
10-5255-15 - Debt Service					
Capital & Debt Service	\$1,034,560	\$1,036,750	\$1,034,500	\$1,417,374	
Debt Service Total	\$1,034,560	\$1,036,750	\$1,034,500	\$1,417,374	

GENERAL SERVICES
Continued

EXPENDITURE SUMMARY

Cost Category	FY2021 Budget	FY2020 Budget	FY2020 Est. Actuals	FY2019 Actuals	Explanation of Changes
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General Fund Totals

Personnel Subtotal	\$(60,156)	\$44,385	\$(57,996)	\$8,029	
Supplies & Services (Ongoing) Subtotal	\$1,935,650	\$1,822,621	\$1,858,250	\$1,565,561	
Direct Costs (Ongoing) Subtotal	\$1,875,494	\$1,867,006	\$1,800,254	\$1,573,590	
Internal Charges Subtotal	\$(391,390)	\$(334,900)	\$(369,680)	\$(213,288)	
Contingencies Subtotal	<u>\$300,000</u>	<u>\$300,000</u>	<u>\$0</u>	<u>\$0</u>	
Ongoing Subtotal	\$1,784,104	\$1,832,106	\$1,430,574	\$1,360,302	
Supplies & Services (One- Time) Subtotal	\$73,500	\$0	\$0	\$0	
Capital & Debt Service Subtotal	\$1,042,760	\$1,044,950	\$1,040,700	\$1,417,374	
One-Time Subtotal	\$1,116,260	\$1,044,950	\$1,040,700	\$1,417,374	
General Fund Total	\$2,900,364	\$2,877,056	\$2,471,274	\$2,777,676	

Affordable Housing Fund

12-5246-01 - Administration

Contingencies	\$800,000	\$1,895,000	\$0	\$0	Budget Decrease: Reduction in affordable housing contingency.
Administration Total	\$800,000	\$1,895,000	\$0	\$0	

Donations & Contributions Fund

15-5245-01 - Administration

Supplies & Services (ongoing)	\$1,300	\$1,300	\$0	\$0	Current Year Under Budget: Anti-Work Task Force moved from 15-5242-23.
Administration Total	\$1,300	\$1,300	\$0	\$0	

Operating Grants Fund

16-5245-01 - Administration

Supplies & Services (ongoing)	\$20,000	\$18,100	\$0	\$0	Current Year Under Budget: Yavapai Apache Nation Prop 202 allocation.
Administration Total	\$20,000	\$18,100	\$0	\$0	

GENERAL SERVICES
Continued

EXPENDITURE SUMMARY

Cost Category	FY2021 Budget	FY2020 Budget	FY2020 Est. Actuals	FY2019 Actuals	Explanation of Changes
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16-5246-01 - Administration

Contingencies	\$300,000	\$300,000	\$0	\$0	
Administration Total	\$300,000	\$300,000	\$0	\$0	

Operating Grants Fund Totals

Supplies & Services (Ongoing) Subtotal	\$20,000	\$18,100	\$0	\$0	
Contingencies Subtotal	\$300,000	\$300,000	\$0	\$0	
Operating Grants Fund Total	\$320,000	\$318,100	\$0	\$0	

Dev. Impact Fees - General Government - Post 1/1/12

45-5255-15 - Debt Service

Capital & Debt Service	\$0	\$0	\$0	\$9,540	
Debt Service Total	\$0	\$0	\$0	\$9,540	

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	\$50	\$180	\$200	\$109	
Capital & Debt Service	\$4,690,775	\$4,693,025	\$4,693,025	\$4,439,035	
Debt Service Total	\$4,690,825	\$4,693,205	\$4,693,225	\$4,439,144	

GENERAL SERVICES
Continued

EXPENDITURE SUMMARY

Cost Category	FY2021 Budget	FY2020 Budget	FY2020 Est. Actuals	FY2019 Actuals	Explanation of Changes
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Wastewater Enterprise Fund Totals

Internal Charges Subtotal	\$50	\$180	\$200	\$109	
Contingencies Subtotal	<u>\$100,000</u>	<u>\$100,000</u>	<u>\$0</u>	<u>\$0</u>	
Ongoing Subtotal	\$100,050	\$100,180	\$200	\$109	
Capital & Debt Service Subtotal	<u>\$4,690,775</u>	<u>\$4,693,025</u>	<u>\$4,693,025</u>	<u>\$4,439,035</u>	
Wastewater Enterprise Fund Total	\$4,790,825	\$4,793,205	\$4,693,225	\$4,439,144	

Info Tech Internal Service Fnd

60-5245-01 - Administration

Supplies & Services (ongoing)	\$0	\$3,500	\$0	\$0	Budget Decrease: Envisio Benchmark software subscription canceled.
Administration Total	\$0	\$3,500	\$0	\$0	

Grand Totals

Personnel (Ongoing) Subtotal	\$(60,156)	\$44,385	\$(57,996)	\$8,029	
Supplies & Services (Ongoing) Subtotal	<u>\$1,956,950</u>	<u>\$1,845,521</u>	<u>\$1,858,250</u>	<u>\$1,565,561</u>	
Direct Costs (Ongoing) Subtotal	\$1,896,794	\$1,889,906	\$1,800,254	\$1,573,590	
Internal Charges Subtotal	\$(391,340)	\$(334,720)	\$(369,480)	\$(213,179)	
Contingencies Subtotal	<u>\$1,500,000</u>	<u>\$2,595,000</u>	<u>\$0</u>	<u>\$0</u>	
Ongoing Subtotal	\$3,005,454	\$4,150,186	\$1,430,774	\$1,360,411	
Supplies & Services (One-Time) Subtotal	\$73,500	\$0	\$0	\$0	
Capital & Debt Service Subtotal	<u>\$5,733,535</u>	<u>\$5,737,975</u>	<u>\$5,733,725</u>	<u>\$5,865,949</u>	
Grand Total	\$8,812,489	\$9,888,161	\$7,164,499	\$7,226,360	

City of Sedona
FY 2020-21 Proposed Budget
Service Contracts
Citizens Budget Work Group Recommendations

Agency	FY 2017	FY 2018	FY 2019	FY 2020 Base Contract	FY 2020 Emergency Funding	Total FY 2020	Included in FY 2021 Proposed	CBWG Recommendation	Proposed Budget Increase Over Base Contract
Humane Society	\$ 48,678	\$ 49,895	\$ 64,785	\$ 66,793	\$ -	\$ 66,793	\$ 70,900	\$ 70,856	\$ 4,107
Sedona Community Center	164,997	169,122	174,365	179,770	8,000	187,770	190,000	190,000	10,230
Sedona Public Library	393,932	432,000	470,392	484,974	-	484,974	510,000	498,553	25,026
Sedona Recycles	72,000	82,875	100,000	203,100	-	203,100	200,000	200,000	(3,100)
Verde Valley Caregivers	25,450	35,000	36,085	37,204	10,000	47,204	60,000	60,000	22,796
Totals	\$ 705,057	\$ 768,892	\$ 845,627	\$ 971,841	\$ 18,000	\$ 989,841	\$ 1,030,900	\$ 1,019,409	\$ 59,059

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 six 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.

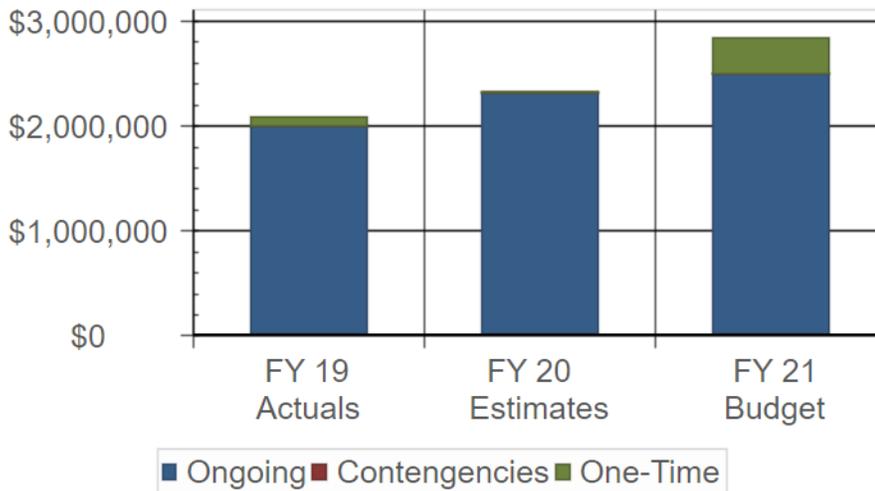
The Community Development Department is responsible for the following program areas:

- * Administration
- * Planning (including the Planning and Zoning and Historic Preservation Commissions)
- * Building Safety
- * Code Enforcement
- * Community Plan
- * Housing

FY 2021 PROGRAM EXPENDITURES: \$2,846,300



FY 2019 - FY 2021 ONGOING VS. ONE-TIME EXPENDITURES



Community Development - Administration

Budget Summary	FY2021 Budget	% of FY2021 Budget	FY2020 Budget	FY2020 Estimate	FY2019 Actuals
Program Expenditures					
Personnel Services	\$ 195,290	59.78 %	\$ 184,740	\$ 184,430	\$ 131,877
Supplies & Services	47,800	14.63 %	27,200	33,495	2,712
Subtotal Direct Costs	\$ 243,090	74.41 %	\$ 211,940	\$ 217,925	\$ 134,589
Internal Charges	83,600	25.59 %	89,520	90,670	41,618
Total Expenditures	326,690	100.00 %	301,460	308,595	176,207
Expenditures by Fund					
General Fund Portion	\$ 286,690	87.76 %	\$ 281,460	\$ 280,385	\$ 176,207
Other Funds Portion	\$ 40,000	12.24 %	\$ 20,000	\$ 28,210	\$ -
Funding Sources					
Funding from General Revenues:					
Estimated Resident Generated	\$ 114,342	35.00 %	\$ 105,511	\$ 108,008	\$ 61,672
Estimated Visitor Generated	\$ 212,349	65.00 %	\$ 195,949	\$ 200,587	\$ 114,535
Employee Time Allocation (FTEs) Budgeted	1.25	-	1.25	-	1.20

The Administration program accounts for support to the other program areas of Community Development: Code Enforcement, Building Safety, Planning (including the Planning and Zoning and Historic Preservation Commissions), Community Plan and Housing efforts.

The Community Development Department began tracking administrative costs in this separate program in FY 2019. 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 2020 Accomplishments

Overall City Value - Good Governance Implementation of Advance Sedona Quality (ASQ):

- * Staff training completed for each program area.
- * All scheduled Commission training completed.
- * Began video recording and broadcasting Planning and Zoning Commission meetings.

Council Priority - Monitor Short-Term Rentals:

- * Procured a new professional monitoring software service to compile more extensive data on short term rental activity in the City and to develop a hotline and nuisance reporting system to track and monitor complaints about short term rental activities.

Overall City Value - Fiscal Sustainability:

- * Continue to operate with a consolidated Assistant City Manager and Director of Community Development position.

FY 2021 Objectives

Overall City Value - Good Governance Implementation of Advance Sedona Quality (ASQ):

- * 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.
- * Update the Developer Incentives Guidelines for Affordable Housing (DIGAH) Policy Document.

Community Development - Administration

WORKLOAD INDICATORS	FY21 Projection	FY20 Projection	FY20 Estimate	FY19 Actual	FY18 Actual
Public Meetings and Work Sessions - City Council	15	25	15	23	18
Public Meetings and Work Sessions - Planning and Zoning Commission	20	24	15	17	26
Public Meetings - Historic Preservation Commission	5	5	5	5	5
Public Meetings - Hearing Officer	2	2	2	1	2

Community Development - Planning

Budget Summary	FY2021 Budget	% of FY2021 Budget	FY2020 Budget	FY2020 Estimate	FY2019 Actuals
Program Expenditures					
Personnel Services	\$ 366,050	57.94 %	\$ 369,175	\$ 369,225	\$ 418,087
Supplies & Services	59,470	9.41 %	52,225	33,865	107,684
Subtotal Direct Costs	\$ 425,520	67.35 %	\$ 421,400	\$ 403,090	\$ 525,771
Internal Charges	206,270	32.65 %	205,170	204,700	180,723
Total Expenditures	631,790	100.00 %	626,570	607,790	706,494
Expenditures by Fund					
General Fund Portion	\$ 631,790	100.00 %	\$ 626,570	\$ 607,790	\$ 706,494
Funding Sources					
Program Revenues	\$ 286,050	45.28 %	\$ 296,350	\$ 241,050	\$ 210,607
Funding from General Revenues:					
Estimated Resident Generated	\$ 121,009	19.15 %	\$ 115,577	\$ 128,359	\$ 173,560
Estimated Visitor Generated	\$ 224,731	35.57 %	\$ 214,643	\$ 238,381	\$ 322,327
Employee Time Allocation (FTEs) Budgeted	3.86	-	3.86	-	3.28

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.

The Historic Preservation Commission (Commission) is comprised of seven members appointed by the City Council. The Commission was created in 1998 to conduct hearings relative to the identification and preservation of landmarks representing distinctive elements of Sedona's historic, archeological, and cultural heritage.

FY 2020 Accomplishments

Overall City Value - Good Governance:

* Completed a cost of service study, evaluating the various reviews conducted, applications processed, permits issued, etc., and revise fee schedules to better reflect costs. Fees had not been updated since 2005.

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 Ambiente: A Landscape Hotel. Council Priority - Update Land Development Code:

* Completed a package of revisions to the Land Development Code (LDC).

Council Priority - Affordable Housing

* Initiated a Housing Needs Assessment and Five-Year Affordable Housing Action Plan

Community Plan Goal - Preserve and Celebrate the community's history:

* Implemented the Historic Resource Recognition Program and awarded the first designation to the Sedona Arts Center.

FY 2021 Objectives

Overall City Value - Good Governance Implementation of Advance Sedona Quality (ASQ):

* As we continue to 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. Notable progress was made this past year, approximately 10% completed.

* 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.

* Update the Developer Incentives Guidelines for Affordable Housing (DIGAH) Policy Document

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.

Historic Preservation Commission -

Community Plan Community Goal - Preserve and celebrate the community's history:

* Participate in implementing the USFS Ranger Station (Brewer Road) Master Plan, including efforts to restore the interior and exterior of both structures.

* Update the Historic Uptown Sedona Walking Tour Guide brochure.

Community Development - Planning

WORKLOAD INDICATORS	FY21 Projection	FY20 Projection	FY20 Estimate	FY19 Actual	FY18 Actual
Community Plan Amendments	2	2	3	3	6
Zone Changes	5	5	7	4	8
Development Reviews - Major	8	10	8	10	12
Development Reviews - Minor	4	1	2	0	N/A
Conditional Use permits	8	10	6	8	10
Temporary Use permits	40	60	40	38	57
Sign permits, permanent	70	85	60	71	87
Film permits	10	10	10	9	7
Subdivisions	8	3	10	8	5
Minor Modifications (formerly Admin. Waiver)	4	3	4	5	2
Land Division permits	20	15	20	22	16
Variance/appeals	2	2	3	1	2
Land Development Code amendments	1	1	1	2	2
Zoning Verification Letters	30	20	30	15	15
Public Meetings and Work Sessions - City Council	15	25	15	23	21
Public Meetings and Work Sessions - Planning and Zoning Commission	20	24	15	17	26
Public Meeting - Historic Preservation Commission	5		5	5	
New Landmarked Properties - Historic Preservation Commission	1		1	0	
Civic Pride/Education Events - Historic Preservation Commission	1		1	1	
Certificates of Appropriateness Issued - Historic Preservation Commission	1		1	0	
Certificate of No Effect Issued - Historic Preservation Commission	4		4	2	
Historic Recognition Awards Issued - Historic Preservation Commission	1		1	1	
Education Training Exercises - Historic Preservation Commission	1		1	1	

PERFORMANCE MEASURES	Benchmark	FY21 Target	FY20 Target	FY20 Estimate	FY19 Actual	FY18 Actual
Customer Survey: Percent of applicants rating overall customer service as good or excellent		100		100	100	
Temporary use permits: Average days to issue		12	12	12	11.7	20
Sign permits, permanent: Average days to issue		5	4.0	5	5.1	4.55

Community Development-Building Safety

Budget Summary	FY2021 Budget	% of FY2021 Budget	FY2020 Budget	FY2020 Estimate	FY2019 Actuals
Program Expenditures					
Personnel Services	\$ 368,130	55.25 %	\$ 335,700	\$ 325,190	\$ 277,937
Supplies & Services	126,585	19.00 %	122,495	122,905	95,040
Subtotal Direct Costs	\$ 494,715	74.25 %	\$ 458,195	\$ 448,095	\$ 372,977
Internal Charges	171,530	25.75 %	175,350	175,770	155,895
Total Expenditures	666,245	100.00 %	633,545	623,865	528,872
Expenditures by Fund					
General Fund Portion	\$ 678,045	101.77 %	\$ 637,845	\$ 629,200	\$ 528,872
Other Funds Portion	\$ 1,400	0.21 %	\$ 1,400	\$ 1,400	\$ -
Funding Sources					
Program Revenues	\$ 390,500	58.61 %	\$ 307,250	\$ 335,550	\$ 296,256
Funding from General Revenues:					
Estimated Resident Generated	\$ 96,511	14.49 %	\$ 114,203	\$ 100,910	\$ 81,416
Estimated Visitor Generated	\$ 179,234	26.90 %	\$ 212,092	\$ 187,405	\$ 151,200
Employee Time Allocation (FTEs) Budgeted	3.68	-	3.68	-	3.18

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 adopted the most current building codes and 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 new City codes and the approved plans initially result in more failed inspections. Over time, however, and with continued training of, and interaction with, the construction and development community, they 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 2020 - 2021 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.

FY 2020 Accomplishments

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

- * Will be sending our two Permit Technicians and our full-time Building Inspector for ICC Certification testing.
- * Continued 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.
- * Continued a program to address and close the hundreds of open and expired permits going back more than 10 years thus keeping all permits current.

City Plan Land Use, Housing, and Growth Goal – Ensure harmony between the built and natural environments:

- * Continued a cooperative partnership with the Sedona Fire District including the establishment of monthly coordination meetings.
- * Continued to foster relationships and connections with agencies, community groups, the business community, the Chamber of Commerce and the Sustainability Alliance.
- * Sponsored classes on the 2018 International Energy Conservation Code to help educate the construction and development community on the newly adopted energy code.
- * Received an award from ICC for Achievement in Education for the Promotion of Education through In-house Training and Member Programs.
- * Continued the 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 program to address the overwhelming amount of work being done without a permit by making contractors liable through the reporting of such actions to the Registrar of Contractors.

Council Priority – Building Code Update:

- * Have brought forth the Building Code updates to Council and received approval for the adoption and amendment of the 2018 I-Codes and the 2017 NEC. The new codes include an energy code and certain allowances for green and sustainable building practices and additional provisions for tiny homes.

FY 2021 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:

- * Continue to 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.
- * Adopt the 2018 Property Maintenance Code, or adopt many of the IPMC requirements into the City Code, to better provide the Building Safety and Code Enforcement divisions with tools to address many of the outstanding code and property maintenance violations.
- * Continue to identify and pursue opportunities for engagement with and education of the contractor and development community regarding the newly adopted building codes and amendments.
- * Continue to 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.
- * Continue to create avenues for growth and promotion from within Building Safety to fill the currently open Plans Examiner position and to remove the need for our current temporary Building Inspector position through training and reorganization.
- * Update the building permit fees which were last updated in 2007.

Community Development-Building Safety

WORKLOAD INDICATORS	FY21 Projection	FY20 Projection	FY20 Estimate	FY19 Actual	FY18 Actual
Single-family building permits - new construction	60	41	55	58	43
Single-family permits - new construction - Total valuation	\$26,000,000	\$18,500,000	27,000,000	\$28,358,672	\$17,859,460
Single-family building permits - remodel/rehab	85	90	90	77	96
Single-family permits - remodel/rehab - Total valuation	\$4,500,000	\$5,000,000	\$4,750,000	\$4,574,711	\$4,820,006
Commercial building permits - new construction	2	4	4	5	1
Commercial building permits, new construction - Total valuation	\$5,000,000	\$7,000,000	\$13,980,000	\$6,500,000	\$550,000
Commercial building permits - remodel/rehab	37	40	32	55	50
Commercial building permits - remodel/rehab - Total valuation	\$5,500,000	\$2,000,000	\$5,000,000	\$4,884,977	\$3,436,781
Manufactured Homes building permits	7	4	7	5	2
Manufactured Homes building permits - Total valuation	\$425,000	\$400,000	\$400,000	\$414,000	\$95,000
Photovoltaic building permits	55	50	55	39	68
Photovoltaic building permits - Total valuation	\$1,250,000	\$1,200,000	\$1,250,000	\$992,800	\$1,584,881
Photovoltaic building permits - Total KW	725		725	367	
Tenant Occupancy permits (CofOs)	75	100	70	98	105
Miscellaneous permits (sheds, decks, fences, pools, etc.)	150	180	150	183	163
Miscellaneous permits - Total valuation	\$1,450,000	\$850,000	\$1,425,000	\$1,432,878	\$1,322,492
Off-premise Sign permits	60	80	50	78	75
Temporary Sign permits	60	90	50	70	68
Right-of-Way permits	175	55	180	238	51
Wastewater permits	12	8	12	14	10
Liquor Licenses	N/A	77	99	94	59
Inspections	4,000	4,500	4,000	3,954	4,085

PERFORMANCE MEASURES	Benchmark	FY21 Target	FY20 Target	FY20 Estimate	FY19 Actual	FY18 Actual
Initial plan review: Timeframe in days - Residential permits		10	10	4.89	11	6.3
Initial plan review: Timeframe in days - Residential Alterations		9	7.0	7.28	6.5	6.1
Initial plan review: Timeframe in days - Commercial permits		17	17	11	17	21
Initial plan review: Timeframe in days - Photovoltaic		7	7	6.94	6.5	7
Initial plan review: Timeframe in days - Tenant Occupancy		4	4	3.55	3.6	3.6
Initial plan review: Timeframe in days - Tenant Improvements		7	7	8.26	7.2	4.0
Initial plan review: Timeframe in days - Miscellaneous permits		4	3	3.53	2.4	3.1
Internal Survey: Applicants rating overall customer service as good or excellent		90%	90%	100%	90%	N/A

Community Development-Code Enforcement

Budget Summary	FY2021 Budget	% of FY2021 Budget	FY2020 Budget	FY2020 Estimate	FY2019 Actuals
Program Expenditures					
Personnel Services	\$ 177,050	45.50 %	\$ 173,500	\$ 162,960	\$ 185,455
Supplies & Services	18,390	4.73 %	24,350	10,210	31,594
Subtotal Direct Costs	\$ 195,440	50.23 %	\$ 197,850	\$ 173,170	\$ 217,049
Internal Charges	193,640	49.77 %	197,920	195,290	162,652
Total Expenditures	389,080	100.00 %	395,770	368,460	379,701
Expenditures by Fund					
General Fund Portion	\$ 387,680	99.64 %	\$ 394,370	\$ 367,060	\$ 379,701
Other Funds Portion	\$ 1,400	0.36 %	\$ 1,400	\$ 1,400	\$ -
Funding Sources					
Funding from General Revenues:					
Estimated Resident Generated	\$ 136,178	35.00 %	\$ 138,520	\$ 128,961	\$ 132,895
Estimated Visitor Generated	\$ 252,902	65.00 %	\$ 257,251	\$ 239,499	\$ 246,806
Employee Time Allocation (FTEs) Budgeted	2.20	-	2.20	-	2.45

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, the natural environment and providing a good quality of life for residents.

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 2020 Accomplishments

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

- * Maintained a cooperative working relationship with the City of Sedona Chief Building Official related to reviewing the International Property Maintenance Code (IPMC) and illegal building issues.

Community Plan Land Use, Housing, and Growth Goal - Create mixed-use walkable districts:

- * Participated in code collaboration meetings with Community Development and City Attorney's Office staff to better understand legal avenues of code enforcement.

- * Attempted to collect all necessary documentation to obtain an administrative search warrant.

Council Priority - Monitor Short-Term Rentals:

- * Worked with Director of Community Development and Building Safety staff to inform the public and construction contractors on enforcement of penalties for work conducted without proper permits.

Community Development-Code Enforcement

FY 2021 Objectives

Overall City Value - Good Governance:

- * Strengthen penalties for repeat code offenders by way of civil or criminal prosecution.
- * Provide education for residents, businesses, property owners and managers on key code enforcement issues.

Overall City Value - Public Safety:

- * Provide proactive weed enforcement to ensure properties are maintained free of nuisances and fire hazards.
- * Provide noise enforcement training to City of Sedona Police Department staff.

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

- * Provide code enforcement efforts that promote voluntary compliance in a timely manner through prompt site inspections and/or notice of violation letters.
- * Provide proactive permit checks for new construction that is witnessed by Code Enforcement staff.
- * Complete further education for Code Enforcement staff on building code and permit requirements.

WORKLOAD INDICATORS	FY21 Projection	FY20 Projection	FY20 Estimate	FY19 Actual	FY18 Actual
Total code cases/investigations	400	410	410	376	435
Cases resolved through voluntary compliance	200	175	200	197	186
Cases resolved through forced compliance	20	2	5	0	5
Cases unsubstantiated	75	82	75	63	87
Cases closed/miscellaneous	105	151	130	107	157

PERFORMANCE MEASURES	Benchmark	FY21 Target	FY20 Target	FY20 Estimate	FY19 Actual	FY18 Actual
Average days from complaint to first investigation		1	1	1	1	1
Average days from investigation to voluntary compliance		24	40	25	26	39
Average days from investigation to transfer to court		N/A	80	N/A	N/A	71

Community Development-Historic Preservation Commission

	FY2021 Budget	% of FY2021 Budget	FY2020 Budget	FY2020 Estimate	FY2019 Actuals
Budget Summary					
Program Expenditures					
Personnel Services	\$ -	- %	\$ 33,680	\$ 33,610	\$ 34,894
Supplies & Services	-	- %	4,200	4,200	2,053
Subtotal Direct Costs	\$ -	- %	\$ 37,880	\$ 37,810	\$ 36,947
Internal Charges	-	- %	12,770	12,880	11,223
Total Expenditures	-	- %	50,650	50,690	48,170
Expenditures by Fund					
General Fund Portion	\$ -	- %	\$ 50,650	\$ 50,690	\$ 48,170
Funding Sources					
Funding from General Revenues:					
Estimated Resident Generated	\$ -	- %	\$ 17,728	\$ 17,742	\$ 16,860
Estimated Visitor Generated	\$ -	- %	\$ 32,923	\$ 32,949	\$ 31,311
Employee Time Allocation (FTEs) Budgeted	0.30		0.30		0.35

The Historic Preservation Commission is comprised of seven members appointed by the City Council. The Commission was created in 1998 as a working Commission and was allocated 20% of one full-time employee's time. However, the amount of staff time dedicated is now approximately twice the original 20% allocation. The purpose of the Commission is to:

- * Conduct hearings relative to the identification and preservation of landmarks representing distinctive elements of Sedona's historic, archeological, and cultural history.
- * Identify and preserve the historic resources that represent distinctive elements of Sedona's historic, archaeological, architectural, and cultural heritage.
- * Promote the use and adaptive reuse of historic resources for the education, pleasure, and welfare of the people of the community.
- * Foster civic pride in the accomplishments of indigenous people, pioneers, artists, and others of the past.
- * Protect and enhance Sedona's attractiveness as a destination to visitors and the economic benefit incurred through tourism.
- * Stabilize and improve property values of restored, renovated, rehabilitated, and protected historic resources.
- * Provide incentives where appropriate for restoration by owners of landmarks or historic resources.
- * Provide standards for restoration and adaptive reuse of designated historic resources and new construction within Historic Districts.

FY 2020 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 2021 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.

Community Development-Historic Preservation Commission

WORKLOAD INDICATORS	FY21 Projection	FY20 Projection	FY20 Estimate	FY19 Actual	FY18 Actual
Public meetings	5	5	5	5	5
New landmarked properties	1	1	1	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	2	3
Historic Recognition Awards issued	1	1	1	1	0
Educational training exercises (Commissioners)	1	1	1	1	1

Community Development-Community Plan

Budget Summary	FY2021 Budget	% of FY2021 Budget	FY2020 Budget	FY2020 Estimate	FY2019 Actuals
Program Expenditures					
Personnel Services	\$ 154,340	61.24 %	\$ 162,220	\$ 164,460	\$ 137,715
Supplies & Services	28,650	11.37 %	21,025	15,525	5,088
Subtotal Direct Costs	\$ 182,990	72.60 %	\$ 183,245	\$ 179,985	\$ 142,803
Internal Charges	69,050	27.40 %	71,710	71,930	62,652
Total Expenditures	252,040	100.01 %	254,955	251,915	205,455
Expenditures by Fund					
General Fund Portion	\$ 252,040	100.00 %	\$ 254,955	\$ 251,915	\$ 205,455
Funding Sources					
Program Revenues	\$ 11,000	4.36 %	\$ 2,500	\$ 9,220	\$ 2,220
Funding from General Revenues:					
Estimated Resident Generated	\$ 84,364	33.47 %	\$ 88,359	\$ 84,943	\$ 71,132
Estimated Visitor Generated	\$ 156,676	62.16 %	\$ 164,096	\$ 157,752	\$ 132,103
Employee Time Allocation (FTEs) Budgeted	1.55	-	1.55	-	1.46

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 2020 Accomplishments

Council Priority - Community Focus Area Plans Development:

- * Uptown CFA which will comprise two CFAs; underway.
- * Sunset CFA adopted.
- * Draft of the Sedona Bike and Pedestrian Plan near completion.
- * Facilitated the Uptown Sedona Parking Facility Needs, Siting, and Design Concept Assessment and presented the outcomes to Council.

FY 2021 Objectives

Overall City Value - Good Governance:

- * Pursue possible 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 plans for other identified areas as capacity and need arise (Dry Creek, Coffeepot).
- * Conduct extensive stakeholder and public outreach activities for the development of the Uptown CFA
- * Pursue Council direction regarding the Uptown Parking Facility Needs, Siting, and Design Concept Assessment study, in conjunction with the CFA work.
- * Seek adoption of the Sedona Bike and Pedestrian Plan.

WORKLOAD INDICATORS	FY21 Projection	FY20 Projection	FY20 Estimate	FY19 Actual	FY18 Actual
Public meetings (CFAs)	4	8	2	0	2
Work group meetings (CFAs)	30	18	45	25	2
Planning and Zoning Commission meetings (CFAs and Community Plan Amendments)	8	4	8	6	5
City Council meetings (CFAs and Community Plan Amendments)	4	4	4	3	5

Community Development-Housing

Budget Summary	FY2021 Budget	% of FY2021 Budget	FY2020 Budget	FY2020 Estimate	FY2019 Actuals
Program Expenditures					
Personnel Services	\$ 127,400	22 %	\$ -	\$ -	\$ -
Supplies & Services	439,855	78 %	435,000	114,730	38,451
Subtotal Direct Costs	\$ 567,255	100 %	\$ 435,000	\$ 114,730	\$ 38,451
Total Expenditures	567,255	100 %	435,000	114,730	38,451
Expenditures by Fund					
Funding Sources					
Program Revenues	\$ 199,000	35.08 %	\$ 625,000	\$ -	\$ 625,000
Funding from General Revenues:					
Estimated Resident Generated	\$ 128,889	23 %	\$ (66,500)	\$ 40,156	\$ (205,292)
Estimated Visitor Generated	\$ 239,366	42 %	\$ (123,500)	\$ 74,575	\$ (381,257)

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 and/or workforce housing.

FY 2020 Accomplishments

Council Priority - Affordable Housing:

- * Participated in a grassroots citizens group working on housing issues.
- * Selected a consultant team and initiated the process to conduct a Housing Needs Assessment and develop a Five-Year Action Plan.
- * Continued to support Habitat for Humanity in the creation of three owner-occupied affordable housing units in Sedona.
- * Worked with developers to implement the new Land Development Code regarding several provisions to encourage affordable housing.

FY 2021 Objectives

Council Priority - Affordable Housing:

- * Continue to provide staff support to the grassroots citizens group on related housing issues.
- * Update the Development Incentives and Guidelines for Affordable Housing policy document.
- * Conduct a Housing Needs Assessment and create a Five-Year Affordable Action Plan providing background information, identified issues, and possible strategies.
- * Within the Housing Needs Assessment and Five-Year Action plan establish a housing baseline including inventory, availability, rents and housing costs, salaries, etc. as well as the impacts of short-term vacation rentals on the long-term rental market.
- * Partner where appropriate in the creation and preservation of more affordable housing options.

PERFORMANCE MEASURES	Benchmark	FY21 Target	FY20 Target	FY20 Estimate	FY19 Actual	FY18 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	3	N/A	N/A

COMMUNITY DEVELOPMENT
Continued

EXPENDITURE SUMMARY

Cost Category	FY2021 Budget	FY2020 Budget	FY2020 Est. Actuals	FY2019 Actuals	Explanation of Changes
General Fund					
10-5310-01 - Administration					
Personnel (ongoing)	\$195,290	\$184,740	\$184,430	\$131,877	
Supplies & Services (ongoing)	<u>\$7,800</u>	<u>\$7,200</u>	<u>\$5,285</u>	<u>\$2,712</u>	
Direct Costs (Ongoing) Subtotal	\$203,090	\$191,940	\$189,715	\$134,589	
Internal Charges	<u>\$83,600</u>	<u>\$89,520</u>	<u>\$90,670</u>	<u>\$41,618</u>	
Administration Total	\$286,690	\$281,460	\$280,385	\$176,207	
10-5310-31 - Planning					
Personnel (ongoing)	\$366,050	\$369,175	\$369,225	\$418,087	
Supplies & Services (ongoing)	<u>\$59,470</u>	<u>\$52,225</u>	<u>\$33,865</u>	<u>\$27,520</u>	
Direct Costs (Ongoing) Subtotal	\$425,520	\$421,400	\$403,090	\$445,607	
Internal Charges	<u>\$206,270</u>	<u>\$205,170</u>	<u>\$204,700</u>	<u>\$180,723</u>	
Ongoing Total	\$631,790	\$626,570	\$607,790	\$626,330	
Supplies & Services (one-time)	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>	<u>\$80,164</u>	
One-Time Total	\$0	\$0	\$0	\$80,164	
Planning Total	\$631,790	\$626,570	\$607,790	\$706,494	
10-5310-32 - Building Safety					
Personnel (ongoing)	\$368,130	\$335,700	\$325,190	\$277,937	
Supplies & Services (ongoing)	<u>\$125,185</u>	<u>\$121,095</u>	<u>\$121,505</u>	<u>\$94,091</u>	
Direct Costs (Ongoing) Subtotal	\$493,315	\$456,795	\$446,695	\$372,028	
Internal Charges	<u>\$171,530</u>	<u>\$175,350</u>	<u>\$175,770</u>	<u>\$155,895</u>	
Ongoing Total	\$664,845	\$632,145	\$622,465	\$527,923	
Supplies & Services (one-time)	\$0	\$0	\$0	\$949	
Capital & Debt Service	<u>\$13,200</u>	<u>\$5,700</u>	<u>\$6,735</u>	<u>\$0</u>	Budget Increase: Enterprise leased vehicles replacement program
One-Time Total	\$13,200	\$5,700	\$6,735	\$949	
Building Safety Total	\$678,045	\$637,845	\$629,200	\$528,872	

COMMUNITY DEVELOPMENT
Continued

EXPENDITURE SUMMARY

Cost Category	FY2021 Budget	FY2020 Budget	FY2020 Est. Actuals	FY2019 Actuals	Explanation of Changes
10-5310-33 - Code Enforcement					
Personnel (ongoing)	\$177,050	\$173,500	\$162,960	\$185,455	
Supplies & Services (ongoing)	\$16,990	\$22,950	\$8,810	\$29,682	Budget Decrease: Reduction in anticipated costs for abatement of code violations.
Direct Costs (Ongoing) Subtotal	\$194,040	\$196,450	\$171,770	\$215,137	
Internal Charges	\$193,640	\$197,920	\$195,290	\$162,652	
Ongoing Total	\$387,680	\$394,370	\$367,060	\$377,789	
Supplies & Services (one-time)	\$0	\$0	\$0	\$1,912	
Code Enforcement Total	\$387,680	\$394,370	\$367,060	\$379,701	
10-5310-62 - Historic Preservation Commission					
Personnel (ongoing)	\$0	\$33,680	\$33,610	\$34,894	Budget Decrease: For FY21, Program 62 was combined with Program 31 (Planning).
Supplies & Services (ongoing)	\$0	\$4,200	\$4,200	\$2,053	Budget Decrease: For FY21, Program 62 was combined with Program 31 (Planning).
Direct Costs (Ongoing) Subtotal	\$0	\$37,880	\$37,810	\$36,947	
Internal Charges	\$0	\$12,770	\$12,880	\$11,223	Budget Decrease: For FY21, Program 62 was combined with Program 31 (Planning).
Historic Preservation Commission Total	\$0	\$50,650	\$50,690	\$48,170	
10-5310-67 - Community Plan					
Personnel (ongoing)	\$154,340	\$162,220	\$164,460	\$137,715	
Supplies & Services (ongoing)	\$28,650	\$21,025	\$15,525	\$288	Budget Increase: Less than anticipated costs for major amendment mailings.
Direct Costs (Ongoing) Subtotal	\$182,990	\$183,245	\$179,985	\$138,003	
Internal Charges	\$69,050	\$71,710	\$71,930	\$62,652	
Supplies & Services (one-time)	\$0	\$0	\$0	\$4,800	
Community Plan Total	\$252,040	\$254,955	\$251,915	\$205,455	

COMMUNITY DEVELOPMENT
Continued

EXPENDITURE SUMMARY

Cost Category	FY2021 Budget	FY2020 Budget	FY2020 Est. Actuals	FY2019 Actuals	Explanation of Changes
General Fund Totals					
Personnel Subtotal	\$1,260,860	\$1,259,015	\$1,239,875	\$1,185,965	
Supplies & Services (Ongoing) Subtotal	\$238,095	\$228,695	\$189,190	\$156,346	
Direct Costs (Ongoing) Subtotal	\$1,498,955	\$1,487,710	\$1,429,065	\$1,342,311	
Internal Charges Subtotal	\$724,090	\$752,440	\$751,240	\$614,763	
Ongoing Subtotal	\$2,223,045	\$2,240,150	\$2,180,305	\$1,957,074	
Supplies & Services (One-Time) Subtotal	\$0	\$0	\$0	\$87,825	
Capital & Debt Service	\$13,200	\$5,700	\$6,735	\$0	
One-Time Subtotal	\$13,200	\$5,700	\$6,735	\$87,825	
General Fund Total	\$2,236,245	\$2,245,850	\$2,187,040	\$2,044,899	
Affordable Housing Fund					
12-5310-59 - Administration					
Personnel (ongoing)	\$127,400	\$0	\$0	\$0	Budget Increase: Decision Package - New Affordable Housing Manager.
Supplies & Services (ongoing)	\$93,155	\$105,000	\$102,230	\$38,451	
	<u>\$346,700</u>	<u>\$330,000</u>	<u>\$12,500</u>	<u>\$0</u>	
One-Time Total	\$346,700	\$330,000	\$12,500	\$0	
Administration Total	\$567,255	\$435,000	\$114,730	\$38,451	
Operating Grants Fund					
Info Tech Internal Service Fund					
60-5310-01 - Administration					
Supplies & Services (ongoing)	\$40,000	\$20,000	\$28,210	\$0	Budget Increase: Short-term rental tracking and monitoring software. Current Year Over Budget: Greater than anticipated costs for short-term rental monitoring software.
Administration Total	\$40,000	\$20,000	\$28,210	\$0	
60-5310-32 - Building Safety					
Supplies & Services (ongoing)	\$1,400	\$1,400	\$1,400	\$0	
Building Safety Total	\$1,400	\$1,400	\$1,400	\$0	
60-5310-33 - Code Enforcement					
Supplies & Services (ongoing)	\$1,400	\$1,400	\$1,400	\$0	
Code Enforcement Total	\$1,400	\$1,400	\$1,400	\$0	

COMMUNITY DEVELOPMENT
Continued

EXPENDITURE SUMMARY

Cost Category	FY2021 Budget	FY2020 Budget	FY2020 Est. Actuals	FY2019 Actuals	Explanation of Changes
Info Tech Internal Service Fund Totals					
Supplies & Services (Ongoing) Subtotal	\$42,800	\$22,800	\$31,010	\$0	
Info Tech Internal Service Fund Total	\$42,800	\$22,800	\$31,010	\$0	
Grand Totals					
Personnel (Ongoing) Subtotal	\$1,388,260	\$1,259,015	\$1,239,875	\$1,185,965	
Supplies & Services (Ongoing) Subtotal	\$374,050	\$356,495	\$322,430	\$194,797	
Direct Costs (Ongoing) Subtotal	\$1,762,310	\$1,615,510	\$1,562,305	\$1,380,762	
Internal Charges Subtotal	<u>\$724,090</u>	<u>\$752,440</u>	<u>\$751,240</u>	<u>\$614,763</u>	
Ongoing Subtotal	\$2,486,400	\$2,367,950	\$2,313,545	\$1,995,525	
Supplies & Services (One-Time) Subtotal	\$346,700	\$330,000	\$12,500	\$87,825	
Capital & Debt Service Subtotal	<u>\$13,200</u>	<u>\$5,700</u>	<u>\$6,735</u>	<u>\$0</u>	
One-Time Subtotal	\$359,900	\$335,700	\$19,235	\$87,825	
Grand Total	\$2,846,300	\$2,703,650	\$2,332,780	\$2,083,350	

COMMUNITY DEVELOPMENT
Continued

POSITIONS SUMMARY

Position	FY21 FTE	FY20 FTE	FY19 FTE	FY18 FTE
Administrative Assistant	1.00	1.00	1.00	1.00
Assist City Manager/Dir of Community Develop	0.60	0.60	0.00	0.00
Assistant Community Development Director	1.00	1.00	1.00	1.00
Assistant Planner	0.00	0.00	0.00	2.00
Associate Planner	1.00	1.00	1.00	0.00
Building Inspector	1.00	1.00	1.00	1.00
Building Permit Technician	0.30	0.30	0.00	0.00
Building Permits Technician	1.70	1.70	2.00	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	0.00	1.00
Director of Community Development	0.00	0.00	1.00	1.00
Plans Examiner	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	<u>0.24</u>	<u>0.24</u>	<u>0.24</u>	<u>0.08</u>
Total	12.84	12.84	13.24	14.08

ALLOCATIONS SUMMARY

Position	Org Description	FY21 FTE	FY20 FTE	FY19 FTE	FY18 FTE
General Fund					
10-5310-01	Administration	1.25	1.25	1.20	0.00
10-5310-31	Planning	3.86	3.86	3.28	2.99
10-5310-32	Building Safety	3.68	3.68	3.18	4.74
10-5310-33	Code Enforcement	2.20	2.20	2.45	2.41
10-5310-62	Historic Preservation Commission	0.30	0.30	0.35	0.47
10-5310-67	Community Plan	1.55	1.55	1.46	2.02
10-5310-71	Planning & Zoning Commission	<u>0.00</u>	<u>0.00</u>	<u>1.32</u>	<u>1.45</u>
General Fund Total		12.84	12.84	13.24	14.08

(1) Temporary position.

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



**City of Sedona
Decision Package
Fiscal Year 2020-21**

CM Not Recommended

Request Title	BUILDING SAFETY REORGANIZATION
Department	Community Development
Program	Building Safety
Funding Request Type	PERSONNEL
Source of Funds	General Fund
Amount Requested	\$40,378
Priority	

I. Description of Request

This request is a continuation of the previously approved department reorganization to create two permit technician positions and a training program to promote from within. The department is at a point where this succession plan is becoming fruitful and we need to take the next step. As such, the following is proposed:

- * Eliminate the Plans Examiner category (Salary Range SG-14) and create a Plans Examiner I category at salary range SG-13 and a Plans Examiner II category at Salary Range SG-16. Promote one existing Permit Technician to the Plans Examiner I position/category. (Anticipated date of promotion is January 4, 2021.) The creation of the Plans Examiner II category will allow for future promotion of the Plans Examiner I position if warranted. The two new categories also allow for flexibility in future hiring if/when needed.
- * Eliminate the Building Inspector category (Salary Range SG-12) and create a Building Inspector I category at Salary Range SG-12 and a Building Inspector II category at Salary Range SG-14. Promote the existing Building Inspector to Building Inspector II upon receipt of his ICC Commercial Inspector Certification. The two new categories also allow for flexibility in future hiring if/when needed.
- * Hire a new Permit Technician (Salary Range SG-11) once the Permit Technician is promoted to Plans Examiner I.

II. Problem/Issue

History/Background
How does this affect our citizens/customers quality of life?
If this is not a traditional function, why should the City of Sedona deal with it?
Does the project/issue relate to the Community Plan (or other master plans), or how does this fit into the City's priorities?
What does the City/community get for this investment?

- * Since July 9, 2017, the Plans Examiner position has been vacant due to the inability of the Department to find a qualified applicant to fill the position. As such, the bulk of the plan reviews have been performed by the Chief Building Official, thus inhibiting the CBO from fully fulfilling his administrative, public and training duties and causing additional hours to be worked to maintain City and State imposed deadlines.
- * In order to help provide timely and quality plan reviews, the Department has also been contracting with a 3rd party plan review firm.
- * As part of the previously approved reorganization of Building Safety, 2 Permit Technician positions were created and filled with the strategy of training from within to fill the vacant Plans Examiner position and to provide backup to the Building Inspector position.
- * Within FY 2021, it is anticipated that one of the Permit Technicians will have obtained the prerequisite ICC Certifications and knowledge to perform a good percentage of the residential plan reviews. However, the current Plans Examiner position requires competency in both Residential and Commercial reviews.

- * If/when a Permit Technician is promoted, it will create a void at the Permit Technician position, which will create a drop in service at the front counter and the processing of permits as experience has proven that one person alone cannot efficiently and effectively work the entry point to the Department.
- * Our current part-time (temporary as-needed contract services) Building Inspector has made statements that he may not be able to fulfill his position too much longer into the future.
- * Our current full-time Building Inspector has indicated that he is looking to retire within the next several years.
- * Nationally and locally it has been identified and proven that there is an alarming lack of new people wanting to work in the construction industry, which is where building departments typically pull from to fill positions. It is getting harder and harder to find qualified applicants, and most of our industry will be retired in 10 years. Building from within seems to be the only viable solution at this point.

III. Risk Analysis

**What happens if this is not done?
 Show examples of best practices from other cities, if applicable.
 Discuss other alternatives, if applicable, and why the proposed solution is recommended.**

- * It is the City's duty to provide quality and timely plan review and inspection services, and it is the requirement of SB 1598 that we process plan reviews within set timeframes. Failure to address the reorganization of the Plans Examiner position will continue to hamper the department's ability to meet those expectations and will extend the years that the Chief Building Official will be hobbled with having to perform plan review duties and the additional hours per week needed to properly perform all necessary functions of the job. It will prohibit the CBO from properly performing daily oversight of Building Safety, implementation of short-term and long-term goals, including employee training, engaging with the construction, residential and business communities, interdepartmental communication and cooperation, addressing issues affecting the community such as the plethora of work being done without a permit, the complexity of the permit process for our residents, etc.
- * This department embarked on a plan to address present and future staffing and service issues nearly two years ago through the acquiring of a second Permit Technician and giving the two Permit Techs the opportunity to advance within Building Safety through training. This process is starting to show dividends, however, the current Job Descriptions would not permit the rewarding of progress, thus delaying the point at which the transition of work load and specific job training can take place.
- * Failure to address the reorganization will extend our current level of need for a third-party plan review firm for several more years.
- * Failure to reorganize will cause a void in the backup of the Building Inspector due to the pending loss of our part-time back-up Building Inspector. This duty would then be added to the already overfilled slate for the Chief Building Official.
- * Failure to hire another Permit Technician upon the promotion of one to Plans Examiner I would cause an extreme drop in front counter services to our residents, business owners, contractors, designers, etc. as well as slow down of the permitting process. This front counter position has been manned by two or more people for years, and evidence that this position requires at least two people was starkly presented upon the loss of the two assistant planners that provided counter and processing help prior to the last reorganization.

IV. Implementation

**What is the timeframe for completion of plan and implementation for project/issue?
 How will you market/communicate the project/issue to the public?
 What performance measures will you use to evaluate the project/issue? Include the targets for FY 2020-21, as well as future years as applicable.**

- * This reorganization is intended to provide the necessary framework to allow Building Safety to be fully staffed with certified, experienced people for years to come and to address the extreme lack of upper level, qualified candidates from outside the organization. The creation of the I and II level positions for Plans Examiner and Building Inspector allows for earlier promotion of one Permit Tech in the short term, providing for an impact sooner in the reduction of plan review duties of the CBO than if someone had to meet the qualifications of our current Plans Examiner Job description and requirements which include full knowledge of commercial codes and reviews. It also allows the City flexibility in hiring in the future by possibly hiring a less experienced person at a lower salary at either the Plans Examiner or Building Inspector positions, and then providing incentive for that individual to move up.

* It is anticipated that this Permit Tech will acquire the necessary ICC Certifications and knowledge to be promoted to the Plans Examiner I position within FY 2021, allowing them to receive one-on-one training from the CBO and to concentrate solely on their knowledge and growth within the Plans Examiner position. It is anticipated that there will be at least on one year gestation period before the true benefits of the move will become evident.

* Once this Permit Tech is promoted, there will be a need to fill that previous position as the level of service required by the City and the State cannot be met by one person. It is assumed that it will be easier to fill the Permit Technician position due to the fact that it is a less skilled position than the Plans Examiner and Building Inspector positions. Also, the CBO has provided training to the AZBO Permit Technician organization.

* It is anticipated that the department's part-time temporary contract Building Inspector will leave on his own accord in the near future, and that our full-time Building Inspector will retire within 5 years. The other Permit Technician has expressed interest in becoming a Building Inspector and has been training and studying towards that end. In the short term, that individual has been, and will continue to provide, assistance to the Building Inspector on minor or low level inspections. In the long term, if that Permit Tech obtains the required certifications and knowledge, they can apply for the current Building Inspector's position when that individual leaves/retires. The transition will be made easier for through the adoption of the Building Inspector I and II positions while the salary will be more commensurate with the knowledge and experience.

* Currently, our Building Inspector of ten years, he has been studying and will be taking the test in February 2020 for the ICC Commercial Inspector Certification. Creating the Building Inspector I and II positions will allow salary room and provide a means of compensation for his new status and knowledge once he obtains the previously mentioned certification.

V. Cost Savings/Revenue Enhancements

Please explain any cost savings, new funding sources or increased revenues.

* Permit Technician's salary is currently at \$24.04 per hour. If promoted the current wage plus 5% for the promotion would still fit within the proposed Salary Range for Plans Examiner I, SG-13. The promotion is not anticipated July 1, but rather Jan 1, 2021. For that reason the cost for FY21 would be half of the full-year cost.

* A promotion for the second Permit Tech is not contemplated for FY 2021. This is likely to be a request for FY22. That current salary with only a 5% promotional adjustment would also fit within the proposed Salary Range for Building Inspector I, SG-12.

* The current salary for the existing Building Inspector is \$29.48. Moving that position to the proposed Salary Range for Building Inspector II would necessitate a 5% promotional adjustment but would still fit within the recommended new range. This would be funded to occur as soon as July 1 2020 but could occur later if this individual has not yet obtained an ICC Commercial Inspector Certification which he is working towards now and would be made a requirement for the promotion to a Building Inspector II.

* Adding a new Permit Technician position would add an additional approximately \$70,000 of salary/benefits costs per year. This cost can be offset fully or partially after the first year through reductions in the allotted monies for the part-time Building Inspector (\$13,000.00 of the \$16,000.00 allotted) and the third-party plan review firm (\$64,000 of the allotted \$104,000.00). In addition, revenues are expected to increase as a FY 2021 goal is to propose an increase in building permit fees which haven't been updated since 2007. For this reason the additional costs are being requested as one-time and not ongoing. Again, for FY21 the one-time request will only be for 1/2 the fiscal year. The additional amount requested is \$3,500 for the cost of the wage adjustments for the promotions and \$35,000 for the full-time Permit Technician wages for 6 months of FY21.



**City of Sedona
Decision Package
Fiscal Year 2020-21**

CM Recommended as Frozen

Request Title	AFFORDABLE HOUSING OPTIONS
Department	Community Development
Program	Housing
Funding Request Type	PERSONNEL
Source of Funds	Affordable Housing Fund
Amount Requested	\$200,000
Priority	

I. Description of Request

The decision package funds a full time position to oversee the effort to pursue the creation of additional affordable/workforce housing. While placeholders have also been added to the budget (carried over from FY20) to appropriate the approximately \$2 million earmarked for this purpose, should a project be identified over the course of FY20-21, this decision package recognizes the need to add a staff person to facilitate those efforts. It is unlikely current staff will be able to adequately identify and pursue affordable housing projects given existing capacity and workload.

II. Problem/Issue

History/Background
How does this affect our citizens/customers quality of life?
If this is not a traditional function, why should the City of Sedona deal with it?
Does the project/issue relate to the Community Plan (or other master plans), or how does this fit into the City's priorities?
What does the City/community get for this investment?

Cost of living index for 2018 was over 50% higher than the US average and approximately 30% higher than Arizona. The housing component was almost 3 times that of the US and more than double the Arizona median cost. The median home price in Sedona is now over \$550,000. With an area median income for a four person household of approximately \$56,000 annually, homes at these prices are unattainable for the majority of the local workforce. Renting does not appear to be a more viable option. While we lack comprehensive data on rental prices, review of rental listings over the last 18 months in Sedona indicate very little product available, let alone at or below \$1,600/ month, which is what that same family could afford if they spent 35% of their total income on housing. Anecdotally, the city receives reports from employees and employers about the lack of quality housing at a price employees can afford. The lack of availability of rental property is exacerbated by the passage of state legislation preempting the city from prohibiting short term rentals. Anecdotal evidence suggests a significant number of long term rental properties have transitioned to short term rentals, driving inventory down and prices up. The city engaged a short term rental monitoring company that estimates 800- 1,000 short term rental property listings in Sedona. The Sedona Community identifies housing diversity as one of six major outcomes to achieve by 2020. That outcome specifically calls for housing types that, "provide options for all ages and income levels by using innovative public policies and programs and nurturing partnerships with private developers." Accomplishing diverse and affordable housing was identified as a City Council Priority in FY18 and has been identified as a high priority for FY19 and FY20. A recent, random sample survey of Sedona residents revealed that access to quality, affordable housing is one of our lowest scores among a broad spectrum of community characteristics included in our Community Livability Report. To put it in perspective, over 90% of citizens rated things like quality of our natural environment, perception of safety, and overall cleanliness as "good" or "excellent." Only 15% of those surveyed rated access to affordable, quality housing as "good" or "excellent." These scores are significantly lower even when compared to citizen perception of traffic flow (24% good/ excellent) and travel by car (38% good/ excellent). Lastly, the survey included a custom question that

asked citizens to select only two out of seven potential priorities worth of city investment (including an "other" category and a "none of these category," "ensure housing for those that work in Sedona" was by far the highest rated priority, garnering support from 50% of those surveyed.

VVREO and Sedona ED cite lack of affordable housing as the most significant impediment to economic development and economic diversification, also Council priority goals.

A housing study is currently underway and should identify housing demand for various housing options and at various "affordable" and "workforce" price points.

III. Risk Analysis

What happens if this is not done?

Show examples of best practices from other cities, if applicable.

Discuss other alternatives, if applicable, and why the proposed solution is recommended.

While it is difficult to predict the future housing market in Sedona, without public participation in partnerships aimed at creating more affordable housing, it is likely that housing costs will continue to rise and more of Sedona's workforce and current community members will be priced out. This will likely continue to cause problems for local employers, including those that provide critical services to those who can still afford to live in Sedona. Most importantly, it is possible that Sedona loses some of its diverse and dynamic character and becomes more and more of a resort town that is inaccessible to entrepreneurs, young families, Sedona youth that transition out of their parents home and anyone else with modest means. The community has recently seen this transition with the exodus of young families with children to the point of closing one of two elementary schools in the SOCUSD and the significant reduction in the number of total students within the district.

IV. Implementation

What is the timeframe for completion of plan and implementation for project/issue?

How will you market/communicate the project/issue to the public?

What performance measures will you use to evaluate the project/issue? Include the targets for FY 2020-21, as well as future years as applicable.

V. Cost Savings/Revenue Enhancements

Please explain any cost savings, new funding sources or increased revenues.

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.

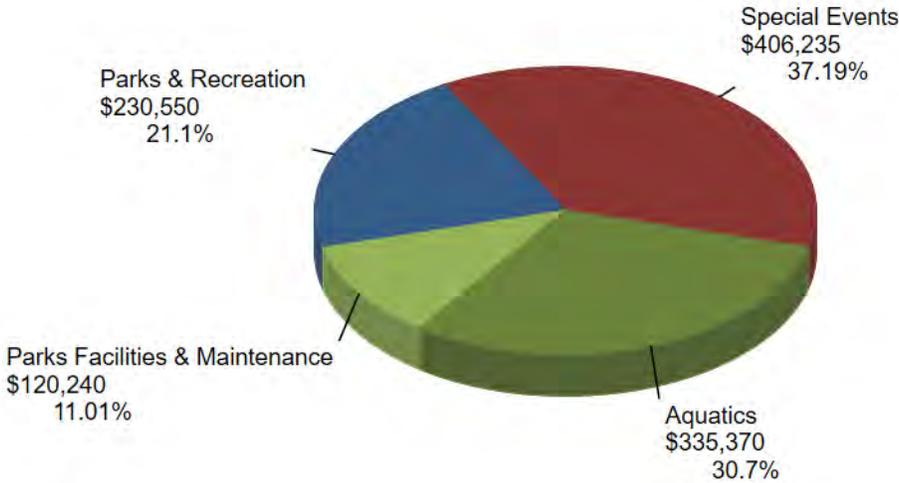
It is the culture of the Sedona Parks and Recreation Department to work within an environment of CITY PRIDE: Deliver the best Customer service, display unwavering Integrity, foster Teamwork and find ways to get to Yes! Embody Professionalism, show Respect, lead with Innovation and demonstrate Dedication to Excellence.

Description

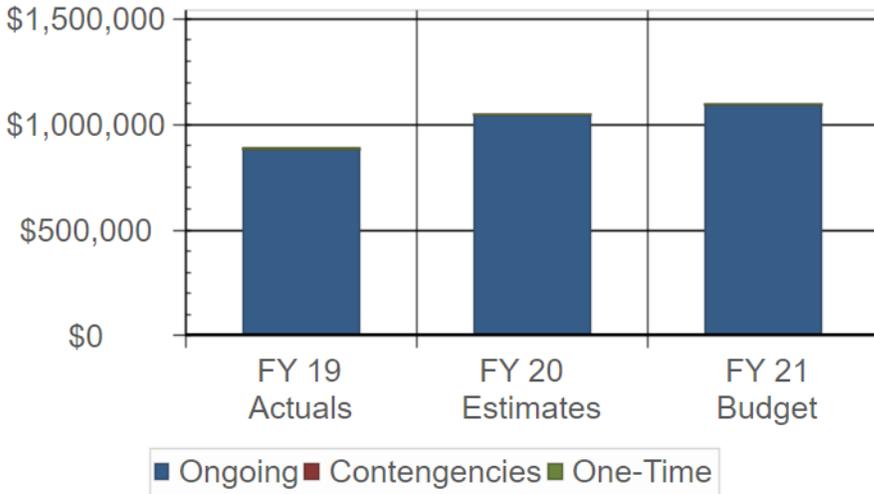
The Parks and Recreation Department is responsible for the following program areas:

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

FY 2021 PROGRAM EXPENDITURES: \$1,092,395



FY 2019 - FY 2021 ONGOING VS. ONE-TIME EXPENDITURES



Parks & Recreation - Recreation

Budget Summary	FY2021 Budget	% of FY2021 Budget	FY2020 Budget	FY2020 Estimate	FY2019 Actuals
Program Expenditures					
Personnel Services	\$ 101,940	44 %	\$ 95,290	\$ 96,020	\$ 97,503
Supplies & Services	56,700	25 %	49,400	51,545	43,105
Subtotal Direct Costs	\$ 158,640	69 %	\$ 144,690	\$ 147,565	\$ 140,608
Internal Charges	71,910	31 %	73,060	74,940	53,343
Total Expenditures	230,550	100 %	217,750	222,505	193,951
Expenditures by Fund					
General Fund Portion	\$ 222,550	97 %	\$ 209,750	\$ 218,675	\$ 189,524
Other Funds Portion	\$ 8,000	3 %	\$ 8,000	\$ 3,830	\$ 4,427
Funding Sources					
Program Revenues	\$ 20,780	9.01 %	\$ 28,000	\$ 16,095	\$ 35,487
Funding from General Revenues:					
Estimated Resident Generated	\$ 73,420	32 %	\$ 66,413	\$ 72,244	\$ 55,462
Estimated Visitor Generated	\$ 136,351	59 %	\$ 123,338	\$ 134,167	\$ 103,002
Employee Time Allocation (FTEs) Budgeted	1.47	-	1.47	-	1.57

Throughout the year, Parks and Recreation is pleased to offer a variety of sports leagues, specialty classes, camps 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 are allocated to the Information Technology Internal Service Fund for technology costs not managed by the Information Technology Department.

FY 2020 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
- * Maintained the number of summer camps offered
- * Increased the number of volunteers for Grasshopper Youth Basketball

FY 2021 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	FY21 Projection	FY20 Projection	FY20 Estimate	FY19 Actual	FY18 Actual
Recreation programs	17	21	16	27	14
Days of programs	700	600	N/A	715	720
Independent contracts signed	20	19	25	28	26
Parks and recreation class/program/facility registrants	18,000	10,570	N/A	12,676	16,111

PERFORMANCE MEASURES	Benchmark	FY21 Target	FY20 Target	FY20 Estimate	FY19 Actual	FY18 Actual
Revenue from City programs		69,600	\$44,200	84,500	66,334	\$51,580
Parks and recreation class/program/facility registrants per 1,000 population (ICMA Benchmark 2016-2018)		1,800	1,053	N/A	1,260	1,606

Parks & Recreation - Special Events

Budget Summary	FY2021 Budget	% of FY2021 Budget	FY2020 Budget	FY2020 Estimate	FY2019 Actuals
Program Expenditures					
Personnel Services	\$ 133,860	37 %	\$ 126,620	\$ 132,890	\$ 113,170
Supplies & Services	175,385	48 %	214,700	162,408	160,296
Subtotal Direct Costs	\$ 309,245	85 %	\$ 341,320	\$ 295,298	\$ 273,466
Internal Charges	52,690	15 %	51,040	52,480	38,626
Total Expenditures	361,935	100 %	392,360	347,778	312,092
Expenditures by Fund					
General Fund Portion	\$ 392,735	109 %	\$ 382,360	\$ 378,078	\$ 305,972
Other Funds Portion	\$ 13,500	4 %	\$ 10,000	\$ 14,000	\$ 17,585
Funding Sources					
Program Revenues	\$ 6,250	1.73 %	\$ 10,000	\$ 1,500	\$ 11,798
Funding from General Revenues:					
Estimated Resident Generated	\$ 124,490	34 %	\$ 133,826	\$ 121,197	\$ 105,103
Estimated Visitor Generated	\$ 231,195	64 %	\$ 248,534	\$ 225,081	\$ 195,191
Employee Time Allocation (FTEs) Budgeted	1.35	-	1.35	-	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

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 2020 Accomplishments

Community Plan Parks, Recreation, and Open Space Goal - Provide activities and amenities that allow for community interactions and encourage active and healthy lifestyles:

- * 15% participant return on satisfaction survey issued at three community events.
- * 21 days of events
- * Of the 46 partners worked with this year, 8 of those were new to FY20.

FY 2021 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.

WORKLOAD INDICATORS	FY21 Projection	FY20 Projection	FY20 Estimate	FY19 Actual	FY18 Actual
Days of events	21	23	21	33	29

Parks & Recreation - Special Events

PERFORMANCE MEASURES	Benchmark	FY21 Target	FY20 Target	FY20 Estimate	FY19 Actual	FY18 Actual
Revenue from event sponsors		13,500	\$15,500	14,000	34,000	\$5,750
Customer Satisfaction Survey: Celebration of Spring (% responses favorable)		100%	100%	100%	95%	98%
Customer Satisfaction Survey: Pumpkin Splash (% responses favorable)		100%	100%	94%	98%	88%
Customer Satisfaction Survey: Breakfast with Santa (% responses favorable)		100%	100%	94%	98%	100%

Parks & Recreation - Aquatics

Budget Summary	FY2021 Budget	% of FY2021 Budget	FY2020 Budget	FY2020 Estimate	FY2019 Actuals
Program Expenditures					
Personnel Services	\$ 198,410	59 %	\$ 191,760	\$ 174,230	\$ 149,125
Supplies & Services	20,900	6 %	21,050	24,600	15,323
Subtotal Direct Costs	\$ 219,310	65 %	\$ 212,810	\$ 198,830	\$ 164,448
Internal Charges	116,060	35 %	114,810	117,100	92,635
Total Expenditures	335,370	100 %	327,620	315,930	257,083
Expenditures by Fund					
General Fund Portion	\$ 335,370	100 %	\$ 327,620	\$ 310,930	\$ 257,083
Other Funds Portion	\$ -	- %	\$ -	\$ 5,000	\$ -
Funding Sources					
Program Revenues	\$ 36,850	10.99 %	\$ 56,700	\$ 30,080	\$ 50,471
Funding from General Revenues:					
Estimated Resident Generated	\$ 104,482	31 %	\$ 94,822	\$ 100,048	\$ 72,314
Estimated Visitor Generated	\$ 194,038	58 %	\$ 176,098	\$ 185,803	\$ 134,298
Employee Time Allocation (FTEs) Budgeted	4.84	-	4.98	-	4.52

Open from Memorial Day weekend through October, 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, recreational swim, various aqua fitness classes, private and group swim 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 2020 Accomplishments

Community Plan Parks, Recreation, and Open Space Goal - Provide activities and amenities that allow for community interactions and encourage active and healthy lifestyles:

- * Provided sustainable training and certification programs for recruitment and delivery of quality programs, both in lifeguarding and swim instruction.
- * Introduced team building and fun elements into weekly in-service trainings to foster a positive culture to retain staff, including manager.
- * Implemented a learn to swim program that offers a curriculum of water safety and improving swimming skills.
- * Increased number of swim lesson participants.
- * Participated for the first time in The World's Largest Swimming Lesson on June 20, 2019.
- * Expanded staff recruitment efforts.
- * Expanded marketing efforts.
- * Facilitated and managed the joint use of the facility by three swim teams, including winter months.

FY 2021 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, including leisure, fitness, competition, and educational needs.
- * To provide equal opportunities for aquatic experiences to all demographics, income levels and ages.
- * 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.).
- * To provide a clean and safe environment that fosters a sense of community for all guests and welcomes new users.
- * To provide quality programming that creates and sustains a base of users that drive program attendance and improves staffing.
- * To hire and train team members to deliver quality aquatic programs.

WORKLOAD INDICATORS	FY21 Projection	FY20 Projection	FY20 Estimate	FY19 Actual	FY18 Actual
Days staff responsible for facility	365	365	365	365	231
Days pool open to public	145	181	N/A	168	168
Swim lessons taught	550	340	506	426	330
Attendance at lap swim and open swim	11,700	11,400	11,400	9329	12,039
Staff hired and trained for the season	22	25	22	18	28
Hours spent on staff development	66	84	61	71	78

Parks & Recreation - Aquatics

PERFORMANCE MEASURES	Benchmark	FY21 Target	FY20 Target	FY20 Estimate	FY19 Actual	FY18 Actual
Satisfactory health inspections		100%	100%	100%	80%	100%
Customer Satisfaction Survey: Swim lessons (% responses favorable)		100%		100%	100%	

Parks & Recreation - Parks Maintenance

Budget Summary	FY2021 Budget	% of FY2021 Budget	FY2020 Budget	FY2020 Estimate	FY2019 Actuals
Program Expenditures					
Personnel Services	\$ 78,790	66 %	\$ 70,920	\$ 77,980	\$ 57,930
Supplies & Services	10,500	9 %	10,700	9,800	14,636
Subtotal Direct Costs	\$ 89,290	74 %	\$ 81,620	\$ 87,780	\$ 72,566
Internal Charges	30,950	26 %	29,950	30,940	22,126
Total Expenditures	120,240	101 %	111,570	118,720	94,692
Expenditures by Fund					
General Fund Portion	\$ 117,240	98 %	\$ 108,370	\$ 116,420	\$ 87,622
Other Funds Portion	\$ 3,000	2 %	\$ 3,200	\$ 2,300	\$ 23,638
Funding Sources					
Program Revenues	\$ 28,100	23.37 %	\$ 27,000	\$ 14,900	\$ 32,560
Funding from General Revenues:					
Estimated Resident Generated	\$ 32,249	27 %	\$ 29,600	\$ 36,337	\$ 21,746
Estimated Visitor Generated	\$ 59,891	50 %	\$ 54,971	\$ 67,483	\$ 40,386
Employee Time Allocation (FTEs) Budgeted	0.85	-	0.85	-	0.65

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 2020 Accomplishments

Community Plan Parks, Recreation, and Open Space Goal - Provide activities and amenities that allow for community interactions and encourage active and healthy lifestyles:

- * Installed rubberized playground surfacing for both playgrounds, installed 6 benches and installed 4 trees at Sunset Park.
- * Complete additional phases of the Bike Skills Park to include the Drop Zone and Skills Zone.

FY 2021 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.
- * Complete the Posse Grounds Evaluation.
- * Work collaboratively with the Public Works Department to maintain parks and facilities.

WORKLOAD INDICATORS		FY21 Projection	FY20 Projection	FY20 Estimate	FY19 Actual	FY18 Actual
Facility rentals processed		316	316	235	250	189
Rental hours		2,860	2,860	2,150	2,000	971

PERFORMANCE MEASURES		Benchmark	FY21 Target	FY20 Target	FY20 Estimate	FY19 Actual	FY18 Actual
Customer Satisfaction Survey: Overall facilities (% responses favorable)			95%	96%	95%	96%	N/A

PARKS & RECREATION
Continued

EXPENDITURE SUMMARY

Cost Category	FY2021 Budget	FY2020 Budget	FY2020 Est. Actuals	FY2019 Actuals	Explanation of Changes
10-5242-23 - Recreation Programs					
Personnel (ongoing)	\$101,940	\$95,290	\$96,020	\$97,503	
Supplies & Services (ongoing)	\$48,700	\$41,400	\$47,715	\$38,678	
Direct Costs (Ongoing) Subtotal	\$150,640	\$136,690	\$143,735	\$136,181	
Internal Charges	\$71,910	\$73,060	\$74,940	\$53,343	
Ongoing Total	\$222,550	\$209,750	\$218,675	\$189,524	
Recreation Programs Total	\$222,550	\$209,750	\$218,675	\$189,524	
10-5242-24 - Special Events					
Personnel (ongoing)	\$133,860	\$126,620	\$132,890	\$113,170	
Supplies & Services (ongoing)	\$161,885	\$204,700	\$148,408	\$142,711	Budget Decrease: Reduction in holiday decorations to be paid from paid parking program revenues, canceled installment purchase for decorations and reallocated to decoration purchases.
Direct Costs (Ongoing) Subtotal	\$295,745	\$331,320	\$281,298	\$255,881	
Internal Charges	\$52,690	\$51,040	\$52,480	\$38,626	
Ongoing Total	\$348,435	\$382,360	\$333,778	\$294,507	
Capital & Debt Service	\$44,300	\$0	\$44,300	\$11,465	Christmas decorations lease purchase contract.
Special Events Total	\$392,735	\$382,360	\$378,078	\$305,972	
10-5242-25 - Aquatics Operations & Maintenance					
Personnel (ongoing)	\$198,410	\$191,760	\$174,230	\$149,125	
Supplies & Services (ongoing)	\$20,900	\$19,600	\$19,600	\$13,751	
Direct Costs (Ongoing) Subtotal	\$219,310	\$211,360	\$193,830	\$162,876	
Internal Charges	\$116,060	\$114,810	\$117,100	\$92,635	
Ongoing Total	\$335,370	\$326,170	\$310,930	\$255,511	
Supplies & Services (one-time)	\$0	\$1,450	\$0	\$1,572	
Aquatics Operations & Maintenance Total	\$335,370	\$327,620	\$310,930	\$257,083	

PARKS & RECREATION
Continued

EXPENDITURE SUMMARY

Cost Category	FY2021 Budget	FY2020 Budget	FY2020 Est. Actuals	FY2019 Actuals	Explanation of Changes
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10-5242-26 - Parks Facilities & Maintenance

Personnel (ongoing)	\$78,790	\$70,920	\$77,980	\$57,930	Budget Increase: New Parks and Recreation Manager.
Supplies & Services (ongoing)	<u>\$7,500</u>	<u>\$7,500</u>	<u>\$7,500</u>	<u>\$7,566</u>	
Direct Costs (Ongoing) Subtotal	\$86,290	\$78,420	\$85,480	\$65,496	
Internal Charges	<u>\$30,950</u>	<u>\$29,950</u>	<u>\$30,940</u>	<u>\$22,126</u>	
Parks Facilities & Maintenance Total	\$117,240	\$108,370	\$116,420	\$87,622	

General Fund Totals

Personnel Subtotal	\$513,000	\$484,590	\$481,120	\$417,728
Supplies & Services (Ongoing) Subtotal	<u>\$238,985</u>	<u>\$273,200</u>	<u>\$223,223</u>	<u>\$202,706</u>
Direct Costs (Ongoing) Subtotal	\$751,985	\$757,790	\$704,343	\$620,434
Internal Charges Subtotal	<u>\$271,610</u>	<u>\$268,860</u>	<u>\$275,460</u>	<u>\$206,730</u>
Ongoing Subtotal	\$1,023,595	\$1,026,650	\$979,803	\$827,164
Supplies & Services (One-Time) Subtotal	\$0	\$1,450	\$0	\$1,572
Capital & Debt Service Subtotal	<u>\$44,300</u>	<u>\$0</u>	<u>\$44,300</u>	<u>\$11,465</u>
One-Time Subtotal	\$44,300	\$1,450	\$44,300	\$13,037
General Fund Total	\$1,067,895	\$1,028,100	\$1,024,103	\$840,201

Donations & Contributions Fund

15-5242-23 - Recreation Programs

Supplies & Services (ongoing)	<u>\$1,000</u>	<u>\$1,000</u>	<u>\$1,000</u>	<u>\$2,427</u>
Recreation Programs Total	\$1,000	\$1,000	\$1,000	\$2,427

15-5242-24 - Special Events

Supplies & Services (ongoing)	<u>\$13,500</u>	<u>\$10,000</u>	<u>\$14,000</u>	<u>\$17,585</u>
Special Events Total	\$13,500	\$10,000	\$14,000	\$17,585

15-5242-26 - Parks Facilities & Maintenance

Supplies & Services (ongoing)	<u>\$3,000</u>	<u>\$3,200</u>	<u>\$2,300</u>	<u>\$7,070</u>
Parks Facilities & Maintenance Total	\$3,000	\$3,200	\$2,300	\$7,070

PARKS & RECREATION
Continued

EXPENDITURE SUMMARY

Cost Category	FY2021 Budget	FY2020 Budget	FY2020 Est. Actuals	FY2019 Actuals	Explanation of Changes
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Donations & Contributions Fund Totals

Supplies & Services (Ongoing) Subtotal	\$17,500	\$14,200	\$17,300	\$27,082	
Direct Costs (Ongoing) Subtotal	<u>\$17,500</u>	<u>\$14,200</u>	<u>\$17,300</u>	<u>\$27,082</u>	
Donations & Contributions Fund Total	\$17,500	\$14,200	\$17,300	\$27,082	

Operating Grants Fund

16-5242-23 - Recreation Programs

Supplies & Services (ongoing)	\$0	\$2,000	\$0	\$2,000	Budget Decrease: Missoula grant
Recreation Programs Total	\$0	\$2,000	\$0	\$2,000	

Operating Grants Fund Totals

Supplies & Services (Ongoing) Subtotal	\$0	\$2,000	\$0	\$2,000	
Direct Costs (Ongoing) Subtotal	<u>\$0</u>	<u>\$2,000</u>	<u>\$0</u>	<u>\$2,000</u>	
Ongoing Subtotal	\$0	\$2,000	\$0	\$2,000	

Capital Grants Fund

19-5242-26 - Parks Facilities & Maintenance

Capital & Debt Service	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>	\$16,568	
Parks Facilities & Maintenance Total	\$0	\$0	\$0	\$16,568	

Info Tech Internal Service Fnd

60-5242-23 - Recreation Programs

Supplies & Services (ongoing)	\$7,000	\$5,000	\$2,830	\$0	Budget Increase: SportSites software maintenance costs.
	<u>\$0</u>	<u>\$0</u>	<u>\$5,000</u>	<u>\$0</u>	
One-Time Total	\$0	\$0	\$5,000	\$0	
Recreation Programs Total	\$7,000	\$5,000	\$7,830	\$0	

PARKS & RECREATION
Continued

EXPENDITURE SUMMARY

Cost Category	FY2021 Budget	FY2020 Budget	FY2020 Est. Actuals	FY2019 Actuals	Explanation of Changes
Grand Totals					
Personnel (Ongoing) Subtotal	\$513,000	\$484,590	\$481,120	\$417,728	
Supplies & Services (Ongoing) Subtotal	\$263,485	\$294,400	\$243,353	\$231,788	
Direct Costs (Ongoing) Subtotal	\$776,485	\$778,990	\$724,473	\$649,516	
Internal Charges Subtotal	\$271,610	\$268,860	\$275,460	\$206,730	
Ongoing Subtotal	\$1,048,095	\$1,047,850	\$999,933	\$856,246	
Supplies & Services (One-Time) Subtotal	\$0	\$1,450	\$5,000	\$1,572	
Capital & Debt Service Subtotal	\$44,300	\$0	\$44,300	\$28,033	
Grand Total	\$1,092,395	\$1,049,300	\$1,049,233	\$885,851	

PARKS & RECREATION
Continued

POSITIONS SUMMARY

Position	FY21 FTE	FY20 FTE	FY19 FTE	FY18 FTE
Administrative & Recreation Assistant	1.00	1.00	0.00	0.00
Administrative Assistant	0.00	0.00	1.00	1.00
Head Lifeguard	0.00	0.00	0.64	0.00
Lifeguard	2.21	2.11	1.92	1.95
Lifeguard Instructor	1.43	1.43	1.05	0.69
Parks and Recreation Manager	1.00	1.00	1.00	1.00
Pool Assistant Manager	0.03	0.03	0.00	0.00
Pool Manager	0.33	0.57	0.00	0.00
Pool Office Assistant	0.00	0.00	0.00	0.70
Recreation & Aquatics Supervisor	1.00	1.00	1.00	1.00
Recreation Assistant	0.13	0.13	0.13	0.15
Recreation Coordinator II	1.00	1.00	1.00	1.00
Referee	0.15	0.15	0.15	0.14
SAI Instructor Trainer	0.00	0.00	0.06	0.00
Scorekeeper	0.09	0.09	0.09	0.09
Water Aerobics Instructor	0.19	0.19	0.10	0.16
Total	8.56	8.70	8.14	7.88

ALLOCATIONS SUMMARY

Position	Org Description	FY21 FTE	FY20 FTE	FY19 FTE	FY18 FTE
General Fund					
10-5242-23	Parks & Recreation	1.47	1.47	1.57	1.58
10-5242-24	Special Events	1.35	1.35	1.30	1.30
10-5242-25	Aquatics	4.84	4.98	4.52	4.26
10-5242-26	Parks Facilities & Maintenance	0.85	0.85	0.65	0.65
10-5242-89	Capital Projects	0.05	0.05	0.10	0.10
General Fund Total		8.56	8.70	8.14	7.89

(1) Temporary positions

(2) Includes 0.37 of temporary positions

(3) Includes 4.33 of temporary positions



**City of Sedona
Decision Package
Fiscal Year 2020-21**

CM Not Recommended

Request Title	RECREATION COORDINATOR
Department	Parks & Recreation
Program	Special Events
Funding Request Type	PERSONNEL
Source of Funds	General Fund
Amount Requested	\$76,200
Priority	

I. Description of Request

The department is seeking a full-time Recreation Coordinator position with a focus on facility rentals who can manage the growing requests for regular/ongoing and special events rentals. This position will manage rental calendars, work with renters, assist with managing the large-scale rented events, provide on-site staff support, run audio/visual, market available rental space, and ensure the high dollar capital investments (such as the HUB and Pavilion) are being used to their potential. This position will also support and add value to existing parks & recreation offerings and help with the day-to-day operations.

II. Problem/Issue

History/Background
How does this affect our citizens/customers quality of life?
If this is not a traditional function, why should the City of Sedona deal with it?
Does the project/issue relate to the Community Plan (or other master plans), or how does this fit into the City's priorities?
What does the City/community get for this investment?

The department currently has four full time employees. They coordinate the rentals at six unique facilities and manage thirty-two separate rental calendars for facilities, athletic fields, and ramadas. They coordinate eighteen community events a year (three of which are for multiple days). They operate two sports leagues, host four different summer camps, and work with six to eight independent contractors a year to offer workshops and classes. In addition to this, they also operate the community pool six months out of the year, and oversee/train a staff of thirty to thirty-five part-time/temp/volunteer positions annually. Each of these duties take considerable time behind the scenes to write up contracts, properly market, seek sponsorships/vendors and keep our customers happy. Currently our Administrative Assistant has taken the lead on managing the rentals, but this has become extremely cumbersome and has prevented the Administrative Assistant position from providing assistance with the recreation programs and events as it was originally intended to do.

In recent years Posse Grounds has become a more popular and regular venue for both large and small scale special events. This is a pretty new phenomenon and has required quite a bit of additional coordination from Parks & Recreation staff. The addition of the Pavilion and assuming responsibility of managing the HUB from Red Earth Theater roughly a year ago has increased the burden of the Parks & Recreation department significantly. New staff resources have not been added for the management of either facility. The department has seen a significant rise in rental requests for both ongoing/regular bookings in addition to a variety of special events. We saw a 21% increase in total number of rentals and a 109% increase in rental hours booked from FY18 to FY19. (FY18=195 rentals for 1,027 hours vs. FY19=235 rentals for 2,148.75 hours). FY18 was also up from FY17 and this trend has continued. With a large number of variables that go into each rental booking, each rental takes quite a bit of time as well as ongoing communication with renters. Many of these events require assistance with running sound or lights and historically this A/V service has been contracted out at a rate of \$30 per hour. This position would allow our department to have a presence at many rentals and would be responsible for running

sound and lights as needed, which also helps keep the noise to an appropriate level to appease nearby residents.

It should also be mentioned that according to the results posted in the Master Plan under National Benchmarking with Communities Under 20,000 Population, the number of Full Time Equivalent Employees (2009) is Lower Quartile= 5, Median= 7.8, Upper Quartile=13 and Sedona is at 4. A 5th full-time employee would push us closer to the median of f/t employees for a city of this size.

While this department takes pride in the quality and number of offerings each year, it is evident that our small team has reached (or exceeded) our maximum capacity. While we do not want to cut any programs, we are in a position where it is difficult to add new offerings due to the limited bandwidth we currently have available with this team. We also will not compromise on the quality of the programs and events this department hosts and want to ensure staff are not consistently overwhelmed. Adding a staff member whose primary responsibility is managing rentals would allow for better customer service, an increase in rentals, help with office coverage, and would free up time with the other parks & recreation employees to focus on their responsibilities. An additional staff member would be greatly appreciated and efficiently used within our small team.

III. Risk Analysis

What happens if this is not done?

Show examples of best practices from other cities, if applicable.

Discuss other alternatives, if applicable, and why the proposed solution is recommended.

If this position is not created, the Parks & Recreation department will struggle to offer any new programs, activities, and events. We will need to take a closer look at the amount of offerings we currently have and will have to decrease our number of program & events. Staff burnout is a concern as well and adding this position would allow us to move in the direction of growth rather than decline.

IV. Implementation

What is the timeframe for completion of plan and implementation for project/issue?

How will you market/communicate the project/issue to the public?

What performance measures will you use to evaluate the project/issue? Include the targets for FY 2020-21, as well as future years as applicable.

Human Resources would handle the job posting and recruitment of this position.

V. Cost Savings/Revenue Enhancements

Please explain any cost savings, new funding sources or increased revenues.

This community will reap the benefits of enhanced and additional unique programs and events as this position would allow the four full-timers in the Parks & Recreation team to focus more on our own offerings. It would also allow for increased marketing of our rental spaces and a better overall rental experience. With an internal staff member who could be present at certain rentals, this individual would assist renters in real time and would run lights and sound as needed. Additional rentals would translate to revenue dollars to help offset this position.

The City previously had an agreement with Red Earth Theater to operate the HUB facility where the City paid \$29,000 annually and allowed the group to retain the first \$14,124 in rental revenue. This should also factor into this decision package for this position.

CAPITAL PROJECTS DETAILS

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	July 1, 2021
Estimated Completion Date	June 30, 2021	July 1, 2022

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, 2020

N/A

Explanation for Revised Project Dates and/or Project Budget.

This project has been delayed due to the unexpected economic impacts of the COVID-19 situation and the low priority of this project relative to other more critical city infrastructure.

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, 2020	\$ -
Budget Balance Remaining	\$ -

Budget Detail

Project Cost Estimates :

Funding Status	Cost Category	PY Estimate	FY 2021	FY 2022	FY 2023	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 2021	FY 2022	FY 2023	Future Years	Project Totals
Summit Cfd	\$	\$	\$ 379,000	\$	\$	\$ 379,000
Total		\$ 0	\$ 0	\$ 379,000	\$ 0	\$ 379,000

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

None anticipated.

Expenditure Impacts	FY 2021	FY 2022	FY 2023	Future Annual Cost
Other Operating	\$	\$	\$ 1,000	\$ 1,000
Total Expenditure Impacts		\$ 0	\$ 0	\$ 1,000

Explanation of Operating Impacts:

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

CAPITAL PROJECTS DETAILS

Project Summary

Project Title: Restructure of Posse Grounds Park	
Phase:	of Project # PR-02
Ranking	Important (could-do)
Environmental Sustainability Project ?	No

Location: Posse Grounds Park		
	Original	Revised (if appl.)
Start date	July 1, 2019	July 1, 2019
Estimated Completion Date	June 30, 2020	June 30, 2022

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.

The project costs in FY 2022 are a placeholder for implementation. Further definition of the restructure implementation will be determines once an approach has been decided.

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, 2020

The evaluation is expected to be complete.

Explanation for Revised Project Dates and/or Project Budget.

The original timeline was for the project evaluation. The estimated completion date has been extended to cover the implementation of the park restructure.

Project Balance	
Original Approved Project Budget	\$ 60,000
Approved Budget Increases/Decreases	\$ -
Current Approved Total Project Budget	\$ 60,000
Requested Budget Increase/Decrease	\$ -
Requested Total Project Budget	\$ 60,000
Estimated Expenditures through June 30, 2020	\$ 60,000
Budget Balance Remaining	\$ -

Budget Detail

Project Cost Estimates :

Funding Status	Cost Category	PY Estimate	FY 2021	FY 2022	FY 2023	Future Years	Project Totals
Carry Over	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	\$	\$	\$ 3,083	\$	\$	\$ 3,083
Total		\$ 60,000	\$ 0	\$ 538,083	\$ 0	\$ 0	\$ 598,083

Project Funding Estimates :

Funding Source	PY Estimate	FY 2021	FY 2022	FY 2023	Future Years	Project Totals
Development Impact Fees - Post 7/2014	\$	\$	\$ 226,706	\$	\$	\$ 226,706
Capital Reserves	\$ 60,000	\$	\$ 311,377	\$	\$	\$ 371,377
Total		\$ 60,000	\$ 0	\$ 538,083	\$ 0	\$ 598,083

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, more and larger events would likely 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 will be determined once an approach to the restructure of the park has been decided.

CAPITAL PROJECTS DETAILS

Project Summary

Project Title: Improvements at Ranger Station	
Phase: 1B of 4	Project # PR-03
Ranking	Essential (should-do)
Environmental Sustainability Project ?	No

Location: Brewer Road Property		
	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.
 FY 2020: Exterior restoration work for the barn and house was completed.
 FY 2021: Interior restoration work for the barn and the house is programmed.
 FY 2022: Construction of the parking lot, restrooms, lawn, playground, and central seating areas.
 FYs 2023-2024: 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 began in FY 2020 and will continue in FY 2021.

For Continuing Projects

Estimated Project Status as of June 30, 2020

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 in FY 2018. Minor structural repairs were made to the porch deck and doors in FY 2019. Exterior building repairs began in FY 2020 and will be completed in FY 2021.

Explanation for Revised Project Dates 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	\$ (11,340)
Current Approved Total Project Budget	\$ 250,260
Requested Budget Increase/Decrease	\$ 326,555
Requested Total Project Budget	\$ 576,815
Estimated Expenditures through June 30, 2020	\$ 84,000
Budget Balance Remaining	\$ 492,815

Budget Detail

Project Cost Estimates :

Funding Status	Cost Category	PY Estimate	FY 2021	FY 2022	FY 2023	Future Years	Project Totals
Future Estimate	Design - Contracted	\$	\$	\$ 50,000	\$ 70,000	\$ 90,000	\$ 210,000
Carry Over	Construction - Contracted	\$ 84,000	\$ 166,000	\$	\$	\$	\$ 250,000
New Appropriation	Construction - Contracted	\$	\$ 325,000	\$	\$	\$	\$ 325,000
Future Estimate	Construction - Contracted	\$	\$	\$ 920,000	\$ 400,000	\$ 520,000	\$ 1,840,000
Carry Over	Arts Transfer	\$	\$ 260	\$	\$	\$	\$ 260
New Appropriation	Arts Transfer	\$	\$ 1,555	\$	\$	\$	\$ 1,555
Future Estimate	Arts Transfer	\$	\$	\$ 5,590	\$ 1,556	\$ 3,515	\$ 10,661
Total		\$ 84,000	\$ 492,815	\$ 975,590	\$ 471,556	\$ 613,515	\$ 2,637,476

Project Funding Estimates :

Funding Source	PY Estimate	FY 2021	FY 2022	FY 2023	Future Years	Project Totals
Development Impact Fees - Post 7/2014	\$	\$ 133,481	\$ 411,036	\$ 114,412	\$ 258,487	\$ 917,416
Summit Cfd	\$ 20,000	\$ 50,000	\$	\$ 60,000	\$	\$ 130,000
Fairfield Cfd	\$ 64,000	\$ 126,000	\$	\$ 140,000	\$	\$ 330,000
Capital Reserves	\$	\$ 183,334	\$ 564,554	\$ 157,144	\$ 355,028	\$ 1,260,060
Total	\$ 84,000	\$ 492,815	\$ 975,590	\$ 471,556	\$ 613,515	\$ 2,637,476

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

None anticipated.

Expenditure Impacts	FY 2021	FY 2022	FY 2023	Future Annual Cost
Supplies	\$	\$ 600	\$ 600	\$ 600
Other Operating	\$	\$ 9,120	\$ 9,120	\$ 9,120
Total Expenditure Impacts	\$ 0	\$ 9,720	\$ 9,720	\$ 9,720

Explanation of Operating Impacts:

Once the park is built out, there will be impacts to the operating budget due to additional demands for event planning, parks maintenance, utilities, commodities, etc.

CAPITAL PROJECTS DETAILS

Project Summary

Project Title:
Shade Structures and Playground Equipment Replacement

Location:
Posse Grounds Park

Phase: of **Project #** PR-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:

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, 2020

Design was completed in 2016.

Explanation for Revised Project Dates and/or Project Budget.

N/A

Project Balance	
Original Approved Project Budget	\$ 30,630
Approved Budget Increases/Decreases	\$ (30,630)
Current Approved Total Project Budget	\$ -
Requested Budget Increase/Decrease	\$ -
Requested Total Project Budget	\$ -
Estimated Expenditures through June 30, 2020	\$ -
Budget Balance Remaining	\$ -

Budget Detail

Project Cost Estimates :

Funding Status	Cost Category	PY Estimate	FY 2021	FY 2022	FY 2023	Future Years	Project Totals
Future Estimate	Construction - Contracted	\$	\$	\$ 400,000	\$	\$	\$ 400,000
Future Estimate	Contingency	\$	\$	\$ 40,000	\$	\$	\$ 40,000
Future Estimate	Arts Transfer	\$	\$	\$ 2,250	\$	\$	\$ 2,250
Total		\$ 0	\$ 0	\$ 442,250	\$ 0	\$ 0	\$ 442,250

Project Funding Estimates :

Funding Source	PY Estimate	FY 2021	FY 2022	FY 2023	Future Years	Project Totals
Summit Cfd	\$	\$	\$ 50,000	\$	\$	\$ 50,000
Fairfield Cfd	\$	\$	\$ 165,000	\$	\$	\$ 165,000
Capital Reserves	\$	\$	\$ 227,250	\$	\$	\$ 227,250
Total		\$ 0	\$ 0	\$ 442,250	\$ 0	\$ 442,250

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.

CAPITAL PROJECTS DETAILS

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	February 1, 2020
Estimated Completion Date	June 30, 2022	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, and the drop zone (Phase Three) has been built. Additional funding would build the remainder of Phases Three and Four which would include these additional features: dirt jump park, and skills 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, 2020

Phases One and Two, and the drop zone portion of Phase Three, have been completed.

Explanation for Revised Project Dates and/or Project Budget.

- Budgets were reallocated to complete a portion of Phase Three work in-house and split the remaining work over FY 2021 and FY 2022 to accommodate higher priority projects in FY 2021.
- Staff capacity was available to start the project earlier than anticipated.

Project Balance

Original Approved Project Budget	\$ 274,296
Approved Budget Increases/Decreases	\$ (209,922)
Current Approved Total Project Budget	\$ 64,374
Requested Budget Increase/Decrease	\$ 20,110
Requested Total Project Budget	\$ 84,484
Estimated Expenditures through June 30, 2020	\$ 26,781
Budget Balance Remaining	\$ 57,703

Budget Detail

Project Cost Estimates :

Funding Status	Cost Category	PY Estimate	FY 2021	FY 2022	FY 2023	Future Years	Project Totals
Carry Over	Construction - Contracted	\$ 26,628	\$	\$	\$	\$	\$ 26,628
New Appropriation	Construction - Contracted	\$	\$ 20,000	\$	\$	\$	\$ 20,000
Future Estimate	Construction - Contracted	\$	\$	\$ 100,000	\$	\$	\$ 100,000
Carry Over	Construction - In-house	\$	\$ 37,372	\$	\$	\$	\$ 37,372
Carry Over	Arts Transfer	\$ 153	\$ 221	\$	\$	\$	\$ 374
New Appropriation	Arts Transfer	\$	\$ 110	\$	\$	\$	\$ 110
Future Estimate	Arts Transfer	\$	\$	\$ 576	\$	\$	\$ 576
Total		\$ 26,781	\$ 57,703	\$ 100,576	\$ 0	\$ 0	\$ 185,060

Project Funding Estimates :

Funding Source	PY Estimate	FY 2021	FY 2022	FY 2023	Future Years	Project Totals
Development Impact Fees - Post 7/2014	\$ 11,284	\$ 24,311	\$ 42,375	\$	\$	\$ 77,970
Capital Reserves	\$ 15,497	\$ 33,392	\$ 58,201	\$	\$	\$ 107,090
Total	\$ 26,781	\$ 57,703	\$ 100,576	\$ 0	\$ 0	\$ 185,060

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

Community members and businesses raised money for the design and start of the park.

Expenditure Impacts	FY 2021	FY 2022	FY 2023	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.

PUBLIC WORKS

Mission Statement

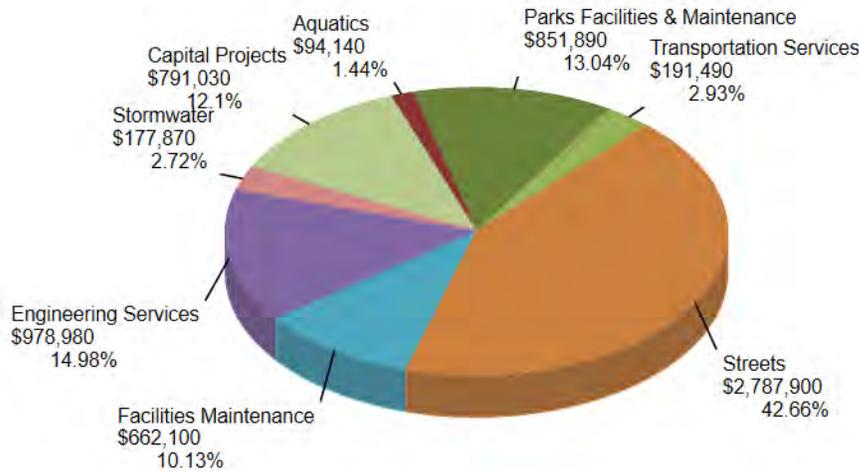
Providing a safe and enjoyable experience through cost effective, quality infrastructure and services.

Description

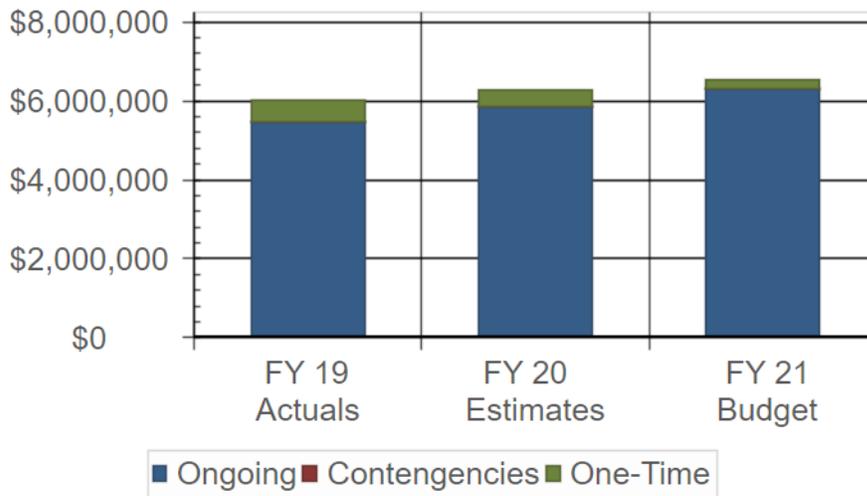
The main program areas and the services included in the Public Works Department are:

- * 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 2021 PROGRAM EXPENDITURES: \$6,535,400



FY 2019 - FY 2021 ONGOING VS. ONE-TIME EXPENDITURES



Public Works - Sustainability

Budget Summary	FY2021 Budget	% of FY2021 Budget	FY2020 Budget	FY2020 Estimate	FY2019 Actuals
Program Expenditures					
Supplies & Services	\$ -	-	\$ -	\$ -	\$ 55,000
Internal Charges	-	-	-	-	2,472
Total Expenditures	-	-	-	-	57,472
Expenditures by Fund					
General Fund Portion	\$ -	-	\$ -	\$ -	\$ 57,472
Funding Sources					
Funding from General Revenues:					
Estimated Resident Generated	\$ -	-	\$ -	\$ -	\$ 20,115
Estimated Visitor Generated	\$ -	-	\$ -	\$ -	\$ 37,357

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 2020 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.

FY 2021 Objectives

Council Priority - Environmental Sustainability:

- * Continue participation in Oak Creek Watershed Council (this will be moved to City Manager's Office Sustainability program for FY 2020).
- * Provide annual financial assistance to the U.S. Forest Service for trails maintenance (this will be moved to City Manager's Office Sustainability program for FY 2020).

Public Works - Aquatics

Budget Summary	FY2021 Budget	% of FY2021 Budget	FY2020 Budget	FY2020 Estimate	FY2019 Actuals
Program Expenditures					
Personnel Services	\$ 34,140	36 %	\$ 30,130	\$ 30,190	\$ 12,201
Supplies & Services	37,800	40 %	35,400	40,960	32,910
Capital & Debt Service	10,000	11 %	38,000	26,130	20,555
Subtotal Direct Costs	\$ 81,940	87 %	\$ 103,530	\$ 97,280	\$ 65,666
Internal Charges	12,200	13 %	13,770	14,060	8,739
Total Expenditures	94,140	100 %	117,300	111,340	74,405
Expenditures by Fund					
Funding Sources					
Program Revenues	\$ -	- %	\$ -	\$ 4,520	\$ -
Funding from General Revenues:					
Estimated Resident Generated	\$ 32,949	35 %	\$ 41,055	\$ 37,387	\$ 26,042
Estimated Visitor Generated	\$ 61,191	65 %	\$ 76,245	\$ 69,433	\$ 48,363
Employee Time Allocation (FTEs) Budgeted	0.50	-	0.50	-	0.20

The program accounts for the maintenance of the community pool.

FY 2020 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 publicpool facility.
- * Updated ADA compliance at the pool parking area.
- * Replaced lane lines and pool heater, and installed drinking fountain with bottle refill station.

FY 2021 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 formaintenance of the public pool facility.

WORKLOAD INDICATORS	FY21 Projection	FY20 Projection	FY20 Estimate	FY19 Actual	FY18 Actual
Days staff responsible for facility	365	365	365	365	231
Attendance at lap swim and open swim	11,700	11,400	11,400	9,329	12,039

PERFORMANCE MEASURES	Benchmark	FY21 Target	FY20 Target	FY20 Estimate	FY19 Actual	FY18 Actual
Health inspections passed		100%	100%	100%	80%	100%

Public Works - Parks

Budget Summary	FY2021 Budget	% of FY2021 Budget	FY2020 Budget	FY2020 Estimate	FY2019 Actuals
Program Expenditures					
Personnel Services	\$ 243,580	29 %	\$ 261,390	\$ 258,690	\$ 261,340
Supplies & Services	320,140	38 %	314,425	313,890	307,688
Capital & Debt Service	\$ 78,400	9 %	\$ 44,400	\$ 37,990	\$ 82,334
Internal Charges	209,770	25 %	223,160	230,560	259,402
Total Expenditures	851,890	101 %	843,375	841,130	910,764
Expenditures by Fund					
General Fund Portion	\$ 849,230	100 %	\$ 840,175	\$ 838,250	\$ 910,764
Other Funds Portion	\$ 2,660	- %	\$ 3,200	\$ 2,880	\$ -
Funding Sources					
Program Revenues	\$ 4,600	0.54 %	\$ 4,800	\$ 3,000	\$ 7,447
Funding from General Revenues:					
Estimated Resident Generated	\$ 296,552	35 %	\$ 293,501	\$ 293,346	\$ 316,161
Estimated Visitor Generated	\$ 550,739	65 %	\$ 545,074	\$ 544,785	\$ 587,156
Employee Time Allocation (FTEs) Budgeted	4.18	-	4.18	-	4.28

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 2020 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 2020 included several in-house designs, Posse Ground Shared Use Path, and SIM 12 camera installations.
- * Continued to build in-house staff abilities. This has resulted in more projects being completed in-house during regular businesshours, which is not reflected in the savings.
- * Maintained lawn area maintenance below \$8,000 per acre in FY 2020.

FY 2021 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 \$8,000 per acre in FY 2021.
- * Save \$70,000 or more due to completing in-house projects in FY 2021.
- * Continue to build in-house staff abilities.

WORKLOAD INDICATORS	FY21 Projection	FY20 Projection	FY20 Estimate	FY19 Actual	FY18 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	\$46,500	\$40,800	\$45,500	\$47,416	\$42,880
Parks maintenance expenditure	\$650,730	\$670,000	\$552,520	\$516,400	\$630,577
In-house projects completed	10	8	11	6	6
In-house projects contractor bid amount	\$300,000	\$200,000	\$287,500	\$110,960	\$351,400
In-house projects actual cost	\$160,000	\$100,000	\$150,630	\$75,040	\$246,400

PERFORMANCE MEASURES	Benchmark	FY21 Target	FY20 Target	FY20 Estimate	FY19 Actual	FY18 Actual
Parks lawn area cost per acre		\$7,534	\$7,000	\$7,338	\$7,648	\$6,900
Savings due to in-house projects		\$140,000	\$100,000	\$136,870	\$35,920	\$105,000
Park maintenance expenditure per developed park acre (ICMA Benchmark 2016-2018)		\$9,038	\$9,305	\$7,674	\$7,173	\$8,758

Public Works - Engineering

Budget Summary	FY2021 Budget	% of FY2021 Budget	FY2020 Budget	FY2020 Estimate	FY2019 Actuals
Program Expenditures					
Personnel Services	\$ 649,250	66 %	\$ 641,160	\$ 628,570	\$ 605,425
Supplies & Services	63,110	6 %	65,025	58,625	41,923
Capital & Debt Service	25,200	3 %	6,600	-	-
Subtotal Direct Costs	\$ 737,560	75 %	\$ 712,785	\$ 687,195	\$ 647,348
Internal Charges	241,420	25 %	221,180	220,240	195,774
Total Expenditures	978,980	100 %	933,965	907,435	843,122
Expenditures by Fund					
General Fund Portion	\$ 658,170	67 %	\$ 634,355	\$ 605,885	\$ 588,897
Wastewater Enterprise Fund	\$ 318,400	33 %	\$ 297,760	\$ 299,870	\$ 254,225
Other Funds Portion	\$ 2,410	- %	\$ 1,850	\$ 1,680	\$ -
Funding Sources					
Program Revenues	\$ 4,900	0.50 %	\$ 5,000	\$ 4,700	\$ 5,335
Funding from General Revenues:					
Estimated Resident Generated	\$ 340,928	35 %	\$ 325,138	\$ 315,957	\$ 293,225
Estimated Visitor Generated	\$ 633,152	65 %	\$ 603,827	\$ 586,778	\$ 544,562
Employee Time Allocation (FTEs) Budgeted	4.49	-	4.49	-	4.49

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 2020 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:

* Supported the review and update of Development Impact Fees.

Council Priority - Land Development Code Update:

* Supported the review and update of the Land Development Code with the Community Development Department.

FY 2021 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 - Community Focus Area Plans Development:

* Continue to support development of Community Focus Areas with the Community Development Department.

WORKLOAD INDICATORS	FY21 Projection	FY20 Projection	FY20 Estimate	FY19 Actual	FY18 Actual
Building permits reviewed	400	444	372	326	354
Commercial permits reviewed	220	243	202	181	220
Blue stakes completed	3,700	3,000	3,523	3,245	2,415
Advancing Sedona Quality (ASQ) projects completed	5		5	N/A	

Public Works - Streets

Budget Summary	FY2021 Budget	% of FY2021 Budget	FY2020 Budget	FY2020 Estimate	FY2019 Actuals
Program Expenditures					
Personnel Services	\$419,830	15 %	\$386,680	\$374,240	\$373,461
Supplies & Services	944,080	70 %	787,200	646,265	474,125
Capital & Debt Service	\$ 61,200	2 %	\$179,800	\$160,540	\$ 33,582
Internal Charges	362,790	13 %	416,910	429,880	355,608
Total Expenditures	2,787,900	100 %	2,770,590	2,610,925	2,236,776
Expenditures by Fund					
General Fund Portion	\$ 1,577,810	57 %	\$ 1,560,920	\$ 1,515,445	\$ 1,204,209
Other Funds Portion	\$ 1,210,090	43 %	\$ 1,209,670	\$ 1,095,480	\$ 1,032,567
Funding Sources					
Funding from General Revenues:					
Estimated Resident Generated	\$ 975,765	35 %	\$ 969,706	\$ 913,824	\$ 782,872
Estimated Visitor Generated	\$ 1,812,135	65 %	\$ 1,800,884	\$ 1,697,101	\$ 1,453,904
Employee Time Allocation (FTEs) Budgeted	3.42	-	3.42	-	3.42

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 2020 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 over 1 mile of streets.

* Applied Fractured Aggregate Surface Treatment (FAST) on streets in the Northview, Inspirational View and Oak Creek Development subdivisions.

* Completed budgeted streets rehabilitation and preservation projects, including 5.46 miles.

* Increased the paved lane miles assessed as satisfactory.

* Responded to 100% of storm emergencies requiring response in FY 2020.

* 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 2021 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 2021.

* 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

WORKLOAD INDICATORS	FY21 Projection	FY20 Projection	FY20 Estimate	FY19 Actual	FY18 Actual
Pavement rehabilitation cost	\$1,961,000	\$1,150,000	\$1,035,000	\$980,840	\$1,133,528
Paved lane miles of City maintained streets	176	176	175	175	175
Culverts cleaned	60	30	55	28	26
Storms responded to after normal business hours	3	3	3	1	3
Traffic control signs damaged and replaced	100	100	100	100	100
Variable Message Sign deployments	10	10	10	10	10
Christmas Trees Recycled	300		300	N/A	

PERFORMANCE MEASURES	Benchmark	FY21 Target	FY20 Target	FY20 Estimate	FY19 Actual	FY18 Actual
Centerline miles of streets rehabilitation completed (average annual goal 5.0 miles)		5.8	4.9	5.5	4.3	5.9
Pavement rehabilitation cost per mile (* = cost includes CIP overlay)		\$338,103 *	\$234,700 *	\$188,181	\$228,102	\$192,100 *
Paved lane miles assessed as satisfactory as a percentage of miles assessed (ICMA Benchmark 2016-2017)		70%	50%	67%	65%	48%
Paved road rehabilitation expenditures, per paved lane mile (ICMA Benchmark 2016-2017)		\$11,205	\$6,979	\$5,914	\$5,604	\$6,477
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)	48% (Similar to NCS benchmark)
Storm emergencies requiring response and responded to		100%	100%	100%	100%	100%
Variable Message Sign deployment requests completed		98%	98%	98%	100%	98%

Public Works - Stormwater

Budget Summary	FY2021 Budget	% of FY2021 Budget	FY2020 Budget	FY2020 Estimate	FY2019 Actuals
Program Expenditures					
Personnel Services	\$ 106,250	60 %	\$ 104,370	\$ 107,980	\$ 100,515
Supplies & Services	27,500	15 %	33,800	30,790	28,984
Subtotal Direct Costs	\$ 133,750	75 %	\$ 138,170	\$ 138,770	\$ 129,499
Internal Charges	44,120	25 %	45,370	47,540	35,726
Total Expenditures	177,870	100 %	183,540	186,310	165,225
Expenditures by Fund					
General Fund Portion	\$ 173,370	97 %	\$ 179,240	\$ 182,440	\$ 165,225
Other Funds Portion	\$ 4,500	3 %	\$ 4,300	\$ 3,870	\$ -
Funding Sources					
Funding from General Revenues:					
Estimated Resident Generated	\$ 62,255	35 %	\$ 64,239	\$ 65,209	\$ 57,829
Estimated Visitor Generated	\$ 115,616	65 %	\$ 119,301	\$ 121,102	\$ 107,396
Employee Time Allocation (FTEs) Budgeted	1.26	-	1.26	-	1.29

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 2020 Accomplishments

Community Plan Environment Goal - Preserve and protect the natural environment:

- * Completed Pre-Monsoon Program for FY 2020.
- * Met the ADEQ requirements for Municipal Separate Storm Sewer System (MS4) compliance per ADEQ PermitNo. AZG2016-002, and our Notice of Intent with ADEQ.
- * Held 6 tabling/outreach events, interacting with 200 people.
- * 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 3,500 pounds of feces during FY 2020.
- * City parking lots were power swept on a regular basis.
- * Collected GPS information on 29 stormwater outfalls.

FY 2021 Objectives

Community Plan Environment Goal - Preserve and protect the natural environment:

- * Complete Pre-Monsoon Program for FY 2021.
- * Meet the ADEQ requirements for MS4 compliance per ADEQ Permit No. AZG2016-002, and our Notice of Intent (NOI) with ADEQ.

Public Works - Stormwater

WORKLOAD INDICATORS	FY21 Projection	FY20 Projection	FY20 Estimate	FY19 Actual	FY18 Actual
Letters written to property owners regarding Pre-Monsoon Program inspection outcomes	10	15	10	0	12
Stormwater compliance inspections (active CIP projects - every two weeks)	40	30	40	21	29
CIP project post-construction Best Management Practices (BMP) inspections	18	24	17	23	19
Stormwater compliance inspections (active private development projects - every month)	36	36	36	31	4
Letters sent regarding illicit discharges to the MS4	5	10	4	10	11
Public outreach tabling events	6	4	6	6	4
Educational brochures sent to local contractors	54	54	54	45	54
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	3,550	3,423
Stormwater based articles in news outlets	3	3	3	6	4
Dry weather outfall monitoring inspections	53	58	59	57	61
Visual wet weather monitoring inspections	20		20	20	
Analytical wet weather monitoring inspections	4		4	20	
Internal inspections of City maintenance yards	18	12	18	18	6

PERFORMANCE MEASURES	Benchmark	FY21 Target	FY20 Target	FY20 Estimate	FY19 Actual	FY18 Actual
MS4 Compliant		Yes	Yes	Yes	Yes	Yes
Single family home active construction site inspections		200	75	200	88	46
Private development post-construction BMP inspections		8	8	7	8	8

Public Works - Transportation

Budget Summary	FY2021 Budget	% of FY2021 Budget	FY2020 Budget	FY2020 Estimate	FY2019 Actuals
Program Expenditures					
Personnel Services	\$ 131,620	69 %	\$ 134,890	\$ 85,550	\$ 122,482
Supplies & Services	8,500	4 %	8,250	7,540	4,630
Subtotal Direct Costs	\$ 140,120	73 %	\$ 143,140	\$ 93,090	\$ 127,112
Internal Charges	51,370	27 %	49,200	50,240	43,275
Total Expenditures	191,490	100 %	192,340	143,330	170,387
Expenditures by Fund					
General Fund Portion	\$ 191,490	100 %	\$ 192,340	\$ 143,330	\$ 170,387
Funding Sources					
Funding from General Revenues:					
Estimated Resident Generated	\$ 67,022	35 %	\$ 67,319	\$ 50,166	\$ 59,635
Estimated Visitor Generated	\$ 124,469	65 %	\$ 125,021	\$ 93,165	\$ 110,752
Employee Time Allocation (FTEs) Budgeted	2.80	-	2.80	-	2.51

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 2020 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 2020.
- * Continued measuring travel time delay in FY 2020.
- * 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 2021 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	FY21 Projection	FY20 Projection	FY20 Estimate	FY19 Actual	FY18 Actual
Days with traffic control on SR 89A	125	110	112	112	63
Days with traffic control on SR 179	173	140	163	157	63
Holiday weekends with delays > 30 min. – SR 89A Uptown	5	7	5	6	7
Holiday weekends with delays > 30 min. – SR 179	5	7	5	7	6
Holiday weekends with delays > 10 min. – SR 89A Cook's Hill	4		4	9	
Holiday weekends with traffic control	12	13	12	10	10
Days of delays > 30 min. – SR 89A Uptown	10	30	34	32	40
Days of delays > 30 min. – SR 179	35	40	35	37	37
Days of delays > 10 min. – SR 89A Cook's Hill	54	60	54	56	56
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	874	873	876
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	803

Public Works - Transportation

PERFORMANCE MEASURES	Benchmark	FY21 Target	FY20 Target	FY20 Estimate	FY19 Actual	FY18 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	10 minutes	10 minutes	8 minutes	9 minutes
Traffic control operations maintained for days experiencing high congestion (> 30 min.) on SR 89A and SR 179		90%	90%	90%	87%	49%

Public Works - Facilities Maintenance

Budget Summary	FY2021 Budget	% of FY2021 Budget	FY2020 Budget	FY2020 Estimate	FY2019 Actuals
Program Expenditures					
Personnel Services	\$ 222,990	34 %	\$ 245,365	\$ 232,250	\$ 127,529
Supplies & Services	225,610	34 %	187,790	217,625	347,212
Capital & Debt Service	\$155,500	24 %	\$205,540	\$222,390	\$373,942
Internal Charges	58,000	9 %	64,330	65,440	64,830
Total Expenditures	662,100	101 %	703,025	737,705	913,513
Expenditures by Fund					
General Fund Portion	\$ 659,600	100 %	\$ 701,125	\$ 735,405	\$ 913,513
Other Funds Portion	\$ 2,500	- %	\$ 1,900	\$ 2,300	\$ -
Funding Sources					
Allocations to Other Departments	\$ 659,590	99.62 %	\$ 675,370	\$ 735,420	\$ 578,539
Program Revenues	\$ -	- %	\$ -	\$ 12,100	\$ 10,709
Funding from General Revenues:					
Estimated Resident Generated	\$ 879	- %	\$ 9,679	\$ (3,435)	\$ 113,493
Estimated Visitor Generated	\$ 1,632	- %	\$ 17,976	\$ (6,380)	\$ 210,772
Employee Time Allocation (FTEs) Budgeted	3.79	-	3.79	-	1.79

This program accounts for maintenance of City buildings, service contracts, facility utilities, and facility improvements.

Custodial services became an in-house service beginning in fiscal year 2020.

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 2020 Accomplishments

Overall City Value - Good Governance:

- * Developed Property Management Maintenance Plan.

Overall City Value - Fiscal Sustainability:

- * Fiscal year 2020 reported administrative/office facilities custodial expenditure per square foot well below the average reported in the ICMA key performance indicators.

- * Eliminated contracted custodial services and hired two in-house custodians.

FY 2021 Objectives

Overall City Value - Good Governance:

- * Continue to enhance Property Management Maintenance Plan.

- * Utilize Property Manager program to continue to improve customer service.

- * Continue to improve level of service for new custodial services program.

WORKLOAD INDICATORS		FY21 Projection	FY20 Projection	FY20 Estimate	FY19 Actual	FY18 Actual
Facilities maintenance cost (revised to include employee costs)		\$650,755	\$646,060	\$697,695	\$632,147	\$580,356
City maintained facilities		22	22	22	22	22
Property Manager requests submitted		850	600	750	680	354
PERFORMANCE MEASURES		FY21 Target	FY20 Target	FY20 Estimate	FY19 Actual	FY18 Actual
Administrative/office facilities, custodial expenditure per square foot (ICMA Benchmark 2016-2017)	Benchmark	\$1.22	\$0.90	\$1.19	\$0.95	\$0.80
Facilities cost per facility		\$29,580	\$29,366	\$31,713	\$28,734	\$26,380

Public Works - Capital Projects

Budget Summary	FY2021 Budget	% of FY2021 Budget	FY2020 Budget	FY2020 Estimate	FY2019 Actuals
Program Expenditures					
Personnel Services	\$ 516,250	65 %	\$ 519,970	\$ 498,340	\$ 461,942
Supplies & Services	41,730	5 %	11,630	17,735	13,142
Capital & Debt Service	12,000	2 %	-	-	-
Subtotal Direct Costs	\$ 569,980	72 %	\$ 531,600	\$ 516,075	\$ 475,084
Internal Charges	221,050	28 %	215,760	221,560	160,223
Total Expenditures	791,030	100 %	747,360	737,635	635,307
Expenditures by Fund					
General Fund Portion	\$ 606,790	77 %	\$ 597,170	\$ 608,960	\$ 521,124
Wastewater Enterprise Fund	\$ 66,820	8 %	\$ 4,130,319	\$ 4,744,934	\$ 1,377,558
Other Funds Portion	\$ 117,420	15 %	\$ 93,870	\$ 72,385	\$ 63,685
Funding Sources					
Funding from General Revenues:					
Estimated Resident Generated	\$ 276,861	35 %	\$ 261,576	\$ 258,172	\$ 222,357
Estimated Visitor Generated	\$ 514,170	65 %	\$ 485,784	\$ 479,463	\$ 412,950
Employee Time Allocation (FTEs) Budgeted	3.42	-	3.42	-	3.42

The Public Works Department manages projects for multiple budget programs. These projects in the Capital Improvement Program (CIP) include:

- * Drainage – Sunset Drive, Thunder Mountain/Sanborn Drainage and SUP, easement acquisition, and Stormwater Master Plan.
- * Municipal Court – Sinagua building remodel.
- * Parks and Recreation - Ranger Station Park Improvements, Bike Skills Park Improvements.
- * 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 2020 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:

- * Continued implementation of projects recommended in the Transportation Master Plan Update.
- * Completed exterior restoration work for buildings at the Ranger Station Park.

FY 2021 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:

- * Assist with 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.
- * Continue building restoration work for Ranger Station Park.

Public Works - Capital Projects

WORKLOAD INDICATORS	FY21 Projection	FY20 Projection	FY20 Estimate	FY19 Actual	FY18 Actual
CIP projects managed by Public Works	27	24	32	27	24
Total CIP project budgets managed by Public Works	\$18.7M	\$10.0M	\$13.1M	\$5.1M	\$8.5M
Total CIP projects completed and managed by Public Works	\$11.9M	\$11.1M	\$10.6M	\$4.3M	\$4.3M
Value of Parks and Recreation projects budgeted (not including land acquisition)	\$763,000	\$853,000	\$314,000	\$429,775	\$429,775
Value of Streets projects budgeted	\$14.4M	\$13.4M	\$13.1M	\$4.2M	\$2.36M

PERFORMANCE MEASURES	Benchmark	FY21 Target	FY20 Target	FY20 Estimate	FY19 Actual	FY18 Actual
Percentage of CIP projects completed and managed by Public Works		64%	91%	81%	46%	50%
Value of projects completed / FTE		\$3.7M	\$3.4M	\$3.3M	\$2.3M	\$2.3M
Total projects completed (managed by Public Works) / FTE		8.4	3.1	8.0	1.6	1.6

PUBLIC WORKS
Continued

EXPENDITURE SUMMARY

Cost Category	FY2021 Budget	FY2020 Budget	FY2020 Est. Actuals	FY2019 Actuals	Explanation of Changes
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General Fund

10-5320-25 - Aquatics Operations & Maintenance

Personnel (ongoing)	\$34,140	\$30,130	\$30,190	\$12,201	
Supplies & Services (ongoing)	<u>\$32,800</u>	<u>\$35,400</u>	<u>\$35,670</u>	<u>\$29,485</u>	
Direct Costs (Ongoing) Subtotal	\$66,940	\$65,530	\$65,860	\$41,686	
Internal Charges	\$12,200	\$13,770	\$14,060	\$8,739	
	<u> </u>	<u> </u>	<u> </u>	<u> </u>	
Ongoing Total	\$79,140	\$79,300	\$79,920	\$50,425	
	\$5,000	\$0	\$5,290	\$3,425	
Capital & Debt Service	\$10,000	\$38,000	\$26,130	\$20,555	
	<u> </u>	<u> </u>	<u> </u>	<u> </u>	
Aquatics Operations & Maintenance Total	\$94,140	\$117,300	\$111,340	\$74,405	

10-5320-26 - Parks Facilities & Maintenance

Personnel (ongoing)	\$243,580	\$261,390	\$258,690	\$261,340	
Supplies & Services (ongoing)	<u>\$290,080</u>	<u>\$298,245</u>	<u>\$279,670</u>	<u>\$279,806</u>	
Direct Costs (Ongoing) Subtotal	\$533,660	\$559,635	\$538,360	\$541,146	
Internal Charges	<u>\$209,770</u>	<u>\$223,160</u>	<u>\$230,560</u>	<u>\$259,402</u>	
	<u> </u>	<u> </u>	<u> </u>	<u> </u>	
Ongoing Total	\$743,430	\$782,795	\$768,920	\$800,548	
Supplies & Services (one-time)	\$27,400	\$12,980	\$31,340	\$27,882	Current Year Over Budget: Exterior paint service for the Parks & Rec Office.
Capital & Debt Service	\$78,400	\$44,400	\$37,990	\$82,334	Budget Increase: Replacement of bollards at Sunset Park, fence replacement at Posse Grounds Park, Urethane coating at Sunset Park
	<u> </u>	<u> </u>	<u> </u>	<u> </u>	
One-Time Total	\$105,800	\$57,380	\$69,330	\$110,216	
Parks Facilities & Maintenance Total	\$849,230	\$840,175	\$838,250	\$910,764	

PUBLIC WORKS
Continued

EXPENDITURE SUMMARY

Cost Category	FY2021 Budget	FY2020 Budget	FY2020 Est. Actuals	FY2019 Actuals	Explanation of Changes
10-5320-38 - Engineering Services					
Personnel (ongoing)	\$441,480	\$441,310	\$423,360	\$414,594	
Supplies & Services (ongoing)	<u>\$30,770</u>	<u>\$33,225</u>	<u>\$30,005</u>	<u>\$31,171</u>	
Direct Costs (Ongoing) Subtotal	\$472,250	\$474,535	\$453,365	\$445,765	
Internal Charges	\$172,720	\$153,220	\$152,520	\$143,132	
Capital & Debt Service	\$13,200	\$6,600	\$0	\$0	
	<u> </u>	<u> </u>	<u> </u>	<u> </u>	
One-Time Total	\$13,200	\$6,600	\$0	\$0	Budget Increase: Enterprise leased vehicles program.
Engineering Services Total	\$658,170	\$634,355	\$605,885	\$588,897	
10-5320-39 - Streets Maintenance					
Personnel (ongoing)	\$419,830	\$386,680	\$374,240	\$373,461	
Supplies & Services (ongoing)	<u>\$789,890</u>	<u>\$633,550</u>	<u>\$607,985</u>	<u>\$491,084</u>	Budget Increase: Drainage maintenance services, contracted concrete and sinkhole repairs.
Direct Costs (Ongoing) Subtotal	\$1,209,720	\$1,020,230	\$982,225	\$864,545	
Internal Charges	<u>\$306,890</u>	<u>\$360,890</u>	<u>\$372,680</u>	<u>\$303,881</u>	Budget Decrease: Reduction in equipment maintenance reserve.
Ongoing Total	\$1,516,610	\$1,381,120	\$1,354,905	\$1,168,426	
Supplies & Services (one-time)	\$0	\$0	\$0	\$2,201	
Capital & Debt Service	\$61,200	\$179,800	\$160,540	\$33,582	
	<u> </u>	<u> </u>	<u> </u>	<u> </u>	
One-Time Total	\$61,200	\$179,800	\$160,540	\$35,783	
Streets Maintenance Total	\$1,577,810	\$1,560,920	\$1,515,445	\$1,204,209	
10-5320-68 - Stormwater Quality					
Personnel (ongoing)	\$106,250	\$104,370	\$107,980	\$100,515	
Supplies & Services (ongoing)	\$23,000	\$29,500	\$26,920	\$28,984	
Internal Charges	<u>\$44,120</u>	<u>\$45,370</u>	<u>\$47,540</u>	<u>\$35,726</u>	
Ongoing Total	\$173,370	\$179,240	\$182,440	\$165,225	
Stormwater Quality Total	\$173,370	\$179,240	\$182,440	\$165,225	
10-5320-77 - Transportation Services					
Personnel (ongoing)	\$131,620	\$134,890	\$85,550	\$122,482	
Supplies & Services (ongoing)	<u>\$8,500</u>	<u>\$8,250</u>	<u>\$7,540</u>	<u>\$4,630</u>	
Direct Costs (Ongoing) Subtotal	\$140,120	\$143,140	\$93,090	\$127,112	
Internal Charges	<u>\$51,370</u>	<u>\$49,200</u>	<u>\$50,240</u>	<u>\$43,275</u>	
Ongoing Total	\$191,490	\$192,340	\$143,330	\$170,387	
Transportation Services Total	\$191,490	\$192,340	\$143,330	\$170,387	

PUBLIC WORKS
Continued

EXPENDITURE SUMMARY

Cost Category	FY2021 Budget	FY2020 Budget	FY2020 Est. Actuals	FY2019 Actuals	Explanation of Changes
10-5320-79 - Facilities Maintenance					
Personnel (ongoing)	\$222,990	\$245,365	\$232,250	\$127,529	
Supplies & Services (ongoing)	<u>\$223,110</u>	<u>\$185,890</u>	<u>\$197,325</u>	<u>\$329,425</u>	
Direct Costs (Ongoing) Subtotal	\$446,100	\$431,255	\$429,575	\$456,954	
Internal Charges	<u>\$(601,590)</u>	<u>\$(611,040)</u>	<u>\$(669,980)</u>	<u>\$(513,709)</u>	
Ongoing Total	\$(155,490)	\$(179,785)	\$(240,405)	\$(56,755)	
Supplies & Services (one-time)	\$0	\$0	\$18,000	\$17,787	Current Year Over Budget: Increase in one-time maintenance and improvement services.
Capital & Debt Service	\$155,500	\$205,540	\$222,390	\$373,942	
Facilities Maintenance Total	\$10	\$25,755	\$(15)	\$334,974	
10-5320-89 - Capital Projects Management					
Personnel (ongoing)	\$386,820	\$382,270	\$389,590	\$364,418	
Supplies & Services (ongoing)	<u>\$9,130</u>	<u>\$9,500</u>	<u>\$8,520</u>	<u>\$5,871</u>	
Direct Costs (Ongoing) Subtotal	\$395,950	\$391,770	\$398,110	\$370,289	
Internal Charges	\$210,840	\$205,400	\$210,850	\$150,835	
Capital & Debt Service					
Capital Projects Management Total	\$606,790	\$597,170	\$608,960	\$521,124	
General Fund Totals					
Personnel Subtotal	\$1,972,710	\$1,986,405	\$1,901,850	\$1,776,540	
Supplies & Services (Ongoing) Subtotal	<u>\$1,407,280</u>	<u>\$1,233,560</u>	<u>\$1,193,635</u>	<u>\$1,255,456</u>	
Direct Costs (Ongoing) Subtotal	\$3,393,990	\$3,219,965	\$3,095,485	\$3,031,996	
Internal Charges Subtotal	<u>\$406,320</u>	<u>\$439,970</u>	<u>\$408,470</u>	<u>\$433,753</u>	
Ongoing Subtotal	\$3,800,310	\$3,659,935	\$3,503,955	\$3,465,749	
Supplies & Services (One-Time) Subtotal	\$32,400	\$12,980	\$54,630	\$51,295	
Capital & Debt Service Subtotal	<u>\$318,300</u>	<u>\$474,340</u>	<u>\$447,050</u>	<u>\$510,413</u>	
One-Time Subtotal	\$350,700	\$487,320	\$501,680	\$561,708	
General Fund Total	\$4,151,010	\$4,147,255	\$4,005,635	\$4,027,457	
Streets Fund					

PUBLIC WORKS
Continued

EXPENDITURE SUMMARY

Cost Category	FY2021 Budget	FY2020 Budget	FY2020 Est. Actuals	FY2019 Actuals	Explanation of Changes
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11-5320-39 - Streets Maintenance

Supplies & Services (ongoing)	\$1,150,000	\$1,150,000	\$1,035,000	\$980,840	
Internal Charges	<u>\$55,900</u>	<u>\$56,020</u>	<u>\$57,200</u>	<u>\$51,727</u>	
Streets Maintenance Total	\$1,205,900	\$1,206,020	\$1,092,200	\$1,032,567	

Streets Fund Totals

Supplies & Services (Ongoing) Subtotal	<u>\$1,150,000</u>	<u>\$1,150,000</u>	<u>\$1,035,000</u>	<u>\$980,840</u>	
Direct Costs (Ongoing) Subtotal	\$1,150,000	\$1,150,000	\$1,035,000	\$980,840	
Internal Charges Subtotal	<u>\$55,900</u>	<u>\$56,020</u>	<u>\$57,200</u>	<u>\$51,727</u>	
Ongoing Subtotal	<u>\$1,205,900</u>	<u>\$1,206,020</u>	<u>\$1,092,200</u>	<u>\$1,032,567</u>	
Streets Fund Total	\$1,205,900	\$1,206,020	\$1,092,200	\$1,032,567	

Transportation Sales Tax Fund

17-5320-89 - Capital Projects Management

Personnel (ongoing)	\$86,130	\$93,870	\$65,100	\$56,414	
Supplies & Services (ongoing)	<u>\$30,000</u>	<u>\$0</u>	<u>\$6,245</u>	<u>\$7,271</u>	Budget Increase: Travel time data collection license.
Capital Projects Management Total	\$116,130	\$93,870	\$71,345	\$63,685	

Capital Grants Fund

Wastewater Enterprise Fund

59-5320-38 - Engineering Services

Personnel (ongoing)	\$207,770	\$199,850	\$205,210	\$190,831	
Supplies & Services (ongoing)	<u>\$29,930</u>	<u>\$29,950</u>	<u>\$26,940</u>	<u>\$10,752</u>	
Direct Costs (Ongoing) Subtotal	\$237,700	\$229,800	\$232,150	\$201,583	
Internal Charges	<u>\$68,700</u>	<u>\$67,960</u>	<u>\$67,720</u>	<u>\$52,642</u>	
Ongoing Total	<u>\$306,400</u>	<u>\$297,760</u>	<u>\$299,870</u>	<u>\$254,225</u>	
Engineering Services Total	\$306,400	\$297,760	\$299,870	\$254,225	

59-5320-89 - Capital Projects Management

Personnel (ongoing)	\$43,300	\$43,830	\$43,650	\$41,110	
Supplies & Services (ongoing)	<u>\$1,310</u>	<u>\$2,130</u>	<u>\$1,930</u>	<u>\$0</u>	
Direct Costs (Ongoing) Subtotal	\$44,610	\$45,960	\$45,580	\$41,110	
Internal Charges	\$10,210	\$10,360	\$10,710	\$9,388	
Capital & Debt Service	<u>\$12,000</u>	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>	Budget Increase: Enterprise leased vehicles program.
Capital Projects Management Total	\$66,820	\$56,320	\$56,290	\$50,498	

PUBLIC WORKS
Continued

EXPENDITURE SUMMARY

Cost Category	FY2021 Budget	FY2020 Budget	FY2020 Est. Actuals	FY2019 Actuals	Explanation of Changes
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Wastewater Enterprise Fund Totals

Personnel Subtotal	\$251,070	\$243,680	\$248,860	\$231,941	
Supplies & Services (Ongoing) Subtotal	\$31,240	\$32,080	\$28,870	\$10,752	
Direct Costs (Ongoing) Subtotal	\$282,310	\$275,760	\$277,730	\$242,693	
Internal Charges Subtotal	\$78,910	\$78,320	\$78,430	\$62,030	
Ongoing Subtotal	\$361,220	\$354,080	\$356,160	\$304,723	
Capital & Debt Service Subtotal	\$12,000	\$0	\$0	\$0	
One-Time Subtotal	\$12,000	\$0	\$0	\$0	
Wastewater Enterprise Fund Total	\$373,220	\$354,080	\$356,160	\$304,723	

Info Tech Internal Service Fnd

60-5320-26 - Parks Facilities & Maintenance

Supplies & Services (ongoing)	\$2,660	\$3,200	\$2,880	\$0	
Parks Facilities & Maintenance Total	\$2,660	\$3,200	\$2,880	\$0	

60-5320-38 - Engineering Services

Supplies & Services (ongoing)	\$2,410	\$1,850	\$1,680	\$0	
Engineering Services Total	\$2,410	\$1,850	\$1,680	\$0	

60-5320-39 - Streets Maintenance

Supplies & Services (ongoing)	\$4,190	\$3,650	\$3,280	\$0	
Streets Maintenance Total	\$4,190	\$3,650	\$3,280	\$0	

60-5320-68 - Stormwater Quality

Supplies & Services (ongoing)	\$4,500	\$4,300	\$3,870	\$0	
Stormwater Quality Total	\$4,500	\$4,300	\$3,870	\$0	

60-5320-79 - Facilities Maintenance

Supplies & Services (ongoing)	\$2,500	\$1,900	\$2,300	\$0	
Facilities Maintenance Total	\$2,500	\$1,900	\$2,300	\$0	

PUBLIC WORKS
Continued

EXPENDITURE SUMMARY

Cost Category	FY2021 Budget	FY2020 Budget	FY2020 Est. Actuals	FY2019 Actuals	Explanation of Changes
Info Tech Internal Service Fnd Totals					
Supplies & Services (Ongoing) Subtotal	\$17,550	\$14,900	\$15,050	\$0	
Info Tech Internal Service Fnd Total	\$17,550	\$14,900	\$15,050	\$0	
Grand Totals					
Personnel (Ongoing) Subtotal	\$2,323,910	\$2,323,955	\$2,215,810	\$2,064,895	
Supplies & Services (Ongoing) Subtotal	\$2,636,070	\$2,430,540	\$2,278,800	\$2,254,319	
Direct Costs (Ongoing) Subtotal	\$4,959,980	\$4,754,495	\$4,494,610	\$4,319,214	
Internal Charges Subtotal	\$541,130	\$574,310	\$544,100	\$547,510	
Ongoing Subtotal	\$5,501,110	\$5,328,805	\$5,038,710	\$4,866,724	
Supplies & Services (One-Time) Subtotal	\$32,400	\$12,980	\$54,630	\$51,295	
Capital & Debt Service Subtotal	\$342,300	\$474,340	\$447,050	\$510,413	
Grand Total	\$5,875,810	\$5,816,125	\$5,540,390	\$5,428,432	

PUBLIC WORKS
continued

POSITIONS/ALLOCATIONS SUMMARIES

Position	FY21 FTE	FY20 FTE	FY19 FTE	FY18 FTE
Administrative Assistant ⁽¹⁾	0.60	0.60	0.60	0.60
Assistant Engineer	3.00	3.00	3.00	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	4.00	6.00
City Maintenance Worker II	4.00	4.00	4.00	2.00
Custodial Maintenance Worker	2.00	2.00	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	2.60	1.72
Total	29.45	29.45	27.45	25.57

⁽¹⁾ Part-time position
⁽²⁾ Temporary positions

Org Unit	Org Description	FY21 FTE	FY20 FTE	FY19 FTE	FY18 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	4.18	4.28	4.44
10-5320-35	Storm Clean-Up	0.30	0.30	0.00	0.00
10-5320-36	Traffic Control	1.53	1.53	1.70	0.00
10-5320-38	Engineering Services	4.49	4.49	4.49	4.93
10-5320-39	Streets Maintenance	3.42	3.42	3.42	5.17
10-5320-42	Uptown Paid Parking	0.00	0.00	0.29	0.00
10-5320-68	Stormwater Quality	1.26	1.29	1.29	1.29
10-5320-77	Transportation Services	2.80	2.80	2.51	1.82
10-5320-79	Facilities Maintenance	3.79	3.79	1.79	1.60
10-5320-89	Capital Projects Management	3.42	3.42	3.42	2.65
General Fund Total		25.69	25.69	23.69	22.10
Transportation Sales Tax Fund					
17-5320-89	Capital Projects Management	1.00	1.00	1.00	0.00
Transportation Sales Tax Fund Total		1.00	1.00	1.00	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	2.58
59-5320-89	Capital Projects Management	0.40	0.40	0.40	0.89
Wastewater Enterprise Fund Total		2.76	2.76	2.76	3.47
Grand Total		29.45	29.45	27.45	25.57



**City of Sedona
Decision Package
Fiscal Year 2020-21**

CM Not Recommended

Request Title	NEW CITY MAINTENANCE WORKER
Department	Public Works
Program	Parks Facilities & Maintenance
Funding Request Type	PERSONNEL
Source of Funds	General Fund
Amount Requested	\$58,250
Priority	

I. Description of Request

The department is seeking funds to acquire one new full-time position that will provide assistance to Facilities/City Maintenance providing services to city facilities, streets, and parks. This request is to change the Bike Park Maintenance Worker position to a City Maintenance Worker I.

II. Problem/Issue

History/Background
How does this affect our citizens/customers quality of life?
If this is not a traditional function, why should the City of Sedona deal with it?
Does the project/issue relate to the Community Plan (or other master plans), or how does this fit into the City's priorities?
What does the City/community get for this investment?

Additional staff time is needed to assist the Maintenance Division of Public Works. Half the time would be with Streets/Parks Maintenance and the other half would be with Facilities Maintenance.

III. Risk Analysis

What happens if this is not done?
Show examples of best practices from other cities, if applicable.
Discuss other alternatives, if applicable, and why the proposed solution is recommended.

While city staff only includes one full time position for 22 facilities, the number of facility requests continue to increase each year. This has resulted in a significant strain on staff in our attempt to be proactive with maintenance implementing and scheduling preventative maintenance when possible. This position would include completing the part time work at the Bike Park currently in process (1-day/wk). In addition, the position would provide assistance to the maintenance crew 1-day/wk. Some work this position would assist with includes, weeding, weekend coverage, in-house projects, and potentially assistance with the proposed curbside yard waste collection program.

IV. Implementation

What is the timeframe for completion of plan and implementation for project/issue?
How will you market/communicate the project/issue to the public?
What performance measures will you use to evaluate the project/issue? Include the targets for FY 2020-21, as well as future years as applicable.

This position would be filled in early FY21.

V. Cost Savings/Revenue Enhancements

Please explain any cost savings, new funding sources or increased revenues.

By providing this additional staff assistance it is anticipated that contracted work would decrease in several areas including facility, weed removal, in-house effort, and curbside yard waste collection. As a conservative estimate we believe this cost savings to be \$15,000 annually.



**City of Sedona
Decision Package
Fiscal Year 2020-21**

CM Not Recommended

Request Title	CURBSIDE YARD WASTE COLLECTION
Department	Public Works
Program	Streets
Funding Request Type	OTHER ONGOING
Source of Funds	General Fund
Amount Requested	\$70,000
Priority	

I. Description of Request

Begin offering annual curbside yard waste collection citywide.

II. Problem/Issue

History/Background
How does this affect our citizens/customers quality of life?
If this is not a traditional function, why should the City of Sedona deal with it?
Does the project/issue relate to the Community Plan (or other master plans), or how does this fit into the City’s priorities?
What does the City/community get for this investment?

In 2019 the city collected tree damage debris, as a snowstorm with rare levels of accumulation resulted in significant tree damage citywide. From this effort many residents expressed a desire to have an annual curbside yard waste collection citywide.

III. Risk Analysis

What happens if this is not done?
Show examples of best practices from other cities, if applicable.
Discuss other alternatives, if applicable, and why the proposed solution is recommended.

Based on the 2019 tree debris collection effort, costs are anticipated to be approximately \$70,000 annually. The annual cost is projected for future years with inflation. The estimated cost could be overestimated if the 2019 level of effort was inflated due to deferred maintenance being necessary due storm damage. However, the estimate could be underestimated if the routine nature of an annual program will result in a higher level of effort due to residents ability to schedule work, and the ability to advertise the effort in advance.

IV. Implementation

What is the timeframe for completion of plan and implementation for project/issue?
How will you market/communicate the project/issue to the public?
What performance measures will you use to evaluate the project/issue? Include the targets for FY 2020-21, as well as future years as applicable.

The collection is anticipated to occur at the end of winter and prior to spring of the fiscal year.

V. Cost Savings/Revenue Enhancements

Please explain any cost savings, new funding sources or increased revenues.

Some cost for this effort is expected to be offset by a reduction in the pre-monsoon program cost. Considering the curbside effort will take away the need for residents to haul yard waste, the pre-monsoon program effort and cost will be reduced by requiring less debris haul off.

CAPITAL PROJECTS DETAILS

Project Summary

Project Title: Uptown Enhancements	
Phase:	of Project # PW-01
Ranking	Important (could-do)
Environmental Sustainability Project ?	No

Location: Uptown		
	Original	Revised (if appl.)
Start date	July 1, 2018	July 1, 2018
Estimated Completion Date	June 30, 2019	June 30, 2021

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). The future years include the possibility of adding restrooms at the municipal parking lot, and the extensions of sidewalks and other pedestrian connections from the various parking lots to Main Street and Jordan commercial districts.

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 FY 2020 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, 2020

Due to delays, the Jordan Road lighting project and Elote Cafe sidewalk project are expected to begin in FY 2021. All other identified projects identified by the Uptown Parking Advisory Committee, with the exception of SIM-03a, will be complete.

Explanation for Revised Project Dates and/or Project Budget.

- Priorities for the available net paid parking revenues have shifted with the approval to pursue a parking garage (SIM-03a).
- These projects will be ongoing as needs are identified for utilization of net paid parking revenue. Net paid parking revenues will also be utilized for SIM-03a.

Project Balance

Original Approved Project Budget	\$ 400,000
Approved Budget Increases/Decreases	\$ (179,000)
Current Approved Total Project Budget	\$ 221,000
Requested Budget Increase/Decrease	\$ -
Requested Total Project Budget	\$ 221,000
Estimated Expenditures through June 30, 2020	\$ 56,000
Budget Balance Remaining	\$ 165,000

Budget Detail

Project Cost Estimates :

Funding Status	Cost Category	PY Estimate	FY 2021	FY 2022	FY 2023	Future Years	Project Totals
Carry Over	Design - Contracted	\$ 30,000	\$	\$	\$	\$	\$ 30,000
Carry Over	Construction - Contracted	\$ 26,000	\$ 165,000	\$	\$	\$	\$ 191,000
Future Estimate	Construction - Contracted	\$	\$	\$	\$	\$ 200,000	\$ 200,000
Future Estimate	Public Art Purchase	\$	\$	\$	\$	\$ 50,000	\$ 50,000
Total		\$ 56,000	\$ 165,000	\$ 0	\$ 0	\$ 250,000	\$ 471,000

Project Funding Estimates :

Funding Source	PY Estimate	FY 2021	FY 2022	FY 2023	Future Years	Project Totals
1% For Arts	\$	\$	\$	\$	\$ 50,000	\$ 50,000
Paid Parking Revenue	\$ 56,000	\$ 165,000	\$	\$	\$ 200,000	\$ 421,000
Total		\$ 56,000	\$ 165,000	\$ 0	\$ 0	\$ 250,000

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

None anticipated.

Expenditure Impacts	FY 2021	FY 2022	FY 2023	Future Annual Cost
Other Operating	\$ 3,000	\$ 4,000	\$ 4,000	\$ 5,000
Total Expenditure Impacts		\$ 3,000	\$ 4,000	\$ 4,000

Explanation of Operating Impacts:

Maintenance of new sidewalks / paths, and new lighting.

CAPITAL PROJECTS DETAILS

Project Summary

Project Title:

Recycle Drop Off Locations

Location:

Three sites TBD

Phase:		Project #	PW-02
Ranking	Important (could-do)		
Environmental Sustainability Project ?		Yes	

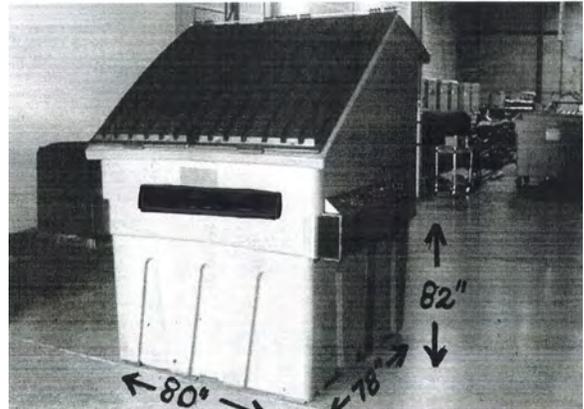
	Original	Revised (if appl.)
Start date	July 1, 2018	July 1, 2021
Estimated Completion Date	June 30, 2019	June 30, 2022

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, 2020

N/A

Explanation for Revised Project Dates and/or Project Budget.

Project is on hold while further evaluation of the recycling market is performed.

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, 2020	\$	-
Budget Balance Remaining	\$	138,200

Budget Detail

Project Cost Estimates :

Funding Status	Cost Category	PY Estimate	FY 2021	FY 2022	FY 2023	Future Years	Project Totals
Carry Over	Construction - Contracted	\$	\$	\$ 120,000	\$	\$	\$ 120,000
Carry Over	Equipment Purchase	\$	\$	\$ 17,000	\$	\$	\$ 17,000
Carry Over	Arts Transfer	\$	\$	\$ 1,200	\$	\$	\$ 1,200
Total		\$ 0	\$ 0	\$ 138,200	\$ 0	\$ 0	\$ 138,200

Project Funding Estimates :

Funding Source	PY Estimate	FY 2021	FY 2022	FY 2023	Future Years	Project Totals
Capital Reserves	\$	\$	\$ 138,200	\$	\$	\$ 138,200
Total		\$ 0	\$ 0	\$ 138,200	\$ 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.

CAPITAL PROJECTS DETAILS

Project Summary

Project Title:
Stormwater Drainage Easements Acquisition

Location:
City-Wide

Phase: of **Project #** SD-09
Ranking Essential (should-do)
Environmental Sustainability Project ? Yes

	Original	Revised (if appl.)
Start date	July 1, 2016	
Estimated Completion Date	June 30, 2030	

Project Description:

Acquisition of drainage easements as needed for upcoming CIP drainage projects throughout the City. 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 CIP drainage projects. Staff expects these funds to be necessary in FY 2021 for acquisition of easements for upcoming drainage projects.



For Continuing Projects

Estimated Project Status as of June 30, 2020

This is an on-going budget item used to obtain easements as needed.

Explanation for Revised Project Dates 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	\$ (67,000)
Current Approved Total Project Budget	\$ 5,500
Requested Budget Increase/Decrease	\$ 25,000
Requested Total Project Budget	\$ 30,500
Estimated Expenditures through June 30, 2020	\$ 5,500
Budget Balance Remaining	\$ 25,000

Budget Detail

Project Cost Estimates :

Funding Status	Cost Category	PY Estimate	FY 2021	FY 2022	FY 2023	Future Years	Project Totals
Carry Over	Land Acquisition	\$ 5,500	\$	\$	\$	\$	\$ 5,500
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		\$ 5,500	\$ 25,000	\$ 50,000	\$ 50,000	\$ 350,000	\$ 480,500

Project Funding Estimates :

Funding Source	PY Estimate	FY 2021	FY 2022	FY 2023	Future Years	Project Totals
Development Impact Fees - Post 7/2014	\$ 5,500	\$	\$	\$	\$	\$ 5,500
Capital Reserves	\$	\$ 25,000	\$ 50,000	\$ 50,000	\$	\$ 125,000
Unidentified	\$	\$	\$	\$	\$ 350,000	\$ 350,000
Total		\$ 5,500	\$ 25,000	\$ 50,000	\$ 50,000	\$ 350,000

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.

CAPITAL PROJECTS DETAILS

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 began an update of the 2005 Stormwater Master Plan (Phase 1). Phase 1 includes looking at facility improvements and priorities. This will also account for the infrastructure completed since the 2005 Plan was complete and includes 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, 2020

Phase 1 of the Stormwater Master Plan Update will be complete.

Explanation for Revised Project Dates 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 FY 2022 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	\$ 400,000
Approved Budget Increases/Decreases	\$ (20,000)
Current Approved Total Project Budget	\$ 380,000
Requested Budget Increase/Decrease	\$ -
Requested Total Project Budget	\$ 380,000
Estimated Expenditures through June 30, 2020	\$ 80,000
Budget Balance Remaining	\$ 300,000

Budget Detail

Project Cost Estimates :

Funding Status	Cost Category	PY Estimate	FY 2021	FY 2022	FY 2023	Future Years	Project Totals
Carry Over	Master Plan	\$ 80,000	\$ 100,000	\$ 200,000	\$	\$	\$ 380,000
Future Estimate	Construction - Contracted	\$	\$	\$ 350,000	\$	\$	\$ 350,000
Unfunded	Construction - Contracted	\$	\$	\$	\$	\$ 2,450,000	\$ 2,450,000
Unfunded	Arts Transfer	\$	\$	\$	\$	\$ 24,500	\$ 24,500
Total		\$ 80,000	\$ 100,000	\$ 550,000	\$ 0	\$ 2,474,500	\$ 3,204,500

Project Funding Estimates :

Funding Source	PY Estimate	FY 2021	FY 2022	FY 2023	Future Years	Project Totals
Yavapai County Flood Control	\$ 80,000	\$	\$ 350,000	\$	\$	\$ 430,000
Capital Reserves	\$	\$ 100,000	\$ 200,000	\$	\$	\$ 300,000
Unidentified	\$	\$	\$	\$	\$ 2,474,500	\$ 2,474,500
Total		\$ 80,000	\$ 100,000	\$ 550,000	\$ 0	\$ 2,474,500

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.

CAPITAL PROJECTS DETAILS

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 1,155 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 1,155 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, 2020

Design will be complete. The expected construction start date is October 2020.

Explanation for Revised Project Dates and/or Project Budget.

Based on estimated construction costs that were received from the design consultant, the construction budget was increased from \$1.0 million to \$1.2 million.

Project Balance	
Original Approved Project Budget	\$ 1,150,750
Approved Budget Increases/Decreases	\$ -
Current Approved Total Project Budget	\$ 1,150,750
Requested Budget Increase/Decrease	\$ 194,600
Requested Total Project Budget	\$ 1,345,350
Estimated Expenditures through June 30, 2020	\$ 120,200
Budget Balance Remaining	\$ 1,225,150

Budget Detail

Project Cost Estimates :

Funding Status	Cost Category	PY Estimate	FY 2021	FY 2022	FY 2023	Future Years	Project Totals
Carry Over	Design - Contracted	\$ 120,000	\$ 15,000	\$	\$	\$	\$ 135,000
Carry Over	Construction - Contracted	\$	\$ 1,010,000	\$	\$	\$	\$ 1,010,000
New Appropriation	Construction - Contracted	\$	\$ 190,000	\$	\$	\$	\$ 190,000
Carry Over	Arts Transfer	\$ 200	\$ 5,550	\$	\$	\$	\$ 5,750
New Appropriation	Arts Transfer	\$	\$ 4,600	\$	\$	\$	\$ 4,600
Total		\$ 120,200	\$ 1,225,150	\$ 0	\$ 0	\$ 0	\$ 1,345,350

Project Funding Estimates :

Funding Source	PY Estimate	FY 2021	FY 2022	FY 2023	Future Years	Project Totals
Yavapai County Flood Control	\$ 100,000	\$	\$	\$	\$	\$ 100,000
Transportation Sales Tax	\$	\$ 200,000	\$	\$	\$	\$ 200,000
Capital Reserves	\$ 20,200	\$ 1,025,150	\$	\$	\$	\$ 1,045,350
Total		\$ 120,200	\$ 1,225,150	\$ 0	\$ 0	\$ 1,345,350

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

No outside funding anticipated. Yavapai County Flood Control District monies originally anticipated for FY 2021 will be swept by the county as a result of the impact of COVID-19 to balance their own budget. The Transportation Sales Tax funding will cover the portion of the project related to the shared use path and extension of the concrete box culvert to accommodate the path.

Expenditure Impacts	FY 2021	FY 2022	FY 2023	Future Annual Cost
Supplies	\$	\$ 500	\$ 500	\$ 500
Total Expenditure Impacts	\$ 0	\$ 500	\$ 500	\$ 500

Explanation of Operating Impacts:

The operating expenditures account for costs related to debris, large rock, and sediment removal.

CAPITAL PROJECTS DETAILS

Project Summary

Project Title:
 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 2021 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 2020, these funds were used for:
 -Purchase of a modular classroom for the PD Shooting Range
 -Numerous SIM-11 projects
 -SIM-12 camera installations and travel time data

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, 2020

N/A

Explanation for Revised Project Dates 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, 2020	\$ -
Budget Balance Remaining	\$ -

Budget Detail

Project Cost Estimates :

Funding Status	Cost Category	PY Estimate	FY 2021	FY 2022	FY 2023	Future Years	Project Totals
Carry Over	Contingency	\$	\$ (4,027,296)	\$ (5,127,641)	\$ (4,231,840)	\$ 13,386,777	\$
Future Estimate	Contingency	\$	\$	\$ 300,000	\$ 300,000	\$	\$ 600,000
	Total	\$ 0	\$ (4,027,296)	\$ (4,827,641)	\$ (3,931,840)	\$ 13,386,777	\$ 600,000

Project Funding Estimates :

Funding Source	PY Estimate	FY 2021	FY 2022	FY 2023	Future Years	Project Totals	
Transportation Sales Tax	\$	\$	\$ 300,000	\$ 300,000	\$	\$ 600,000	
Transportation Sales Tax	\$	\$ (4,027,296)	\$ (5,127,641)	\$ (4,231,840)	\$ 13,386,777	\$	
	Total	\$ 0	\$ (4,027,296)	\$ (4,827,641)	\$ (3,931,840)	\$ 13,386,777	\$ 600,000

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

None anticipated.

Explanation of Operating Impacts:

Operating impacts will be determined as projects are identified.

CAPITAL PROJECTS DETAILS

Project Summary

Project Title: Uptown Roadway Improvements	
Phase:	of Project # SIM-01
Ranking	Imperative (must-do)
Environmental Sustainability Project ?	No

Location: Uptown (SR 89A)	
Original	Revised (if appl.)
Start date	July 1, 2017
Estimated Completion Date	June 30, 2018
	April 1, 2018
	July 31, 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 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.

PROJECT DESCRIPTION:

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

BENEFITS:

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

COSTS:

- Total estimated cost is \$3.6M.

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.

For Continuing Projects

Estimated Project Status as of June 30, 2020

Construction will be nearly complete.

Explanation for Revised Project Dates 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.
- The end date has pushed slightly in to FY 2021 because we are waiting on the completion of a waterline relocation before we can complete the Schnebly Road extension.

Project Balance

Original Approved Project Budget	\$ 3,545,120
Approved Budget Increases/Decreases	\$ 516,788
Current Approved Total Project Budget	\$ 4,061,908
Requested Budget Increase/Decrease	\$ 112,137
Requested Total Project Budget	\$ 4,174,045
Estimated Expenditures through June 30, 2020	\$ 4,074,045
Budget Balance Remaining	\$ 100,000

Budget Detail

Project Cost Estimates :

Funding Status	Cost Category	PY Estimate	FY 2021	FY 2022	FY 2023	Future Years	Project Totals
Carry Over	Land Acquisition	\$ 250,000	\$	\$	\$	\$	\$ 250,000
Carry Over	Design - Contracted	\$ 66,100	\$	\$	\$	\$	\$ 66,100
Carry Over	Construction - Contracted	\$ 3,653,215	\$	\$	\$	\$	\$ 3,653,215
New Appropriation	Construction - Contracted	\$ 12,137	\$ 100,000	\$	\$	\$	\$ 112,137
Carry Over	Public Art Purchase	\$ 92,593	\$	\$	\$	\$	\$ 92,593
Total		\$ 4,074,045	\$ 100,000	\$ 0	\$ 0	\$ 0	\$ 4,174,045

Project Funding Estimates :

Funding Source	PY Estimate	FY 2021	FY 2022	FY 2023	Future Years	Project Totals
Development Impact Fees - Post 7/2014	\$ 624,753	\$ 16,743	\$	\$	\$	\$ 641,496
Transportation Sales Tax	\$	\$ 83,257	\$	\$	\$	\$ 83,257
Capital Reserves	\$ 3,449,292	\$	\$	\$	\$	\$ 3,449,292
Total		\$ 4,074,045	\$ 100,000	\$ 0	\$ 0	\$ 4,174,045

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

None anticipated.

Expenditure Impacts	FY 2021	FY 2022	FY 2023	Future Annual Cost
Other Operating	\$ 5,000	\$ 5,000	\$ 15,000	\$ 5,000
Supplies	\$ 2,000	\$ 2,000	\$ 2,000	\$ 2,000
Total Expenditure Impacts	\$ 7,000	\$ 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 2023 for approximately \$15,000.

CAPITAL PROJECTS DETAILS

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 31, 2022

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.
 2. Walter P Moore, consultant with expertise in siting, design, needs assessment and cost estimating for parking structures, was hired to assess parking capacity and needs in Uptown and study area configuration and potential options for siting, design of future parking. This has been done in conjunction with the CFA planning for Uptown.
 3. Design (FYs 2021 and 2022) and development of new parking facilities (FYs 2022 and 2023) 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.

For Continuing Projects

Estimated Project Status as of June 30, 2020

Parking garage siting study complete.

Explanation for Revised Project Dates and/or Project Budget.

- * Council approved proceeding with development of a parking garage structure on Forest Rd in February 2020; therefore, the project was accelerated to FYs 2021 through 2023.
- * 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	\$ 107,568
Current Approved Total Project Budget	\$ 218,668
Requested Budget Increase/Decrease	\$ 14,356,700
Requested Total Project Budget	\$ 14,575,368
Estimated Expenditures through June 30, 2020	\$ 548,668
Budget Balance Remaining	\$ 14,026,700

Budget Detail

Project Cost Estimates :

Funding Status	Cost Category	PY Estimate	FY 2021	FY 2022	FY 2023	Future Years	Project Totals
Carry Over	Study	\$ 68,668	\$	\$	\$	\$	\$ 68,668
New Appropriation	Land Acquisition	\$ 480,000	\$ 410,000	\$	\$	\$	\$ 890,000
Carry Over	Design - Contracted	\$	\$ 50,000	\$	\$	\$	\$ 50,000
New Appropriation	Design - Contracted	\$	\$ 1,200,000	\$ 420,000	\$ 180,000	\$	\$ 1,800,000
Carry Over	Construction - Contracted	\$	\$ 100,000	\$	\$	\$	\$ 100,000
New Appropriation	Construction - Contracted	\$	\$	\$ 8,166,700	\$ 3,500,000	\$	\$ 11,666,700
Total		\$ 548,668	\$ 1,760,000	\$ 8,586,700	\$ 3,680,000	\$ 0	\$ 14,575,368

Project Funding Estimates :

Funding Source	PY Estimate	FY 2021	FY 2022	FY 2023	Future Years	Project Totals	
Paid Parking Revenue	\$ 548,668	\$ 410,000	\$	\$	\$	\$ 958,668	
Transportation Sales Tax	\$	\$ 1,350,000	\$ 1,150,000	\$	\$	\$ 2,500,000	
Debt Financing	\$	\$	\$ 7,436,700	\$ 3,680,000	\$	\$ 11,116,700	
Total		\$ 548,668	\$ 1,760,000	\$ 8,586,700	\$ 3,680,000	\$ 0	\$ 14,575,368

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

None anticipated.

Expenditure Impacts	FY 2021	FY 2022	FY 2023	Future Annual Cost	
Supplies	\$ 2,000	\$ 2,000	\$ 2,000	\$ 2,000	
Other Operating	\$	\$	\$ 68,000	\$ 68,000	
Debt Service	\$	\$	\$ 580,000	\$ 580,000	
Revenue Offset	\$	\$ (75,000)	\$ (75,000)	\$ (100,000)	
Total Expenditure Impacts		\$ 2,000	\$ (73,000)	\$ 575,000	\$ 550,000

Explanation of Operating Impacts:

Material costs for additional signage and striping. Operating costs for a parking garage vary depending on the type of structure and whether fees will be charged. Annual costs could be anywhere from \$68,000 to \$136,000. A parking in-lieu fee for the Uptown District would be implemented. This fee, in addition to the net revenues already generated by the Main Street paid parking program, could cover most if not all of the debt service and operating costs.

CAPITAL PROJECTS DETAILS

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	July 1, 2018
Estimated Completion Date	June 30, 2021	June 30, 2022

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.

Signage Examples:

- LOT 1 (Blue sign with 'P' and 'LOT 1')
- PAY PARKING (Red sign with 'P' and 'PAY PARKING')
- FREE PARKING (Red sign with 'P' and 'FREE PARKING')

For Continuing Projects

Estimated Project Status as of June 30, 2020

A portion of City-wide wayfinding signage is expected to be installed.

Explanation for Revised Project Dates and/or Project Budget.

This project has been deferred until additional staff capacity is available to manage this project.

Project Balance

Original Approved Project Budget	\$	151,500
Approved Budget Increases/Decreases	\$	(40,516)
Current Approved Total Project Budget	\$	110,984
Requested Budget Increase/Decrease	\$	-
Requested Total Project Budget	\$	110,984
Estimated Expenditures through June 30, 2020	\$	19,204
Budget Balance Remaining	\$	91,780

Budget Detail

Project Cost Estimates :

Funding Status	Cost Category	PY Estimate	FY 2021	FY 2022	FY 2023	Future Years	Project Totals
Carry Over	Design - Contracted	\$ 1,623	\$	\$	\$	\$	\$ 1,623
Carry Over	Construction - Contracted	\$ 17,391	\$	\$ 91,780	\$	\$	\$ 109,171
Future Estimate	Construction - Contracted	\$	\$	\$ 150,000	\$	\$	\$ 150,000
Carry Over	Arts Transfer	\$ 190	\$	\$	\$	\$	\$ 190
Future Estimate	Arts Transfer	\$	\$	\$ 1,500	\$	\$	\$ 1,500
Total		\$ 19,204	\$ 0	\$ 243,280	\$ 0	\$ 0	\$ 262,484

Project Funding Estimates :

Funding Source	PY Estimate	FY 2021	FY 2022	FY 2023	Future Years	Project Totals
Transportation Sales Tax	\$	\$	\$ 243,280	\$	\$	\$ 243,280
Capital Reserves	\$ 19,204	\$	\$	\$	\$	\$ 19,204
Total	\$ 19,204	\$ 0	\$ 243,280	\$ 0	\$ 0	\$ 262,484

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

None anticipated.

Expenditure Impacts	FY 2021	FY 2022	FY 2023	Future Annual Cost
Supplies	\$	\$ 2,000	\$ 2,000	\$ 2,000
Total Expenditure Impacts	\$ 0	\$ 2,000	\$ 2,000	\$ 2,000

Explanation of Operating Impacts:

Materials are for signage maintenance.

CAPITAL PROJECTS DETAILS

Project Summary

Project Title:	
Pedestrian Crossing at Tlaquepaque	
Phase:	of Project # SIM-04c
Ranking	Essential (should-do)
Environmental Sustainability Project ?	Yes

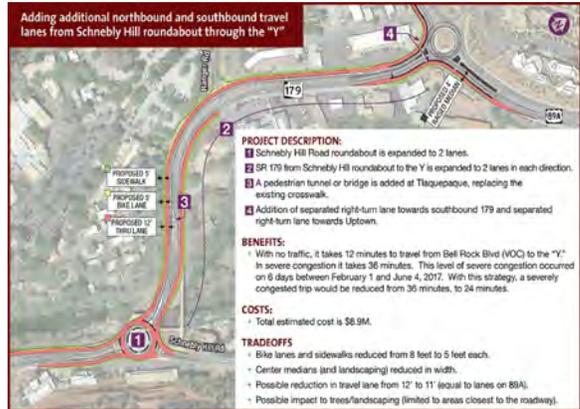
Location:		
SR 179 at Tlaquepaque		
	Original	Revised (if appl.)
Start date	July 1, 2018	July 1, 2018
Estimated Completion Date	June 30, 2023	October 1, 2022

Project Description:

Design and Construction of a north-south pedestrian crossing of SR 179 at Tlaquepaque. The pedestrian crossing will be a multi-use pathway proposed along west embankment of Oak Creek and passing beneath the SR 179 bridge over Oak Creek to connect with existing sidewalks along SR 179 on each side.

Project Justification:

The pedestrian crossing will serve to reduce conflicts between pedestrian and vehicle traffic on SR 179 near the Tlaquepaque corridor. Additionally, the pathway will enhance opportunities to expand the multi-use pathway network and improve connectivity of multi-use pathways across Sedona.



For Continuing Projects

Estimated Project Status as of June 30, 2020

Final design is estimated to be 65% complete.

Explanation for Revised Project Dates and/or Project Budget.

- The project budget was slightly reduced as a result of refinement of estimated costs.
- Project timeline was moved forward because the project was identified as a higher priority.

Project Balance

Original Approved Project Budget	\$ 2,261,135
Approved Budget Increases/Decreases	\$ (142,185)
Current Approved Total Project Budget	\$ 2,118,950
Requested Budget Increase/Decrease	\$ -
Requested Total Project Budget	\$ 2,118,950
Estimated Expenditures through June 30, 2020	\$ 217,150
Budget Balance Remaining	\$ 1,901,800

Budget Detail

Project Cost Estimates :

Funding Status	Cost Category	PY Estimate	FY 2021	FY 2022	FY 2023	Future Years	Project Totals
Carry Over	Land Acquisition	\$	\$ 25,000	\$	\$	\$	\$ 25,000
Carry Over	Design - Contracted	\$ 215,000	\$ 105,000	\$	\$	\$	\$ 320,000
Carry Over	Construction - Contracted	\$	\$ 1,271,800	\$ 500,000	\$	\$	\$ 1,771,800
Carry Over	Arts Transfer	\$ 2,150	\$	\$	\$	\$	\$ 2,150
Total		\$ 217,150	\$ 1,401,800	\$ 500,000	\$ 0	\$ 0	\$ 2,118,950

Project Funding Estimates :

Funding Source	PY Estimate	FY 2021	FY 2022	FY 2023	Future Years	Project Totals
Transportation Sales Tax	\$	\$ 1,401,800	\$ 500,000	\$	\$	\$ 1,901,800
Capital Reserves	\$ 217,150	\$	\$	\$	\$	\$ 217,150
Total		\$ 217,150	\$ 1,401,800	\$ 500,000	\$ 0	\$ 2,118,950

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

None anticipated.

Expenditure Impacts	FY 2021	FY 2022	FY 2023	Future Annual Cost
Other Operating	\$	\$ 4,300	\$ 6,500	\$ 6,500
Total Expenditure Impacts		\$ 0	\$ 4,300	\$ 6,500

Explanation of Operating Impacts:

Operating impacts include utilities (irrigation and electric); routine site sweeping and refuse pickup; landscape maintenance; and general operating and maintenance of site infrastructure and features. Anticipated average annual cost is \$6,500.

CAPITAL PROJECTS DETAILS

Project Summary

Project Title: SR 89A & SR 179 Right Turn Y Roundabout Bypass	
Phase:	of Project # SIM-04d
Ranking	Essential (should-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 a separated right turn lanes at the "Y" roundabout for SR 89A to southbound SR 179, and channelizing movements for northbound SR 179 to northbound SR 89A. 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 a right turn lanes and channelized movements at 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, 2020

Trial for northbound improvements will be complete. Scoping memo will be complete, and design will be 60% complete.

Explanation for Revised Project Dates 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	\$ (1,804,362)
Current Approved Total Project Budget	\$ 937,162
Requested Budget Increase/Decrease	\$ 14,770
Requested Total Project Budget	\$ 951,932
Estimated Expenditures through June 30, 2020	\$ 8,333
Budget Balance Remaining	\$ 943,599

Budget Detail

Project Cost Estimates :

Funding Status	Cost Category	PY Estimate	FY 2021	FY 2022	FY 2023	Future Years	Project Totals
Carry Over	Land Acquisition	\$	\$ 150,325	\$	\$	\$	\$ 150,325
Carry Over	Design - Contracted	\$ 8,250	\$	\$	\$	\$	\$ 8,250
Carry Over	Construction - Contracted	\$	\$ 778,504	\$	\$	\$	\$ 778,504
New Appropriation	Construction - Contracted	\$	\$ 14,770	\$	\$	\$	\$ 14,770
Carry Over	Arts Transfer	\$ 83	\$	\$	\$	\$	\$ 83
Total		\$ 8,333	\$ 943,599	\$ 0	\$ 0	\$ 0	\$ 951,932

Project Funding Estimates :

Funding Source	PY Estimate	FY 2021	FY 2022	FY 2023	Future Years	Project Totals
Transportation Sales Tax	\$	\$ 943,599	\$	\$	\$	\$ 943,599
Capital Reserves	\$ 8,333	\$	\$	\$	\$	\$ 8,333
Total		\$ 8,333	\$ 943,599	\$ 0	\$ 0	\$ 951,932

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. The bed tax allocation represents the portion of the FY 2019 amount that exceeded the cap agreed upon for the Sedona Chamber of Commerce and Tourism Bureau contract to contribute to SIM projects.

Explanation of Operating Impacts:

Any new maintenance costs will be handled by ADOT.

CAPITAL PROJECTS DETAILS

Project Summary

Project Title: Portal Lane to Ranger Road Connection	
Phase:	of Project # SIM-05a
Ranking	Important (could-do)
Environmental Sustainability Project ?	No

Location: Portal Lane	
Original	Revised (if appl.)
Start date	July 1, 2017
Estimated Completion Date	June 30, 2018
	November 30, 2020

Project Description:

Construction of new roadway improvements to connect/extend Portal Lane from its current terminus through Tlaquepaque to an intersection with Ranger Road. Portal Lane exiting traffic would be directed to exit out to Ranger Road, unless they are traveling south on SR 179. Will partner with Tlaquepaque to reconfigure the lot which will improve circulation and encourage vehicles to exit on to Ranger Road.

Project Justification:

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

Major Neighborhood Connections

PROJECT DESCRIPTION:

- 1. Make Portal Lane one-way in to Tlaquepaque / Los 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 (WCC) 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, 2020

Design is expected to be complete.

Explanation for Revised Project Dates and/or Project Budget.

- Construction budget updated to reflect recent 60% design estimate. Land acquisition costs omitted as the value of the acquisition will be recognized by improvements on the private portion of the Portal Lane parking lot.
- Completion extended due to additional stakeholder coordination, and completion of full design in FY 2020 before construction in FY 2021.

Project Balance

Original Approved Project Budget	\$ 763,600
Approved Budget Increases/Decreases	\$ (98,426)
Current Approved Total Project Budget	\$ 665,174
Requested Budget Increase/Decrease	\$ -
Requested Total Project Budget	\$ 665,174
Estimated Expenditures through June 30, 2020	\$ 40,221
Budget Balance Remaining	\$ 624,953

Budget Detail

Project Cost Estimates :

Funding Status	Cost Category	PY Estimate	FY 2021	FY 2022	FY 2023	Future Years	Project Totals
Carry Over	Design - Contracted	\$ 40,000	\$	\$	\$	\$	\$ 40,000
Carry Over	Construction - Contracted	\$	\$ 624,953	\$	\$	\$	\$ 624,953
Carry Over	Arts Transfer	\$ 221	\$	\$	\$	\$	\$ 221
	Total	\$ 40,221	\$ 624,953	\$ 0	\$ 0	\$ 0	\$ 665,174

Project Funding Estimates :

Funding Source	PY Estimate	FY 2021	FY 2022	FY 2023	Future Years	Project Totals
Development Impact Fees - Post 7/2014	\$ 17,851	\$ 278,903	\$	\$	\$	\$ 296,754
Transportation Sales Tax	\$	\$ 346,050	\$	\$	\$	\$ 346,050
Capital Reserves	\$ 22,370	\$	\$	\$	\$	\$ 22,370
Total	\$ 40,221	\$ 624,953	\$ 0	\$ 0	\$ 0	\$ 665,174

Expenditure Impacts	FY 2021	FY 2022	FY 2023	Future Annual Cost
Other Operating	\$	\$ 2,000	\$ 8,000	\$ 2,000
Total Expenditure Impacts	\$ 0	\$ 2,000	\$ 8,000	\$ 2,000

Explanation of Operating Impacts:

Increased operating and maintenance costs related to additional infrastructure, including pavement management (i.e. crack sealing, surface treatments), pavement striping, and signage maintenance. A seal coat would be required in FY 2023 for approximately \$8,000.

CAPITAL PROJECTS DETAILS

Project Summary

Project Title:

Forest Road Connection

Location:

Forest Road

Phase:		of		Project #	SIM-05b
Ranking	Essential (should-do)				
Environmental Sustainability Project ?	No				

	Original	Revised (if appl.)
Start date	December 1, 2017	December 1, 2017
Estimated Completion Date	June 30, 2020	May 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 its intersection with SR 89A, vehicles would be able to turn right onto southbound SR 89A, but precluded from making a left turn from Forest Road to northbound SR 89A. Vehicles on northbound SR 89A would be able to make a left turn onto Forest Road at a directional median opening at the intersection of SR 89A and Forest Road. A cost contingency has been added to the project recognizing the difficulty of the terrain and right-of-way constraints.



Project Justification:

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

For Continuing Projects

Estimated Project Status as of June 30, 2020

Final design is expected to be 60% complete.

Explanation for Revised Project Dates and/or Project Budget.

- Construction budget was revised consistent with the most recent cost data from the consultant.
- Project delayed in order to conduct additional alignment analysis and public outreach (public opinion survey). End date extended 2 months due to concept design delay.

Project Balance

Original Approved Project Budget	\$	1,321,300
Approved Budget Increases/Decreases	\$	1,776,486
Current Approved Total Project Budget	\$	3,097,786
Requested Budget Increase/Decrease	\$	139
Requested Total Project Budget	\$	3,097,925
Estimated Expenditures through June 30, 2020	\$	204,265
Budget Balance Remaining	\$	2,893,660

Budget Detail

Project Cost Estimates :

Funding Status	Cost Category	PY Estimate	FY 2021	FY 2022	FY 2023	Future Years	Project Totals
Carry Over	Land Acquisition	\$	\$ 400,000	\$	\$	\$	\$ 400,000
Carry Over	Design - Contracted	\$ 203,140	\$ 167,121	\$	\$	\$	\$ 370,261
New Appropriation	Design - Contracted	\$	\$ 139	\$	\$	\$	\$ 139
Carry Over	Construction - Contracted	\$	\$ 581,600	\$ 1,744,800	\$	\$	\$ 2,326,400
Carry Over	Arts Transfer	\$ 1,125	\$	\$	\$	\$	\$ 1,125
Total		\$ 204,265	\$ 1,148,860	\$ 1,744,800	\$ 0	\$ 0	\$ 3,097,925

Project Funding Estimates :

Funding Source	PY Estimate	FY 2021	FY 2022	FY 2023	Future Years	Project Totals
Development Impact Fees - Post 7/2014	\$ 90,657	\$ 636,148	\$ 966,133	\$	\$	\$ 1,692,938
Transportation Sales Tax	\$	\$ 512,712	\$ 778,667	\$	\$	\$ 1,291,379
Capital Reserves	\$ 113,608	\$	\$	\$	\$	\$ 113,608
Total		\$ 204,265	\$ 1,148,860	\$ 1,744,800	\$ 0	\$ 3,097,925

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

None anticipated.

Expenditure Impacts	FY 2021	FY 2022	FY 2023	Future Annual Cost
Other Operating	\$	\$ 5,000	\$ 5,000	\$ 5,000
Total Expenditure Impacts		\$ 0	\$ 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.)

CAPITAL PROJECTS DETAILS

Project Summary

Project Title:

Enhanced Transit Service

Location:

Greater Sedona - Oak Creek Canyon

Phase: of **Project #** SIM-08

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, 2025

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 was completed in FY 2020. Funds for land acquisition for park and ride and/or transit hub facilities and/or rights of way are programmed for FY 2021.

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 (\$ new buses and park-and-ride lot improvements).
- Operating Costs = \$40,000 / yr. Costs may be shared between ADOT, Coconino County, Yavapai County, and City of Sedona.

TRADEOFFS:

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

For Continuing Projects

Estimated Project Status as of June 30, 2020

Exploring feasibility.

Explanation for Revised Project Dates and/or Project Budget.

- The previous budget was for the study. The added budget is for the remainder of the project.
- Project delays are a result of unexpected economic impacts of COVID-19 and reluctance to initiate such large project with significant initial infrastructure and ongoing costs until able to assess financial losses.

Project Balance

Original Approved Project Budget	\$ 200,000
Approved Budget Increases/Decreases	\$ 5,413,868
Current Approved Total Project Budget	\$ 5,613,868
Requested Budget Increase/Decrease	\$ 54,321,132
Requested Total Project Budget	\$ 59,935,000
Estimated Expenditures through June 30, 2020	\$ 120,000
Budget Balance Remaining	\$ 59,815,000

Budget Detail

Project Cost Estimates :

Funding Status	Cost Category	PY Estimate	FY 2021	FY 2022	FY 2023	Future Years	Project Totals
Carry Over	Land Acquisition		\$ 1,370,000	\$ 1,000,000	\$ 1,000,000	\$ 1,630,000	\$ 5,000,000
Carry Over	Design - Contracted	\$ 120,000	\$ 200,000	\$ 100,000			\$ 420,000
New Appropriation	Design - Contracted					\$ 250,000	\$ 250,000
New Appropriation	Construction - Contracted			\$ 2,000,000	\$ 11,050,000	\$ 13,150,000	\$ 26,200,000
Carry Over	Environmental		\$ 100,000	\$ 93,868			\$ 193,868
New Appropriation	Environmental			\$ 206,132	\$ 100,000		\$ 306,132
New Appropriation	Vehicle Purchase				\$ 7,800,000	\$ 19,690,000	\$ 27,490,000
New Appropriation	Technology				\$ 25,000	\$ 50,000	\$ 75,000
Total		\$ 120,000	\$ 1,670,000	\$ 3,400,000	\$ 19,975,000	\$ 34,770,000	\$ 59,935,000

Project Funding Estimates :

Funding Source	PY Estimate	FY 2021	FY 2022	FY 2023	Future Years	Project Totals
Grant	\$ 11,383	\$ 100,000	\$ 1,050,000	\$ 11,800,000	\$ 26,962,000	\$ 39,923,383
Outside Participation			\$ 225,000	\$ 225,000	\$ 475,000	\$ 700,000
Transportation Sales Tax		\$ 1,570,000	\$ 1,000,000	\$ 1,000,000	\$ 1,630,000	\$ 5,200,000
Capital Reserves	\$ 108,617					\$ 108,617
Debt Financing		\$ 1,350,000	\$ 6,950,000	\$ 6,950,000	\$ 5,703,000	\$ 14,003,000
Total	\$ 120,000	\$ 1,670,000	\$ 3,400,000	\$ 19,975,000	\$ 34,770,000	\$ 59,935,000

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

\$10,000 contribution from Coconino County, received in FY 2018 for transit study.
 \$10,000 bed tax allocation represents portion of the FY 2019 amount that exceeded the cap agreed upon for the Sedona Chamber of Commerce and Tourism Bureau contract to contribute to the transit study.
 \$160,000 FTA transit planning grant, passed through ADOT (reimbursement grant)
 \$30,000 grant match from City of Sedona. Budgeted in General Services in FY 2018 (carryover from operating budget).
 Grants for implementation include FTA/ADOT 5311, FTA 5339, FTA 5339c, Federal Land Access Program, and AZ State Parks.
 Outside participation for implementation includes cost sharing with Coconino and Yavapai Counties.

Expenditure Impacts	FY 2021	FY 2022	FY 2023	Future Annual Cost
Other Operating	\$ 168,000	\$ 168,000	\$ 168,000	\$ 6,724,000
Debt Service				\$ 900,000
Revenue Offset				\$ (3,734,213)
Total Expenditure Impacts	\$ 168,000	\$ 168,000	\$ 168,000	\$ 3,889,787

Explanation of Operating Impacts:

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

CAPITAL PROJECTS DETAILS

Project Summary

Project Title:

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				

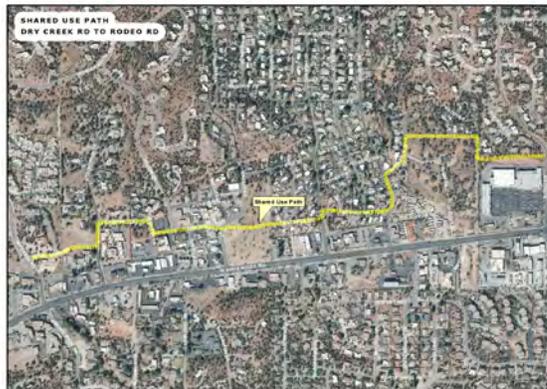
	Original	Revised (if appl.)
Start date	July 1, 2018	
Estimated Completion Date	June 30, 2020	

Project Description:

Construction of roadway improvements, restripe existing lanes for walking and bicycling facilities.

Project Justification:

The Transportation Master Plan, Strategy 11, Walking and Bicycling Facilities, indicates that these improvements collectively encourage use of alternative modes of travel in Sedona, and support a park-once culture where visitors are encouraged to leave their vehicles at their place of lodging. To have a measurable impact on traffic congestion, a shared use trail system will be constructed.



For Continuing Projects

Estimated Project Status as of June 30, 2020

Design is on hold. A portion of this path is expected to be completed by future development.

Explanation for Revised Project Dates and/or Project Budget.

N/A

Project Balance

Original Approved Project Budget	\$	13,199
Approved Budget Increases/Decreases	\$	-
Current Approved Total Project Budget	\$	13,199
Requested Budget Increase/Decrease	\$	200,000
Requested Total Project Budget	\$	213,199
Estimated Expenditures through June 30, 2020	\$	-
Budget Balance Remaining	\$	213,199

Budget Detail

Project Cost Estimates :

Funding Status	Cost Category	PY Estimate	FY 2021	FY 2022	FY 2023	Future Years	Project Totals
Future Estimate	Land Acquisition	\$	\$	\$ 75,000	\$	\$	\$ 75,000
Carry Over	Design - Contracted	\$	\$	\$ 13,199	\$	\$	\$ 13,199
Future Estimate	Design - Contracted	\$	\$	\$ 1,801	\$	\$	\$ 1,801
New Appropriation	Construction - Contracted	\$	\$	\$	\$ 200,000	\$	\$ 200,000
Total		\$ 0	\$ 0	\$ 90,000	\$ 200,000	\$ 0	\$ 290,000

Project Funding Estimates :

Funding Source	PY Estimate	FY 2021	FY 2022	FY 2023	Future Years	Project Totals
Transportation Sales Tax	\$	\$	\$ 90,000	\$ 200,000	\$	\$ 290,000
Total		\$ 0	\$ 0	\$ 90,000	\$ 200,000	\$ 290,000

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

None anticipated.

Expenditure Impacts	FY 2021	FY 2022	FY 2023	Future Annual Cost	
Other Operating	\$ 2,000	\$ 10,000	\$ 10,000	\$	
Other Operating	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	
Total Expenditure Impacts		\$ 12,000	\$ 20,000	\$ 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 will be covered within existing capacity. Additional recurring maintenance costs are related to materials and supplies for pavement maintenance (seal coating, or other) of paths, pavement patching, curb replacement, signage and striping, etc.

CAPITAL PROJECTS DETAILS

Project Summary

Project Title:

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.)
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Start date	February 19, 2019	
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Estimated Completion Date	June 30, 2021	
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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 trailheads, pedestrian improvements would be required. Incentives such as limited parking availability at trailheads and expanded no parking in residential neighborhoods along Soldiers Pass Road.



For Continuing Projects

Estimated Project Status as of June 30, 2020

Design completed.

Explanation for Revised Project Dates and/or Project Budget.

Budget estimate was updated after development of a design cost estimate. The prior budget amount was based on the preliminary planning level estimate.

Project Balance

Original Approved Project Budget	\$ 674,680
Approved Budget Increases/Decreases	\$ -
Current Approved Total Project Budget	\$ 674,680
Requested Budget Increase/Decrease	\$ 9,050
Requested Total Project Budget	\$ 683,730
Estimated Expenditures through June 30, 2020	\$ 73,730
Budget Balance Remaining	\$ 610,000

Budget Detail

Project Cost Estimates :

Funding Status	Cost Category	PY Estimate	FY 2021	FY 2022	FY 2023	Future Years	Project Totals
Carry Over	Design - Contracted	\$ 73,000	\$	\$	\$	\$	\$ 73,000
Carry Over	Construction - Contracted	\$	\$ 600,950	\$	\$	\$	\$ 600,950
New Appropriation	Construction - Contracted	\$	\$ 9,050	\$	\$	\$	\$ 9,050
Carry Over	Arts Transfer	\$ 730	\$	\$	\$	\$	\$ 730
Total		\$ 73,730	\$ 610,000	\$ 0	\$ 0	\$ 0	\$ 683,730

Project Funding Estimates :

Funding Source	PY Estimate	FY 2021	FY 2022	FY 2023	Future Years	Project Totals
Transportation Sales Tax	\$	\$ 610,000	\$	\$	\$	\$ 610,000
Capital Reserves	\$ 73,730	\$	\$	\$	\$	\$ 73,730
Total		\$ 73,730	\$ 610,000	\$ 0	\$ 0	\$ 683,730

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

None anticipated.

Expenditure Impacts	FY 2021	FY 2022	FY 2023	Future Annual Cost
Other Operating	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000
Total Expenditure Impacts		\$ 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 will be covered within existing capacity. Additional recurring maintenance costs are related to materials and supplies for pavement maintenance (seal coating, or other) of paths, pavement patching, curb replacement, signage and striping, etc.

CAPITAL PROJECTS DETAILS

Project Summary

Project Title:

Navoti Dr to Dry Creek Rd Shared Use Path

Location:

White Bear Road (Sedona Public Library) to Navoti Drive

Phase: of **Project #** SIM-11e

Ranking Important (could-do)

Environmental Sustainability Project ? Yes

	Original	Revised (if appl.)
Start date	February 1, 2019	July 1, 2019
Estimated Completion Date	June 30, 2019	December 31, 2020

Project Description:

This project would provide a shared use pathway connection from Navoti Drive to White Bear Road. This will also provide a multi-modal connection to western Sedona/Red Rock High School other than SR 89A.

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 and residents are encouraged to leave their vehicles at their place of lodging/residence. To have a measurable impact on traffic congestion, shared use path connections will be required.



For Continuing Projects

Estimated Project Status as of June 30, 2020

Design completed.

Explanation for Revised Project Dates and/or Project Budget.

- Budget estimate was updated after development of a design cost estimate. The prior budget amount was based on the preliminary planning estimate.
- During the FY 2020 budget development process, it was originally anticipated that this project would move forward and be complete by June 30, 2019. Due to the advancement of other higher priority projects, this project was delayed.

Project Balance

Original Approved Project Budget	\$ 156,550
Approved Budget Increases/Decreases	\$ -
Current Approved Total Project Budget	\$ 156,550
Requested Budget Increase/Decrease	\$ 39,400
Requested Total Project Budget	\$ 195,950
Estimated Expenditures through June 30, 2020	\$ 40,950
Budget Balance Remaining	\$ 155,000

Budget Detail

Project Cost Estimates :

Funding Status	Cost Category	PY Estimate	FY 2021	FY 2022	FY 2023	Future Years	Project Totals
Carry Over	Design - Contracted	\$ 40,545	\$	\$	\$	\$	\$ 40,545
Carry Over	Construction - Contracted	\$	\$ 115,600	\$	\$	\$	\$ 115,600
New Appropriation	Construction - Contracted	\$	\$ 39,400	\$	\$	\$	\$ 39,400
Carry Over	Arts Transfer	\$ 405	\$	\$	\$	\$	\$ 405
Total		\$ 40,950	\$ 155,000	\$ 0	\$ 0	\$ 0	\$ 195,950

Project Funding Estimates :

Funding Source	PY Estimate	FY 2021	FY 2022	FY 2023	Future Years	Project Totals
Transportation Sales Tax	\$	\$ 155,000	\$	\$	\$	\$ 155,000
Capital Reserves	\$ 40,950	\$	\$	\$	\$	\$ 40,950
Total		\$ 40,950	\$ 155,000	\$ 0	\$ 0	\$ 195,950

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

None anticipated.

Expenditure Impacts	FY 2021	FY 2022	FY 2023	Future Annual Cost
Other Operating	\$ 3,000	\$ 3,000	\$ 3,000	\$ 3,000
Total Expenditure Impacts		\$ 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 will be covered within existing capacity. Additional recurring maintenance costs are related to materials and supplies for pavement maintenance (seal coating, or other) of paths, pavement patching, curb replacement, signage and striping, etc.

CAPITAL PROJECTS DETAILS

Project Summary

Project Title:

Bicycle Green Lanes

Location:

Citywide

Phase:		of		Project #	SIM-11f
Ranking	Essential (should-do)				
Environmental Sustainability Project ?	No				

	Original	Revised (if appl.)
Start date	February 19, 2019	
Estimated Completion Date	August 19, 2020	

Project Description:

Provide additional marking/visual contrast for bicycle lanes. Colored pavement within a bicycle lane increases the visibility of the facility, identifies potential areas of conflict, and reinforces priority to bicyclists in conflict areas and in areas with pressure for illegal parking. Colored pavement can be utilized either as a corridor treatment along the length of a bike lane or cycle track, or as a spot treatment, such as a bike box, conflict area, or intersection crossing marking. Color can be applied along the entire length of bike lane or cycle track to increase the overall visibility of the facility. Consistent application of color across a bikeway corridor is important to promote clear understanding for all users.

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 and residents are encouraged to leave their vehicles at their place of lodging.



For Continuing Projects

Estimated Project Status as of June 30, 2020

Design is complete. Construction is pending ADOT permit approval.

Explanation for Revised Project Dates and/or Project Budget.

The budget was reduced slightly as a result of the elimination of the arts transfer due to a change in the funding source used.

Project Balance

Original Approved Project Budget	\$	20,200
Approved Budget Increases/Decreases	\$	(185)
Current Approved Total Project Budget	\$	20,015
Requested Budget Increase/Decrease	\$	-
Requested Total Project Budget	\$	20,015
Estimated Expenditures through June 30, 2020	\$	1,515
Budget Balance Remaining	\$	18,500

Budget Detail

Project Cost Estimates :

Funding Status	Cost Category	PY Estimate	FY 2021	FY 2022	FY 2023	Future Years	Project Totals
Carry Over	Design - In-house	\$ 1,500	\$	\$	\$	\$	\$ 1,500
Carry Over	Construction - Contracted	\$	\$ 18,500	\$	\$	\$	\$ 18,500
Future Estimate	Construction - Contracted	\$	\$	\$	\$	\$ 30,000	\$ 30,000
Carry Over	Arts Transfer	\$ 15	\$	\$	\$	\$	\$ 15
Total		\$ 1,515	\$ 18,500	\$ 0	\$ 0	\$ 30,000	\$ 50,015

Project Funding Estimates :

Funding Source	PY Estimate	FY 2021	FY 2022	FY 2023	Future Years	Project Totals
Transportation Sales Tax	\$	\$ 18,500	\$	\$	\$ 30,000	\$ 48,500
Capital Reserves	\$ 1,515	\$	\$	\$	\$	\$ 1,515
Total		\$ 1,515	\$ 18,500	\$ 0	\$ 0	\$ 30,000

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

None anticipated.

Expenditure Impacts	FY 2021	FY 2022	FY 2023	Future Annual Cost
Other Operating	\$ 1,500	\$ 1,500	\$ 1,500	\$ 3,000
Total Expenditure Impacts		\$ 1,500	\$ 1,500	\$ 3,000

Explanation of Operating Impacts:

Additional operational and maintenance costs related to added infrastructure. Additional personnel time related to managing additional facilities/infrastructure will be covered within existing capacity. Additional recurring maintenance costs are related to materials and supplies for pavement marking (seal coating, or other) of lanes, pavement patching, signage and striping, etc.

CAPITAL PROJECTS DETAILS

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 is being designed during FY 2020 and will be 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 is being 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, 2020

Design of the shared use path and drainage improvements are complete. Construction of the major drainage portion of the project is expected to be complete.

Explanation for Revised Project Dates and/or Project Budget.

A new appropriation of \$389,250 for construction was necessary based on having the design and associated engineer's opinion of probable cost completed.

Project Balance

Original Approved Project Budget	\$ 2,312,570
Approved Budget Increases/Decreases	\$ -
Current Approved Total Project Budget	\$ 2,312,570
Requested Budget Increase/Decrease	\$ 391,485
Requested Total Project Budget	\$ 2,704,055
Estimated Expenditures through June 30, 2020	\$ 1,209,320
Budget Balance Remaining	\$ 1,494,735

Budget Detail

Project Cost Estimates :

Funding Status	Cost Category	PY Estimate	FY 2021	FY 2022	FY 2023	Future Years	Project Totals
Carry Over	Design - Contracted	\$ 200,000	\$ 40,000	\$	\$	\$	\$ 240,000
Carry Over	Construction - Contracted	\$ 1,000,000	\$ 1,060,000	\$	\$	\$	\$ 2,060,000
New Appropriation	Construction - Contracted	\$	\$ 390,000	\$	\$	\$	\$ 390,000
Carry Over	Arts Transfer	\$ 9,320	\$ 3,250	\$	\$	\$	\$ 12,570
New Appropriation	Arts Transfer	\$	\$ 1,485	\$	\$	\$	\$ 1,485
Total		\$ 1,209,320	\$ 1,494,735	\$ 0	\$ 0	\$ 0	\$ 2,704,055

Project Funding Estimates :

Funding Source	PY Estimate	FY 2021	FY 2022	FY 2023	Future Years	Project Totals
Yavapai County Flood Control	\$ 195,000	\$	\$	\$	\$	\$ 195,000
Development Impact Fees - Pre 8/2014	\$ 70,000	\$	\$	\$	\$	\$ 70,000
Development Impact Fees - Post 7/2014	\$ 3,000	\$ 1,900	\$	\$	\$	\$ 4,900
Transportation Sales Tax	\$	\$ 1,014,625	\$	\$	\$	\$ 1,014,625
Capital Reserves	\$ 941,320	\$ 478,210	\$	\$	\$	\$ 1,419,530
Total	\$ 1,209,320	\$ 1,494,735	\$ 0	\$ 0	\$ 0	\$ 2,704,055

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

None anticipated.

Expenditure Impacts	FY 2021	FY 2022	FY 2023	Future Annual Cost
Supplies	\$	\$ 2,500	\$ 2,500	\$ 2,500
Total Expenditure Impacts	\$ 0	\$ 2,500	\$ 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.

CAPITAL PROJECTS DETAILS

Project Summary

Project Title:

Chapel Road Shared Use Path

Location:

Chapel Road

Phase:		of		Project #	SIM-11h
Ranking	Important (could-do)				
Environmental Sustainability Project ?	Yes				

	Original	Revised (if appl.)
Start date	July 1, 2019	August 1, 2019
Estimated Completion Date	June 30, 2020	June 30, 2022

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, 2020

Design is complete.

Explanation for Revised Project Dates and/or Project Budget.

- Construction budget was carried over to FY 2021 due to design taking longer than expected. The design budget was also increased to reflect actual cost rather than the previous planning level estimate.
- Several factors have contributed to the delay including added levels of coordination and impacts of COVID-19.

Project Balance

Original Approved Project Budget	\$ 623,200
Approved Budget Increases/Decreases	\$ -
Current Approved Total Project Budget	\$ 623,200
Requested Budget Increase/Decrease	\$ 5,834
Requested Total Project Budget	\$ 629,034
Estimated Expenditures through June 30, 2020	\$ 69,034
Budget Balance Remaining	\$ 560,000

Budget Detail

Project Cost Estimates :

Funding Status	Cost Category	PY Estimate	FY 2021	FY 2022	FY 2023	Future Years	Project Totals
Carry Over	Design - Contracted	\$ 68,350	\$	\$	\$	\$	\$ 68,350
Carry Over	Construction - Contracted	\$	\$ 260,000	\$ 294,166	\$	\$	\$ 554,166
New Appropriation	Construction - Contracted	\$	\$	\$ 5,834	\$	\$	\$ 5,834
Carry Over	Arts Transfer	\$ 684	\$	\$	\$	\$	\$ 684
Total		\$ 69,034	\$ 260,000	\$ 300,000	\$ 0	\$ 0	\$ 629,034

Project Funding Estimates :

Funding Source	PY Estimate	FY 2021	FY 2022	FY 2023	Future Years	Project Totals
Transportation Sales Tax	\$	\$ 260,000	\$ 300,000	\$	\$	\$ 560,000
Capital Reserves	\$ 69,034	\$	\$	\$	\$	\$ 69,034
Total		\$ 69,034	\$ 260,000	\$ 300,000	\$ 0	\$ 629,034

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

None anticipated.

Expenditure Impacts	FY 2021	FY 2022	FY 2023	Future Annual Cost
select A Department	\$ 3,000	\$ 3,000	\$ 3,000	\$ 3,000
Total Expenditure Impacts		\$ 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 will be covered within existing capacity. Additional recurring maintenance costs are related to materials and supplies for pavement maintenance (seal coating, or other) of paths, pavement patching, curb replacement, signage and striping, etc.

CAPITAL PROJECTS DETAILS

Project Summary

Project Title:

Dry Creek Road Shared Use Path

Location:

Dry Creek Road

Phase:		of		Project #	SIM-11i
Ranking	Important (could-do)				
Environmental Sustainability Project ?	Yes				

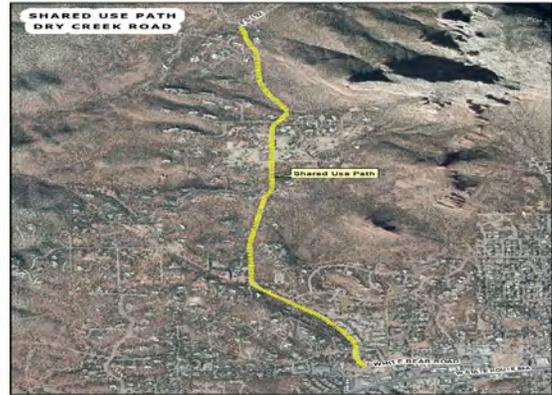
	Original	Revised (if appl.)
Start date	July 1, 2020	May 1, 2019
Estimated Completion Date	June 30, 2022	June 30, 2021

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, 2020

Design is complete.

Explanation for Revised Project Dates and/or Project Budget.

This project was not originally appropriated in FY 2020. The project began design in FY 2020 due to being identified as a high priority by the adjacent community, who has committed \$17,000 towards construction of the project. Budget numbers are updated to reflect actual design cost, and design level estimates, rather than the previous planning level estimates.

Project Balance

Original Approved Project Budget	\$ -
Approved Budget Increases/Decreases	\$ 53,227
Current Approved Total Project Budget	\$ 53,227
Requested Budget Increase/Decrease	\$ 707,000
Requested Total Project Budget	\$ 760,227
Estimated Expenditures through June 30, 2020	\$ 53,227
Budget Balance Remaining	\$ 707,000

Budget Detail

Project Cost Estimates :

Funding Status	Cost Category	PY Estimate	FY 2021	FY 2022	FY 2023	Future Years	Project Totals
Carry Over	Design - Contracted	\$ 52,700	\$	\$	\$	\$	\$ 52,700
New Appropriation	Design - Contracted	\$	\$ 7,000	\$	\$	\$	\$ 7,000
New Appropriation	Construction - Contracted	\$	\$ 700,000	\$	\$	\$	\$ 700,000
Carry Over	Arts Transfer	\$ 527	\$	\$	\$	\$	\$ 527
Total		\$ 53,227	\$ 707,000	\$ 0	\$ 0	\$ 0	\$ 760,227

Project Funding Estimates :

Funding Source	PY Estimate	FY 2021	FY 2022	FY 2023	Future Years	Project Totals
Outside Participation	\$	\$ 17,000	\$	\$	\$	\$ 17,000
Transportation Sales Tax	\$	\$ 690,000	\$	\$	\$	\$ 690,000
Capital Reserves	\$ 53,227	\$	\$	\$	\$	\$ 53,227
Total		\$ 53,227	\$ 707,000	\$ 0	\$ 0	\$ 760,227

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

The Estates at North Slopes has committed \$17,000 toward the construction of the project.

Expenditure Impacts	FY 2021	FY 2022	FY 2023	Future Annual Cost
Other Operating	\$	\$ 6,000	\$ 6,000	\$ 6,000
Total Expenditure Impacts		\$ 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 will be covered within existing capacity. Additional recurring maintenance costs are related to materials and supplies for pavement maintenance (seal coating, or other) of paths, pavement patching, curb replacement, signage and striping, etc.

CAPITAL PROJECTS DETAILS

Project Summary

Project Title:

Travel Information System

Location:

N/A

Phase:		of		Project #	SIM-12a
Ranking	Important (could-do)				
Environmental Sustainability Project ?	No				

	Original	Revised (if appl.)
Start date	August 1, 2017	July 1, 2018
Estimated Completion Date	February 28, 2018	June 30, 2021

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 could 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 Bull 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, 2020

Coordinating with ADOT.

Explanation for Revised Project Dates and/or Project Budget.

- Amounts for ongoing travel time data license were moved to operating budget.
- Project rescheduled consistent with ADOT anticipated schedule for additional Dynamic Message Sign (DMS) boards on I-17.

Project Balance

Original Approved Project Budget	\$	151,000
Approved Budget Increases/Decreases	\$	703,800
Current Approved Total Project Budget	\$	854,800
Requested Budget Increase/Decrease	\$	-
Requested Total Project Budget	\$	854,800
Estimated Expenditures through June 30, 2020	\$	4,800
Budget Balance Remaining	\$	850,000

Budget Detail

Project Cost Estimates :

Funding Status	Cost Category	PY Estimate	FY 2021	FY 2022	FY 2023	Future Years	Project Totals
Carry Over	Design - Contracted	\$	\$ 125,000	\$	\$	\$	\$ 125,000
Carry Over	Construction - Contracted	\$	\$ 725,000	\$	\$	\$	\$ 725,000
Carry Over	Technology	\$ 4,800	\$	\$	\$	\$	\$ 4,800
Total		\$ 4,800	\$ 850,000	\$ 0	\$ 0	\$ 0	\$ 854,800

Project Funding Estimates :

Funding Source	PY Estimate	FY 2021	FY 2022	FY 2023	Future Years	Project Totals
Development Impact Fees - Post 7/2014	\$ 288	\$ 51,000	\$	\$	\$	\$ 51,288
Transportation Sales Tax	\$	\$ 799,000	\$	\$	\$	\$ 799,000
Capital Reserves	\$ 4,512	\$	\$	\$	\$	\$ 4,512
Total		\$ 4,800	\$ 850,000	\$ 0	\$ 0	\$ 854,800

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

None anticipated.

Expenditure Impacts	FY 2021	FY 2022	FY 2023	Future Annual Cost
Other Operating	\$ 30,000	\$ 30,000	\$ 30,000	\$ 30,000
Total Expenditure Impacts		\$ 30,000	\$ 30,000	\$ 30,000

Explanation of Operating Impacts:

Maintenance and operational costs of DMS boards will be covered by ADOT. The operational costs shown are for the annual license cost to continue to collect travel time data.

CAPITAL PROJECTS DETAILS

Project Summary

Project Title: Traffic Video Cameras	
Phase:	of Project # SIM-12b
Ranking	Important (could-do)
Environmental Sustainability Project ?	No

Location: Citywide		
	Original	Revised (if appl.)
Start date	October 1, 2018	
Estimated Completion Date	June 30, 2021	

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 the 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, 2020

Three new video cameras have been installed.

Explanation for Revised Project Dates and/or Project Budget.

The budget was increased to allow for additional new cameras.

Project Balance	
Original Approved Project Budget	\$ 47,470
Approved Budget Increases/Decreases	\$ 11,200
Current Approved Total Project Budget	\$ 58,670
Requested Budget Increase/Decrease	\$ 18,600
Requested Total Project Budget	\$ 77,270
Estimated Expenditures through June 30, 2020	\$ 27,270
Budget Balance Remaining	\$ 50,000

Budget Detail

Project Cost Estimates :

Funding Status	Cost Category	PY Estimate	FY 2021	FY 2022	FY 2023	Future Years	Project Totals
Carry Over	Design - Contracted	\$ 12,000	\$ 13,793	\$	\$	\$	\$ 25,793
New Appropriation	Design - Contracted	\$	\$ 6,207	\$	\$	\$	\$ 6,207
Carry Over	Construction - Contracted	\$ 15,000	\$ 17,607	\$	\$	\$	\$ 32,607
New Appropriation	Construction - Contracted	\$	\$ 12,393	\$	\$	\$	\$ 12,393
Carry Over	Arts Transfer	\$ 270	\$	\$	\$	\$	\$ 270
Total		\$ 27,270	\$ 50,000	\$ 0	\$ 0	\$ 0	\$ 77,270

Project Funding Estimates :

Funding Source	PY Estimate	FY 2021	FY 2022	FY 2023	Future Years	Project Totals
Transportation Sales Tax	\$	\$ 50,000	\$	\$	\$	\$ 50,000
Capital Reserves	\$ 27,270	\$	\$	\$	\$	\$ 27,270
Total		\$ 27,270	\$ 50,000	\$ 0	\$ 0	\$ 77,270

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

None anticipated.

Explanation of Operating Impacts:

None anticipated.

CAPITAL PROJECTS DETAILS

Project Summary

Project Title:

Sanborn Drive/Thunder Mountain Road Overlay

Location:

From Rhapsody Road to Coffee Pot Drive

Phase:		of		Project #	ST-02
Ranking	Essential (should-do)				
Environmental Sustainability Project ?	No				

	Original	Revised (if appl.)
Start date	July 1, 2018	December 1, 2016
Estimated Completion Date	August 31, 2018	June 30, 2021

Project Description:

This project will consist of a 2" asphalt mill and overlay, as well as new curb and gutter along the south edge of the roadway for the one-mile distance between Rhapsody Road (approximate) and Coffee Pot Drive.

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, 2020

Design completed.

Explanation for Revised Project Dates and/or Project Budget.

- The construction cost increased due to the inclusion of curb and gutter on the south side of the roadway in preparation for an adjacent shared-use path. The increase in design cost is due to inclusion of post-design services.
- Construction has been delayed until FY 2021 to coordinate with drainage improvements.

Project Balance

Original Approved Project Budget	\$	738,820
Approved Budget Increases/Decreases	\$	42,270
Current Approved Total Project Budget	\$	781,090
Requested Budget Increase/Decrease	\$	29,435
Requested Total Project Budget	\$	810,525
Estimated Expenditures through June 30, 2020	\$	-
Budget Balance Remaining	\$	810,525

Budget Detail

Project Cost Estimates :

Funding Status	Cost Category	PY Estimate	FY 2021	FY 2022	FY 2023	Future Years	Project Totals
New Appropriation	Design - Contracted	\$	\$ 6,000	\$	\$	\$	\$ 6,000
Carry Over	Construction - Contracted	\$	\$ 776,857	\$	\$	\$	\$ 776,857
New Appropriation	Construction - Contracted	\$	\$ 23,143	\$	\$	\$	\$ 23,143
Carry Over	Arts Transfer	\$	\$ 4,233	\$	\$	\$	\$ 4,233
New Appropriation	Arts Transfer	\$	\$ 292	\$	\$	\$	\$ 292
Total		\$	\$ 810,525	\$ 0	\$ 0	\$ 0	\$ 810,525

Project Funding Estimates :

Funding Source	PY Estimate	FY 2021	FY 2022	FY 2023	Future Years	Project Totals
Grant	\$	\$ 353,454	\$	\$	\$	\$ 353,454
Capital Reserves	\$	\$ 457,071	\$	\$	\$	\$ 457,071
Total		\$	\$ 810,525	\$ 0	\$ 0	\$ 810,525

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 2021	FY 2022	FY 2023	Future Annual Cost	
Other Operating	\$	\$ 2,000	\$ 20,000	\$ 2,000	
Total Expenditure Impacts		\$	\$ 2,000	\$ 20,000	\$ 2,000

Explanation of Operating Impacts:

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

CAPITAL PROJECTS DETAILS

Project Summary

Project Title:	
Ranger Road / Brewer Road Intersection Improvements	
Phase:	of Project # ST-03
Ranking	Important (could-do)
Environmental Sustainability Project ?	No

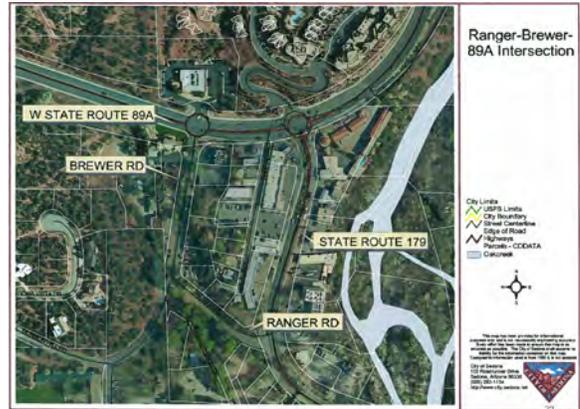
Location:		
Ranger Road/ Brewer Road		
	Original	Revised (if appl.)
Start date	July 1, 2020	July 1, 2022
Estimated Completion Date	June 30, 2022	June 30, 2024

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, and accommodate potential transit improvements via a Ranger Road extension.



For Continuing Projects

Estimated Project Status as of June 30, 2020

N/A

Explanation for Revised Project Dates and/or Project Budget.

This project has been pushed out in order to be coordinated with potential transit needs and improvements in the area.

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, 2020	\$ -
Budget Balance Remaining	\$ -

Budget Detail

Project Cost Estimates :

Funding Status	Cost Category	PY Estimate	FY 2021	FY 2022	FY 2023	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	\$	\$	\$	\$ 2,350	\$ 11,750	\$ 14,100
Total		\$ 0	\$ 0	\$ 0	\$ 302,350	\$ 1,261,750	\$ 1,564,100

Project Funding Estimates :

Funding Source	PY Estimate	FY 2021	FY 2022	FY 2023	Future Years	Project Totals
Development Impact Fees - Post 7/2014	\$	\$	\$	\$ 18,000	\$ 75,000	\$ 93,000
Capital Reserves	\$	\$	\$	\$ 284,350	\$ 1,186,750	\$ 1,471,100
Total		\$ 0	\$ 0	\$ 0	\$ 302,350	\$ 1,261,750

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

None anticipated.

Explanation of Operating Impacts:

N/A

CAPITAL PROJECTS DETAILS

Project Summary

Project Title:	
Shelby Drive / Sunset Drive Improvements	
Phase:	of Project # ST-04
Ranking	Essential (should-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, 2020

The project is expected to be at construction bid phase.

Explanation for Revised Project Dates and/or Project Budget.

This project was not originally appropriated in FY 2020. The budget increase reflects the full cost of the project.

Project Balance	
Original Approved Project Budget	\$ -
Approved Budget Increases/Decreases	\$ 179,108
Current Approved Total Project Budget	\$ 179,108
Requested Budget Increase/Decrease	\$ 1,621,767
Requested Total Project Budget	\$ 1,800,875
Estimated Expenditures through June 30, 2020	\$ 179,108
Budget Balance Remaining	\$ 1,621,767

Budget Detail

Project Cost Estimates :

Funding Status	Cost Category	PY Estimate	FY 2021	FY 2022	FY 2023	Future Years	Project Totals
Carry Over	Design - Contracted	\$ 177,335	\$	\$	\$	\$	\$ 177,335
New Appropriation	Design - Contracted	\$	\$ 10,660	\$	\$	\$	\$ 10,660
New Appropriation	Construction - Contracted	\$	\$ 1,500,000	\$	\$	\$	\$ 1,500,000
New Appropriation	Contingency	\$	\$ 100,000	\$	\$	\$	\$ 100,000
Carry Over	Arts Transfer	\$ 1,773	\$	\$	\$	\$	\$ 1,773
New Appropriation	Arts Transfer	\$	\$ 11,107	\$	\$	\$	\$ 11,107
Total		\$ 179,108	\$ 1,621,767	\$ 0	\$ 0	\$ 0	\$ 1,800,875

Project Funding Estimates :

Funding Source	PY Estimate	FY 2021	FY 2022	FY 2023	Future Years	Project Totals
Grant	\$	\$ 500,000	\$	\$	\$	\$ 500,000
Capital Reserves	\$ 179,108	\$ 1,121,767	\$	\$	\$	\$ 1,300,875
Total		\$ 179,108	\$ 1,621,767	\$ 0	\$ 0	\$ 1,800,875

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

An Economic Strengths Project (ESP) grant through the Arizona Commerce Authority and ADOT funded by the state's Highway User Revenue Fund.

Expenditure Impacts	FY 2021	FY 2022	FY 2023	Future Annual Cost
Supplies	\$	\$ 3,000	\$ 10,000	\$ 3,000
Total Expenditure Impacts		\$ 0	\$ 3,000	\$ 10,000

Explanation of Operating Impacts:

Crack sealing, fog seal, pavement markings, drainage, signs, and sewer maintenance.

CAPITAL PROJECTS DETAILS

Project Summary

Project Title: Street Sweeper	
Phase:	of Project # ST-05
Ranking	Important (could-do)
Environmental Sustainability Project ?	N/a

Location: N/A	
Original	Revised (if appl.)
Start date	July 1, 2020
Estimated Completion Date	June 30, 2021

Project Description:

We currently have sweeping performed through a contracted service. This service addresses needs for bike lane cleaning, storm water pollution prevention, and storm cleanup. With this funding, staff would purchase a street sweeper and perform the service in-house.

Project Justification:

By acquiring this equipment and performing this service in-house staff would be able to expand the service area, adding more streets and parking lots, and respond to needs more quickly.



For Continuing Projects

Estimated Project Status as of June 30, 2020

N/A

Explanation for Revised Project Dates and/or Project Budget.

N/A

Project Balance	
Original Approved Project Budget	\$ 1,820,000
Approved Budget Increases/Decreases	\$ (1,820,000)
Current Approved Total Project Budget	\$ -
Requested Budget Increase/Decrease	\$ 180,000
Requested Total Project Budget	\$ 180,000
Estimated Expenditures through June 30, 2020	\$ -
Budget Balance Remaining	\$ 180,000

Budget Detail

Project Cost Estimates :

Funding Status	Cost Category	PY Estimate	FY 2021	FY 2022	FY 2023	Future Years	Project Totals
New Appropriation	Equipment Purchase	\$	\$ 180,000	\$	\$	\$	\$ 180,000
Total		\$ 0	\$ 180,000	\$ 0	\$ 0	\$ 0	\$ 180,000

Project Funding Estimates :

Funding Source	PY Estimate	FY 2021	FY 2022	FY 2023	Future Years	Project Totals
Capital Reserves	\$	\$ 180,000	\$	\$	\$	\$ 180,000
Total		\$ 0	\$ 180,000	\$ 0	\$ 0	\$ 180,000

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

None anticipated.

Expenditure Impacts	FY 2021	FY 2022	FY 2023	Future Annual Cost
Supplies	\$ 1,200	\$ 1,000	\$ 1,000	\$ 1,000
Other Operating	\$ (35,000)	\$ (35,000)	\$ (35,000)	\$ (35,000)
Total Expenditure Impacts	\$ (33,800)	\$ (34,000)	\$ (34,000)	\$ (34,000)

Explanation of Operating Impacts:

Equipment maintenance, fluids, brushes, tires. Expenses would be offset by current contract costs (approximately \$35,000 annually).

WASTEWATER DEPT

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:

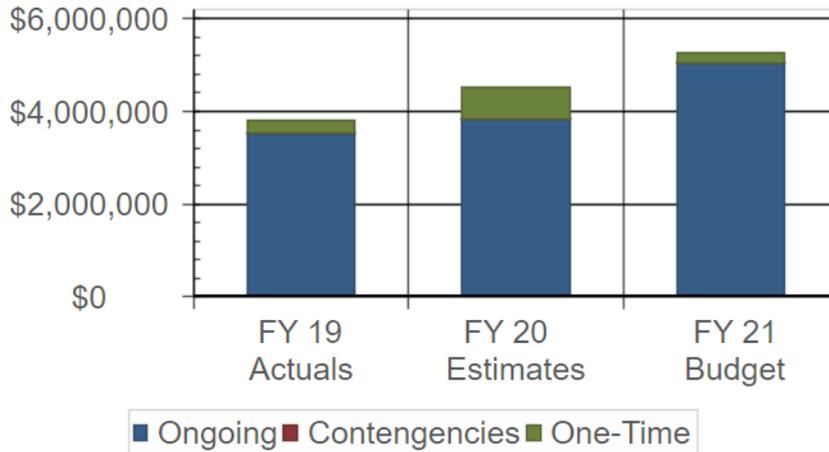
- * Administration
- * Collection System
- * Plant Operations
- * Lab
- * Wastewater Capital Projects

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 2021 PROGRAM EXPENDITURES: \$5,259,355



FY 2019 - FY 2021 ONGOING VS. ONE-TIME EXPENDITURES



Wastewater Dept-Administration

Budget Summary	FY2021 Budget	% of FY2021 Budget	FY2020 Budget	FY2020 Estimate	FY2019 Actuals
Program Expenditures					
Personnel Services	\$ 177,580	27 %	\$ 171,540	\$ 180,760	\$ 192,660
Supplies & Services	41,250	6 %	44,151	41,825	53,101
Subtotal Direct Costs	\$ 218,830	33 %	\$ 215,691	\$ 222,585	\$ 245,761
Internal Charges	438,620	67 %	407,740	431,590	355,455
Total Expenditures	657,450	100 %	623,431	654,175	601,216
Expenditures by Fund					
Wastewater Enterprise Fund	\$ 657,450	100 %	\$ 623,431	\$ 654,575	\$ 605,606
Funding Sources					
Funding from General Revenues:					
Estimated Resident Generated	\$ 230,107	35 %	\$ 218,201	\$ 228,961	\$ 210,426
Estimated Visitor Generated	\$ 427,343	65 %	\$ 405,230	\$ 425,214	\$ 390,790
Employee Time Allocation (FTEs) Budgeted	1.95	-	1.95	-	2.15

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 2020 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 Dept-Administration

FY 2021 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	FY21 Projection	FY20 Projection	FY20 Estimate	FY19 Actual	FY18 Actual
Tours given	6	6	6	3	3
Safety training sessions	8	8	6	5	8
Safety Talks	24	24	22	16	30
Cross-training sessions (Lunch and Learn)	12	12	12	9	7
Regulatory compliance reports submitted	10	15	11	15	9

PERFORMANCE MEASURES	Benchmark	FY21 Target	FY20 Target	FY20 Estimate	FY19 Actual	FY18 Actual
Single family residential monthly sewer rate for high flows. (Benchmark is average monthly sewer bill of 10 participating municipalities in the Valley Cities Consortium for FY2017, most recent data readily available.)		\$61.11		\$61.11	\$61.11	
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.)		\$47.52	\$39.29 (estimate based on 2,000 gal. water)*	\$47.52	\$47.52	\$47.52

Wastewater Dept-Capital Projects Management

Budget Summary	FY2021 Budget	% of FY2021 Budget	FY2020 Budget	FY2020 Estimate	FY2019 Actuals
Program Expenditures					
Personnel Services	\$ 81,460	83 %	\$ 79,300	\$ 83,090	\$ 58,376
Internal Charges	16,890	17 %	16,410	16,900	11,337
Total Expenditures	98,350	100 %	95,710	99,990	69,713
Expenditures by Fund					
Wastewater Enterprise Fund	\$ 98,350	100 %	\$ -	\$ -	\$ -
Funding Sources					
Funding from General Revenues:					
Estimated Resident Generated	\$ 34,423	35 %	\$ 33,499	\$ 34,997	\$ 24,400
Estimated Visitor Generated	\$ 63,928	65 %	\$ 62,212	\$ 64,994	\$ 45,313
Employee Time Allocation (FTEs) Budgeted	0.70	-	0.70	-	0.55

The Director of Wastewater 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 2020 Accomplishments

Community Plan Environment Goal - Preserve and protect the natural environment:

- * Completed construction of the Mystic Hills and Chapel Lift Station Upgrades Project.
- * Completed construction of the Tertiary Filter Upgrades Project.
- * Completed design of the SR 179 Sewer Main Upsize Project.

FY 2021 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	FY21 Projection	FY20 Projection	FY20 Estimate	FY19 Actual	FY18 Actual
Total CIP projects	5	8	4	4	7
Percentage of CIP projects managed by Public Works	0%	25%	40%	50%	29%
Percentage of CIP projects managed by Wastewater	100%	75%	60%	50%	71%
Active CIP contracts in planning or design phase (includes professional services during construction)	4	4	4	3	6
Total design projects completed (includes professional services during construction)	\$477,600	\$432,600	\$288,000	\$437,150	\$754,926
Total change orders for design phase (including professional services during construction)	\$0	\$0	\$8,000	\$2,715	\$0
Active CIP contracts in construction phase	4	5	5	3	4
Total construction projects completed	\$3,045,600	\$3,441,094	\$3,380,000	\$1,007,600	\$3,850,114
Total change orders for construction phase	\$180,000	\$0	\$100,000	\$52,440	\$0

PERFORMANCE MEASURES	Benchmark	FY21 Target	FY20 Target	FY20 Estimate	FY19 Actual	FY18 Actual
Average percentage of change orders to original contract amount for design phase (including professional services during construction)		0%	0.0%	7%	0.9%	3.5%
Average percentage of change orders to original contract amount for construction phase		5.9%	0.0%	2%	2.7%	6.3%

Wastewater Dept-Plant Operations

Budget Summary	FY2021 Budget	% of FY2021 Budget	FY2020 Budget	FY2020 Estimate	FY2019 Actuals
Program Expenditures					
Personnel Services	\$ 479,400	31 %	\$ 476,750	\$ 415,550	\$ 417,253
Supplies & Services	913,870	58 %	858,911	697,450	787,640
Subtotal Direct Costs	\$ 1,393,270	89 %	\$ 1,335,661	\$ 1,113,000	\$ 1,204,893
Internal Charges	171,060	11 %	490,270	472,290	406,694
Total Expenditures	1,564,330	100 %	1,825,931	1,585,290	1,611,587
Expenditures by Fund					
Wastewater Enterprise Fund	\$ 1,608,530	103 %	\$ 2,010,931	\$ 1,775,290	\$ 1,667,240
Funding Sources					
Funding from General Revenues:					
Estimated Resident Generated	\$ 547,516	35 %	\$ 639,076	\$ 554,852	\$ 564,055
Estimated Visitor Generated	\$ 1,016,815	65 %	\$ 1,186,855	\$ 1,030,439	\$ 1,047,532
Employee Time Allocation (FTEs) Budgeted	4.50	-	4.50	-	4.45

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 2020 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 #2, including the replacement of diffusers.
- * Completed installation of an automatic transfer switch on the main power, providing more reliability in generator switch over during power outages.
- * Assisted several overnight plant shut downs to aid in the construction of capital improvement projects.

FY 2021 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	FY21 Projection	FY20 Projection	FY20 Estimate	FY19 Actual	FY18 Actual
Annual average influent flow (millions of gallons)	420	420	415	419	422
Average daily influent flow (million gallons per day)	1.15	1.15	1.14	1.15	1.16
Volume of treated effluent sent to wetlands (million gallons)	75	75	77	52	65
Amount spent for wetlands maintenance	\$25,000	\$37,000	\$10,100	\$20,000	\$51,221
Volume of treated effluent sent to injection wells (million gallons)	118	125	55	90	59
Amount spent for injection well maintenance	\$58,000	\$71,700	\$33,000	\$40,000	\$21,361
Volume of treated effluent sent to irrigation (million gallons)	200	175	250	231	250
Amount spent for irrigation maintenance	\$56,000	\$91,000	\$37,200	\$40,100	\$45,499
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.)	0.25	0	0.14	0.07	0.16
Amount of biosolids processed (wet tons)	1,000	1,000	846	1,113	1,009
Amount of biosolids disposed (dry tons)	200	200	218	230	212

Wastewater Dept-Plant Operations

PERFORMANCE MEASURES	Benchmark	FY21 Target	FY20 Target	FY20 Estimate	FY19 Actual	FY18 Actual
ADEQ reportable APP Violations		5	5	4	7	6
ADEQ reportable APP Violations: Violations preventable(something could have been done to stop violation, i.e. result of operator error)		0	0	1	2	3
ADEQ reportable APP Violations: Major violations(something that resulted in penalty, notice of violation, fine or consent judgement)		0	0	0	0	0
ADEQ - Off-site discharges		0	0	0	0	1
Cost per million gallons for wetlands		\$330	\$500	\$131	\$385	\$788
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.		\$490	\$575	\$600	\$444	\$361
Cost per million gallons for irrigation		\$280	\$520	\$149	\$174	\$182
On-the-job injuries resulting in worker's compensation		0		0	0	

Wastewater Dept-Collection Systems

Budget Summary	FY2021 Budget	% of FY2021 Budget	FY2020 Budget	FY2020 Estimate	FY2019 Actuals
Program Expenditures					
Personnel Services	\$ 423,250	37 %	\$ 437,430	\$ 396,050	\$ 311,223
Supplies & Services	572,150	50 %	668,660	520,995	585,307
Subtotal Direct Costs	\$ 995,400	87 %	\$ 1,106,090	\$ 917,045	\$ 896,530
Internal Charges	145,940	13 %	434,870	407,980	310,163
Total Expenditures	1,141,340	100 %	1,540,960	1,325,025	1,206,693
Expenditures by Fund					
Wastewater Enterprise Fund	\$ 1,224,740	107 %	\$ 2,001,544	\$ 1,739,755	\$ 1,237,958
Funding Sources					
Program Revenues	\$ -	- %	\$ 25,000	\$ -	\$ -
Funding from General Revenues:					
Estimated Resident Generated	\$ 399,469	35 %	\$ 530,586	\$ 463,759	\$ 422,343
Estimated Visitor Generated	\$ 741,871	65 %	\$ 985,374	\$ 861,266	\$ 784,350
Employee Time Allocation (FTEs) Budgeted	4.40	-	4.40	-	3.40

This program consists of a Chief Collections Operator and three 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. In addition operators are responsible for conducting CCTV assessments of the entire collection system at least once every 5 years, including videoing, reviewing, coding defects, and scheduling repairs. The collections system consists of approximately 5,600 connections, 110 miles of gravity sewer pipes, 1,950 manholes, and 17 lift stations.

FY 2020 Accomplishments

Community Plan Environment Goal - Preserve and protect the natural environment:

- * Replaced 2 severely deteriorated manholes and a portion of sewer pipe on the WWRP interceptor line .
- * Developed an in-house CCTV program
- * Obtained certification for national pipeline, manhole, and lateral assessment standards for all collections operators.
- * Completed repairs to piping and coatings at the Uptown Lift Station.
- * Maintained regulatory compliance, achieving less than three violations in FY 2020.
- * Installed isolation valves on low pressure lines in order to isolate sections of the line in case of sewer emergencies

FY 2021 Objectives

Community Plan Environment Goal - Preserve and protect the natural environment:

- * Maintain regulatory compliance.
- * Continue to improve preventative maintenance program.
- * 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.
- * Conduct CCTV operations to assess at least 20% of the gravity sewer mains.

WORKLOAD INDICATORS	FY21 Projection	FY20 Projection	FY20 Estimate	FY19 Actual	FY18 Actual
Service calls	15	15	8	13	17
Emergency callouts	3	5	2	2	4
Sewer inquiries or complaints received	20	20	25	32	19
Grease trap inspections	135	135	122	96	103

Wastewater Dept-Collection Systems

PERFORMANCE MEASURES	Benchmark	FY21 Target	FY20 Target	FY20 Estimate	FY19 Actual	FY18 Actual
ADEQ reportable collection system incidents		3	3	2	1	2
ADEQ reportable collection systems incidents resulting in penalty, notice of violation, fine, or consent agreement		0	0	0	0	0
On-the-job injuries resulting in worker's compensation		0	0	0	0	0
Percentage of service calls that are the City of Sedona's responsibility		20%	20%	12%	38%	24%
Percentage of emergency callouts that are the City of Sedona's responsibility		0%	20%	0%	0%	50%

Wastewater Dept-Laboratory

Budget Summary	FY2021 Budget	% of FY2021 Budget	FY2020 Budget	FY2020 Estimate	FY2019 Actuals
Program Expenditures					
Personnel Services	\$ 129,040	46 %	\$ 122,760	\$ 121,850	\$ 111,706
Supplies & Services	108,565	39 %	94,565	88,635	82,301
Subtotal Direct Costs	\$ 237,605	85 %	\$ 217,325	\$ 210,485	\$ 194,007
Internal Charges	40,680	15 %	40,400	41,370	36,613
Total Expenditures	278,285	100 %	257,725	251,855	230,620
Expenditures by Fund					
Wastewater Enterprise Fund	\$ 290,285	104 %	\$ 257,725	\$ 251,855	\$ 230,620
Funding Sources					
Funding from General Revenues:					
Estimated Resident Generated	\$ 97,400	35 %	\$ 90,204	\$ 88,149	\$ 80,717
Estimated Visitor Generated	\$ 180,885	65 %	\$ 167,521	\$ 163,706	\$ 149,903
Employee Time Allocation (FTEs) Budgeted	1.45	-	1.45	-	1.45

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 2020 Accomplishments

Community Plan Environment Goal - Preserve and protect the natural environment:

- * Successfully completed blind Proficiency Testing for fecal coliform, E. Coli and colliert testing procedures as required by AZDHS with 100% passing rate
- * Renewed laboratory license through AZDHS
- * Revised the Quality Assurance Plan
- * Developed a Laboratory Turbidimeter Standard Operating Procedure for the new 360and#9702; laser turbidimeter
- * Developed a Plant On-Line Turbidimeter Standard Operating Procedure
- * Developed a Compliance Sampling Book
- * Completed 100% of required daily, monthly, quarterly, and semi-annual samples and tests.
- * Accurately reported results of all lab tests required by ADEQ.

FY 2021 Objectives

Community Plan Environment Goal - Preserve and protect the natural environment:

- * Maintain the highest of 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
- * Update the following Laboratory Standard Operating Procedures: Suspended Solids, Settleability, Microbiology, Nitrate, Nitrite, pH, Conductivity, COD and SOUR
- * Follow professional methods for testing procedures
- * Repair laboratory fume hood to provide a safe working environment to perform lab testing
- * Develop Chlorine Probe and Chlorine Analyzer Standard Operating Procedures

Wastewater Dept-Laboratory

WORKLOAD INDICATORS	FY21 Projection	FY20 Projection	FY20 Estimate	FY19 Actual	FY18 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	87	87	87	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	364	362
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	208	233	192
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	116	128	95
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	98	91	59

PERFORMANCE MEASURES	Benchmark	FY21 Target	FY20 Target	FY20 Estimate	FY19 Actual	FY18 Actual
AZDHS annual inspection deficiencies		0	0	0	4	0
AZDHS annual inspection recommendations		0	0	0	2	0
% 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%

Continued

EXPENDITURE SUMMARY

Cost Category	FY2021 Budget	FY2020 Budget	FY2020 Est. Actuals	FY2019 Actuals	Explanation of Changes
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Wastewater Enterprise Fund

59-5250-01 - Administration

Personnel (ongoing)	\$177,580	\$171,540	\$180,760	\$192,660	
Supplies & Services (ongoing)	<u>\$39,750</u>	<u>\$36,195</u>	<u>\$39,125</u>	<u>\$40,878</u>	
Direct Costs (Ongoing) Subtotal	\$217,330	\$207,735	\$219,885	\$233,538	
Internal Charges	<u>\$438,620</u>	<u>\$407,740</u>	<u>\$431,590</u>	<u>\$355,455</u>	
Ongoing Total	\$655,950	\$615,475	\$651,475	\$588,993	
Supplies & Services (one-time)	\$1,500	\$7,956	\$2,700	\$12,223	
Capital & Debt Service	<u>\$0</u>	<u>\$0</u>	<u>\$800</u>	<u>\$8,780</u>	
One-Time Total	\$1,500	\$7,956	\$3,500	\$21,003	
Administration Total	\$657,450	\$623,431	\$654,975	\$609,996	

59-5252-89 - Capital Projects Management

Personnel (ongoing)	\$81,460	\$79,300	\$83,090	\$58,376	
Internal Charges	<u>\$16,890</u>	<u>\$16,410</u>	<u>\$16,900</u>	<u>\$11,337</u>	
Capital Projects Management Total	\$98,350	\$95,710	\$99,990	\$69,713	

Continued

EXPENDITURE SUMMARY

Cost Category	FY2021 Budget	FY2020 Budget	FY2020 Est. Actuals	FY2019 Actuals	Explanation of Changes
59-5253-55 - Plant Operations					
Personnel (ongoing)	\$479,400	\$476,750	\$415,550	\$417,253	
Supplies & Services (ongoing)	<u>\$831,870</u>	<u>\$804,821</u>	<u>\$642,350</u>	<u>\$724,993</u>	
Direct Costs (Ongoing) Subtotal	\$1,311,270	\$1,281,571	\$1,057,900	\$1,142,246	
Internal Charges	<u>\$171,060</u>	<u>\$490,270</u>	<u>\$472,290</u>	<u>\$406,694</u>	Budget Decrease: Reduction in equipment reserve.
Ongoing Total	\$1,482,330	\$1,771,841	\$1,530,190	\$1,548,940	
Supplies & Services (one-time)	\$82,000	\$54,090	\$55,100	\$62,647	Budget Increase: Injection Well maintenance services.
Capital & Debt Service	\$44,200	\$185,000	\$190,000	\$55,653	
Plant Operations Total	\$1,608,530	\$2,010,931	\$1,775,290	\$1,667,240	

Continued

EXPENDITURE SUMMARY

Cost Category	FY2021 Budget	FY2020 Budget	FY2020 Est. Actuals	FY2019 Actuals	Explanation of Changes
59-5253-56 - Collection System					
Personnel (ongoing)	\$423,250	\$437,430	\$396,050	\$311,223	
Supplies & Services (ongoing)	<u>\$494,650</u>	<u>\$495,308</u>	<u>\$377,695</u>	<u>\$489,401</u>	
Direct Costs (Ongoing) Subtotal	\$917,900	\$932,738	\$773,745	\$800,624	
Internal Charges	\$145,940	\$434,870	\$407,980	\$310,163	Budget Decrease: Decrease in funding of major maintenance reserve
Ongoing Total	\$1,063,840	\$1,367,608	\$1,181,725	\$1,110,787	
Supplies & Services (one-time)	\$77,500	\$173,352	\$143,300	\$95,906	Budget Decrease: Reduction in one-time costs related to lift station upgrades and improvements.
Capital & Debt Service	\$83,400	\$460,584	\$414,730	\$31,265	Budget Decrease: Reduction in one-time costs related to the CCTV Van and generator replacement.
One-Time Total	\$160,900	\$633,936	\$558,030	\$127,171	
Collection System Total	\$1,224,740	\$2,001,544	\$1,739,755	\$1,237,958	

Continued

EXPENDITURE SUMMARY

Cost Category	FY2021 Budget	FY2020 Budget	FY2020 Est. Actuals	FY2019 Actuals	Explanation of Changes
59-5253-66 - Lab					
Personnel (ongoing)	\$129,040	\$122,760	\$121,850	\$111,706	
Supplies & Services (ongoing)	<u>\$92,365</u>	<u>\$87,165</u>	<u>\$82,135</u>	<u>\$70,647</u>	
Direct Costs (Ongoing) Subtotal	\$221,405	\$209,925	\$203,985	\$182,353	
Internal Charges	<u>\$40,680</u>	<u>\$40,400</u>	<u>\$41,370</u>	<u>\$36,613</u>	
Ongoing Total	\$262,085	\$250,325	\$245,355	\$218,966	
Supplies & Services (one-time)	\$16,200	\$7,400	\$6,500	\$11,654	Budget Increase: Storage services related to CEC Suite and PFAS Tests.
Capital & Debt Service	<u>\$12,000</u>	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>	Budget Increase: Lab Fume Hood Monitor replacement.
One-Time Total	\$28,200	\$7,400	\$6,500	\$11,654	
Lab Total	\$290,285	\$257,725	\$251,855	\$230,620	

Grand Totals

Personnel (Ongoing) Subtotal	\$1,290,730	\$1,287,780	\$1,197,300	\$1,091,218
Supplies & Services (Ongoing) Subtotal	<u>\$1,458,635</u>	<u>\$1,423,489</u>	<u>\$1,141,305</u>	<u>\$1,325,919</u>
Direct Costs (Ongoing) Subtotal	\$2,749,365	\$2,711,269	\$2,338,605	\$2,417,137
Internal Charges Subtotal	<u>\$813,190</u>	<u>\$1,389,690</u>	<u>\$1,370,130</u>	<u>\$1,120,262</u>
Ongoing Subtotal	\$3,562,555	\$4,100,959	\$3,708,735	\$3,537,399
Supplies & Services (One-Time) Subtotal	\$177,200	\$242,798	\$207,600	\$182,430
Capital & Debt Service Subtotal	<u>\$139,600</u>	<u>\$645,584</u>	<u>\$605,130</u>	<u>\$91,308</u>
One-Time Subtotal	\$316,800	\$888,382	\$812,730	\$273,738
Grand Total	\$3,879,355	\$4,989,341	\$4,521,465	\$3,811,137

WASTEWATER
continued

POSITIONS/ALLOCATIONS SUMMARIES

Position	FY21 FTE	FY20 FTE	FY19 FTE	FY18 FTE
Administrative Assistant	1.00	1.00	1.00	1.00
CCTV Van Operator	1.00	1.00	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	0.00	2.00	2.00
WW Plant Operator II	1.00	1.00	0.00	0.00
WW Plant Operator III	1.00	1.00	0.00	0.00
WW Regulatory Compliance Specialist	1.00	1.00	0.00	0.00
Total	13.00	13.00	12.00	12.00

Org Unit	Org Description	FY21 FTE	FY20 FTE	FY19 FTE	FY18 FTE
Wastewater Enterprise Fund					
59-5250-01	Administration	1.95	1.95	1.65	1.65
59-5252-89	Capital Projects Management	0.70	0.70	0.55	0.55
59-5253-55	Plant Operations	4.50	4.50	5.40	5.40
59-5253-56	Collection System	4.40	4.40	3.40	3.40
59-5253-66	Lab	1.45	1.45	1.00	1.00
Wastewater Enterprise Fund Total		13.00	13.00	12.00	12.00



CM Not Recommended

Request Title	AREA 4 VALVE VAULT UPGRADE
Department	Wastewater
Program	Wastewater Plant Operations
Funding Request Type	OTHER ONETIME
Source of Funds	Wastewater Enterprise Fund
Amount Requested	\$45,000
Priority	MEDIUM

I. Description of Request

This request is to replace the existing slide gate that provides level control to the area 4 pump station with a motor operated valve.

II. Problem/Issue

History/Background
How does this affect our citizens/customers quality of life?
If this is not a traditional function, why should the City of Sedona deal with it?
Does the project/issue relate to the Community Plan (or other master plans), or how does this fit into the City's priorities?
What does the City/community get for this investment?

Treated wastewater stored in the 70 million gallon reservoir is sent to the area 4 pump station for irrigation to 200 acres located on the east side of State Route 89A. The pump station has overflow storage in case of pump failure. Currently, the water level in the pump station is controlled by a motor operated slide gate that is original construction and was custom fabricated for the pump station. When irrigating area 4, the slide gate is opened incrementally to maintain a static water level needed in the area 4 pump station and when not irrigating it is closed completely. Irrigation occurs during working hours only, and the hours are reduced during winter months due to freezing temperatures and during monsoons when the ground is over saturated. Over many years of use the slide gate has worn to a point that it will not close completely, resulting water continually flowing into the overflow when pumps are not operating. The inability to completely close the slide gate has increased in recent years and it will not currently close beyond 3% open.

III. Risk Analysis

What happens if this is not done?
Show examples of best practices from other cities, if applicable.
Discuss other alternatives, if applicable, and why the proposed solution is recommended.

As the inability to close the existing slide gate worsens, the amount of water continuously flowing to the overflow will increase accordingly when the pump station is off-line. If the slide gate gets stuck in the open position, the entire volume of the reservoir could flow to the pump station. If volumes exceed the overflow capacity water would spill and run off-site, resulting in permit violations and potential flooding of downstream properties along Forest Service Road 525. Installation of a motor operated valve in place of the slide gate will provide operational flexibility to automatically & incrementally open and close the valve, allowing the water level to fluctuate in response to required flows for irrigation. Parts for a motor operated valve are more readily available and easily replaced/repared over a custom fabricated slide gate.

If additional injection wells are constructed in the future, freeing up the 200 acres of irrigated land, a motor operated valve will be required as the slide gate will not provide the precise modulation required for specific flows to the injection wells.

IV. Implementation

**What is the timeframe for completion of plan and implementation for project/issue?
How will you market/communicate the project/issue to the public?
What performance measures will you use to evaluate the project/issue? Include the targets for FY 2020-21, as well as future years as applicable.**

If approved, the department will hire a contractor to modify the area 4 valve vault by removing the slide gate and installing a new motor operated valve.

V. Cost Savings/Revenue Enhancements

Please explain any cost savings, new funding sources or increased revenues.

None



**City of Sedona
Decision Package
Fiscal Year 2020-21**

CM Not Recommended

Request Title	PRE-FABRICATED METAL GARAGE
Department	Wastewater
Program	Wastewater Collection System
Funding Request Type	OTHER ONETIME
Source of Funds	Wastewater Enterprise Fund
Amount Requested	\$17,000
Priority	MEDIUM

I. Description of Request

This request is for purchase of a new pre-fabricated metal one-car garage to store the crane truck and construction of a concrete slab foundation.

II. Problem/Issue

History/Background
How does this affect our citizens/customers quality of life?
If this is not a traditional function, why should the City of Sedona deal with it?
Does the project/issue relate to the Community Plan (or other master plans), or how does this fit into the City's priorities?
What does the City/community get for this investment?

The crane truck is currently stored in the plant operations garage when not in use. The crane truck occupies one bay of the garage, resulting in inadequate room for storage of operations materials, tools and other vehicles. In FY 2020, the Wastewater Department acquired a CCTV van, which requires to be parked in a climate controlled environment due to the sensitivity of the on-board electronics, and will need to occupy the space that the crane truck is currently stored.

III. Risk Analysis

What happens if this is not done?
Show examples of best practices from other cities, if applicable.
Discuss other alternatives, if applicable, and why the proposed solution is recommended.

Having an enclosed storage space for the crane truck is essential to protect the truck from elements such as rain, extreme cold/heat, and sun exposure. Sun exposure can be particularly damaging to the hydraulic hoses, causing cracking and leaking of hydraulic fluids. The enclosed storage space will protect the crane truck from rusting, reduce the need for costly repairs on moving parts and lessen the frequency of replacing batteries and fluids.

IV. Implementation

What is the timeframe for completion of plan and implementation for project/issue?
How will you market/communicate the project/issue to the public?
What performance measures will you use to evaluate the project/issue? Include the targets for FY 2020-21, as well as future years as applicable.

If approved, the department will purchase a 30 ft x 40 ft x 12 ft pre-fabricated metal storage garage and complete installation in-house. The concrete slab foundation will also be constructed in-house. The garage will be placed at the Wastewater Reclamation Plant.

V. Cost Savings/Revenue Enhancements

Please explain any cost savings, new funding sources or increased revenues.

None

CAPITAL PROJECTS DETAILS

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	

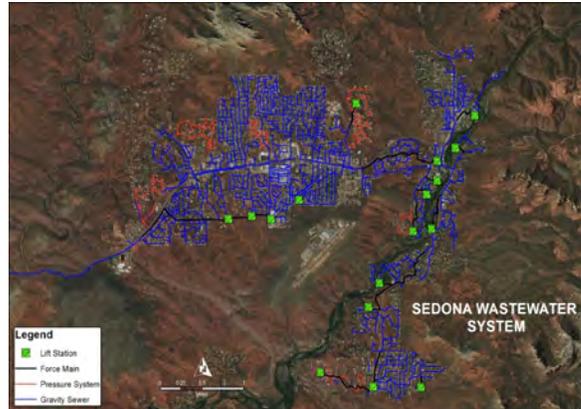
	Original	Revised (if appl.)
Start date	January 1, 2019	April 27, 2020
Estimated Completion Date	June 30, 2019	July 31, 2020

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 12-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 12-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, 2020

Construction is estimated to be 65% complete.

Explanation for Revised Project Dates and/or Project Budget.

- * During the design phase, the Construction Manager at Risk Contractor completed an evaluation of the constructability, which lead to having to complete the project using an open-trench method of construction. This increased costs for traffic control, excavation, and sewer by-passing. In December 2019, Council approved an increase to the construction budget; an additional appropriation is included for FY 2021 for project change orders and construction phase design costs.
- * Delays in the ADOT permitting process led to a delay in the start of construction until April 2020.

Project Balance

Original Approved Project Budget	\$ 690,000
Approved Budget Increases/Decreases	\$ 886,500
Current Approved Total Project Budget	\$ 1,576,500
Requested Budget Increase/Decrease	\$ 476,648
Requested Total Project Budget	\$ 2,053,148
Estimated Expenditures through June 30, 2020	\$ 1,353,148
Budget Balance Remaining	\$ 700,000

Budget Detail

Project Cost Estimates :

Funding Status	Cost Category	PY Estimate	FY 2021	FY 2022	FY 2023	Future Years	Project Totals
Carry Over	Design - Contracted	\$ 43,317	\$ 51,683	\$	\$	\$	\$ 95,000
New Appropriation	Design - Contracted	\$	\$ 14,588	\$	\$	\$	\$ 14,588
Carry Over	Construction - Contracted	\$ 1,279,831	\$ 171,669	\$	\$	\$	\$ 1,451,500
New Appropriation	Construction - Contracted	\$	\$ 437,781	\$	\$	\$	\$ 437,781
Carry Over	Contingency	\$ 30,000	\$	\$	\$	\$	\$ 30,000
New Appropriation	Contingency	\$	\$ 24,279	\$	\$	\$	\$ 24,279
Total		\$ 1,353,148	\$ 700,000	\$ 0	\$ 0	\$ 0	\$ 2,053,148

Project Funding Estimates :

Funding Source	PY Estimate	FY 2021	FY 2022	FY 2023	Future Years	Project Totals
Wastewater Revenues	\$ 1,353,148	\$ 700,000	\$	\$	\$	\$ 2,053,148
Total		\$ 1,353,148	\$ 700,000	\$ 0	\$ 0	\$ 2,053,148

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.

CAPITAL PROJECTS DETAILS

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	Essential (should-do)			
Environmental Sustainability Project ?	No			

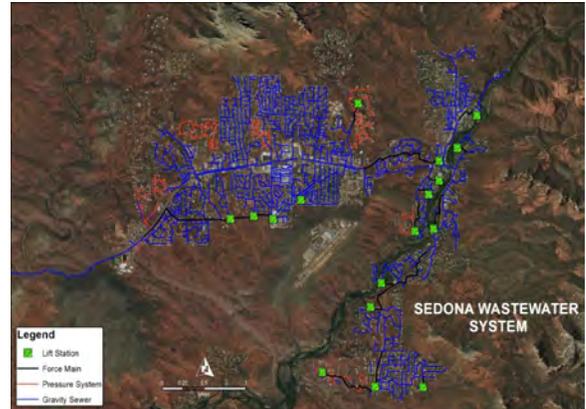
	Original	Revised (if appl.)
Start date	July 1, 2019	July 1, 2020
Estimated Completion Date	June 30, 2021	June 30, 2021

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, 2020

N/A

Explanation for Revised Project Dates and/or Project Budget.

- Funding for the design phase for this project has been removed.
- The project was delayed to FY 2021 due to workload of project managers in FY 2020.

Project Balance

Original Approved Project Budget	\$ 190,000
Approved Budget Increases/Decreases	\$ (90,000)
Current Approved Total Project Budget	\$ 100,000
Requested Budget Increase/Decrease	\$ -
Requested Total Project Budget	\$ 100,000
Estimated Expenditures through June 30, 2020	\$ -
Budget Balance Remaining	\$ 100,000

Budget Detail

Project Cost Estimates :

Funding Status	Cost Category	PY Estimate	FY 2021	FY 2022	FY 2023	Future Years	Project Totals
Carry Over	Construction - Contracted	\$	\$ 100,000	\$	\$	\$	\$ 100,000
Total		\$ 0	\$ 100,000	\$ 0	\$ 0	\$ 0	\$ 100,000

Project Funding Estimates :

Funding Source	PY Estimate	FY 2021	FY 2022	FY 2023	Future Years	Project Totals
Wastewater Revenues	\$	\$ 100,000	\$	\$	\$	\$ 100,000
Total		\$ 0	\$ 100,000	\$ 0	\$ 0	\$ 100,000

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

None anticipated.

Explanation of Operating Impacts:

No additional operating impacts are anticipated for this project.

CAPITAL PROJECTS DETAILS

Project Summary

Project Title:

WW Collection System Improvements - Misc. Rehabs/Replacements

Location:

Foothills Drive, El Camino Road, Northview Road, Lazy Bear Estates

Phase:		Project #	WW-01D
Ranking	Important (could-do)		
Environmental Sustainability Project ?	No		

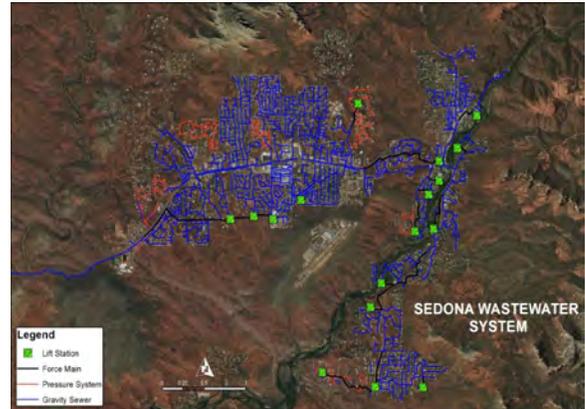
	Original	Revised (if appl.)
Start date	July 1, 2021	
Estimated Completion Date	June 30, 2022	

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 desktop condition assessment, several pipes were identified as having issues such as deteriorated pipe lining, offset joints, cracks in the pipe, and general deterioration from hydrogen sulfide gases.



For Continuing Projects

Estimated Project Status as of June 30, 2020

N/A

Explanation for Revised Project Dates 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, 2020	\$ -
Budget Balance Remaining	\$ -

Budget Detail

Project Cost Estimates :

Funding Status	Cost Category	PY Estimate	FY 2021	FY 2022	FY 2023	Future Years	Project Totals
Future Estimate	Design - Contracted	\$	\$	\$ 40,000	\$	\$	\$ 40,000
Future Estimate	Construction - Contracted	\$	\$	\$ 350,000	\$	\$	\$ 350,000
Total		\$ 0	\$ 0	\$ 390,000	\$ 0	\$ 0	\$ 390,000

Project Funding Estimates :

Funding Source	PY Estimate	FY 2021	FY 2022	FY 2023	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.

CAPITAL PROJECTS DETAILS

Project Summary

Project Title: WW Collection System Improvements - Major Lift Station Upgrades	
Phase:	of Project # WW-01F
Ranking	Imperative (must-do)
Environmental Sustainability Project ?	N/a

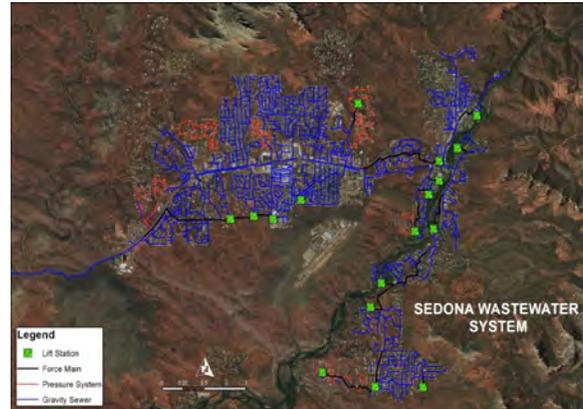
Location:	N/A	
	Original	Revised (if appl.)
Start date	July 1, 2020	
Estimated Completion Date	June 30, 2022	

Project Description:

This project will upgrade the obsolete controls at each of the three major lift stations, allowing for efficient and reliable automation. Additionally coatings will be refreshed in the wet wells, variable frequency drives, flow meters, and transfer switches will be replaced.

Project Justification:

The last upgrade to the three major lift stations was completed in 2008. The work in 2008 included electrical upgrades and wet well improvements. Controls used to automate the lift stations have become obsolete, thus finding repair parts is increasingly difficult. Additionally, the wet well coatings are deteriorating, and flow meters, variable frequency drives, and transfer switches have all operated less efficiently and/or experienced failures over the past few years.



For Continuing Projects

Estimated Project Status as of June 30, 2020

N/A

Explanation for Revised Project Dates and/or Project Budget.

The carryover of \$68,000 represents amounts in the FY 2020 operating budget that will be carried over to this project.

Project Balance	
Original Approved Project Budget	\$ 500,000
Approved Budget Increases/Decreases	\$ (432,000)
Current Approved Total Project Budget	\$ 68,000
Requested Budget Increase/Decrease	\$ 892,000
Requested Total Project Budget	\$ 960,000
Estimated Expenditures through June 30, 2020	\$ -
Budget Balance Remaining	\$ 960,000

Budget Detail

Project Cost Estimates :

Funding Status	Cost Category	PY Estimate	FY 2021	FY 2022	FY 2023	Future Years	Project Totals
New Appropriation	Design - Contracted	\$	\$ 100,000	\$	\$	\$	\$ 100,000
Carry Over	Construction - Contracted	\$	\$	\$ 68,000	\$	\$	\$ 68,000
New Appropriation	Construction - Contracted	\$	\$	\$ 682,000	\$	\$	\$ 682,000
New Appropriation	Contingency	\$	\$	\$ 110,000	\$	\$	\$ 110,000
	Total	\$ 0	\$ 100,000	\$ 860,000	\$ 0	\$ 0	\$ 960,000

Project Funding Estimates :

Funding Source	PY Estimate	FY 2021	FY 2022	FY 2023	Future Years	Project Totals
Wastewater Revenues	\$	\$ 100,000	\$ 860,000	\$	\$	\$ 960,000
Total	\$ 0	\$ 100,000	\$ 860,000	\$ 0	\$ 0	\$ 960,000

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

None anticipated.

Explanation of Operating Impacts:

Energy savings are anticipated with new equipment. Until the equipment is specified, the savings cannot be quantified. An evaluation of potential savings will be included with the design.

CAPITAL PROJECTS DETAILS

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	July 1, 2020
Estimated Completion Date	June 30, 2021	June 30, 2022

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, 2020

N/A

Explanation for Revised Project Dates and/or Project Budget.

Project design has been accelerated by one year. The construction will need to occur during summer months and, therefore, not feasible to do design and construction in one fiscal year.

Project Balance

Original Approved Project Budget	\$ -
Approved Budget Increases/Decreases	\$ -
Current Approved Total Project Budget	\$ -
Requested Budget Increase/Decrease	\$ 1,050,000
Requested Total Project Budget	\$ 1,050,000
Estimated Expenditures through June 30, 2020	\$ -
Budget Balance Remaining	\$ 1,050,000

Budget Detail

Project Cost Estimates :

Funding Status	Cost Category	PY Estimate	FY 2021	FY 2022	FY 2023	Future Years	Project Totals
New Appropriation	Design - Contracted	\$	\$ 50,000	\$	\$	\$	\$ 50,000
New Appropriation	Construction - Contracted	\$	\$	\$ 1,000,000	\$	\$	\$ 1,000,000
Total		\$ 0	\$ 50,000	\$ 1,000,000	\$ 0	\$ 0	\$ 1,050,000

Project Funding Estimates :

Funding Source	PY Estimate	FY 2021	FY 2022	FY 2023	Future Years	Project Totals
Wastewater Revenues	\$	\$ 50,000	\$ 1,000,000	\$	\$	\$ 1,050,000
Total		\$ 0	\$ 50,000	\$ 1,000,000	\$ 0	\$ 1,050,000

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.

CAPITAL PROJECTS DETAILS

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, 2020

N/A

Explanation for Revised Project Dates 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, 2020	\$ -
Budget Balance Remaining	\$ -

Budget Detail

Project Cost Estimates :

Funding Status	Cost Category	PY Estimate	FY 2021	FY 2022	FY 2023	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	\$ 1,650,000	\$ 0	\$ 0	\$ 1,650,000

Project Funding Estimates :

Funding Source	PY Estimate	FY 2021	FY 2022	FY 2023	Future Years	Project Totals
Wastewater Revenues	\$	\$	\$ 1,650,000	\$	\$	\$ 1,650,000
	Total	\$ 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.

CAPITAL PROJECTS DETAILS

Project Summary

Project Title:

WWRP Treatment Process Upgrades

Location:

Wastewater Reclamation Plant

Phase:	1	of	3	Project #	WW-09
Ranking	Essential (should-do)				
Environmental Sustainability Project ?	No				

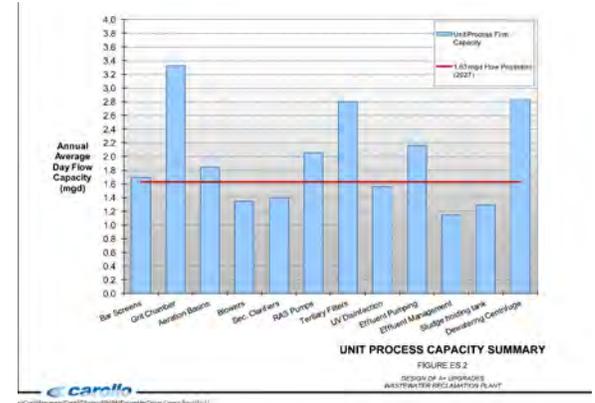
	Original	Revised (if appl.)
Start date	July 1, 2022	
Estimated Completion Date	June 30, 2027	

Project Description:

This project will be a multi-phased project to upgrade the ultra-violet (UV) disinfection, sludge digester, and aeration basin processes in order to provide adequate capacity for projected build-out flows.

Project Justification:

A study of process capacity for the WWRP A+ Upgrades in 2012 showed there were several processes at the treatment plant that were limited in capacity. Immediate needs for capacity to the blowers, secondary clarifier, and sludge digester were completed as part of the WWRP A+ Upgrades construction project in 2016. However, the study also showed that the UV disinfection and sludge digester would require upgrades to increase capacity to meet project build-out flows of 1.8 - 2.0 million gallons per day. Additionally, while capacity was added to the sludge digester as part of the WWRP A+ Upgrades, a second upgrade will be required for build-out flows.



For Continuing Projects

Estimated Project Status as of June 30, 2020

N/A

Explanation for Revised Project Dates 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, 2020	\$ -
Budget Balance Remaining	\$ -

Budget Detail

Project Cost Estimates :

Funding Status	Cost Category	PY Estimate	FY 2021	FY 2022	FY 2023	Future Years	Project Totals
Future Estimate	Design - Contracted	\$	\$	\$	\$ 60,000	\$ 170,000	\$ 230,000
Future Estimate	Construction - Contracted	\$	\$	\$	\$	\$ 2,300,000	\$ 2,300,000
Total		\$ 0	\$ 0	\$ 0	\$ 60,000	\$ 2,470,000	\$ 2,530,000

Project Funding Estimates :

Funding Source	PY Estimate	FY 2021	FY 2022	FY 2023	Future Years	Project Totals
Wastewater Revenues	\$	\$	\$	\$ 60,000	\$ 2,470,000	\$ 2,530,000
Total		\$ 0	\$ 0	\$ 0	\$ 60,000	\$ 2,470,000

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

None anticipated.

Explanation of Operating Impacts:

To be determined - the operating impacts would be dependent on the media installed as part of the upgrades (diffusers, UV lights, etc.).

CAPITAL PROJECTS DETAILS

Project Summary

Project Title:
Wastewater Master Plan Update

Location:
Citywide

Phase: of **Project #** WW-10
Ranking Important (could-do)
Environmental Sustainability Project ? No

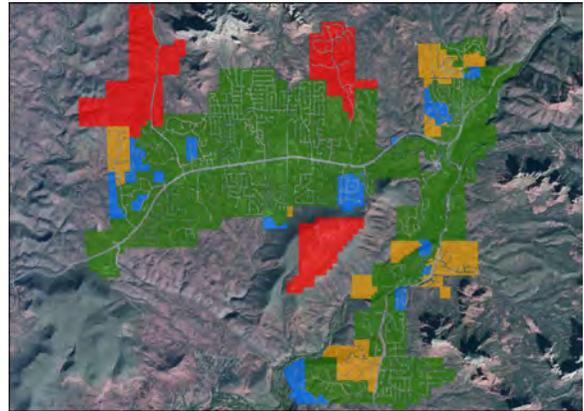
	Original	Revised (if appl.)
Start date	July 1, 2022	
Estimated Completion Date	June 30, 2023	

Project Description:

This project would provide an update to the Wastewater Master Plan for the collection system, if necessary.

Project Justification:

Previous updates to the Wastewater Master Plan were completed in 2000 and 2017. Industry standard is to update master plans every 5 years in order to address capacity issues due to growth and to identify infrastructure improvements needed due to an aging system. The funds allocated in FY 2023 are to provide an update to the 2017 Wastewater Master Plan.



For Continuing Projects

Estimated Project Status as of June 30, 2020

N/A

Explanation for Revised Project Dates 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, 2020	\$ -
Budget Balance Remaining	\$ -

Budget Detail

Project Cost Estimates :

Funding Status	Cost Category	PY Estimate	FY 2021	FY 2022	FY 2023	Future Years	Project Totals
Future Estimate	Master Plan	\$	\$	\$	\$ 100,000	\$	\$ 100,000
Total		\$ 0	\$ 0	\$ 0	\$ 100,000	\$ 0	\$ 100,000

Project Funding Estimates :

Funding Source	PY Estimate	FY 2021	FY 2022	FY 2023	Future Years	Project Totals
Wastewater Revenues	\$	\$	\$	\$ 100,000	\$	\$ 100,000
Total		\$ 0	\$ 0	\$ 0	\$ 100,000	\$ 100,000

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

None anticipated.

Explanation of Operating Impacts:

Any operating costs will be determined based on the projects identified in the master plan.

CAPITAL PROJECTS DETAILS

Project Summary

Project Title:

Replace HVAC System

Location:

Wastewater Administration Building

Phase:		of		Project #	WW-13
Ranking	Essential (should-do)				
Environmental Sustainability Project ?	N/a				

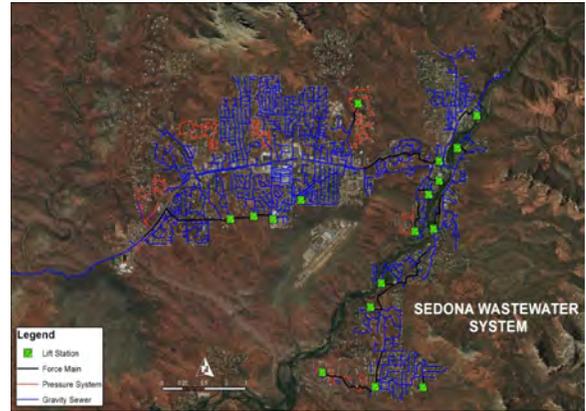
	Original	Revised (if appl.)
Start date	July 1, 2020	
Estimated Completion Date	June 30, 2021	

Project Description:

This project will replace failing HVAC equipment in the Wastewater Administration Building.

Project Justification:

The existing heating and cooling system at the Wastewater Administrative Building is over 20 years old and is original to the construction of the building. In the fall of 2019, there was a failure of the cooling system in the lab. Reliable temperature control in the lab is essential as many of the chemical analyses are dependent on temperature. In 2017 costly repairs were made to the cooling system when a complete loss of cooling was experienced. The repairs were a band-aid on the overall need for replacement, and even after the repairs we continue to have loss of fluids, inefficient heating and cooling of the building, and it is increasingly difficult to find parts for repair. During the building remodel in FY 2019, HVAC controls were upgraded because the existing controls were obsolete and would not communicate with newer controls where zone changes and/or additions were made.



For Continuing Projects

Estimated Project Status as of June 30, 2020

N/A

Explanation for Revised Project Dates 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	\$ 120,000
Requested Total Project Budget	\$ 120,000
Estimated Expenditures through June 30, 2020	\$ -
Budget Balance Remaining	\$ 120,000

Budget Detail

Project Cost Estimates :

Funding Status	Cost Category	PY Estimate	FY 2021	FY 2022	FY 2023	Future Years	Project Totals
New Appropriation	Construction - Contracted	\$ -	\$ 120,000	\$ -	\$ -	\$ -	\$ 120,000
Total		\$ 0	\$ 120,000	\$ 0	\$ 0	\$ 0	\$ 120,000

Project Funding Estimates :

Funding Source	PY Estimate	FY 2021	FY 2022	FY 2023	Future Years	Project Totals
Wastewater Revenues	\$ -	\$ 120,000	\$ -	\$ -	\$ -	\$ 120,000
Total		\$ 0	\$ 120,000	\$ 0	\$ 0	\$ 120,000

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

None anticipated.

Explanation of Operating Impacts:

A new HVAC system will be more efficient and thus provide a cost savings on electricity. Actual savings can be calculated upon completion of the project.

POLICE DEPARTMENT

Mission Statement

The Sedona Police Department is committed to working in partnership with the community to improve quality of life and safety, and actively engage in problem solving. We are dedicated to reducing harm and safeguarding our community through maintaining public order, preventing and suppressing crime, and being responsive to needs within the city.

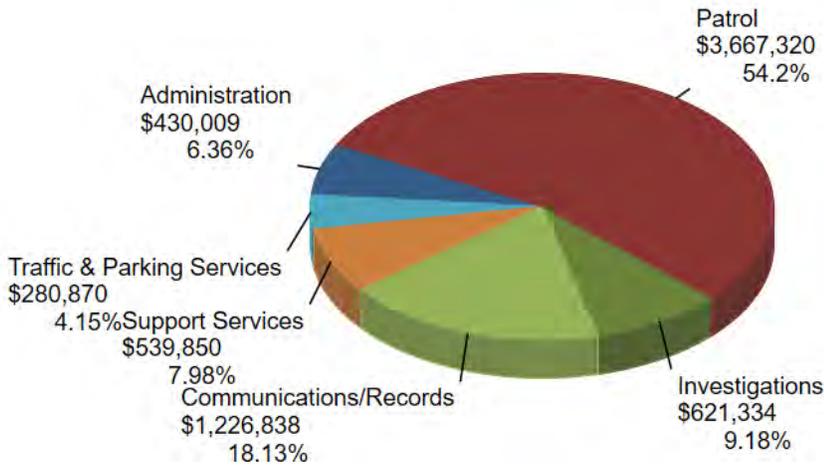
Description

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.

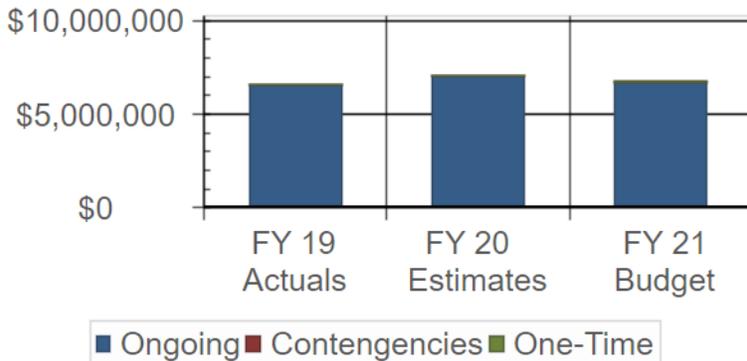
The Police Department is responsible for the following primary program areas:

- * 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 2021 PROGRAM EXPENDITURES: \$6,766,221



FY 2019 - FY 2021 ONGOING VS. ONE-TIME EXPENDITURES



Police Department - Administration

Budget Summary	FY2021 Budget	% of FY2021 Budget	FY2020 Budget	FY2020 Estimate	FY2019 Actuals
Program Expenditures					
Personnel Services	\$ 281,400	65 %	\$ 312,590	\$ 305,820	\$ 259,269
Supplies & Services	56,969	13 %	69,695	66,105	53,924
Subtotal Direct Costs	\$ 338,369	79 %	\$ 382,285	\$ 371,925	\$ 313,193
Internal Charges	91,640	21 %	103,250	104,380	90,510
Total Expenditures	430,009	99 %	485,535	476,305	403,703
Expenditures by Fund					
General Fund Portion	\$ 423,334	98 %	\$ 478,860	\$ 469,355	\$ 398,671
Other Funds Portion	\$ 6,675	2 %	\$ 6,675	\$ 6,950	\$ 5,032
Funding Sources					
Program Revenues	\$ 200	0.05 %	\$ 100	\$ 6,350	\$ 90
Funding from General Revenues:					
Estimated Resident Generated	\$ 150,433	35 %	\$ 169,902	\$ 164,484	\$ 141,265
Estimated Visitor Generated	\$ 279,376	65 %	\$ 315,533	\$ 305,471	\$ 262,348
Employee Time Allocation (FTEs) Budgeted	2.00	-	2.00	-	2.00

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 Department - Administration

FY 2020 Accomplishments

Overall City Value – Public:

- * Held nine community-police events, including Celebration of Women in Policing, Special Olympic, Tip a Cop, National Night Out, four Coffee with a Cop, and a Hispanic Outreach.
- * Participated in the Sedona Run, St. Patrick's Day Parade, Sedona Mountain Bike Festival Special Olympic Fundraisers, Halloween event in Uptown, West Sedona Walk to School Day and the Women's March.
- * Submitted applications for grant funding from five governmental and community entities to enhance Department operations.
- * Implemented Nextdoor to enhance communication and engagement with Sedona residents.
- * Conducted Active Attacker training for 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 2020, including vacation home checks, fingerprinting, traffic mitigation, and staffing other events.
- * The Police Explorer Program participated in several community events and received awards at the Chandler Competition.
- * Refined the organizational hierarchy (organizational chart), using existing personnel, to reflect enhanced efficiencies of operation and administration workload.
- * Worked 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 conducted two multi-agency critical incident exercise.
- * Updated the SPD Policy Manual, ensuring alignment with contemporary police standards and disseminated to employees.
- * Added members to the Volunteer Program.
- * Deployed Message Trailers fourteen times for messages and collecting traffic enforcement data.
- * Evaluated and implemented new in-car camera system.
- * Created a Crime Analyst role to begin using data to inform policing strategies and identify opportunities for efficiency
- * Through a public/private partnership, launched a PD sub-station in Uptown

FY 2021 Objectives

Overall City Value - Public Safety:

- * 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.
- * Secure multiple grant awards in community donations to purchase additional equipment to enhance Department operations, including officer safety equipment, community and public welfare, Explorer Program and K-9.
- * Achieve consistent full staffing levels, to include filling the open traffic officer, Investigation and PANT officer positions.
- * Train and deploy a new SRO.
- * Provide leadership and wellness trainings for staff.
- * Fully launch a PD Resource Center in Uptown
- * Actively train for and engage in a regional Peer Support program with Sedona Fire and other partner agencies

WORKLOAD INDICATORS		FY21 Projection	FY20 Projection	FY20 Estimate	FY19 Actual	FY18 Actual
Sworn staff trained on Critical Incident Training (CIT)/Mental Health Interactions		5		10	16	
Sworn staff trained on Incident Command System/National Incident Management System (ICS/NIMS) protocols		5		7	1	
Community interaction events		12	4	11	7	3

PERFORMANCE MEASURES		FY21 Target	FY20 Target	FY20 Estimate	FY19 Actual	FY18 Actual
Retention of sworn employees (excluding retirement)	Benchmark	100% (27/27)	100% (27/27)	96% (26/27)	96% (26/27)	96% (26/27)
Retention of civilian employees (excluding retirement)		94% (17/18)	83% (10/12)	94% (17/18)	73% (11/15)	67% (8/12)
Sworn personnel turnover (ICMA Benchmark 2016-2018)		7.5%	7%	18%	3.7%	0.7%
Sworn police overtime as % of total sworn police compensation (ICMA Benchmark 2016-2018)		4.6%	4.8%	4.6%	7.8%	7.8%
FTEs: Sworn positions per 1,000 population (ICMA Benchmark 2016-2018)		2.6	2.9	2.6	2.6	2.9

Police Department - Patrol

Budget Summary	FY2021 Budget	% of FY2021 Budget	FY2020 Budget	FY2020 Estimate	FY2019 Actuals
Program Expenditures					
Personnel Services	\$ 2,332,180	67 %	\$ 2,592,700	\$ 2,595,860	\$ 2,517,168
Supplies & Services	288,560	8 %	245,985	212,890	245,602
Subtotal Direct Costs	\$ 2,620,740	75 %	\$ 2,838,685	\$ 2,808,750	\$ 2,762,770
Internal Charges	872,380	25 %	1,078,790	1,101,660	957,340
Total Expenditures	3,493,120	100 %	3,917,475	3,910,410	3,720,110
Expenditures by Fund					
General Fund Portion	\$ 3,608,900	103 %	\$ 4,088,609	\$ 4,087,044	\$ 3,906,743
Other Funds Portion	\$ 58,420	2 %	\$ 103,500	\$ 24,600	\$ 3,000
Funding Sources					
Program Revenues	\$ 15,000	0.43 %	\$ 18,000	\$ 15,000	\$ 14,756
Funding from General Revenues:					
Estimated Resident Generated	\$ 1,217,342	35 %	\$ 1,364,816	\$ 1,363,394	\$ 1,296,874
Estimated Visitor Generated	\$ 2,260,778	65 %	\$ 2,534,659	\$ 2,532,017	\$ 2,408,480
Employee Time Allocation (FTEs) Budgeted	21.00	-	22.00	-	21.73

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. 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.

Police Department - Patrol

FY 2020 Accomplishments

Overall City Value - Public Safety:

- * Police Bicycle Officer were deployed during special events; Mountain Bike Fest, RunSedona, St. Patrick's Day Parade, Halloween and other events.
- * Trained 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.
- * The mobile digital speed indicator was deployed approximately 20 times in high traffic areas before June 30, 2020, to collect data and address concerns of unsafe driving.
- * Maintained budget funding to accommodate the SWAT team members.
- * Awarded a grant and purchased four LIDAR units (speed measuring devices) to use while conducting speed enforcement as well as 12 speed enforcement details paid for by GOHS.
- * Awarded a grant for a new speed and message trailer which was purchased and will be deployed within Sedona City Limits.
- * Awarded a grant for DUI enforcement and patrols throughout the year to pay for officers to work special details in Sedona and throughout the Verde Valley.
- * Trained each squad member on the proper and proficient deployment of our flexible baton less-lethal system

FY 2021 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.
- * Continue to enhance and produce the information/data available with Command Solutions from Motorola CAD/RMS System to better understand deployment of resources throughout the City.
- * Recruit and hiring officers to achieve and maintain full staffing levels.
- * Deploy the mobile digital speed indicator in high traffic areas on at least 20 occasions before June 30, 2021, to collect data and address concerns of unsafe driving.
- * Maintain budget funding to accommodate the SWAT team members.
- * Continue to train officers on mental health problems, recognitions, and responses to complete IACP's One Mind Challenge.
- * Actively engage our schools and community groups through classroom reading opportunities and presentations, and crime prevention/Neighborhood Watch presentations

WORKLOAD INDICATORS	FY21 Projection	FY20 Projection	FY20 Estimate	FY19 Actual	FY18 Actual
UCR Part I violent crimes*Criminal homicide, sexual assault, rape, robbery and aggravated assault	40		40	48	
UCR Part I property crimes *Burglary, theft and arson	200	200	210	218	206
Traffic collisions - Fatal (ICMA Benchmark 2016-2017)	0		1	1	
Traffic collisions - Injury	30	28	35	28	37
Traffic collisions - Non-injury	200	450	210	244	337
Officer-initiated activity	18,000	8,500	15,678	9,045	8,673
Calls for service from the community	11,000	15,500	10,520	10,002	15,374
Warnings	3,500	4,500	3,378	3,456	4,911
Citations	1,300	900	1,286	931	1,310
Arrests - Misdemeanor	460	550	454	331	382
Arrests - Felony	120	102	112	100	74
Arrests - DUI(increased due to state DUI funding and Verde Valley DUI Taskforce details in FY 20)	80		80	39	
Deploy mobile digital speed indicator sign in areas of reported OHV/city streets speeding or unsafe driving issues within city limits	15 deploys	15 deploys	20 deploys	14 deploys	4 deploys

PERFORMANCE MEASURES	Benchmark	FY21 Target	FY20 Target	FY20 Estimate	FY19 Actual	FY18 Actual
Maintain a response time of seven minutes or less 90% of the time to emergency calls		90%		80%	90%	
Average response time - Priority 1 (ICMA Benchmark 2016-2018)*Collisions with injuries or death and attempted suicides		5 minutes	5.25 minutes	6 minutes	5 minutes	6 minutes
Average response time - Priority 2*Domestic Violence, just occurred sex offenses, bomb threats, deaths and medical assists		5 minutes	7 minutes	6 minutes	6 minutes	9 minutes
Average response time - Priority 3*Collisions with no injuries, assaults, suspicious activity and abuse cases		6 minutes		6 minutes	7 minutes	
Calls for service from the community per sworn FTE (ICMA Benchmark 2016-2018)		523	529	500	477	524.3
Calls for service from the community and officer initiated activity per sworn FTE		1,381	1,119.05	1,247.5	907	1,145.10
Calls for service from the community and officer initiated activity per 1,000 population		2,788.5		2,519	1,831.4	
Calls for service from the community per 1,000 population (ICMA Benchmark 2016-2018)		1,057.7	1,475	1,011.5	961	1,533
DUI arrests per 1,000 population (ICMA Benchmark 2016-2018)		7.69	2.9	7.69	3.75	6.6
UCR Part I property crimes reported per 1,000 population		20.2	19.0	20.2	20.9	20.5
UCR Part I violent crimes reported per 1,000 population		3.85	3.8	3.85	4.61	8.9

Police Department - Investigations

Budget Summary	FY2021 Budget	% of FY2021 Budget	FY2020 Budget	FY2020 Estimate	FY2019 Actuals
Program Expenditures					
Personnel Services	\$ 468,110	75 %	\$ 377,729	\$ 244,070	\$ 282,039
Supplies & Services	52,144	8 %	57,974	53,794	55,799
Subtotal Direct Costs	\$ 520,254	84 %	\$ 435,703	\$ 297,864	\$ 337,838
Internal Charges	101,080	16 %	103,580	106,570	89,630
Total Expenditures	621,334	99 %	539,283	404,434	427,468
Expenditures by Fund					
General Fund Portion	\$ 619,954	100 %	\$ 537,903	\$ 403,034	\$ 427,468
Other Funds Portion	\$ 1,380	- %	\$ 1,380	\$ 1,400	\$ -
Funding Sources					
Funding from General Revenues:					
Estimated Resident Generated	\$ 217,467	35 %	\$ 188,749	\$ 141,552	\$ 149,614
Estimated Visitor Generated	\$ 403,867	65 %	\$ 350,534	\$ 262,882	\$ 277,854

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 tasks forces which bring resources and expertise to the Department and community that would not otherwise be feasible. Property and evidence processing, and storage functions are also carried out within this program by civilian personnel.

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 2020 Accomplishments

Overall City Value - Public Safety:

- * Conducted two Sexual Offender Registrant compliance operations.
- * 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.
- * Exceeded the state's clearance rates for violent crimes by 18.9%.
- * Exceeded the state's clearance rates for property crimes by 11.5%

FY 2021 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 requires 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 Motorola Flex CAD/RMS system.

Police Department - Investigations

WORKLOAD INDICATORS	FY21 Projection	FY20 Projection	FY20 Estimate	FY19 Actual	FY18 Actual
Total cases assigned (felony and misdemeanor)(Decreased due to one detective In FY 20, also handling backgrounds and training)	80		72	119	
Detective initiated arrests	32	32	20	28	18
Felony and misdemeanor cases sent to prosecuting attorney's office for filing charges	3		2	6	
Conduct sexual offender registrant compliance operations	2	2	2	2	2

PERFORMANCE MEASURES	Benchmark	FY21 Target	FY20 Target	FY20 Estimate	FY19 Actual	FY18 Actual
Exceed annual state crime clearance rate (16.30%) for property crime (Arizona Department of Public Safety Benchmark 2018)*		30% (exceeds state by 14.2%)		30% (exceeds state by 14.2%)	27.8% (exceeds state by 11.5%)	
Exceed annual state crime clearance rate (38.21%) for violent crime (Arizona Department of Public Safety Benchmark 2018)*		40% (exceeds state by 1.8%)		40% (exceeds state by 1.8%)	57.2% (exceeds state by 18.9%)	
Complete investigation on all cases (including lengthy fraud cases) within six months from being assigned		90%	90%	85%	85%	85%

Police Department - Communications

Budget Summary	FY2021 Budget	% of FY2021 Budget	FY2020 Budget	FY2020 Estimate	FY2019 Actuals
Program Expenditures					
Personnel Services	\$ 771,850	63 %	\$ 768,260	\$ 757,690	\$ 675,517
Supplies & Services	63,008	5 %	67,760	54,303	55,993
Subtotal Direct Costs	\$ 834,858	68 %	\$ 836,020	\$ 811,993	\$ 731,510
Internal Charges	391,980	32 %	391,930	400,230	363,784
Total Expenditures	1,226,838	100 %	1,227,950	1,212,223	1,095,294
Expenditures by Fund					
General Fund Portion	\$ 1,225,928	100 %	\$ 1,227,040	\$ 1,211,503	\$ 1,102,311
Other Funds Portion	\$ 910	- %	\$ 910	\$ 720	\$ -
Funding Sources					
Program Revenues	\$ 7,500	0.61 %	\$ 4,300	\$ 6,700	\$ 4,790
Funding from General Revenues:					
Estimated Resident Generated	\$ 426,768	35 %	\$ 428,278	\$ 421,933	\$ 381,676
Estimated Visitor Generated	\$ 792,570	65 %	\$ 795,373	\$ 783,590	\$ 708,828
Employee Time Allocation (FTEs) Budgeted	11.00	-	11.00	-	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 2020 Accomplishments

Overall City Value - Public Safety:

- * Updated the Public Records Request protocols.
- * Updated the Public Records Request forms.
- * Updated the field training manual for communications specialist.
- * Updated the Emergency Response Protocols.
- * Promoted the Record's Clerk into a newly created supervisory position, Record's Clerk II.
- * Hired and trained a new Records Clerk I position.

FY 2021 Objectives

Overall City Value - Public Safety:

- * Maintain as close to 100% dispatcher employment as possible.
- * Dispatch calls to officers within 60 seconds from receiving the call.
- * Switch data reporting for the FBI from Unified Crime Reporting (UCR) to National Incident Based Reporting System (NIBRS).

Police Department - Communications

WORKLOAD INDICATORS	FY21 Projection	FY20 Projection	FY20 Estimate	FY19 Actual	FY18 Actual
Telephone calls received - Emergency	6,200	6,150	6,149	6,074	4,598
Telephone calls received - Non-Emergency	27,500	29,000	27,169	28,474	21,942

PERFORMANCE MEASURES	Benchmark	FY21 Target	FY20 Target	FY20 Estimate	FY19 Actual	FY18 Actual
Time to answer 9-1-1 calls(National Emergency Number Association NENA benchmark standard)		4 seconds	5 seconds	4 seconds	4 seconds	5 seconds
Average time to dispatch call to field unit		100 seconds	45 seconds	100 seconds	101 seconds	83 seconds
Average backlog of records merged into system once the reports are approved by a supervisor		100 cases		170 cases	280 cases	
Average wait time for public records requests once the reports are approved by a supervisor		3 days		5 days	5 days	

Police Department - Support Services

Budget Summary	FY2021 Budget	% of FY2021 Budget	FY2020 Budget	FY2020 Estimate	FY2019 Actuals
Program Expenditures					
Personnel Services	\$ 389,030	72 %	\$ 398,220	\$ 421,860	\$ 398,599
Supplies & Services	46,520	9 %	46,465	39,350	27,932
Subtotal Direct Costs	\$ 435,550	81 %	\$ 444,685	\$ 461,210	\$ 426,531
Internal Charges	104,300	19 %	108,030	106,210	66,489
Total Expenditures	539,850	100 %	552,715	567,420	493,020
Expenditures by Fund					
General Fund Portion	\$ 536,420	99 %	\$ 550,015	\$ 561,685	\$ 492,966
Other Funds Portion	\$ 3,430	1 %	\$ 2,700	\$ 5,735	\$ 54
Funding Sources					
Funding from General Revenues:					
Estimated Resident Generated	\$ 188,948	35 %	\$ 193,450	\$ 198,597	\$ 172,557
Estimated Visitor Generated	\$ 350,903	65 %	\$ 359,265	\$ 368,823	\$ 320,463
Employee Time Allocation (FTEs) Budgeted	2.73	-	2.73	-	2.00

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, Community Service Officer, School Resource Officer, K9 Officer and the Traffic Unit 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.

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 2020 Accomplishments

Overall City Value - Public Safety:

- * Implemented the upgrade to the Motorola Flex CAD/RMS system.
- * Provided data driven policing training to the staff using the crime analysis program, called Command Solutions.
- * Also see the School Resource Officer, K9 Officer, Investigations and Communication's sections for more accomplishments.

FY 2021 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 Insight program, which allows the surrounding law enforcement agencies to share police related information.
- * Implement phase 2 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.
- * Conduct at least one Community Police Academy.

WORKLOAD INDICATORS	FY21 Projection	FY20 Projection	FY20 Estimate	FY19 Actual	FY18 Actual
Fire drills conducted at Sedona Red Rock High School and Junior High School	10	6	10	10	N/A
Fire drills conducted at West Sedona School	10	6	10	10	N/A
Lock-down/evacuation drills conducted at Sedona Red Rock High School and Junior High School	2	4	2	2	N/A
Lock-down/evacuation drills conducted at West Sedona School	2	4	2	2	N/A
Awareness training sessions conducted geared toward student issues/trends at Sedona Red Rock High School and Junior High School	6	1	6	6	N/A
Awareness training sessions conducted geared toward student issues/trends at West Sedona School	3	1	3	3	N/A
Crime prevention presentations conducted by SRO	3	2	3	3	N/A

Police Department - Support Services

PERFORMANCE MEASURES	Benchmark	FY21 Target	FY20 Target	FY20 Estimate	FY19 Actual	FY18 Actual
Percentage of time SRO is deployed at a school, when in session		75%	75%	75%	75%	80%

Police Department - Parking

Budget Summary	FY2021 Budget	% of FY2021 Budget	FY2020 Budget	FY2020 Estimate	FY2019 Actuals
Program Expenditures					
Personnel Services	\$ 124,330	44 %	\$ 124,220	\$ 76,240	\$ 76,795
Supplies & Services	53,970	19 %	45,030	52,170	43,213
Subtotal Direct Costs	\$ 178,300	63 %	\$ 169,250	\$ 128,410	\$ 120,008
Internal Charges	102,570	37 %	125,480	127,890	103,043
Total Expenditures	280,870	100 %	294,730	256,300	223,051
Expenditures by Fund					
General Fund Portion	\$ 242,400	86 %	\$ 265,275	\$ 218,880	\$ 223,051
Other Funds Portion	\$ 38,470	14 %	\$ 29,455	\$ 37,420	\$ -
Funding Sources					
Program Revenues	\$ 7,500	2.67 %	\$ 10,000	\$ 7,500	\$ 11,100
Funding from General Revenues:					
Estimated Resident Generated	\$ 95,680	34 %	\$ 99,656	\$ 87,080	\$ 74,183
Estimated Visitor Generated	\$ 177,691	63 %	\$ 185,075	\$ 161,720	\$ 137,768

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 2020 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 2021 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	FY21 Projection	FY20 Projection	FY20 Estimate	FY19 Actual	FY18 Actual
Parking citations written in the Uptown three-hour parking lots	1,950	2,100	1,922	1,913	2,330
Parking citations written at trailhead locations.	1,100	420	1,080	636	489
Total hours worked	4,000	3,130 hours	4,000	3,794	N/A
	2,800 hours		2,669	2,194	
Total time conducting Uptown activities (patrol the uptown area and interacting with the public)	150 hours	335 hours	141 hours	121 hours	N/A
Total time checking the trailhead areas					
Total time parking meter maintenance (handling money transfers to finance, paper and card issues)	45 hours		43 hours	40 hours	
Total miscellaneous time (reports, court, checking e-mails, lunch, drive time between locations, etc.)	1,250 hours	700 hours	1,232 hours	752 hours	N/A

Police Department - Support Services

PERFORMANCE MEASURES	Benchmark	FY21 Target	FY20 Target	FY20 Estimate	FY19 Actual	FY18 Actual
Percentage of time SRO is deployed at a school, when in session		75%	75%	75%	75%	80%

Police Department - Parking

Budget Summary	FY2021 Budget	% of FY2021 Budget	FY2020 Budget	FY2020 Estimate	FY2019 Actuals
Program Expenditures					
Personnel Services	\$ 124,330	44 %	\$ 124,220	\$ 76,240	\$ 76,795
Supplies & Services	53,970	19 %	45,030	52,170	43,213
Subtotal Direct Costs	\$ 178,300	63 %	\$ 169,250	\$ 128,410	\$ 120,008
Internal Charges	102,570	37 %	125,480	127,890	103,043
Total Expenditures	280,870	100 %	294,730	256,300	223,051
Expenditures by Fund					
General Fund Portion	\$ 242,400	86 %	\$ 265,275	\$ 218,880	\$ 223,051
Other Funds Portion	\$ 38,470	14 %	\$ 29,455	\$ 37,420	\$ -
Funding Sources					
Program Revenues	\$ 7,500	2.67 %	\$ 10,000	\$ 7,500	\$ 11,100
Funding from General Revenues:					
Estimated Resident Generated	\$ 95,680	34 %	\$ 99,656	\$ 87,080	\$ 74,183
Estimated Visitor Generated	\$ 177,691	63 %	\$ 185,075	\$ 161,720	\$ 137,768

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 2020 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 2021 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	FY21 Projection	FY20 Projection	FY20 Estimate	FY19 Actual	FY18 Actual
Parking citations written in the Uptown three-hour parking lots	1,950	2,100	1,922	1,913	2,330
Parking citations written at trailhead locations.	1,100	420	1,080	636	489
Total hours worked	4,000	3,130 hours	4,000	3,794	N/A
Total time conducting Uptown activities (patrol the uptown area and interacting with the public)	2,800 hours		2,669	2,194	
Total time checking the trailhead areas	150 hours	335 hours	141 hours	121 hours	N/A
Total time parking meter maintenance (handling money transfers to finance, paper and card issues)	45 hours		43 hours	40 hours	
Total miscellaneous time (reports, court, checking e-mails, lunch, drive time between locations, etc.)	1,250 hours	700 hours	1,232 hours	752 hours	N/A

POLICE DEPARTMENT
Continued

EXPENDITURE SUMMARY

Cost Category	FY2021 Budget	FY2020 Budget	FY2020 Est. Actuals	FY2019 Actuals	Explanation of Changes
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General Fund

10-5510-01 - Administration

Personnel (ongoing)	\$281,400	\$312,590	\$305,820	\$259,269	
Supplies & Services (ongoing)	\$50,294	\$63,020	\$57,955	\$48,810	Budget Decrease: Reduction in professional services and storage rental costs.
Direct Costs (Ongoing) Subtotal	\$331,694	\$375,610	\$363,775	\$308,079	
Internal Charges	\$91,640	\$103,250	\$104,380	\$90,510	
Ongoing Total	\$423,334	\$478,860	\$468,155	\$398,589	
Supplies & Services (one-time)	\$0	\$0	\$1,200	\$82	
One-Time Total	\$0	\$0	\$1,200	\$82	
Administration Total	\$423,334	\$478,860	\$469,355	\$398,671	

10-5510-43 - Patrol

Personnel (ongoing)	\$2,332,180	\$2,592,700	\$2,595,860	\$2,517,168	
Supplies & Services (ongoing)	\$219,340	\$227,485	\$199,890	\$242,602	
Direct Costs (Ongoing) Subtotal	\$2,551,520	\$2,820,185	\$2,795,750	\$2,759,770	
Internal Charges	\$872,380	\$1,078,790	\$1,101,660	\$957,340	
Ongoing Total	\$3,423,900	\$3,898,975	\$3,897,410	\$3,717,110	
Supplies & Services (one-time)	\$22,000	\$0	\$0	\$0	Budget Increase: Taser replacements and INTOX system.
Capital & Debt Service	\$163,000	\$189,634	\$189,634	\$189,633	Budget Decrease: Reduction in leased vehicle payments.
One-Time Total	\$185,000	\$189,634	\$189,634	\$189,633	
Patrol Total	\$3,608,900	\$4,088,609	\$4,087,044	\$3,906,743	

POLICE DEPARTMENT
Continued

EXPENDITURE SUMMARY

Cost Category	FY2021 Budget	FY2020 Budget	FY2020 Est. Actuals	FY2019 Actuals	Explanation of Changes
10-5510-44 - Investigations					
Personnel (ongoing)	\$468,110	\$377,729	\$244,070	\$282,039	Budget Increase: Pay adjustments.
Supplies & Services (ongoing)	\$50,764	\$56,594	\$52,394	\$55,799	
Direct Costs (Ongoing) Subtotal	\$518,874	\$434,323	\$296,464	\$337,838	
Internal Charges	\$101,080	\$103,580	\$106,570	\$89,630	
Ongoing Total	\$619,954	\$537,903	\$403,034	\$427,468	
Investigations Total	\$619,954	\$537,903	\$403,034	\$427,468	
10-5510-45 - Communications/Records					
Personnel (ongoing)	\$771,850	\$768,260	\$757,690	\$675,517	
Supplies & Services (ongoing)	\$58,698	\$58,650	\$51,583	\$54,487	Current Year Under Budget: Decrease in radio maintenance contract, employee exams, and training costs.
Direct Costs (Ongoing) Subtotal	\$830,548	\$826,910	\$809,273	\$730,004	
Internal Charges	\$391,980	\$391,930	\$400,230	\$363,784	
Ongoing Total	\$1,222,528	\$1,218,840	\$1,209,503	\$1,093,788	
Supplies & Services (one-time)	\$3,400	\$8,200	\$2,000	\$1,506	
Capital & Debt Service	\$0	\$0	\$0	\$7,017	
Communications/Records Total	\$1,225,928	\$1,227,040	\$1,211,503	\$1,102,311	
10-5510-74 - Support Services					
Personnel (ongoing)	\$389,030	\$398,220	\$421,860	\$398,599	Current Year Over Budget: Staff promotion and reassignment.
Supplies & Services (ongoing)	\$43,090	\$43,765	\$33,615	\$27,878	Current Year Under Budget: Decrease in Travel & Training
Direct Costs (Ongoing) Subtotal	\$432,120	\$441,985	\$455,475	\$426,477	
Internal Charges	\$104,300	\$108,030	\$106,210	\$66,489	
Support Services Total	\$536,420	\$550,015	\$561,685	\$492,966	

POLICE DEPARTMENT
Continued

EXPENDITURE SUMMARY

Cost Category	FY2021 Budget	FY2020 Budget	FY2020 Est. Actuals	FY2019 Actuals	Explanation of Changes
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10-5510-81 - Traffic & Parking Services

Personnel (ongoing)	\$124,330	\$124,220	\$76,240	\$76,795	
Supplies & Services (ongoing)	\$15,500	\$15,575	\$14,750	\$43,213	
Direct Costs (Ongoing) Subtotal	\$139,830	\$139,795	\$90,990	\$120,008	
Internal Charges	\$102,570	\$125,480	\$127,890	\$103,043	
Traffic & Parking Services Total	\$242,400	\$265,275	\$218,880	\$223,051	

General Fund Totals

Personnel Subtotal	\$4,366,900	\$4,573,719	\$4,401,540	\$4,209,387	
Supplies & Services (Ongoing) Subtotal	\$437,686	\$465,089	\$410,187	\$472,789	
Direct Costs (Ongoing) Subtotal	\$4,804,586	\$5,038,808	\$4,811,727	\$4,682,176	
Internal Charges Subtotal	\$1,663,950	\$1,911,060	\$1,946,940	\$1,670,796	
Ongoing Subtotal	\$6,468,536	\$6,949,868	\$6,758,667	\$6,352,972	
Supplies & Services (One- Time) Subtotal	\$25,400	\$8,200	\$3,200	\$1,588	
Capital & Debt Service Subtotal	\$163,000	\$189,634	\$189,634	\$196,650	
One-Time Subtotal	\$188,400	\$197,834	\$192,834	\$198,238	
General Fund Total	\$6,656,936	\$7,147,702	\$6,951,501	\$6,551,210	

RICO Fund

14-5510-43 - Patrol

Supplies & Services (ongoing)	\$5,000	\$5,000	\$0	\$0	
Patrol Total	\$5,000	\$5,000	\$0	\$0	

RICO Fund Totals

Supplies & Services (Ongoing) Subtotal	\$5,000	\$5,000	\$0	\$0	
RICO Fund Total	\$5,000	\$5,000	\$0	\$0	

POLICE DEPARTMENT
Continued

EXPENDITURE SUMMARY

Cost Category	FY2021 Budget	FY2020 Budget	FY2020 Est. Actuals	FY2019 Actuals	Explanation of Changes
Donations & Contributions Fund					
15-5510-01 - Administration					
Supplies & Services (ongoing)	\$6,000	\$6,000	\$6,850	\$5,032	
Administration Total	\$6,000	\$6,000	\$6,850	\$5,032	
15-5510-74 - Support Services					
Supplies & Services (ongoing)	\$0	\$0	\$3,260	\$54	
Support Services Total	\$0	\$0	\$3,260	\$54	
Donations & Contributions Fund Totals					
Supplies & Services (Ongoing) Subtotal	\$6,000	\$6,000	\$10,110	\$5,086	
Donations & Contributions Fund Total	\$6,000	\$6,000	\$10,110	\$5,086	
Operating Grants Fund					
16-5510-43 - Patrol					
Supplies & Services (ongoing)	\$3,000	\$0	\$0	\$3,000	
Ongoing Total	\$3,000	\$0	\$0	\$3,000	
Personnel	\$11,200	\$25,000	\$0	\$0	Decision Packages - DUI and Traffic Enforcement Grants.
Supplies & Services (one-time)	\$25,000	\$10,000	\$9,300	\$0	
Capital & Debt Service					
Capital (one-time)	\$0	\$60,000	\$11,600	\$0	
One-Time Total	\$36,200	\$95,000	\$20,900	\$0	
Patrol Total	\$39,200	\$95,000	\$20,900	\$3,000	
Info Tech Internal Service Fnd					
60-5510-01 - Administration					
Supplies & Services (ongoing)	\$675	\$675	\$100	\$0	
Administration Total	\$675	\$675	\$100	\$0	

POLICE DEPARTMENT
Continued

EXPENDITURE SUMMARY

Cost Category	FY2021 Budget	FY2020 Budget	FY2020 Est. Actuals	FY2019 Actuals	Explanation of Changes
60-5510-43 - Patrol					
Supplies & Services (ongoing)	\$14,220	\$3,500	\$3,700	\$0	Budget Increase: Traffic Suite Reporting for speed signs.
Patrol Total	\$14,220	\$3,500	\$3,700	\$0	
60-5510-44 - Investigations					
Supplies & Services (ongoing)	\$1,380	\$1,380	\$1,400	\$0	
Investigations Total	\$1,380	\$1,380	\$1,400	\$0	
60-5510-45 - Communications/Records					
Supplies & Services (ongoing)	\$910	\$910	\$720	\$0	
Communications/Records Total	\$910	\$910	\$720	\$0	
60-5510-74 - Support Services					
Supplies & Services (ongoing)	\$3,430	\$2,700	\$2,475	\$0	
Support Services Total	\$3,430	\$2,700	\$2,475	\$0	
60-5510-81 - Traffic & Parking Services					
Supplies & Services (ongoing)	\$38,470	\$29,455	\$37,420	\$0	Budget Increase: Paid parking IT system support.
Traffic & Parking Services Total	\$38,470	\$29,455	\$37,420	\$0	
Info Tech Internal Service Fnd Totals					
Supplies & Services (Ongoing) Subtotal	\$59,085	\$38,620	\$45,815	\$0	

POLICE DEPARTMENT
Continued

EXPENDITURE SUMMARY

Cost Category	FY2021 Budget	FY2020 Budget	FY2020 Est. Actuals	FY2019 Actuals	Explanation of Changes
Grand Totals					
Personnel (Ongoing) Subtotal	\$4,366,900	\$4,573,719	\$4,401,540	\$4,209,387	
Supplies & Services (Ongoing) Subtotal	\$510,771	\$514,709	\$466,112	\$480,875	
Direct Costs (Ongoing) Subtotal	\$4,877,671	\$5,088,428	\$4,867,652	\$4,690,262	
Internal Charges Subtotal	<u>\$1,663,950</u>	<u>\$1,911,060</u>	<u>\$1,946,940</u>	<u>\$1,670,796</u>	
Ongoing Subtotal	\$6,541,621	\$6,999,488	\$6,814,592	\$6,361,058	
Personnel (One-Time) Subtotal	\$11,200	\$25,000	\$0	\$0	
Supplies & Services (One- Time) Subtotal	\$50,400	\$18,200	\$12,500	\$1,588	
Capital & Debt Service Subtotal	<u>\$163,000</u>	<u>\$249,634</u>	<u>\$201,234</u>	<u>\$196,650</u>	
Grand Total	\$6,766,221	\$7,292,322	\$7,028,326	\$6,559,296	

POLICE DEPARTMENT
Continued

POSITIONS SUMMARY

Position	FY21 FTE	FY20 FTE	FY19 FTE	FY18 FTE
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	2.90	2.90	2.90	2.90
Community Services Officer	1.00	1.00	1.00	1.00
Executive Assistant to the Chief of Police	1.00	1.00	1.00	1.00
Police Commander	2.00	2.00	2.00	2.00
Police Detective	2.00	2.00	2.00	2.00
Police Officer	17.00	17.00	17.00	17.00
Police Records Clerk I	1.00	1.00	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	1.00
Property & Evidence Technician	0.73	0.73	0.73	0.73
Total	43.63	43.63	42.63	42.63

ALLOCATIONS SUMMARY

Position	Org Description	FY21 FTE	FY20 FTE	FY19 FTE	FY18 FTE
General Fund					
10-5510-01	Administration	2.00	2.00	2.00	3.00
10-5510-43	Patrol	21.00	22.00	21.73	22.73
10-5510-44	Investigations	2.00	2.00	2.00	2.00
10-5510-45	Communications/Records	11.00	11.00	10.00	10.00
10-5510-61	PANT Officer	1.00	0.00	0.00	0.00
10-5510-63	GIITEM Assignment	0.00	0.00	1.00	1.00
10-5510-64	Community Relations	1.00	1.00	1.00	1.00
10-5510-74	Support Services	2.73	2.73	2.00	0.00
10-5510-81	Traffic & Parking Services	2.90	2.90	2.90	2.90
General Fund Total		43.63	43.63	42.63	42.63

(1)Part-time positions.



**City of Sedona
Decision Package
Fiscal Year 2020-21**

CM Recommended

Request Title	SPEED AND TRAFFIC ENFORCEMENT
Department	Police
Program	GOHS Grant
Funding Request Type	OTHER ONETIME
Source of Funds	Operating Grants Fund
Amount Requested	\$10,000
Priority	

I. Description of Request

To pay for officer's overtime cost/salary including employee related expenses. This will allow officers to conduct special details, related to speed enforcement.

II. Problem/Issue

History/Background
How does this affect our citizens/customers quality of life?
If this is not a traditional function, why should the City of Sedona deal with it?
Does the project/issue relate to the Community Plan (or other master plans), or how does this fit into the City's priorities?
What does the City/community get for this investment?

The City of Sedona has 20,000 to 30,000 visitors travel our roadways daily. Traffic continues to be a concern for our city. This would allow our officers to be dedicated to providing specific enforcement, and allow normally scheduled officers to handle the day to day calls for service.

III. Risk Analysis

What happens if this is not done?
Show examples of best practices from other cities, if applicable.
Discuss other alternatives, if applicable, and why the proposed solution is recommended.

If the grant is not funded, we will continue to provide the best customer service and work to reduce speed related issues with traffic in our city.

IV. Implementation

What is the timeframe for completion of plan and implementation for project/issue?
How will you market/communicate the project/issue to the public?
What performance measures will you use to evaluate the project/issue? Include the targets for FY 2020-21, as well as future years as applicable.

If the grant is funded, we will conduct special traffic details which will provide education to our community and visitors through various enforcement techniques. Some special areas and details will include ATV and OHV, distracted drivers (hands free devices), seat belt and speed enforcement to mention a few.

Special details will be scheduled and reimbursed quarterly. Officers will sign up for these details outside their normal scheduled shifts and will be categorized on timecards with GOHS code. The police department is required by the grant to track hours, data and send to GOHS.

There are no matching funds required, the grant money will cover the overtime rate including the employee related expenses (EREs).

V. Cost Savings/Revenue Enhancements

Please explain any cost savings, new funding sources or increased revenues.



**City of Sedona
Decision Package
Fiscal Year 2020-21**

CM Recommended

Request Title	PORTABLE BREATH TESTS (PBTS)
Department	Police
Program	GOHS Grant
Funding Request Type	OTHER ONETIME
Source of Funds	Operating Grants Fund
Amount Requested	\$10,000
Priority	

I. Description of Request

Portable Breath Tests (PBTs); Alcohol Testing Equipment in the field.

II. Problem/Issue

History/Background
How does this affect our citizens/customers quality of life?
If this is not a traditional function, why should the City of Sedona deal with it?
Does the project/issue relate to the Community Plan (or other master plans), or how does this fit into the City’s priorities?
What does the City/community get for this investment?

Our current PBTs are over 10 years old and are having accuracy issues in measuring alcohol levels. Officers conduct sobriety field tests (SFTs) and at the conclusion have the subject perform a breath sample to establish probable cause to make an arrest. The department is in need to update our field equipment to provide the most accurate information to our officers in conjunction with their observations.

III. Risk Analysis

What happens if this is not done?
Show examples of best practices from other cities, if applicable.
Discuss other alternatives, if applicable, and why the proposed solution is recommended.

IV. Implementation

What is the timeframe for completion of plan and implementation for project/issue?
How will you market/communicate the project/issue to the public?
What performance measures will you use to evaluate the project/issue? Include the targets for FY 2020-21, as well as future years as applicable.

If this Grant is funded the department will purchase new equipment and distribute to staff.

V. Cost Savings/Revenue Enhancements

Please explain any cost savings, new funding sources or increased revenues.



**City of Sedona
Decision Package
Fiscal Year 2020-21**

CM Recommended

Request Title	BIO HAZARD SERVICES
Department	Police
Program	Patrol
Funding Request Type	OTHER ONGOING
Source of Funds	General Fund
Amount Requested	\$7,000
Priority	

I. Description of Request

To purchase and provide services to clean up biohazard contaminations to vehicles, clothing, jail facility, and restrooms on an annual basis along with individual exposures. In addition, we would purchase and provide equipment to our staff for biohazard and toxic exposures in the field such as: vomit, blood and other bodily fluids which can lead to lasting effects if not dealt with immediately. Limit the risk and threat of potentially harmful exposures to city employees, their families, and community members.

II. Problem/Issue

History/Background
How does this affect our citizens/customers quality of life?
If this is not a traditional function, why should the City of Sedona deal with it?
Does the project/issue relate to the Community Plan (or other master plans), or how does this fit into the City's priorities?
What does the City/community get for this investment?

Officers have biohazard exposures when dealing with members of the public and do not have proper resources to disinfect, clean, and eliminate biohazard and contaminations they are exposed to. Field supplies are needed to disinfect bloodborne bacteria and viruses; such as tuberculosis, MRSA, HIV/AIDS and more. Currently officers will wear their contaminated uniforms for the remainder of their shift and will bring their contaminated clothing and equipment home, which poses substantial risk to them and their family for further exposure. Officers currently use their washing machine and laundry detergent products that are purchased from any store to clean their uniforms. However, this does not get rid of the contamination during a regular washing of uniforms and can transfer these fluids onto other clothing and household items.

Patrol vehicles, booking facilities, and restrooms do not have cleaning agents meant for cleaning up biohazard fluids. The risk of improperly handling biohazard waste carries the risk of infection and injury to unsuspecting people that come into contact with hazards. By purchases supplies that will safely neutralize volatile organic compounds, hazardous industrial chemicals, biological agents, and bodily fluids we can reduce the risk to everyone that we interact with.

III. Risk Analysis

What happens if this is not done?
Show examples of best practices from other cities, if applicable.
Discuss other alternatives, if applicable, and why the proposed solution is recommended.

If this is not funded, we will have to look with our budget and potentially look for grant money as this is vital to protecting our staff and limiting their risk and exposure.

IV. Implementation

**What is the timeframe for completion of plan and implementation for project/issue?
How will you market/communicate the project/issue to the public?
What performance measures will you use to evaluate the project/issue? Include the targets for
FY 2020-21, as well as future years as applicable.**

If funded we will purchase products and services to deploy immediately and on-going.

V. Cost Savings/Revenue Enhancements

Please explain any cost savings, new funding sources or increased revenues.



**City of Sedona
Decision Package
Fiscal Year 2020-21**

CM Recommended

Request Title	AEDS
Department	Police
Program	ACF Grants
Funding Request Type	OTHER ONETIME
Source of Funds	Operating Grants Fund
Amount Requested	\$15,000
Priority	

I. Description of Request

Automated External Defibrillators (AEDs)

II. Problem/Issue

History/Background
How does this affect our citizens/customers quality of life?
If this is not a traditional function, why should the City of Sedona deal with it?
Does the project/issue relate to the Community Plan (or other master plans), or how does this fit into the City’s priorities?
What does the City/community get for this investment?

Technology has improved in many areas, including providing life-saving assistance to a person suffering from cardiac arrest. Automated External Defibrillators (AEDs) have also been improved to the point of being virtually error free in its deployment. In cases of cardiac arrest, minutes count in saving lives and preventing significant brain injury. Police officers are nearly always the first to respond, ahead of Fire Department paramedics. If police officers are equipped with AEDs with the latest technology and can administer the proper electric shock, lives would be saved and the community would benefit.

The Good Samaritan State law allows for all persons to render aid without fear of personal or government liability. In addition, law enforcement officers are sworn to protect the public they serve, and to not render aid when the technology is readily available is neglect of duty and unprofessional. The Sedona PD should have an AED in every patrol vehicles in its fleet to be ready to save a life when called upon.

The Department is applying for a grant from the Arizona Community Foundation (ACF) to purchase 10 additional AEDs. However, if we are not awarded the grant we will not purchase additional AEDs and continue using what we currently have.

III. Risk Analysis

What happens if this is not done?
Show examples of best practices from other cities, if applicable.
Discuss other alternatives, if applicable, and why the proposed solution is recommended.

Currently Sedona PD has 10 AEDs and would like to purchase an additional 10 to equip the remaining field staff in addition to placing one in the garage and another one out at the range. If this program is not funded by a grant we will not purchase additional AEDs.

IV. Implementation

What is the timeframe for completion of plan and implementation for project/issue?

How will you market/communicate the project/issue to the public?

What performance measures will you use to evaluate the project/issue? Include the targets for FY 2020-21, as well as future years as applicable.

If awarded and the funding is secured, the AEDs will be purchased and equipment will be issued out to remaining employees and locations.

V. Cost Savings/Revenue Enhancements

Please explain any cost savings, new funding sources or increased revenues.

None.



**City of Sedona
Decision Package
Fiscal Year 2020-21**

CM Recommended

Request Title	DUI ENFORCEMENT
Department	Police
Program	GOHS Grant
Funding Request Type	OTHER ONETIME
Source of Funds	Operating Grants Fund
Amount Requested	\$1,200
Priority	

I. Description of Request

To pay for officer's overtime cost/salary including the employee related expenses (ERE) for special details associated with DUI enforcement and participate in multi-agency DUI taskforce operations.

II. Problem/Issue

History/Background
How does this affect our citizens/customers quality of life?
If this is not a traditional function, why should the City of Sedona deal with it?
Does the project/issue relate to the Community Plan (or other master plans), or how does this fit into the City's priorities?
What does the City/community get for this investment?

Sedona Police Department would like to be more visible and have officers assigned specifically to DUI enforcement during special events and holidays. Officers currently conduct traffic enforcement when they are not helping the public with calls for service and other community related contacts.

During the holidays and special events, alcohol consumption will increase along with collisions. By being visible, this is a preventative measure to detract motorist from driving impaired.

By providing the overtime money, this will allow off duty officers to focus on DUI enforcement, while regular scheduled officers handle the normal shift responsibilities. We would participate with other agencies during their multi- jurisdictional task force operations, and utilize their help during our special details.

III. Risk Analysis

What happens if this is not done?
Show examples of best practices from other cities, if applicable.
Discuss other alternatives, if applicable, and why the proposed solution is recommended.

If this program is not funded and we are unable to get a grant, our department and officers will continue to provide the best support and enforcement while on regular scheduled hours. We will work within the budget to meet the needs of the City.

IV. Implementation

What is the timeframe for completion of plan and implementation for project/issue?
How will you market/communicate the project/issue to the public?
What performance measures will you use to evaluate the project/issue? Include the targets for FY 2020-21, as well as future years as applicable.

If successful, the money will be used over budget year 2021 to conduct DUI enforcement and participate in regional task force operations.

Special details will be scheduled and reimbursed quarterly. Officers will sign up for these details outside their normal scheduled shifts and will be categorized on timecards with GOHS code. The police department is required by the grant to track hours, data and send to GOHS.

There are no matching funds required, the grant money will cover the overtime rate including the employee related expenses (EREs).

V. Cost Savings/Revenue Enhancements

Please explain any cost savings, new funding sources or increased revenues.

CAPITAL PROJECTS DETAILS

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, 2023

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.

Phase 2 is to create one simulcast site on the west side of the City. This will increase the radio coverage in the West Sedona area.

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, radio equipment was purchased 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, the improvements from the prior phase will be evaluated before moving forward onto the next phase. The Phase 2 request is \$100,000 delayed to FY 2021 for enhancement of the 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 2022, \$150,000 is requested to enhance the current radio infrastructure located at the Police Department, which will improve the area between the department and Bristlecone Drive. In FY 2023, \$500,000 is requested to build radio infrastructure near the high school to improve this area. These different phases will eliminate dead spots and increase reliability and coverage.

This project qualifies as Priority 1 because clear radio communications between/among officers and dispatch is critical and necessary in the performance of the mission to protect the public and the officers.



For Continuing Projects

Estimated Project Status as of June 30, 2020

Phase 2 has been delayed to FY 2021.

Explanation for Revised Project Dates and/or Project Budget.

* In 2018, a meeting was held with Motorola and Sedona Fire Communications to discuss updating the antennas at the simulcast sites to improve transmission. The updates discussed will be done in different phases so not to interrupt the current communication systems. Phase 1 consisted of purchasing the equipment. The equipment is made to order and is a very long process. Phase 2 consists of updating the Southwest Drive site which has been delayed to FY 2021. In Phase 3 which will take place in FY 2021, the Police Department site will be updated. If the work during the different phases does not fix the communications problem, Phase 4 will be building a brand new site at Sedona High School.

During the build in Phase 2, the radio equipment and the communication consoles in our dispatch center will be updated and some items replaced. This upgrade would improve the communication with the new equipment being installed in this project.

* 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. The project has been delayed due to equipment and staffing availability.

Project Balance

Original Approved Project Budget	\$ 40,000
Approved Budget Increases/Decreases	\$ 60,000
Current Approved Total Project Budget	\$ 100,000
Requested Budget Increase/Decrease	\$ -
Requested Total Project Budget	\$ 100,000
Estimated Expenditures through June 30, 2020	\$ -
Budget Balance Remaining	\$ 100,000

Budget Detail

Project Cost Estimates :

Funding Status	Cost Category	PY Estimate	FY 2021	FY 2022	FY 2023	Future Years	Project Totals
Carry Over	Equipment Purchase	\$	\$ 100,000	\$	\$	\$	\$ 100,000
Future Estimate	Equipment Purchase	\$	\$	\$ 150,000	\$ 500,000	\$	\$ 650,000
Total		\$ 0	\$ 100,000	\$ 150,000	\$ 500,000	\$ 0	\$ 750,000

Project Funding Estimates :

Funding Source	PY Estimate	FY 2021	FY 2022	FY 2023	Future Years	Project Totals	
Capital Reserves	\$	\$ 100,000	\$ 150,000	\$ 500,000	\$	\$ 750,000	
Total		\$ 0	\$ 100,000	\$ 150,000	\$ 500,000	\$ 0	\$ 750,000

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

None anticipated.

Explanation of Operating Impacts:

No additional operating costs anticipated.

CAPITAL PROJECTS DETAILS

Project Summary

Project Title: Police Station Remodel	
Phase: 1 of 2	Project # PD-03
Ranking	Essential (should-do)
Environmental Sustainability Project ?	No

Location: Police Station - City Hall 102 Roadrunner Dr, Sedona, AZ		
	Original	Revised (if appl.)
Start date	July 1, 2018	August 1, 2019
Estimated Completion Date	June 30, 2021	June 20, 2023

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 2 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.

Phase 1 of this project will consist of remodeling the men's and women's locker rooms, as well as expanding in to the courtyard with office space, quiet room, storage, and an interview room. Phase 2 will be determined under the new city master plan.



For Continuing Projects

Estimated Project Status as of June 30, 2020

Project design is underway.

Explanation for Revised Project Dates 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 FY2020, and construction to begin in FY 2021 and end in FY 2023.

Project Balance	
Original Approved Project Budget	\$ 261,600
Approved Budget Increases/Decreases	\$ 2,248,558
Current Approved Total Project Budget	\$ 2,510,158
Requested Budget Increase/Decrease	\$ 38,845
Requested Total Project Budget	\$ 2,549,003
Estimated Expenditures through June 30, 2020	\$ 85,663
Budget Balance Remaining	\$ 2,463,340

Budget Detail

Project Cost Estimates :

Funding Status	Cost Category	PY Estimate	FY 2021	FY 2022	FY 2023	Future Years	Project Totals
Carry Over	Temporary Relocation	\$	\$	\$ 5,000	\$ 5,000	\$	\$ 10,000
Carry Over	Design - Contracted	\$ 85,000	\$ 127,240	\$ 37,050	\$	\$	\$ 249,290
New Appropriation	Design - Contracted	\$	\$ 38,845	\$	\$	\$	\$ 38,845
Carry Over	Construction - Contracted	\$	\$ 533,000	\$ 994,225	\$ 604,775	\$	\$ 2,132,000
Carry Over	Equipment Purchase	\$	\$ 15,000	\$ 15,000	\$ 20,000	\$	\$ 50,000
Carry Over	Technology	\$	\$ 10,000	\$ 25,000	\$ 15,000	\$	\$ 50,000
Carry Over	Arts Transfer	\$ 663	\$ 5,450	\$ 8,040	\$ 4,715	\$	\$ 18,868
Total		\$ 85,663	\$ 729,535	\$ 1,084,315	\$ 649,490	\$ 0	\$ 2,549,003

Project Funding Estimates :

Funding Source	PY Estimate	FY 2021	FY 2022	FY 2023	Future Years	Project Totals	
Development Impact Fees - Post 7/2014	\$ 18,736	\$ 154,098	\$ 227,321	\$ 133,309	\$	\$ 533,464	
Capital Reserves	\$ 66,927	\$ 575,437	\$ 856,994	\$ 516,181	\$	\$ 2,015,539	
Total		\$ 85,663	\$ 729,535	\$ 1,084,315	\$ 649,490	\$ 0	\$ 2,549,003

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

None anticipated.

Expenditure Impacts	FY 2021	FY 2022	FY 2023	Future Annual Cost
Other Operating	\$	\$ 14,000	\$ 14,000	\$ 14,000
Total Expenditure Impacts		\$ 0	\$ 14,000	\$ 14,000

Explanation of Operating Impacts:

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

CAPITAL PROJECTS DETAILS

Project Summary

Project Title:

Shooting Range Improvements

Location:

Shooting Range at the Wastewater Treatment Plant

Phase: 3	of 3	Project # PD-04
Ranking	Important (could-do)	
Environmental Sustainability Project ?	No	

	Original	Revised (if appl.)
Start date	July 1, 2016	September 1, 2019
Estimated Completion Date	June 30, 2018	September 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 carryover of the project from FY 2018 that was 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, 2020

Construction is expected to be 80%-90% complete.

Explanation for Revised Project Dates and/or Project Budget.

- Phase III (construction of roadway and access driveway to WWRP and the Range) as described in the justification was covered by a portion of the existing budget and was completed in FY 2020. Phase II (construction of utilities and connection to the new modular classroom) is currently underway, however issues with the contractor has slowed progress. It is anticipated that the project will be completed in FY 2020; however, that is to be determined. The current funding allocated is adequate to complete Phase II. Due to uncertainty on completion of Phase II within FY 2020, carryover is anticipated.
- There have been some delays related to COVID-19.

Project Balance

Original Approved Project Budget	\$ 20,000
Approved Budget Increases/Decreases	\$ 144,997
Current Approved Total Project Budget	\$ 164,997
Requested Budget Increase/Decrease	\$ -
Requested Total Project Budget	\$ 164,997
Estimated Expenditures through June 30, 2020	\$ 96,766
Budget Balance Remaining	\$ 68,231

Budget Detail

Project Cost Estimates :

Funding Status	Cost Category	PY Estimate	FY 2021	FY 2022	FY 2023	Future Years	Project Totals
Carry Over	Construction - Contracted	\$ 96,744	\$ 68,210	\$	\$	\$	\$ 164,954
Carry Over	Arts Transfer	\$ 22	\$ 21	\$	\$	\$	\$ 43
Total		\$ 96,766	\$ 68,231	\$ 0	\$ 0	\$ 0	\$ 164,997

Project Funding Estimates :

Funding Source	PY Estimate	FY 2021	FY 2022	FY 2023	Future Years	Project Totals
Development Impact Fees - Post 7/2014	\$ 69,587	\$ 66,159	\$	\$	\$	\$ 135,746
Rico Monies	\$ 25,000	\$	\$	\$	\$	\$ 25,000
Capital Reserves	\$ 2,179	\$ 2,072	\$	\$	\$	\$ 4,251
Total		\$ 96,766	\$ 68,231	\$ 0	\$ 0	\$ 164,997

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

None anticipated.

Expenditure Impacts	FY 2021	FY 2022	FY 2023	Future Annual Cost
Other Operating	\$ 1,500	\$ 1,500	\$ 1,500	\$ 1,500
Total Expenditure Impacts		\$ 1,500	\$ 1,500	\$ 1,500

Explanation of Operating Impacts:

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

CAPITAL PROJECTS DETAILS

Project Summary

Project Title: In-Car Video System Replacement	
Phase:	of Project # PD-05
Ranking	Imperative (must-do)
Environmental Sustainability Project ?	No

Location: All Patrol Vehicles		
	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 11 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 + 5 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, 2020

N/A
Explanation for Revised Project Dates and/or Project Budget.
N/A

Project Balance	
Original Approved Project Budget	\$ 796,250
Approved Budget Increases/Decreases	\$ (796,250)
Current Approved Total Project Budget	\$ -
Requested Budget Increase/Decrease	\$ 185,300
Requested Total Project Budget	\$ 185,300
Estimated Expenditures through June 30, 2020	\$ -
Budget Balance Remaining	\$ 185,300

Budget Detail

Project Cost Estimates :		PY Estimate	FY 2021	FY 2022	FY 2023	Future Years	Project Totals
Funding Status	Cost Category						
New Appropriation	Equipment Purchase	\$	\$ 185,300	\$	\$	\$	\$ 185,300
Total		\$ 0	\$ 185,300	\$ 0	\$ 0	\$ 0	\$ 185,300

Project Funding Estimates :		PY Estimate	FY 2021	FY 2022	FY 2023	Future Years	Project Totals
Funding Source							
Development Impact Fees - Post 7/2014		\$	\$ 20,881	\$	\$	\$	\$ 20,881
Capital Reserves		\$	\$ 164,419	\$	\$	\$	\$ 164,419
Total		\$ 0	\$ 185,300	\$ 0	\$ 0	\$ 0	\$ 185,300

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

None anticipated

Expenditure Impacts	FY 2021	FY 2022	FY 2023	Future Annual Cost
Other Operating	\$ (5,000)	\$ (5,000)	\$ (5,000)	\$ (5,000)
Total Expenditure Impacts	\$ (5,000)	\$ (5,000)	\$ (5,000)	\$ (5,000)

Explanation of Operating Impacts:

Annual licensing/maintenance costs would be reduced by approximately \$5,000 a year. However, if the department decides to equip officers with the body-camera utility, there may be additional storage costs for additional video data that have yet to be determined.

MUNICIPAL COURT

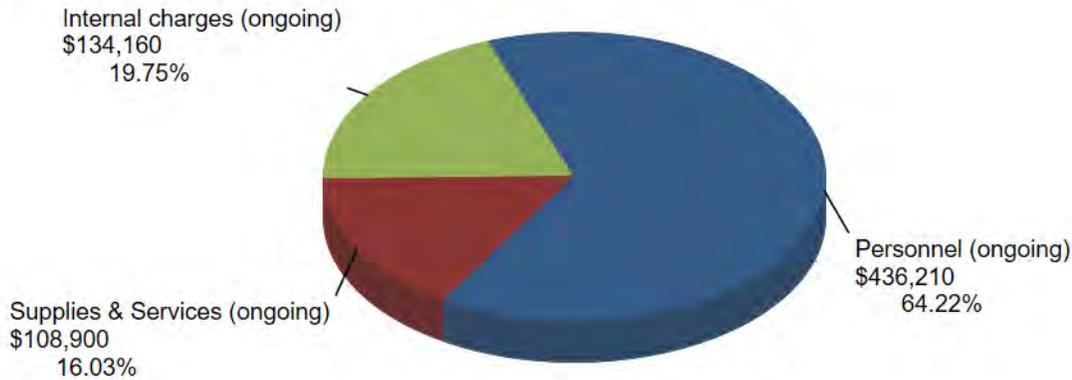
Mission Statement

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.

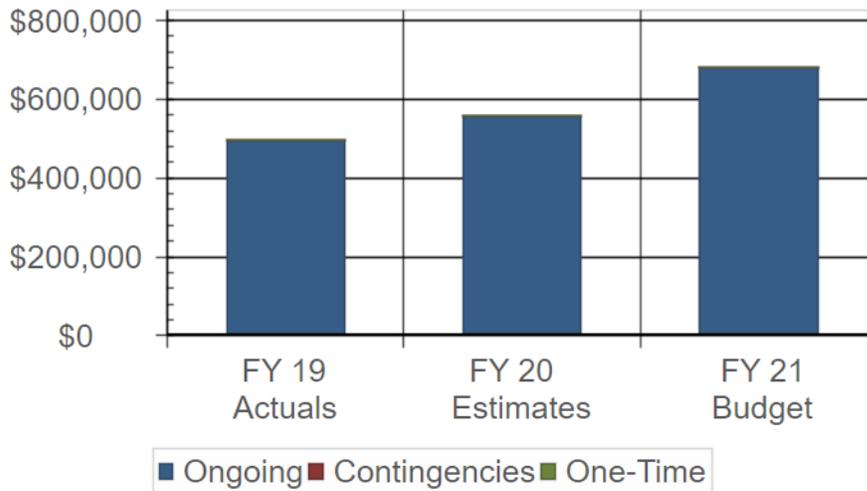
Description

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 2021 PROGRAM EXPENDITURES: \$679,270



FY 2019 - FY 2021 ONGOING VS. ONE-TIME EXPENDITURES



Municipal Court-Administration

Budget Summary	FY2021 Budget	% of FY2021 Budget	FY2020 Budget	FY2020 Estimate	FY2019 Actuals
Program Expenditures					
Personnel Services	\$ 436,210	64 %	\$ 351,790	\$ 354,580	\$ 335,132
Supplies & Services	108,900	16 %	65,125	70,165	47,972
Subtotal Direct Costs	\$ 545,110	80 %	\$ 416,915	\$ 424,745	\$ 383,104
Internal Charges	134,160	20 %	127,400	133,810	112,188
Total Expenditures	679,270	100 %	544,315	558,555	495,292
Expenditures by Fund					
General Fund Portion	\$ 658,270	97 %	\$ 520,750	\$ 546,940	\$ 495,292
Other Funds Portion	\$ 21,000	3 %	\$ 23,565	\$ 11,615	\$ -
Funding Sources					
Program Revenues	\$ 187,930	27.67 %	\$ 181,700	\$ 165,380	\$ 190,336
Funding from General Revenues:					
Estimated Resident Generated	\$ 171,969	25 %	\$ 126,915	\$ 137,611	\$ 106,735
Estimated Visitor Generated	\$ 319,371	47 %	\$ 235,700	\$ 255,564	\$ 198,221
Employee Time Allocation (FTEs) Budgeted	5.06	-	4.66	-	4.66

FY 2020 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 2021 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.

WORKLOAD INDICATORS	FY21 Projection	FY20 Projection	FY20 Estimate	FY19 Actual	FY18 Actual
Orders of protection and injunctions against harassment filed and processed	80	74	76	68	47
Civil traffic citation counts filed: TR1-TR5 Category	1106	1,260	1053	928	837
Civil traffic citation counts processed: TR1-TR5 Category	1183	1,208	1127	902	777
City parking citations filed	2249	1,733	2142	2349	1,199
City parking citations processed	2144	1,628	2042	2523	1,144
Criminal charges filed: R01-R89	298	1,155	284	246	781
Criminal charges processed	258	1,050	246	214	874
Non-parking City ordinance violations filed	22	20	21	10	16
Non-parking City ordinance violations processed	22	20	22	10	13

MUNICIPAL COURT
Continued

EXPENDITURE SUMMARY

Cost Category	FY2021 Budget	FY2020 Budget	FY2020 Est. Actuals	FY2019 Actuals	Explanation of Changes
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General Fund

10-5520-01 - Administration

Personnel (ongoing)	\$436,210	\$351,790	\$354,580	\$335,132	Budget Increase: Magistrate Judge position converted to full-time. Budget Increase: Decision Package - Enhanced court security.
Supplies & Services (ongoing)	\$87,900	\$40,300	\$56,940	\$47,972	
Direct Costs (Ongoing) Subtotal	\$524,110	\$392,090	\$411,520	\$383,104	
Internal Charges	\$134,160	\$127,400	\$133,810	\$112,188	
Ongoing Total	\$658,270	\$519,490	\$545,330	\$495,292	
Supplies & Services (one-time)	\$0	\$1,260	\$1,610	\$0	
Administration Total	\$658,270	\$520,750	\$546,940	\$495,292	

Court Restricted Revenues Fund

Operating Grants Fund

16-5520-01 - Administration

Supplies & Services (ongoing)	\$11,200	\$15,815	\$4,615	\$0	Current Year Under Budget: Carryover for court security grant.
Direct Costs (Ongoing) Subtotal	\$11,200	\$15,815	\$4,615	\$0	
Ongoing Total	\$11,200	\$15,815	\$4,615	\$0	
Administration Total	\$11,200	\$15,815	\$4,615	\$0	

Info Tech Internal Service Fnd

60-5520-01 - Administration

Supplies & Services (ongoing)	\$9,800	\$7,750	\$7,000	\$0	Budget Increase: Budgeted increase in AOC computer equipment costs.
Direct Costs (Ongoing) Subtotal	\$9,800	\$7,750	\$7,000	\$0	
Administration Total	\$9,800	\$7,750	\$7,000	\$0	

MUNICIPAL COURT
Continued

EXPENDITURE SUMMARY

Cost Category	FY2021 Budget	FY2020 Budget	FY2020 Est. Actuals	FY2019 Actuals	Explanation of Changes
Grand Totals					
Personnel (Ongoing) Subtotal	\$436,210	\$351,790	\$354,580	\$335,132	
Supplies & Services (Ongoing) Subtotal	\$108,900	\$63,865	\$68,555	\$47,972	
Direct Costs (Ongoing) Subtotal	\$545,110	\$415,655	\$423,135	\$383,104	
Internal Charges Subtotal	\$134,160	\$127,400	\$133,810	\$112,188	
Ongoing Subtotal	\$679,270	\$543,055	\$556,945	\$495,292	
Supplies & Services (One-Time) Subtotal	\$0	\$1,260	\$1,610	\$0	
Grand Total	\$679,270	\$544,315	\$558,555	\$495,292	

MUNICIPAL COURT
Continued

POSITIONS SUMMARY

Position	FY21 FTE	FY20 FTE	FY19 FTE	FY18 FTE
Court Administrator	1.01	1.01	1.01	1.00
Court Clerk	3.00	3.00	3.00	2.60
Magistrate Judge	1.00	0.60	0.60	0.60
Magistrate Judge Pro Tem	<u>0.05</u>	<u>0.05</u>	<u>0.05</u>	<u>0.05</u>
Total	5.06	4.66	4.66	4.25

ALLOCATIONS SUMMARY

Position	Org Description	FY21 FTE	FY20 FTE	FY19 FTE	FY18 FTE
General Fund					
10-5520-01	Administration	4.89	4.49	4.49	4.25
10-5520-42	Uptown Paid Parking	<u>0.17</u>	<u>0.17</u>	<u>0.17</u>	<u>0.00</u>
General Fund Total		5.06	4.66	4.66	4.25

- (1) Part-time position
- (2) Temporary position
- (3) Magistrate Judge converted from part-time to full-time.



**City of Sedona
Decision Package
Fiscal Year 2020-21**

CM Recommended

Request Title	IGA COURT SECURITY OFFICER
Department	Municipal Court
Program	Administration
Funding Request Type	OTHER ONGOING
Source of Funds	General Fund
Amount Requested	\$26,000
Priority	HIGH

I. Description of Request

The Sedona Municipal Court is requesting funding for the services of a Court Security Officer. The Officer will not be an employee, but rather contracted through an Intergovernmental Agreement with the Yavapai County Superior Court.

The cost for a fully trained and certified security guard through an IGA with Yavapai County is: \$26 per hour.

It is estimated that the officer would be used 20 hours a week for 50 weeks each year: \$26 X 20hours X 50 weeks = \$26,000 a year.

II. Problem/Issue

History/Background
How does this affect our citizens/customers quality of life?
If this is not a traditional function, why should the City of Sedona deal with it?
Does the project/issue relate to the Community Plan (or other master plans), or how does this fit into the City's priorities?
What does the City/community get for this investment?

Our court has had instances in 2019 where a clerk called police into the courtroom because people were becoming disorderly. The court has experienced disorderly people at the front counter where again a clerk needed to call police in to help with the situation.

The Arizona Supreme Court has established a three tiered phase for all courts in Arizona to arrange for entryway screening at the main public entrance during court proceedings.

The security officer will perform entryway screenings during the hours of court proceedings. Securing the courtroom for the safety of the public, staff, and Judge. Ensure sweeps of the courtroom following hearings, trials, and in other public areas in and around the court building.

III. Risk Analysis

What happens if this is not done?
Show examples of best practices from other cities, if applicable.
Discuss other alternatives, if applicable, and why the proposed solution is recommended.

The public, court staff, and judge are at risk when no security is present before entering the courtroom. A contracted security guard is the most cost-effective way to provide a safe environment.

Camp Verde Municipal Court has a walk-through metal detector monitored by a trained security guard.

Cottonwood Municipal Court has hired a security guard for their court and has a walk-through metal detector already in place.

These Court Security measures fall in line with the City of Sedona's Safety Committee.

IV. Implementation

**What is the timeframe for completion of plan and implementation for project/issue?
How will you market/communicate the project/issue to the public?
What performance measures will you use to evaluate the project/issue? Include the targets for FY 2020-21, as well as future years as applicable.**

The Intergovernmental Agreement with the Yavapai Superior Court will be signed and then the officer will start.

Security wands and a metal detector will be ordered within the next few months and be available by the time the security officer begins.

V. Cost Savings/Revenue Enhancements

Please explain any cost savings, new funding sources or increased revenues.

N/A

CAPITAL PROJECTS DETAILS

Project Summary

Project Title: Sinagua Courtroom Remodel	
Phase:	of Project # MC-01
Ranking	Important (could-do)
Environmental Sustainability Project ?	No

Location: 55 Sinagua Drive		
	Original	Revised (if appl.)
Start date	July 1, 2017	January 1, 2021
Estimated Completion Date	June 30, 2018	June 30, 2021

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. The new city master plan will look in to city needs across the board, which will cover the court room. The results of this study will determine what and where the court will need and go.



For Continuing Projects

Estimated Project Status as of June 30, 2020

Project is temporarily on hold while a more comprehensive City Hall needs assessment is performed.

Explanation for Revised Project Dates 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.
- The Police Station remodel (PD-03) and a City Hall needs assessment are currently underway and will shape the future for this project.

Project Balance

Original Approved Project Budget	\$ 273,000
Approved Budget Increases/Decreases	\$ (1,709)
Current Approved Total Project Budget	\$ 271,291
Requested Budget Increase/Decrease	\$ 363,446
Requested Total Project Budget	\$ 634,737
Estimated Expenditures through June 30, 2020	\$ 11,200
Budget Balance Remaining	\$ 623,537

Budget Detail

Project Cost Estimates :

Funding Status	Cost Category	PY Estimate	FY 2021	FY 2022	FY 2023	Future Years	Project Totals
Carry Over	Construction - Contracted	\$	\$ 239,930	\$	\$	\$	\$ 239,930
New Appropriation	Construction - Contracted	\$	\$ 360,070	\$	\$	\$	\$ 360,070
Carry Over	Equipment Purchase	\$ 11,200	\$	\$	\$	\$	\$ 11,200
Carry Over	Technology	\$	\$ 20,084	\$	\$	\$	\$ 20,084
Carry Over	Arts Transfer	\$	\$ 77	\$	\$	\$	\$ 77
New Appropriation	Arts Transfer	\$	\$ 3,376	\$	\$	\$	\$ 3,376
Total		\$ 11,200	\$ 623,537	\$ 0	\$ 0	\$ 0	\$ 634,737

Project Funding Estimates :

Funding Source	PY Estimate	FY 2021	FY 2022	FY 2023	Future Years	Project Totals
Grant	\$ 11,200	\$	\$	\$	\$	\$ 11,200
Court Restricted Revenues	\$	\$ 254,673	\$	\$	\$	\$ 254,673
Capital Reserves	\$	\$ 368,864	\$	\$	\$	\$ 368,864
Total		\$ 11,200	\$ 623,537	\$ 0	\$ 0	\$ 634,737

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 2021	FY 2022	FY 2023	Future Annual Cost
Supplies	\$	\$ 300	\$ 300	\$ 300
Other Operating	\$	\$ 1,200	\$ 1,200	\$ 1,200
Total Expenditure Impacts		\$ 0	\$ 1,500	\$ 1,500

Explanation of Operating Impacts:

Estimated utilities, janitorial, and maintenance supplies.

Mission Statement

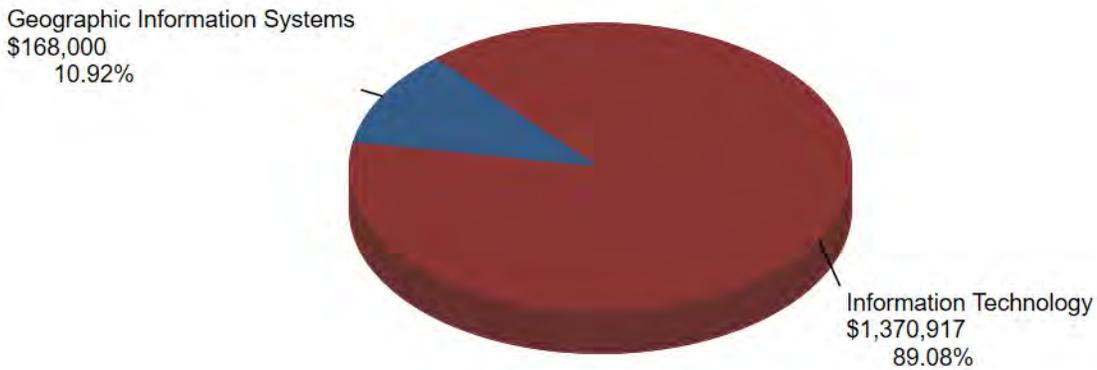
- * Provide reliable state-of-the-art technologies that empower City staff to be successful.
- * Be prepared for future organizational needs and changes.
- * Use sound judgment in identifying and recommending reasonable solutions.

Description

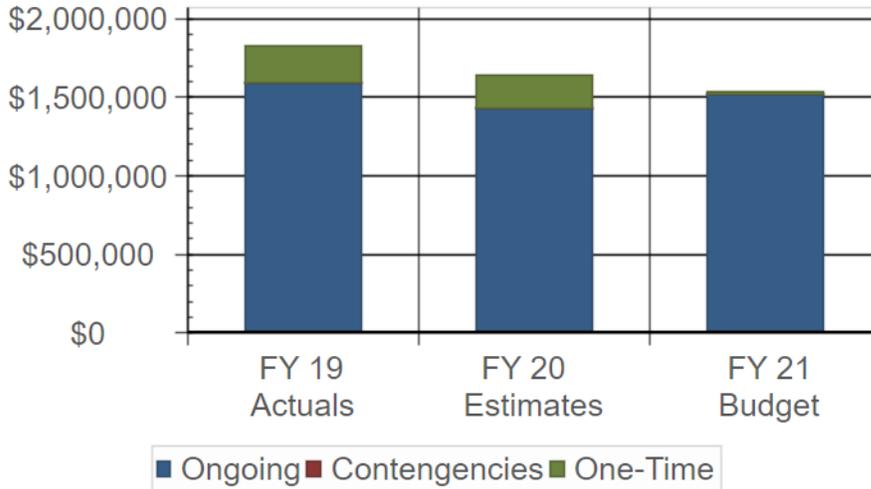
The Information Technology Department is responsible for the following program areas:

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

FY 2021 PROGRAM EXPENDITURES: \$1,538,917



FY 2019 - FY 2021 ONGOING VS. ONE-TIME EXPENDITURES



Information Technology-Geographic Information Systems

Budget Summary	FY2021 Budget	% of FY2021 Budget	FY2020 Budget	FY2020 Estimate	FY2019 Actuals
Program Expenditures					
Personnel Services	\$ 123,490	74 %	\$ 122,670	\$ 122,500	\$ 117,639
Supplies & Services	26,000	15 %	22,400	17,825	17,180
Subtotal Direct Costs	\$ 149,490	89 %	\$ 145,070	\$ 140,325	\$ 134,819
Internal Charges	18,510	11 %	18,310	19,110	23,931
Total Expenditures	168,000	100 %	163,380	159,435	158,750
Expenditures by Fund					
Funding Sources					
Program Revenues	\$ 700	0.42 %	\$ 800	\$ 700	\$ 669
Funding from General Revenues:					
Estimated Resident Generated	\$ 58,555	35 %	\$ 56,903	\$ 55,557	\$ 55,328
Estimated Visitor Generated	\$ 108,745	65 %	\$ 105,677	\$ 103,178	\$ 102,753

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 2020 Accomplishments

Overall City Value - Good Governance:

- * Updated trails using 2018 aerial
- * Updated City's building footprints.
- * Updated business license data and maps.
- * Updated the web maps by creating web apps with the current version of Enterprise/Server to correct maintenance issues.
- * Updated street centerlines address ranges, as well as populate new attributes.

FY 2021 Objectives

Overall City Value - Good Governance:

- * Update the GIS to version 6.7.
- * Update building footprints.
- * Update 911 street centerlines.
- * Story Map familiarization for additional WW support.

WORKLOAD INDICATORS		FY21 Projection	FY20 Projection	FY20 Estimate	FY19 Actual	FY18 Actual
Active GIS layers supported		190	193	190	190	186
GIS requests		240	250	240	237	242

PERFORMANCE MEASURES		Benchmark	FY21 Target	FY20 Target	FY20 Estimate	FY19 Actual	FY18 Actual
Public access to GIS information (web page hits)			5,000	6,000	5,000	6,794	6,185
GIS problem/issue reports			2	4	2	0	9

Information Technology-Information Technology Services

Budget Summary	FY2021 Budget	% of FY2021 Budget	FY2020 Budget	FY2020 Estimate	FY2019 Actuals
Program Expenditures					
Personnel Services	\$ 490,260	38 %	\$ 481,200	\$ 477,390	\$ 455,587
Supplies & Services	693,627	54 %	709,140	630,438	552,765
Subtotal Direct Costs	\$ 1,183,887	92 %	\$ 1,190,340	\$ 1,107,828	\$ 1,008,352
Internal Charges	104,280	8 %	286,730	287,580	521,497
Total Expenditures	1,288,167	100 %	1,477,070	1,395,408	1,529,849
Expenditures by Fund					
Wastewater Enterprise Fund	\$ 71,680	6 %	\$ 101,795	\$ 92,878	\$ 65,145
Other Funds Portion	\$ 1,299,237	101 %	\$ 1,475,325	\$ 1,389,656	\$ 1,605,777
Funding Sources					
Funding from General Revenues:					
Estimated Resident Generated	\$ 450,858	35 %	\$ 516,974	\$ 488,393	\$ 535,447
Estimated Visitor Generated	\$ 837,309	65 %	\$ 960,096	\$ 907,015	\$ 994,402
Employee Time Allocation (FTEs) Budgeted	4.00	-	4.00	-	4.00

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 2020 Accomplishments

Overall City Value - Good Governance:

- * Updated Active Directory for email signatures.
- * Upgraded Spillman to version 19.3.
- * Enhanced SQL backups to cover all existing and unknown future backups automatically.
- * Migrated the firewall to the latest technologies.
- * Refresh WAN links.
- * Improve security and functionality of Supervisory Control and Data Acquisition (SCADA) network.

Overall City Value - Fiscal Sustainability:

- * Migrated WW L drive to SharePoint
- * Migrated WW H drives to OneDrive
- * Moved backups from cloud solution to in-house solution saving approximately \$10,000/year.
- * Upgrade the City's phone system from PRI to SIP (traditional copper lines to IP) saving the City approximately \$24,000/year.
- * Upgrade high speed connection to WW saving about \$7,200/year.
- * Consolidate resources between the Police Department and City Hall using virtual security saving the City approximately \$7,500/year

FY 2021 Objectives

Overall City Value - Good Governance:

- * Upgrade security and lean process door locks at the Hub.
- * Install a security camera at the PD shooting range.
- * Work with the IT team developing the next level of disaster recovery with multiple remote sites.
- * Develop and write a new disaster recovery plan.
- * Improve security through network segmentation.
- * Begin roll out of third factor authentication solution.

Overall City Value - Fiscal Sustainability:

- * Investigate a redundant internet path through the WW microwave link.
- * Decommission existing telephone servers by consolidating into existing VMware cluster.
- * Refresh City WiFi network including consolidation of public and private infrastructure.

Information Technology-Information Technology

WORKLOAD INDICATORS	FY21 Projection	FY20 Projection	FY20 Estimate	FY19 Actual	FY18 Actual
Unique major software systems	130	120	127	120	104
Unique network devices (core network)	15	98	12	99	98
Unique other systems	20	124	15	132	94
Unique server systems (unique technologies)	2	74	2	74	72
End points served	300	324	300	328	282
Help Desk requests per end point (ICMA Benchmark 2016-2018)	7.89	10.9	7.89	9.96	10.9
Help Desk requests received	4000	3,200	4000	3268	3,065
SQL databases/total size	70/500GB	68/485GB	70/497GB	64/370GB	68/485GB

PERFORMANCE MEASURES	Benchmark	FY21 Target	FY20 Target	FY20 Estimate	FY19 Actual	FY18 Actual
% of Help Desk requests resolved within 4 Hours (ICMA Benchmark 2016-2018)		85%	85%	84.8%	80.28	78.6%
IT expenditures per end point served (ICMA Benchmark 2016-2018)		\$4,093	\$4,092	\$5,110	\$3,239	\$3,239
IT expenditures per FTE		\$12,000	\$8,015	\$10,155	\$6,493	\$6,493
Internal Survey: Approachability (% of responses favorable)		100%	98%	100%	100%	100%
Internal Survey: Product quality (% of responses favorable)		100%	98%	100%	98%	100%
Internal Survey: Project support (% of responses favorable)		100%	98%	100%	98%	100%
Internal Survey: Response timeliness (% of responses favorable)		100%	98%	100%	100%	100%
Internal Survey: Technical skills (% of responses favorable)		100%	98%	100%	100%	100%

INFORMATION TECHNOLOGY
Continued

EXPENDITURE SUMMARY

Cost Category	FY2021 Budget	FY2020 Budget	FY2020 Est. Actuals	FY2019 Actuals	Explanation of Changes
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Wastewater Enterprise Fund

59-5224-21 - Administration

Supplies & Services (ongoing)	\$64,830	\$58,525	\$49,558	\$42,692	Budget Increase: SCADA and WIMS system support.
Direct Costs (Ongoing) Subtotal	\$64,830	\$58,525	\$49,558	\$42,692	
Internal Charges	\$3,850	\$4,970	\$5,120	\$5,101	
Ongoing Total	\$68,680	\$63,495	\$54,678	\$47,793	
Supplies & Services (one-time)	\$3,000	\$2,700	\$2,600	\$17,352	
Capital & Debt Service	\$0	\$35,600	\$35,600	\$0	Budget Decrease: Reduction in one-time costs for network connectivity
One-Time Total	\$3,000	\$38,300	\$38,200	\$17,352	
Administration Total	\$71,680	\$101,795	\$92,878	\$65,145	

Info Tech Internal Service Fnd

60-5224-20 - Geographic Information Systems

Personnel (ongoing)	\$123,490	\$122,670	\$122,500	\$117,639	
Supplies & Services (ongoing)	\$26,000	\$22,400	\$17,825	\$16,961	
Direct Costs (Ongoing) Subtotal	\$149,490	\$145,070	\$140,325	\$134,600	
Internal Charges	\$18,510	\$18,310	\$19,110	\$23,931	
Ongoing Total	\$168,000	\$163,380	\$159,435	\$158,531	
Supplies & Services (one-time)	\$0	\$0	\$0	\$219	
Capital & Debt Service					
Geographic Information Systems Total	\$168,000	\$163,380	\$159,435	\$158,750	

INFORMATION TECHNOLOGY
Continued

EXPENDITURE SUMMARY

Cost Category	FY2021 Budget	FY2020 Budget	FY2020 Est. Actuals	FY2019 Actuals	Explanation of Changes
Grand Totals					
Personnel (Ongoing) Subtotal	\$613,750	\$603,870	\$599,890	\$573,226	
Supplies & Services (Ongoing) Subtotal	\$709,127	\$586,440	\$526,663	\$471,544	
Direct Costs (Ongoing) Subtotal	\$1,322,877	\$1,190,310	\$1,126,553	\$1,044,770	
Internal Charges Subtotal	\$122,790	\$305,040	\$306,690	\$545,428	
Ongoing Subtotal	\$1,445,667	\$1,495,350	\$1,433,243	\$1,590,198	
Supplies & Services (One-Time) Subtotal	\$10,500	\$145,100	\$121,600	\$98,401	
Capital & Debt Service Subtotal	\$82,750	\$100,050	\$87,126	\$141,073	
Grand Total	\$1,538,917	\$1,740,500	\$1,641,969	\$1,829,672	

INFORMATION TECHNOLOGY
Continued

POSITIONS SUMMARY

Position	FY21 FTE	FY20 FTE	FY19 FTE	FY18 FTE
Database Web Developer	0.00	0.00	0.00	1.00
GIS Analyst	1.00	1.00	1.00	1.00
Information Technology Manager	1.00	1.00	1.00	1.00
Network Engineer	1.00	1.00	1.00	0.00
PC Support/Help Desk Technician	1.00	1.00	1.00	0.60
System Administrator	1.00	1.00	1.00	1.00
Total	5.00	5.00	5.00	4.60

ALLOCATIONS SUMMARY

Position	Org Description	FY21 FTE	FY20 FTE	FY19 FTE	FY18 FTE
Info Tech Internal Service Fnd					
60-5224-20	Geographic Information Systems	1.00	1.00	1.00	1.00
60-5224-21	Information Technology	4.00	4.00	4.00	3.60
Info Tech Internal Service Fnd Total		5.00	5.00	5.00	4.60
Grand Total		5.00	5.00	5.00	4.60

CAPITAL PROJECTS DETAILS

Project Summary

Project Title:	
Citywide Business Software	
Phase:	of Project # IT-01
Ranking	Essential (should-do)
Environmental Sustainability Project ?	No

Location:	N/A	
	Original	Revised (if appl.)
Start date	April 1, 2019	April 1, 2019
Estimated Completion Date	June 30, 2021	June 30, 2022

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, 2020

A committee consisting of employees across multiple departments has been formed and has met to discuss the needs and the results of an employee survey regarding ERP system needs. The next step is to develop an RFP to solicit consultants for the selection and implementation process.

Explanation for Revised Project Dates and/or Project Budget.

Due to workloads with other significant projects in process, the timeline for this project has been delayed.

Project Balance	
Original Approved Project Budget	\$ 1,000,000
Approved Budget Increases/Decreases	\$ -
Current Approved Total Project Budget	\$ 1,000,000
Requested Budget Increase/Decrease	\$ -
Requested Total Project Budget	\$ 1,000,000
Estimated Expenditures through June 30, 2020	\$ -
Budget Balance Remaining	\$ 1,000,000

Budget Detail

Project Cost Estimates :

Funding Status	Cost Category	PY Estimate	FY 2021	FY 2022	FY 2023	Future Years	Project Totals
Carry Over	Technology	\$	\$ 200,000	\$ 800,000	\$	\$	\$ 1,000,000
Total		\$ 0	\$ 200,000	\$ 800,000	\$ 0	\$ 0	\$ 1,000,000

Project Funding Estimates :

Funding Source	PY Estimate	FY 2021	FY 2022	FY 2023	Future Years	Project Totals
Capital Reserves	\$	\$ 200,000	\$ 800,000	\$	\$	\$ 1,000,000
Total		\$ 0	\$ 200,000	\$ 800,000	\$ 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.

Mission Statement

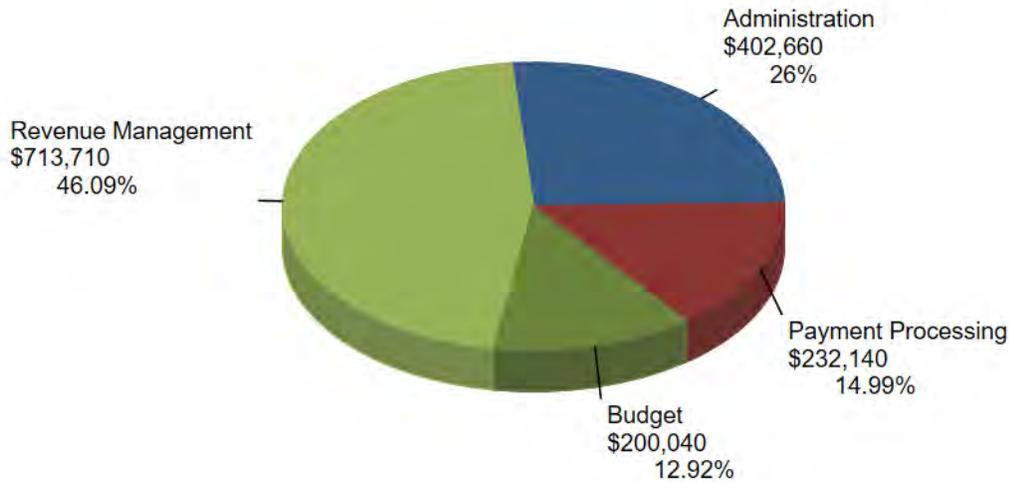
Dedicated to providing thoughtful, accurate, and timely financial services to all

Description

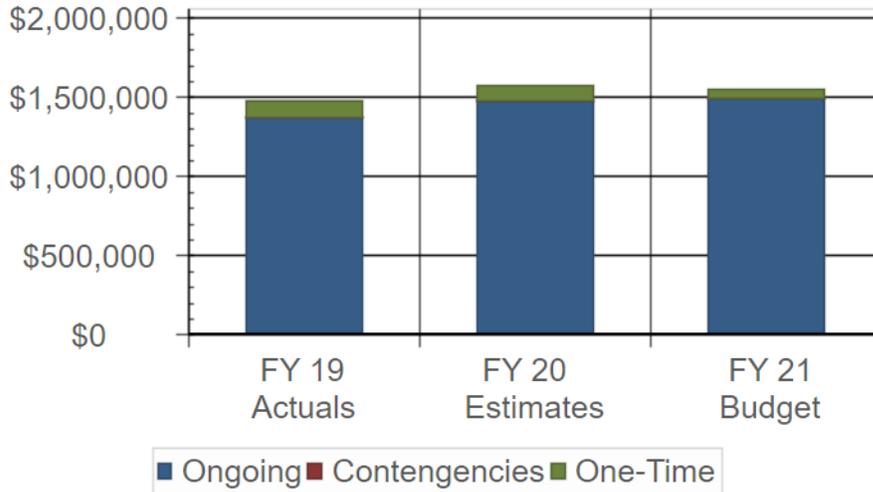
The Financial Services Department is responsible for the following program areas:

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

FY 2021 PROGRAM EXPENDITURES: \$1,548,550



FY 2019 - FY 2021 ONGOING VS. ONE-TIME EXPENDITURES



Financial Services-Administration

Budget Summary	FY2021 Budget	% of FY2021 Budget	FY2020 Budget	FY2020 Estimate	FY2019 Actuals
Program Expenditures					
Personnel Services	\$ 240,900	60 %	\$ 259,060	\$ 243,180	\$ 212,421
Supplies & Services	110,370	27 %	88,480	83,680	120,580
Subtotal Direct Costs	\$ 351,270	87 %	\$ 347,540	\$ 326,860	\$ 333,001
Internal Charges	51,390	13 %	50,090	51,210	55,955
Total Expenditures	402,660	100 %	397,630	378,070	388,956
Expenditures by Fund					
General Fund Portion	\$ 402,660	100 %	\$ 397,630	\$ 378,070	\$ 388,956
Funding Sources					
Allocations to Other Departments	\$ 402,660	100 %	\$ 397,630	\$ 378,070	\$ 388,956
Employee Time Allocation (FTEs) Budgeted	2.43	-	2.43	-	1.70

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 2020 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 2021 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	FY21 Projection	FY20 Projection	FY20 Estimate	FY19 Actual	FY18 Actual
Manual journal entries	825	750	N/A	868	868

Financial Services-Administration

PERFORMANCE MEASURES	Benchmark	FY21 Target Yes	FY20 Target Yes	FY20 Estimate Yes	FY19 Actual Yes	FY18 Actual Yes
GFOA Certificate of Achievement in Financial Reporting						
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	Yes	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.)		N/A	2.3% yield	1.915% yield / 1.790% benchmark (as of 2/6/2020)	2.044% yield / 1.940% benchmark	2.044% yield / 1.940% benchmark
Bond Rating (Standard and Poors)		AA-	AA	AA-	A	AA
Audit findings		0	0	1	0	0
Department ongoing expenditures as percentage of total City operating expenditures (FY2018 forward includes indirect costs)		N/A	4.07%	N/A	3.96%	3.96%
Internal Survey: Overall satisfaction with service and support (% of responses favorable)		95%	95%	100%	97%	97%
Internal Survey: Satisfaction with management services (% of responses favorable)		95%	95%	99%	95%	95%

Financial Services-Payment Processing

Budget Summary	FY2021 Budget	% of FY2021 Budget	FY2020 Budget	FY2020 Estimate	FY2019 Actuals
Program Expenditures					
Personnel Services	\$ 157,740	68 %	\$ 156,750	\$ 174,030	\$ 149,781
Supplies & Services	1,220	<1 %	1,220	1,220	559
Subtotal Direct Costs	\$ 158,960	68 %	\$ 157,970	\$ 175,250	\$ 150,340
Internal Charges	73,180	32 %	67,690	68,180	61,563
Total Expenditures	232,140	100 %	225,660	243,430	211,903
Expenditures by Fund					
General Fund Portion	\$ 232,140	100 %	\$ 225,660	\$ 243,430	\$ 211,903
Funding Sources					
Allocations to Other Departments	\$ 232,140	100 %	\$ 225,660	\$ 243,430	\$ 211,903
Employee Time Allocation (FTEs) Budgeted	0.85	-	0.85	-	0.85

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 2020 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 2021 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	FY21 Projection	FY20 Projection	FY20 Estimate	FY19 Actual	FY18 Actual
Employee payments (total direct deposits and checks issued annually)	4,160	4,200	4,000	3,970	N/A
W-2s issued	235	220	230	222	211
Accounts payable payments processed	4,000	3,600	3,800	3,783	3,545
Purchase orders issued	220	90	210	200	71
Special check runs	25	25	20	16	19

Financial Services-Payment Processing

PERFORMANCE MEASURES	Benchmark	FY21 Target	FY20 Target	FY20 Estimate	FY19 Actual	FY18 Actual
Permanent employees paid via direct deposit		100%	100%	100%	100%	100%
Cost per employee pay		\$17.00	\$24.17	\$16.00	\$15.47	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)		85%	85%	85%	80%	80%
Purchases made via purchasing card/credit card as a percentage of all purchases (ICMA Benchmark 2016-2018)		6.5%	6%	6.5%	6.0%	5.9%
Eligible purchasing card transactions paid with a check		10%	15%	10%	15%	20%
Purchasing card cash back awards (standard transactions)		\$20,000	\$20,000	\$16,402	\$0	\$0
Purchasing card cash back awards (Tier 1 transactions - "large ticket" transactions)		\$1,000	\$650	\$923	\$631	\$0
Cost per accounts payable transaction		\$25.00	\$33.32	\$24.00	\$23.50	\$31.59
Internal Survey: Satisfaction with payment processing services (% of responses favorable)		95%	95%	99%	95%	96%

Financial Services-Budget

Budget Summary	FY2021 Budget	% of FY2021 Budget	FY2020 Budget	FY2020 Estimate	FY2019 Actuals
Program Expenditures					
Personnel Services	\$ 161,380	81 %	\$ 155,010	\$ 155,420	\$ 147,623
Supplies & Services	6,060	3 %	51,060	50,860	50,011
Subtotal Direct Costs	\$ 167,440	84 %	\$ 206,070	\$ 206,280	\$ 197,634
Internal Charges	32,600	16 %	32,440	33,270	45,264
Total Expenditures	200,040	100 %	238,510	239,550	242,898
Expenditures by Fund					
General Fund Portion	\$ 200,040	100 %	\$ 238,510	\$ 239,550	\$ 242,898
Funding Sources					
Allocations to Other Departments	\$ 200,040	100 %	\$ 238,510	\$ 239,550	\$ 242,898
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 2020 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 2021 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 and budget-in-brief and 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	FY21 Projection	FY20 Projection	FY20 Estimate	FY19 Actual	FY18 Actual
Operational budgetary organization units	280	360	250	231	231
Projects in capital improvement plan	55	66	51	58	58

PERFORMANCE MEASURES	Benchmark	FY21 Target	FY20 Target	FY20 Estimate	FY19 Actual	FY18 Actual
GFOA Distinguished Budget Presentation Award		Yes	Yes	Yes	Yes	Yes
Percentage difference in budgeted revenues to actuals		10%	10%	7%	3.0%	6.7%
Percentage difference in budgeted expenditures to actuals		10%	10%	20%	22.4%	23.9%
Internal Survey: Satisfaction with budget services (% of responses favorable)		95%	95%	99%	95%	98%

Financial Services-Revenue Management

Budget Summary	FY2021 Budget	% of FY2021 Budget	FY2020 Budget	FY2020 Estimate	FY2019 Actuals
Program Expenditures					
Personnel Services	\$ 232,890	33 %	\$ 229,260	\$ 223,460	\$ 220,607
Supplies & Services	352,310	49 %	363,720	353,420	289,141
Subtotal Direct Costs	\$ 585,200	82 %	\$ 592,980	\$ 576,880	\$ 509,748
Internal Charges	128,510	18 %	135,180	134,190	127,650
Total Expenditures	713,710	100 %	728,160	711,070	637,398
Expenditures by Fund					
General Fund Portion	\$ 590,390	83 %	\$ 596,350	\$ 584,500	\$ 456,013
Wastewater Enterprise Fund	\$ 123,320	17 %	\$ 131,810	\$ 126,570	\$ 181,385
Funding Sources					
Allocations to Other Departments	\$ 541,790	76 %	\$ 491,670	\$ 536,030	\$ 407,954
Program Revenues	\$ -	- %	\$ 57,000	\$ 6,500	\$ 58,059
Funding from General Revenues:					
Estimated Resident Generated	\$ 60,172	8 %	\$ 62,822	\$ 58,989	\$ 59,985
Estimated Visitor Generated	\$ 111,748	16 %	\$ 116,669	\$ 109,551	\$ 111,400
Employee Time Allocation (FTEs) Budgeted	3.10	-	3.10	-	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 2020 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 2021 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.

Financial Services-Revenue Management

WORKLOAD INDICATORS	FY21 Projection	FY20 Projection	FY20 Estimate	FY19 Actual	FY18 Actual
New business licenses issued	N/A	210	N/A	197	197
Business license renewals issued	N/A	1,050	N/A	2,612	2,612
Temporary business licenses issued	N/A	300	N/A	327	327
Closed business licenses	N/A	250	N/A	325	325
Home-based business licenses	N/A	220	N/A	N/A	N/A
Wastewater accounts billed per month	6,900	6,850	6,880	6,860	6,818
Wastewater account transfers	680	670	690	673	639
Wastewater deferred connection agreements	30	46	45	46	46
Delinquent wastewater accounts and total delinquent balance	80/\$200K	100/\$230K	80/\$200K	74/\$185K	97/\$230K
Parking pay station cash and coin boxes counted	300	140	280	326	332
Miscellaneous receivable invoices	120	160	120	120	164
Cash receipts paid by credit card	22,500	20,500	22,100	20,632	19,259
Cash receipts paid by other electronic means	34,000	32,800	33,700	32,891	30,191
Cash receipts paid by cash/check	3,950	3,950	N/A	N/A	N/A
Outstanding liens (as of 12/31)	55	40	50	43	N/A

PERFORMANCE MEASURES	Benchmark	FY21 Target	FY20 Target	FY20 Estimate	FY19 Actual	FY18 Actual
Business licenses processed within 30 days		N/A	100%	N/A	100%	100%
Business license renewals submitted correctly by December 31st that were processed by December 31st		N/A	95%	N/A	86%	64%
Wastewater delinquency rate		28%	33%	27%	28%	32%
Wastewater customers paying electronically		74%	74%	74%	73%	73%
Process pay station cash and coin deposits within one business day		Yes	Yes	Yes	Yes	Yes
Accuracy of parking meter reconciliation		99.9%	99.9%	99.9%	99.4%	99.96%
Cost per cash receipt transaction		\$6.36	\$11.68	\$6.15	\$5.59	N/A
Internal Survey: Satisfaction with revenue management services (% of responses favorable)		95%	98%	99%	98%	99%

FINANCIAL SERVICES
Continued

EXPENDITURE SUMMARY

Cost Category	FY2021 Budget	FY2020 Budget	FY2020 Est. Actuals	FY2019 Actuals	Explanation of Changes
General Fund					
10-5222-01 - Administration					
Personnel (ongoing)	\$240,900	\$259,060	\$243,180	\$212,421	
Supplies & Services (ongoing)	<u>\$88,370</u>	<u>\$88,480</u>	<u>\$81,680</u>	<u>\$96,748</u>	
Direct Costs (Ongoing) Subtotal	\$329,270	\$347,540	\$324,860	\$309,169	
Internal Charges	<u>\$(351,260)</u>	<u>\$(347,530)</u>	<u>\$(326,850)</u>	<u>\$(332,375)</u>	
Ongoing Total	\$(21,990)	\$10	\$(1,990)	\$(23,206)	
Supplies & Services (one-time)	<u>\$22,000</u>	<u>\$0</u>	<u>\$2,000</u>	<u>\$23,832</u>	
Administration Total	\$10	\$10	\$10	\$626	
10-5222-11 - Payment Processing					
Personnel (ongoing)	\$157,740	\$156,750	\$174,030	\$149,781	Current Year Over Budget: One-time leave payouts and additional staff support.
Supplies & Services (ongoing)	<u>\$1,220</u>	<u>\$1,220</u>	<u>\$1,220</u>	<u>\$559</u>	
Direct Costs (Ongoing) Subtotal	\$158,960	\$157,970	\$175,250	\$150,340	
Internal Charges	<u>\$(158,970)</u>	<u>\$(157,980)</u>	<u>\$(175,240)</u>	<u>\$(150,334)</u>	
Payment Processing Total	\$(10)	\$(10)	\$10	\$6	
10-5222-14 - Budget					
Personnel (ongoing)	\$161,380	\$155,010	\$155,420	\$147,623	
Supplies & Services (ongoing)	<u>\$6,060</u>	<u>\$6,060</u>	<u>\$5,860</u>	<u>\$3,726</u>	
Direct Costs (Ongoing) Subtotal	\$167,440	\$161,070	\$161,280	\$151,349	
Internal Charges	<u>\$(167,440)</u>	<u>\$(206,070)</u>	<u>\$(206,280)</u>	<u>\$(197,632)</u>	
Ongoing Total	\$0	\$(45,000)	\$(45,000)	\$(46,283)	
Supplies & Services (one-time)	<u>\$0</u>	<u>\$45,000</u>	<u>\$45,000</u>	<u>\$46,285</u>	Budget Decrease: Reduction in one-time costs for CaseWare Reports.
Budget Total	\$0	\$0	\$0	\$2	
10-5222-88 - Revenue Management					
Personnel (ongoing)	\$232,890	\$229,260	\$223,460	\$220,607	
Supplies & Services (ongoing)	<u>\$235,310</u>	<u>\$238,720</u>	<u>\$233,920</u>	<u>\$122,253</u>	
Direct Costs (Ongoing) Subtotal	\$468,200	\$467,980	\$457,380	\$342,860	
Internal Charges	<u>\$(419,600)</u>	<u>\$(363,300)</u>	<u>\$(408,910)</u>	<u>\$(294,801)</u>	
Revenue Management Total	\$48,600	\$104,680	\$48,470	\$48,059	

FINANCIAL SERVICES
Continued

EXPENDITURE SUMMARY

Cost Category	FY2021 Budget	FY2020 Budget	FY2020 Est. Actuals	FY2019 Actuals	Explanation of Changes
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General Fund Totals

Personnel Subtotal	\$792,910	\$800,080	\$796,090	\$730,432	
Supplies & Services (Ongoing) Subtotal	\$330,960	\$334,480	\$322,680	\$223,286	
Direct Costs (Ongoing) Subtotal	\$1,123,870	\$1,134,560	\$1,118,770	\$953,718	
Internal Charges Subtotal	<u>\$(1,097,270)</u>	<u>\$(1,074,880)</u>	<u>\$(1,117,280)</u>	<u>\$(975,142)</u>	
Ongoing Subtotal	\$26,600	\$59,680	\$1,490	\$(21,424)	
Supplies & Services (One-Time) Subtotal	\$22,000	\$45,000	\$47,000	\$70,117	
One-Time Subtotal	\$22,000	\$45,000	\$47,000	\$70,117	
General Fund Total	\$48,600	\$104,680	\$48,490	\$48,693	

Wastewater Enterprise Fund

59-5222-88 - Revenue Management

Supplies & Services (ongoing)	\$87,000	\$75,000	\$69,500	\$130,850	Budget Increase: Wastewater billing postage costs.
Direct Costs (Ongoing) Subtotal	\$87,000	\$75,000	\$69,500	\$130,850	
Internal Charges	<u>\$6,320</u>	<u>\$6,810</u>	<u>\$7,070</u>	<u>\$14,497</u>	
Ongoing Total	\$93,320	\$81,810	\$76,570	\$145,347	
Supplies & Services (one-time)	\$30,000	\$50,000	\$50,000	\$36,038	Budget Decrease: Wastewater Rate Study.
Revenue Management Total	\$123,320	\$131,810	\$126,570	\$181,385	

Wastewater Enterprise Fund Totals

Supplies & Services (Ongoing) Subtotal	\$87,000	\$75,000	\$69,500	\$130,850	
Direct Costs (Ongoing) Subtotal	\$87,000	\$75,000	\$69,500	\$130,850	
Internal Charges Subtotal	<u>\$6,320</u>	<u>\$6,810</u>	<u>\$7,070</u>	<u>\$14,497</u>	
Ongoing Subtotal	\$93,320	\$81,810	\$76,570	\$145,347	
Supplies & Services (One-Time) Subtotal	\$30,000	\$50,000	\$50,000	\$36,038	
One-Time Subtotal	\$30,000	\$50,000	\$50,000	\$36,038	
Wastewater Enterprise Fund Total	\$123,320	\$131,810	\$126,570	\$181,385	

FINANCIAL SERVICES
Continued

EXPENDITURE SUMMARY

Cost Category	FY2021 Budget	FY2020 Budget	FY2020 Est. Actuals	FY2019 Actuals	Explanation of Changes
Grand Totals					
Personnel (Ongoing) Subtotal	\$792,910	\$800,080	\$796,090	\$730,432	
Supplies & Services (Ongoing) Subtotal	\$417,960	\$409,480	\$392,180	\$354,136	
Direct Costs (Ongoing) Subtotal	\$1,210,870	\$1,209,560	\$1,188,270	\$1,084,568	
Internal Charges Subtotal	<u>\$(1,090,950)</u>	<u>\$(1,068,070)</u>	<u>\$(1,110,210)</u>	<u>\$(960,645)</u>	
Ongoing Subtotal	\$119,920	\$141,490	\$78,060	\$123,923	
Supplies & Services (One-Time) Subtotal	\$52,000	\$95,000	\$97,000	\$106,155	
Grand Total	\$171,920	\$236,490	\$175,060	\$230,078	

POSITIONS SUMMARY

Position	FY21 FTE	FY20 FTE	FY19 FTE	FY18 FTE
Accounting Supervisor	0.00	0.00	0.00	1.00
Accounting Technician	0.05	0.05	0.00	0.00
Accounting Technician I	0.95	0.95	1.00	1.00
Accounting Technician II	3.00	3.00	3.01	3.00
Administrative Assistant	0.73	0.73	0.00	0.00
Budget & Accounting Supervisor	2.00	2.00	2.00	0.00
Budget Analyst	0.00	0.00	0.00	1.00
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	0.00	0.00	0.17	0.17
Total	8.73	8.73	8.18	8.17

ALLOCATIONS SUMMARY

Position	Org Description	FY21 FTE	FY20 FTE	FY19 FTE	FY18 FTE
General Fund					
10-5222-01	Administration	2.43	2.43	1.70	1.65
10-5222-11	Payroll	0.85	0.85	0.85	0.85
10-5222-12	Payables/Purchasing	1.20	1.20	1.20	1.30
10-5222-14	Budget	1.15	1.15	1.15	1.20
10-5222-42	Uptown Paid Parking	0.10	0.10	0.18	0.00
10-5222-88	Revenue Management	3.01	3.01	3.10	3.17
General Fund Total		8.74	8.74	8.18	8.17

(1) Temporary position.



**City of Sedona
Decision Package
Fiscal Year 2020-21**

CM Not Recommended

Request Title	INTERNAL CONTROL AUDIT
Department	Financial Services
Program	Administration
Funding Request Type	OTHER ONETIME
Source of Funds	General Fund
Amount Requested	\$25,000
Priority	LOW

I. Description of Request

This request is to hire an audit firm to perform an internal control audit.

II. Problem/Issue

History/Background

How does this affect our citizens/customers quality of life?

If this is not a traditional function, why should the City of Sedona deal with it?

Does the project/issue relate to the Community Plan (or other master plans), or how does this fit into the City's priorities?

What does the City/community get for this investment?

Internal control is a process designed to provide reasonable assurance regarding the achievement of objectives: effectiveness and efficiency of operations, reliability of financial reporting, and compliance with applicable laws and regulations. Internal controls play an important role in detecting and preventing fraud and protecting the organization's resources. With the turnover in the Financial Services Department over the past several years, there have been many transitions and reorganizations of duties within the department. It is unknown when the last internal control audit was done, or if one has ever been done.

III. Risk Analysis

What happens if this is not done?

Show examples of best practices from other cities, if applicable.

Discuss other alternatives, if applicable, and why the proposed solution is recommended.

Internal controls could be missing or not working as intended and expose the city to possible inefficiencies, errors or fraud.

IV. Implementation

What is the timeframe for completion of plan and implementation for project/issue?

How will you market/communicate the project/issue to the public?

What performance measures will you use to evaluate the project/issue? Include the targets for FY 2020-21, as well as future years as applicable.

Once the transitions of duties as a result of the Financial Services Department reorganization are complete, we would proceed with the selection process for an audit firm to perform the internal control audit.

V. Cost Savings/Revenue Enhancements

Please explain any cost savings, new funding sources or increased revenues.

N/A

Mission Statement

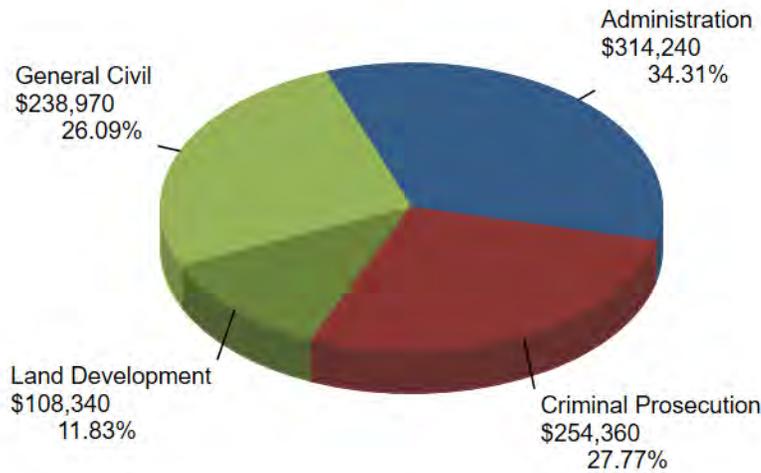
The department strives to provide quality legal advice and services to the City Council, City departments and commissions. To vigorously prosecute criminal cases in a fair manner that leads to just results.

Description

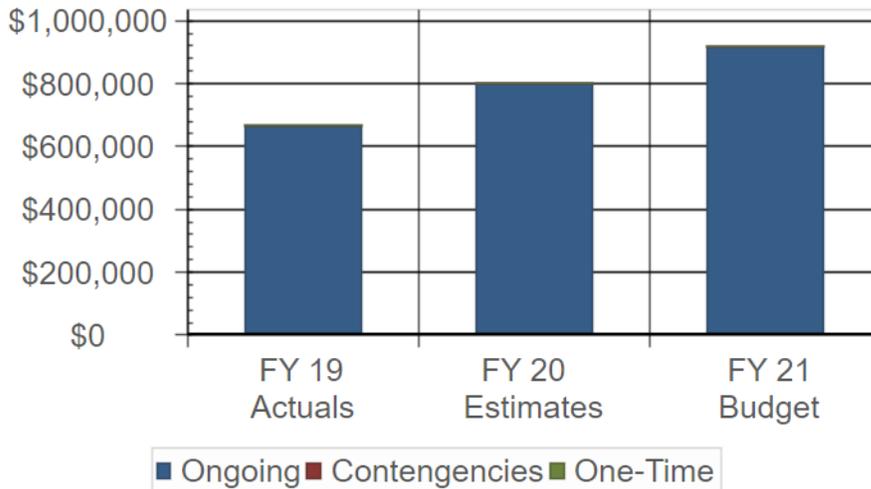
The City Attorney's Office provides internal services to City departments and personnel in several program areas:

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

FY 2021 PROGRAM EXPENDITURES: \$915,910



FY 2019 - FY 2021 ONGOING VS. ONE-TIME EXPENDITURES



City Attorney's Office-Administration

Budget Summary	FY2021 Budget	% of FY2021 Budget	FY2020 Budget	FY2020 Estimate	FY2019 Actuals
Program Expenditures					
Personnel Services	\$ 156,620	50 %	\$ 167,120	\$ 154,680	\$ 119,976
Supplies & Services	122,000	39 %	115,000	20,700	14,577
Subtotal Direct Costs	\$ 278,620	89 %	\$ 282,120	\$ 175,380	\$ 134,553
Internal Charges	35,620	11 %	36,860	37,860	45,044
Total Expenditures	314,240	100 %	318,980	213,240	179,597
Expenditures by Fund					
General Fund Portion	\$ 207,240	66 %	\$ 218,980	\$ 206,240	\$ 179,597
Wastewater Enterprise Fund	\$ 100,000	32 %	\$ 100,000	\$ -	\$ -
Other Funds Portion	\$ 7,000	2 %	\$ -	\$ 7,000	\$ -
Funding Sources					
Allocations to Other Departments	\$ 207,250	65.95 %	\$ 219,000	\$ 206,260	\$ 179,590
Program Revenues	\$ -	- %	\$ -	\$ 120	\$ -
Funding from General Revenues:					
Estimated Resident Generated	\$ 37,447	12 %	\$ 34,993	\$ 2,401	\$ 2
Estimated Visitor Generated	\$ 69,544	22 %	\$ 64,987	\$ 4,459	\$ 5
Employee Time Allocation (FTEs) Budgeted	0.89	-	0.89	-	0.89

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 2020 Accomplishments

Overall City Value - Good Governance:

- * Hired a full-time Assistant City Attorney.
 - * Implemented the City Attorney Annual Action Plan.
 - * Successfully resolved an investigation by the Arizona Attorney General's Office regarding the City's contract with the Chamber of Commerce for tourism promotion.
 - * Engaged the City Council in a dialogue regarding the First Amendment rights of street performers and street vendors.
 - * Acted as the City's designated public lobbyist represented the City's interests on various pieces of legislation.
- Council Priority - Manage Impacts from Short-Term Rentals:
- * Worked with the League of Arizona Cities and Towns on the passage of HB2672 which restored certain regulatory authority to cities and towns over short-term vacation rentals.
 - * Drafted and presented a revised short-term vacation rental ordinance which was approved by the City Council.
 - * Participated in community outreach to increase awareness of opportunities for residents to engage in legislative activity relating to short-term vacation rentals.

FY 2021 Objectives

Overall City Value - Good Governance:

- * Work to transition a new City Attorney into the organization
- * 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.
- * Continue to refine short-term vacation rental regulations.

City Attorney's Office-Administration

WORKLOAD INDICATORS	FY21 Projection	FY20 Projection	FY20 Estimate	FY19 Actual	FY18 Actual
City Council agenda bill items reviewed	88	48	124	52	52
Ordinances processed	13	15	12	14	14
Resolutions processed	29	25	22	35	35
Public meetings attended	54	48	56	52	52
Contracts reviewed	175	150	200	150	150
Legal opinions provided	316	157	499	133	133

PERFORMANCE MEASURES	Benchmark	FY21 Target	FY20 Target	FY20 Estimate	FY19 Actual	FY18 Actual
Internal Survey: Quality of legal advice and services provided to City staff and officials (% responses favorable)		90%	90%	88%	92%	92%
Internal Survey: Timeliness of responses to requests for legal services (% responses favorable)		92%	90%	92%	92%	92%
Internal Survey: Confidence in legal services provided to City staff and officials (% responses favorable)		97%	95%	96%	97%	97%
Internal Survey: Accessibility or approachability of legal department staff to City staff and officials (% responses favorable)		97%	96%	96%	97%	97%
Internal Survey: Communication with City staff and officials (% responses favorable)		90%	91%	90%	87%	87%
Internal Survey: Effectiveness of legal department to achieve its goals (% responses favorable)		93%	94%	92%	93%	93%
Internal Survey: Legal departments effectiveness to community with City staff and officials (% responses favorable)		92%	91%	92%	92%	92%

City Attorney's Office-Criminal Prosecution

Budget Summary	FY2021 Budget	% of FY2021 Budget	FY2020 Budget	FY2020 Estimate	FY2019 Actuals
Program Expenditures					
Personnel Services	\$ 205,630	81 %	\$ 201,670	\$ 201,950	\$ 192,520
Supplies & Services	2,700	1 %	2,700	1,200	(511)
Subtotal Direct Costs	\$ 208,330	82 %	\$ 204,370	\$ 203,150	\$ 192,009
Internal Charges	46,030	18 %	45,230	46,710	36,578
Total Expenditures	254,360	100 %	249,600	249,860	228,587
Expenditures by Fund					
General Fund Portion	\$ 254,360	100 %	\$ 249,600	\$ 249,860	\$ 228,587
Funding Sources					
Funding from General Revenues:					
Estimated Resident Generated	\$ 89,026	35 %	\$ 87,360	\$ 87,451	\$ 80,005
Estimated Visitor Generated	\$ 165,334	65 %	\$ 162,240	\$ 162,409	\$ 148,582
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 2020 Accomplishments

Overall City Value - Public Safety:

* Prosecuted a total of 264 cases, consisting of 68 Driving Under the Influence (DUI) cases, 34 crimes involving drugs or controlled substances, 60 criminal traffic matters, 102 criminal misdemeanor matters.

* Continued discussion about a mental health court program, intended to help people suffering with mental illness, obtain beneficial services in lieu of being prosecuted.

FY 2021 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 specialty court programs such as mental health court, veteran's court and homeless court.

* Improve access and enrollment to defendants that qualify for Treatment Assessment Screening Center (TASC) drug diversion program.

WORKLOAD INDICATORS	FY21 Projection	FY20 Projection	FY20 Estimate	FY19 Actual	FY18 Actual
Criminal cases filed	264	237	264	263	263
Provide an annual case law update to Police Department	6	4	7	5	5
Hours of training provided to Police Department on operational matters	8.2	12.7	9.4	7.0	7.0

PERFORMANCE MEASURES	Benchmark	FY21 Target	FY20 Target	FY20 Estimate	FY19 Actual	FY18 Actual
Internal Survey: Effectiveness of City Prosecutor to review and charge matters (% responses favorable)		85%	85%	84%	86%	86%
Internal Survey: Quality of prosecutions litigated by City Prosecutor (% responses favorable)		81%	84%	76%	86%	86%
Internal Survey: Satisfaction of plea agreements negotiated by City Prosecutor (% responses favorable)		73%	73%	72%	74%	74%
Internal Survey: Satisfaction with level of justice achieved on matters resolved by City Prosecutor (% responses favorable)		72%	73%	70%	73%	73%
Internal Survey: Confidence in representation by City Prosecutor to the organization (% responses favorable)		87%	89%	86%	88%	88%

City Attorney's Office-Land Development

Budget Summary	FY2021 Budget	% of FY2021 Budget	FY2020 Budget	FY2020 Estimate	FY2019 Actuals
Program Expenditures					
Personnel Services	\$ 90,950	84 %	\$ 99,390	\$ 88,390	\$ 23,062
Internal Charges	17,390	16 %	17,550	18,100	13,268
Total Expenditures	108,340	100 %	116,940	106,490	36,330
Expenditures by Fund					
General Fund Portion	\$ 108,340	100 %	\$ 116,940	\$ 106,490	\$ 36,330
Funding Sources					
Allocations to Other Departments	\$ 108,340	100.00 %	\$ 116,950	\$ 106,490	\$ 36,330
Funding from General Revenues:					
Estimated Resident Generated	\$ -	- %	\$ (4)	\$ -	\$ -
Estimated Visitor Generated	\$ -	- %	\$ (7)	\$ -	\$ -
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 2020 Accomplishments

Overall City Value - Good Governance:

- * Litigated in-house the special action appeal of the Arizona Water Company conditional use permit case.
- * Pursued injunctive relief in the superior court regarding a long-time 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 of the Sunset Live/Work Area Community Focus Area.

Council Priority - Community Focus Area Plans Development:

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

FY 2021 Objectives

Overall City Value - Public Safety:

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

Council Priority - Land Development Code Update:

- * Assist with the development and approval of community focus areas.

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		FY21 Projection	FY20 Projection	FY20 Estimate	FY19 Actual	FY18 Actual
Planning and zoning matters reviewed		18	26	10	26	26

PERFORMANCE MEASURES		FY21 Target	FY20 Target	FY20 Estimate	FY19 Actual	FY18 Actual
Internal Survey: Confidence in legal department's ability to effectively advice on land use matters(% responses favorable)	Benchmark	96%	95%	98%	94%	94%
Internal Survey: Satisfaction with timeliness of legal department's response to requests for advice on land use matters (% responses favorable)		93%	94%	94%	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)		88%	90%	88%	88%	88%

City Attorney's Office-General Civil

Budget Summary	FY2021 Budget	% of FY2021 Budget	FY2020 Budget	FY2020 Estimate	FY2019 Actuals
Program Expenditures					
Personnel Services	\$ 136,860	57 %	\$ 144,650	\$ 130,410	\$ 100,221
Supplies & Services	75,000	31 %	75,000	70,000	96,503
Subtotal Direct Costs	\$ 211,860	89 %	\$ 219,650	\$ 200,410	\$ 196,724
Internal Charges	27,110	11 %	27,260	28,230	23,682
Total Expenditures	238,970	99 %	246,910	228,640	220,406
Expenditures by Fund					
General Fund Portion	\$ 238,970	100 %	\$ 246,910	\$ 228,640	\$ 220,406
Funding Sources					
Allocations to Other Departments	\$ 238,970	100.00 %	\$ 246,910	\$ 228,630	\$ 220,460
Funding from General Revenues:					
Estimated Resident Generated	\$ -	- %	\$ -	\$ 4	\$ (19)
Estimated Visitor Generated	\$ -	- %	\$ -	\$ 7	\$ (35)
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 2020 Accomplishments

Overall City Value - Good Governance:

- * City Attorney continued to serve on Board of Trustees of the Arizona Municipal Risk Retention Pool.
- * Reviewed and assisted Human Resources in responding to EEOC complaints. unemployment claim appeals and personnel actions.

Overall City Value - Fiscal Sustainability:

- * Developed an Enterprise Risk Management program to review and comment on areas of organizational risk for the City.

FY 2021 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.
- * Continue to expand the 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.
- * Explore opportunities to test short-term vacation rental regulatory authority.

WORKLOAD INDICATORS	FY21 Projection	FY20 Projection	FY20 Estimate	FY19 Actual	FY18 Actual
Claims and suits against City	12	14	8	15	15
Claims against City resolved without litigation	10	11	8	11	11
Traffic accidents involving City vehicles	18	14	24	11	11
Claims regarding property damage to City property	16	8	24	7	7

PERFORMANCE MEASURES	Benchmark	FY21 Target	FY20 Target	FY20 Estimate	FY19 Actual	FY18 Actual
Internal Survey: Satisfaction with quality of City's legal representation on claims against City (% responses favorable)		90%	93%	88%	92%	92%
Internal Survey: Appropriate results achieved in defending and resolving claims against City (% responses favorable)		87%	88%	86%	88%	88%
Workers comp claims per 100 FTEs (ICMA Benchmark 2016-2017)		8.1	8.1	8.1	7.8	7.8
Worker days lost to injury per 100 FTEs (ICMA Benchmark 2016-2017)		10.1	10.1	10.1	20.6	20.6

CITY ATTORNEY'S OFFICE
Continued

EXPENDITURE SUMMARY

Cost Category	FY2021 Budget	FY2020 Budget	FY2020 Est. Actuals	FY2019 Actuals	Explanation of Changes
General Fund					
10-5230-01 - Administration					
Personnel (ongoing)	\$156,620	\$167,120	\$154,680	\$119,976	
Supplies & Services (ongoing)	<u>\$15,000</u>	<u>\$15,000</u>	<u>\$13,700</u>	<u>\$14,577</u>	
Direct Costs (Ongoing) Subtotal	\$171,620	\$182,120	\$168,380	\$134,561	
Internal Charges	<u>\$(171,630)</u>	<u>\$(182,140)</u>	<u>\$(168,400)</u>	<u>\$(134,546)</u>	
Administration Total	\$(10)	\$(20)	\$(20)	\$7	
10-5230-17 - Criminal Prosecution					
Personnel (ongoing)	\$205,630	\$201,670	\$201,950	\$192,520	
Supplies & Services (ongoing)	<u>\$2,700</u>	<u>\$2,700</u>	<u>\$1,200</u>	<u>\$(511)</u>	
Direct Costs (Ongoing) Subtotal	\$208,330	\$204,370	\$203,150	\$192,017	
Internal Charges	<u>\$46,030</u>	<u>\$45,230</u>	<u>\$46,710</u>	<u>\$36,578</u>	
Ongoing Total	\$254,360	\$249,600	\$249,860	\$228,587	
10-5230-18 - Land Development					
Personnel (ongoing)	\$90,950	\$99,390	\$88,390	\$23,062	Current Year Under Budget: Vacancy savings
Direct Costs (Ongoing) Subtotal	\$90,950	\$99,390	\$88,390	\$23,070	
Internal Charges	<u>\$(90,950)</u>	<u>\$(99,400)</u>	<u>\$(88,390)</u>	<u>\$(23,062)</u>	
Land Development Total	\$0	\$(10)	\$0	\$0	
10-5230-19 - General Civil					
Personnel (ongoing)	\$136,860	\$144,650	\$130,410	\$100,221	
Supplies & Services (ongoing)	<u>\$75,000</u>	<u>\$75,000</u>	<u>\$70,000</u>	<u>\$96,503</u>	
Direct Costs (Ongoing) Subtotal	\$211,860	\$219,650	\$200,410	\$196,732	
Internal Charges	<u>\$(211,860)</u>	<u>\$(219,650)</u>	<u>\$(200,400)</u>	<u>\$(196,778)</u>	
General Civil Total	\$0	\$0	\$10	\$(54)	
General Fund Totals					
Personnel Subtotal	\$590,060	\$612,830	\$575,430	\$435,779	
Supplies & Services (Ongoing) Subtotal	<u>\$92,700</u>	<u>\$92,700</u>	<u>\$84,900</u>	<u>\$110,569</u>	
Direct Costs (Ongoing) Subtotal	\$682,760	\$705,530	\$660,330	\$546,348	
Internal Charges Subtotal	<u>\$(428,410)</u>	<u>\$(455,960)</u>	<u>\$(410,480)</u>	<u>\$(317,808)</u>	
Ongoing Subtotal	\$254,350	\$249,570	\$249,850	\$228,540	

CITY ATTORNEY'S OFFICE
Continued

EXPENDITURE SUMMARY

Cost Category	FY2021 Budget	FY2020 Budget	FY2020 Est. Actuals	FY2019 Actuals	Explanation of Changes
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Wastewater Enterprise Fund

59-5230-01 - Administration

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

Grand Totals

Personnel (Ongoing) Subtotal	\$590,060	\$612,830	\$575,430	\$435,779
Supplies & Services (Ongoing) Subtotal	\$199,700	\$192,700	\$91,900	\$110,569
Direct Costs (Ongoing) Subtotal	\$789,760	\$805,530	\$667,330	\$546,348
Internal Charges Subtotal	<u>\$(428,410)</u>	<u>\$(455,960)</u>	<u>\$(410,480)</u>	<u>\$(317,808)</u>
Ongoing Subtotal	\$361,350	\$349,570	\$256,850	\$228,540

CITY ATTORNEY'S OFFICE
Continued

POSITIONS SUMMARY

Position	FY21 FTE	FY20 FTE	FY19 FTE	FY18 FTE
Assistant City Attorney	2.00	2.00	1.00	2.00
Associate Attorney	0.00	0.00	1.00	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	<u>0.04</u>	<u>0.04</u>	<u>0.04</u>	<u>0.00</u>
Total	4.04	4.04	4.04	4.00

ALLOCATIONS SUMMARY

Position	Org Description	FY21 FTE	FY20 FTE	FY19 FTE	FY18 FTE
General Fund					
10-5230-01	Administration	0.89	0.89	0.89	0.85
10-5230-17	Criminal Prosecution	1.65	1.65	1.65	1.65
10-5230-18	Land Development	0.60	0.60	0.60	0.60
10-5230-19	General Civil	<u>0.90</u>	<u>0.90</u>	<u>0.90</u>	<u>0.90</u>
General Fund Total		4.04	4.04	4.04	4.00

(1) Temporary position.

HUMAN RESOURCES

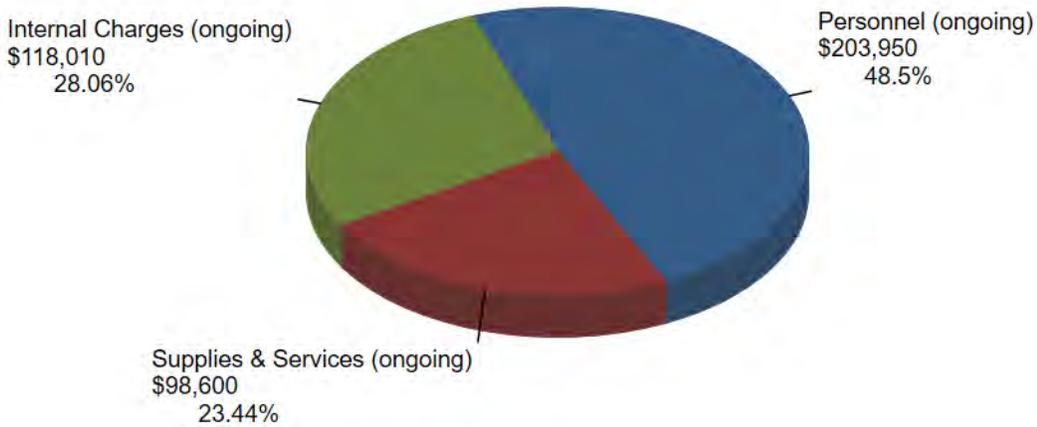
Mission Statement

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.

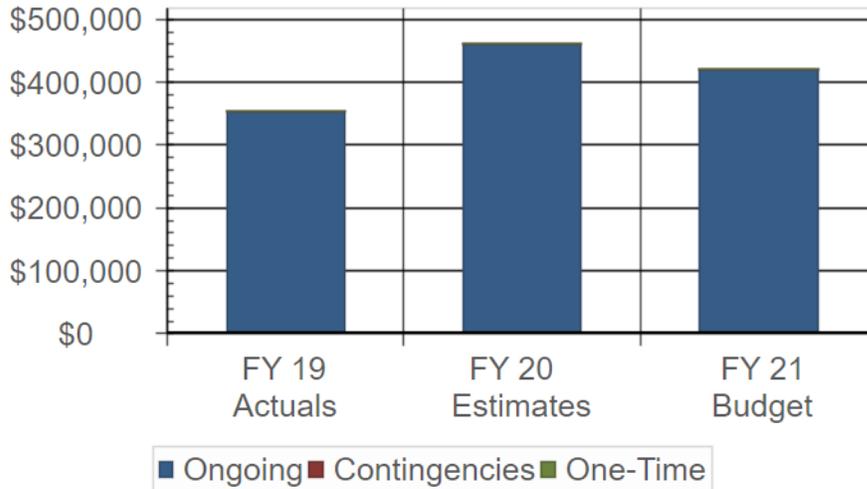
Description

The Human Resources Department provides a full range of services to regular and seasonal employees. The two-person department implements best practices 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 2021 PROGRAM EXPENDITURES: \$420,560



FY 2019 - FY 2021 ONGOING VS. ONE-TIME EXPENDITURES



Human Resources-Administration

Budget Summary	FY2021 Budget	% of FY2021 Budget	FY2020 Budget	FY2020 Estimate	FY2019 Actuals
Program Expenditures					
Personnel Services	\$ 203,950	48 %	\$ 203,750	\$ 201,540	\$ 192,766
Supplies & Services	98,600	23 %	99,100	141,900	54,167
Subtotal Direct Costs	\$ 302,550	72 %	\$ 302,850	\$ 343,440	\$ 246,933
Internal Charges	118,010	28 %	119,120	116,810	106,420
Total Expenditures	420,560	99 %	421,970	460,250	353,353
Expenditures by Fund					
General Fund Portion	\$ 420,560	100 %	\$ 421,970	\$ 460,250	\$ 353,353
Funding Sources					
Allocations to Other Departments	\$ 420,560	100.00 %	\$ 421,980	\$ 460,190	\$ 353,354
Funding from General Revenues:					
Estimated Resident Generated	\$ -	- %	\$ (4)	\$ 21	\$ -
Estimated Visitor Generated	\$ -	- %	\$ (7)	\$ 39	\$ (1)
Employee Time Allocation (FTEs) Budgeted	2.00	-	2.00	-	2.00

FY 2020 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 by assisting in the implementation of a Collusion Review Board.
- * Recruitment and hiring of key positions including Assistant Engineer, City Attorney, Parks and Recreation Manager, and Magistrate Judge.
- * Implemented innovative on-boarding techniques to allow new employees to be effective in their positions immediately.
- * Created new employee paperless on-boarding system.

FY 2021 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 trainings and seminars.
- * Continue to work with managers to reduce the City's workers compensation experience modifier (EMOD).
- * Further outreach to peer organizations in order to maintain a strong network of local knowledge, wisdom, and assistance.
- * Commit to excellence in public service and a vision of the Human Resources role in shaping the culture of the organization.
- * Updated research efforts in compensation, benefits, and industry best practices.
- * Provide an enjoyable workplace of openness, teamwork, equality, fairness, and continual productivity.

WORKLOAD INDICATORS	FY21 Projection	FY20 Projection	FY20 Estimate	FY19 Actual	FY18 Actual
Job postings	40	32	50	48	48
Applications received and reviewed	1,000	1,000	1,300	1,100	1,100
Individual job interviews conducted	200	125	225	175	175
Regular new hires on-boarded	30	18	35	33	33
Workers comp injuries processed	5	12	10	8	8

Human Resources-Administration

PERFORMANCE MEASURES	Benchmark	FY21 Target	FY20 Target	FY20 Estimate	FY19 Actual	FY18 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		0.75	0.79	0.80	0.74	0.74
Total FTEs per 1,000 population (ICMA Benchmark 2016-2018)		14.2	14.2	14.2	14.0	14.0
Total FTEs per 1,000 population + annualized visitor population		7.2	7.0	7.2	6.9	6.9
Turnover percentages (ICMA Benchmark July 1, 2018 - June 30, 2019)		6%		6%	2.9%	
Employee Survey: I plan to be working here in five years: % of responses Strongly Agree and Agree (84 responses)		68%		68%	66.7%	
Employee Survey: I am satisfied with our healthcare-related benefits: % of responses Strongly Agree and Agree (84 responses)		75%		75%	73%	

HUMAN RESOURCES
Continued

EXPENDITURE SUMMARY

Cost Category	FY2021 Budget	FY2020 Budget	FY2020 Est. Actuals	FY2019 Actuals	Explanation of Changes
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General Fund

10-5221-01 - Administration

Personnel (ongoing)	\$203,950	\$203,750	\$201,540	\$192,766	
Supplies & Services (ongoing)	\$98,600	\$99,100	\$141,900	\$45,554	Current Year Over Budget: City-wide LEAN training.
Direct Costs (Ongoing) Subtotal	\$302,550	\$302,850	\$343,440	\$238,320	
Internal Charges	\$(302,550)	\$(302,860)	\$(343,380)	\$(246,934)	
Ongoing Total	\$0	\$(10)	\$60	\$(8,614)	
Supplies & Services (one-time)	\$0	\$0	\$0	\$8,613	
One-Time Total	\$0	\$0	\$0	\$8,613	
Administration Total	\$0	\$(10)	\$60	\$(1)	

HUMAN RESOURCES
Continued

POSITIONS SUMMARY

Position	FY21 FTE	FY20 FTE	FY19 FTE	FY18 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	FY21 FTE	FY20 FTE	FY19 FTE	FY18 FTE
General Fund					
10-5221-01	Administration	2.00	2.00	2.00	2.00
General Fund Total		2.00	2.00	2.00	2.00

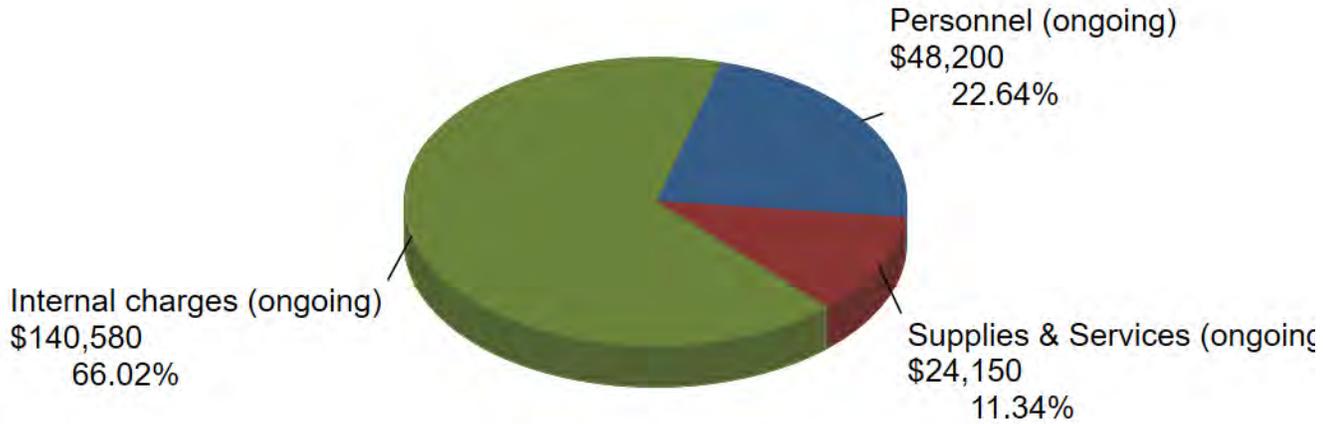
Mission Statement

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.

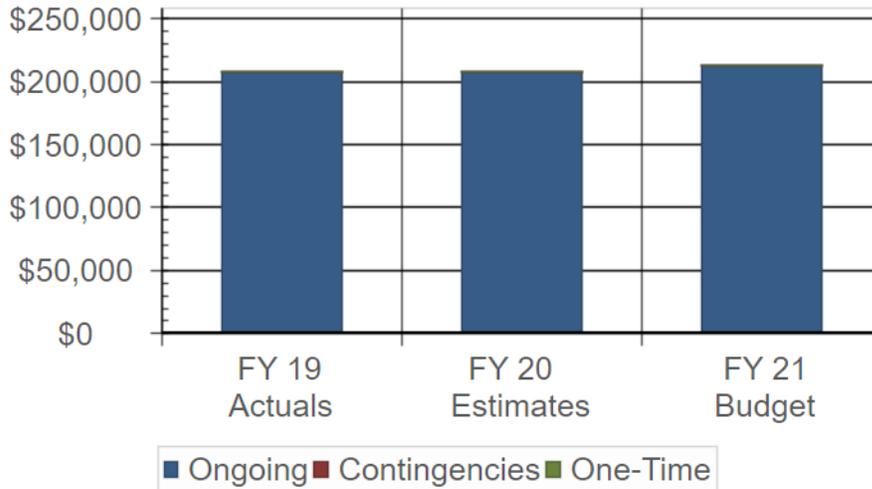
Description

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 2021 PROGRAM EXPENDITURES: \$212,930



FY 2019 - FY 2021 ONGOING VS. ONE-TIME EXPENDITURES



City Council-Administration

Budget Summary	FY2021 Budget	% of FY2021 Budget	FY2020 Budget	FY2020 Estimate	FY2019 Actuals
Program Expenditures					
Personnel Services	\$ 48,200	23 %	\$ 48,120	\$ 48,110	\$ 48,622
Supplies & Services	24,150	11 %	25,350	18,300	15,307
Subtotal Direct Costs	\$ 72,350	34 %	\$ 73,470	\$ 66,410	\$ 63,929
Internal Charges	140,580	66 %	145,630	141,450	143,476
Total Expenditures	212,930	100 %	219,100	207,860	207,405
Expenditures by Fund					
General Fund Portion	\$ 212,930	100 %	\$ 219,100	\$ 207,860	\$ 207,405
Funding Sources					
Funding from General Revenues:					
Estimated Resident Generated	\$ 74,526	35 %	\$ 76,685	\$ 72,751	\$ 72,592
Estimated Visitor Generated	\$ 138,405	65 %	\$ 142,415	\$ 135,109	\$ 134,813
Employee Time Allocation (FTEs) Budgeted	7.00	-	7.00	-	7.00

FY 2020 Accomplishments

Overall City Value - Fiscal Sustainability:

- * Approved a balanced budget.

Council Priorities:

- * Continued improvements to storm water drainage system.
- * Hosted the 10th Annual Citizens Academy.
- * Updated the Building Code.
- * Approved installation of solar carports and electric car chargers at City Hall.
- * Evaluated Permanent Base Adjustment versus Alternative Expenditure Limitation.
- * Reviewed and approved some of the Sedona In Motion transportation projects.
- * Completed the economic diversification strategic planning process and created a work plan.

FY 2021 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.
- * Continue evaluation of transit system and projects.
- * Evaluate and pursue affordable housing opportunities.
- * Continue to 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.
- * Develop strategies to improve the City's internal and external sustainability.
- * Develop an emergency preparedness plan in coordination with Sedona Fire District and Yavapai and Coconino Counties.
- * Manage and monitor impacts of short-term rentals and consider additional changes to City Code.

WORKLOAD INDICATORS	FY21 Projection	FY20 Projection	FY20 Estimate	FY19 Actual	FY18 Actual
City Council communications reviewed	130	130	130	150	175
Public meetings held	50	48	50	59	52
Hours spent in City Council meetings	150	150	150	168	139

PERFORMANCE MEASURES	Benchmark	FY21 Target	FY20 Target	FY20 Estimate	FY19 Actual	FY18 Actual
Expenditures per capita: All General Fund services (ICMA Benchmark 2016-2018)		\$1,856	\$1,944	\$1,856	\$1,735	\$1,735
Expenditures per capita + annualized visitor population: All General Fund services		\$948	\$999	\$948	\$849	\$849

CITY COUNCIL
Continued

EXPENDITURE SUMMARY

Cost Category	FY2021 Budget	FY2020 Budget	FY2020 Est. Actuals	FY2019 Actuals	Explanation of Changes
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General Fund

10-5210-01 - Administration

Personnel (ongoing)	\$48,200	\$48,120	\$48,110	\$48,622	
Supplies & Services (ongoing)	<u>\$24,150</u>	<u>\$25,350</u>	<u>\$18,300</u>	<u>\$15,307</u>	
Direct Costs (Ongoing) Subtotal	\$72,350	\$73,470	\$66,410	\$63,929	
Internal Charges	<u>\$140,580</u>	<u>\$145,630</u>	<u>\$141,450</u>	<u>\$143,476</u>	
Administration Total	\$212,930	\$219,100	\$207,860	\$207,405	

CITY COUNCIL
Continued

POSITIONS SUMMARY

Position	FY21 FTE	FY20 FTE	FY19 FTE	FY18 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	FY21 FTE	FY20 FTE	FY19 FTE	FY18 FTE
General Fund					
10-5210-01	Administration	7.00	7.00	7.00	7.00
General Fund Total		7.00	7.00	7.00	7.00

CITY CLERK'S OFFICE

Mission Statement

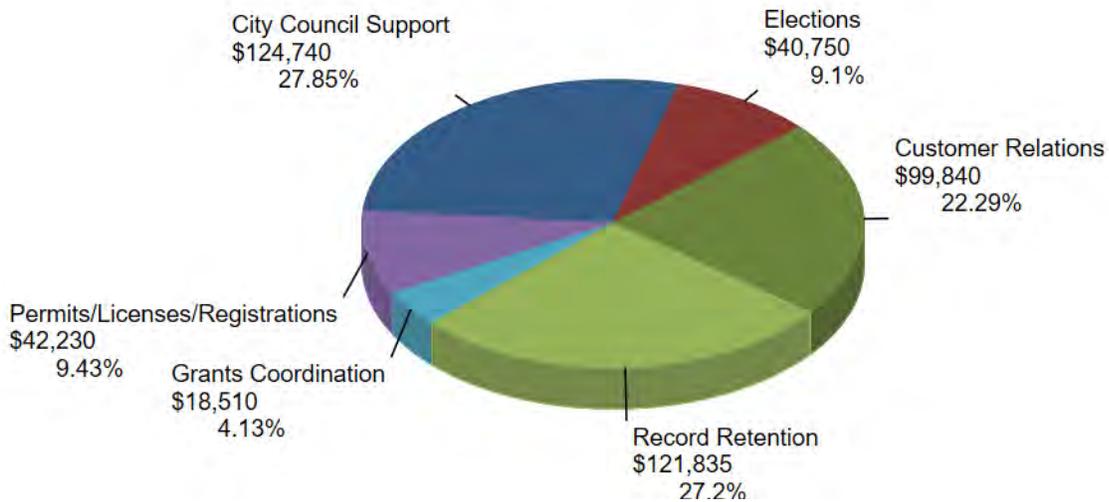
To provide exceptional service to the Mayor and City Council, the public, and City staff so that all may be guaranteed fair and impartial elections and open access to information and the legislative process.

Description

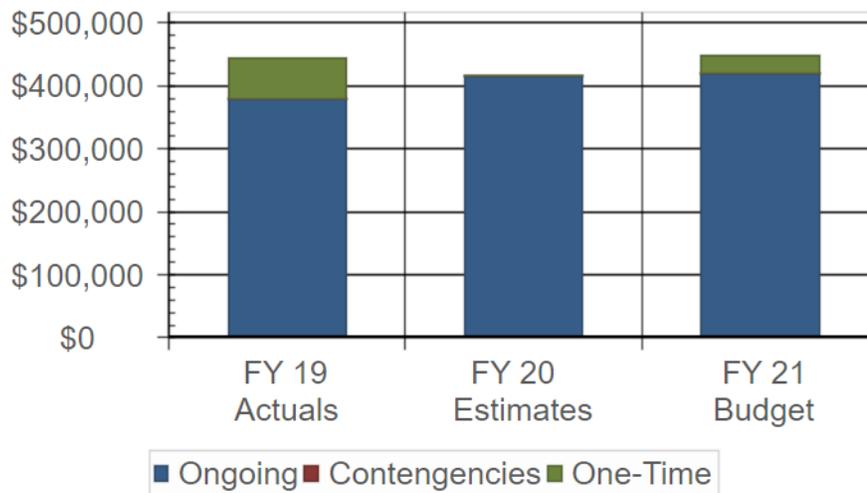
The City Clerk's Department is responsible for the following program areas:

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

FY 2021 PROGRAM EXPENDITURES: \$447,905



FY 2019 - FY 2021 ONGOING VS. ONE-TIME EXPENDITURES



City Clerk's Office - Council Support

Budget Summary	FY2021 Budget	% of FY2021 Budget	FY2020 Budget	FY2020 Estimate	FY2019 Actuals
Program Expenditures					
Personnel Services	\$ 74,890	60.04 %	\$ 73,660	\$ 74,100	\$ 66,537
Supplies & Services	15,000	12.03 %	15,000	15,000	14,883
Subtotal Direct Costs	\$ 89,890	72.06 %	\$ 88,660	\$ 89,100	\$ 81,420
Internal Charges	34,850	27.94 %	33,870	34,990	36,609
Total Expenditures	124,740	100.01 %	122,530	124,090	118,029
Expenditures by Fund					
General Fund Portion	\$ 124,740	100.00 %	\$ 122,530	\$ 124,090	\$ 118,029
Funding Sources					
Funding from General Revenues:					
Estimated Resident Generated	\$ 43,659	35.00 %	\$ 42,886	\$ 43,432	\$ 41,310
Estimated Visitor Generated	\$ 81,081	65.00 %	\$ 79,645	\$ 80,659	\$ 76,719
Employee Time Allocation (FTEs) Budgeted	0.73	-	0.73	-	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 2020 Accomplishments

Overall City Value - Good Governance:

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

FY 2021 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	FY21 Projection	FY20 Projection	FY20 Estimate	FY19 Actual	FY18 Actual
City Council agendas posted	50	48	56	59	52
City Council communications reviewed	130	130	130	150	175
City Council meetings attended with minutes completed	50	48	56	59	52
Hours spent in City Council meetings	150	150	150	168	139
Ordinances processed	10	15	12	7	14
Resolutions processed	25	25	25	36	35

City Clerk's Office - Elections

Budget Summary	FY2021 Budget	% of FY2021 Budget	FY2020 Budget	FY2020 Estimate	FY2019 Actuals
Program Expenditures					
Personnel Services	\$ 8,640	21.20 %	\$ 8,480	\$ 8,500	\$ 7,695
Supplies & Services	28,300	69.45 %	1,000	900	38,034
Subtotal Direct Costs	\$ 36,940	90.65 %	\$ 9,480	\$ 9,400	\$ 45,729
Internal Charges	3,810	9.35 %	3,440	3,590	5,269
Total Expenditures	40,750	100.00 %	12,920	12,990	50,998
Expenditures by Fund					
General Fund Portion	\$ 40,750	100.00 %	\$ 12,920	\$ 12,990	\$ 50,998
Funding Sources					
Funding from General Revenues:					
Estimated Resident Generated	\$ 14,263	35.00 %	\$ 4,522	\$ 4,547	\$ 17,849
Estimated Visitor Generated	\$ 26,488	65.00 %	\$ 8,398	\$ 8,444	\$ 33,149
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 2019-20 costs were lower since it was not an election year.

FY 2020 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.
- * Ensured filing and posting of campaign finance filings.

FY 2021 Objectives

Overall City Value - Good Governance:

- * Ensure filing and posting 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.
- * Coordinate Primary Election for City Council.
- * Coordinate General Election for City Council, if needed.

WORKLOAD INDICATORS	FY21 Projection	FY20 Projection	FY20 Estimate	FY19 Actual	FY18 Actual
City elections	2	0	0	2	0

PERFORMANCE MEASURES	Benchmark	FY21 Target	FY20 Target	FY20 Estimate	FY19 Actual	FY18 Actual
Cost of Primary Election for City Council		13850		200	0	
Cost of General Election for City Council.		13600		0	0	
Cost of Alternative Expenditure Limitation and Primary Election for City Council.		0		0	22132	
Cost of General Election for Citizen Initiative for a Permanent Base Adjustment.		0		0	15115	

City Clerk's Office - Customer Relations

Budget Summary	FY2021 Budget	% of FY2021 Budget	FY2020 Budget	FY2020 Estimate	FY2019 Actuals
Program Expenditures					
Personnel Services	\$ 65,350	65.45 %	\$ 64,920	\$ 64,520	\$ 44,969
Internal Charges	34,490	34.55 %	33,900	35,210	30,433
Total Expenditures	99,840	100.00 %	98,820	99,730	75,402
Expenditures by Fund					
General Fund Portion	\$ 99,840	100.00 %	\$ 98,820	\$ 99,730	\$ 75,402
Funding Sources					
Allocations to Other Departments	\$ 99,840	100.00 %	\$ 98,810	\$ 99,730	\$ 75,400
Program Revenues	\$ -	- %	\$ -	\$ -	\$ 27
Funding from General Revenues:					
Estimated Resident Generated	\$ -	- %	\$ 4	\$ -	\$ (9)
Estimated Visitor Generated	\$ -	- %	\$ 7	\$ -	\$ (16)
Employee Time Allocation (FTEs) Budgeted	0.91	-	0.91	-	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 2020 Accomplishments

Overall City Value - Good Governance:

- * Acted as a gatekeeper for the Sedona Citizens Connect.

FY 2021 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	FY21 Projection	FY20 Projection	FY20 Estimate	FY19 Actual	FY18 Actual
Sedona Citizens Connect issues processed	150	150	175	159	188

PERFORMANCE MEASURES	Benchmark	FY21 Target	FY20 Target	FY20 Estimate	FY19 Actual	FY18 Actual
Sedona Citizens Connect average days to close an issue		11	9.0	13	11	10.0

City Clerk's Office - Records Management

Budget Summary	FY2021 Budget	% of FY2021 Budget	FY2020 Budget	FY2020 Estimate	FY2019 Actuals
Program Expenditures					
Personnel Services	\$ 53,690	44.07 %	\$ 61,030	\$ 55,700	\$ 50,462
Supplies & Services	13,365	10.97 %	8,400	11,315	3,246
Subtotal Direct Costs	\$ 67,055	55.04 %	\$ 69,430	\$ 67,015	\$ 53,708
Internal Charges	54,780	44.96 %	57,270	57,060	50,762
Total Expenditures	121,835	100.00 %	126,700	124,075	104,470
Expenditures by Fund					
General Fund Portion	\$ 121,835	100.00 %	\$ 126,700	\$ 124,075	\$ 104,470
Funding Sources					
Allocations to Other Departments	\$ 121,850	100.01 %	\$ 126,700	\$ 124,070	\$ 104,472
Funding from General Revenues:					
Estimated Resident Generated	\$ (5)	- %	\$ -	\$ 2	\$ (1)
Estimated Visitor Generated	\$ (10)	(0.01)%	\$ -	\$ 3	\$ (1)
Employee Time Allocation (FTEs) Budgeted	0.81	-	0.81	-	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 2020 Accomplishments

Overall City Value - Good Governance:

- * Fulfilled 100% of the records requests received in a timely manner.

FY 2021 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	FY21 Projection	FY20 Projection	FY20 Estimate	FY19 Actual	FY18 Actual
Records requests processed	150	225	150	257	255

City Clerk's Office - Sustainability

Budget Summary	FY2021 Budget	% of FY2021 Budget	FY2020 Budget	FY2020 Estimate	FY2019 Actuals
Program Expenditures					
Personnel Services	\$ -	- %	\$ -	\$ -	\$ 11,306
Supplies & Services	-	- %	-	500	32,007
Subtotal Direct Costs	\$ -	- %	\$ -	\$ 500	\$ 43,313
Internal Charges	-	- %	-	-	8,265
Total Expenditures	-	- %	-	500	51,578
Expenditures by Fund					
General Fund Portion	\$ -	- %	\$ -	\$ 500	\$ 51,578
Funding Sources					
Program Revenues	\$ -	- %	\$ -	\$ -	\$ 9,195
Funding from General Revenues:					
Estimated Resident Generated	\$ -	- %	\$ -	\$ 175	\$ 14,834
Estimated Visitor Generated	\$ -	- %	\$ -	\$ 325	\$ 27,549

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.

WORKLOAD INDICATORS	FY21 Projection	FY20 Projection	FY20 Estimate	FY19 Actual	FY18 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	26,515	26,515
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	0	0

City Clerk's Office - Permits, Licenses, Registrations

Budget Summary	FY2021 Budget	% of FY2021 Budget	FY2020 Budget	FY2020 Estimate	FY2019 Actuals
Program Expenditures					
Personnel Services	\$ 30,850	73.05 %	\$ 22,280	\$ 27,210	\$ 22,022
Internal Charges	11,380	26.95 %	9,700	10,060	9,369
Total Expenditures	42,230	100.00 %	31,980	37,270	31,391
Expenditures by Fund					
General Fund Portion	\$ 42,230	100.00 %	\$ 31,980	\$ 37,270	\$ 31,391
Funding Sources					
Program Revenues	\$ 2,500	5.92 %	\$ 2,500	\$ 2,510	\$ 3,395
Funding from General Revenues:					
Estimated Resident Generated	\$ 13,906	32.93 %	\$ 10,318	\$ 12,166	\$ 9,799
Estimated Visitor Generated	\$ 25,825	61.15 %	\$ 19,162	\$ 22,594	\$ 18,197
Employee Time Allocation (FTEs) Budgeted	0.21	-	0.21	-	0.24

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

FY 2020 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.

Overall City Value - Good Governance:

* Took over business licensing from Finance Department effective November 4, 2019.

* Developed Change of Address/Information Form for business licenses to conform with City Code requirements.

FY 2021 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.

Overall City Value - Good Governance:

* Assess business license process and evaluate ways to streamline.

WORKLOAD INDICATORS	FY21 Projection	FY20 Projection	FY20 Estimate	FY19 Actual	FY18 Actual
Business license renewals issued	1225	N/A	1216	N/A	N/A
Temporary business licenses issued	150	N/A	80	N/A	N/A
New business licenses issued	100	N/A	60	N/A	N/A
Home-based business licenses	240	N/A	236	N/A	N/A
Closed business licenses	150	N/A	150	N/A	N/A
Special event liquor licenses	35	30	40	37	42
Liquor licenses	10	10	10	17	17
Civil union registrations	5	10	5	18	17
Peddler/solicitor permits	2	5	2	3	6

PERFORMANCE MEASURES	Benchmark	FY21 Target	FY20 Target	FY20 Estimate	FY19 Actual	FY18 Actual
Business licenses processed within 30 days.		100%	N/A	100%	N/A	N/A
Business license renewals submitted correctly by December 31st and processed by December 31st.		100%	N/A	100%	N/A	N/A

City Clerk's Office - Grants Coordination

Budget Summary	FY2021 Budget	% of FY2021 Budget	FY2020 Budget	FY2020 Estimate	FY2019 Actuals
Program Expenditures					
Personnel Services	\$ 11,200	61 %	\$ 11,090	\$ 11,050	\$ 9,186
Supplies & Services	1,500	8 %	2,000	1,200	750
Subtotal Direct Costs	\$ 12,700	69 %	\$ 13,090	\$ 12,250	\$ 9,936
Internal Charges	5,810	31 %	5,530	5,740	3,064
Total Expenditures	18,510	100 %	18,620	17,990	13,000
Expenditures by Fund					
General Fund Portion	\$ 18,510	100 %	\$ 18,620	\$ 17,990	\$ 13,000
Funding Sources					
Funding from General Revenues:					
Estimated Resident Generated	\$ 6,479	35 %	\$ 6,517	\$ 6,297	\$ 4,550
Estimated Visitor Generated	\$ 12,032	65 %	\$ 12,103	\$ 11,694	\$ 8,450
Employee Time Allocation (FTEs) Budgeted	0.13	-	0.13	-	0.08

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

FY 2020 Accomplishments

Overall City Value - Fiscal Sustainability:

- * Identified 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 2021 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	FY21 Projection	FY20 Projection	FY20 Estimate	FY19 Actual	FY18 Actual
Grants awarded	5	N/A	5	3	N/A

CITY CLERK'S OFFICE
Continued

EXPENDITURE SUMMARY

Cost Category	FY2021 Budget	FY2020 Budget	FY2020 Est. Actuals	FY2019 Actuals	Explanation of Changes
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General Fund

10-5240-05 - City Council Support

Personnel (ongoing)	\$74,890	\$73,660	\$74,100	\$66,537	
Supplies & Services (ongoing)	<u>\$15,000</u>	<u>\$15,000</u>	<u>\$15,000</u>	<u>\$14,883</u>	
Direct Costs (Ongoing) Subtotal	\$89,890	\$88,660	\$89,100	\$81,420	
Internal Charges	<u>\$34,850</u>	<u>\$33,870</u>	<u>\$34,990</u>	<u>\$36,609</u>	
City Council Support Total	\$124,740	\$122,530	\$124,090	\$118,029	

10-5240-06 - Elections

Personnel (ongoing)	\$8,640	\$8,480	\$8,500	\$7,695	
Supplies & Services (ongoing)	\$850	\$1,000	\$700	\$787	Budget Decrease: Decrease in travel and training.
Direct Costs (Ongoing) Subtotal	\$9,490	\$9,480	\$9,200	\$8,482	
Internal Charges	\$3,810	\$3,440	\$3,590	\$5,269	
Ongoing Total	\$13,300	\$12,920	\$12,790	\$13,751	
Supplies & Services (one-time)	<u>\$27,450</u>	<u>\$0</u>	<u>\$200</u>	<u>\$37,247</u>	Budget Increase: General and Primary elections.
Elections Total	\$40,750	\$12,920	\$12,990	\$50,998	

10-5240-07 - Customer Relations

Personnel (ongoing)	\$65,350	\$64,920	\$64,520	\$44,969	
Internal Charges	<u>\$(65,350)</u>	<u>\$(64,910)</u>	<u>\$(64,520)</u>	<u>\$(44,967)</u>	
Customer Relations Total	\$0	\$10	\$0	\$2	

10-5240-08 - Records Management

Personnel (ongoing)	\$53,690	\$61,030	\$55,700	\$50,462	
Supplies & Services (ongoing)	<u>\$13,365</u>	<u>\$8,400</u>	<u>\$11,315</u>	<u>\$3,246</u>	
Direct Costs (Ongoing) Subtotal	\$67,055	\$69,430	\$67,015	\$53,708	
Internal Charges	<u>\$(67,070)</u>	<u>\$(69,430)</u>	<u>\$(67,010)</u>	<u>\$(53,710)</u>	
Records Management Total	\$(15)	\$0	\$5	\$(2)	

CITY CLERK'S OFFICE
Continued

EXPENDITURE SUMMARY

Cost Category	FY2021 Budget	FY2020 Budget	FY2020 Est. Actuals	FY2019 Actuals	Explanation of Changes
10-5240-09 - Sustainability					
Personnel (ongoing)	\$0	\$0	\$0	\$11,306	
Supplies & Services (ongoing)	<u>\$0</u>	<u>\$0</u>	<u>\$500</u>	<u>\$4,730</u>	
Direct Costs (Ongoing) Subtotal	\$0	\$0	\$500	\$16,036	
Internal Charges	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>	<u>\$8,265</u>	
Ongoing Total	\$0	\$0	\$500	\$24,301	
Supplies & Services (one-time)	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>	<u>\$27,277</u>	
Sustainability Total	\$0	\$0	\$500	\$51,578	
10-5240-10 - Permits, Licenses, & Registrations					
Personnel (ongoing)	\$30,850	\$22,280	\$27,210	\$22,022	Budget Increase: Change in allocations to programs.
Internal Charges	<u>\$11,380</u>	<u>\$9,700</u>	<u>\$10,060</u>	<u>\$9,369</u>	
Permits, Licenses, & Registrations Total	\$42,230	\$31,980	\$37,270	\$31,391	
10-5240-16 - Grants Coordination					
Personnel (ongoing)	\$11,200	\$11,090	\$11,050	\$9,186	
Supplies & Services (ongoing)	\$1,500	\$2,000	\$1,200	\$750	Budget Decrease: Decrease in subscription costs
Direct Costs (Ongoing) Subtotal	\$12,700	\$13,090	\$12,250	\$9,936	
Internal Charges	<u>\$5,810</u>	<u>\$5,530</u>	<u>\$5,740</u>	<u>\$3,064</u>	
Grants Coordination Total	\$18,510	\$18,620	\$17,990	\$13,000	
General Fund Totals					
Personnel Subtotal	\$244,620	\$241,460	\$241,080	\$212,177	
Supplies & Services (Ongoing) Subtotal	\$30,715	\$26,400	\$28,715	\$24,396	
Direct Costs (Ongoing) Subtotal	\$275,335	\$267,860	\$269,795	\$236,573	
Internal Charges Subtotal	<u>\$(76,570)</u>	<u>\$(81,800)</u>	<u>\$(77,150)</u>	<u>\$(36,101)</u>	
Ongoing Subtotal	\$198,765	\$186,060	\$192,645	\$200,472	
Supplies & Services (One-Time) Subtotal	\$27,450	\$0	\$200	\$64,524	
One-Time Subtotal	\$27,450	\$0	\$200	\$64,524	
General Fund Total	\$226,215	\$186,060	\$192,845	\$264,996	

CITY CLERK'S OFFICE
Continued

EXPENDITURE SUMMARY

Cost Category	FY2021 Budget	FY2020 Budget	FY2020 Est. Actuals	FY2019 Actuals	Explanation of Changes
Grand Totals					
Personnel (Ongoing) Subtotal	\$244,620	\$241,460	\$241,080	\$212,177	
Supplies & Services (Ongoing) Subtotal	\$30,715	\$26,400	\$28,715	\$24,396	
Direct Costs (Ongoing) Subtotal	\$275,335	\$267,860	\$269,795	\$236,573	
Internal Charges Subtotal	<u>\$(76,570)</u>	<u>\$(81,800)</u>	<u>\$(77,150)</u>	<u>\$(36,101)</u>	
Ongoing Subtotal	\$198,765	\$186,060	\$192,645	\$200,472	
Supplies & Services (One-Time) Subtotal	\$27,450	\$0	\$200	\$64,524	
Grand Total	\$226,215	\$186,060	\$192,845	\$264,996	

CITY CLERK'S OFFICE
Continued

POSITIONS SUMMARY

Position	FY21 FTE	FY20 FTE	FY19 FTE	FY18 FTE
City Clerk	1.00	1.00	1.00	1.00
Deputy City Clerk	1.00	1.00	1.00	1.00
Records Clerk	0.88	0.88	0.87	0.88
Total	2.88	2.88	2.87	2.88

ALLOCATIONS SUMMARY

Position	Org Description	FY21 FTE	FY20 FTE	FY19 FTE	FY18 FTE
General Fund					
10-5240-05	City Council Support	0.73	0.73	0.80	0.80
10-5240-06	Elections	0.09	0.09	0.09	0.09
10-5240-07	Customer Relations	0.91	0.91	0.82	0.82
10-5240-08	Records Management	0.81	0.81	0.66	0.66
10-5240-09	Sustainability	0.00	0.00	0.18	0.18
10-5240-10	Permits/Licenses/Registrations	0.21	0.21	0.24	0.24
10-5240-16	Grants Coordination	0.13	0.13	0.08	0.08
General Fund Total		2.88	2.88	2.87	2.87

(1) Part-time position

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