

AGENDA



4:30 P.M.

CITY COUNCIL MEETING

TUESDAY, JULY 14, 2020

NOTES:

- **Public Forum:**
Due to precautions related to the COVID-19 pandemic and pursuant to A.R.S. § 38-431.01(H), there will NOT be a public forum for this meeting.
- **Consent Items:**
Items listed under Consent Items have been distributed to Council Members in advance for study and will be enacted by one motion. Any member of the Council, staff or the public may remove an item from the Consent Items for discussion. Items removed from the Consent Items may be acted upon before proceeding to the next agenda item.
- Meeting room is wheelchair accessible. American Disabilities Act (ADA) accommodations are available upon request. Please phone 928-282-3113 at least two (2) business days in advance.
- City Council Meeting Agenda Packets are available on the City's website at:

www.SedonaAZ.gov

GUIDELINES FOR PUBLIC COMMENT

PURPOSE:

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

PROCEDURES:

- It is strongly encouraged that public input on agenda items be submitted by sending an email to the City Clerk at sirvine@sedonaaz.gov in advance of the 4:30 p.m. Call To Order.
- Fill out a "Comment Card" and deliver it to the City Clerk.
- When recognized, use the podium/microphone.
- State your:
 1. Name and
 2. City of Residence
- Limit comments to **3 MINUTES.**
- Submit written comments to the City Clerk.

DUE TO CONTINUED PRECAUTIONS RELATED TO THE COVID-19 PANDEMIC, CITY COUNCIL AND STAFF WILL ATTEND THIS MEETING REMOTELY THROUGH ELECTRONIC MEANS. COMMENTS IN ADVANCE OF THE 4:30 P.M. CALL TO ORDER ARE STRONGLY ENCOURAGED BY SENDING AN EMAIL TO [SIRVINE@SEDONAAZ.GOV](mailto:sirvine@sedonaaz.gov) AND WILL BE MADE PART OF THE OFFICIAL MEETING RECORD. THERE IS VERY LIMITED SEATING FOR THE PUBLIC WITHIN THE COUNCIL CHAMBERS ARRANGED IN COMPLIANCE WITH CDC GUIDELINES FOR PHYSICAL DISTANCING. THOSE WISHING TO COMMENT ON SCHEDULED AGENDA ITEMS MAY BE ASKED TO WAIT OUTDOORS IF THERE IS NOT ADEQUATE SEATING IN COUNCIL CHAMBERS. THE MEETING CAN BE VIEWED LIVE ON THE CITY'S WEBSITE AT WWW.SEDONAAZ.GOV OR ON CABLE CHANNEL 4.

1. CALL TO ORDER/MOMENT OF SILENCE

2. ROLL CALL

3. CONSENT ITEMS - APPROVE

LINK TO DOCUMENT =

- Minutes - June 23, 2020 City Council Special Meeting - Executive Session.
- Minutes - June 23, 2020 City Council Regular Meeting.
- Minutes - June 24, 2020 City Council Special Meeting.
- AB 2590 Approval of a Resolution approving and adopting the City's Public Safety Personnel Retirement System Pension Funding Policy for fiscal year 2020-2021.
- AB 2592 Approval of acceptance of \$1,186,985 from AZCares Fund Program (ERMT Grant Number: ERMT-20-080).
- AB 2593 Approval of the renewal of undercover license plates for existing undercover vehicles.

4. APPOINTMENTS - None.

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

6. PUBLIC FORUM - Due to precautions related to the COVID-19 pandemic and pursuant to A.R.S. § 38-431.01(H), there will NOT be a public forum for this meeting.

7. PROCLAMATIONS, RECOGNITIONS & AWARDS - None.

8. REGULAR BUSINESS



- AB 2565 Public hearing/discussion/possible action regarding approval of the Tentative City Budget for Fiscal Year 2020-2021.
- AB 2591 Discussion/possible action regarding approval of FY 20-21 service contracts with Humane Society of Sedona, Sedona Community Center, Sedona Public Library, Sedona Recycles, and Verde Valley Caregivers Coalition.
- AB 2581 Discussion/possible action regarding an Ordinance renaming a portion of Schnebly Road located in the Uptown Sedona area to Owenby Way per City Engineer recommendation under City Code Section 12.20.080.B.1.

**VIRTUAL MEETING
102 ROADRUNNER DRIVE, SEDONA, AZ**

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



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- d. AB 2566 Discussion/possible action regarding a Resolution approving a Development Agreement between the City of Sedona and Hope House of Sedona which provides for a financial contribution from the City in the amount of \$18,833.04 towards the construction of a temporary/transitional housing unit located at 2120 Grasshopper Lane in Sedona for homeless families with children. 
- e. AB 2571 Discussion/possible direction regarding issues surrounding the COVID-19 pandemic and the City's response. 
- f. Reports/discussion regarding Council assignments.
- g. Discussion/possible action regarding future meeting/agenda items.

9. EXECUTIVE SESSION

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

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

10. ADJOURNMENT

Posted: _____

By: _____

Susan L. Irvine, CMC
City Clerk

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

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

VIRTUAL MEETING
102 ROADRUNNER DRIVE, SEDONA, AZ

**Action Minutes
Special City Council Meeting
Virtual Meeting, Sedona City Hall,
102 Roadrunner Drive, Sedona, Arizona
Tuesday, June 23, 2020, 3:30 p.m.**

1. Call to Order

Mayor Moriarty called the meeting to order at 3:30 p.m.

2. Roll Call

All Council and staff attended the meeting via the internet through Zoom due to the COVID-19 pandemic.

Council Present: Mayor Sandy Moriarty, Vice Mayor John Martinez, Councilor Bill Chisholm, Councilor John Currivan, Councilor Scott Jablow, Councilor Tom Lamkin, Councilor Jessica Williamson.

Staff in attendance: City Manager Justin Clifton, Assistant City Manager/Director of Community Development Karen Osburn, City Attorney Robert Pickels, Jr., Human Resources Manager Brenda Tammarine, Deputy City Clerk Cherise Fullbright, City Clerk Susan Irvine.

3. Special Business

Motion: Councilor Williamson moved to enter into Executive Session at 3:31 p.m. Seconded by Vice Mayor Martinez. Vote: Motion carried unanimously with seven (7) in favor (Moriarty, Martinez, Chisholm, Currivan, Jablow, Lamkin, and Williamson) and zero (0) opposed.

- a. **Discussion/consideration regarding the employment, assignment, and appointment of the City Attorney including the recruitment and selection process. This matter is brought in executive session pursuant to A.R.S. § 38-431.03(A)(1).**

Reconvened in open session at 3:53 p.m.

- b. **Return to open session. Discussion/possible action regarding executive session items.**

No action was taken.

4. Adjournment

Mayor Moriarty adjourned the meeting at 3:53 p.m.

I certify that the above are the true and correct actions of the Special City Council Meeting held on June 23, 2020.

Susan L. Irvine, CMC, City Clerk

Date

**Action Minutes
Regular City Council Meeting
Virtual Meeting, Sedona City Hall,
102 Roadrunner Drive, Sedona, Arizona
Tuesday, June 23, 2020, 4:30 p.m.**

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

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

All Council and staff attended the meeting via the internet through Zoom due to the COVID-19 pandemic.

Council Present: Mayor Sandy Moriarty, Vice Mayor John Martinez, Councilor Bill Chisholm, Councilor John Currivan, Councilor Scott Jablow, Councilor Tom Lamkin, Councilor Jessica Williamson.

Staff Present: City Manager Justin Clifton, City Attorney Robert Pickels, Jr., Parks & Recreation Manager Steve Richardson, City Clerk Susan Irvine.

2. City's Vision

The City's Vision was not played due to the virtual format of the meeting.

3. Consent Items

- a. **Minutes - June 3 & 4, 2020 City Council Special Meeting - Budget Work Session.**
- b. **Minutes - June 9, 2020 City Council Regular Meeting.**
- c. **Minutes - June 10, 2020 City Council Special Meeting.**
- d. **AB 2586 Approval of a recommendation regarding an application for a Series 10 Beer and Wine Store Liquor License for Matterhorn Inn located at 230 Apple Avenue, Sedona, AZ (File #110140).**

Motion: Councilor Jablow moved to approve consent items 3a, 3b, 3c, and 3d. Seconded by Vice Mayor Martinez. Vote: Motion carried unanimously with seven (7) in favor (Moriarty, Martinez, Chisholm, Currivan, Jablow, Lamkin, and Williamson) and zero (0) opposed.

4. Appointments – None.

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

Vice Mayor Martinez advised that the last concert Red Dirt Concert will be held on Friday at Barbara Antonsen Park. Councilor Lamkin stated that the movie Onward will be shown at Posse Grounds Park tomorrow night. Councilor Chisholm advised that the flags will go up on July 2nd for the 4th of July weekend and come down on July 6th.

6. Public Forum – Due to precautions related to the COVID-19 pandemic and pursuant to A.R.S. § 38-431.01(H), there was no public forum for this meeting.

7. Proclamations, Recognitions, and Awards – None.

8. Regular Business

- a. **AB 2589 Discussion/possible action regarding approval of a donation agreement with the Friends of Jack Jamesen Memorial Sculptural Park for a bronze statue called The Healer by Joe Beeler.**

Presentation by Steve Richardson, Luke Sefton from Friends of Jack Jamesen Memorial Sculptural Park, and Jody Beeler, son of the sculptor.

Questions and comments from Council.

Motion: Councilor Lamkin moved to approve the donation agreement with the Friends of Jack Jamesen Memorial Sculptural Park for acceptance of a bronze statue called The Healer by Joe Beeler. Seconded by Councilor Williamson. Further discussion by Council. **Vote: Motion carried with six (6) in favor (Moriarty, Martinez, Currivan, Jablow, Lamkin, and Williamson) and one (1) opposed (Chisholm).**

- b. **AB 2587 Discussion/possible action regarding the Sedona Chamber of Commerce and Tourism Bureau's (SCC&TB) Destination Recovery Plan, program of work, and proposed budget for FY21.**

Presentation by Justin Clifton and SCC&TB CEO & President Jennifer Wesselhoff.

Questions and comments from Council.

Motion: Councilor Lamkin moved to approve the Sedona Chamber of Commerce and Tourism Bureau's destination services plan, work plan, and annual budget as presented with the base budget to be paid in two installments consistent with the contract between the City and Chamber, and contingency funds being subject to approval and distribution mid-year as may be later determined by Council. Seconded by Vice Mayor Martinez. Further discussion by Council. Councilor Currivan stated for the record that he is opposed to this item because the budget was not reduced, and other items were not cut from the budget. **Vote: Motion carried with six (6) in favor (Moriarty, Martinez, Chisholm, Jablow, Lamkin, and Williamson) and one (1) opposed (Currivan).**

- c. **AB 2571 Discussion/possible direction regarding issues surrounding the COVID-19 pandemic and the City's response.**

Presentation by Justin Clifton and Robert Pickels, Jr.

Opened to the public at 6:09 p.m.

The following spoke regarding this item: Tyler Woodard, Sedona, Taylor Carver, Sedona, Ryon Norris, Sedona, Susan Pitcairn, Sedona, Sierra Shafer, Sedona, Ninna Cornelius, Sedona, Julie Campbell, Sedona, Amy Nitchman, Sedona, Kaveri Cornett, Sedona, Donn DeBaun, Sedona, Jessica Hayman, Sedona, Mark Rothstein, Sedona, Ed Simmons, Sedona, Barbara Morris, Sedona, Rachel Lawrence, Sedona, Edward Sun, Sedona, Shawn Hadley, Sedona, Holly Miely, Sedona, Sky Mantis, Sedona, Jim Reich, Sedona, Kristina Paley, Sedona.

Brought back to Council at 7:11 p.m.

Break at 7:12 p.m. Reconvened at 7:30 p.m.

Continuation of presentation by Justin Clifton and Robert Pickels, Jr.

Questions and comments from Council.

By majority consensus, Council agreed that the Mayor should issue a Proclamation mandating mask usage in Sedona. The Mayor advised that she will be issuing a Proclamation tomorrow.

- d. Reports/discussion regarding Council assignments - None.**
- e. Discussion/possible action regarding future meeting/agenda items.**

Mayor Moriarty advised that there is a work session tomorrow at 3:00 p.m. which will also be via Zoom.

9. Executive Session

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

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

No Executive Session was held.

10. Adjournment

Mayor Moriarty adjourned the meeting at 10:11 p.m. without objection.

I certify that the above are the true and correct actions of the Regular City Council Meeting held on June 23, 2020.

Susan L. Irvine, CMC, City Clerk

Date

**Action Minutes
Special City Council Meeting
Virtual Meeting, Sedona City Hall,
102 Roadrunner Drive, Sedona, Arizona
Wednesday, June 24, 2020, 3:00 p.m.**

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

Mayor Moriarty called the meeting to order at 3:00 p.m.

2. Roll Call

All Council and staff attended the meeting via the internet through Zoom due to the COVID-19 pandemic.

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

Staff Present: City Manager Justin Clifton, Assistant City Manager/Director of Community Development Karen Osburn, City Attorney Robert Pickels, Jr., Public Works Director/City Engineer Andy Dickey, Engineering Supervisor Stephen Craver, City Clerk Susan Irvine.

3. Special Business

a. AB 2378 Discussion/possible direction regarding a general update on the Sedona In Motion transportation program.

Presentation by Justin Clifton, Stephen Craver, Andy Dickey, and Karen Osburn.

Questions and comments from Council.

Presentation and discussion only. No action taken.

b. Discussion/possible action regarding future meetings/agenda items - None.

4. Executive Session

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

a. To consult with legal counsel for advice on matters listed on this agenda per A.R.S. § 38-431.03(A)(3).

b. Return to open session. Discussion/possible action on executive session items.

No Executive Session was held.

5. Adjournment

Mayor Moriarty adjourned the meeting at 4:26 p.m. without objection.

I certify that the above are the true and correct actions of the Special City Council Meeting held on June 10, 2020.

Susan L. Irvine, CMC, City Clerk

Date



**CITY COUNCIL
AGENDA BILL**

**AB 2590
July 14, 2020
Consent Agenda**

Agenda Item: 3d
Proposed Action & Subject: Approval of a resolution approving and adopting the City's Public Safety Personnel Retirement System Pension Funding Policy for fiscal year 2020-2021.

Department	Financial Services
Time to Present	N/A
Total Time for Item	
Other Council Meetings	N/A
Exhibits	A. Proposed Resolution B. Draft Public Safety Personnel Retirement System Pension Funding Policy

City Attorney Approval	Reviewed 7/7/20 RLP	Expenditure Required	\$ 0
City Manager's Recommendation	Approve a resolution adopting the city's PSPRS policy.	Amount Budgeted	\$ 0
		Account No. (Description)	N/A
		Finance Approval	<input checked="" type="checkbox"/>

SUMMARY STATEMENT

Background: A.R.S. § 38-863.01 requires all employers in the Public Safety Personnel Retirement System to adopt a pension funding policy. The policy must be updated and adopted annually.

The policy must include funding objectives that address at least the following:

- How to maintain stability of contributions to the system
- How and when the funding requirement will be met
- Defining the funded ratio target and the timeline for reaching the targeted funded ratio.

A.R.S. § 38-863.01 also requires the City Council to formally accept the employer's share of the assets and liabilities under the system based on the system's actuarial valuation report.

The policy is based on a template created by Nick Ponder of the Arizona League of Cities and Towns which addresses all of the requirements of A.R.S. § 38-863.01. It incorporates the decision made by the City Council during the FY 2020-21 budget process to suspend the "level-

dollar” annual payment approach for one year and reevaluate “level-dollar” annual payment approach for FY 2021-22. It is estimated that resuming an annual “level-dollar” amount of approximately \$1,000,000 in FY 2021-22 will be sufficient to pay off the unfunded liability by the end of the amortization period which would be June 30, 2036. This is dependent on many factors including the performance of the pension investments, so staff will continue to reevaluate the “level-dollar” annual payment approach every year during the budget process.

The changes to the proposed policy compared to last year are as follows:

- Actuarial valuation amounts were updated from the June 30, 2018 amounts to the June 30, 2019 amounts.
- Estimated annual required contribution amount was updated from the FY2019-20 amount to the FY2020-21 amount.
- Revised discussion of additional payment to achieve a total of \$1,000,000 annual contributions to indicate the additional payment will not be made for FY 2020-21.

In addition, A.R.S. § 38-863.01 requires the City to post the policy on the City’s website. Following adoption, the policy will be posted at <http://www.sedonaaz.gov/your-government/departments/financial-services/financial-policies>.

Each year as part of the budget process, staff will present the policy with any applicable updates to be adopted by the City Council.

Community Plan Consistent: Yes - No - Not Applicable

Board/Commission Recommendation: Applicable - Not Applicable

Alternative(s): Provide direction to staff for adjustments to the policy for review and action at a later Council meeting.

MOTION

I move to: approve Resolution No. 2020-__, adopting the City’s Public Safety Personnel Retirement System Pension Funding Policy.

RESOLUTION NO. 2020-__

A RESOLUTION OF THE MAYOR AND CITY COUNCIL OF THE CITY OF SEDONA, ARIZONA, APPROVING AND ADOPTING THE CITY'S PUBLIC SAFETY PERSONNEL RETIREMENT SYSTEM PENSION FUNDING POLICY.

WHEREAS, the Mayor and Council of the City of Sedona shall have control of the finances and property of the City pursuant to A.R.S. § 9-240(A) and § 9-499.01 et seq.; and

WHEREAS, the Mayor and Council of the City of Sedona shall also have the power to appropriate money and provide for the payment of its debts and expenses pursuant to A.R.S. § 9-240(B); and

WHEREAS, the Second Regular Session of the Fifty-Third Arizona Legislature enacted HB 2097 in 2018 (codified as A.R.S. § 38-863.01) requiring each governing body of a Public Safety Personnel System employer to adopt a pension funding policy for employees who were hired before July 1, 2017, that addresses at least the following:

- (a) How to maintain the stability of the governing body's contributions to the system; and
- (b) How and when the governing body's funding requirements of the system will be met; and
- (c) Defining the governing body's funded ratio target under the system and the timeline for reaching the targeted funded ratio.

NOW, THEREFORE, BE IT RESOLVED BY THE MAYOR AND COUNCIL OF THE CITY OF SEDONA, ARIZONA, that the City formally approves and adopts its Public Safety Personnel Retirement System Pension Funding Policy as presented to the Mayor and City Council and attached hereto as Exhibit A.

PASSED AND ADOPTED by the Mayor and Council of the City of Sedona, Arizona this 14th day of July, 2020.

Sandra J. Moriarty, Mayor

ATTEST:

Susan L. Irvine, CMC, City Clerk

APPROVED AS TO FORM:

Robert L. Pickels, Jr., City Attorney

City of Sedona

Public Safety Personnel Retirement System

Pension Funding Policy

The intent of this policy is to clearly communicate the Council's pension funding objectives and its commitment to our employees and the sound financial management of the City and to comply with new statutory requirements of Laws 2018, Chapter 112.

Several terms are used throughout this policy:

Unfunded Actuarial Accrued Liability (UAAL) – Is the difference between trust assets and the estimated future cost of pensions earned by employees. This UAAL results from actual results (interest earnings, member mortality, disability rates, etc.) being different from the assumptions used in previous actuarial valuations.

Annual Required Contribution (ARC) – Is the annual amount required to pay into the pension funds, as determined through annual actuarial valuations. It is comprised of two primary components: normal pension cost – which is the estimated cost of pension benefits earned by employees in the current year; and, amortization of UAAL – which is the cost needed to cover the unfunded portion of pensions earned by employees in previous years. The UAAL is collected over a period of time referred to as the amortization period. The ARC is a percentage of the current payroll.

Funded Ratio – Is a ratio of fund assets to actuarial accrued liability. The higher the ratio the better funded the pension is with 100% being fully funded.

Intergenerational equity – Ensures that no generation is burdened by substantially more or less pension costs than past or future generations.

The City's police employees who are regularly assigned hazardous duty participate in the Public Safety Personnel Retirement System (PSPRS).

Public Safety Personnel Retirement System (PSPRS)

PSPRS is administered as an agent multiple-employer pension plan. An agent multiple-employer plan has two main functions: 1) to comingle assets of all plans under its administration, thus achieving economy of scale for more cost efficient investments, and invest those assets for the benefit of all members under its administration and 2) serve as the statewide uniform administrator for the distribution of benefits.

Under an agent multiple-employer plan each agency participating in the plan has an individual trust fund reflecting that agencies' assets and liabilities. Under this plan all contributions are deposited to and distributions are made from that fund's assets, each fund has its own funded ratio and contribution rate, and each fund has a unique annual actuarial valuation. The City of Sedona has one trust fund for police employees.

Council formally accepts the assets, liabilities, and current funding ratio of the City's PSPRS trust fund from the June 30, ~~2018-2019~~ actuarial valuation, which are detailed below.

Trust Fund	Assets	Accrued Liability	Unfunded Actuarial Accrued Liability	Funded Ratio
Sedona Police	\$7,754,964 <u>8,720,439</u>	\$12,298,407 <u>13,692,510</u>	\$4,543,443 <u>4,972,071</u>	63.1% <u>63.7%</u>

PSPRS Funding Goal

Pensions that are less than fully funded place the cost of service provided in earlier periods (amortization of UAAL) on the current taxpayers. Fully funded pension plans are the best way to achieve taxpayer and member intergenerational equity. Most funds in PSPRS are significantly underfunded and falling well short of the goal of intergenerational equity.

The Council's PSPRS funding ratio goal is 100% (fully funded) by June 30, 2036.

Council established this goal for the following reasons:

- The PSPRS trust funds represent only the City of Sedona's liability.
- The fluctuating cost of an UAAL causes strain on the City's budget, affecting our ability to provide services.
- A fully funded pension is the best way to achieve taxpayer and member intergenerational equity.

Council has taken the following actions to achieve this goal:

- Maintain ARC payment from operating revenues – Council is committed to maintaining the full ARC payment (normal cost and UAAL amortization) from operating funds. The estimated combined ARC for ~~FY2019-20~~FY2020-21 is ~~\$630,720~~670,760 and will be able to be paid from operating funds without diminishing City services.
- Additional payments above the ARC
 - Annually contribute an additional amount to achieve a total of \$1,000,000 in contributions for a "level-dollar" payment, except for FY2020-21 the additional payment will not be made
- Pay the full amount of the contributions at the beginning of each fiscal year to maximize the interest earnings allocated to the City's PSPRS trust fund

Based on these actions the Council plans to achieve its goal of 100% funding by June 30, 2036, in accordance with the amortization timeline set forth by the PSPRS June 30, ~~2018~~ 2019 Actuarial Valuation.



**CITY COUNCIL
AGENDA BILL**

**AB 2592
July 14, 2020
Consent Agenda**

Agenda Item: 3e
Proposed Action & Subject: Approval of acceptance of \$1,186,985 from AZCares Fund Program (ERMT Grant Number: ERMT-20-080).

Department	City Manager's Office
Time to Present	
Total Time for Item	N/A
Other Council Meetings	May 12, 2020
Exhibits	A. AZCares Fund Award Letter B. AZCares Award Notification C. AZCares Grant Agreement Terms and Conditions

City Attorney Approval	Reviewed 7/7/20 RLP	Expenditure Required	\$ 0
City Manager's Recommendation	Authorize the City Manager to sign AZCares Grant Agreement Terms and Conditions to complete acceptance of \$1,186,985 from AZCares Fund Program.	Amount Budgeted	\$ 0
		Account No. Fund 18 (Description) 18-6245-00-4353 (One-Time Federal Revenue)	
		Finance Approval <input checked="" type="checkbox"/>	

SUMMARY STATEMENT

Background: On May 27, 2020, Governor Ducey announced that Arizona cities, towns, and counties would receive \$441 million of the \$1.86 billion in federal coronavirus relief funding that the State of Arizona received. The State applied a formula of approximately \$114.80 per city or town resident, or populations living in unincorporated areas for counties, to determine distribution amounts.

This is a distribution to local Arizona jurisdictions of federal financial assistance from the U.S. Department of the Treasury's Coronavirus Relief Fund (CRF), Catalog of Federal Domestic Assistance (CFDA) number 21.019, as part of the Coronavirus Aid, Relief, and Economic Security (CARES) Act. Allowable costs for the fund include public health and safety regular salary and employee-related-expense (ERE) costs incurred and estimated between March 1, 2020 and December 30, 2020.

In mid-May, the State initiated a new process to apply for and receive the funds through the State of Arizona eCivis grant portal. The City of Sedona had also previously registered with the FEMA grant portal as part of the process to potentially receive federal funds and designated the City Manager as the Applicant Agent in resolution 2020-06 on May 12, 2020. Although this is not a FEMA fund, it is awarded through the same process.

Upon execution of Exhibit C, Grant Agreement Terms and Conditions, all State and Federal requirements to accept \$1,186,985 in funding will be complete.

Community Plan Consistent: Yes - No - Not Applicable

Page 101 of the Community Plan highlights Health and Safety as part of Community Character. Sedona’s residents desire a healthy and safe community that is supportive of its people, families, and community life. The health, safety, and welfare of the community is a priority throughout the Community Plan, including public safety services such as police and fire, medical facilities and services, community services, and physical infrastructure such as roads and drainage systems.

Board/Commission Recommendation: Applicable - Not Applicable

Alternative(s):

MOTION

I move to: authorize the City Manager to sign AZCares Grant Agreement Terms and Conditions to complete acceptance of \$1,186,985 from AZCares Fund Program (ERMT Grant Number: ERMT-20-080) subject to approval by the City Attorney.



DOUGLAS A. DUCEY
GOVERNOR

STATE OF ARIZONA
OFFICE OF THE GOVERNOR

EXECUTIVE OFFICE

May 29, 2020

Dear Mayor Moriarty:

I am pleased to inform you that we are awarding \$1,186,985 from the AZCares Fund to the City of Sedona. We appreciate your leadership and partnership during this difficult time. We have designed this program to provide maximum flexibility to local leaders like yourself so that you can best respond to the individual needs of your community.

As you know, this program was designed based on specific feedback we received from you and your colleagues. We look forward to seeing the many innovative ways that you all will utilize these dollars on behalf of our shared citizens.

If there is anything my office can do to assist in the implementation of your efforts, please don't hesitate to reach out.

Further details are enclosed.

Sincerely,

A handwritten signature in black ink that reads "Douglas A. Ducey".

Douglas A. Ducey
Governor, State of Arizona

Award Notification Letter

Dear Megan McRae,

Congratulations! This is to inform you that your application is now awarded.

Project: City of Sedona - AZCARES Fund

Program: AZCares Fund

Approval Date: 06/26/2020

Approved Amount: \$1,186,985.00

Federal Awards:

- US16728 U.S. Department of the Treasury: Coronavirus Aid, Relief, and Economic Security (CARES) Act: Coronavirus Relief Fund - FY 2020: \$1,186,985.00
 - Agency: U.S. Department of the Treasury
 - Fiscal Year: 2020

Total Federal: \$1,186,985.00

Other Awards: No non-federal funds were included in this award.

Total Match: \$0.00

Period of Performance: 03/01/2020 - 12/30/2020

Award/Contract Number: ERMT-20-080

Ein: 86-0596516

State of Arizona
Office of the Governor
AZCares Fund Program

ERMT Grant Number: ERMT-20-080
Award Amount: \$1,186,985

Grant Agreement Terms and Conditions

This Grant Agreement (“~~Agreement~~”) is between the City of Sedona (“~~Grantee~~”) and the State of Arizona, acting through the Governor’s Office (“~~Grantor~~”), (sometimes, individually, a “~~Party~~” or collectively, “~~Parties~~”).

I. Purpose

Distribution to local Arizona jurisdictions of federal financial assistance from The U.S. Department of the Treasury’s Coronavirus Relief Fund (CRF), Catalog of Federal Domestic Assistance (CFDA) number 21.019, as part of the Coronavirus Aid, Relief, and Economic Security (CARES) Act.

II. Term, Effective Date, and Termination

The Agreement commences when it is signed by both Parties. The Agreement project period is March 1, 2020 through December 30, 2020. The Agreement expires at the end of the award term. The Agreement shall not bind nor purport to bind the Grantor for any commitment in excess of the original Agreement award term or amount.

In the event of a material breach of any provision of this Agreement, the non-breaching Party shall give written notice to the breaching Party specifically setting forth the nature of the breach. Upon being served with such notice, the breaching Party shall have ten (10) days in which to cure said breach. If said breach has not been cured within the ten (10) days, then the non-breaching Party may terminate this Agreement.

III. Renewal and Amendments

This Agreement is issued under the authority of the authorized Grantor representative who signed this Agreement. The Grantor shall have the right, at its sole and unfettered discretion, whether or not to extend this Agreement. If so, the Parties must execute a written Amendment or a new Agreement. A renewal may be considered if the Grantor adds additional funding and subsequent rounds of awards to the AZCares Fund, the State of Arizona receives additional federal Coronavirus Disease 2019 (COVID-19) public health emergency funding, and/or the State of Arizona Legislature chooses to appropriate funding for this specific purpose. Also, consideration for renewal will be based on results of program and fiscal monitoring.

The Agreement may be modified only through an Agreement Amendment within the scope of the Agreement. Any changes to the Agreement by a person who is not specifically authorized by the Grantor representative in writing or made unilaterally by the Grantee are violations of the Agreement and of applicable law. Such changes, including unauthorized written Agreement Amendments shall be void and without effect, and the Grantee shall not be entitled to any claim under this Agreement based on those changes.

IV. Obligations of the Parties

Responsibilities of the Grantee:

- a. Grantee agrees that grant funds will be used in accordance with applicable statutes, program rules, guidelines and special conditions.
- b. Grantee agrees that it will submit financial and activity reports to Grantor in a format provided by the Grantor, documenting the activities supported by these grant funds and

providing an assessment of the impact of these activities. In the event reports are not received on or before the indicated date(s), funding may be suspended until such time as delinquent report(s) are received.

- c. Grantee understands that financial reports are required as an accounting of expenditures for either reimbursement or Grantor-approved payments. Reports are due pursuant to the schedule listed in this Agreement.
- d. The final request for reimbursement of grant funds must be received by the Grantor on or before the last day of the project period.
- e. Grantee agrees to remit all unexpended grant funds to the Grantor within thirty (30) days of written request received from the Grantor.
- f. Grantee agrees that all encumbered funds must be expended and that payroll and Employee Related Expenses (ERE) must be paid on or before the expiration of this Agreement.
- g. Grantee agrees to cooperate and participate with any and all assessments, evaluation efforts or information and data collection requests, and acknowledges that the Grantor has the right to obtain, reproduce, publish, or use data provided under this award in accordance with applicable statutes, rules, and guidelines.
- h. Grantee understands that the Agreement may not be closed until Grantee is compliant with all requirements of the Agreement.
- i. Required programmatic and financial reports are submitted according to the schedule below. At any point, the Grantee can submit its final report thus ending its need to submit any subsequent reports:

Programmatic and Financial Reports	
Report Period:	Due Date:
March 1 st – June 30 th	July 3 rd
July 1 st – September 30 th	October 5 th
October 1 st – December 30 th	January 4 th

Responsibilities of the Grantor:

- a. Once the following actions and documents are completed by Grantee and have been received, verified, and approved by the Grantor, payment to the Grantee will be completed within 5 business days:
 - i. Obtained a Duns & Bradstreet number;
 - ii. SAM.gov registration completed;
 - iii. AZCares Fund application submitted;
 - iv. AZCares Fund Certification Form submitted;
 - v. Budget/expense request submitted;
 - vi. Award acceptance submitted;
 - vii. State of Arizona General Accounting Office (GAO) Automated Clearing House (ACH) set-up completed; and
 - viii. The Agreement executed by the Grantee or an email from the Grantee sent to ospber@az.gov stating that the Agreement is on the Grantee’s board/council agenda for review and execution. Grantee will provide the exact date of the board/council meeting in that email.

V. Fund Management

Grantee must receive these funds under this Agreement in a separate ledger account/fund and cannot mix these funds with other sources. The Grantee must manage funds according to applicable federal regulations for administrative requirements, cost principles and audits.

The Grantee must maintain adequate business systems to comply with Federal requirements. The business systems that must be maintained are:

- a. Financial Management
- b. Procurement
- d. Property
- e. Travel

c. Personnel

A system is adequate if it is: 1) **written**; 2) **consistently followed** - it applies in all similar circumstances; and 3) **consistently applied** – it applies to all sources of funds. The Grantor reserves the right to review all business systems policies.

The Grantee shall manage funds according to applicable [federal regulations for administrative requirements, cost principles and audits](#)

VI. DUNS/CCR

Each Grantee must provide the following prior to an Agreement being executed: (a) Dun and Bradstreet Universal Numbering System (DUNS) number for the fiscal agent; and (b) proof of current registration in the [System for Award Management](#) (“SAM”). SAM is the Official U.S. Government system that consolidated the capabilities of Central Contractor Registration (“CCR”), Fed Reg, ORCA and EPLS. SAM registration must be maintained for the term of the Agreement. The DUNS website is located [here](#).

VII. Reporting Requirements

In compliance with the CARES Act reporting requirements, the Grantee is required to provide the following information:

- a. the total amount of funding received from the AZCares Fund;
- b. the amount of funding received that was expended or obligated for each project or activity;
- c. a detailed list of all projects or activities for which large covered funds were expended or obligated, including—
 - i. the name of the project or activity;
 - ii. a description of the project or activity; and
 - iii. the estimated number of jobs created or retained by the project or activity, where applicable; and
- d. detailed information on any level of subcontracts or subgrants awarded by the covered recipient or its subcontractors or subgrantees, to include the data elements required to comply with the Federal Funding Accountability and Transparency Act (FFATA) of 2006 (31 U.S.C. 6101 note) allowing aggregate reporting on awards below \$50,000 or to individuals, as prescribed by the Director of the Office of Management and Budget.

VIII. Organizational Audit Requirements

Grantee agrees to comply with the organizational audit requirements of 2 CFR Part 200 *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards*, and further understands and agrees that funds may be withheld, or other related requirements may be imposed, if outstanding audit issues (if any) from their organization’s single audit are not satisfactorily and promptly addressed. This CFR Title 2 Part 200 can be found [online](#).

Single Audit: Grantee expending \$750,000 or more of Federal funds from all sources during the organization’s fiscal year, must have an annual audit conducted in accordance with 2 CFR Part 200.

- a. If your organization is subject to the requirements of 2 CFR Part 200, then attach one copy of your organization’s most recently completed Single Audit with the Management Letter, Findings and Questioned Costs to the completed application.
- b. If your organization is not subject to the requirements of 2 CFR Part 200, submit one copy of the most recently completed audit of financial statements.
- c. If your organization does not have a recently completed audit, attach one copy of the most recently prepared financial statements including a Balance Sheet, Income Statement, and Statement of Cash Flows along with a description of the source of the documents.

IX. Unallowable Costs

All costs incurred prior to the project period start date and costs not consistent with the funding opportunity solicitation are not allowable under this award.

X. Conflicts of Interest Policy

Grantee must establish written policies and procedures to prevent employees, consultants, and others (including family, business, or other ties) involved in grant-supported activities, from involvement in actual or perceived conflicts of interest. The policies and procedures must:

- a. address conditions under which outside activities, relationships, or financial interests are proper or improper;
- b. provide for advance disclosure of outside activities, relationships, or financial interests to a responsible organizational official;
- c. include a process for notification and review by the responsible official of potential or actual violations of the standards; and
- d. specify the nature of penalties that may be imposed for violations.

XI. Acknowledgement of Federal Funding in Communications and Contracting

Grantee must acknowledge Federal funding when issuing statements, press releases, requests for proposals, bid invitations, and other documents describing projects or programs funded in whole or in part with Federal funds. Grantee is required to state: (1) the percentage and dollar amounts of the total program or project costs financed with Federal funds; and (2) the percentage and dollar amount of the total costs financed by nongovernmental sources.

XII. Mandatory Disclosures

Consistent with 45 CFR 75.113, Grantee must disclose in a timely manner, in writing, all information related to violations of Federal criminal law involving fraud, bribery, or gratuity violations potentially affecting the Federal award. Disclosures must be sent in writing to the Grantor as stated in Section XVII.

Failure to make required disclosures can result in any of the remedies described in 45 CFR 75.371 remedies for noncompliance, including suspension or debarment (see 2 CFR parts 180 & 376 and 31 U.S.C. 3321).

XIII. Data Collection and Performance Measurement

Grantee must comply with the performance goals, milestones, and expected outcomes as reflected in the funding opportunity solicitation and are required to submit data via the Grantor's data-entry and reporting system, eCivis.

XIV. Ad Hoc Submissions

Throughout the award term, the Grantor may determine that additional information is required beyond the standard deliverables.

XV. Applicable law

In accordance with A.R.S. § 41-2701, *et seq.*, and Arizona Administrative Code, this Agreement shall be governed and interpreted by the laws of the State of Arizona.

XVI. Documents incorporated by reference

The AZCares Fund Allocations and Certification Form are both incorporated into this Agreement in its entirety. Grantee warrants that it has read and understands the AZCares Fund Allocations and Certification Form and agrees to be bound by them in their entirety. In the event of any divergence between this Agreement and the AZCares Fund Allocations and Certification Form, this Agreement shall control.

XVII. Payments

Grantee reimbursements are based only on expenditures approved in its Application budget and budget narrative. A Grantee shall be reimbursed initially for actual public health and safety payroll expenses and EREs for the time period of March 1, 2020 up to the Grantee's application submission or the most recent pay period. If an allocation award balance exists, then the Grantee will either include forecasted payroll expenses and EREs in its application or submit further reimbursement request(s) of its actual public health and safety payroll expenses and EREs until its allocation is fully expended. The Grantee will need to provide its previous year's total actual expense(s) for that category(ies) to validate projection. Overtime is not an eligible expense for reimbursement request(s) from the AZCares Fund. For purposes of the AZCares Fund, Fire, Emergency Medical Services (EMS), 9-1-1, and Sheriff/Police personnel are considered public safety. The Grantee shall use the forms provided by the Grantor to submit reimbursement requests.

Per Federal guidance:

- a. these public health and safety expenses do NOT need to be materially related to the Coronavirus Disease 2019 (COVID-19) public health emergency.
- b. these funds are designed to address unforeseen financial needs and risks created by the COVID-19 public health emergency. For this reason, and as a matter of administrative convenience in light of the emergency nature of this program, the Grantee may presume that payroll costs for public health and public safety employees are payments for services substantially dedicated to mitigating or responding to the COVID-19 public health emergency.

Grantee must:

- a. register for the U.S. Department of Homeland Security, Federal Emergency Management Agency's (FEMA's) Public Assistance (PA) Grant Program via the Arizona Department of Emergency and Military Affairs (DEMA) [portal](#).
- b. submit an application for FEMA PA Grant Program to be verified by DEMA to successfully complete, maintain compliance, and closeout the Public Health and Safety Stabilization Program.
- c. enroll in automatic clearing house (ACH) payments. Grantee must complete the document titled —State of Arizona Substitute W-9 and ACH Vendor Authorization Forms & Instructions." Vendor account set-up and payment information can be found [here](#).

Notwithstanding any other payment provision of this Agreement, failure of the Grantee to submit required reports when due, or failure to perform or deliver required work, supplies, or services, will result in the withholding of payment under this Agreement unless such failure arises due to causes beyond the control and without the fault or negligence of the Grantee.

XVIII. Notification of Program Changes

Grantee agrees to notify the Grantor in writing, thirty (30) calendar days in advance, of any changes in the program that will directly affect service delivery under the terms of the Agreement. No changes shall be implemented without the prior written approval of a formal Agreement Amendment issued by the Grantor.

XIX. Relationship of Parties

The individuals performing work on behalf of Grantee, its subgrantees or its subcontractors are not employees, servants, agents, partners, or joint venturers of the Grantor. The State

of Arizona and the Grantor retains no control or direction over such individuals or over the detail, manner, or methods of performance of their services, and they do not have the authority to supervise or control their work. The individuals performing work on behalf of the Grantee, its subgrantees or its subcontractors are not entitled to receive benefits that employees of the State of Arizona are entitled to receive, including but not limited to, workers' compensation, unemployment compensation, health, vision, or dental insurance, retirement benefits, annual leave, and holiday pay.

XX. Other

- a. Grantee shall follow all applicable laws, rules, and regulations in the performance of work in furtherance of the solicitation, application, and award.
- b. In accordance with ARS § 35-154, every payment obligation of the Grantor under this Agreement is conditioned upon the availability of funds appropriated or allocated for payment of such obligation. If funds are not allocated and available for the continuance of this Agreement, this Agreement may be terminated by the Grantor at the end of the period for which funds are available. No liability shall accrue to the Grantor in the event this provision is exercised, and the State shall not be obligated or liable for any future payments or for any damages as a result of termination under this paragraph.
- c. In accordance with A.R.S. § 35-214, the Grantee shall retain all data, books, and other records (~~—records~~) relating to this Agreement for a period of five years from the last financial report submitted to the Grantor. All such documents shall be subject to inspection and audit at reasonable times, including such records of any subgrantee, contractor, or subcontractor. Upon request, the Grantee shall produce the original of any or all such records to the offices of the Grantor.
- d. The Parties warrant that they are in compliance with A.R.S. § 41-4401 and further acknowledge that:
 - i. Any contractor or subcontractor who is contracted by a Party to perform work related to this Agreement shall warrant its compliance with all federal immigration laws and regulations that relate to its employees and its compliance with A.R.S. § 23-214(A);
 - ii. That any breach of the warranty in paragraph "b." above shall be deemed a material breach of this Agreement that is subject to penalties up to and including termination of this Agreement;
 - iii. The Parties retain the legal right to inspect the employment records of any employee of any contractor or subcontractor who performs work related to this Agreement to ensure that the contractor or subcontractor is complying with the warranty in paragraph "b." above and that the contractor agrees to make all employment records of said employee available during normal working hours to facilitate such an inspection; and
 - iv. Nothing in this Agreement shall make any contractor or subcontractor an agent or employee of the Parties to this Agreement.
- e. The Parties shall comply with the provisions of State Executive Order 2009-9, Title VI of the Civil Rights Act of 1964, as amended, Section 504 of the Rehabilitation Act of 1973, as amended, and the Americans with Disabilities Act, as amended.
- f. This Agreement does not imply authority to perform any tasks or accept any responsibility not expressly stated in this Agreement.
- g. This Agreement does not create a duty or responsibility unless the intention to do so is clearly and unambiguously stated in this Agreement. This Agreement shall not relieve the Parties of any obligation or responsibility imposed on it by law.
- h. This Agreement contains the entire agreement of the Parties with respect to its subject matter and supersedes all prior and contemporaneous agreements, understandings, and inducements, whether express or implied, oral or written.

- i. Any change, modification, or extension of this Agreement must be submitted through the Grantor's online grant management system, eCivis, and approved by Grantor.
- j. This Agreement has been arrived at by negotiation and shall not be construed for or against any Party.
- k. The Parties agree that all the conditions set forth herein are material to this Agreement and a breach of any condition is a breach of this Agreement.
- l. The failure of either Party to insist in any one or more instances upon the full and complete performance of any of the terms and provisions of this Agreement to be performed by the other Party or to take any action permitted by this Agreement shall not be construed as a waiver or relinquishment of the right to insist upon full and complete performance of the same or any other covenant or condition either in the past or in the future. The acceptance by either Party of sums less than may be due and owing at any time shall not be construed as an accord and satisfaction.
- m. The substantive laws of Arizona (without reference to any choice of law principles) shall govern the interpretation, validity, performance and enforcement of this Agreement. The Parties further agree to cooperate in all ways reasonable and necessary to comply with the applicable statutes, including amending this Agreement as needed in the future and making any refunds or payments that might be required to bring the Parties into full compliance with applicable law.
- n. Nothing in this Agreement is intended to create any third-party beneficiary rights; and the Grantor and the Grantee expressly state that this Agreement does not create any third-party rights of enforcement.
- o. This Agreement may be executed in any number of counterparts, all such counterparts shall be deemed to constitute one and the same instrument, and each of said counterparts shall be deemed an original hereof.
- p. If the last day of any time stated herein shall fall on a Saturday, Sunday, or legal holiday in the State of Arizona, then the duration of such time shall be extended so that it shall end on the next succeeding day which is not a Saturday, Sunday, or legal holiday.
- q. Except as expressly provided herein, no Party may delegate or assign its rights or responsibilities under this Agreement without prior written approval of the other Party and any purported assignment or delegation in violation of this provision shall be void.
- r. The Parties to this Agreement agree to resolve all disputes arising out of or relating to this Agreement through arbitration, after exhausting applicable administrative review, to the extent required by A.R.S. § 12-1518, except as may be required by other applicable statutes.
- s. If any provision of this Agreement is held invalid, the remainder of the Agreement shall not be affected thereby and all other parts of this Agreement shall be in full force and effect.
- t. Any deviation or failure to comply with the purpose and/or conditions of this Agreement without prior approval may constitute sufficient reason for the Grantor to terminate this Agreement, revoke the grant, require the return of all unspent funds, perform an audit of expended funds, and require the return of any previously spent funds which are deemed to have been spent in violation of the purpose or conditions of this grant.
- u. The Parties acknowledge they have been advised by counsel, or have had the opportunity to be advised by counsel, in the execution of the Agreement.

IN WITNESS WHEREOF, the Parties have made and executed the Agreement the day and year first above written.

FOR GRANTEE:

Authorized Signatory Justin Clifton, City Manager	Date
--	------

Printed Name and Title

Additional signature(s) if required by political subdivision	Date
--	------

Printed Name and Title	Date
------------------------	------

Attest:

Clerk	Date
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Note: If applicable, the Agreement must be approved by the appropriate county supervisory board or municipal council and appropriate local counsel (i.e. county or city attorney). Furthermore, if applicable, resolutions and meeting minutes must be forwarded to the Governor’s Office with the signed Agreement.

Approved as to form and authority to enter into Agreement (Excluding non-profits):

Legal counsel for Grantee Robert L. Pickels, Jr., City Attorney	Date
--	------

Printed Name and Title

Statutory or other legal authority to enter into Agreement (Excluding non-profits):

A.R.S. 11-952 and A.R.S. 9-240

Appropriate A.R.S., ordinance, or charter reference

FOR GOVERNOR’S OFFICE:

Matthew Gress, Director State of Arizona Governor’s Office of Strategic Planning and Budgeting	Date
--	------



**CITY COUNCIL
AGENDA BILL**

**AB 2593
July 14, 2020
Consent Items**

Agenda Item: 3f
Proposed Action & Subject: Approval of the renewal of undercover license plates for existing undercover vehicles.

Department	Police Department
Time to Present	N/A
Total Time for Item	
Other Council Meetings	June 13, 2012; May 28, 2013; June 10, 2014; June 9, 2015; June 14, 2016; June 13, 2017; June 12, 2018; May 28, 2019
Exhibits	None

City Attorney Approval	Reviewed 7/7/20 RLP	Expenditure Required	\$ 0
City Manager's Recommendation	Approve renewal of undercover license plates	Amount Budgeted	\$ 0
		Account No. (Description)	N/A
		Finance Approval	<input checked="" type="checkbox"/>

SUMMARY STATEMENT

Background: The Police Department has three unmarked investigative vehicles. State statutes require that government vehicles have markings on them, unless a governing body requests an exemption from this requirement. This is the annual renewal for three current vehicles in the program.

The list of vehicles by year, make, model, and VIN has been prepared and will be available for review at the Police Chief's office.

Community Plan Consistent: Yes - No - Not Applicable

Board/Commission Recommendation: Applicable - Not Applicable

Alternative(s): N/A

MOTION

I move to: approve the renewal of undercover license plates for existing undercover vehicles.



**CITY COUNCIL
AGENDA BILL**

**AB 2565
July 14, 2020
Regular Business**

Agenda Item: 8a
Proposed Action & Subject: Public hearing/discussion/possible action regarding approval of the Tentative City Budget for Fiscal Year 2020-2021.

Department	Financial Services City Manager's Office
Time to Present	20 minutes
Total Time for Item	30 minutes
Other Council Meetings	Council Retreat January 8, 2020 Budget Work Sessions June 3 and 4, 2020
Exhibits	A. FY 2020-21 Budget Summary (as revised by Council during budget work sessions and additional adjustments identified by staff) B. Schedule A of Official Budget Forms C. Summary of Changes from Proposed to Tentative Budget D. PowerPoint Presentation E. FY 2020-21 Tentative Budget Detail

City Attorney Approval	Reviewed 7/7/20 RLP	Expenditure Required	\$ 51,214,284
City Manager's Recommendation	Approve the tentative budget	Amount Budgeted	\$ 51,214,284
		Account No. (Description)	FY 2020-21 Total Budget Expenditures will be made within the total, and may be less
		Finance Approval	<input checked="" type="checkbox"/>

SUMMARY STATEMENT

Background: The purpose of this item is to hold a public hearing on the Tentative Budget for Fiscal Year (FY) 2020-21 and to request City Council approval of the Tentative Budget which sets the expenditure limit for FY 2020-21.

The previous and remaining Council meetings for the FY 2021 budget process are as follows:

FY 2021 BUDGET PROCESS COUNCIL MEETINGS

	Dates
Retreat	January 8, 2020
Work Sessions	June 3-4, 2020
Tentative City Budget Adoption	July 14, 2020
Final City Budget Adoption	August 11, 2020

Explanation of Budget Process

Council Retreat

The Council Retreat was the kickoff for the annual budget process with Council. Information discussed during the Retreat provided direction to staff for areas to be addressed during budget development. Topics included:

- Historical financial trends
- Long-range forecasts with multiple scenario options
- Long-range challenges and strategies
- Council Priorities.

Budget Work Sessions

In the Budget Work Sessions, the Council reviewed the proposed budget. Prior to the Work Sessions, departments prepared their budget requests and presented them in review meetings with the City Manager. The proposed budget represented the City Manager's recommendations as a result of the discussions in the review meetings.

The Work Sessions encompassed 1½ days of presentations and Council discussions. The presentation included:

- Overall total budget summaries
- Budget summaries by fund
- Capital Improvements Plan
- Summary of individual department budget requests
- Possible actions for addressing the financial crisis caused by the COVID-19 closures.

When additional information was needed, department heads were asked to join the meeting to answer questions.

The Work Sessions were the opportunity for Council to provide direction to staff regarding:

- Any changes to be incorporated for the budget adoption process
- Any changes to the services/programs provided to citizens or the level of service.

Tentative Budget Adoption

This Tentative Budget adoption occurs at a regular meeting. The presentation will include discussion of summary budget information and a recap of the changes directed by Council in the Budget Work Sessions, as well as additional changes identified by staff.

At this point in the budget process, additional changes to the Tentative Budget are rare. Following the presentation, a public hearing will be held. Once the Council adopts the Tentative Budget, the total budget amount establishes the maximum expenditure for the final budget adoption.

Final Budget Adoption

The Final Budget adoption will occur at a special meeting. This presentation will include discussion of summary budget information. At this point in the budget process, additional changes to the Final Budget are extremely rare. After the maximum expenditure has been set in the Tentative Budget adoption, any changes can only reduce budget amounts or move amounts between funds or departments. Following the presentation, a public hearing will be held.

FY 2020-21 Tentative Budget

The total budget, after adjustments made, is \$51,214,284. This represents a \$0.2 million or 0.4% decrease from FY 2020. The FY 2021 tentative budget is balanced with available surpluses exceeding reserve requirements, including a General Fund surplus of \$0.6 million and a Wastewater Fund surplus of \$8.9 million.¹

The FY 2021 budget by fund is as follows:

(In Thousands)

Fund	FY2021 Tentative Budget	FY2020 Budget	% Change
General Fund	\$21,924	\$21,838	<1%
Streets Fund	1,206	1,206	<-1%
Affordable Housing Fund	1,021	2,000	-49%
Grants and Donations Funds	1,023	1,045	-2%
Transportation Sales Tax Fund	267	94	185%
Capital Improvements Fund	12,186	7,350	66%
Development Impact Fee Funds	1,260	2,287	-45%
Art in Public Places Fund	-	130	-100%
Wastewater Fund	10,718	13,911	-23%
Information Technology Fund	1,608	1,556	3%
Total	\$51,214	\$51,417	<-1%

Additional detail including operating budgets, and revenue and expenditure budgets by fund, is included in Exhibit E. The adjustments to the original Proposed Budget presented to the Council during the work sessions on June 3rd and 4th are set forth in Exhibit C.

The City of Sedona's Tentative Annual Budget includes funding to respond to City Council priorities as well as other issues that were identified at the January 2020 Budget Retreat and at subsequent public meetings.

The recommended budget does not include any new taxes but does include preliminary estimations of increases in wastewater capacity fees.

The new budget requests included in the FY 2021 Tentative Budget, as discussed and reviewed during the City Council work sessions, include:

- Salary and benefit increases
 - As a reaction to the financial crisis, merit increases for FY 2021 have not been

¹ During discussions regarding the wastewater rate study, the intention has been to use the surpluses to delay the need for future rate increases. 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.

included. As is done each year, the pay scale will be adjusted based on the Consumer Price Index (CPI) for the Western Region of the prior December. The December 2019 Western Region CPI was 2.8%. Since there will be no merit increases, impacts of the pay scale adjustment will not affect FY 2021 but will keep the pay scale in line if merit increases are resumed in FY 2022.

- Medical insurance rates increased approximately 10%.
- The Arizona State Retirement System (ASRS) rates increased from 12.11% of wages to 12.22%.
- The Public Safety Personnel Retirement System (PSPRS) minimum contribution rates changed from 31.12% of wages to 38.85%.
- The level-funding approach implemented in prior years to address the unfunded PSPRS liability will be suspended for FY 2021.
- 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.
- Position changes
 - The Citizens Engagement Coordinator has been reclassified to Public Relations Coordinator and increased from part-time to full-time with no change in cost. The position is currently frozen.
 - A Housing Manager position was added. The position is currently frozen.
 - The Magistrate Judge position was increased from part-time to full-time.
 - A part-time Court Security Officer position was added.
 - Various adjustments to temporary positions in the Parks & Recreation Department were included.
- An increase to the Sedona Chamber of Commerce & Tourism Bureau contract of \$498,000 was included. Of the total contract amount, \$544,440 is currently frozen.
- The tentative budget includes carryovers of FY 2020 budgeted projects of \$217,000 in the General Fund, \$1,000,000 in the Affordable Housing Fund, \$328,700 in the Grants & Donations Funds, and \$10,000 in the Wastewater Fund.
- Total Decision Packages included in the tentative budget were \$190,930 (\$84,200 of one-time costs and \$306,730 of ongoing costs with an adjustment of \$200,000 for reallocation of a portion of the Affordable Housing Fund contingency).

The Tentative Budget sets the spending cap for the FY 2021 at \$51,214,284. Once the Tentative Budget is approved, changes may only be made within the total amount or to reduce the total amount – no increase to the total budget can be made.

The final budget is scheduled for public hearing and final approval at a required special meeting on August 11, 2020 at 4:00 p.m.

The Community Facilities District (CFD) budgets associated with capital improvements benefiting those Districts are a separate process. The CFD Board meetings are scheduled for July 14, 2020 for tentative budget adoption and August 11, 2020 for final budget adoption.

Public Notice

Arizona Revised Statutes require that a summary of the adopted tentative budget be published in the newspaper once a week for two consecutive weeks. If adopted, the summary included as Exhibit A and the "Schedule A" of the Official Budget Forms included as Exhibit B will be published in the Sedona Red Rock News, along with a notice of public hearing for the final

budget adoption. In addition, hard copies of the adopted tentative budget will be available at the Sedona Public Library and the City Clerk's Office.

Community Plan Consistent: Yes - No - Not Applicable

The Tentative Budget, as proposed, includes a significant investment in the priorities established in the Community Plan including: transportation improvements; land use planning of Community Focus Areas (CFAs); investment in infrastructure to maintain the City's roads and streets; preservation and improvement of the City's parks; affordable housing program funding; and economic diversification program funding.

Board/Commission Recommendation: Applicable - Not Applicable

Alternative(s): Council could elect to make changes to line items and/or increase or decrease the budget cap. After the cap is set, it cannot be increased; however, changes within the approved total cap can be made.

MOTION

I move to: approve the Tentative Budget for FY 2020-21 and thereby set the expenditure limit for the budget at \$51,214,284.

**Exhibit A
City of Sedona
FY 2020-21 Tentative Budget - Consolidated Financial Schedule**

Fund/Department	Beginning Fund Balances	Revenues						Other Financing Sources (Uses)			Ending Fund Balances	
		Taxes	Contingent Revenues	In-Lieu Fees	Intergovernmental	Charges for Services	Other Revenues	Total Revenues	Transfers In	Transfer Out		Expenditures
General Fund												
General Revenues		\$19,060,500		\$498,000	\$2,989,300			\$22,547,800		(\$6,037,840)		
General Government						\$699,600	\$901,340	\$1,600,940			\$3,063,900	
Public Safety					\$23,690	\$9,500	\$20,200	\$53,390			\$7,689,465	
Public Works & Streets								\$0			\$3,170,670	
Health & Welfare								\$0			\$753,550	
Transportation								\$0			\$51,550	
Culture & Recreation						\$50,380	\$71,600	\$121,980			\$2,661,715	
Economic Development								\$0			\$2,654,210	
Debt Service								\$0			\$1,034,560	
Contingencies								\$0			\$844,440	
Total General Fund	\$11,316,953	\$19,060,500	\$0	\$498,000	\$3,012,990	\$759,480	\$993,140	\$24,324,110	\$0	(\$6,037,840)	\$21,924,060	\$7,679,163
Special Revenue Funds												
Streets Fund	\$1,010,683				\$919,200		\$13,860	\$933,060	\$272,840		\$1,205,980	\$1,010,603
Affordable Housing Fund	\$1,910,019			\$199,000			\$6,280	\$205,280	\$200,000		\$1,020,555	\$1,294,744
Grants & Donations Funds	\$422,892		\$300,000		\$443,890	\$1,400	\$53,040	\$798,330			\$1,023,573	\$197,649
Transportation Sales Tax Fund	\$6,797,718	\$2,498,500		\$199,000			\$106,300	\$2,604,800		(\$6,128,997)	\$267,100	\$3,006,421
Total Special Revenue Funds	\$10,141,312	\$2,498,500	\$300,000	\$199,000	\$1,363,090	\$1,400	\$179,480	\$4,541,470	\$472,840	(\$6,128,997)	\$3,517,208	\$5,509,417
Capital Projects Funds												
Capital Improvements Fund	\$9,664,234				\$970,454		\$264,000	\$1,234,454	\$8,293,997	(\$39,837)	\$12,186,016	\$6,966,832
Development Impact Fees Funds	\$2,573,140						\$632,740	\$632,740			\$1,260,188	\$1,945,692
Art in Public Places Fund	\$151,001						\$1,250	\$1,250	\$39,837		\$0	\$192,088
Total Capital Projects Funds	\$12,388,375	\$0	\$0	\$0	\$970,454	\$0	\$897,990	\$1,868,444	\$8,333,834	(\$39,837)	\$13,446,204	\$9,104,612
Wastewater Enterprise Fund												
Wastewater Administration						\$6,176,500	\$1,843,180	\$8,019,680	\$3,400,000		\$318,830	
Wastewater Operations								\$0			\$2,952,345	
Departmental Allocations								\$0			\$1,276,430	
Capital Projects								\$0			\$1,380,000	
Debt Service								\$0			\$4,690,775	
Contingencies								\$0			\$100,000	
Total Wastewater Enterprise Fund	\$14,581,124	\$0	\$0	\$0	\$0	\$6,176,500	\$1,843,180	\$8,019,680	\$3,400,000	\$0	\$10,718,380	\$15,282,424
Internal Service Fund												
Information Technology	\$476,226						\$1,758,070	\$3,230	\$1,761,300		\$1,608,432	\$629,094
Total Internal Service Fund	\$476,226	\$0	\$0	\$0	\$0	\$1,758,070	\$3,230	\$1,761,300	\$0	\$0	\$1,608,432	\$629,094
Total All Funds	\$48,903,990	\$21,559,000	\$300,000	\$697,000	\$5,346,534	\$8,695,450	\$3,917,020	\$40,515,004	\$12,206,674	(\$12,206,674)	\$51,214,284	\$38,204,710

CITY OF SEDONA
Summary Schedule of Estimated Revenues and Expenditures/Expenses
Fiscal Year 2021

Fiscal Year	S c h	FUNDS								
		General Fund	Special Revenue Fund	Debt Service Fund	Capital Projects Fund	Permanent Fund	Enterprise Funds Available	Internal Service Funds	Total All Funds	
2020	Adopted/Adjusted Budgeted Expenditures/Expenses*	E	21,838,403	4,345,135		9,766,607		13,910,880	1,555,605	51,416,630
2020	Actual Expenditures/Expenses**	E	20,948,258	1,334,529		8,057,165		13,898,342	1,489,756	45,728,050
2021	Fund Balance/Net Position at July 1***		11,316,953	10,141,312		12,388,375		14,581,124	476,226	48,903,990
2021	Primary Property Tax Levy	B								0
2021	Secondary Property Tax Levy	B								0
2021	Estimated Revenues Other than Property Taxes	C	24,324,110	4,541,470		1,868,444		8,019,680	1,761,300	40,515,004
2021	Other Financing Sources	D								0
2021	Other Financing (Uses)	D								0
2021	Interfund Transfers In	D		472,840		8,333,834		3,400,000		12,206,674
2021	Interfund Transfers (Out)	D	6,037,840	6,128,997		39,837				12,206,674
2021	Reduction for Amounts Not Available:									
LESS:	Amounts for Operating Reserve Policies		6,118,351	120,598				1,498,675		7,737,624
	Equipment Replacement Reserve		983,967					828,159	373,252	2,185,378
	Major Maintenance Reserve							125,636		125,636
	Restricted Capital Reserves			3,006,421		5,230,147		3,900,000		12,136,568
2021	Total Financial Resources Available		22,500,905	5,899,606	0	17,320,669	0	19,648,334	1,864,274	67,233,788
2021	Budgeted Expenditures/Expenses	E	21,924,060	3,517,208		13,446,204		10,718,380	1,608,432	51,214,284

EXPENDITURE LIMITATION COMPARISON

	2020	2021
1. Budgeted expenditures/expenses	\$ 51,416,630	\$ 51,214,284
2. Add/subtract: estimated net reconciling items		
3. Budgeted expenditures/expenses adjusted for reconciling items	51,416,630	51,214,284
4. Less: estimated exclusions		
5. Amount subject to the expenditure limitation	\$ 51,416,630	\$ 51,214,284
6. EEC expenditure limitation	\$ 51,416,630	\$ 51,214,284

The city/town does not levy property taxes and does not have special assessment districts for which property taxes are levied. Therefore, Schedule B has been omitted.

* Includes Expenditure/Expense Adjustments Approved in the current year from Schedule E.

** Includes actual amounts as of the date the proposed budget was prepared, adjusted for estimated activity for the remainder of the fiscal year.

*** Amounts on this line represent Fund Balance/Net Position amounts except for amounts not in spendable form (e.g., prepaids and inventories) or legally or contractually required to be maintained intact (e.g., principal of a permanent fund).

City of Sedona
FY2021 Tentative Budget - Expenditures Summary
All Funds

Description	Op?	General Fund	Streets Fund	Grants & Donation Funds	Affordable Housing	Transportation Sales Tax Fund	Capital Improvement Fund	Development Impact Fees Funds	Art in Public Places Fund	Wastewater Fund	Information Technology Fund	Total
Proposed Budgeted Expenditures		\$ 21,984,455	\$ 1,205,900	\$ 1,001,573	\$ 1,020,555	\$ 256,480	\$ 12,619,266	\$ 1,260,126	\$ -	\$ 10,718,400	\$ 1,611,482	\$ 51,678,237
<u>City Council and Staff Adjustments</u>												
Verde Lynx covered by CARES Act	Y	(378,100)										(378,100)
Vehicle lease reduction	N	(90,000)										(90,000)
League conference	Y	(7,725)										(7,725)
Adjustment to CIP carryovers	N			25,000			(433,250)					(408,250)
AZForward dues	Y	750										750
Chamber budget adjustment	Y	498,000										498,000
Reductions to service contracts	Y	(74,300)										(74,300)
Error in employee benefits	Y	3,210										3,210
Court Security Officer changed from IGA to employee	Y	(8,570)										(8,570)
Cancel Enterprise Risk Management software	Y										(7,000)	(7,000)
Impact of adjustments to indirect cost allocations	Y	(3,660)	80	(3,000)		10,620		62		(20)	3,970	8,052
Sub-Total Council Changes		\$ (60,395)	\$ 80	\$ 22,000	\$ -	\$ 10,620	\$ (433,250)	\$ 62	\$ -	\$ (20)	\$ (3,030)	\$ (463,933)
Tentative Budgeted Expenditures		\$ 21,924,060	\$ 1,205,980	\$ 1,023,573	\$ 1,020,555	\$ 267,100	\$ 12,186,016	\$ 1,260,188	\$ -	\$ 10,718,380	\$ 1,608,452	\$ 51,214,304

ANNUAL BUDGET



City Council Meeting
Tentative Budget
July 14, 2020

CITY OF SEDONA, ARIZONA FISCAL YEAR 2020/2021

FY 2020-21 Budget Calendar

	Participants	Date
Leadership Team Planning Meeting	Leadership Team	December 12, 2019
Operating Budget Kickoff Meeting & Training	Staff	December 16, 2019
Capital Improvement Program (CIP) Budget Kickoff Meeting & Training	Staff CIP Team	December 16, 2019
City Council Budget Retreat	Council, Staff	January 8, 2020
CIP Requests Due	Staff CIP Team	January 16, 2020
Citizens Budget Work Group (CBWG) Kickoff Meeting	CBWG, Staff	January 21, 2020
Review of CIP Project Submittals	Staff	January 23, 2020
Operating Budgets, CIP Budgets, and Decision Packages Due	Staff	February 6, 2020
Review of Revenue Projections	Chamber, Staff	February 11, 2020 Multiple revisions
CIP Funding/Budget Balancing	Finance	February 18, 2020 Multiple revisions
City Manager Review with Departments	CM/Staff	February 24-March 5, 2020
Community Budget Survey Released	CMO/Finance	March 2, 2020
CBWG Review of Decision Packages	Staff, CBWG	March 4, 2020
City Manager Final Approval of Proposed Budget Amounts	CM/Finance	March 12, 2020 Multiple revisions
Proposed Budget Distributed to City Council	Staff	April 9, 2020 May 21, 2020
City Council Work Sessions	Council, Staff	April 22-23, 2020 June 3-4, 2020
City Council Adoption of Tentative Budget	Council, Staff	May 26, 2020 July 14, 2020
Board Adoption of Tentative CFD Budget	Board, Staff	June 23, 2020 July 14, 2020
City Council Adoption of Budget	Council, Staff	June 23, 2020 August 11, 2020
Board Adoption of Final CFD Budget	Board, Staff	July 28, 2020 August 11, 2020



Citizens Budget Work Group

Special Thanks to Work Group Members

Velma
Keller

Tom
Lamkin

Robin
Low

Jeff
Mahan

Stephen
McGarry

Karla
Stamps

Lynn
Zonakis



Fiscal Year 2020/2021 Annual Budget



Revenue Forecasts

Special Thanks for Input Provided

Cari Meyer

Molly
Spangler

Jennifer
Wesselhoff

**THANK
YOU**

Fiscal Year 2020/2021 Annual Budget



FY 2021 Budget is Balanced⁽¹⁾

All Funds	FY 2021 Budget
Estimated July 1, 2020 Fund Balances	\$48.9M
Estimated Revenues	40.5M
Less Estimated Policy Reserves as of June 30, 2021:	
Operating Reserves	(7.6M)
Capital Reserves	(12.1M)
Equipment Replacement Reserves	(2.2M)
Major Maintenance Reserve	(0.1M)
Streets Fund Reserve	(0.1M)
Total Resources Available	\$67.2M
Budgeted Expenditures	(51.2M)
Excess Resources Available	\$16.0M

⁽¹⁾ Based on Arizona definition of adequate available resources to cover budgeted expenditures.



Budget Changes From Proposed

Fiscal Year 2020/2021 Annual Budget



Impact to General Fund Operating Reserve

Adjustments	FY 2021
Estimated ending reserve balance during Budget Work Sessions ⁽¹⁾	\$3.3M
Beginning fund balance adjustments: ⁽²⁾	
AZCares Act funding received	1.2M
Revised sales & bed tax estimates	1.5M
Revised transfers estimates	(0.4M)
FY 2021 budgeted revenues adjustments	0.5M
FY 2021 budgeted expenditures adjustments	0.1M
FY 2021 budgeted transfers adjustments	0.4M
FY 2021 adjustments to other estimated reserve balances	0.1M
FY 2021 estimated surplus	(0.6M)
Revised estimated ending reserve balance	\$6.1M

⁽¹⁾ Fully funded reserve balance was \$6.1M. Assumed 45% of reserve balance used if revenues were as projected and entire expenditure budget were used.

⁽²⁾ Adjustments reflect changes to estimated FY 2020 activity impacting the beginning balance available for FY 2021.

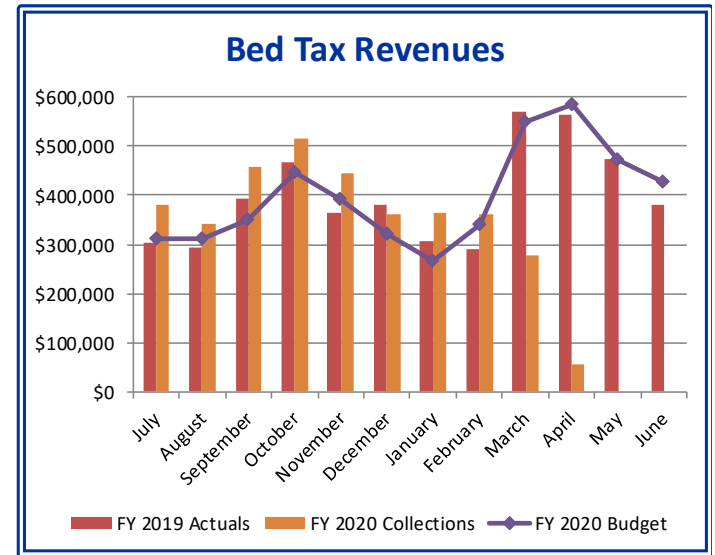
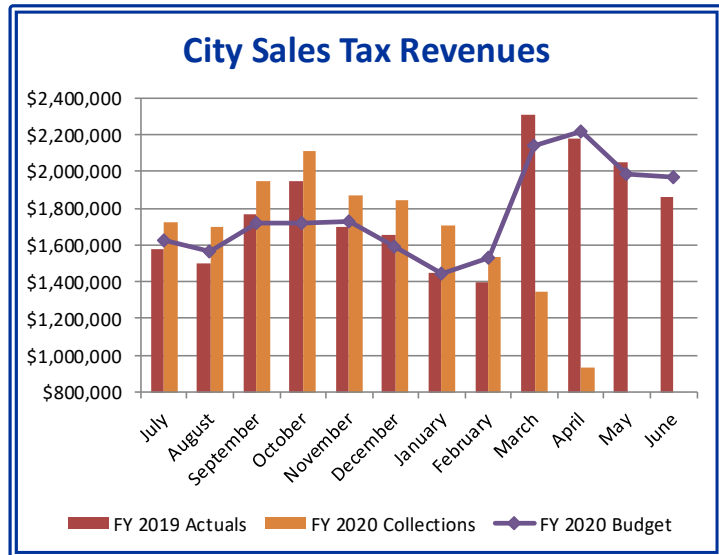
Sales & Bed Tax Revenues

City Sales Tax Revenues

Month	FY 2019 Actuals	FY 2020 Collections	Actual Variance	FY 2020 Budget	Budget Variance
July	\$ 1,574,181	\$ 1,723,855	10%	\$ 1,627,120	6%
August	1,498,313	1,696,471	13%	1,566,580	8%
September	1,763,676	1,945,122	10%	1,716,410	13%
October	1,945,977	2,110,869	8%	1,721,600	23%
November	1,697,056	1,864,918	10%	1,729,920	8%
December	1,654,427	1,840,064	11%	1,593,830	15%
January	1,449,428	1,705,109	18%	1,448,090	18%
February	1,400,316	1,532,903	9%	1,533,550	0%
March	2,304,663	1,346,544	-42%	2,136,000	-37%
April	2,182,014	931,857	-57%	2,219,810	-58%
May	2,049,526	-	-	1,981,570	-
June	1,862,115	-	-	1,971,320	-
Totals	\$ 21,381,693	\$ 16,697,714	-4%	\$ 21,245,800	-3%

Bed Tax Revenues

Month	FY 2019 Actuals	FY 2020 Collections	Actual Variance	FY 2020 Budget	Budget Variance
July	\$ 303,167	\$ 380,276	25%	\$ 309,810	23%
August	294,795	340,704	16%	312,080	9%
September	392,461	457,901	17%	349,640	31%
October	467,620	515,088	10%	445,380	16%
November	365,072	446,282	22%	393,260	13%
December	381,736	360,997	-5%	319,520	13%
January	306,838	363,165	18%	265,820	37%
February	290,354	360,160	24%	340,060	6%
March	569,565	277,687	-51%	550,840	-50%
April	563,908	54,848	-90%	585,610	-91%
May	472,623	-	-	471,170	-
June	380,099	-	-	426,110	-
Totals	\$ 4,788,239	\$ 3,557,108	-10%	\$ 4,769,300	-8%



Cash Flows Report

Month	Beginning Bank Balance	Cash Basis Receipts	Cash Basis Disbursements	Net Account Transfers	Ending Bank Balance	Outstanding Checks	Ending Cash Basis Balance
<i>Cash Basis Transactions by Month⁽²⁾</i>							
April 2020	2,062,507	3,248,560	(3,557,075)	-	1,753,991	(97,078)	1,656,913
May 2020	1,753,991	2,176,168	(3,355,137)	1,000,000	1,575,021	(96,058)	1,478,963
June 2020	1,575,021	4,692,387	(4,909,467)	623,409	1,981,350	(33,117)	1,948,233
Total Year-to-Date FY 2020		\$ 10,117,115	\$ (11,821,680)	\$ 1,623,409			

⁽¹⁾ This report reflects the activity of the City's cash accounts, excluding a separate account maintained by the Court.

⁽²⁾ Tracking of cash basis transactions in this manner began in April 2020.



Freezes Lifted

Vacant Positions to be filled

- 3 Traffic Control Assistants
- Court Administrator - restructuring
- Public Works part-time Admin. Assistant
- 2 Police Officers
- Court Security Officer
- Budget & Accounting Supervisor - restructuring

Other Expenditures

- Wastewater HVAC chillers - \$48k
- Sculptures cleaning \$2.5k



Positions Still Frozen

Accounting Technician	
Assistant City Attorney	
Public Relations Coordinator	
WW Chief Collections Operator	
Court Clerk	
Transit Manager	
Housing Manager	
Associate Engineer	
City Maintenance Worker I	



Turnover Rates

FY 2021 – 1 st 3 days of July	2.5%
FY 2020 – full year	10.9%
FY 2020 – prior to COVID-19 closures	10.1%
FY 2019	2.9%
FY 2018	5.1%
FY 2017	15.5%

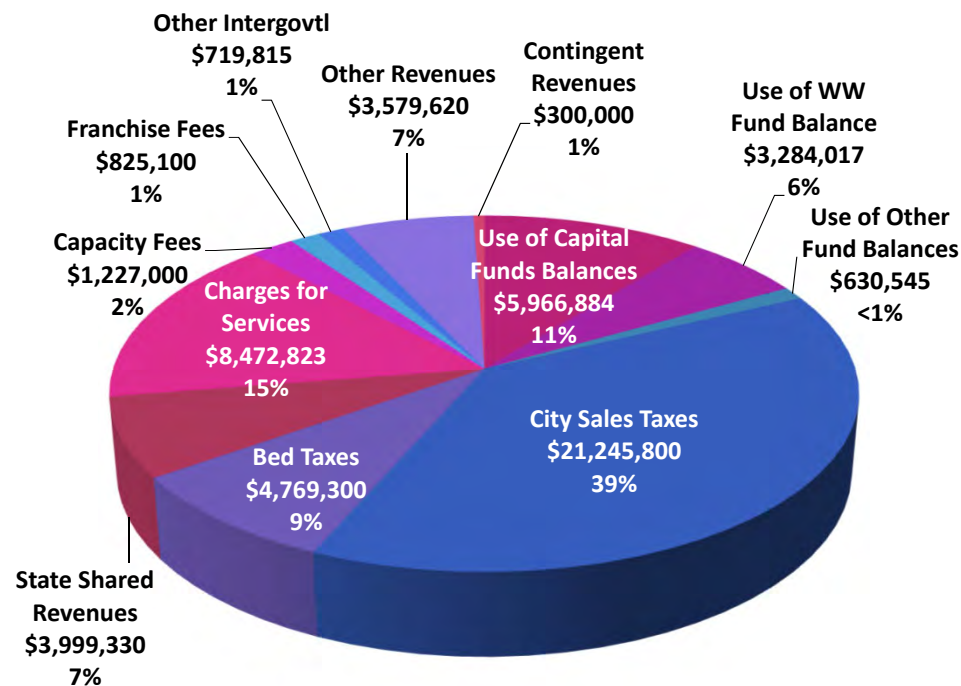
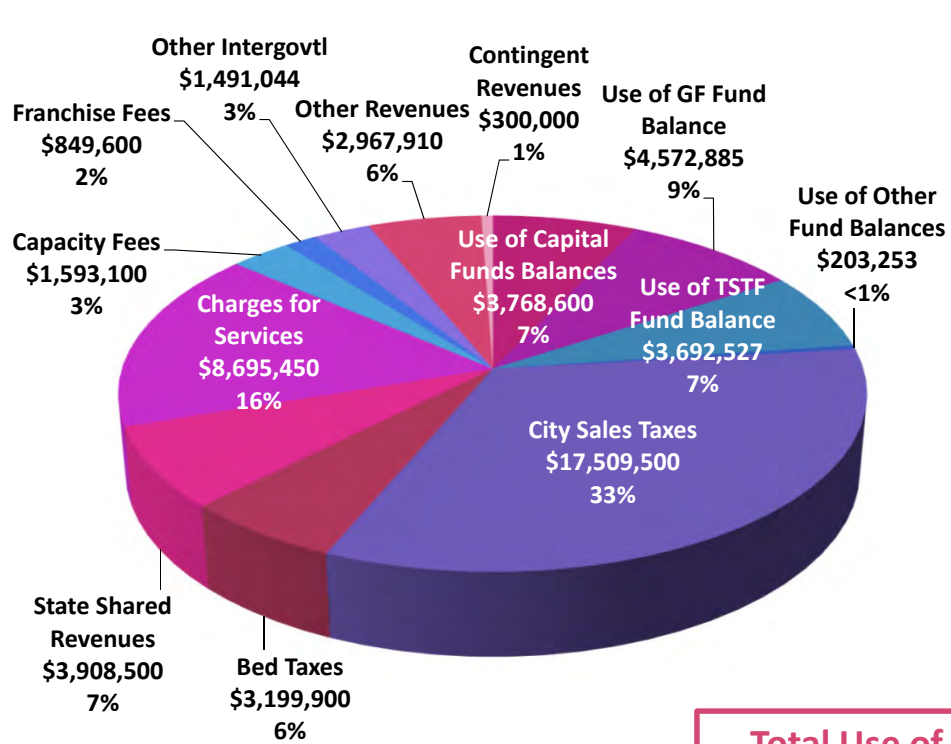
Fiscal Year 2020/2021 Annual Budget

Revenues by Fund

(in Thousands)

Fund	Ongoing Revenues			One-Time & Contingent Revenues			Total Revenues		
	FY2021 Proposed	FY2020 Budget	% Change	FY2021 Proposed	FY2020 Budget	% Change	FY2021 Proposed	FY2020 Budget	% Change
General	\$24,165	\$28,745	-16%	\$ 159	\$ 97	64%	\$24,324	\$28,842	-16%
Streets	933	1,015	-8%	-	-	0%	933	1,015	-8%
Affordable Housing	6	4	57%	199	625	-68%	205	629	-67%
Grants & Donations	57	54	6%	741	743	<-1%	798	797	<-1%
Transportation Sales Tax	2,605	3,057	-15%	-	-	0%	2,605	3,057	-15%
Capital Improvements	214	581	-63%	1,020	50	1,941%	1,234	631	96%
Development Impact Fees	209	275	-25%	424	396	7%	633	671	-6%
Art in Public Places	1	2	-19%	-	-	0%	1	2	-19%
Wastewater	7,042	7,118	-1%	978	695	41%	8,020	7,813	3%
Information Technology	1,754	1,539	14%	8	142	-95%	1,761	1,682	5%
Totals	\$36,987	\$42,390	-14%	\$3,528	\$2,748	28%	\$40,515	\$45,139	-10%
% of Grand Total	91%	94%		8%	6%				

Funding Sources



Total Use of Fund Balances:
FY 2021 Proposed = 23%
FY 2020 Budget = 18%

Revenues by Type

(in Thousands)

	FY2021 Tenative	FY2020 Budget	Increase/ (Decrease)	% Change
City Sales Taxes	\$17,510	\$21,246	\$ (3,736)	-18%
Bed Taxes	3,200	4,769	(1,569)	-33%
State Shared Revenues	3,909	3,999	(91)	-2%
Wastewater Charges for Services	6,177	6,166	10	<1%
Other Miscellaneous	9,421	8,658	762	9%
Contingent Revenues	300	300	-	0%
Totals	\$40,515	\$45,139	\$ (4,624)	-10%



Revenue Changes (In Thousands)

FY 2020 Budget	\$45,139
City sales tax decrease	(3,736)
Bed tax decrease	(1,569)
State shared revenues decrease	(91)
Paid parking increase	168
Capacity fees increase	366
Yavapai County Flood Control sweep	(350)
Grant funding for CIP projects	953
One-time Affordable Housing in-lieu fees	(426)
Other adjustments	61
FY 2021 Budget	\$40,515

Fiscal Year 2020/2021 Annual Budget

Expenditures by Fund

(in Thousands)

Fund	Ongoing Expenditures			One-Time & Contingent Expenditures			Total Expenditures		
	FY2021 Tentative	FY2020 Budget	% Change	FY2021 Tentative	FY2020 Budget	% Change	FY2021 Tentative	FY2020 Budget	% Change
General	\$19,348	\$19,702	-2%	\$2,576	\$2,137	21%	\$21,924	\$21,838	<1%
Streets	1,206	1,206	<-1%	-	-	0%	1,206	1,206	<-1%
Affordable Housing	200	-	∞%	821	2,000	-59%	1,021	2,000	-49%
Grants & Donations	32	25	28%	992	1,020	-3%	1,023	1,045	-2%
Transportation Sales Tax	267	94	185%	-	-	0%	267	94	185%
Capital Improvement	-	-	0%	12,186	7,350	66%	12,186	7,350	66%
Development Impact Fees	-	-	0%	1,260	2,287	-45%	1,260	2,287	-45%
Art in Public Places	-	-	0%	-	130	-100%	-	130	-100%
Wastewater	4,224	3,637	16%	6,494	10,274	-38%	10,718	13,911	-23%
Information Technology	1,453	1,349	8%	156	207	-25%	1,608	1,556	3%
Totals	\$26,729	\$26,013	3%	\$24,432	\$25,405	-4%	\$51,214	\$51,417	<-1%
% of Grand Total	52%	51%		48%	49%				

Expenditures by Type

(in Thousands)

	FY2021 Tentative	FY2020 Budget	Increase/ (Decrease)	% Change
Personnel	\$13,939	\$13,869	\$ 71	<1%
Operations	14,149	14,860	(712)	-5%
Subtotal Operational Costs	\$28,088	\$28,729	\$ (641)	-2%
Capital Improvement Projects ⁽¹⁾	15,106	14,086	1,020	7%
Debt Service	5,976	6,006	(30)	<1%
Contingencies	2,044	2,595	(551)	-21%
Totals	\$51,214	\$51,417	\$ (202)	<1%

⁽¹⁾ Does not include projects funded by the Community Facilities Districts. Those projects will be included in the budget proposals for those separate entities.



Salary & Benefit Changes (in Thousands)

FY 2020 Budget	\$13,869
Wage adjustments	-
Health insurance 10% rate increase	186
ASRS 8% rate increase	9
PSPRS minimum payment 25% rate increase	60
Suspend PSPRS level-funding approach	(303)
Workers comp increase	33
Decision Packages	156
Other adjustments	(71)
FY 2021 Budget	\$13,939

Fiscal Year 2020/2021 Annual Budget



Operations Changes (in Thousands)

FY 2020 Budget	\$14,860
Service contracts reduction	(15)
Streets program maintenance	134
Travel time data collection license moved from CIP to operating	30
Facilities maintenance	40
Drainage maintenance	39
Decrease in one-time costs	(895)
Increase in indirect cost allocations	79
Decision Packages	235
Verde Lynx covered by Cares Act funding	(378)
Chamber base contract adjustment	(46)
Other adjustments	66
FY 2021 Budget	\$14,149

Fiscal Year 2020/2021 Annual Budget



CIP Changes (in Thousands)

FY 2020 Budget	\$14,086
Arts & Culture decrease	(130)
Information Technology increase	100
Municipal Court increase	359
Parks & Recreation increase	93
Police increase	541
Public Works decrease	(51)
Sedona in Motion increase	2,226
Offset for assumed carryover increase ⁽¹⁾	(3,155)
Storm Drainage increase	1,060
Streets & Transportation increase	2,597
Wastewater decrease	(2,620)
FY 2021 Budget	\$15,106
Additional change – Police Station Remodel ⁽²⁾	(29)
Additional change – Adjust offset for assumed carryover	29
Adjusted FY 2021 Budget	\$15,106

¹⁾ 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.

²⁾ Additional reduction of Police Station Remodel in FYs 2022 and 2023 of \$1.3M.

Fiscal Year 2020/2021 Annual Budget



Debt Service Changes (in Thousands)

FY 2020 Budget	\$6,006
Bonds decrease	(4)
Capital leases increase	(70)
Installment purchases increase	44
FY 2021 Budget	\$5,976

Fiscal Year 2020/2021 Annual Budget



Contingency Changes (in Thousands)

FY 2020 Budget	\$2,595
Reduction of Affordable Housing contingency	(895)
Decision Package ⁽¹⁾	(200)
Frozen portion of Chamber contract	544
FY 2021 Budget	\$2,044

⁽¹⁾ The Affordable Housing Decision Package reallocates \$200,000 of the contingency to identified expenditure accounts.



FY 2021 Contingencies Totals (in Thousands)

	General Fund	Affordable Housing Fund	Grants & Donations	Wastewater Enterprise Fund
General operating contingency	\$200	\$ -	\$ -	\$100
Affordable Housing plan to be developed		800		800
Unknown grants and donations	-	-	300	-
Judgments	100		-	-
Frozen portion of Chamber contract	544			
FY 2020 Budget	\$844	\$800	\$300	\$100



FY 2021 Transfers

	Transfers In					
Transfers Out	Streets Fund	Affordable Housing Fund	Capital Improvements Fund	Art in Public Places Fund	Wastewater Enterprise Fund	Totals
General Fund (Subsidies)	\$272,840	\$200,000	\$2,000,000	\$ -	\$3,400,000	\$ 5,872,840
General Fund (Paid Parking Revenues)			165,000			165,000
Transportation Sales Tax Fund			6,128,997			6,128,997
Capital Improvements Fund				39,837		39,837
Totals	\$272,840	\$200,000	\$8,293,997	\$39,837	\$3,400,000	\$12,206,674

Fiscal Year 2020/2021 Annual Budget

Capital Improvements by Funding Source

Funding Source	FY 2021
Unrestricted:	
Capital Reserves	\$ 4,837,966
Restricted:	
Transportation Sales Tax	6,128,997
Development Impact Fees Funds	1,383,624
Wastewater Revenues	1,380,000
Grants	953,454
Court Restricted Revenues	254,673
Community Facilities Districts	176,000
Paid Parking Revenues	165,000
RICO Monies	25,000
Outside Participation	17,000
Total	\$15,321,714

Capital Improvements by Project Type

(including 1% Arts Transfers)

Project Type	Carryover	New Appropriation	FY 2021 Totals
Sedona in Motion	\$ 8,727,253	\$2,480,444	\$11,207,697
Offset for Assumed Carryover	(3,875,546)	-	(3,875,546)
Streets & Transportation	781,090	1,831,202	2,612,292
Wastewater	508,352	871,648	1,380,000
Storm Drainage	1,130,550	219,600	1,350,150
Police	883,921	224,145	1,108,066
Municipal Court	260,091	363,446	623,537
Parks and Recreation	203,853	346,665	550,518
Information Technology	200,000	-	200,000
Public Works	165,000	-	165,000
Total	\$ 8,984,564	\$ 6,337,150	\$15,321,714



Decision Packages Included

Department	Description	One-Time Costs	Ongoing Costs	Totals
City Manager's Office	Renewable Energy Purchase (Frozen)	\$ -	\$ 12,500	\$ 12,500
City Manager's Office	Marketing Environmental Behavior Initiatives (Frozen)	-	10,000	10,000
City Manager's Office	Renewable Site Analysis & Contract Review (Frozen)	10,000	-	10,000
City Manager's Office	AmeriCorps VISTA Assistant (Frozen)	-	12,400	12,400
City Manager's Office	Electric Vehicle Charging Infrastructure (Frozen)	38,000	-	38,000
Economic Development	Entrepreneurial Assistance (Frozen)	-	15,000	15,000
Economic Development	AmeriCorps VISTA (Frozen)	-	12,400	12,400
Economic Development	Marketing (Frozen)	-	20,000	20,000
Police	Bio Hazard Services	-	7,000	7,000
Municipal Court	Court Security Officer	-	17,430	17,430
Total General Fund		\$48,000	\$106,730	\$154,730

Decision Packages Included

Department	Description	One-Time Costs	Ongoing Costs	Totals
Police	Speed and Traffic Enforcement	\$10,000	\$ -	\$10,000
Police	Portable Breath Tests (PBTs)	10,000	-	10,000
Police	AEDs	15,000	-	15,000
Police	DUI Enforcement	1,200	-	1,200
Total Grants & Donations Funds⁽¹⁾		\$36,200	\$ -	\$36,200
Community Development	Affordable Housing Options (Frozen)	\$ -	\$ -	\$ -
Affordable Housing Fund Total ⁽²⁾		\$ -	\$ -	\$ -

⁽¹⁾ The expenditures will be offset by grant revenues.

⁽²⁾ The Decision Package moves \$200,000 of the \$1,000,000 contingency into the applicable line items requested, so the net effect to total expenditures is zero.



Council Priorities Included

Priority Item	Budget Location	FY2021 Budget Amount ⁽¹⁾
Complete various traffic improvements (High)	CIP	\$7,332,151
Environmental stewardship/sustainability (High)	CMO	\$208,400 ⁽²⁾
	P&R	\$ 1,000
	<u>General Services</u>	<u>\$175,000</u>
	Total	\$384,400
Housing (High)	Affordable Housing Fund	\$220,555 ⁽³⁾ \$800,000 contingency
Storm water projects (High)	CIP	\$1,653,510
Sustainable tourism (High)	CMO	\$2,990,500 ⁽⁴⁾
Improve citizen communications/relations (High)	CMO	Staff time only

⁽¹⁾Does not include costs for staff time

⁽²⁾Includes frozen Decision Packages of \$82,900

⁽³⁾Includes frozen Decision Package of \$200,000

⁽⁴⁾Includes frozen contingency amount of \$544,440

Fiscal Year 2020/2021 Annual Budget



Council Priorities Included

Priority Item	Budget Location	FY2021 Budget Amount ⁽¹⁾
Evaluate options for Sedona Recycles, Inc. (High)	General Services	Staff time only
CFA development (Medium)	CommDev	\$13,900
Monitor short-term rentals (Medium)	CommDev	\$40,000
Economic diversification (Medium)	EconDev	\$133,200 ⁽²⁾
Emergency preparedness (Medium)	Police (lead)	Staff time only
Parks land acquisition (Low)	None	\$0
Complete Dells land use planning (Low)	None	\$0
Sense of place (Low)	None	\$0

⁽¹⁾Does not include costs for staff time

⁽²⁾Includes frozen Decision Packages of \$47,400



Next Step - Final Budget Adoption August 11, 2020

Fiscal Year 2020/2021 Annual Budget

ANNUAL BUDGET

Tentative Budget



City of Sedona, Arizona FISCAL YEAR 2020/2021

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Overall Summaries

FUND SUMMARIES

All Funds

	General Fund	Streets Fund	Affordable Housing Fund	Grants & Donations	Transportation Sales Tax Fund	Capital Improvements Fund	Development Impact Fees Funds	Art in Public Places Fund	Wastewater Fund	Information Technology Fund	Totals
Revenues											
Ongoing Revenues	\$24,165,110	\$933,060	\$6,280	\$57,440	\$2,604,800	\$214,000	\$208,940	\$1,250	\$7,041,880	\$1,753,800	\$36,986,560
One-Time Revenues	\$159,000	\$0	\$199,000	\$440,890	\$0	\$1,020,454	\$423,800	\$0	\$977,800	\$7,500	\$3,228,444
Contingent Revenues	\$0	\$0	\$0	\$300,000	\$0	\$0	\$0	\$0	\$0	\$0	\$300,000
Total Revenues	\$24,324,110	\$933,060	\$205,280	\$798,330	\$2,604,800	\$1,234,454	\$632,740	\$1,250	\$8,019,680	\$1,761,300	\$40,515,004
Expenditures											
Ongoing Expenditures	\$19,347,616	\$1,205,980	\$200,000	\$31,500	\$267,100	\$0	\$0	\$0	\$4,224,405	\$1,452,582	\$26,729,183
One-Time Expenditures	\$697,444	\$0	\$20,555	\$414,020	\$0	\$0	\$0	\$0	\$323,200	\$155,850	\$1,611,069
Capital Improvement Projects	\$0	\$0	\$0	\$278,053	\$0	\$12,186,016	\$1,260,188	\$0	\$1,380,000	\$0	\$15,104,257
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	\$844,440	\$0	\$800,000	\$300,000	\$0	\$0	\$0	\$0	\$100,000	\$0	\$2,044,440
Total Expenditures	\$21,924,060	\$1,205,980	\$1,020,555	\$1,023,573	\$267,100	\$12,186,016	\$1,260,188	\$0	\$10,718,380	\$1,608,432	\$51,214,284
Net Revenues/Expenditures	\$2,400,050	(\$272,920)	(\$815,275)	(\$225,243)	\$2,337,700	(\$10,951,562)	(\$627,448)	\$1,250	(\$2,698,700)	\$152,868	(\$10,699,280)
Transfers											
Transfer from Capital Improvements Fund	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$39,837	\$0	\$0	\$39,837
Transfer from General Fund	\$0	\$272,840	\$200,000	\$0	\$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	\$165,000	\$0	\$0	\$0	\$0	\$165,000
Transfer from Transportation Sales Tax Fund	\$0	\$0	\$0	\$0	\$0	\$6,128,997	\$0	\$0	\$0	\$0	\$6,128,997
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	(\$6,128,997)	\$0	\$0	\$0	\$0	\$0	(\$8,128,997)
Transfer to Capital Improvements Fund (Paid Parking Revenues)	(\$165,000)	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	(\$165,000)
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	(\$39,837)	\$0	\$0	\$0	\$0	(\$39,837)
Net Transfers	(\$6,037,840)	\$272,840	\$200,000	\$0	(\$6,128,997)	\$8,254,160	-	\$39,837	\$3,400,000	\$0	\$0
Beginning Fund Balances	\$11,316,953	\$1,010,683	\$1,910,019	\$422,892	\$6,797,718	\$9,664,234	\$2,573,140	\$151,001	\$14,581,124	\$476,226	\$48,903,990
Ending Fund Balances											
Operating Reserve	\$6,118,351	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$1,498,675	\$0	\$7,617,026
10% Reserve	\$0	\$120,598	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$120,598
Restricted Capital Reserve	\$0	\$0	\$0	\$0	\$3,006,421	\$3,356,576	\$1,873,571	\$0	\$3,900,000	\$0	\$12,136,568
Equipment Replacement Reserve	\$983,967	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$858,159	\$373,252	\$2,215,378
Major Maintenance Reserve	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$125,636	\$0	\$125,636
Parking Revenue Pledged to Uptown Improvement	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Remaining Available Fund Balance	\$576,845	\$890,005	\$1,294,744	\$197,649	\$0	\$3,610,256	72,121	\$192,088	\$8,899,954	\$255,842	\$15,989,504
Total Ending Fund Balances	\$7,679,163	\$1,010,603	\$1,294,744	\$197,649	\$3,006,421	\$6,966,832	\$1,945,692	\$192,088	\$15,282,424	\$629,094	\$38,204,710

POSITION LIST/FULL-TIME EQUIVALENTS

Department/Position	FY 2018-19	FY 2019-20	FY 2020-21	Change from FY 2019-20
	FTEs	FTEs	FTEs	FTEs
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)			1.00	1.00
Citizens Engagement Coordinator (GF)	0.88	0.88	-	(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	6.63	7.03	8.15	1.12
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	8.17	8.73	8.73	-
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	4.04	4.04	4.04	-

POSITION LIST/FULL-TIME EQUIVALENTS

Department/Position	FY 2018-19	FY 2019-20	FY 2020-21	Change from FY 2019-20
	FTEs	FTEs	FTEs	FTEs
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	2.88	2.88	2.88	-
Parks & Recreation				
Parks and Recreation Manager (GF)	1.00	1.00	1.00	-
Recreation & Aquatics Supervisor (GF)	1.00	1.00	1.00	-
Recreation Coordinator II (GF)	1.00	1.00	1.00	-
Administrative & Recreation Assistant (GF)		1.00	1.00	-
Administrative Assistant (GF)	1.00			-
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	8.17	8.70	8.56	(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)
Housing Manager (AF)			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	13.24	13.84	13.84	-
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	-

POSITION LIST/FULL-TIME EQUIVALENTS

Department/Position	FY 2018-19	FY 2019-20	FY 2020-21	Change from FY 2019-20
	FTEs	FTEs	FTEs	FTEs
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	27.45	29.45	29.45	-
Economic Development				
Economic Development Director (GF)	1.00	1.00	1.00	-
Economic Development Total	1.00	1.00	1.00	-
Police				
Police Chief (GF)	1.00	1.00	1.00	-
Police Commander (GF)	2.00	2.00	2.00	-
Police Sergeant (GF)	5.00	5.00	5.00	-
Police Detective (GF)	2.00	2.00	2.00	-
Police Officer (GF)	17.00	17.00	17.00	-
Communication/Records Supervisor (GF)	1.00	1.00	1.00	-
Communications/Records Specialist (GF)	7.00	7.00	7.00	-
Community Service Officer (GF)	1.00	1.00	1.00	-
Executive Assistant (GF)	1.00	1.00	1.00	-
Property & Evidence Technician (GF)	0.73	0.73	0.73	-
Police Records Technician (GF)	1.00	1.00	1.00	-
Support Services Clerk (GF)	1.00	1.00	1.00	-
Police Records Clerk (GF)		1.00	1.00	-
Community Service Aides (GF)	2.90	2.90	2.90	-
Police Total	42.63	43.63	43.63	-
Municipal Court				
Magistrate Judge (GF)	0.60	0.60	1.00	0.40
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	-
Court Security Officer (GF)			0.12	0.12
Municipal Court Total	4.65	4.65	5.17	0.52
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	-

POSITION LIST/FULL-TIME EQUIVALENTS

Department/Position	FY 2018-19	FY 2019-20	FY 2020-21	Change from FY 2019-20
	FTEs	FTEs	FTEs	FTEs
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	124.10	129.19	128.69	(0.50)
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	-
Affordable Housing Fund			1.00	1.00
Total City Full-Time Equivalents	144.86	150.95	152.45	1.50

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

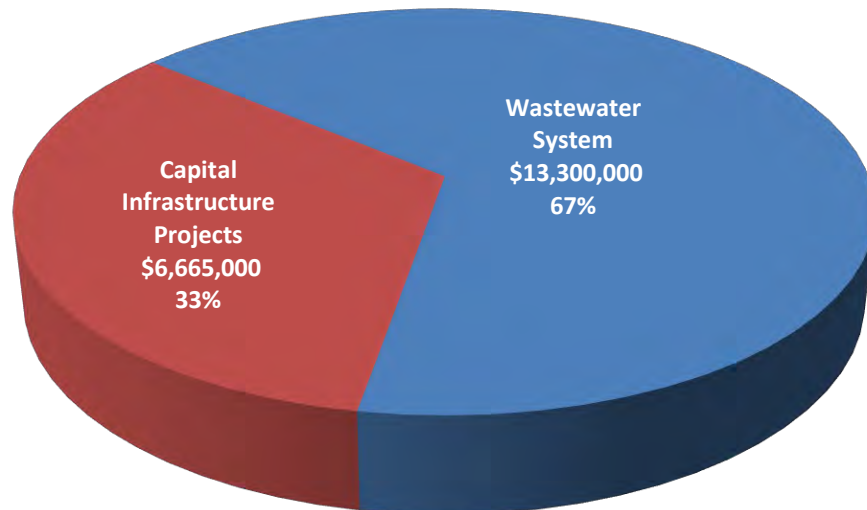
DEBT SERVICE

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

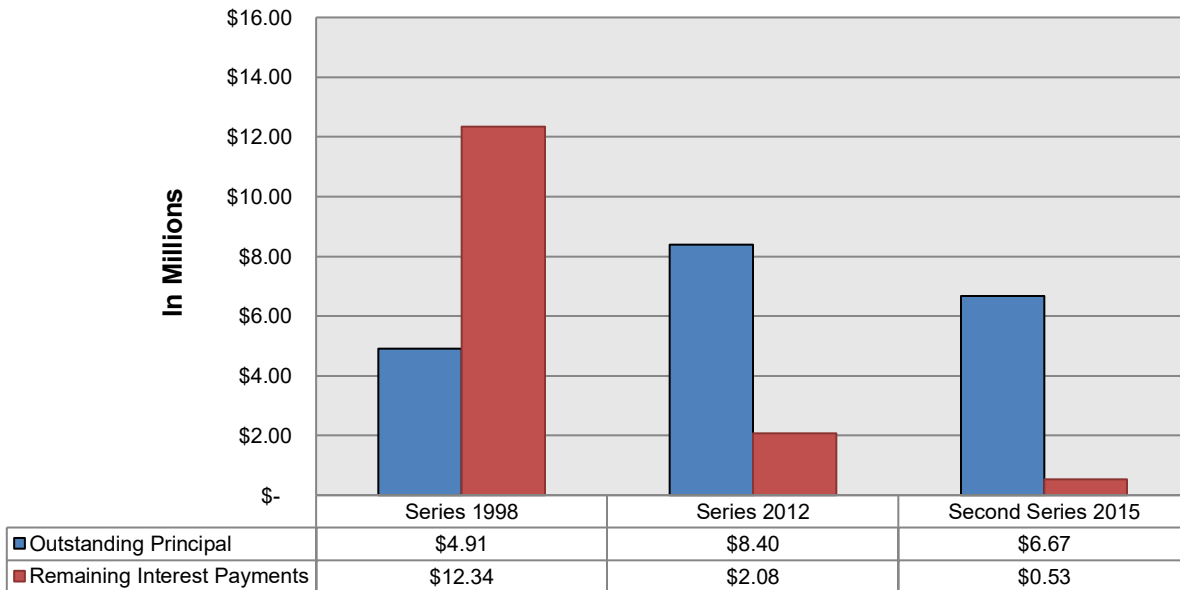
Bond Series	FY21 Principal*	FY21 Interest*	Total FY221 Payment
Series 1998**	\$ 1,330,000	\$ 2,980,000	\$ 4,310,000
Series 2012	-	377,775	377,775
Second Series 2015	900,000	129,310	1,029,310
Total Annual Payment	\$ 2,230,000	\$ 3,487,085	\$ 5,717,085

* 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 a lease agreement for police vehicles, 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	218,628	28,099	246,727
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	\$774,768	\$130,354	\$905,122

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

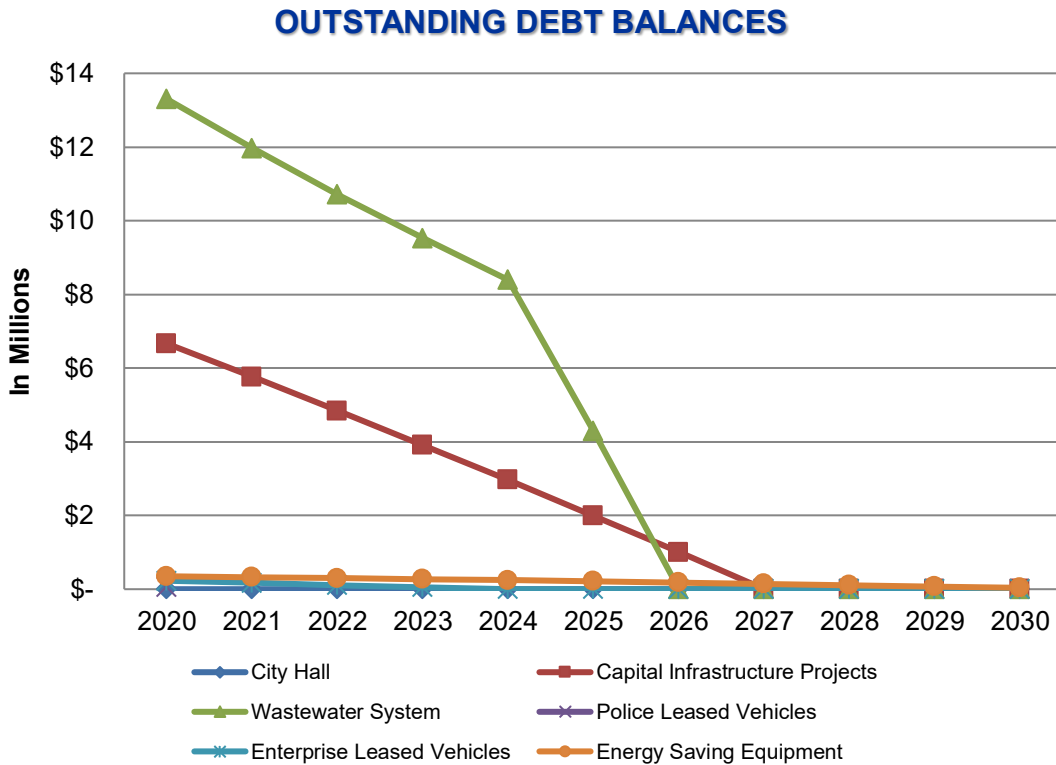
The following information details the outstanding debt balances until all debt is paid, assuming no early redemptions or refinancing. The final payment is November 15, 2030.

OUTSTANDING DEBT BALANCES BY FISCAL YEAR

As of July 2	Capital Infrastructure Projects	Wastewater System	Police Vehicles	Energy Saving Equipment	Enterprise Leased Vehicles	Totals
2020	6,665,000	13,300,000	68,740	350,863	229,142	20,613,745
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%	\$4,905,000	\$12,335,000	Not subject to call prior to stated maturity date
Series 2012 Bonds	7/1/2025-2026	4.50%	8,395,000	2,081,925	Eligible to be called on or after 7/1/2022 without premium
Second Series 2015 Bonds	7/1/2020-2027	1.94%	6,665,000	526,710	Eligible to be called without premium
Police Leased Vehicles	10/14/2020	5.20%	68,740	3,575	No prepayment penalty
MidState Energy Lease	11/15/2020-2030	3.60%	350,864	81,614	No prepayment penalty
Enterprise Leased Vehicles	12/20/2020-2024	4.11%-6.70%	286,425	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
CAPITAL LEASE**

Original Principal \$268,509
Issued October 14, 2017
(General Fund)

Remaining Payment Dates	Principal	Interest Rate	Interest	Total
10/14/2020	\$ 68,740	5.2%	\$ 3,575	\$ 72,315
Total	\$ 68,740		\$ 3,575	\$ 72,315

Lease Purpose	Police vehicles
Subject to Early Payoff?	Yes, no penalty

DEBT SERVICE
continued

Individual Debt Issuances (cont'd)

CITY OF SEDONA
MIDSTATE ENERGY LEASE
Original Principal \$373,498
Issued December 11, 2018
(General Fund)

Remaining Payment Dates	Principal	Interest Rate	Interest	Total
11/15/2020	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

DEBT SERVICE
continued

Individual Debt Issuances (cont'd)

CITY OF SEDONA
ENTERPRISE FLEET LEASE
Original Principal \$286,425
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



Fund Summaries

FUND SUMMARIES
continued

General Fund

	FY2021 Budget	FY2020 Budget	FY2020 Est. Actuals	FY2019 Actuals
Ongoing Revenues				
City Sales Taxes	\$15,011,000	\$18,217,100	\$16,738,700	\$18,419,630
Bed Taxes	\$3,199,900	\$4,769,300	\$3,940,500	\$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	\$24,165,110	\$28,744,970	\$26,398,145	\$29,730,403
Ongoing Expenditures				
General Government	\$5,560,940	\$5,416,600	\$5,147,559	\$2,918,884
Public Safety	\$5,453,901	\$5,833,055	\$5,576,497	\$5,482,538
Public Works & Streets	\$2,310,340	\$2,328,871	\$1,999,970	\$1,903,326
Culture & Recreation	\$1,968,535	\$1,998,319	\$1,944,403	\$1,779,282
Economic Development	\$2,609,290	\$2,736,830	\$2,735,210	\$4,461,180
Health & Welfare	\$720,550	\$707,570	\$713,870	\$510,018
Public Transportation	\$51,550	\$413,714	\$338,810	\$202,363
Indirect Cost Allocations	\$672,510	\$653,880	\$614,380	\$667,814
Contingencies	\$844,440	\$300,000	\$0	\$0
Total Ongoing Expenditures	\$20,192,056	\$20,388,839	\$19,070,699	\$17,925,405
Net Ongoing	\$3,973,054	\$8,356,131	\$7,327,446	\$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	(\$215,910)	(\$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	(\$1,540,504)	(\$1,668,364)	(\$2,125,654)	(\$2,390,160)
Transfers:				
Transfer from AZ Cares Act Fund	\$0	\$0	\$1,187,000	\$0
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)	(\$165,000)	(\$275,699)	(\$1,014,668)	(\$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	(\$6,037,840)	(\$7,186,173)	(\$6,092,538)	(\$6,816,575)
Beginning Fund Balance	\$11,316,953	\$11,093,317	\$11,849,854	\$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*	\$6,118,351	\$6,173,831	\$6,173,831	\$6,099,611
Debt Service Reserve**	\$0	\$0	\$0	\$300,000
Equipment Replacement Reserve	\$983,967	\$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		\$428,654	\$403,665	\$826,262
Budget Carryovers	\$0	\$0	\$219,400	\$408,510
Remaining Available Fund Balance	\$576,845	\$1,180,842	\$3,503,590	\$3,264,377
Total Ending Fund Balances	\$7,679,163	\$10,523,911	\$11,316,953	\$11,849,854

* 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	\$55,980	\$56,020	\$57,200	\$51,726
Total Ongoing Expenditures	\$1,205,980	\$1,206,020	\$1,092,200	\$1,032,566
Net Ongoing	(\$272,920)	(\$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	\$120,598	\$120,738	\$120,738	\$0
Remaining Available Fund Balance	\$890,005	\$514,274	\$889,945	\$286,170
Total Ending Fund Balances	\$1,010,603	\$635,012	\$1,010,683	\$802,453

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	\$1,390	\$1,780	\$1,860	\$2,480
Total Grants & Donations Funds Revenues	\$57,440	\$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	\$25,940	\$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)	(\$6,854)	\$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	(\$11,120)	(\$15,815)	(\$4,615)	\$0
Capital Improvement Projects	(\$278,053)	(\$259,130)	(\$15,000)	(\$2,873)
Contingency Placeholder	(\$300,000)	(\$300,000)	\$0	\$0
Net One-Time Revenues/Expenditures	(\$251,183)	(\$277,230)	\$24,151	\$13,698
Transfers:				
Transfer from General Fund	\$0	\$0	\$0	\$1,000
Beginning Fund Balance	\$422,892	\$373,464	\$367,141	\$345,518
Ending Fund Balances				
Restricted Reserve	\$0	\$0	\$0	\$0
Remaining Available Fund Balance	\$197,649	\$125,364	\$422,892	\$367,141
Total Ending Fund Balances	\$197,649	\$125,364	\$422,892	\$367,141

FUND SUMMARIES

continued

Transportation Sales Tax Fund

	FY2021 Budget	FY2020 Budget	FY2020 Est. Actuals	FY2019 Actuals
Ongoing Revenues				
City Sales Taxes	\$2,498,500	\$3,028,700	\$2,751,600	\$2,962,063
Other Revenues	\$106,300	\$27,800	\$75,760	\$100,885
Total Ongoing Revenues	\$2,604,800	\$3,056,500	\$2,827,360	\$3,062,948
Ongoing Expenditures				
Public Transportation	\$150,970			
Public Works & Streets	\$116,130	\$93,870	\$73,720	\$63,684
Total Ongoing Expenditures	\$267,100	\$93,870	\$73,720	\$63,684
Net Ongoing	\$2,337,700	\$2,962,630	\$2,753,640	\$2,999,264
Transfers out Capital Improvements Fund	(6,128,997)			
Other				
Beginning Fund Balance	\$6,797,718	\$4,037,246	\$4,044,078	\$1,044,814
Ending Fund Balances				
Capital Reserves	\$3,006,421	\$6,006,941	\$5,977,247	\$0
Remaining Available Fund Balance	\$0	\$992,935	\$820,471	\$4,044,078
Total Ending Fund Balances	\$3,006,421	\$6,999,876	\$6,797,718	\$4,044,078

FUND SUMMARIES

continued

Capital Improvements Fund

	FY2021 Budget	FY2020 Budget	FY2020 Est. Actuals	FY2019 Actuals
Ongoing Revenues				
Intergovernmental	\$0	\$350,000	\$375,000	\$752,274
Other Revenues	\$214,000	\$231,000	\$195,900	\$456,932
Total Ongoing Revenues	\$214,000	\$581,000	\$570,900	\$1,209,206
Other				
One-Time Revenues:				
Intergovernmental	\$970,454	\$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	(\$6,682,788)	(\$6,025,147)	(\$5,382,465)	(\$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	(\$11,165,592)	(\$7,299,840)	(\$7,040,365)	(\$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)	\$165,000	\$275,699	\$1,014,668	\$100,995
Transfer from General Fund (Bed Taxes)	\$0	\$148,311	\$0	\$261,672
Transfer from Transportation Sales Tax Fund	\$6,128,997	\$0	\$0	\$0
Transfer from Development Impact Fee Funds	\$0	\$0	27,672	\$0
Transfer to Art in Public Places Fund	(\$39,837)	(\$52,320)	(\$21,198)	(\$29,810)
Net Transfers	\$8,254,160	\$2,364,307	\$2,521,142	\$1,832,857
Beginning Fund Balance	\$9,664,264	\$12,794,975	\$13,612,587	\$14,787,402
Ending Fund Balances				
Capital Reserve	\$3,356,576	\$6,924,396	\$5,014,716	\$6,920,643
Remaining Available Fund Balance	\$3,610,256	\$1,516,046	\$4,649,548	\$6,691,944
Total Ending Fund Balances	\$6,966,832	\$8,440,442	\$9,664,264	\$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	\$39,837	\$52,320	\$21,198	\$29,810
Beginning Fund Balance	\$151,001	\$132,512	\$127,743	\$94,397
Ending Fund Balances				
Capital Reserves		\$56,362		\$0
Remaining Available Fund Balance	\$192,088	\$0	\$151,001	\$127,743
Total Ending Fund Balances	\$192,088	\$56,362	\$151,001	\$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	\$2,609,515	\$2,354,118	\$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	\$396,191	\$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
Departmental Allocations	\$0	\$0	\$0	\$0
Total Ongoing Expenditures	\$4,324,405	\$4,369,955	\$3,815,173	\$3,546,127
Net Ongoing	\$2,717,475	\$2,748,458	\$3,077,057	\$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	\$1,787,302	\$1,787,302	\$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	\$8,899,954	\$9,733,244	\$10,319,427	\$14,960,735
Total Ending Fund Balances	\$15,282,424	\$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	\$1,749,870	\$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	\$1,753,800	\$1,559,777	\$1,571,840	\$1,722,979
Ongoing Expenditures				
Information Technology Services	\$1,039,817	\$1,164,465	\$992,750	\$1,051,274
Geographic Information Systems	\$149,490	\$145,270	\$140,525	\$134,599
Departmental Direct Allocations	\$141,155	\$94,850	\$109,665	\$0
Indirect Cost Allocations	\$122,120	\$122,120	\$236,316	\$312,321
Total Ongoing Expenditures	\$1,452,582	\$1,526,705	\$1,479,256	\$1,498,194
Net Ongoing	\$301,218	\$33,072	\$92,584	\$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	\$326,331	\$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	\$255,842	\$241,796	(\$45,376)	\$44,210
Total Ending Fund Balances	\$629,094	\$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	Imperative (Must-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	\$608,501	\$93,231	\$0	\$0	\$0	\$93,231
In-Car Video System Replacement	Restricted & Capital Reserves	Imperative (Must-Do)	PD-05	\$0	\$185,300	\$0	\$0	\$0	\$185,300
PD - Police Subtotal				\$939,113	\$1,108,066	\$1,234,315	\$1,149,490	\$0	\$3,491,871
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	(\$3,875,546)	(\$4,827,641)	(\$3,931,840)	\$13,235,027	\$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	\$1,003,599	\$1,350,000	\$8,586,700	\$3,680,000	\$0	\$13,616,700
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	Imperative (Must-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	Imperative (Must-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	\$1,386,070	\$1,317,985	\$0	\$0	\$0	\$1,317,985
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)				\$8,885,896	\$7,332,151	\$10,037,139	\$19,923,160	\$51,205,027	\$88,497,477
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)				\$11,327,681	\$13,941,714	\$15,545,153	\$21,896,556	\$53,730,292	\$105,113,715

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)				\$18,183,188	\$15,321,714	\$19,445,153	\$22,056,556	\$63,233,886	\$120,057,309
Total Projects Not Funded				\$0	\$0	\$0	\$0	\$18,876,931	\$18,876,931
Grand Totals Funded and Unfunded				\$18,183,188	\$15,321,714	\$19,445,153	\$22,056,556	\$82,110,817	\$138,934,240

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					\$4,837,966	\$3,356,576	\$1,507,675	\$1,541,778	\$11,243,995
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
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					\$165,000	\$0	\$0	\$200,000	\$365,000
RICO Monies					\$25,000	\$0	\$0	\$0	\$25,000
Summit CFD					\$50,000	\$429,000	\$60,000	\$0	\$539,000
Transportation Sales Tax					\$6,128,997	-\$765,694	-\$2,731,840	\$18,065,027	\$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					\$15,321,714	\$19,445,153	\$22,056,556	\$82,110,817	\$138,934,240
Project Funding Status Summary									
Carry Over					\$8,984,564	\$1,300,687	-\$2,582,350	\$20,207,974	\$27,910,875
New Appropriation					\$6,337,150	\$12,590,666	\$22,855,000	\$33,140,647	\$74,923,463
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					\$15,321,714	\$19,445,153	\$22,056,556	\$82,110,817	\$138,934,240

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					\$39,837	\$22,239	\$8,621	\$164,596	\$235,293
Construction - Contracted					\$13,476,787	\$20,259,505	\$15,754,775	\$41,260,015	\$90,751,082
Construction - In-House					\$37,372	\$0	\$0	\$0	\$37,372
Contingency					-\$3,751,267	-\$4,657,641	-\$3,931,840	\$13,531,087	\$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					\$1,970,325	\$1,125,000	\$1,100,000	\$3,060,000	\$7,255,325
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					\$15,321,714	\$19,445,153	\$22,056,556	\$82,110,817	\$138,934,240

Summary of Project Costs Managed by Public Works PMs

Total Project Costs					\$15,321,714	\$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-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		

CAPITAL PROJECTS DETAILS

Project Summary

Project Title:

Art in the Roundabouts

Location:

SR 179 Roundabouts

Phase:		of		Project #	AC-02
Ranking	Important (could-do)				
Environmental Sustainability Project ?	No				

	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.

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.

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.

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	Imperative (must-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. Without these repairs building safety may begin to be compromised. 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	\$ 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

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.

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	\$ 20,000
Approved Budget Increases/Decreases	\$ 2,490,158
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 40%-50% 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	\$ 796,250
Approved Budget Increases/Decreases	\$ (631,253)
Current Approved Total Project Budget	\$ 164,997
Requested Budget Increase/Decrease	\$ -
Requested Total Project Budget	\$ 164,997
Estimated Expenditures through June 30, 2020	\$ 71,766
Budget Balance Remaining	\$ 93,231

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	\$ 71,744	\$ 93,210	\$	\$	\$	\$ 164,954
Carry Over	Arts Transfer	\$ 22	\$ 21	\$	\$	\$	\$ 43
Total		\$ 71,766	\$ 93,231	\$ 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		\$ 71,766	\$ 93,231	\$ 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:

Replace the audio/video system in all patrol cars, booking room, and intox room, and issue three body worn cameras as a test for future potential integration of body worn cameras for all patrol related staff. Staff will be evaluating the time it takes to redact the recordings from all the in-car cameras, booking room, intox room, and the three body worn cameras, before the decision is made to implement a full body worn program for the department.

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, booking room, and intox room, and this project will replace the L-3 system, along with issuing three body worn cameras, one for the K-9 officer, a traffic officer, and investigations.

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 from the DVDs per the State of Arizona retention laws.

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, a booking room, an intox room, and three body cameras for the K-9 officer, a traffic officer, and investigations), so each officer is equipped with the same system, and the training, software, and storage/retrieval system are all 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	\$ -
Approved Budget Increases/Decreases	\$ -
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 :

Funding Status	Cost Category	PY Estimate	FY 2021	FY 2022	FY 2023	Future Years	Project Totals
New Appropriation	Equipment Purchase	\$	\$ 185,300	\$	\$	\$	\$ 185,300
Total		\$ 0	\$ 185,300	\$ 0	\$ 0	\$ 0	\$ 185,300

Project Funding Estimates :

Funding Source	PY Estimate	FY 2021	FY 2022	FY 2023	Future Years	Project Totals
Development Impact Fees - Post 7/2014	\$	\$ 20,881	\$	\$	\$	\$ 20,881
Capital Reserves	\$	\$ 164,419	\$	\$	\$	\$ 164,419
Total		\$ 0	\$ 185,300	\$ 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)

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.

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		

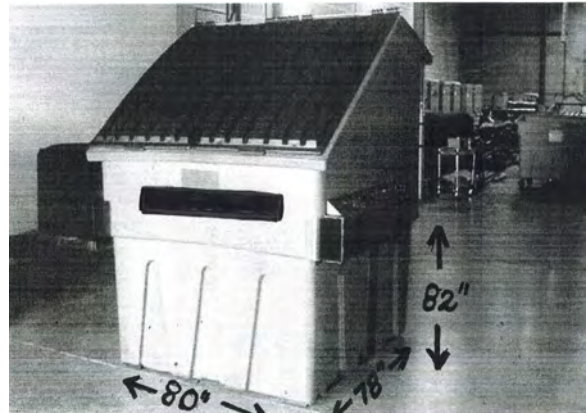
	Original	Revised (if appl.)
Start date	July 1, 2018	July 1, 2021
Estimated Completion Date	June 30, 2019	June 30, 2022

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:
Sedona in Motion Unspecified Projects

Location:
Various

Phase: of **Project #** SIM-00
Ranking Imperative (must-do)
Environmental Sustainability Project ? No

	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	\$	\$ (3,875,546)	\$ (5,127,641)	\$ (4,231,840)	\$ 13,235,027	\$
Future Estimate	Contingency	\$	\$	\$ 300,000	\$ 300,000	\$	\$ 600,000
	Total	\$ 0	\$ (3,875,546)	\$ (4,827,641)	\$ (3,931,840)	\$ 13,235,027	\$ 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	\$	\$ (3,875,546)	\$ (5,127,641)	\$ (4,231,840)	\$ 13,235,027	\$	
	Total	\$ 0	\$ (3,875,546)	\$ (4,827,641)	\$ (3,931,840)	\$ 13,235,027	\$ 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 and purchase of land parcels 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	\$ 958,668
Budget Balance Remaining	\$ 13,616,700

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	\$ 890,000	\$	\$	\$	\$	\$ 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		\$ 958,668	\$ 1,350,000	\$ 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	\$ 958,668	\$	\$	\$	\$	\$ 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		\$ 958,668	\$ 1,350,000	\$ 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	
Phase: 2 of 3	Project # SIM-03b
Ranking Important (could-do)	
Environmental Sustainability Project ?	No

Location: Citywide		
	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.

Legend: Public Parking, Existing On-Street Parking, Existing On-Street Parking

Signage Examples: LOT 1, PAY PARKING, FREE PARKING

For Continuing Projects

Estimated Project Status as of June 30, 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	\$ 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

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

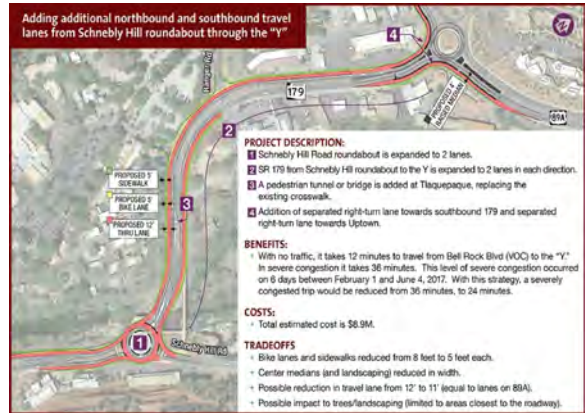
Location: SR 179 at Tlaquepaque		
	Original	Revised (if appl.)
Start date	July 1, 2018	July 1, 2018
Estimated Completion Date	June 30, 2023	October 1, 2022

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

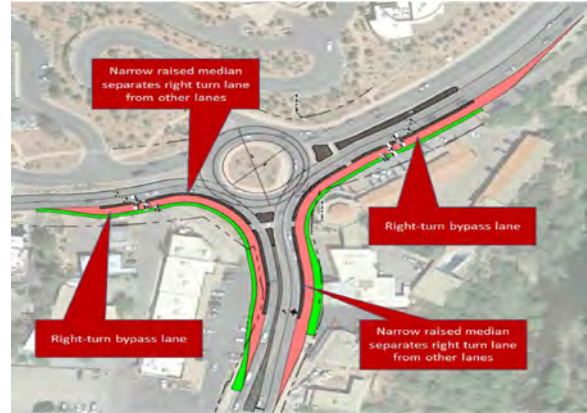
Location: SR 89A / SR 179 Intersection		
	Original	Revised (if appl.)
Start date	July 1, 2018	February 4, 2019
Estimated Completion Date	June 30, 2022	June 30, 2021

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

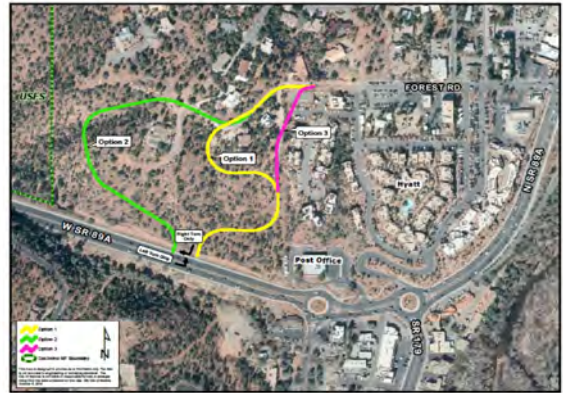
Project Summary

Project Title: Forest Road Connection	
Phase:	of Project # SIM-05b
Ranking	Imperative (must-do)
Environmental Sustainability Project ?	No

Location: Forest Road		
	Original	Revised (if appl.)
Start date	December 1, 2017	December 1, 2017
Estimated Completion Date	June 30, 2020	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. The new connection between Uptown and West Sedona will provide the only secondary access, beyond the Y Roundabout. This provides a safety improvement, as a secondary emergency access, that will be valuable when access through the Y Roundabout is restricted.

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	\$ 1,321,200
Approved Budget Increases/Decreases	\$ 1,776,586
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	
Phase:	of Project # SIM-08
Ranking	Essential (should-do)
Environmental Sustainability Project ?	Yes

Location:		
Greater Sedona - Oak Creek Canyon		
	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. The 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 = \$490,000 / 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	\$ 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	\$ 0	\$ 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.)
Start date	February 19, 2019	
Estimated Completion Date	June 30, 2021	

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	Imperative (must-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. This project provides a safety improvement, as the green pavement marking will alert both bicyclists and motorists at conflict points.



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:

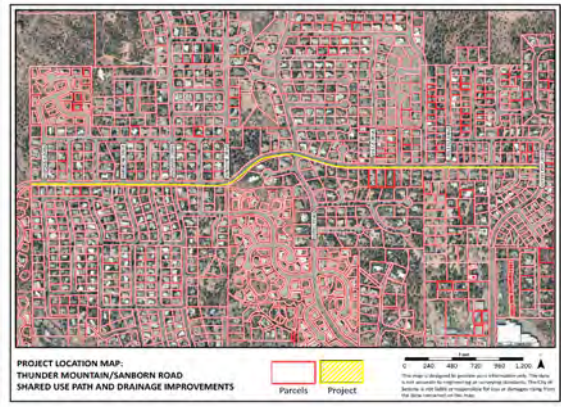
Design and construction of a shared use concrete path 8' to 10' wide from the east end of the Thunder Mountain Subdivision to Coffee Pot Drive (one-mile). The pathway portion of this project is being designed during FY 2020 and will be constructed during FY 2021. The project also involves design and 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 close to completion.

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	\$ 1,386,070
Budget Balance Remaining	\$ 1,317,985

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	\$ 1,175,000	\$ 885,000	\$	\$	\$	\$ 2,060,000
New Appropriation	Construction - Contracted	\$	\$ 390,000	\$	\$	\$	\$ 390,000
Carry Over	Arts Transfer	\$ 11,070	\$ 1,500	\$	\$	\$	\$ 12,570
New Appropriation	Arts Transfer	\$	\$ 1,485	\$	\$	\$	\$ 1,485
Total		\$ 1,386,070	\$ 1,317,985	\$ 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	\$ 1,118,070	\$ 301,460	\$	\$	\$	\$ 1,419,530
Total	\$ 1,386,070	\$ 1,317,985	\$ 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:		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	
Phase:	of Project # SIM-12a
Ranking	Important (could-do)
Environmental Sustainability Project ?	No

Location: N/A	
Original	Revised (if appl.)
Start date	August 1, 2017
Estimated Completion Date	February 28, 2018
	July 1, 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	\$ 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

Location:
Citywide

Phase: of **Project #** SIM-12b
Ranking Important (could-do)
Environmental Sustainability Project ? No

	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:
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. Priority areas will be more closely identified.

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

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:

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				

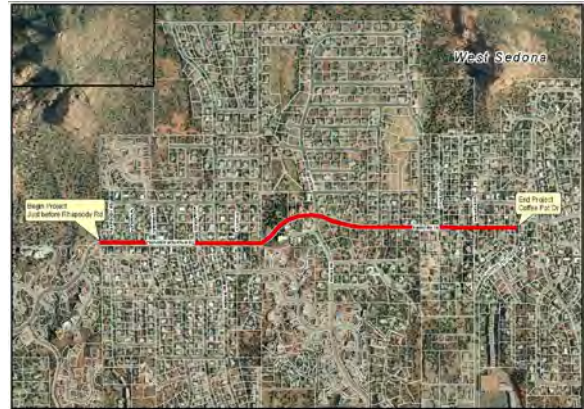
	Original	Revised (if appl.)
Start date	July 1, 2018	December 1, 2016
Estimated Completion Date	August 31, 2018	June 30, 2021

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

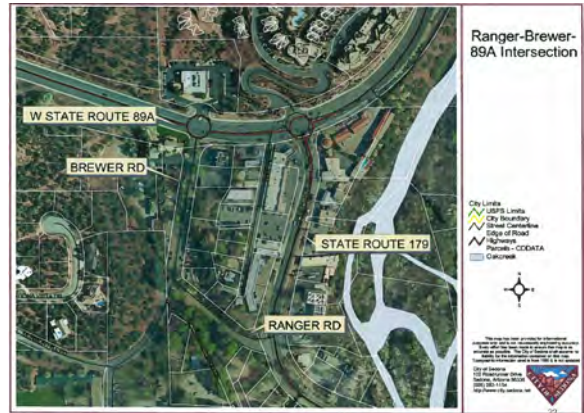
Location:		
Ranger Road/ Brewer Road		
	Original	Revised (if appl.)
Start date	July 1, 2020	July 1, 2022
Estimated Completion Date	June 30, 2022	June 30, 2024

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		
Start date	Original	Revised (if appl.)
Estimated Completion Date	July 1, 2020	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	\$ -
Approved Budget Increases/Decreases	\$ -
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)

Explanation of Operating Impacts:

Equipment maintenance, fluids, brushes, tires. Expenses would be offset by current contract costs (approximately \$35,000 annually).

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	

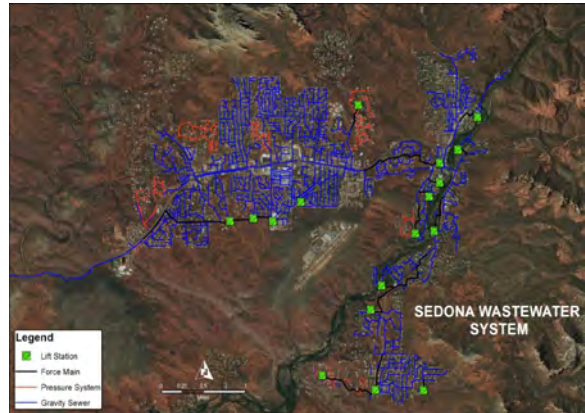
	Original	Revised (if appl.)
Start date	January 1, 2019	April 27, 2020
Estimated Completion Date	June 30, 2019	July 31, 2020

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:		Project # WW-01C
Ranking	Essential (should-do)	
Environmental Sustainability Project ?	No	

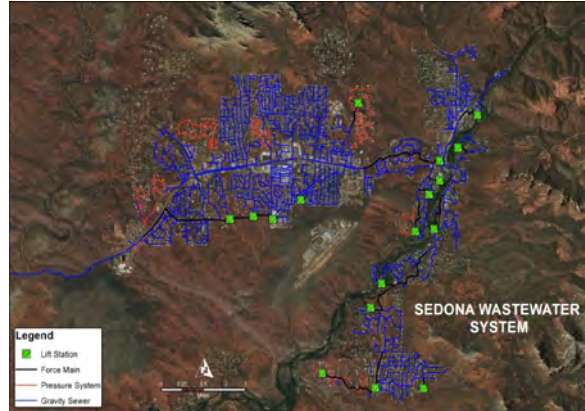
	Original	Revised (if appl.)
Start date	July 1, 2019	July 1, 2020
Estimated Completion Date	June 30, 2021	June 30, 2021

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	
Phase:	of Project # WW-01D
Ranking	Important (could-do)
Environmental Sustainability Project ?	No

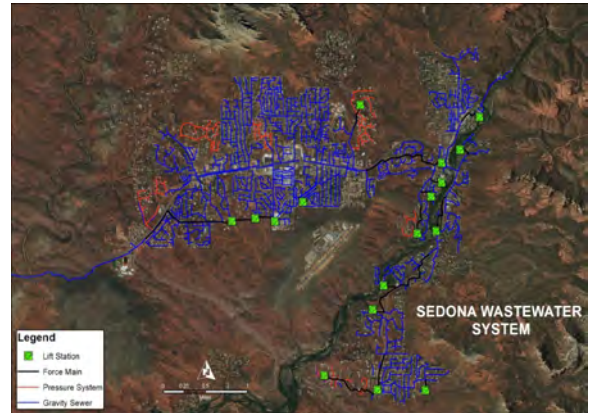
Location:		
Foothills Drive, El Camino Road, Northview Road, Lazy Bear Estates		
	Original	Revised (if appl.)
Start date	July 1, 2021	
Estimated Completion Date	June 30, 2022	

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

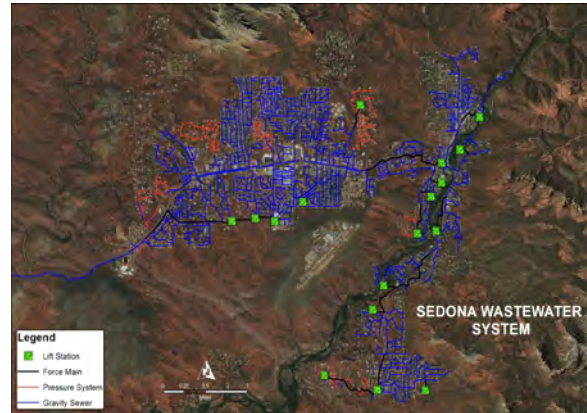
Location: N/A		
	Original	Revised (if appl.)
Start date	July 1, 2020	
Estimated Completion Date	June 30, 2022	

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	\$ -
Approved Budget Increases/Decreases	\$ 68,000
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	\$ 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:	
SCADA System and Configuration Upgrade	
Phase:	1 of 2
Project #	WW-04
Ranking	Essential (should-do)
Environmental Sustainability Project ?	No

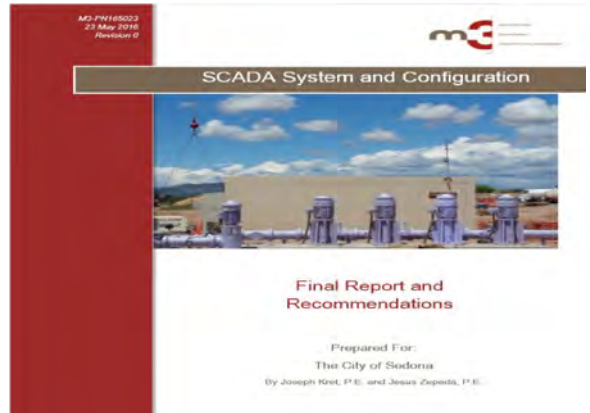
Location:	N/A	
	Original	Revised (if appl.)
Start date	July 1, 2017	July 1, 2020
Estimated Completion Date	June 30, 2019	June 30, 2021

Project Description:

Supervisory Control And Data Acquisition (SCADA) is an essential function of wastewater operations, as it is the computerized control system for operating and monitoring plant processes. The intent of this project is to upgrade SCADA system components and thereby assure appropriate long-term functionality and security for this critical system. The functionality aspect of the project involves upgrading Programmable Logic Controllers (PLC) to newer versions that are supported by the manufacturer and for which parts are readily available. It also involves making repairs to the existing fiber optic system. The security aspect of the project is concerned with configuring the system to reduce the likelihood of unauthorized access to the system from outside the City. Through a study completed in 2016 of the City's SCADA system, projects were prioritized by importance. This project includes pursuing projects identified as a priority 1.

Project Justification:

A study of the system in 2016 noted that a number of control devices for the system were no longer supported by the manufacturer and parts would become more difficult to obtain. In order to reduce the SCADA failure, recommendations were made to upgrade the PLCs and associated devices. In addition, the fiber optic system has been compromised through rodent damage. This project would proceed based on the study report to make prioritized repairs. The current SCADA system has a number of security issues as currently configured and located. If this project is not pursued, the City can expect failures of the SCADA system, without continued support from the manufacturer. This would mean that staff would have to attempt to monitor and control more of the process manually, likely resulting in an increase in overtime pay as the system operates 24 hours per day. The existing staff level would not be able to do this, and a potential for an increase in violations of our permit with Arizona Department of Environmental Quality would occur due to the inability to timely monitor the system. Failure to maintain the system can result in fines of up to \$25,000 per day for the first violation and \$50,000 per day for the second.



For Continuing Projects

Estimated Project Status as of June 30, 2020

N/A

Explanation for Revised Project Dates and/or Project Budget.

Delayed to accommodate budget constraints and workload.

Project Balance	
Original Approved Project Budget	\$ 185,000
Approved Budget Increases/Decreases	\$ -
Current Approved Total Project Budget	\$ 185,000
Requested Budget Increase/Decrease	\$ 125,000
Requested Total Project Budget	\$ 310,000
Estimated Expenditures through June 30, 2020	\$ -
Budget Balance Remaining	\$ 310,000

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	\$	\$ 185,000	\$	\$	\$	\$ 185,000
New Appropriation	Equipment Purchase	\$	\$ 125,000	\$	\$	\$	\$ 125,000
Total		\$	\$ 310,000	\$	\$ 0	\$	\$ 310,000

Project Funding Estimates :

Funding Source	PY Estimate	FY 2021	FY 2022	FY 2023	Future Years	Project Totals	
Wastewater Revenues	\$	\$ 310,000	\$	\$	\$	\$ 310,000	
Total		\$	\$ 310,000	\$	\$ 0	\$	\$ 310,000

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

None anticipated.

Explanation of Operating Impacts:

No additional operating costs are anticipated.

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	\$ 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				

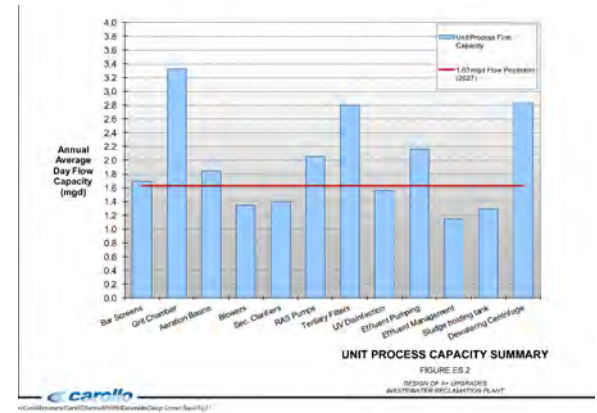
	Original	Revised (if appl.)
Start date	July 1, 2022	
Estimated Completion Date	June 30, 2027	

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

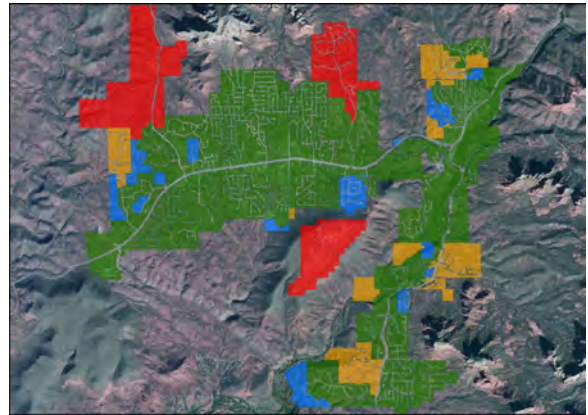
Location:
Citywide

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				

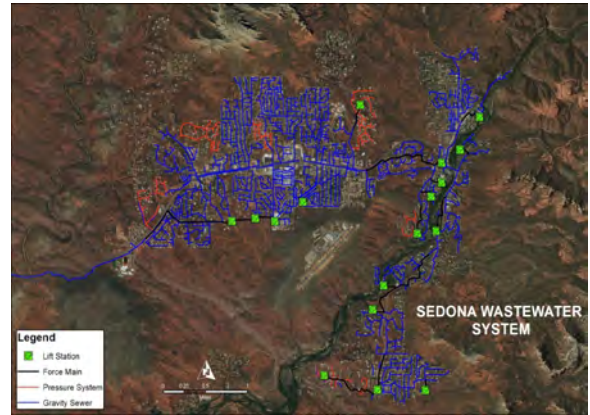
	Original	Revised (if appl.)
Start date	July 1, 2020	
Estimated Completion Date	June 30, 2021	

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		\$	\$ 120,000	\$	\$ 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		\$	\$ 120,000	\$	\$ 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.



Departmental Budgets

CITY COUNCIL

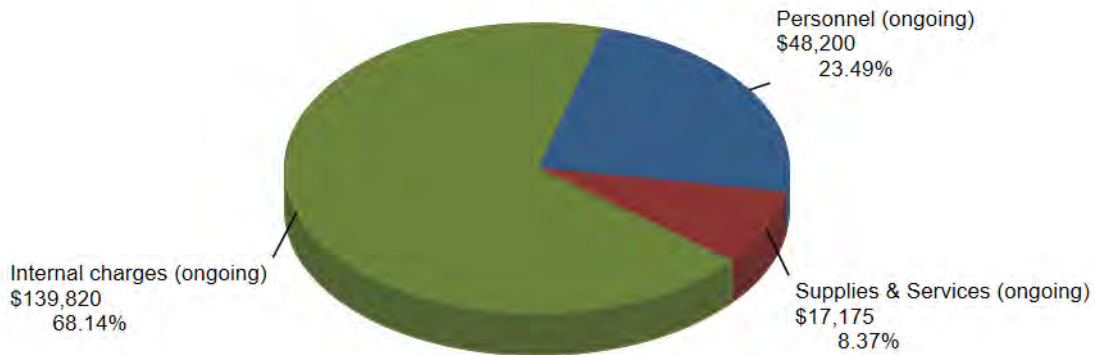
Mission Statement

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

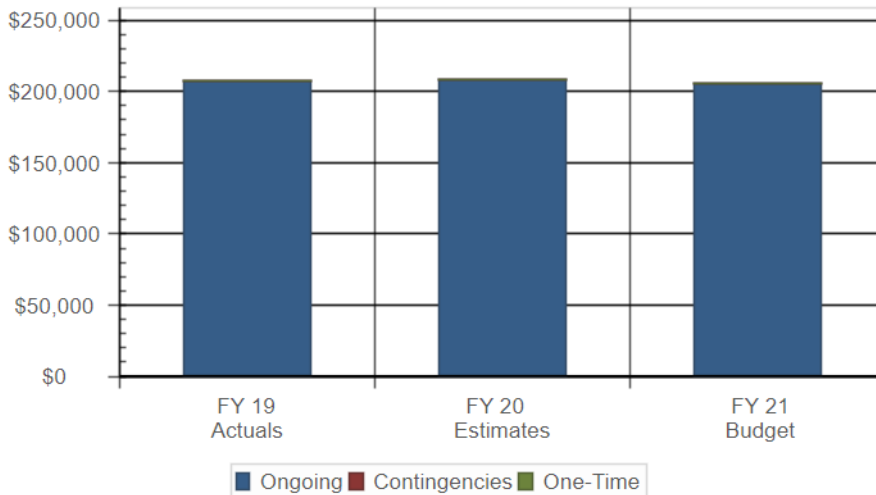
Description

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

FY 2021 PROGRAM EXPENDITURES: \$205,195



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	17,175	8 %	25,350	18,300	15,307
Subtotal Direct Costs	\$ 65,375	32 %	\$ 73,470	\$ 66,410	\$ 63,929
Internal Charges	139,820	68 %	145,630	141,450	143,476
Total Expenditures	205,195	99 %	219,100	207,860	207,405
Expenditures by Fund					
General Fund Portion	\$ 205,195	100 %	\$ 219,100	\$ 207,860	\$ 207,405
Funding Sources					
Funding from General Revenues:					
Estimated Resident Generated	\$ 71,818	35 %	\$ 76,685	\$ 72,751	\$ 72,592
Estimated Visitor Generated	\$ 133,377	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

City Council-Administration

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
General Fund					
10-5210-01 - Administration					
Personnel (ongoing)	\$48,200	\$48,120	\$48,110	\$48,622	
Supplies & Services (ongoing)	\$17,175	\$25,350	\$18,300	\$15,307	Budget Decrease: Reduction in League Conference costs.
Direct Costs (Ongoing) Subtotal	\$65,375	\$73,470	\$66,410	\$63,929	
Internal Charges	\$139,820	\$145,630	\$141,450	\$143,476	
Administration Total	\$205,195	\$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 MANAGER'S OFFICE

Mission Statement

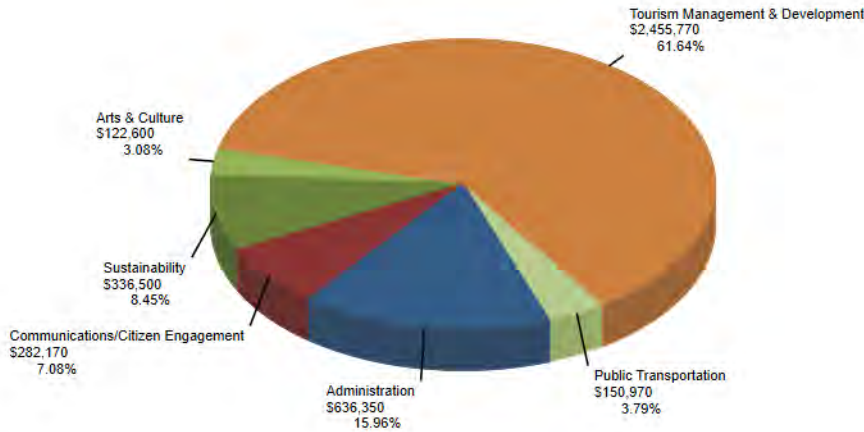
To assist departments and City Council in meeting performance goals by fostering an organizational environment that encourages a commitment to teamwork and delivery of quality municipal services to external customers (residents) and internal customers (employees).

Description

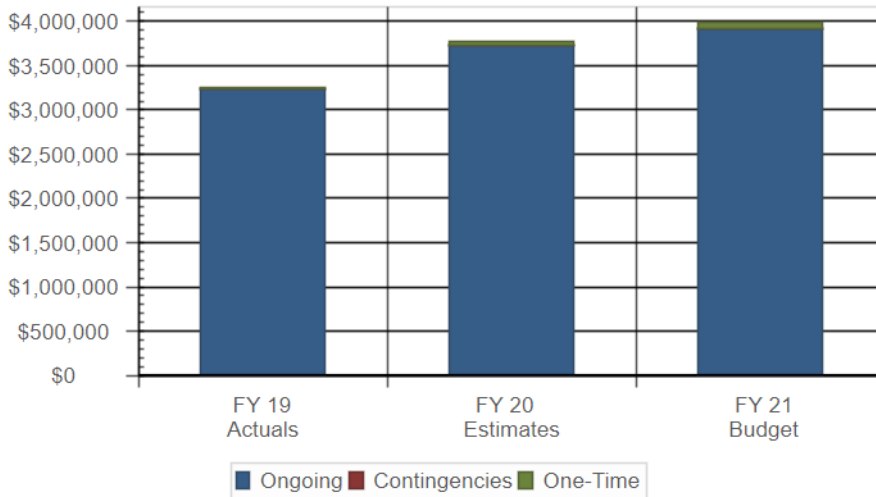
The City Manager's Office is responsible for the following program areas:

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

FY 2021 PROGRAM EXPENDITURES: \$3,984,360



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	114,400	18 %	106,760	107,970	87,731
Total Expenditures	636,350	100 %	612,580	609,740	596,359
Expenditures by Fund					
General Fund Portion	\$ 636,350	100 %	\$ 612,580	\$ 609,740	\$ 571,419
Other Funds Portion	\$ -	- %	\$ -	\$ -	\$ 24,940
Funding Sources					
Allocations to Other Departments	\$ 636,340	100 %	\$ 612,580	\$ 609,740	\$ 569,655
Funding from General Revenues:					
Estimated Resident Generated	\$ 4	- %	\$ -	\$ -	\$ 9,346
Estimated Visitor Generated	\$ 7	- %	\$ -	\$ -	\$ 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, in coordination 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.

City Manager's Office-Administration
Continued

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	51,170	18 %	60,610	62,270	52,925
Total Expenditures	282,170	99 %	310,350	280,250	246,992
Expenditures by Fund					
General Fund Portion	\$ 279,230	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	\$ 98,760	35 %	\$ 108,623	\$ 98,088	\$ 86,447
Estimated Visitor Generated	\$ 183,411	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

Continued

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	N/A	95	82	N/A
Total Instagram followers	1,500	N/A	1,200	N/A	N/A
City Talk columns published	24	N/A	24	24	N/A

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	33,000	10 %	25,620	26,470	19,712
Total Expenditures	336,500	100 %	283,950	254,340	118,450
Expenditures by Fund					
General Fund Portion	\$ 334,500	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	\$ 117,775	35 %	\$ 99,383	\$ 89,019	\$ (157,922)
Estimated Visitor Generated	\$ 218,725	65 %	\$ 184,568	\$ 165,321	\$ (293,283)
Employee Time Allocation (FTEs) Budgeted	1.00	-	1.00	-	1.00

The Sustainability Program was newly created in fiscal year 2018-19. Sustainability is a significant component of the Community Plan and a Council Priority. The Sustainability Program develops and implements policies, projects, and programming to enhance municipal operations and community-wide sustainability.

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.

City Manager's Office-Sustainability

Continued

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.

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	28,000 lbs	18,000 lbs	17,237 lbs	26,515 lbs
Household hazardous waste (weight in pounds) collected* For FY19, this was in City Clerk's Office budget	10,000 lbs	4,000 lbs	9,000 lbs	8,770 lbs	0 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	24,450	20 %	23,230	24,100	20,933
Total Expenditures	122,600	100 %	118,660	119,910	102,873
Expenditures by Fund					
General Fund Portion	\$ 122,600	100 %	\$ 118,660	\$ 119,910	\$ 102,873
Funding Sources					
Funding from General Revenues:					
Estimated Resident Generated	\$ 42,910	35 %	\$ 41,531	\$ 41,969	\$ 36,006
Estimated Visitor Generated	\$ 79,690	65 %	\$ 77,129	\$ 77,942	\$ 66,867
Employee Time Allocation (FTEs) Budgeted	0.75	-	0.75	-	0.75

Being a city animated by the arts, the Arts and Culture program supports and facilitates numerous quality programs that generate creative growth for our community. This division is responsible for 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

City Manager's Office-Arts & Culture

Continued

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)	66% (Similar to NCS benchmark)	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	\$ 2,446,060	100 %	\$ 2,492,500	\$ 2,492,500	\$ 2,176,400
Internal Charges	9,710	- %	12,770	13,040	9,785
Total Expenditures	2,455,770	100 %	2,505,270	2,505,540	2,186,185
Expenditures by Fund					
General Fund Portion	\$ 2,455,770	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	\$ 859,520	35 %	\$ 876,845	\$ 876,939	\$ 565,786
Estimated Visitor Generated	\$ 1,596,251	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 VoluntourismInSedona.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 tradeshows 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 tradeshows 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

Continued

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	\$4.8	\$4.3
City sales tax collections (in millions)* includes new 0.5% sales tax implemented March 1, 2018		\$23.6*	\$21.2*	\$22.7*	\$21.4*	\$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

Budget Summary	FY2021 Budget	% of FY2021 Budget	FY2020 Budget	FY2020 Estimate	FY2019 Actuals
Program Expenditures					
Personnel Services	\$ 140,350	93 %	\$ -	\$ -	\$ -
Internal Charges	10,620	7 %	-	-	-
Total Expenditures	150,970	100 %	-	-	-
Expenditures by Fund					
Other Funds Portion	\$ 150,970	100 %	\$ -	\$ -	\$ -
Funding Sources					
Funding from General Revenues:					
Estimated Resident Generated	\$ 52,840	35 %	\$ -	\$ -	\$ -
Estimated Visitor Generated	\$ 98,131	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)	\$32,080	\$21,580	\$21,880	\$16,020	Budget Increase: Moved the city-wide training budget from Human Services.
Direct Costs (Ongoing) Subtotal	\$521,950	\$505,820	\$501,770	\$483,688	
Internal Charges	\$(521,940)	\$(505,810)	\$(501,760)	\$(481,924)	
Administration Total	\$10	\$10	\$10	\$1,764	
10-5220-03 - Communications & Citizens Engagement					
Personnel (ongoing)	\$193,060	\$193,160	\$191,420	\$183,799	
Supplies & Services (ongoing)	\$35,000	\$26,300	\$25,600	\$10,268	
Direct Costs (Ongoing) Subtotal	\$228,060	\$219,460	\$217,020	\$194,067	
Internal Charges	\$51,170	\$60,610	\$62,270	\$52,925	
Ongoing Total	\$279,230	\$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	\$279,230	\$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: Americorps volunteer, Renewable Energy Purchase, and Marketing.
Direct Costs (Ongoing) Subtotal	\$236,500	\$190,830	\$195,370	\$90,122	
Internal Charges	\$33,000	\$25,620	\$26,470	\$19,712	
Ongoing Total	\$269,500	\$216,450	\$221,840	\$109,834	
Supplies & Services (one-time)	\$27,000	\$49,500	\$32,500	\$0	Budget Decrease: Partial carryover for Climate Action Plan; Renewable Site Analysis.
Capital & Debt Service	\$38,000	\$18,000	\$0	\$8,616	Budget Increase: Electric vehicle charging station.
One-Time Total	\$65,000	\$67,500	\$32,500	\$8,616	
Sustainability Total	\$334,500	\$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>\$24,450</u>	<u>\$23,230</u>	<u>\$24,100</u>	<u>\$20,933</u>	
Arts & Culture Total	\$122,600	\$118,660	\$119,910	\$102,873	

10-5220-72 - Tourism Management & Development

Supplies & Services (ongoing)	<u>\$2,446,060</u>	<u>\$2,492,500</u>	<u>\$2,492,500</u>	<u>\$2,176,400</u>	
Direct Costs (Ongoing) Subtotal	\$2,446,060	\$2,492,500	\$2,492,500	\$2,176,400	
Internal Charges	<u>\$9,710</u>	<u>\$12,770</u>	<u>\$13,040</u>	<u>\$9,785</u>	
Tourism Management & Development Total	\$2,455,770	\$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>\$2,676,490</u>	<u>\$2,660,510</u>	<u>\$2,663,180</u>	<u>\$2,229,349</u>	
Direct Costs (Ongoing) Subtotal	\$3,530,720	\$3,504,040	\$3,502,470	\$3,026,217	
Internal Charges Subtotal	<u>\$(403,610)</u>	<u>\$(383,580)</u>	<u>\$(375,880)</u>	<u>\$(378,569)</u>	
Ongoing Subtotal	\$3,127,110	\$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	\$3,192,110	\$3,215,960	\$3,159,090	\$2,656,264	

Transportation Sales Tax Fund

17-5220-93 Public Transportation

Personnel (ongoing)	\$140,350	\$0	\$0	\$0	Budget Increase: Transit Manager Position moved to the City Manager's Office.
Direct Costs (Ongoing) Subtotal	<u>\$140,350</u>	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>	
Internal Charges (ongoing)	<u>\$10,620</u>	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>	
Ongoing Total	\$150,970	\$0	\$0	\$0	
Administration Total	\$150,970	\$0	\$0	\$0	

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	\$2,681,430	\$2,662,790	\$2,664,140	\$2,254,289	
Direct Costs (Ongoing) Subtotal	\$3,676,010	\$3,506,320	\$3,503,430	\$3,051,157	
Internal Charges Subtotal	<u>\$(392,990)</u>	<u>\$(383,580)</u>	<u>\$(375,880)</u>	<u>\$(378,569)</u>	
Ongoing Subtotal	\$3,283,020	\$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	<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	\$3,348,020	\$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
General Fund Total		7.15	7.03	6.63	6.03

- (1) Part-time positions
(2) 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.

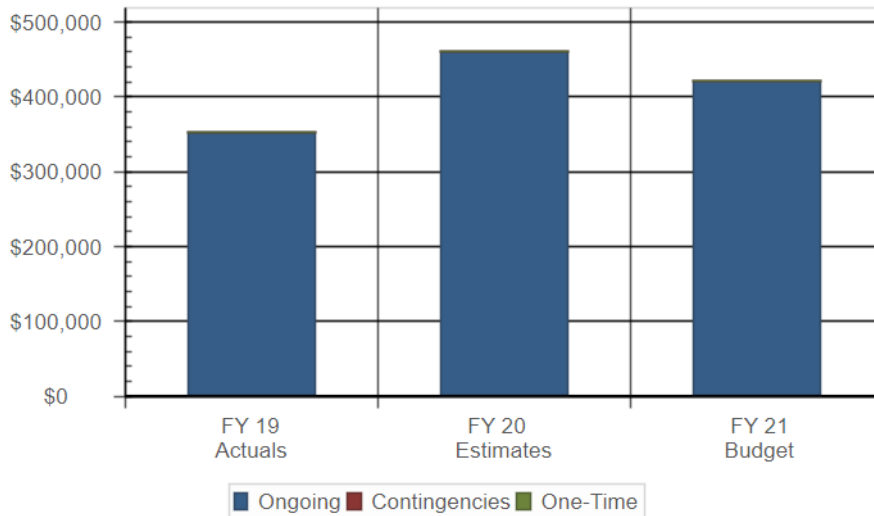
Description

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: \$420,600



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	118,050	28 %	119,120	116,810	106,420
Total Expenditures	420,600	99 %	421,970	460,250	353,353
Expenditures by Fund					
General Fund Portion	\$ 420,600	100 %	\$ 421,970	\$ 460,250	\$ 353,353
Funding Sources					
Allocations to Other Departments	\$ 420,640	100 %	\$ 421,980	\$ 460,190	\$ 353,354
Funding from General Revenues:					
Estimated Resident Generated	\$ (14)	- %	\$ (4)	\$ 21	\$ -
Estimated Visitor Generated	\$ (26)	- %	\$ (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.

Human Resources-Administration

Continued

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

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%	10%	6%	2.9%	5.1%
Employee Survey: I plan to be working here in five years: % of responses Strongly Agree and Agree (84 responses)		68%	70%	68%	66.7%	66%
Employee Survey: I am satisfied with our healthcare-related benefits: % of responses Strongly Agree and Agree (84 responses)		75%	92%	75%	73%	N/A

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	\$(302,590)	\$(302,860)	\$(343,380)	\$(246,934)	
Ongoing Total	\$(40)	\$(10)	\$60	\$(8,614)	
Supplies & Services (one-time)	\$0	\$0	\$0	\$8,613	
One-Time Total	\$0	\$0	\$0	\$8,613	
Administration Total	\$(40)	\$(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

FINANCIAL SERVICES

Mission Statement

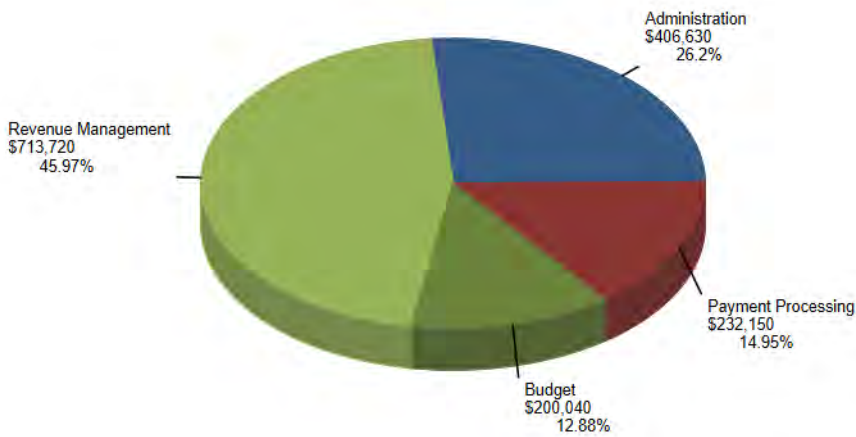
Dedicated to providing thoughtful, accurate, and timely financial services to all

Description

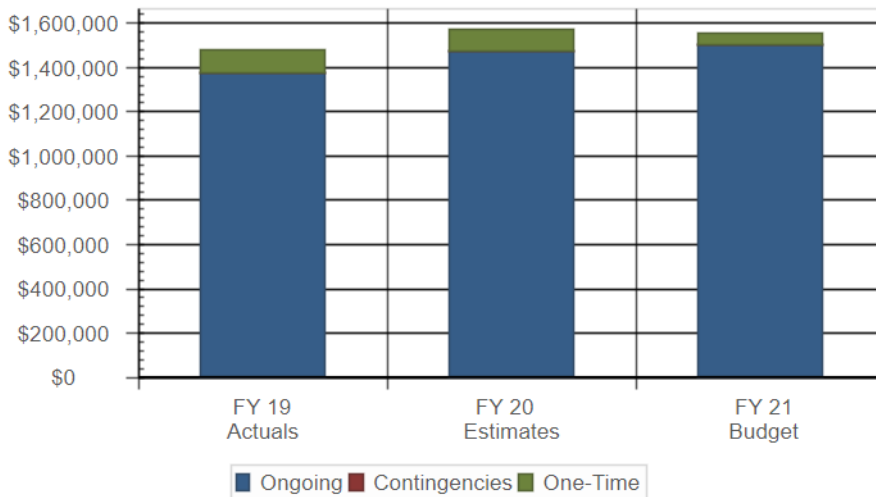
The Financial Services Department is responsible for the following program areas:

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

FY 2021 PROGRAM EXPENDITURES: \$1,552,540



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	59 %	\$ 259,060	\$ 243,180	\$ 212,421
Supplies & Services	114,370	28 %	88,480	83,680	120,580
Subtotal Direct Costs	\$ 355,270	87 %	\$ 347,540	\$ 326,860	\$ 333,001
Internal Charges	51,360	13 %	50,090	51,210	55,955
Total Expenditures	406,630	100 %	397,630	378,070	388,956
Expenditures by Fund					
General Fund Portion	\$ 406,630	100 %	\$ 397,630	\$ 378,070	\$ 388,956
Funding Sources					
Allocations to Other Departments	\$ 406,630	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	834	868

Financial Services-Administration

Continued

PERFORMANCE MEASURES	Benchmark	FY21 Target	FY20 Target	FY20 Estimate	FY19 Actual	FY18 Actual
GFOA Certificate of Achievement in Financial Reporting		Yes	Yes	Yes	Yes	Yes
Issue monthly financial reports within 60 days of the end of the month. (All necessary sales tax information is not available from Arizona Department of Revenue until approximately 45 days after the end of the month.)		Yes	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	73,190	32 %	67,690	68,180	61,563
Total Expenditures	232,150	100 %	225,660	243,430	211,903
Expenditures by Fund					
General Fund Portion	\$ 232,150	100 %	\$ 225,660	\$ 243,430	\$ 211,903
Funding Sources					
Allocations to Other Departments	\$ 232,150	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

Continued

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	-	1.15

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	128,520	18 %	135,180	134,190	127,650
Total Expenditures	713,720	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	\$ 123,330	17 %	\$ 131,810	\$ 126,570	\$ 181,385
Funding Sources					
Allocations to Other Departments	\$ 535,770	75 %	\$ 491,670	\$ 536,030	\$ 407,954
Program Revenues	\$ -	- %	\$ 57,000	\$ 6,500	\$ 58,059
Funding from General Revenues:					
Estimated Resident Generated	\$ 62,283	9 %	\$ 62,822	\$ 58,989	\$ 59,985
Estimated Visitor Generated	\$ 115,668	16 %	\$ 116,669	\$ 109,551	\$ 111,400
Employee Time Allocation (FTEs) Budgeted	3.02	-	3.02	-	3.10

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

Continued

WORKLOAD INDICATORS	FY21 Projection	FY20 Projection	FY20 Estimate	FY19 Actual	FY18 Actual
New business licenses issued	N/A	210	N/A	182	197
Business license renewals issued	N/A	1,050	N/A	1,344	2,612
Temporary business licenses issued	N/A	300	N/A	273	327
Closed business licenses	N/A	250	N/A	200	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
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General Fund

10-5222-01 - Administration

Personnel (ongoing)	\$240,900	\$259,060	\$243,180	\$212,421	
Supplies & Services (ongoing)	<u>\$92,370</u>	<u>\$88,480</u>	<u>\$81,680</u>	<u>\$96,748</u>	
Direct Costs (Ongoing) Subtotal	\$333,270	\$347,540	\$324,860	\$309,169	
Internal Charges	<u>\$(355,280)</u>	<u>\$(347,530)</u>	<u>\$(326,850)</u>	<u>\$(332,375)</u>	
Ongoing Total	\$(22,010)	\$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>\$(158,960)</u>	<u>\$(157,980)</u>	<u>\$(175,240)</u>	<u>\$(150,334)</u>	
Payment Processing Total	\$0	\$(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>\$(413,580)</u>	<u>\$(363,300)</u>	<u>\$(408,910)</u>	<u>\$(294,801)</u>	
Revenue Management Total	\$54,620	\$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
General Fund Totals					
Personnel Subtotal	\$792,910	\$800,080	\$796,090	\$730,432	
Supplies & Services (Ongoing) Subtotal	\$334,960	\$334,480	\$322,680	\$223,286	
Direct Costs (Ongoing) Subtotal	\$1,127,870	\$1,134,560	\$1,118,770	\$953,718	
Internal Charges Subtotal	<u>\$(1,095,260)</u>	<u>\$(1,074,880)</u>	<u>\$(1,117,280)</u>	<u>\$(975,142)</u>	
Ongoing Subtotal	\$32,610	\$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	\$54,610	\$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	\$6,330	\$6,810	\$7,070	\$14,497	
Ongoing Total	\$93,330	\$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	\$123,330	\$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	\$6,330	\$6,810	\$7,070	\$14,497
Ongoing Subtotal	\$93,330	\$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	\$123,330	\$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	\$421,960	\$409,480	\$392,180	\$354,136	
Direct Costs (Ongoing) Subtotal	\$1,214,870	\$1,209,560	\$1,188,270	\$1,084,568	
Internal Charges Subtotal	<u>\$(1,088,930)</u>	<u>\$(1,068,070)</u>	<u>\$(1,110,210)</u>	<u>\$(960,645)</u>	
Ongoing Subtotal	\$125,940	\$141,490	\$78,060	\$123,923	
Supplies & Services (One-Time) Subtotal	\$52,000	\$95,000	\$97,000	\$106,155	
Grand Total	\$177,940	\$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.

INFORMATION TECHNOLOGY

Mission Statement

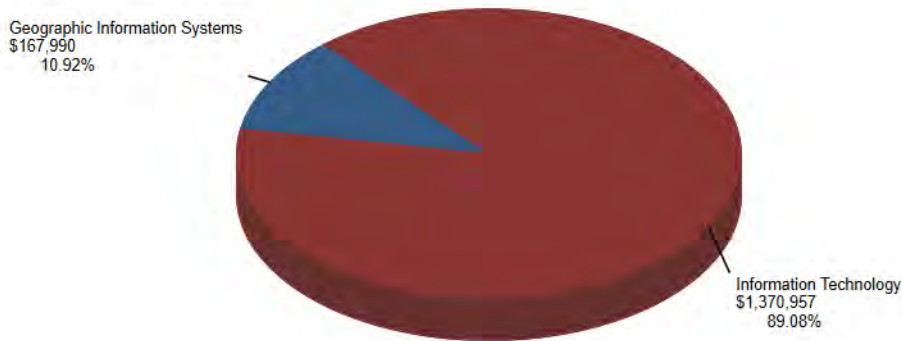
- * Provide reliable state-of-the-art technologies that empower City staff to be successful.
- * Be prepared for future organizational needs and changes.
- * Use sound judgment in identifying and recommending reasonable solutions.

Description

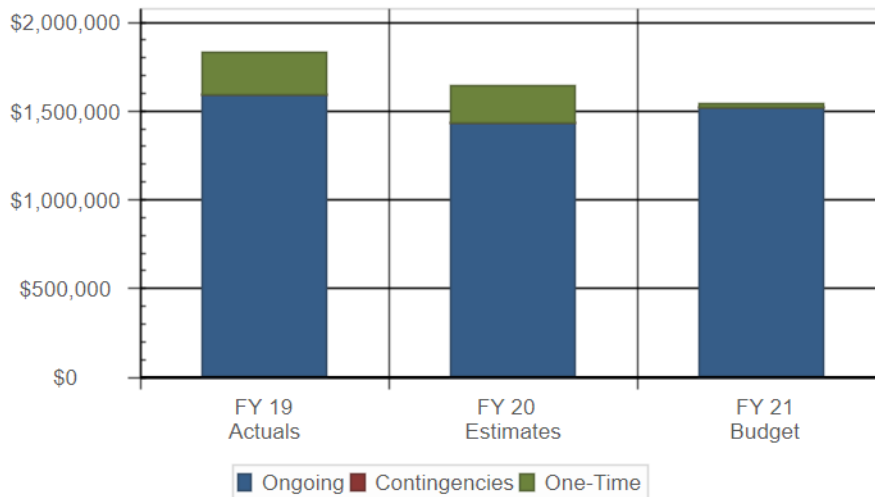
The Information Technology Department is responsible for the following program areas:

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

FY 2021 PROGRAM EXPENDITURES: \$1,538,947



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	18,500	11 %	18,310	19,110	23,931
Total Expenditures	167,990	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	\$ 58,552	35 %	\$ 56,903	\$ 55,557	\$ 55,328
Estimated Visitor Generated	\$ 108,739	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	104,320	8 %	286,730	287,580	521,497
Total Expenditures	1,288,207	100 %	1,477,070	1,395,408	1,529,849
Expenditures by Fund					
Wastewater Enterprise Fund	\$ 71,690	6 %	\$ 101,795	\$ 92,878	\$ 65,145
Other Funds Portion	\$ 1,299,267	101 %	\$ 1,475,325	\$ 1,389,656	\$ 1,605,777
Funding Sources					
Funding from General Revenues:					
Estimated Resident Generated	\$ 450,872	35 %	\$ 516,974	\$ 488,393	\$ 535,447
Estimated Visitor Generated	\$ 837,335	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

Information Technology-Information Technology Services
Continued

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.

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 WMS system support.
Direct Costs (Ongoing) Subtotal	\$64,830	\$58,525	\$49,558	\$42,692	
Internal Charges	\$3,860	\$4,970	\$5,120	\$5,101	
Ongoing Total	\$68,690	\$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	\$71,690	\$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	\$18,500	\$18,310	\$19,110	\$23,931	
Ongoing Total	\$167,990	\$163,380	\$159,435	\$158,531	
Supplies & Services (one-time)	\$0	\$0	\$0	\$219	
Geographic Information Systems Total	\$167,990	\$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
60-5224-21 - Information Technology Services					
Personnel (ongoing)	\$490,260	\$481,200	\$477,390	\$455,587	
Supplies & Services (ongoing)	<u>\$618,297</u>	<u>\$505,515</u>	<u>\$459,280</u>	<u>\$411,891</u>	
Direct Costs (Ongoing) Subtotal	\$1,108,557	\$986,715	\$936,670	\$867,478	
Internal Charges	<u>\$100,460</u>	<u>\$281,760</u>	<u>\$282,460</u>	<u>\$516,396</u>	
Ongoing Total	\$1,209,017	\$1,268,475	\$1,219,130	\$1,383,874	
Supplies & Services (one-time)	\$7,500	\$142,400	\$119,000	\$80,830	Budget Decrease: Reduction in one-time costs for computer equipment.
Capital & Debt Service	\$82,750	\$64,450	\$51,526	\$141,073	Budget Increase: Server upgrades and network refresh.
One-Time Total	\$90,250	\$206,850	\$170,526	\$221,903	
Information Technology Services Total	\$1,299,267	\$1,475,325	\$1,389,656	\$1,605,777	

Info Tech Internal Service Fnd Totals

Personnel Subtotal	\$613,750	\$603,870	\$599,890	\$573,226
Supplies & Services (Ongoing) Subtotal	<u>\$709,127</u>	<u>\$586,440</u>	<u>\$526,663</u>	<u>\$471,544</u>
Direct Costs (Ongoing) Subtotal	\$1,322,877	\$1,190,310	\$1,126,553	\$1,044,770
Internal Charges Subtotal	<u>\$122,820</u>	<u>\$305,040</u>	<u>\$306,690</u>	<u>\$545,428</u>
Ongoing Subtotal	\$1,445,697	\$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	<u>\$82,750</u>	<u>\$100,050</u>	<u>\$87,126</u>	<u>\$141,073</u>
One-Time Subtotal	\$93,250	\$245,150	\$208,726	\$239,474
Info Tech Internal Service Fnd Total	\$1,538,947	\$1,740,500	\$1,641,969	\$1,829,672

Grand Totals

Personnel (Ongoing) Subtotal	\$613,750	\$603,870	\$599,890	\$573,226
Supplies & Services (Ongoing) Subtotal	<u>\$709,127</u>	<u>\$586,440</u>	<u>\$526,663</u>	<u>\$471,544</u>
Direct Costs (Ongoing) Subtotal	\$1,322,877	\$1,190,310	\$1,126,553	\$1,044,770
Internal Charges Subtotal	<u>\$122,820</u>	<u>\$305,040</u>	<u>\$306,690</u>	<u>\$545,428</u>
Ongoing Subtotal	\$1,445,697	\$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	<u>\$82,750</u>	<u>\$100,050</u>	<u>\$87,126</u>	<u>\$141,073</u>
Grand Total	\$1,538,947	\$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

CITY ATTORNEY'S OFFICE

Mission Statement

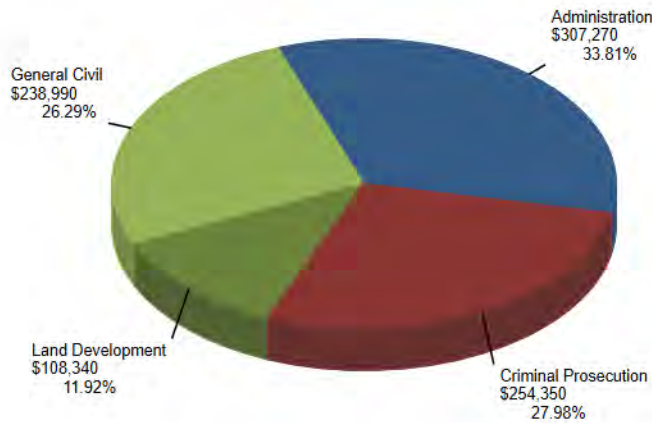
The department strives to provide quality legal advice and services to the City Council, City departments and commissions. To vigorously prosecute criminal cases in a fair manner that leads to just results.

Description

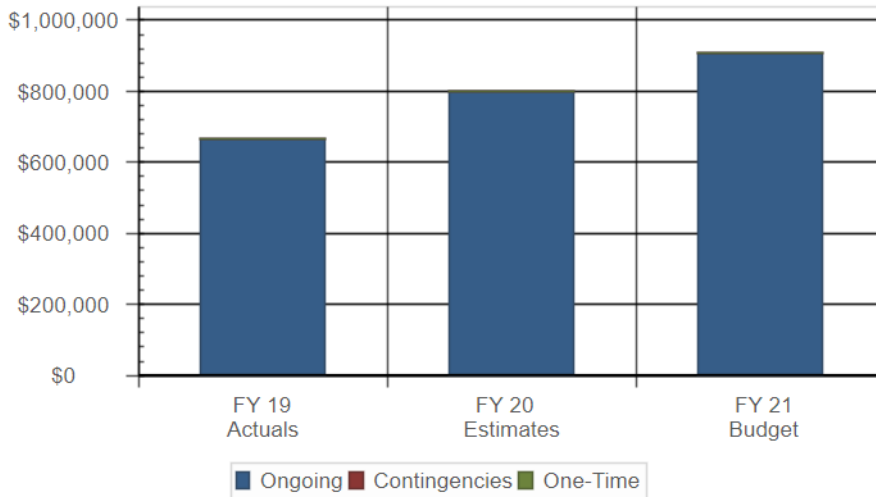
The City Attorney's Office provides internal services to City departments and personnel in several program areas:

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

FY 2021 PROGRAM EXPENDITURES: \$908,950



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	51 %	\$ 167,120	\$ 154,680	\$ 119,976
Supplies & Services	115,000	37 %	115,000	20,700	14,577
Subtotal Direct Costs	\$ 271,620	88 %	\$ 282,120	\$ 175,380	\$ 134,553
Internal Charges	35,650	12 %	36,860	37,860	45,044
Total Expenditures	307,270	100 %	318,980	213,240	179,597
Expenditures by Fund					
General Fund Portion	\$ 207,270	67 %	\$ 218,980	\$ 206,240	\$ 179,597
Wastewater Enterprise Fund	\$ 100,000	33 %	\$ 100,000	\$ -	\$ -
Other Funds Portion	\$ -	- %	\$ -	\$ 7,000	\$ -
Funding Sources					
Allocations to Other Departments	\$ 207,230	67.44 %	\$ 219,000	\$ 206,260	\$ 179,590
Program Revenues	\$ -	- %	\$ -	\$ 120	\$ -
Funding from General Revenues:					
Estimated Resident Generated	\$ 35,014	11 %	\$ 34,993	\$ 2,401	\$ 2
Estimated Visitor Generated	\$ 65,026	21 %	\$ 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

Continued

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	46,020	18 %	45,230	46,710	36,578
Total Expenditures	254,350	100 %	249,600	249,860	228,587
Expenditures by Fund					
General Fund Portion	\$ 254,350	100 %	\$ 249,600	\$ 249,860	\$ 228,587
Funding Sources					
Funding from General Revenues:					
Estimated Resident Generated	\$ 89,023	35 %	\$ 87,360	\$ 87,451	\$ 80,005
Estimated Visitor Generated	\$ 165,328	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

City Attorney's Office-Criminal Prosecution

Continued

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	\$ 108,350	100.01 %	\$ 116,950	\$ 106,490	\$ 36,330
Funding from General Revenues:					
Estimated Resident Generated	\$ (4)	- %	\$ (4)	\$ -	\$ -
Estimated Visitor Generated	\$ (7)	- %	\$ (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

City Attorney's Office-Land Development

Continued

PERFORMANCE MEASURES	Benchmark	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)		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	27,130	11 %	27,260	28,230	23,682
Total Expenditures	238,990	99 %	246,910	228,640	220,406
Expenditures by Fund					
General Fund Portion	\$ 238,990	100 %	\$ 246,910	\$ 228,640	\$ 220,406
Funding Sources					
Allocations to Other Departments	\$ 238,980	100.00 %	\$ 246,910	\$ 228,630	\$ 220,460
Funding from General Revenues:					
Estimated Resident Generated	\$ 4	- %	\$ -	\$ 4	\$ (19)
Estimated Visitor Generated	\$ 7	- %	\$ -	\$ 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

City Attorney's Office-General Civil

Continued

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>\$(171,580)</u>	<u>\$(182,140)</u>	<u>\$(168,400)</u>	<u>\$(134,546)</u>	
Administration Total	\$40	\$(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>\$46,020</u>	<u>\$45,230</u>	<u>\$46,710</u>	<u>\$36,578</u>	
Ongoing Total	\$254,350	\$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>\$(90,960)</u>	<u>\$(99,400)</u>	<u>\$(88,390)</u>	<u>\$(23,062)</u>	
Land Development Total	\$(10)	\$(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>\$(211,850)</u>	<u>\$(219,650)</u>	<u>\$(200,400)</u>	<u>\$(196,778)</u>	
General Civil Total	\$10	\$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>\$(428,370)</u>	<u>\$(455,960)</u>	<u>\$(410,480)</u>	<u>\$(317,808)</u>	
Ongoing Subtotal	\$254,390	\$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	\$100,000	\$100,000	\$0	\$0	
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	\$192,700	\$192,700	\$91,900	\$110,569
Direct Costs (Ongoing) Subtotal	\$782,760	\$805,530	\$667,330	\$546,348
Internal Charges Subtotal	<u>\$(428,370)</u>	<u>\$(455,960)</u>	<u>\$(410,480)</u>	<u>\$(317,808)</u>
Ongoing Subtotal	\$354,390	\$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	0.04	0.04	0.04	0.00
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	0.90	0.90	0.90	0.90
General Fund Total		4.04	4.04	4.04	4.00

(1) Temporary position.

CITY CLERK'S OFFICE

Mission Statement

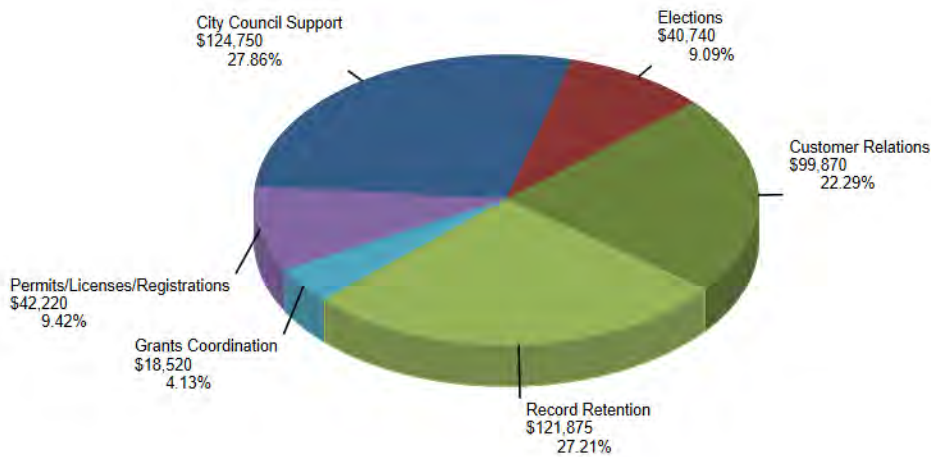
To provide exceptional service to the Mayor and City Council, the public, and City staff so that all may be guaranteed fair and impartial elections and open access to information and the legislative process.

Description

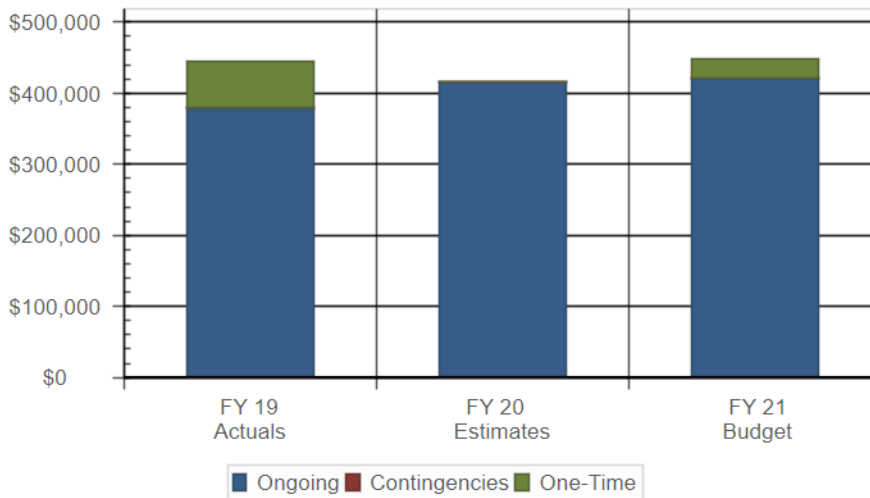
The City Clerk's Department is responsible for the following program areas:

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

FY 2021 PROGRAM EXPENDITURES: \$447,975



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	60.03 %	\$ 73,660	\$ 74,100	\$ 66,537
Supplies & Services	15,000	12.02 %	15,000	15,000	14,883
Subtotal Direct Costs	\$ 89,890	72.06 %	\$ 88,660	\$ 89,100	\$ 81,420
Internal Charges	34,860	27.94 %	33,870	34,990	36,609
Total Expenditures	124,750	99.99 %	122,530	124,090	118,029
Expenditures by Fund					
General Fund Portion	\$ 124,750	100.00 %	\$ 122,530	\$ 124,090	\$ 118,029
Funding Sources					
Funding from General Revenues:					
Estimated Resident Generated	\$ 43,663	35.00 %	\$ 42,886	\$ 43,432	\$ 41,310
Estimated Visitor Generated	\$ 81,088	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	21.21 %	\$ 8,480	\$ 8,500	\$ 7,695
Supplies & Services	28,300	69.46 %	1,000	900	38,034
Subtotal Direct Costs	\$ 36,940	90.67 %	\$ 9,480	\$ 9,400	\$ 45,729
Internal Charges	3,800	9.33 %	3,440	3,590	5,269
Total Expenditures	40,740	100.00 %	12,920	12,990	50,998
Expenditures by Fund					
General Fund Portion	\$ 40,740	100.00 %	\$ 12,920	\$ 12,990	\$ 50,998
Funding Sources					
Funding from General Revenues:					
Estimated Resident Generated	\$ 14,259	35.00 %	\$ 4,522	\$ 4,547	\$ 17,849
Estimated Visitor Generated	\$ 26,481	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

City Clerk's Office - Elections

Continued

PERFORMANCE MEASURES	Benchmark	FY21 Target	FY20 Target	FY20 Estimate	FY19 Actual	FY18 Actual
Cost of Primary Election for City Council		\$13,850	N/A	\$200	0	N/A
Cost of General Election for City Council.		\$13,600	N/A	\$0	0	N/A
Cost of Alternative Expenditure Limitation and Primary Election for City Council.		\$0	\$0	\$0	\$22,132	\$0
Cost of General Election for Citizen Initiative for a Permanent Base Adjustment.		\$0	\$0	\$0	\$15,115	\$0

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	65.44 %	\$ 64,920	\$ 64,520	\$ 44,969
Internal Charges	34,520	34.56 %	33,900	35,210	30,433
Total Expenditures	99,870	100.00 %	98,820	99,730	75,402
Expenditures by Fund					
General Fund Portion	\$ 99,870	100.00 %	\$ 98,820	\$ 99,730	\$ 75,402
Funding Sources					
Allocations to Other Departments	\$ 99,870	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	44.05 %	\$ 61,030	\$ 55,700	\$ 50,462
Supplies & Services	13,365	10.97 %	8,400	11,315	3,246
Subtotal Direct Costs	\$ 67,055	55.02 %	\$ 69,430	\$ 67,015	\$ 53,708
Internal Charges	54,820	44.98 %	57,270	57,060	50,762
Total Expenditures	121,875	100.00 %	126,700	124,075	104,470
Expenditures by Fund					
General Fund Portion	\$ 121,875	100.00 %	\$ 126,700	\$ 124,075	\$ 104,470
Funding Sources					
Allocations to Other Departments	\$ 121,900	100.02 %	\$ 126,700	\$ 124,070	\$ 104,472
Funding from General Revenues:					
Estimated Resident Generated	\$ (9)	(0.01)%	\$ -	\$ 2	\$ (1)
Estimated Visitor Generated	\$ (16)	(0.01)%	\$ -	\$ 3	\$ (1)
Employee Time Allocation (FTEs) Budgeted	0.68	-	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	N/A	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	N/A	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	73.07 %	\$ 22,280	\$ 27,210	\$ 22,022
Internal Charges	11,370	26.93 %	9,700	10,060	9,369
Total Expenditures	42,220	100.00 %	31,980	37,270	31,391
Expenditures by Fund					
General Fund Portion	\$ 42,220	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	\$ 13,902	32.93 %	\$ 10,318	\$ 12,166	\$ 9,799
Estimated Visitor Generated	\$ 25,818	61.15 %	\$ 19,162	\$ 22,594	\$ 18,197
Employee Time Allocation (FTEs) Budgeted	0.34	-	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	1,225	N/A	1,216	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

City Clerk's Office - Permits, Licenses, Registrations

Continued

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	60 %	\$ 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	5,820	31 %	5,530	5,740	3,064
Total Expenditures	18,520	99 %	18,620	17,990	13,000
Expenditures by Fund					
General Fund Portion	\$ 18,520	100 %	\$ 18,620	\$ 17,990	\$ 13,000
Funding Sources					
Funding from General Revenues:					
Estimated Resident Generated	\$ 6,482	35 %	\$ 6,517	\$ 6,297	\$ 4,550
Estimated Visitor Generated	\$ 12,038	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>\$34,860</u>	<u>\$33,870</u>	<u>\$34,990</u>	<u>\$36,609</u>	
City Council Support Total	\$124,750	\$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	<u>\$3,800</u>	<u>\$3,440</u>	<u>\$3,590</u>	<u>\$5,269</u>	
Ongoing Total	\$13,290	\$12,920	\$12,790	\$13,751	
Supplies & Services (one-time)	<u>\$27,450</u>	<u>\$0</u>	<u>\$200</u>	<u>\$37,247</u>	
Elections Total	\$40,740	\$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	Budget Decrease: Change in allocations to programs
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>\$(67,080)</u>	<u>\$(69,430)</u>	<u>\$(67,010)</u>	<u>\$(53,710)</u>	
Records Management Total	\$(25)	\$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>\$11,370</u>	<u>\$9,700</u>	<u>\$10,060</u>	<u>\$9,369</u>	
Permits, Licenses, & Registrations Total	\$42,220	\$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>\$5,820</u>	<u>\$5,530</u>	<u>\$5,740</u>	<u>\$3,064</u>	
Grants Coordination Total	\$18,520	\$18,620	\$17,990	\$13,000	
Grand Totals					
Personnel (Ongoing) Subtotal	\$244,620	\$241,460	\$241,080	\$212,177	
Supplies & Services (Ongoing) Subtotal	<u>\$30,715</u>	<u>\$26,400</u>	<u>\$28,715</u>	<u>\$24,396</u>	
Direct Costs (Ongoing) Subtotal	\$275,335	\$267,860	\$269,795	\$236,573	
Internal Charges Subtotal	<u>\$(76,580)</u>	<u>\$(81,800)</u>	<u>\$(77,150)</u>	<u>\$(36,101)</u>	
Ongoing Subtotal	\$198,755	\$186,060	\$192,645	\$200,472	
Supplies & Services (One-Time) Subtotal	<u>\$27,450</u>	<u>\$0</u>	<u>\$200</u>	<u>\$64,524</u>	
Grand Total	\$226,205	\$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	0.68	0.81	0.66	0.66
10-5240-09	Sustainability	0.00	0.00	0.18	0.18
10-5240-10	Permits/Licenses/Registrations	0.34	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.

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.

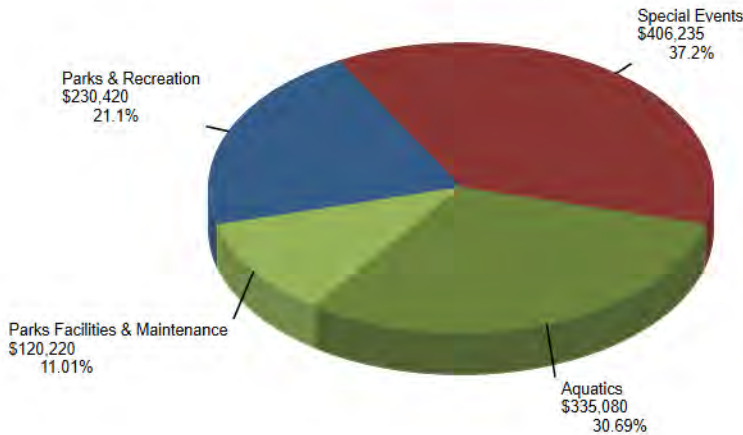
It is the culture of the Sedona Parks and Recreation Department to work within an environment of CITY PRIDE: Deliver the best Customer service, display unwavering Integrity, foster Teamwork and find ways to get to Yes! Embody Professionalism, show Respect, lead with Innovation and demonstrate Dedication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

Description

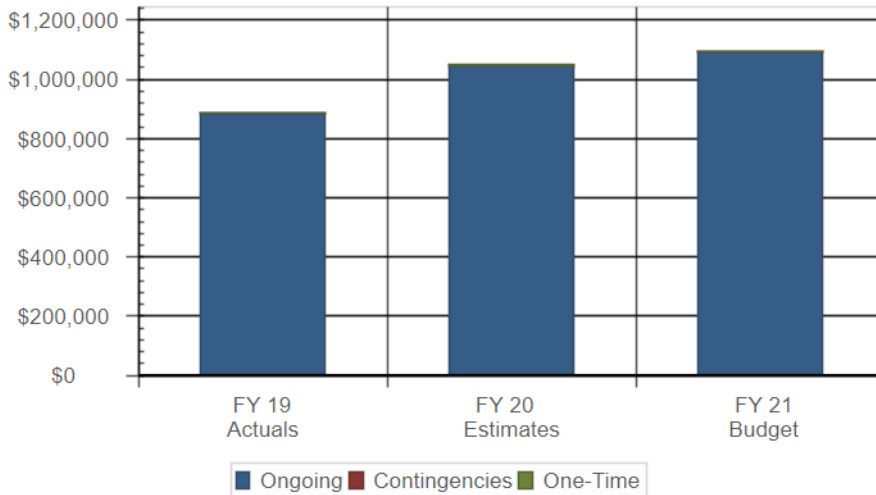
The Parks and Recreation Department is responsible for the following program areas:

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

FY 2021 PROGRAM EXPENDITURES: \$1,091,955



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	71,780	31 %	73,060	74,940	53,343
Total Expenditures	230,420	100 %	217,750	222,505	193,951
Expenditures by Fund					
General Fund Portion	\$ 222,420	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 %	\$ 28,000	\$ 16,095	\$ 35,487
Funding from General Revenues:					
Estimated Resident Generated	\$ 73,374	32 %	\$ 66,413	\$ 72,244	\$ 55,462
Estimated Visitor Generated	\$ 136,266	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	2 %	\$ 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.

Parks & Recreation - Special Events

Continued

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

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	115,770	35 %	114,810	117,100	92,635
Total Expenditures	335,080	100 %	327,620	315,930	257,083
Expenditures by Fund					
General Fund Portion	\$ 335,080	100 %	\$ 327,620	\$ 310,930	\$ 257,083
Other Funds Portion	\$ -	- %	\$ -	\$ 5,000	\$ -
Funding Sources					
Program Revenues	\$ 36,850	11 %	\$ 56,700	\$ 30,080	\$ 50,471
Funding from General Revenues:					
Estimated Resident Generated	\$ 104,381	31 %	\$ 94,822	\$ 100,048	\$ 72,314
Estimated Visitor Generated	\$ 193,850	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.

Parks & Recreation - Aquatics
Continued

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	9,329	12,039
Staff hired and trained for the season		22	25	22	18	28
Hours spent on staff development		66	84	61	71	78

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%	N/A	100%	100%	N/A

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	30,930	26 %	29,950	30,940	22,126
Total Expenditures	120,220	101 %	111,570	118,720	94,692
Expenditures by Fund					
General Fund Portion	\$ 117,220	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 %	\$ 27,000	\$ 14,900	\$ 32,560
Funding from General Revenues:					
Estimated Resident Generated	\$ 32,242	27 %	\$ 29,600	\$ 36,337	\$ 21,746
Estimated Visitor Generated	\$ 59,878	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	\$71,780	\$73,060	\$74,940	\$53,343	
Ongoing Total	\$222,420	\$209,750	\$218,675	\$189,524	
Recreation Programs Total	\$222,420	\$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	
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	\$115,770	\$114,810	\$117,100	\$92,635	
Ongoing Total	\$335,080	\$326,170	\$310,930	\$255,511	
Supplies & Services (one-time)	\$0	\$1,450	\$0	\$1,572	
Aquatics Operations & Maintenance Total	\$335,080	\$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>\$30,930</u>	<u>\$29,950</u>	<u>\$30,940</u>	<u>\$22,126</u>	
Parks Facilities & Maintenance Total	\$117,220	\$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>\$271,170</u>	<u>\$268,860</u>	<u>\$275,460</u>	<u>\$206,730</u>
Ongoing Subtotal	\$1,023,155	\$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	\$1,067,455	\$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	\$0	\$0	\$0	\$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	\$271,170	\$268,860	\$275,460	\$206,730	
Ongoing Subtotal	\$1,047,655	\$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	\$1,091,955	\$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) Includes 4.56 of temporary positions

GENERAL SERVICES

Mission Statement

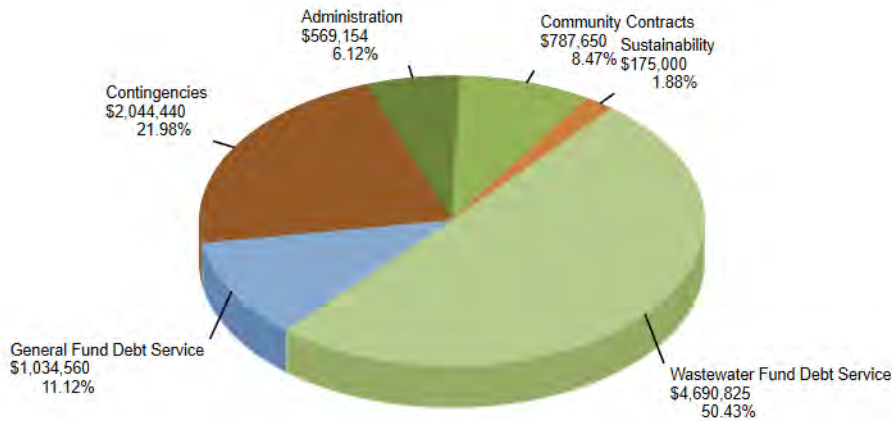
Description

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.

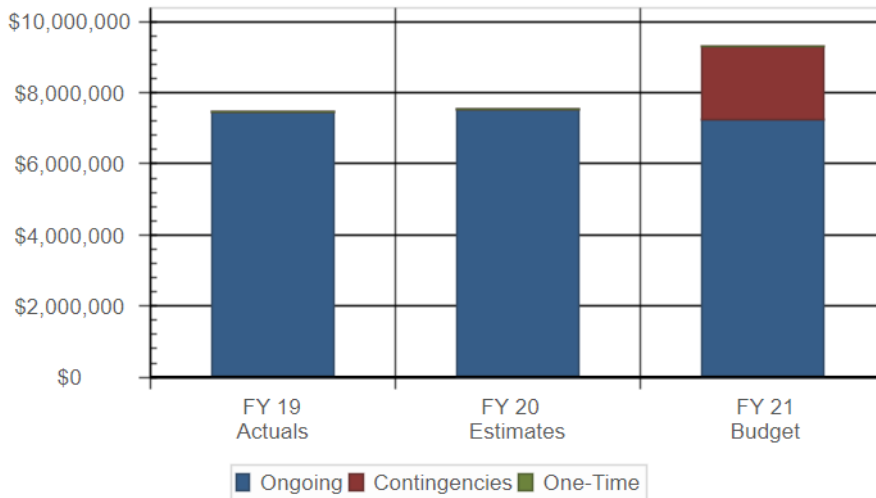
The General Services Department also includes the General Fund, Grants and Donation Funds, and Wastewater Enterprise Fund contingency budgets, which include the following:

- * \$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: \$9,301,629



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	1,578,050	17 %	1,845,521	1,859,204	1,565,561
Capital & Debt Service	5,733,535	62 %	5,737,975	5,733,725	5,865,949
Contingencies (ongoing)	2,044,440	22	2,595,000	-	-
Subtotal Direct Costs	\$ 9,295,869	100 %	\$ 10,222,881	\$ 7,534,933	\$ 7,439,539
Internal Charges	5,760	- %	11,380	11,640	9,299
Total Expenditures	9,301,629	100 %	10,234,261	7,546,573	7,448,838
Expenditures by Fund					
General Fund Portion	\$ 3,297,434	35 %	\$ 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	\$ 1,213,370	13 %	\$ 1,285,268	\$ 1,756,010	\$ 1,862,331
Funding Sources					
Allocations to Other Departments	\$ 397,070	4.27 %	\$ 346,100	\$ 381,120	\$ 222,478
Funding from General Revenues:					
Estimated Resident Generated	\$ 3,116,596	34 %	\$ 3,460,856	\$ 2,507,909	\$ 2,529,226
Estimated Visitor Generated	\$ 5,787,963	62 %	\$ 6,427,305	\$ 4,657,544	\$ 4,697,134
Employee Time Allocation (FTEs) Budgeted	-		-		-

WORKLOAD INDICATORS	FY21 Projection	FY20 Projection	FY20 Estimate	FY19 Actual	FY18 Actual
Small grants awarded	19	20	N/A	20	17
Average small grant award amount	\$8,858	\$8,325	N/A	\$8,475	\$9,500
Total small grants awarded	\$168,300	\$166,500	\$161,500	\$169,500	\$161,500
Range of small grant awards	\$1,200 - \$21,000	\$1,000 - \$24,000	N/A	\$1,200 - \$21,000	\$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	\$ (391,360)	\$ (334,900)	\$ (369,680)	\$ (213,288)	
Ongoing Total	\$ 142,584	\$ 179,255	\$ 152,364	\$ 344,084	
Capital & Debt Service	\$ 8,200	\$ 8,200	\$ 6,200	\$ 0	Current Year Under Budget: Enterprise Fleet vehicle leasing program.
Administration Total	\$ 150,784	\$ 187,455	\$ 158,564	\$ 344,084	
10-5245-09 - Sustainability					
Supplies & Services (ongoing)	\$ 175,000	\$ 203,100	\$ 203,100	\$ 100,000	Budget Decrease: Reduction for Sedona Recycles.
Sustainability Total	\$ 175,000	\$ 203,100	\$ 203,100	\$ 100,000	
10-5245-90 - Comm Contracts - Public Safety					
Supplies & Services (ongoing)	\$ 71,300	\$ 71,293	\$ 71,300	\$ 69,098	
Comm Contracts - Public Safety Total	\$ 71,300	\$ 71,293	\$ 71,300	\$ 69,098	
10-5245-91 - Comm Contracts - Cult & Recr					
Supplies & Services (ongoing)	\$ 485,000	\$ 484,974	\$ 485,000	\$ 470,392	
Comm Contracts - Cult & Recr Total	\$ 485,000	\$ 484,974	\$ 485,000	\$ 470,392	
10-5245-92 - Comm Contracts - Health & Welf					
Supplies & Services (ongoing)	\$ 179,800	\$ 179,770	\$ 180,000	\$ 174,365	
Comm Contracts - Health & Welf Total	\$ 179,800	\$ 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)	\$51,550	\$338,714	\$338,810	\$202,363	
Comm Contracts - Public Transp Total	\$51,550	\$413,714	\$338,810	\$202,363	
10-5246-01 - Administration					
Contingencies	\$844,440	\$300,000	\$0	\$0	Budget Increase: Increase in the contingency for the Chamber of Commerce.
Administration Total	\$844,440	\$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 Fund Totals					
Personnel Subtotal	\$(60,156)	\$44,385	\$(57,996)	\$8,029	
Supplies & Services (Ongoing) Subtotal	\$1,556,750	\$1,822,621	\$1,858,250	\$1,565,561	
Direct Costs (Ongoing) Subtotal	\$1,496,594	\$1,867,006	\$1,800,254	\$1,573,590	
Internal Charges Subtotal	\$(391,360)	\$(334,900)	\$(369,680)	\$(213,288)	
Contingencies Subtotal	\$844,440	\$300,000	\$0	\$0	
Ongoing Subtotal	\$1,949,674	\$1,832,106	\$1,430,574	\$1,360,302	
Capital & Debt Service Subtotal	\$1,042,760	\$1,044,950	\$1,040,700	\$1,417,374	
One-Time Subtotal	\$1,042,760	\$1,044,950	\$1,040,700	\$1,417,374	
General Fund Total	\$2,992,434	\$2,877,056	\$2,471,274	\$2,777,676	

GENERAL SERVICES
Continued

EXPENDITURE SUMMARY

Cost Category	FY2021 Budget	FY2020 Budget	FY2020 Est. Actuals	FY2019 Actuals	Explanation of Changes
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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	\$954	\$0	
Administration Total	\$1,300	\$1,300	\$954	\$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	

16-5246-01 - Administration

Contingencies	\$300,000	\$300,000	\$0	\$0	Current Year Under Budget: Reinstate contingency for amount used during the current year
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	

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

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	

Wastewater Enterprise Fund Totals

Internal Charges Subtotal	\$50	\$180	\$200	\$109	
Contingencies Subtotal	\$100,000	\$100,000	\$0	\$0	
Ongoing Subtotal	\$100,050	\$100,180	\$200	\$109	
Capital & Debt Service Subtotal	\$4,690,775	\$4,693,025	\$4,693,025	\$4,439,035	
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	

GENERAL SERVICES
Continued

EXPENDITURE SUMMARY

Cost Category	FY2021 Budget	FY2020 Budget	FY2020 Est. Actuals	FY2019 Actuals	Explanation of Changes
Grand Totals					
Personnel (Ongoing) Subtotal	\$(60,156)	\$44,385	\$(57,996)	\$8,029	
Supplies & Services (Ongoing) Subtotal	\$1,578,050	\$1,845,521	\$1,859,204	\$1,565,561	
Direct Costs (Ongoing) Subtotal	\$1,517,894	\$1,889,906	\$1,801,208	\$1,573,590	
Internal Charges Subtotal	\$(391,310)	\$(334,720)	\$(369,480)	\$(213,179)	
Contingencies Subtotal	<u>\$2,044,440</u>	<u>\$2,595,000</u>	<u>\$0</u>	<u>\$0</u>	
Ongoing Subtotal	\$3,171,024	\$4,150,186	\$1,431,728	\$1,360,411	
Capital & Debt Service Subtotal	\$5,733,535	\$5,737,975	\$5,733,725	\$5,865,949	
Grand Total	\$8,904,559	\$9,888,161	\$7,165,453	\$7,226,360	

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.

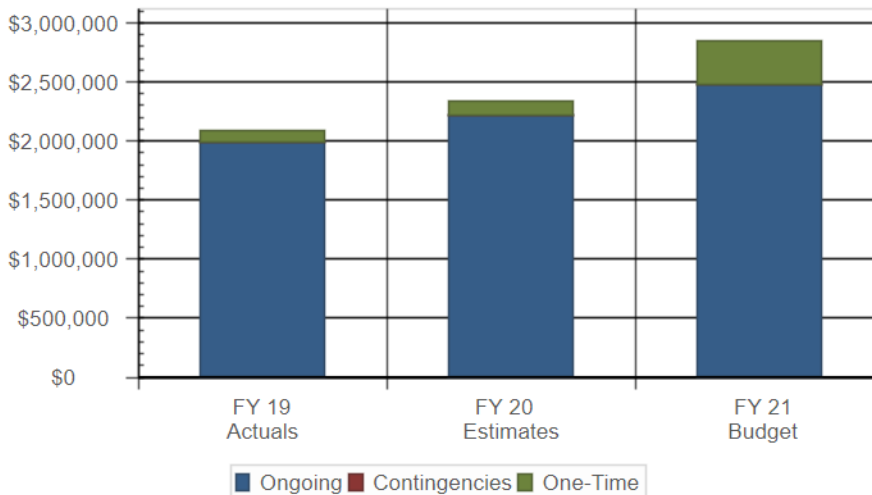
The Community Development Department is responsible for the following program areas:

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

FY 2021 PROGRAM EXPENDITURES: \$2,846,280



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	60 %	\$ 184,740	\$ 184,430	\$ 131,877
Supplies & Services	47,800	15 %	27,200	33,495	2,712
Subtotal Direct Costs	\$ 243,090	74 %	\$ 211,940	\$ 217,925	\$ 134,589
Internal Charges	83,610	26 %	89,520	90,670	41,618
Total Expenditures	326,700	101 %	301,460	308,595	176,207
Expenditures by Fund					
General Fund Portion	\$ 286,700	88 %	\$ 281,460	\$ 280,385	\$ 176,207
Other Funds Portion	\$ 40,000	12 %	\$ 20,000	\$ 28,210	\$ -
Funding Sources					
Funding from General Revenues:					
Estimated Resident Generated	\$ 114,345	35 %	\$ 105,511	\$ 108,008	\$ 61,672
Estimated Visitor Generated	\$ 212,355	65 %	\$ 195,949	\$ 200,587	\$ 114,535
Employee Time Allocation (FTEs) Budgeted	1.40		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.

Community Development - Administration

Continued

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.

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	58 %	\$ 369,175	\$ 369,225	\$ 418,087
Supplies & Services	59,470	9 %	52,225	33,865	107,684
Subtotal Direct Costs	\$ 425,520	67 %	\$ 421,400	\$ 403,090	\$ 525,771
Internal Charges	206,240	33 %	205,170	204,700	180,723
Total Expenditures	631,760	100 %	626,570	607,790	706,494
Expenditures by Fund					
General Fund Portion	\$ 631,760	100 %	\$ 626,570	\$ 607,790	\$ 706,494
Funding Sources					
Program Revenues	\$ 286,050	45 %	\$ 296,350	\$ 241,050	\$ 210,607
Funding from General Revenues:					
Estimated Resident Generated	\$ 120,999	19 %	\$ 115,577	\$ 128,359	\$ 173,560
Estimated Visitor Generated	\$ 224,712	36 %	\$ 214,643	\$ 238,381	\$ 322,327
Employee Time Allocation (FTEs) Budgeted	3.78		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
Continued

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	5	5
New Landmarked Properties - Historic Preservation Commission	1	1	1	0	0
Civic Pride/Education Events - Historic Preservation Commission	1	1	1	1	1
Certificates of Appropriateness Issued - Historic Preservation Commission	1	1	1	0	0
Certificate of No Effect Issued - Historic Preservation Commission	4	4	4	2	3
Historic Recognition Awards Issued - Historic Preservation Commission	1	1	1	1	0
Education Training Exercises - Historic Preservation Commission	1	1	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	0.9	100	100	N/A
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 %	\$ 335,700	\$ 325,190	\$ 277,937
Supplies & Services	126,585	19 %	122,495	122,905	95,040
Subtotal Direct Costs	\$ 494,715	74 %	\$ 458,195	\$ 448,095	\$ 372,977
Internal Charges	171,540	26 %	175,350	175,770	155,895
Total Expenditures	666,255	100 %	633,545	623,865	528,872
Expenditures by Fund					
General Fund Portion	\$ 678,055	102 %	\$ 637,845	\$ 629,200	\$ 528,872
Other Funds Portion	\$ 1,400	- %	\$ 1,400	\$ 1,400	\$ -
Funding Sources					
Program Revenues	\$ 390,500	59 %	\$ 307,250	\$ 335,550	\$ 296,256
Funding from General Revenues:					
Estimated Resident Generated	\$ 96,514	14 %	\$ 114,203	\$ 100,910	\$ 81,416
Estimated Visitor Generated	\$ 179,241	27 %	\$ 212,092	\$ 187,405	\$ 151,200
Employee Time Allocation (FTEs) Budgeted	4.01		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

Continued

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	46 %	\$ 173,500	\$ 162,960	\$ 185,455
Supplies & Services	18,390	5 %	24,350	10,210	31,594
Subtotal Direct Costs	\$ 195,440	50 %	\$ 197,850	\$ 173,170	\$ 217,049
Internal Charges	193,640	50 %	197,920	195,290	162,652
Total Expenditures	389,080	101 %	395,770	368,460	379,701
Expenditures by Fund					
General Fund Portion	\$ 387,680	100 %	\$ 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 %	\$ 138,520	\$ 128,961	\$ 132,895
Estimated Visitor Generated	\$ 252,902	65 %	\$ 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

Continued

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

Budget Summary	FY2021 Budget	% of FY2021 Budget	FY2020 Budget	FY2020 Estimate	FY2019 Actuals
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		0.35

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

Continued

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 %	\$ 162,220	\$ 164,460	\$ 137,715
Supplies & Services	28,650	11 %	21,025	15,525	5,088
Subtotal Direct Costs	\$ 182,990	73 %	\$ 183,245	\$ 179,985	\$ 142,803
Internal Charges	69,040	27 %	71,710	71,930	62,652
Total Expenditures	252,030	99 %	254,955	251,915	205,455
Expenditures by Fund					
General Fund Portion	\$ 252,030	100 %	\$ 254,955	\$ 251,915	\$ 205,455
Funding Sources					
Program Revenues	\$ 11,000	4 %	\$ 2,500	\$ 9,220	\$ 2,220
Funding from General Revenues:					
Estimated Resident Generated	\$ 84,361	33 %	\$ 88,359	\$ 84,943	\$ 71,132
Estimated Visitor Generated	\$ 156,670	62 %	\$ 164,096	\$ 157,752	\$ 132,103
Employee Time Allocation (FTEs) Budgeted	1.45		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 %	\$ 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>\$83,610</u>	<u>\$89,520</u>	<u>\$90,670</u>	<u>\$41,618</u>	
Administration Total	\$286,700	\$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>\$206,240</u>	<u>\$205,170</u>	<u>\$204,700</u>	<u>\$180,723</u>	
Ongoing Total	\$631,760	\$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	\$631,760	\$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>\$171,540</u>	<u>\$175,350</u>	<u>\$175,770</u>	<u>\$155,895</u>	
Ongoing Total	\$664,855	\$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	\$678,055	\$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	\$69,040	\$71,710	\$71,930	\$62,652	
Supplies & Services (one-time)	\$0	\$0	\$0	\$4,800	
Community Plan Total	\$252,030	\$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	\$724,070	\$752,440	\$751,240	\$614,763	
Ongoing Subtotal	\$2,223,025	\$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	\$2,236,225	\$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: New Affordable Housing Manager position.
Supplies & Services (ongoing)	\$72,600	\$105,000	\$230	\$38,451	
Direct Costs (Ongoing) Subtotal	\$200,000	\$105,000	\$230	\$38,451	
Supplies & Services (One-Time)	\$20,555	\$0	\$102,000	\$0	
One-Time Total	\$20,555	\$0	\$102,000	\$0	
Administration Total	\$220,555	\$105,000	\$102,230	\$38,451	
Operating Grants Fund					
16-5310-59 - Housing					
Supplies & Services (One-Time)	\$346,700	\$330,000	\$12,500	\$0	Current Year Under Budget: CDBG grant.
Housing Total	\$346,700	\$330,000	\$12,500	\$0	
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.
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	

COMMUNITY DEVELOPMENT
Continued

EXPENDITURE SUMMARY

Cost Category	FY2021 Budget	FY2020 Budget	FY2020 Est. Actuals	FY2019 Actuals	Explanation of Changes
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	
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	\$353,495	\$356,495	\$220,430	\$194,797	
Direct Costs (Ongoing) Subtotal	\$1,741,755	\$1,615,510	\$1,460,305	\$1,380,762	
Internal Charges Subtotal	\$724,070	\$752,440	\$751,240	\$614,763	
Ongoing Subtotal	\$2,465,825	\$2,367,950	\$2,211,545	\$1,995,525	
Supplies & Services (One-Time) Subtotal	\$367,255	\$330,000	\$114,500	\$87,825	
Capital & Debt Service Subtotal	\$13,200	\$5,700	\$6,735	\$0	
One-Time Subtotal	\$380,455	\$335,700	\$121,235	\$87,825	
Grand Total	\$2,846,280	\$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	0.24	0.24	0.24	0.08
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	1.40	1.25	1.20	0.00
10-5310-31	Planning	3.82	3.86	3.28	2.99
10-5310-32	Building Safety	3.97	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	0.00	0.30	0.35	0.47
10-5310-67	Community Plan	1.45	1.55	1.46	2.02
10-5310-71	Planning & Zoning Commission	0.00	0.00	1.32	1.45
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.

PUBLIC WORKS

Mission Statement

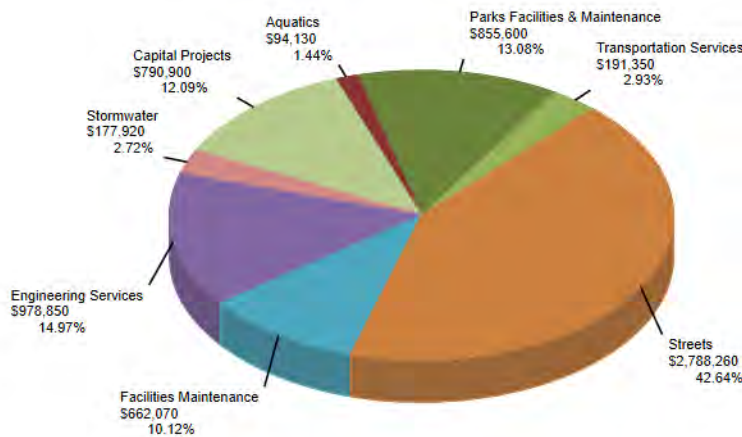
Providing a safe and enjoyable experience through cost effective, quality infrastructure and services.

Description

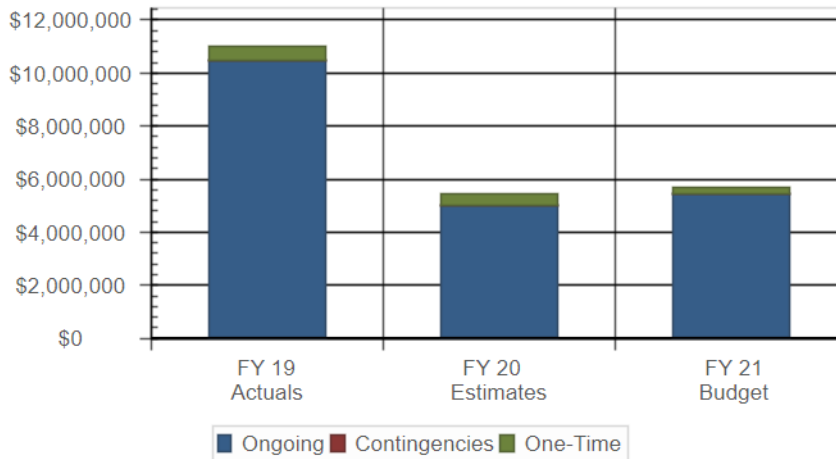
The main program areas and the services included in the Public Works Department are:

- * Engineering Services - Administrative services, office support and supplies, development review, stafftraining, and general professional services.
- * Streets Maintenance - Streets rehabilitation, pavement preservation, equipment and machinery operationand maintenance, utilities, landscaping, right-of-way maintenance, traffic control, drainage maintenanceand multi-modal facility maintenance in the public right-of-way.
- * Facilities Maintenance - Maintenance of City buildings, service contracts, facility utilities, and facilityimprovements.
- * Parks Maintenance - Maintenance of parks grounds, equipment and machinery, service contracts, andutilities.
- * 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: \$6,539,080



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	\$ 2,064,895
Supplies & Services	37,800	40 %	35,400	40,960	2,305,614
Capital & Debt Service	10,000	11 %	38,000	26,130	510,413
Subtotal Direct Costs	\$ 81,940	87 %	\$ 103,530	\$ 97,280	\$ 4,880,922
Internal Charges	12,190	13 %	13,770	14,060	1,126,049
Total Expenditures	94,130	100 %	117,300	111,340	6,006,971
Expenditures by Fund					
Funding Sources					
Program Revenues	\$ -	- %	\$ -	\$ 4,520	\$ -
Funding from General Revenues:					
Estimated Resident Generated	\$ 32,946	35 %	\$ 41,055	\$ 37,387	\$ 2,102,440
Estimated Visitor Generated	\$ 61,185	65 %	\$ 76,245	\$ 69,433	\$ 3,904,531
Employee Time Allocation (FTEs) Budgeted	0.50		0.20		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 public pool facility.
- * Completed repairs to the slide, slide gate, pool blanket reel, and pool light.
- * Replaced handrail covers, pool heater, lifeguard stands, fence at slide, and thermal cover and reel.

FY 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 for maintenance of the public pool facility.

WORKLOAD INDICATORS	FY21 Projection	FY20 Projection	FY20 Estimate	FY19 Actual	FY18 Actual
Days staff responsible for facility	365	231	365	231	183
Attendance at lap swim and open swim	11,400	11,500	11,123	12,039	6,036

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

Public Works - Parks

Budget Summary	FY2021 Budget	% of FY2021 Budget	FY2020 Budget	FY2020 Estimate	FY2019 Actuals
Program Expenditures					
Personnel Services	\$ 246,790	32 %	\$ 261,390	\$ 258,690	\$ 261,340
Supplies & Services	320,140	41 %	314,425	313,890	307,688
Subtotal Direct Costs	\$ 566,930	73 %	\$ 575,815	\$ 572,580	\$ 569,028
Internal Charges	210,270	27 %	223,160	230,560	259,402
Total Expenditures	777,200	100 %	798,975	803,140	828,430
Expenditures by Fund					
General Fund Portion	\$ 852,940	110 %	\$ 840,175	\$ 838,250	\$ 910,764
Other Funds Portion	\$ 2,660	- %	\$ 3,200	\$ 2,880	\$ -
Funding Sources					
Program Revenues	\$ 4,600	0.59 %	\$ 4,800	\$ 3,000	\$ 7,447
Funding from General Revenues:					
Estimated Resident Generated	\$ 270,410	35 %	\$ 277,961	\$ 280,049	\$ 287,344
Estimated Visitor Generated	\$ 502,190	65 %	\$ 516,214	\$ 520,091	\$ 533,639
Employee Time Allocation (FTEs) Budgeted	4.18		4.28		4.45

This program accounts for maintenance of parks grounds, equipment and machinery, service contracts, and utilities.

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

FY 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 2019 included the Ranger Station Park shared use path, Ranger Station Park sewer line, wetlands viewing pad, miscellaneous facilities projects, and pool water slide.
- * Continued to build in-house staff abilities. This has resulted in more projects being completed in-house during regular business hours, which is not reflected in the savings.
- * Maintained lawn area maintenance below \$7,000 per acre in FY 2019.

FY 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 \$7,000 per acre in FY 2020.
- * Save \$70,000 or more due to completing in-house projects in FY 2020.
- * Continue to build in-house staff abilities.

Public Works - Parks

Continued

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	\$40,800	\$25,600	\$39,800	\$42,880	\$18,400
Parks maintenance expenditure	\$670,000	N/A	\$650,000	\$630,577	\$461,237
In-house projects completed	8	8	10	6	6
In-house projects contractor bid amount	\$200,000	\$200,000	\$235,000	\$351,400	\$208,815
In-house projects actual cost	\$100,000	\$100,000	\$160,000	\$246,400	\$93,780

PERFORMANCE MEASURES	Benchmark	FY21 Target	FY20 Target	FY20 Estimate	FY19 Actual	FY18 Actual
Parks lawn area cost per acre		\$7,000	\$4,100	\$6,400	\$6,900	\$3,000
Savings due to in-house projects		\$100,000	\$100,000	\$75,000	\$105,000	\$115,000
Park maintenance expenditure per developed park acre (ICMA Benchmark 2016-2018)	\$5,294 (all) / \$10,120 (cities under 30,000 pop.)	\$9,305	\$8,128	\$9,027	\$8,758	\$6,406

Public Works - Engineering

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	241,290	25 %	221,180	220,240	195,774
Total Expenditures	978,850	100 %	933,965	907,435	843,122
Expenditures by Fund					
General Fund Portion	\$ 658,090	67 %	\$ 634,355	\$ 605,885	\$ 588,897
Wastewater Enterprise Fund	\$ 318,350	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	\$ 340,883	35 %	\$ 325,138	\$ 315,957	\$ 293,225
Estimated Visitor Generated	\$ 633,068	65 %	\$ 603,827	\$ 586,778	\$ 544,562
Employee Time Allocation (FTEs) Budgeted	4.49		4.49		4.95

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:

* Continue to support the review and update of Development Impact Fees.

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 - Land Development Code Update:

* Continue to support the review and update of the LDC with the Community Development Department.

Council Priority - Community Focus Area Plans Development:

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

Public Works - Engineering

Continued

WORKLOAD INDICATORS	FY21 Projection	FY20 Projection	FY20 Estimate	FY19 Actual	FY18 Actual
Building permits reviewed	444	330	405	354	305
Commercial permits reviewed	243	250	231	220	229
Blue stakes completed	3,000	N/A	2,800	2,415	N/A

Public Works - Streets

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	1,944,080	70 %	1,787,200	1,646,265	1,474,125
Capital & Debt Service	\$ 61,200	2 %	\$ 179,800	\$ 160,540	\$ 33,582
Internal Charges	363,150	13 %	416,910	429,880	355,608
Total Expenditures	2,788,260	100 %	2,770,590	2,610,925	2,236,776
Expenditures by Fund					
General Fund Portion	\$ 1,578,090	57 %	\$ 1,560,920	\$ 1,515,445	\$ 1,204,209
Other Funds Portion	\$ 1,210,170	43 %	\$ 1,209,670	\$ 1,095,480	\$ 1,032,567
Funding Sources					
Funding from General Revenues:					
Estimated Resident Generated	\$ 975,891	35 %	\$ 969,706	\$ 913,824	\$ 782,872
Estimated Visitor Generated	\$ 1,812,369	65 %	\$ 1,800,884	\$ 1,697,101	\$ 1,453,904
Employee Time Allocation (FTEs) Budgeted	3.42		3.42		5.18

Streets operation and maintenance including equipment and machinery, utilities, landscaping, right-of-way maintenance, pavement rehabilitation and preservation, drainage maintenance, and multi-modal facility maintenance in the public right-of-way.

The streets rehabilitation and pavement preservation costs are paid from the Streets Fund. The Streets Fund is primarily funded by Highway User Revenue Funds (HURF) revenues (the state shared gas tax revenues), which are restricted for the maintaining, repairing, and upgrading of streets. Major street improvements and construction are included in the Capital Improvement Plan budget and paid from the Capital Improvement Fund.

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

All other streets related costs are paid from the General Fund. This program also includes storm clean-up and equipment, supplies, machinery, materials, utilities, and personnel costs for maintenance of traffic control devices.

FY 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 Brewer Road.
- * Applied Fractured Aggregate Surface Treatment (FAST) on Jordan Park Glenn & Ridge, a portion of Kachina Subdivision, and Las Lomas 1-2 and Quail Run Subdivisions streets.
- * Completed budgeted streets rehabilitation and preservation projects, including 4.25 miles.
- * Increased the paved lane miles assessed as satisfactory.
- * Responded to 100% of storm emergencies requiring response in FY 2019.
- * Completed 98% of Variable Message Sign deployment requests.

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

- * Increased the number of culverts cleaned compared to prior fiscal year.

Public Works - Streets

Continued

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 2020.
- * Complete a minimum of 90% of Variable Message Sign deployment requests.

Community Plan Circulation Goal - Create a more walkable and bike-able community:

- * Continue to enhance bicycle route signage.

WORKLOAD INDICATORS	FY21 Projection	FY20 Projection	FY20 Estimate	FY19 Actual	FY18 Actual
Pavement rehabilitation cost	\$1,150,000	\$1,150,000	\$1,150,000	\$1,133,528	\$1,226,594
Paved lane miles of City maintained streets	176	176	176	175	173
Culverts cleaned	30	30	30	26	25
Storms responded to after normal business hours	3	3	3	3	N/A
Traffic control signs damaged and replaced	100	100	100	100	159
Variable Message Sign deployments	10	10	10	10	16

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)		4.9	6.2	4.3	5.9	6.8
Pavement rehabilitation cost per mile (* = cost includes CIP overlay)		\$234,700 *	\$279,300 *	\$267,400 *	\$192,100 *	\$180,400
Paved lane miles assessed as satisfactory as a percentage of miles assessed (ICMA Benchmark 2016-2017)	70% (all) / 67% (cities under 30,000 pop.)	50%	50%	50%	48%	43%
Paved road rehabilitation expenditures, per paved lane mile (ICMA Benchmark 2016-2017)	\$7,959 (all) / \$10,622 (cities under 30,000 pop.)	\$6,979	\$6,979	\$6,979	\$6,477	\$7,090
Maintained NACOG Funding Eligibility (provided traffic count data)		Yes	Yes	Yes	Yes	Yes
National Citizen Survey 2017: Respondents rating of quality of street repair: % Excellent or Good		N/A	N/A	N/A	48% (Similar to NCS benchmark)	N/A
Storm emergencies requiring response and responded to		100%	100%	100%	100%	N/A
Variable Message Sign deployment requests completed		98%	98%	98%	98%	N/A

Public Works - Stormwater

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	44,170	25 %	45,370	47,540	35,726
Total Expenditures	177,920	100 %	183,540	186,310	165,225
Expenditures by Fund					
General Fund Portion	\$ 173,420	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	\$ 62,272	35 %	\$ 64,239	\$ 65,209	\$ 57,829
Estimated Visitor Generated	\$ 115,648	65 %	\$ 119,301	\$ 121,102	\$ 107,396
Employee Time Allocation (FTEs) Budgeted	1.26		1.29		1.30

The Stormwater Quality program is responsible for Arizona Department of Environmental Quality (ADEQ) permit fees, supplies, street sweeping of City parking lots, analytical monitoring of stormwater outfalls, professional services, and public outreach.

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

FY 2020 Accomplishments

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

- * Completed Pre-Monsoon Program for FY 2018.
- * Met the ADEQ requirements for Municipal Separate Storm Sewer System (MS4) compliance per ADEQ Permit No. AZG2016-002, and our Notice of Intent with ADEQ.
- * Held 6 tabling/outreach events, interacting with 677 people for a total of 72 education hours.
- * Presented stormwater pollution's effect in Oak Creek to two organizations.
- * Held two trash pickup events within Sedona with a total of 18 volunteers, collecting 159 pounds of trash.
- * Installed numerous "NO DUMPING – Drains to Oak Creek" curb markers.
- * Maintained 13 pet waste stations throughout Sedona, collecting 3,572 pounds of feces during FY 2017, and 3,423 pounds of feces during FY 2018.
- * City parking lots were power swept on a regular basis.
- * Identified and collected GPS information on 286 stormwater outfalls.

FY 2021 Objectives

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

- * Complete Pre-Monsoon Program for FY 2019.
- * Meet the ADEQ requirements for MS4 compliance per ADEQ Permit No. AZG2016-002, and our Notice of Intent (NOI) with ADEQ.

Public Works - Stormwater

Continued

WORKLOAD INDICATORS	FY21 Projection	FY20 Projection	FY20 Estimate	FY19 Actual	FY18 Actual
Letters written to property owners regarding Pre-Monsoon Program inspection outcomes	15	15	15	12	21
Stormwater compliance inspections (active CIP projects - every two weeks)	30	30	30	29	27
CIP project post-construction Best Management Practices (BMP) inspections	24	22	21	19	0
Stormwater compliance inspections (active private development projects - every month)	36	36	21	4	12
Letters sent regarding illicit discharges to the MS4	10	10	10	11	6
Public outreach tabling events	4	4	6	4	8
Educational brochures sent to local contractors	54	142	54	54	142
Presentations to local organizations	2	2	2	2	2
Trash pickup events	2	2	2	2	2
Pounds of dog feces collected through semimonthly pet waste station maintenance	3,500	3,500	3,500	3,423	3,572
Stormwater based articles in news outlets	3	3	3	4	4
Dry weather outfall monitoring inspections	58	57	57	61	28
Visual and analytical wet weather monitoring inspections	20	20	20	12	0
Internal inspections of City maintenance yards	12	12	12	6	0

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		75	75	75	46	N/A
Private development post-construction BMP inspections		8	8	8	8	N/A

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	51,230	27 %	49,200	50,240	43,275
Total Expenditures	191,350	100 %	192,340	143,330	170,387
Expenditures by Fund					
General Fund Portion	\$ 191,350	100 %	\$ 192,340	\$ 143,330	\$ 170,387
Funding Sources					
Funding from General Revenues:					
Estimated Resident Generated	\$ 66,973	35 %	\$ 67,319	\$ 50,166	\$ 59,635
Estimated Visitor Generated	\$ 124,378	65 %	\$ 125,021	\$ 93,165	\$ 110,752
Employee Time Allocation (FTEs) Budgeted	2.80		2.51		1.82

The Transportation Services program is responsible for traffic congestion relief. The new traffic control operations includes setting up, operating, and maintaining on-going traffic control operations throughout the year, primarily focused on improving traffic flows through Uptown and the State Route (SR) 179 corridor. A reduction in travel times will improve the quality of life for residents and the Sedona experience for visitors.

FY 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 2019.
- * Continued measuring travel time delay in FY 2019.
- * Increased the number of days traffic control operations were maintained for days experiencing high congestion on SR 89A and SR 179.
- * Maintained traffic control operations for 13 of 13 holidays expected to have high congestion in FY 2019.

FY 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.

Public Works - Transportation

Continued

WORKLOAD INDICATORS	FY21 Projection	FY20 Projection	FY20 Estimate	FY19 Actual	FY18 Actual
Days with traffic control on SR 89A	110	72	103	63	35*
Days with traffic control on SR 179	140	25	131	63	12*
Holiday weekends with delays > 30 min. – SR 89A Uptown	7	7	6	7	3*
Holiday weekends with delays > 30 min. – SR 179	7	6	6	6	3*
Holiday weekends with delays > 10 min. – SR 89A Cook's Hill	7	7	6	7	3*
Holiday weekends with traffic control	13	13	13	10	6*
Days of delays > 30 min. – SR 89A Uptown	30	20	30	40	16*
Days of delays > 30 min. – SR 179	40	13	39	37	13*
Days of delays > 10 min. – SR 89A Cook's Hill	60	60	60	56	6*
Average peak vehicles per hour, with traffic control, vehicles traveling SB SR 89A thru Uptown (weekends, July thru November and February thru June)	880	880	865	876	846
Average peak vehicles per hour, WITHOUT traffic control, vehicles traveling SB SR 89A thru Uptown (weekends, July thru November and February thru June)	800	800	800	803	799

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	18 minutes	8 minutes	9 minutes	15 minutes
Traffic control operations maintained for days experiencing high congestion (> 30 min.) on SR 89A and SR 179		90%	75%	89%	49%	46%

Public Works - Facilities Maintenance

Budget Summary	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	57,970	9 %	64,330	65,440	64,830
Total Expenditures	662,070	101 %	703,025	737,705	913,513
Expenditures by Fund					
General Fund Portion	\$ 659,570	100 %	\$ 701,125	\$ 735,405	\$ 913,513
Other Funds Portion	\$ 2,500	- %	\$ 1,900	\$ 2,300	\$ -
Funding Sources					
Allocations to Other Departments	\$ 659,540	99.62 %	\$ 675,370	\$ 735,420	\$ 578,539
Program Revenues	\$ -	- %	\$ -	\$ 12,100	\$ 10,709
Funding from General Revenues:					
Estimated Resident Generated	\$ 886	- %	\$ 9,679	\$ (3,435)	\$ 113,493
Estimated Visitor Generated	\$ 1,645	- %	\$ 17,976	\$ (6,380)	\$ 210,772
Employee Time Allocation (FTEs) Budgeted	3.79		1.79		1.60

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

Beginning in fiscal year 2019-20, custodial services are budgeted as in-house staff instead of contract services.

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

FY 2020 Accomplishments

Overall City Value - Good Governance:

* Developed Property Management Maintenance Plan.

Overall City Value - Fiscal Sustainability:

* Fiscal year 2018-19 reported administrative/office facilities custodial expenditure per square foot well below the average reported in the ICMA key performance indicators.

FY 2021 Objectives

Overall City Value - Good Governance:

* Continue to enhance Property Management Maintenance Plan.

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

* Eliminate contracted custodial services and hire two in-house custodians.

WORKLOAD INDICATORS	FY21 Projection	FY20 Projection	FY20 Estimate	FY19 Actual	FY18 Actual
Facilities maintenance cost (revised to include employee costs)	\$646,060	\$592,580	\$609,030	\$580,356	\$520,029
City maintained facilities	22	22	22	22	22
Property Manager requests submitted	600	350	550	354	N/A

Public Works - Facilities Maintenance
Continued

PERFORMANCE MEASURES	Benchmark	FY21 Target	FY20 Target	FY20 Estimate	FY19 Actual	FY18 Actual
Administrative/office facilities, custodial expenditure per square foot (ICMA Benchmark 2016-2017)	\$1.67 (all) / \$1.57 (cities under 30,000 pop.)	\$0.90	\$0.81	\$0.80	\$0.80	\$0.70
Facilities cost per facility		\$29,366	\$21,468	\$27,683	\$26,380	\$23,638

Public Works - Capital Projects

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	20,110	13,142
Capital & Debt Service	12,000	2 %	-	-	-
Subtotal Direct Costs	\$ 569,980	72 %	\$ 531,600	\$ 518,450	\$ 475,084
Internal Charges	220,920	28 %	215,760	221,560	160,223
Total Expenditures	790,900	100 %	747,360	740,010	635,307
Expenditures by Fund					
General Fund Portion	\$ 606,670	77 %	\$ 597,170	\$ 608,960	\$ 521,124
Wastewater Enterprise Fund	\$ 66,810	8 %	\$ 4,130,319	\$ 4,744,934	\$ 1,377,558
Other Funds Portion	\$ 117,420	15 %	\$ 93,870	\$ 74,760	\$ 63,685
Funding Sources					
Funding from General Revenues:					
Estimated Resident Generated	\$ 276,815	35 %	\$ 261,576	\$ 259,003	\$ 222,357
Estimated Visitor Generated	\$ 514,085	65 %	\$ 485,784	\$ 481,007	\$ 412,950
Employee Time Allocation (FTEs) Budgeted	3.42		3.42		2.66

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

- * Drainage – Sunset Drive, easement acquisition, and Stormwater Master Plan.
- * Municipal Court – Sinagua building remodel.
- * Public Works – Recycle drop off, and Uptown enhancements.
- * Streets and Sedona in Motion – Transportation master plan implementation projects and road overlay projects.
- * Wastewater – Collections system master plan implementation projects, remodel or expansion of administrative building, and tertiary filter upgrades.

A portion of the Capital Projects Management program is allocated to the Wastewater Enterprise Fund and the Transportation Sales Tax Fund and represents those funds' share of the cost for support services.

FY 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:

- * Began implementation of projects recommended in the Transportation Master Plan Update.
- * Completed master plan design for Brewer Road Park.

Public Works - Capital Projects
Continued

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:

- * Complete wastewater projects recommended in the Wastewater Master Plan Update.

Council Priority - Complete Various Traffic Improvements:

- * Complete traffic improvement projects recommended in the Transportation Master Plan Update. See

www.sedonaaz.gov/SIM.

- * Begin barn restoration work for Brewer Road Park.

WORKLOAD INDICATORS	FY21 Projection	FY20 Projection	FY20 Estimate	FY19 Actual	FY18 Actual
CIP projects managed by Public Works	24	23	23	24	26
Total CIP project budgets managed by Public Works	\$10.0M	\$13.1M	\$11.3M	\$8.5M	\$10.9M
Total CIP projects completed and managed by Public Works	\$11.1M	\$10.5M	\$6.0M	\$4.3M	\$9.6M
Value of Parks and Recreation projects budgeted (not including land acquisition)	\$853,000	\$0	\$0	\$429,775	\$1.5M
Value of Streets projects budgeted	\$13.4M	\$5.0M	\$5.0M	\$2.36M	\$1.70M

PERFORMANCE MEASURES	Benchmark	FY21 Target	FY20 Target	FY20 Estimate	FY19 Actual	FY18 Actual
Percentage of CIP projects completed and managed by Public Works		91%	80%	69%	50%	89%
Value of projects completed / FTE		\$3.4M	\$2.8M	\$1.8M	\$2.3M	\$3.85M
Total projects completed (managed by Public Works) / FTE		3.1	8.6	1.9	1.6	10.4

PUBLIC WORKS
Continued

EXPENDITURE SUMMARY

Cost Category	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	Budget Increase:
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	<u>\$12,190</u>	<u>\$13,770</u>	<u>\$14,060</u>	<u>\$8,739</u>	Budget Decrease:
Ongoing Total	\$79,130	\$79,300	\$79,920	\$50,425	
	\$5,000	\$0	\$5,290	\$3,425	Budget Increase:
Capital & Debt Service	\$10,000	\$38,000	\$26,130	\$20,555	Budget Decrease: Reduction in one-time costs for the pool chair lift and pool equipment. Current Year Under Budget:
Aquatics Operations & Maintenance Total	\$94,130	\$117,300	\$111,340	\$74,405	

10-5320-26 - Parks Facilities & Maintenance

Personnel (ongoing)	\$246,790	\$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	\$536,870	\$559,635	\$538,360	\$541,146	
Internal Charges	<u>\$210,270</u>	<u>\$223,160</u>	<u>\$230,560</u>	<u>\$259,402</u>	
Ongoing Total	\$747,140	\$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.
One-Time Total	\$105,800	\$57,380	\$69,330	\$110,216	
Parks Facilities & Maintenance Total	\$852,940	\$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	\$172,640	\$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	<u>\$13,200</u>	<u>\$6,600</u>	<u>\$0</u>	<u>\$0</u>	
Engineering Services Total	\$658,090	\$634,355	\$605,885	\$588,897	
10-5320-39 - Streets Maintenance					
Personnel (ongoing)	\$419,830	\$386,680	\$374,240	\$373,461	
Supplies & Services (ongoing)	\$789,890	\$633,550	\$607,985	\$491,084	Budget Increase: Drainage maintenance services, contracted concrete and sinkhold repairs.
	<u> </u>	<u> </u>	<u> </u>	<u> </u>	
Direct Costs (Ongoing) Subtotal	\$1,209,720	\$1,020,230	\$982,225	\$864,545	
Internal Charges	\$307,170	\$360,890	\$372,680	\$303,881	Budget Decrease: Reduction in equipment maintenance reserve.
	<u> </u>	<u> </u>	<u> </u>	<u> </u>	
Ongoing Total	<u>\$1,516,890</u>	<u>\$1,381,120</u>	<u>\$1,354,905</u>	<u>\$1,168,426</u>	
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	<u>\$61,200</u>	<u>\$179,800</u>	<u>\$160,540</u>	<u>\$35,783</u>	
Streets Maintenance Total	\$1,578,090	\$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>\$44,170</u>	<u>\$45,370</u>	<u>\$47,540</u>	<u>\$35,726</u>	
Ongoing Total	<u>\$173,420</u>	<u>\$179,240</u>	<u>\$182,440</u>	<u>\$165,225</u>	
Stormwater Quality Total	\$173,420	\$179,240	\$182,440	\$165,225	

PUBLIC WORKS
Continued

EXPENDITURE SUMMARY

Cost Category	FY2021 Budget	FY2020 Budget	FY2020 Est. Actuals	FY2019 Actuals	Explanation of Changes
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>\$51,230</u>	<u>\$49,200</u>	<u>\$50,240</u>	<u>\$43,275</u>	
Ongoing Total	<u>\$191,350</u>	<u>\$192,340</u>	<u>\$143,330</u>	<u>\$170,387</u>	
Transportation Services Total	\$191,350	\$192,340	\$143,330	\$170,387	
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>\$(601,570)</u>	<u>\$(611,040)</u>	<u>\$(669,980)</u>	<u>\$(513,709)</u>	
Ongoing Total	<u>\$(155,470)</u>	<u>\$(179,785)</u>	<u>\$(240,405)</u>	<u>\$(56,755)</u>	
Supplies & Services (one-time)	\$0	\$0	\$18,000	\$17,787	
Capital & Debt Service	<u>\$155,500</u>	<u>\$205,540</u>	<u>\$222,390</u>	<u>\$373,942</u>	
Facilities Maintenance Total	\$30	\$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	\$210,720	\$205,400	\$210,850	\$150,835	
Capital & Debt Service	<u>_____</u>	<u>_____</u>	<u>_____</u>	<u>_____</u>	
Capital Projects Management Total	\$606,670	\$597,170	\$608,960	\$521,124	

PUBLIC WORKS
Continued

EXPENDITURE SUMMARY

Cost Category	FY2021 Budget	FY2020 Budget	FY2020 Est. Actuals	FY2019 Actuals	Explanation of Changes
General Fund Totals					
Personnel Subtotal	\$1,989,920	\$1,986,405	\$1,901,850	\$1,776,540	
Supplies & Services (Ongoing) Subtotal	\$1,407,280	\$1,233,560	\$1,193,635	\$1,255,456	
Direct Costs (Ongoing) Subtotal	\$3,397,200	\$3,219,965	\$3,095,485	\$3,031,996	
Internal Charges Subtotal	\$406,820	\$439,970	\$408,470	\$433,753	
Ongoing Subtotal	\$3,804,020	\$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	\$318,300	\$474,340	\$447,050	\$510,413	
One-Time Subtotal	\$350,700	\$487,320	\$501,680	\$561,708	
General Fund Total	\$4,154,720	\$4,147,255	\$4,005,635	\$4,027,457	
Streets Fund					
11-5320-39 - Streets Maintenance					
Supplies & Services (ongoing)	\$1,150,000	\$1,150,000	\$1,035,000	\$980,840	
Internal Charges	\$55,980	\$56,020	\$57,200	\$51,727	
Streets Maintenance Total	\$1,205,980	\$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)	\$30,000	\$0	\$8,620	\$7,271	
Capital Projects Management Total	\$116,130	\$93,870	\$73,720	\$63,685	
Wastewater Enterprise					
59-5320-38 - Engineering Services					
Personnel (ongoing)	\$207,770	\$199,850	\$205,210	\$190,831	
Supplies & Services (ongoing)	\$29,930	\$29,950	\$26,940	\$10,752	
Direct Costs (Ongoing) Subtotal	\$237,700	\$229,800	\$232,150	\$201,583	
Internal Charges	\$68,650	\$67,960	\$67,720	\$52,642	
Ongoing Total	\$306,350	\$297,760	\$299,870	\$254,225	
Engineering Services Total	\$306,350	\$297,760	\$299,870	\$254,225	

PUBLIC WORKS
Continued

EXPENDITURE SUMMARY

Cost Category	FY2021 Budget	FY2020 Budget	FY2020 Est. Actuals	FY2019 Actuals	Explanation of Changes
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	\$10,200	\$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	\$66,810	\$56,320	\$56,290	\$50,498	
Wastewater Enterprise Fund Totals					
Personnel Subtotal	\$251,070	\$243,680	\$248,860	\$231,941	
Supplies & Services (Ongoing) Subtotal	<u>\$31,240</u>	<u>\$32,080</u>	<u>\$28,870</u>	<u>\$10,752</u>	
Direct Costs (Ongoing) Subtotal	\$282,310	\$275,760	\$277,730	\$242,693	
Internal Charges Subtotal	<u>\$78,850</u>	<u>\$78,320</u>	<u>\$78,430</u>	<u>\$62,030</u>	
Ongoing Subtotal	\$361,160	\$354,080	\$356,160	\$304,723	
Capital & Debt Service Subtotal	<u>\$12,000</u>	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>	
One-Time Subtotal	<u>\$12,000</u>	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>	
Wastewater Enterprise Fund Total	\$373,160	\$354,080	\$356,160	\$304,723	
Info Tech Internal Service Fnd					
60-5320-26 - Parks Facilities & Maintenance					
Supplies & Services (ongoing)	<u>\$2,660</u>	<u>\$3,200</u>	<u>\$2,880</u>	<u>\$0</u>	
Parks Facilities & Maintenance Total	\$2,660	\$3,200	\$2,880	\$0	
60-5320-38 - Engineering Services					
Supplies & Services (ongoing)	<u>\$2,410</u>	<u>\$1,850</u>	<u>\$1,680</u>	<u>\$0</u>	
Engineering Services Total	\$2,410	\$1,850	\$1,680	\$0	
60-5320-39 - Streets Maintenance					
Supplies & Services (ongoing)	<u>\$4,190</u>	<u>\$3,650</u>	<u>\$3,280</u>	<u>\$0</u>	
Streets Maintenance Total	\$4,190	\$3,650	\$3,280	\$0	
60-5320-68 - Stormwater Quality					
Supplies & Services (ongoing)	<u>\$4,500</u>	<u>\$4,300</u>	<u>\$3,870</u>	<u>\$0</u>	
Stormwater Quality Total	\$4,500	\$4,300	\$3,870	\$0	

PUBLIC WORKS
Continued

EXPENDITURE SUMMARY

Cost Category	FY2021 Budget	FY2020 Budget	FY2020 Est. Actuals	FY2019 Actuals	Explanation of Changes
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	
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	\$2,327,120	\$2,323,955	\$2,215,810	\$2,064,895	
Supplies & Services (Ongoing) Subtotal	\$2,636,070	\$2,430,540	\$2,281,175	\$2,254,319	
Direct Costs (Ongoing) Subtotal	\$4,963,190	\$4,754,495	\$4,496,985	\$4,319,214	
Internal Charges Subtotal	\$541,650	\$574,310	\$544,100	\$547,510	
Ongoing Subtotal	\$5,504,840	\$5,328,805	\$5,041,085	\$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	\$5,879,540	\$5,816,125	\$5,542,765	\$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	2.00	3.00	3.00	2.00
Associate Engineer	4.00	3.00	3.00	3.00
Bike Park Maintenance Worker ⁽²⁾	0.25	0.25	0.25	0.25
Chief Engineering Inspector	1.00	1.00	1.00	1.00
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	1.00
Right-of-Way Supervisor	1.00	1.00	1.00	1.00
Traffic Control Assistant ⁽²⁾	2.60	2.60	2.60	1.72
Total	29.45	29.45	27.45	25.57

Org Unit	Org Description	FY21 FTE	FY20 FTE	FY19 FTE	FY18 FTE
General Fund					
10-5320-25	Aquatics	0.55	0.50	0.20	0.20
10-5320-26	Parks Facilities & Maintenance	3.79	4.18	4.28	4.44
10-5320-35	Storm Clean-Up	0.32	0.30	0.30	0.00
10-5320-36	Traffic Control	1.53	1.53	1.70	0.00
10-5320-38	Engineering Services	4.41	4.49	4.49	4.93
10-5320-39	Streets Maintenance	3.97	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	1.26	1.29	1.29
10-5320-77	Transportation Services	2.80	2.80	2.51	1.82
10-5320-79	Facilities Maintenance	3.62	3.79	1.79	1.60
10-5320-89	Capital Projects Management	3.42	3.42	3.42	2.65
General Fund Total		25.67	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	2.38	2.36	2.36	2.58
59-5320-89	Capital Projects Management	0.40	0.40	0.40	0.89
Wastewater Enterprise Fund Total		2.78	2.76	2.76	3.47

Grand Total 29.45 29.45 27.45 25.57

⁽¹⁾ Part-time position

⁽²⁾ Temporary positions

ECONOMIC DEVELOPMENT

Mission Statement

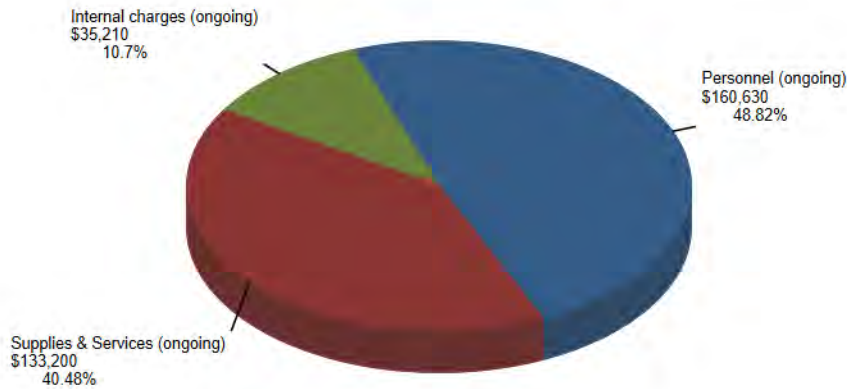
The intent of the Economic Development program is to diversify Sedona's economy consistent with the Community Plan. The program will focus on services and programs that foster entrepreneurship, leveraging existing public and private resources at the local, regional, and state level whenever possible.

Description

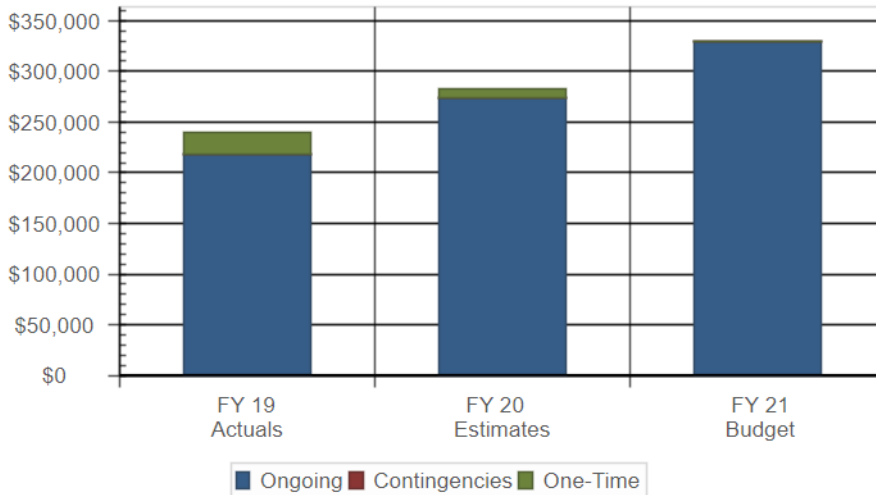
The Economic Development Department offers:

- 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: \$329,040



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	35,210	11 %	29,450	30,560	24,490
Total Expenditures	329,040	100 %	283,280	283,270	240,320
Expenditures by Fund					
General Fund Portion	\$ 329,040	100 %	\$ 283,280	\$ 283,270	\$ 212,820
Other Funds Portion	\$ -	- %	\$ -	\$ -	\$ 27,500
Funding Sources					
Funding from General Revenues:					
Estimated Resident Generated	\$ 115,164	35 %	\$ 99,148	\$ 99,145	\$ 84,112
Estimated Visitor Generated	\$ 213,876	65 %	\$ 184,132	\$ 184,126	\$ 156,208
Employee Time Allocation (FTEs) Budgeted	1.00		1.00		1.00

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 partnership 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.

Economic Development-Administration
Continued

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	N/A	85	100	N/A
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	N/A	18	10	N/A
Percentage of businesses surveyed that finding value in the workshops hosted by the city	85	N/A	85	100	N/A

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/\$100,000	6/\$1,200,000	5/\$575,000	3/\$400,000
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: Increase for AmeriCorps volunteer and Marketing Plan
Direct Costs (Ongoing) Subtotal	\$293,830	\$244,330	\$242,710	\$188,330	
Internal Charges	\$35,210	\$29,450	\$30,560	\$24,490	
Ongoing Total	\$329,040	\$273,780	\$273,270	\$212,820	
Supplies & Services (one-time)	\$0	\$9,500	\$10,000	\$0	Budget Decrease: AmeriCorps volunteer costs moved to ongoing.
Administration Total	\$329,040	\$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	\$35,210	\$29,450	\$30,560	\$24,490	
Ongoing Subtotal	\$329,040	\$273,780	\$273,270	\$217,820	
Supplies & Services (One-Time) Subtotal	\$0	\$9,500	\$10,000	\$22,500	
Grand Total	\$329,040	\$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

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.

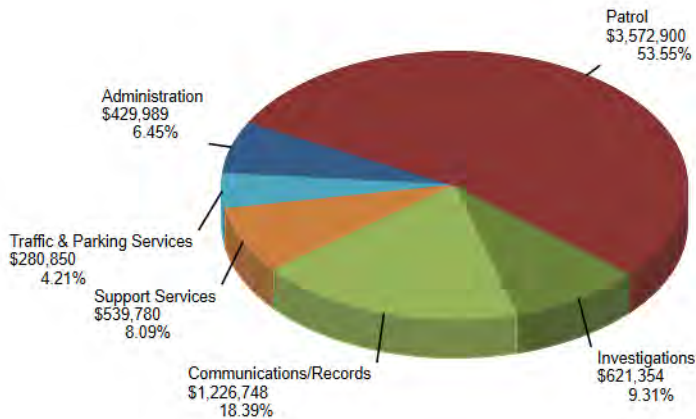
Description

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.

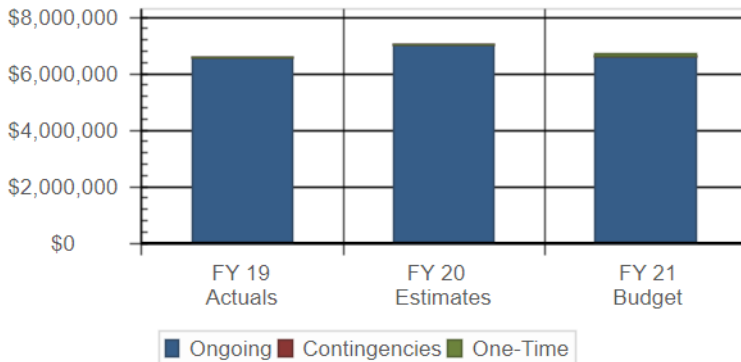
The Police Department is responsible for the following primary program areas:

- * 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 paystations in the Uptown area.

FY 2021 PROGRAM EXPENDITURES: \$6,671,621



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	91,620	21 %	103,250	104,380	90,510
Total Expenditures	429,989	99 %	485,535	476,305	403,703
Expenditures by Fund					
General Fund Portion	\$ 423,314	98 %	\$ 478,860	\$ 469,355	\$ 398,671
Other Funds Portion	\$ 6,675	2 %	\$ 6,675	\$ 6,950	\$ 5,032
Funding Sources					
Program Revenues	\$ 200	- %	\$ 100	\$ 6,350	\$ 90
Funding from General Revenues:					
Estimated Resident Generated	\$ 150,426	35 %	\$ 169,902	\$ 164,484	\$ 141,265
Estimated Visitor Generated	\$ 279,363	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
Continued

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	5	10	16	2
Sworn staff trained on Incident Command System/National Incident Management System (ICS/NIMS) protocols	5	4	7	1	7
Community interaction events	12	4	11	7	3

PERFORMANCE MEASURES	Benchmark	FY21 Target	FY20 Target	FY20 Estimate	FY19 Actual	FY18 Actual
Retention of sworn employees (excluding retirement)		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	867,960	25 %	1,078,790	1,101,660	957,340
Total Expenditures	3,488,700	100 %	3,917,475	3,910,410	3,720,110
Expenditures by Fund					
General Fund Portion	\$ 3,514,480	101 %	\$ 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	\$ 1,202,000	34 %	\$ 18,000	\$ 15,000	\$ 14,756
Funding from General Revenues:					
Estimated Resident Generated	\$ 800,345	23 %	\$ 1,364,816	\$ 1,363,394	\$ 1,296,874
Estimated Visitor Generated	\$ 1,486,355	43 %	\$ 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.

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

Police Department - Patrol
Continued

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	42	40	48	89
UCR Part I property crimes *Burglary, theft and arson	200	200	210	218	206
Traffic collisions - Fatal (ICMA Benchmark 2016-2017)	0	0	1	1	0
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	30	80	39	66
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%	85%	80%	90%	80%
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	N/A	6 minutes	7 minutes	N/A
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	N/A	2,519	1,831.4	N/A
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	101,100	16 %	103,580	106,570	89,630
Total Expenditures	621,354	99 %	539,283	404,434	427,468
Expenditures by Fund					
General Fund Portion	\$ 619,974	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	\$ 217,474	35 %	\$ 188,749	\$ 141,552	\$ 149,614
Estimated Visitor Generated	\$ 403,880	65 %	\$ 350,534	\$ 262,882	\$ 277,854
Employee Time Allocation (FTEs) Budgeted	2.00		2.00		2.00

The Investigations program is managed by the Support Services Commanding Officer (currently a Lieutenant) and consists of sworn personnel who are assigned to conduct follow up criminal investigations, background investigations, processing of criminal complaints assigned to the municipal and county courts, police employee background investigations, and sex offender registrant monitoring. Personnel in this program are also assigned to specialized regional investigative task forces which bring resources and expertise to the Department and community that would not otherwise be feasible. Property and evidence processing, and storage functions are also carried out within this program by civilian personnel.

Investigations also includes the Partners Against Narcotics Trafficking (PANT) program. The Department provides a sworn police officer to work on the PANT task force to combat illegal narcotics possession, use, sales and transportation. With this commitment of resources, the Department is able to fill a seat on the PANT Board of Directors.

Investigations also includes The Gang and Immigration Intelligence Team Enforcement Mission (GIITEM) program. The Department assigns a sworn police officer to the GIITEM task force to combat criminal gangs and their illegal activities within the greater Sedona area and the Verde Valley. The GIITEM task force is operated by the Department of Public Safety (DPS), and 75% of the employee cost of our assigned detective is paid by DPS.

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

FY 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

Continued

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	168	72	119	96
Detective initiated arrests	32	32	20	28	18
Felony and misdemeanor cases sent to prosecuting attorney's office for filing charges	3	6	2	6	13
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%)	37.9% (exceeds state by 22.1%)	30% (exceeds state by 14.2%)	27.8% (exceeds state by 11.5%)	33.7% (exceeds state by 17.9%)
Exceed annual state crime clearance rate (38.21%) for violent crime (Arizona Department of Public Safety Benchmark 2018)*		40% (exceeds state by 1.8%)	61.7% (exceeds state by 29.8%)	40% (exceeds state by 1.8%)	57.2% (exceeds state by 18.9%)	64.4% (exceeds state by 32.5%)
Complete investigation on all cases (including lengthy fraud cases) within six months from being assigned		90%	90%	85%	85%	85%

Police Department - Communications/Records

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	391,890	32 %	391,930	400,230	363,784
Total Expenditures	1,226,748	100 %	1,227,950	1,212,223	1,095,294
Expenditures by Fund					
General Fund Portion	\$ 1,225,838	100 %	\$ 1,227,040	\$ 1,211,503	\$ 1,102,311
Other Funds Portion	\$ 910	- %	\$ 910	\$ 720	\$ -
Funding Sources					
Program Revenues	\$ 7,500	1 %	\$ 4,300	\$ 6,700	\$ 4,790
Funding from General Revenues:					
Estimated Resident Generated	\$ 426,737	35 %	\$ 428,278	\$ 421,933	\$ 381,676
Estimated Visitor Generated	\$ 792,511	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.

Police Department - Communications/Records

Continued

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).

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	100 cases	170 cases	280 cases	220 cases
Average wait time for public records requests once the reports are approved by a supervisor		3 days	1 day	5 days	5 days	3 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	104,230	19 %	108,030	106,210	66,489
Total Expenditures	539,780	100 %	552,715	567,420	493,020
Expenditures by Fund					
General Fund Portion	\$ 536,350	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	\$ 188,923	35 %	\$ 193,450	\$ 198,597	\$ 172,557
Estimated Visitor Generated	\$ 350,857	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.

Police Department - Support Services

Continued

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

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 - Traffic and Parking Services

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	102,550	37 %	125,480	127,890	103,043
Total Expenditures	280,850	100 %	294,730	256,300	223,051
Expenditures by Fund					
General Fund Portion	\$ 242,380	86 %	\$ 265,275	\$ 218,880	\$ 223,051
Other Funds Portion	\$ 38,470	14 %	\$ 29,455	\$ 37,420	\$ -
Funding Sources					
Program Revenues	\$ 7,500	3 %	\$ 10,000	\$ 7,500	\$ 11,100
Funding from General Revenues:					
Estimated Resident Generated	\$ 95,673	34 %	\$ 99,656	\$ 87,080	\$ 74,183
Estimated Visitor Generated	\$ 177,678	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 hours	3,130 hours	4,000 hours	3,794 hours	N/A
Total time conducting Uptown activities (patrol the uptown area and interacting with the public)	2,800 hours	1,100 hours	2,669 hours	2,194 hours	N/A
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	N/A	43 hours	40 hours	N/A
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	\$91,620	\$103,250	\$104,380	\$90,510	
Ongoing Total	\$423,314	\$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	\$423,314	\$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	\$867,960	\$1,078,790	\$1,101,660	\$957,340	
Ongoing Total	\$3,419,480	\$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	\$73,000	\$189,634	\$189,634	\$189,633	Budget Decrease: Reduction in leased vehicle payments.
One-Time Total	\$95,000	\$189,634	\$189,634	\$189,633	
Patrol Total	\$3,514,480	\$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	\$101,100	\$103,580	\$106,570	\$89,630	
Ongoing Total	\$619,974	\$537,903	\$403,034	\$427,468	
Investigations Total	\$619,974	\$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	\$391,890	\$391,930	\$400,230	\$363,784	
Ongoing Total	\$1,222,438	\$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	\$1,225,838	\$1,227,040	\$1,211,503	\$1,102,311	
10-5510-74 - Support Services					
Personnel (ongoing)	\$389,030	\$398,220	\$421,860	\$398,599	
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	\$104,230	\$108,030	\$106,210	\$66,489	
Support Services Total	\$536,350	\$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
10-5510-81 - Traffic & Parking Services					
Personnel (ongoing)	\$124,330	\$124,220	\$76,240	\$76,795	
Supplies & Services (ongoing)	<u>\$15,500</u>	<u>\$15,575</u>	<u>\$14,750</u>	<u>\$43,213</u>	
Direct Costs (Ongoing)	\$139,830	\$139,795	\$90,990	\$120,008	
Subtotal					
Internal Charges	<u>\$102,550</u>	<u>\$125,480</u>	<u>\$127,890</u>	<u>\$103,043</u>	
Traffic & Parking Services	\$242,380	\$265,275	\$218,880	\$223,051	
Total					

General Fund Totals

Personnel Subtotal	\$4,366,900	\$4,573,719	\$4,401,540	\$4,209,387	
Supplies & Services (Ongoing) Subtotal	<u>\$437,686</u>	<u>\$465,089</u>	<u>\$410,187</u>	<u>\$472,789</u>	
Direct Costs (Ongoing) Subtotal	\$4,804,586	\$5,038,808	\$4,811,727	\$4,682,176	
Internal Charges Subtotal	<u>\$1,659,350</u>	<u>\$1,911,060</u>	<u>\$1,946,940</u>	<u>\$1,670,796</u>	
Ongoing Subtotal	\$6,463,936	\$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	<u>\$73,000</u>	<u>\$189,634</u>	<u>\$189,634</u>	<u>\$196,650</u>	
One-Time Subtotal	<u>\$98,400</u>	<u>\$197,834</u>	<u>\$192,834</u>	<u>\$198,238</u>	
General Fund Total	\$6,562,336	\$7,147,702	\$6,951,501	\$6,551,210	

RICO Fund

14-5510-43 - Patrol

Supplies & Services (ongoing)	<u>\$5,000</u>	<u>\$5,000</u>	<u>\$0</u>	<u>\$0</u>	
Patrol Total	\$5,000	\$5,000	\$0	\$0	

RICO Fund Totals

Supplies & Services (Ongoing) Subtotal	<u>\$5,000</u>	<u>\$5,000</u>	<u>\$0</u>	<u>\$0</u>	
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	Budget Decrease: DUI and Traffic Enforcement grants.
Supplies & Services (one-time)	\$25,000	\$10,000	\$9,300	\$0	Budget Increase: Traffic Enforcement grant.
Capital & Debt Service	\$0	\$60,000	\$11,600	\$0	Budget Decrease: Decrease in one-time traffic equipment grant.
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	Current Year Under Budget: Moved Tech costs to IT Fund
Communications/Records Total	\$910	\$910	\$720	\$0	
60-5510-74 - Support Services					
Supplies & Services (ongoing)	\$3,430	\$2,700	\$2,475	\$0	Budget Increase: Moved Tech costs to IT Fund
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	\$1,659,350	\$1,911,060	\$1,946,940	\$1,670,796	
Ongoing Subtotal	\$6,537,021	\$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	\$73,000	\$249,634	\$201,234	\$196,650	
Grand Total	\$6,671,621	\$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	20.00	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	1.00	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.

MUNICIPAL COURT

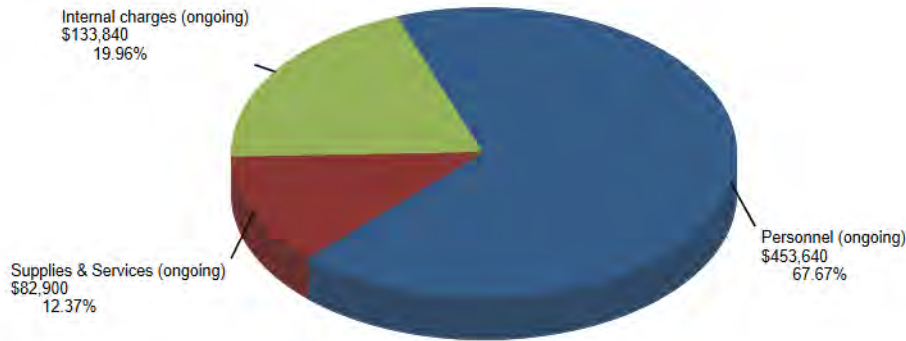
Mission Statement

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.

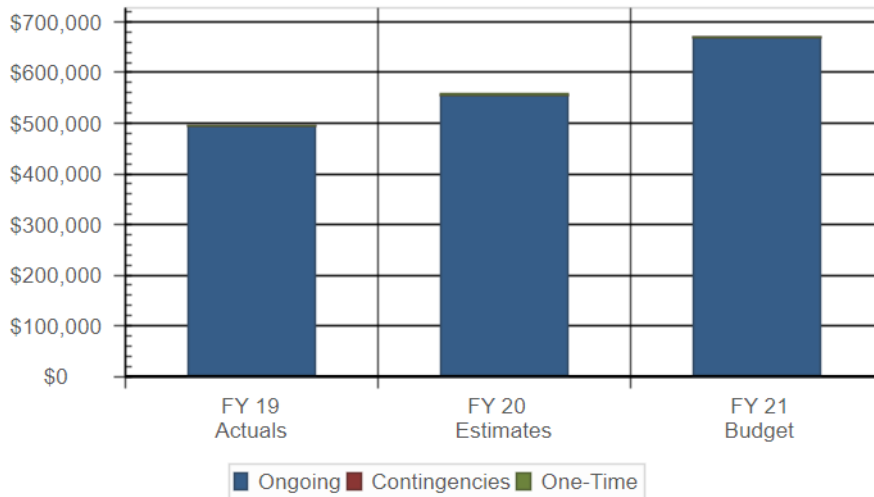
Description

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: \$670,380



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	\$ 453,640	68 %	\$ 351,790	\$ 354,580	\$ 335,132
Supplies & Services	82,900	12 %	65,125	70,165	47,972
Subtotal Direct Costs	\$ 536,540	80 %	\$ 416,915	\$ 424,745	\$ 383,104
Internal Charges	133,840	20 %	127,400	133,810	112,188
Total Expenditures	670,380	100 %	544,315	558,555	495,292
Expenditures by Fund					
General Fund Portion	\$ 649,380	97 %	\$ 520,750	\$ 546,940	\$ 495,292
Other Funds Portion	\$ 21,000	3 %	\$ 23,565	\$ 11,615	\$ -
Funding Sources					
Program Revenues	\$ 187,930	28.03 %	\$ 181,700	\$ 165,380	\$ 190,336
Funding from General Revenues:					
Estimated Resident Generated	\$ 168,858	25 %	\$ 126,915	\$ 137,611	\$ 106,735
Estimated Visitor Generated	\$ 313,593	47 %	\$ 235,700	\$ 255,564	\$ 198,221
Employee Time Allocation (FTEs) Budgeted	5.18		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.

Municipal Court-Administration
Continued

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)	\$453,640	\$351,790	\$354,580	\$335,132	Budget Increase: Magistrate Judge position converted to full-time.
Supplies & Services (ongoing)	\$61,900	\$40,300	\$56,940	\$47,972	Budget Increase: Enhanced court security.
Direct Costs (Ongoing) Subtotal	\$515,540	\$392,090	\$411,520	\$383,104	
Internal Charges	\$133,840	\$127,400	\$133,810	\$112,188	
Ongoing Total	\$649,380	\$519,490	\$545,330	\$495,292	
Supplies & Services (one-time)	\$0	\$1,260	\$1,610	\$0	
Administration Total	\$649,380	\$520,750	\$546,940	\$495,292	

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.
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	\$453,640	\$351,790	\$354,580	\$335,132	
Supplies & Services (Ongoing) Subtotal	\$82,900	\$63,865	\$68,555	\$47,972	
Direct Costs (Ongoing) Subtotal	\$536,540	\$415,655	\$423,135	\$383,104	
Internal Charges Subtotal	\$133,840	\$127,400	\$133,810	\$112,188	
Ongoing Subtotal	\$670,380	\$543,055	\$556,945	\$495,292	
Supplies & Services (One-Time) Subtotal	\$0	\$1,260	\$1,610	\$0	
Grand Total	\$670,380	\$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
Court Security Officer	0.12	0.00	0.00	0.00
Magistrate Judge	1.00	0.60	0.60	0.60
Magistrate Judge Pro Tem	0.05	0.05	0.05	0.05
Total	5.18	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	5.01	4.49	4.49	4.25
10-5520-42	Uptown Paid Parking	0.17	0.17	0.17	0.00
General Fund Total		5.18	4.66	4.66	4.25

- (1) Part-time position
- (2) Temporary position
- (3) Magistrate Judge converted from part-time to full-time.

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

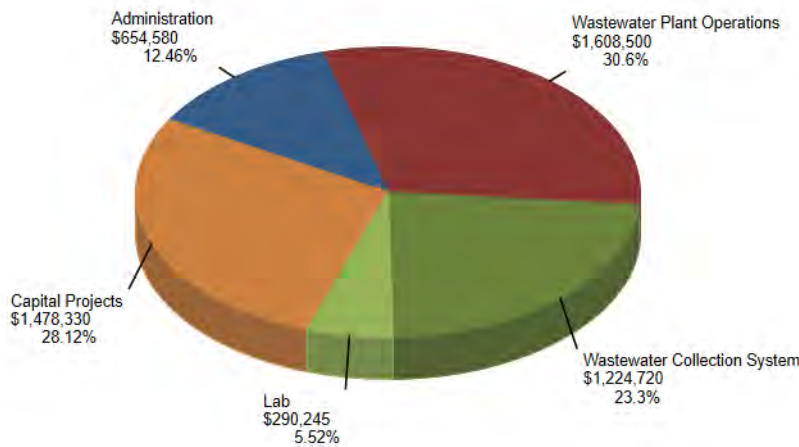
The Wastewater Department is responsible for the day-to-day operations of the wastewater collection system, treatment facility, and disposal of A+ quality treated effluent. The Wastewater Department works collaboratively with several City departments who assist in the administration, operation, and expansion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

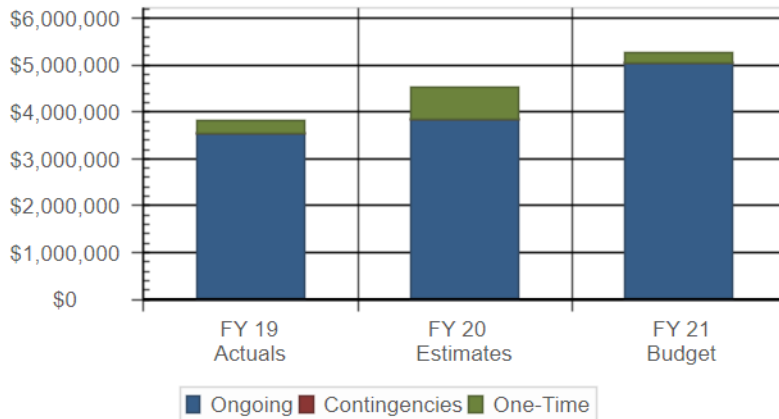
- * Administration
- * Collection System
- * Plant Operations
- * Lab
- * Wastewater Capital Projects

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: \$5,256,375



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	435,750	67 %	407,740	431,590	355,455
Total Expenditures	654,580	100 %	623,431	654,175	601,216
Expenditures by Fund					
Wastewater Enterprise Fund	\$ 654,580	100 %	\$ 623,431	\$ 654,575	\$ 605,606
Funding Sources					
Funding from General Revenues:					
Estimated Resident Generated	\$ 229,103	35 %	\$ 218,201	\$ 228,961	\$ 210,426
Estimated Visitor Generated	\$ 425,477	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.

Wastewater Dept-Administration

Continued

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.

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

Wastewater Dept-Administration

Continued

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	\$54.30 (estimate based on 2,000 gal. water)*	\$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	16,870	17 %	16,410	16,900	11,337
Total Expenditures	98,330	100 %	95,710	99,990	69,713
Expenditures by Fund					
Wastewater Enterprise Fund	\$ 98,330	100 %	\$ -	\$ -	\$ -
Funding Sources					
Funding from General Revenues:					
Estimated Resident Generated	\$ 34,416	35 %	\$ 33,499	\$ 34,997	\$ 24,400
Estimated Visitor Generated	\$ 63,915	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	\$26,638	\$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	\$243,829	\$100,000	\$52,440	\$0

Wastewater Dept-Capital Projects Management

Continued

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	171,030	11 %	490,270	472,290	406,694
Total Expenditures	1,564,300	100 %	1,825,931	1,585,290	1,611,587
Expenditures by Fund					
Wastewater Enterprise Fund	\$ 1,608,500	103 %	\$ 2,010,931	\$ 1,775,290	\$ 1,667,240
Funding Sources					
Funding from General Revenues:					
Estimated Resident Generated	\$ 547,505	35 %	\$ 639,076	\$ 554,852	\$ 564,055
Estimated Visitor Generated	\$ 1,016,795	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.

Wastewater Dept-Plant Operations

Continued

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

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	\$605	\$131	\$385	\$268
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	\$350	\$600	\$444	\$462
Cost per million gallons for irrigation		\$280	\$520	\$149	\$174	\$182
On-the-job injuries resulting in worker's compensation		0	0	0	0	1

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	145,920	13 %	434,870	407,980	310,163
Total Expenditures	1,141,320	100 %	1,540,960	1,325,025	1,206,693
Expenditures by Fund					
Wastewater Enterprise Fund	\$ 1,224,720	107 %	\$ 2,001,544	\$ 1,739,755	\$ 1,237,958
Funding Sources					
Funding from General Revenues:					
Estimated Resident Generated	\$ 399,462	35 %	\$ 539,336	\$ 463,759	\$ 422,343
Estimated Visitor Generated	\$ 741,858	65 %	\$ 1,001,624	\$ 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.

Wastewater Dept-Collection Systems

Continued

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

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	40,640	15 %	40,400	41,370	36,613
Total Expenditures	278,245	100 %	257,725	251,855	230,620
Expenditures by Fund					
Wastewater Enterprise Fund	\$ 290,245	104 %	\$ 257,725	\$ 251,855	\$ 230,620
Funding Sources					
Funding from General Revenues:					
Estimated Resident Generated	\$ 97,386	35 %	\$ 90,204	\$ 88,149	\$ 80,717
Estimated Visitor Generated	\$ 180,859	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 colilert 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.

Wastewater Dept-Laboratory

Continued

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

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
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>\$435,750</u>	<u>\$407,740</u>	<u>\$431,590</u>	<u>\$355,455</u>	
Ongoing Total	\$653,080	\$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	\$654,580	\$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>\$16,870</u>	<u>\$16,410</u>	<u>\$16,900</u>	<u>\$11,337</u>	
Capital Projects Management Total	\$98,330	\$95,710	\$99,990	\$69,713	
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>\$171,030</u>	<u>\$490,270</u>	<u>\$472,290</u>	<u>\$406,694</u>	Budget Decrease: Reduction in equipment reserve.
Ongoing Total	\$1,482,300	\$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	Budget Decrease: Reduction in one-time costs for the air curtain burner and cattail cutter.
Plant Operations Total	\$1,608,500	\$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	\$145,920	\$434,870	\$407,980	\$310,163	Budget Decrease: Decrease in funding of major maintenance reserve.
Ongoing Total	\$1,063,820	\$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	\$1,224,720	\$2,001,544	\$1,739,755	\$1,237,958	
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>\$40,640</u>	<u>\$40,400</u>	<u>\$41,370</u>	<u>\$36,613</u>	
Ongoing Total	\$262,045	\$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>	
One-Time Total	\$28,200	\$7,400	\$6,500	\$11,654	
Lab Total	\$290,245	\$257,725	\$251,855	\$230,620	

Continued

EXPENDITURE SUMMARY

Cost Category	FY2021 Budget	FY2020 Budget	FY2020 Est. Actuals	FY2019 Actuals	Explanation of Changes
Grand Totals					
Personnel (Ongoing) Subtotal	\$1,290,730	\$1,287,780	\$1,197,300	\$1,091,218	
Supplies & Services (Ongoing) Subtotal	\$1,458,635	\$1,423,489	\$1,141,305	\$1,325,919	
Direct Costs (Ongoing) Subtotal	\$2,749,365	\$2,711,269	\$2,338,605	\$2,417,137	
Internal Charges Subtotal	<u>\$810,210</u>	<u>\$1,389,690</u>	<u>\$1,370,130</u>	<u>\$1,120,262</u>	
Ongoing Subtotal	\$3,559,575	\$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	\$139,600	\$645,584	\$605,130	\$91,308	
One-Time Subtotal	<u>\$316,800</u>	<u>\$888,382</u>	<u>\$812,730</u>	<u>\$273,738</u>	
Grand Total	\$3,876,375	\$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



**CITY COUNCIL
AGENDA BILL**

**AB 2591
July 14, 2020
Regular Business**

Agenda Item: 8b
Proposed Action & Subject: Discussion/possible action regarding approval of FY 20-21 service contracts with Humane Society of Sedona, Sedona Community Center, Sedona Public Library, Sedona Recycles, and Verde Valley Caregivers Coalition.

Department	City Manager's Office
Time to Present	15 minutes
Total Time for Item	30 minutes
Other Council Meetings	June 27, 2017, July 11, 2017, August 8, 2017, April 25 & 26, 2018 Budget Work Session, June 26, 2018, June 3 & 4, 2020 Budget Work Session
Exhibits	<ul style="list-style-type: none"> A. Service Contract Providers Revised Requests B. Humane Society of Sedona Contract C. Sedona Community Center Contract D. Sedona Public Library Contract E. Sedona Recycles Contract F. Verde Valley Caregivers Coalition Contract <p><i>Copies of the service providers' original funding requests are available in the City Clerk's office for review and are not included due to size.</i></p>

City Attorney Approval	Reviewed 7/7/20 RLP
City Manager's Recommendation	Approve one-year service contracts with Humane Society of Sedona, Sedona Community Center, Sedona Public Library, Sedona Recycles, and Verde Valley Caregivers Coalition.

Expenditure Required	
	\$ 956,563
Amount Budgeted	
	\$ 66,800 HSS
	\$ 179,800 SCC
	\$ 485,000 SPL
	\$ 175,000 SR
	\$ 50,000 VVCC
Account No.	10-5245-90-6724
(Description)	10-5245-92-6719
	10-5245-91-6715
	10-5245-09-6723
	10-5245-93-6713

SUMMARY STATEMENT

Background: For more than twenty years, various community organizations have received funding from the City through service contracts. These organizations fund services the City does not provide but might otherwise provide in the absence of that community organization, and others are simply intended to provide additional public benefit.

All five of the service contracts expired on June 30, 2020. In December of 2019, City staff began the renewal process with Humane Society of Sedona, Sedona Community Center, Sedona Public Library, Sedona Recycles, and Verde Valley Caregivers Coalition. Funding request materials were sent to the providers in December, and funding requests were due on February 3, 2020.

On February 20, 2020, a Service Contract Review Committee made up of the same members of the City’s Citizen Budget Work Group, including Velma Keller, Tom Lamkin, Robin Low, Jeff Mahan, Karla Stamps, and Lynn Zonakis, reviewed each funding request and held individual meetings with each of the service contract organizations. These one-on-one meetings provided an opportunity for Committee members to ask questions and better understand the new funding requests. The table below summarizes the FY2020 contract amount, the original service provider request amount, and committee recommended amount.

<u>Service Provider</u>	<u>FY2020</u>	<u>FY2021 - Provider Request</u>	<u>FY2021 - Committee Recommended</u>
Humane Society of Sedona	\$ 66,793	\$ 70,856	\$ 70,856
Sedona Community Center	\$ 179,770	\$ 190,000	\$ 190,000
Sedona Public Library	\$ 484,974	\$ 509,222	\$ 498,553
Sedona Recycles	\$ 203,100	\$ 200,000	\$ 200,000
Verde Valley Caregivers	\$ 37,204	\$ 60,000	\$ 60,000

In the customary service contract renewal process, these recommended amounts would have been approved or adjusted by City Council during Budget Work Sessions, then three-year service contracts would have been executed with the providers.

Prior to and during the Budget Work Session on June 3rd, the City Manager and City Council directed staff to reach out to each of the service providers to inquire what levels of funding they could accept for FY2021 in light of the COVID-19 pandemic and anticipated City revenue losses. Those communications with all five providers are included in Exhibit A. (As noted above, copies of the service providers’ original funding requests from February are available in the City Clerk’s office for review and are not included due to size.)

The following table includes the last two years funding amounts for each organization as well as the revised FY2021 funding amount from the service providers. The amounts included in the draft service agreements (Exhibits B – F) are the revised amounts received from the service contractor providers in early June.

<u>Service Provider</u>	<u>FY2019</u>	<u>FY2020</u>	<u>FY2021 - Provider Request</u>	<u>FY2021 - Committee Recommended</u>	<u>FY2021 - Revised Request</u>
Humane Society of Sedona	\$ 64,785	\$ 66,793	\$ 70,856	\$ 70,856	\$ 66,793
Sedona Community Center	\$ 174,365	\$ 179,770	\$ 190,000	\$ 190,000	\$ 179,770
Sedona Public Library	\$ 470,392	\$ 484,974	\$ 509,222	\$ 498,553	\$ 485,000
Sedona Recycles	\$ 100,000	\$ 203,100	\$ 200,000	\$ 200,000	\$ 175,000
Verde Valley Caregivers	\$ 36,085	\$ 37,204	\$ 60,000	\$ 60,000	\$ 50,000
	\$ 845,627	\$ 971,841	\$ 1,030,078	\$ 1,019,409	\$ 956,563

The purpose of this item is to approve the following service contracts:

Humane Society of Sedona – Exhibit B - 1-year contract, new amount and term but no substantive changes from previous contract.

Sedona Community Center – Exhibit C - 1-year contract, new amount and term but no substantive changes from previous contract.

Sedona Public Library – Exhibit D - 1-year contract, new amount and term but no substantive changes from previous contract.

Sedona Recycles – Exhibit E - 1-year contract, new amount and term but no substantive changes from previous contract.

Verde Valley Caregivers Coalition Sedona Humane Society – Exhibit F - 1-year contract, new amount and term but no substantive changes from previous contract.

Contract Terms

Staff is recommending a one-year contract term for each of these service contracts. This will give the service providers as well as the City to reevaluate funding levels for FY2022 and beyond when current economic impacts are better understood.

All contracts contain language that makes annual funding contingent on the availability of funds as provided in the City’s annual budget, and the ultimate realization of budgeted revenues being received by the City. This gives the City the ability to modify annual funding amounts at any time should availability of City funds be an issue.

Community Plan Consistent: Yes - No - Not Applicable

Page 101 of the Community Plan highlights Health and Safety as part of Community Character. Sedona’s residents desire a healthy and safe community that is supportive of its people, families, and community life.

One of the Community Policies identified on page 107 of the Community Plan is “Support facilities and services that address the health, safety, and welfare needs of the community”.

One of the six major outcomes identified in the Community Plan includes Commitment to Environmental Protection. Environmental policy #13 (pg. 78 Sedona Community Plan) is to support recycling and other waste stream reduction efforts.

Board/Commission Recommendation: Applicable - Not Applicable

Alternative(s):

MOTION

I move to: approve the proposed service contracts with Humane Society of Sedona, Sedona Community Center, Sedona Public Library, Sedona Recycles, and Verde Valley Caregivers Coalition and authorize the City Manager to sign said contracts subject to approval by the City Attorney.

Megan McRae

From: Jennifer Brehler <jbrehler@humanesocietyofsedona.org>
Sent: Tuesday, June 16, 2020 3:15 PM
To: Megan McRae
Subject: RE: FY21 Service Contract Funding Request Level - Humane Society of Sedona

Hello Megan,

Thank you for keeping us informed on the process and engaged in the budget conversation. [REDACTED]

Both Sheila and I are available for questions during the City Council meeting on Tuesday, July 14th at 4:30 pm. Please let us know what the format is for us to be accessible to City Council during the meeting. We are happy to attend in person, on the phone, or through an online platform.

Thankfully, HSS is in a position currently in which the delay to the start of the fiscal year 2021 service contract execution and funding will not cause an immediate hardship for HSS and we do not anticipate interruption of services we currently provide to the City of Sedona as a result of the delayed funding. We are confident the City is doing everything in their power to finalize the process within the coming weeks and that we will not see a significant delay resulting in months without funding.

At this time it is very difficult to determine the impact the reduced funding will have for fiscal year 2021, especially given the financial impact HSS has seen as a result of the COVID-19 Pandemic. As we agree to the 5.7% reduction in our budget request (\$66,793) we know we will need to work to cover that shortfall through our fundraising, grants and program revenue opportunities and we are committed to continue to provide service to our Sedona community.

I am not sure if the information I provided in an earlier email was shared with the City Council yet however we feel this information will help to inform the City Counsel on the current and projected impact we are anticipating as a result of the Pandemic. Again, as we do not have the opportunity to address City Council, we would appreciate City Staff to consider and provide the following information to Counsel when our request is discussed:

- 1) As an essential service provider, the Humane Society remained open serving our community throughout the AZ closure. We initiated a broadband education program to inform the community how to keep themselves and their animals safe during the pandemic. We worked with Sedona residents to help keep animals at home rather than turn them into the shelter during the pandemic and we enhanced our Lost & Found Program to keep strays with finders in their neighborhood in an effort to reunite them with their worried families before entering the Shelter as much as reasonably possible. We expanded our foster homes to keep the population at the shelter low and manageable and in many cases the foster families served as adoption partners helping us to place the animals directly into new adoptive homes directly from foster care. We provided pet food and cat litter assistance to residents in need and also helped families who became unemployed because of the AZ closures with their pet's medical expenses.
- 2) We committed to support our employees during this difficult time and no Humane Society employee was laid off or furloughed during the AZ closure. Our employees who continued to provide direct animal care and customer service at the Shelter received hazard pay, increasing our payroll costs even more ~\$13,500 as they and their families experienced an increased risk of exposure to COVID-19.
- 3) At this time we are estimating a \$290,000 loss due to the closure of both of our Thrift Stores on March 19 and to ensure we were able to comply with the Sedona Safe.Clean.Ready commitments we've made it has been necessary to reduce our business hours since the re-opening of our stores last week, May 26.
- 4) The Humane Society's 2020 Pet Lovers Gala, expected to generate \$66,500 in income for the Animal Shelter, has been cancelled. It is difficult to predict how successful the online event we are planning will be. The major

sponsors of our Gala are local business owners who are themselves suffering financial hardship and many have expressed they will be unable to give as much as planned, if at all.

- 5) Our three Kids & Critters week long summer camps have been canceled. Although we hope to provide a shortened virtual camp experience we will not recoup \$10,000 of the lost income on camp registrations.
- 6) Finally, as like other businesses, the Humane Society is experience an unexpected increase in supplies and equipment to help protect our employees, volunteers and visitors.

As I mentioned before, we value our partnership with the City and look forward to continuing to serve the animals and people of Sedona.

Thank you and be well,
Jennifer

Jennifer Brehler

Executive Director

Humane Society of Sedona

2115 Shelby Drive

Sedona, AZ 86336

Office 928.282.4679

Cell 928.963.1119

www.humanesocietyofsedona.org



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Sent from [Mail](#) for Windows 10

From: [Megan McRae](#)

Sent: Thursday, June 11, 2020 1:50 PM

To: [Jennifer Brehler](#)

Cc: [Justin Clifton](#); [Sheila Hoffmeyer](#); [Karen Osburn](#)

Subject: RE: FY21 Service Contract Funding Request Level - Humane Society of Sedona

Hi Jennifer,

This is a follow up and overview of next steps for our service contract. During the Budget Work Sessions, City Council directed staff to provide additional information for further discussion to identify fiscal year 2021 funding levels. This follow up discussion is scheduled for the July 14, 2020 City Council meeting. We will have one year agreements prepared for execution shortly thereafter.

In the meantime, please respond to the following questions at your earliest convenience.

1. You proposed you could reduce your adjusted funding level request to \$66,793. How would this shortage impact your operations for fiscal year 2021?
2. Will you or an organizational representative be available for the City Council meeting on Tuesday, July 14th at 4:30 pm should City Council have questions staff is unable to answer?
3. Will the delay in the start of the fiscal year 2021 service contract create any immediate issues for your organization?

We thank you again for your patience and partnership working through these challenges.

Thank you,
Megan



Megan McRae
Management Analyst

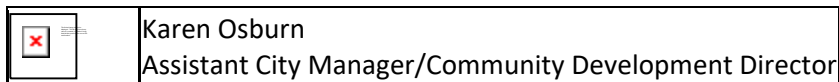
City Manager's Office
102 Roadrunner Drive
Sedona, AZ 86336
mmcrae@sedonaaz.gov

(928) 203-5199

*City business hours are Mon-Thur 7 a.m. - 6 p.m.
Public safety 24/7*

From: Karen Osburn <KOsburn@sedonaaz.gov>
Sent: Wednesday, June 3, 2020 8:52 AM
To: Jennifer Brehler <jbrehler@humanesocietyofsedona.org>; Megan McRae <MMcRae@sedonaaz.gov>
Cc: Justin Clifton <JClifton@sedonaaz.gov>; Sheila Hoffmeyer <sheila.hoffmeyer@gmail.com>
Subject: Re: FY21 Service Contract Funding Request Level - Humane Society of Sedona

Thank you Jennifer. We will be discussing the service contracts with Council over the next two days and will follow up with you when we have more direction. We appreciate your quick and thorough response. Regards,
Karen



City Manager's Office/Community Development Department
102 Roadrunner Dr.
Sedona, AZ 86336
kosburn@sedonaaz.gov

(928) 203-5067

City business hours are Mon-Thurs 7 a.m.-6 p.m.

Public safety 24/7

From: Jennifer Brehler <jbrehler@humanesocietyofsedona.org>

Sent: Tuesday, June 2, 2020 8:02 PM

To: Megan McRae <MMcRae@sedonaaz.gov>

Cc: Justin Clifton <JClifton@sedonaaz.gov>; Karen Osburn <KOsburn@sedonaaz.gov>; Sheila Hoffmeyer <sheila.hoffmeyer@gmail.com>

Subject: RE: FY21 Service Contract Funding Request Level - Humane Society of Sedona

Hello Megan,

Thank you for reaching out to gain our input during this very difficult budget approval cycle. I had an opportunity to discuss the City's inquiry regarding a lesser contracted amount for this up coming calendar year (1 year) with our Board President Sheila Hoffmeyer today. We certainly understand the challenges the City is facing in preparing your FY2021 budget and understand COVID-19 has had a severe financial impact on City income, as it has for so many. Although, the Humane Society of Sedona has experienced our own challenges during this unprecedented time we would agree to a 5.7% reduction in our budget request which would be \$66,793, keeping the same amount received as in FY2020.

Since we do not have the opportunity to address City Council, we would appreciate you providing the following information to Counsel when our request is discussed:

1. As an essential service provider, the Humane Society remained open serving our community throughout the AZ closure. We initiated a broadband education program to inform the community how to keep themselves and their animals safe during the pandemic. We worked with Sedona residents to help keep animals at home rather than turn them into the shelter during the pandemic and we enhanced our Lost & Found Program to keep strays with finders in their neighborhood in an effort to reunite them with their worried families before entering the Shelter as much as reasonably possible. We expanded our foster homes to keep the population at the shelter low and manageable and in many cases the foster families served as adoption partners helping us to place the animals directly into new adoptive homes directly from foster care. We provided pet food and cat litter assistance to residents in need and also helped families who became unemployed because of the AZ closures with their pet's medical expenses.
2. We committed to support our employees during this difficult time and no Humane Society employee was laid off or furloughed during the AZ closure. Our employees who continued to provide direct animal care and customer service at the Shelter received hazard pay, increasing our payroll costs even more ~\$13,500 as they and their families experienced an increased risk of exposure to COVID-19.
3. At this time we are estimating a \$290,000 loss due to the closure of both of our Thrift Stores on March 19 and to ensure we were able to comply with the Sedona Safe.Clean.Ready commitments we've made it has been necessary to reduce our business hours since the re-opening of our stores last week, May 26.
4. The Humane Society's 2020 Pet Lovers Gala, expected to generate \$66,500 in income for the Animal Shelter, has been cancelled. It is difficult to predict how successful the online event we are planning will be. The major sponsors of our Gala are local business owners who are themselves suffering financial hardship and many have expressed they will be unable to give as much as planned, if at all.
5. Our three Kids & Critters week long summer camps have been canceled. Although we hope to provide a shortened virtual camp experience we will not recoup \$10,000 of the lost income on camp registrations.
6. Finally, as like other businesses, the Humane Society is experience an unexpected increase in supplies and equipment to help protect our employees, volunteers and visitors.

We value our partnership with the City and look forward to continuing to serve the animals and people of Sedona. Thank you again for reaching out and asking for our voice on this matter. I look forward to hearing from you soon. Take care and be well,

Jennifer

Jennifer Brehler

Executive Director

Humane Society of Sedona

2115 Shelby Drive

Sedona, AZ 86336

Office 928.282.4679

Cell 928.963.1119

www.humanesocietyofsedona.org



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Sent from [Mail](#) for Windows 10

From: [Megan McRae](#)

Sent: Monday, June 1, 2020 7:21 PM

To: [Jennifer Brehler](#)

Cc: [Justin Clifton](#); [Karen Osburn](#)

Subject: FY21 Service Contract Funding Request Level - Humane Society of Sedona

Importance: High

Good evening Jennifer,

I hope this email finds you well in these challenging times. The City is holding the postponed budget meetings this Wednesday and Thursday, June 3 and 4. City Council will be giving direction to staff at these meetings, including funding for all five of our service contracts.

As the City prepares for anticipated losses of \$10 million or more, the approach the City is taking for each and every line item of our budget is the same — no funding for anything discretionary until we know our financial circumstance can support it.

For that reason, our City Manager has asked that I reach out and ask you if, in light of current circumstances, you could accept less than your original requested amount of \$ 70,856 for FY21 for a one year agreement. Any thoughts and perspective you can provide to us before Wednesday morning at 8 am would help better frame discussions with

Council. (We would plan to revisit again next year after we better understand the impacts of the pandemic on revenues and the community.)

We then tentatively plan to bring agreements to Council for approval during the June 23 City Council meeting.

We appreciate the service you provide to our community and our long-standing partnership.

Thank you,
Megan



Megan McRae
Management Analyst

City Manager's Office
102 Roadrunner Drive
Sedona, AZ 86336
mmcrae@sedonaaz.gov

(928) 203-5199

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Public safety 24/7*

Megan McRae

From: Brenda Leza <bleza@sccsedona.org>
Sent: Tuesday, June 16, 2020 7:00 AM
To: Megan McRae
Subject: Response to your 6/11/20 email.
Attachments: City request for additional funding reduction.docx

Good morning Megan,

I have attached a response to your email of June 11, 2020. Sorry it took so long, I needed to pass it by our Board President before sending it on to you, as this can have a significant impact on our fiscal year. Thank you all for the work you are putting in to stretch the City's funds and placing them where they can do the most good in helping us all get through to the other side of this pandemic.

Brenda Leza

Director of Operations
SEDONA COMMUNITY CENTER
2615 Melody Lane
Sedona AZ 86336
P O Box 2894, 86339
Phone: 928-282-2834
Fax: 928 282-2843

Sedona Community Center



Hi, Megan,

I wanted to do a bit of research before responding, as this could have a serious impact on our ability to provide meals over the next year. The following is a synopsis of my research.

1. You proposed you could maintain the 2019 amount of \$179,770.00 as your adjusted funding level request. How will this shortage impact your operations for fiscal year 2021?
Over the past 3 year cycle, we have constantly exceeded our budget for classes and facility use until this COVID impacted all activities here.

	Income	Budget	Variance
2017-2018	\$47,440.92	\$41,050.00	+ \$6,390.92
2018-2019	\$63,188.76	\$43,000.00	+\$20,188.76
2019-2020	\$35,102.80	\$56,000.00	-\$20,897.20 (anticipated)

This is just for the income from incidental usage of the center. If we are unable to have classes and room rentals/catering, next years' impact will be upwards of a \$40,000.00 loss of revenue just in this area.

Additionally, we have no way of knowing if our vital food service will increase if we experience another lock-down due to a second wave this fall/winter, and the state of the economy doesn't bode well for increased donations. Everyone is struggling, and we are just trying to weather this storm.

We absolutely would not want to experience the financial hardships we suffered during my first few years here at the Center 20 years ago. It was a hard go for a while, but the City funding has been very instrumental in helping us achieve goals we were striving for in the beginning. We are grateful and will do the best we can with what we receive.

2. Will you or an organizational representative be available for the City Council meeting on Tuesday, July 14th at 4:30 pm should City Council have questions staff is unable to answer? Yes, our Board President, Sondra Springett and I will be available.
3. Will the delay in the start of the fiscal year 2021 service contract create any immediate issues for your organization? We are OK for now, but we will need definitive information within the first quarter to try to make any financial plans to get through the upcoming year.

Brenda Leza

Director of Operations
bleza@sccsedona.org

Megan McRae

From: Brenda Leza <bleza@sccsedona.org>
Sent: Tuesday, June 2, 2020 8:38 AM
To: Megan McRae; svspringett@icloud.com
Cc: Justin Clifton; Karen Osburn
Subject: RE: FY21 Service Contract Funding Request Level - Sedona Community Center

Good morning, Megan,

We certainly feel the pain that you are talking about. With the status of our clients being in the most vulnerable category, we have been forced to shut down our rentals and classes which help sustain us, and we have no “re-open” date on the horizon. We are able to continue to provide the vital services of Meals on Wheels, and for our congregate meals, we are providing “grab-n-go” meals. Meals on Wheels hot meals are now being delivered on Monday, Wednesday and Friday along with a frozen meal(s) for the days we are not delivering. We are continuing to provide the “Breakfast/Weekend Club” bag of food items to last through the weekend, and have bumped up the items available to include yogurt, hardboiled eggs, and breakfast bars in addition to the already generous supply of breakfast and fruit items to augment their grocery needs. We have also made hygiene necessities available in the form of masks, gloves, toilet paper, paper towels, hand and bath soap, shampoo/conditioner, and toothpaste for those who need them.

So as you can see, our expense column is going up while our income column is not. We understand that we are all experiencing this pandemic and that we must all pull together to come out the other side with our communities in as healthy a situation as we can muster. To that end, we are agreeable to working with you on the funding level request, and would like to propose we maintain the 2019 amount of \$179,770.00 as our adjusted funding level request.

We are very appreciative of the support that the City provides for it’s seniors and we endeavor to be the best stewards we can be in channeling that support.

Let’s hope that things turn around, and that we are all successful in keeping our communities vibrant and safe.

Brenda Leza

Director of Operations
SEDONA COMMUNITY CENTER
2615 Melody Lane
Sedona AZ 86336
P O Box 2894, 86339
Phone: 928-282-2834
Fax: 928 282-2843

Brenda Leza
Acting Director

From: Megan McRae <MMcRae@sedonaaz.gov>
Sent: Monday, June 1, 2020 7:22 PM
To: svspringett@icloud.com; Brenda Leza <bleza@sccsedona.org>
Cc: Justin Clifton <JClifton@sedonaaz.gov>; Karen Osburn <KOsburn@sedonaaz.gov>
Subject: FY21 Service Contract Funding Request Level - Sedona Community Center
Importance: High

Good evening Sondra and Brenda,

I hope this email finds you well in these challenging times. The City is holding the postponed budget meetings this Wednesday and Thursday, June 3 and 4. City Council will be giving direction to staff at these meetings, including funding for all five of our service contracts.

As the City prepares for anticipated losses of \$10 million or more, the approach the City is taking for each and every line item of our budget is the same — no funding for anything discretionary until we know our financial circumstance can support it.

For that reason, our City Manager has asked that I reach out and ask you if, in light of current circumstances, you could accept less than your original requested amount of \$ 190,000 for FY21 for a one year agreement. Any thoughts and perspective you can provide to us before Wednesday morning at 8 am would help better frame discussions with Council. (We would plan to revisit again next year after we better understand the impacts of the pandemic on revenues and the community.)

We then tentatively plan to bring agreements to Council for approval during the June 23 City Council meeting.

We appreciate the service you provide to our community and our long-standing partnership.

Thank you,
Megan



Megan McRae
Management Analyst

City Manager's Office
102 Roadrunner Drive
Sedona, AZ 86336
mmcrae@sedonaaz.gov

(928) 203-5199

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Megan McRae

From: Virginia Volkman <vvolkman@sedonalibrary.org>
Sent: Monday, June 15, 2020 11:37 AM
To: Megan McRae
Cc: Justin Clifton; Karen Osburn
Subject: Re: FY21 Service Contract Funding Request Level - Sedona Public Library

Hi Megan,

1. With this reduction we will have to reevaluate staff positions and hours worked. Personnel costs are about the only variable that we have. We have already committed to technology plans that are needed to keep us compliant, safe and current with the needs of patrons and Library standards.
2. We will have a representative at the meeting on July 14.
3. The delay in the start of the fiscal year 2021 service contract will not create any immediate issues for our organization.

Best wishes,
Ginny

Virginia Volkman, Director
Sedona Public Library
928-282-7714, ext 112
cell: 215-478-4122

On Thu, Jun 11, 2020 at 1:47 PM Megan McRae <MMcRae@sedonaaz.gov> wrote:

Hi Virginia,

This is a follow up and overview of next steps for our service contract. During the Budget Work Sessions, City Council directed staff to provide additional information for further discussion to identify fiscal year 2021 funding levels. This follow up discussion is scheduled for the July 14, 2020 City Council meeting. We will have one year agreements prepared for execution shortly thereafter.

In the meantime, please respond to the following questions at your earliest convenience.

1. You proposed you could reduce your adjusted funding level request to \$485,000. How would this shortage impact your operations for fiscal year 2021?
2. Will you or an organizational representative be available for the City Council meeting on Tuesday, July 14th at 4:30 pm should City Council have questions staff is unable to answer?
3. Will the delay in the start of the fiscal year 2021 service contract create any immediate issues for your organization?

We thank you again for your patience and partnership working through these challenges.

Thank you,

Megan



Megan McRae
Management Analyst

City Manager's Office
102 Roadrunner Drive
Sedona, AZ 86336
mmcrae@sedonaaz.gov

(928) 203-5199

*City business hours are Mon-Thur 7 a.m. - 6 p.m.
Public safety 24/7*

From: Karen Osburn <KOsburn@sedonaaz.gov>
Sent: Wednesday, June 3, 2020 8:54 AM
To: Virginia Volkman <vvolkman@sedonapubliclibrary.org>; Megan McRae <MMcRae@sedonaaz.gov>
Cc: Justin Clifton <JClifton@sedonaaz.gov>; Teresah Arthur <TArthur@sedonaaz.gov>
Subject: Re: FY21 Service Contract Funding Request Level - Sedona Public Library

Thank you Ginny, nice speaking with you yesterday. We will be discussing the service contracts with Council over the next two days and will follow up with you when we have more direction. We appreciate your quick response. Regards, Karen

From: Virginia Volkman <vvolkman@sedonapubliclibrary.org>
Sent: Tuesday, June 2, 2020 8:59 PM
To: Megan McRae <MMcRae@sedonaaz.gov>
Cc: Justin Clifton <JClifton@sedonaaz.gov>; Karen Osburn <KOsburn@sedonaaz.gov>; Teresah Arthur

[<TAArthur@sedonaaz.gov>](mailto:TAArthur@sedonaaz.gov)

Subject: Re: FY21 Service Contract Funding Request Level - Sedona Public Library

Sedona Public Library certainly understands that the budget process is difficult this year. In light of current circumstances we would accept a one-year agreement for less than our original requested amount.

We have already revised our FY21 budget and the draft we're working with shows less than our original requested amount of \$509,222. We currently have the City of Sedona funding figure of \$485,000 in our revised FY21 budget. Our budget projection now shows level funding from the City of Sedona, with no increase from FY20 to FY21.

We appreciate the funding that we receive from the City and look forward to a continued partnership to provide services to the community.

Best wishes,

Ginny

Virginia Volkman, Director

Sedona Public Library

928-282-7714, ext 112

cell: 215-478-4122

On Mon, Jun 1, 2020 at 7:21 PM Megan McRae [<MMcRae@sedonaaz.gov>](mailto:MMcRae@sedonaaz.gov) wrote:

Good evening Virginia,

I hope this email finds you well in these challenging times. The City is holding the postponed budget meetings this Wednesday and Thursday, June 3 and 4. City Council will be giving direction to staff at these meetings, including funding for all five of our service contracts.

As the City prepares for anticipated losses of \$10 million or more, the approach the City is taking for each and every line item of our budget is the same — no funding for anything discretionary until we know our financial circumstance can support it.

For that reason, our City Manager has asked that I reach out and ask you if, in light of current circumstances, you could accept less than your original requested amount of \$509,222 for FY21 for a one year agreement. Any thoughts and perspective you can provide to us before Wednesday morning at 8 am would help better frame discussions with Council. (We would plan to revisit again next year after we better understand the impacts of the pandemic on revenues and the community.)

We then tentatively plan to bring agreements to Council for approval during the June 23 City Council meeting.

We appreciate the service you provide to our community and our long-standing partnership.

Thank you,
Megan



Megan McRae
Management Analyst

City Manager's Office
102 Roadrunner Drive
Sedona, AZ 86336
mmcrae@sedonaaz.gov

(928) 203-5199

*City business hours are Mon-Thur 7 a.m.- 6 p.m.
Public safety 24/7*

Megan McRae

From: Sedona Recycles Administrator <srecycles@esedona.net>
Sent: Thursday, June 11, 2020 4:20 PM
To: Megan McRae
Cc: Justin Clifton; Karen Osburn
Subject: Re: FY21 Service Contract Funding Request Level - Sedona Recycles

Megan,

In answer to your questions:

1. Our Board met last week and would like to propose a reduction of \$25,000. The shortage would impact staffing with further hour reductions this is the only place we have for cutting expenses.
2. We will be available for the July 14th City Council meeting.
3. The issue with a delay would depend on the length of the delay. So that is a hard one to answer.

Thanks
Jill

From: "Megan McRae" <MMcRae@sedonaaz.gov>
To: "srecycles" <srecycles@esedona.net>
Cc: "Justin Clifton" <JClifton@sedonaaz.gov>, "kosburn" <KOsburn@sedonaaz.gov>
Sent: Thursday, June 11, 2020 1:45:33 PM
Subject: RE: FY21 Service Contract Funding Request Level - Sedona Recycles

Hi Jill,

This is a follow up and overview of next steps for our service contract. During the Budget Work Sessions, City Council directed staff to provide additional information for further discussion to identify fiscal year 2021 funding levels. This follow up discussion is scheduled for the July 14, 2020 City Council meeting. We will have one year agreements prepared for execution shortly thereafter.

In the meantime, please respond to the following questions at your earliest convenience.

1. You proposed you could reduce your adjusted funding level request. How much of a reduction could be made and how would this shortage impact your operations for fiscal year 2021?
2. Will you or an organizational representative be available for the City Council meeting on Tuesday, July 14th at 4:30 pm should City Council have questions staff is unable to answer?
3. Will the delay in the start of the fiscal year 2021 service contract create any immediate issues for your organization?

We thank you again for your patience and partnership working through these challenges.

Thank you,

Megan



Megan McRae
Management Analyst

City Manager's Office
102 Roadrunner Drive
Sedona, AZ 86336
mmcrae@sedonaaz.gov

(928) 203-5199

*City business hours are Mon-Thur 7 a.m.- 6 p.m.
Public safety 24/7*

From: Karen Osburn <KOsburn@sedonaaz.gov>
Sent: Wednesday, June 3, 2020 9:49 AM
To: srecycles@sedona.net
Cc: Megan McRae <MMcRae@sedonaaz.gov>; Justin Clifton <JClifton@sedonaaz.gov>; Teresah Arthur <TArthur@sedonaaz.gov>
Subject: Re: FY21 Service Contract Funding Request Level - Sedona Recycles

Thank you Jill. We will be discussing the service contracts with Council over the next two days and will follow up with you when we have more direction. We appreciate your quick response. Regards, Karen

----- Original message-----

From: Sedona Recycles Administrator
Date: Tue, Jun 2, 2020 12:37 PM
To: Megan McRae;
Cc:
Subject: Re: FY21 Service Contract Funding Request Level - Sedona Recycles

Megan,

These are definitely challenging times. Sedona Recycles would like to work with the City in any way we can. We would be willing to accept less than the original request for the one-year agreement. Things for us have not improved but there is always hope that the recycling markets will move out of this historically low pricing for materials. On our end we are trying to cut expenses any way we can while still trying to provide the best recycling available anywhere in the State. Our partnership with the City of Sedona is our most supportive and important one and we want it to continue for the benefit of us all.

Thanks
Jill

Jill McCutcheon
Executive Director
Sedona Recycles, Inc.

From: "Megan McRae" <MMcRae@sedonaaz.gov>
To: "srecycles" <srecycles@sedona.net>
Cc: "Justin Clifton" <JClifton@sedonaaz.gov>, "kosburn" <KOsburn@sedonaaz.gov>
Sent: Monday, June 1, 2020 7:22:57 PM
Subject: FY21 Service Contract Funding Request Level - Sedona Recycles

Good evening Jill,

I hope this email finds you well in these challenging times. The City is holding the postponed budget meetings this Wednesday and Thursday, June 3 and 4. City Council will be giving direction to staff at these meetings, including funding for all five of our service contracts.

As the City prepares for anticipated losses of \$10 million or more, the approach the City is taking for each and every line item of our budget is the same — no funding for anything discretionary until we know our financial circumstance can support it.

For that reason, our City Manager has asked that I reach out and ask you if, in light of current circumstances, you could accept less than your original requested amount of \$200,000 for FY21 for a one year agreement. Any thoughts and perspective you can provide to us before Wednesday morning at 8 am would help better frame discussions with Council. (We would plan to revisit again next year after we better understand the impacts of the pandemic on revenues and the community.)

We then tentatively plan to bring agreements to Council for approval during the June 23 City Council meeting.

We appreciate the service you provide to our community and our long-standing partnership.

Thank you,
Megan



Megan McRae
Management Analyst

City Manager's Office
102 Roadrunner Drive
Sedona, AZ 86336
mmcrae@sedonaaz.gov

(928) 203-5199

*City business hours are Mon-Thur 7 a.m. - 6 p.m.
Public safety 24/7*

Megan McRae

From: Kent Ellsworth <kentellsworth@vvcaregivers.org>
Sent: Thursday, June 11, 2020 3:28 PM
To: Megan McRae
Cc: Justin Clifton; Karen Osburn
Subject: RE: FY21 Service Contract Funding Request Level - Verde Valley Caregivers Coalition

Hi Megan,

Yes, I have calendared July 14th to attend the City Council meeting and will most likely have one member of our Board of Directors attend with me. With the current economic stresses on the City of Sedona, VVCC proposed to reduce our FY 2021 funding request to \$50,000 from the original request of \$60,000. Based on current individual donor gifts from Sedona residents so far this calendar year, we safely expect to raise an additional \$10,000 during the remaining months of this calendar year from Sedona residents. We do not expect to need to reduce demand response transit services for City of Sedona residents. In fact, VVCC seeks ways to expand its demand response transit services – hopefully by FY 2022 or sooner – to provide group trips for older Sedona residents who wish to dine at one of Sedona’s restaurants in the evening hours. I do not expect the delay in the start of FY 2021 funding to have a serious impact on VVCC.

VVCC is fully dedicated to providing the very best possible services to Sedona residents and funding from the City of Sedona helps make that happen.

With best regards,

Kent

Kent Ellsworth
Executive Director
Verde Valley Caregivers Coalition
299 Van Deren Rd., Ste. 2
Sedona, AZ 86336
(928) 204-1238
www.vvcaregivers.org

From: Megan McRae <MMcRae@sedonaaz.gov>
Sent: Thursday, June 11, 2020 1:52 PM
To: Kent Ellsworth <kentellsworth@vvcaregivers.org>
Cc: Justin Clifton <JClifton@sedonaaz.gov>; Karen Osburn <KOsburn@sedonaaz.gov>
Subject: RE: FY21 Service Contract Funding Request Level - Verde Valley Caregivers Coalition

Hi Kent,

This is a follow up and overview of next steps for our service contract. During the Budget Work Sessions, City Council directed staff to provide additional information for further discussion to identify fiscal year 2021 funding levels. This follow up discussion is scheduled for the July 14, 2020 City Council meeting. We will have one year agreements prepared for execution shortly thereafter.

In the meantime, please respond to the following questions at your earliest convenience.

1. You proposed you could reduce your funding level request to \$50,000. How would this shortage impact your operations for fiscal year 2021?

2. Will you or an organizational representative be available for the City Council meeting on Tuesday, July 14th at 4:30 pm should City Council have questions staff is unable to answer?
3. Will the delay in the start of the fiscal year 2021 service contract create any immediate issues for your organization?

We thank you again for your patience and partnership working through these challenges.

Thank you,
Megan



Megan McRae
Management Analyst

City Manager's Office
102 Roadrunner Drive
Sedona, AZ 86336
mmcrae@sedonaaz.gov

(928) 203-5199

*City business hours are Mon-Thur 7 a.m.- 6 p.m.
Public safety 24/7*

From: Karen Osburn <KOsburn@sedonaaz.gov>
Sent: Wednesday, June 3, 2020 8:51 AM
To: Kent Ellsworth <kentellsworth@vvcaregivers.org>; Megan McRae <MMcRae@sedonaaz.gov>
Cc: Justin Clifton <JClifton@sedonaaz.gov>
Subject: Re: FY21 Service Contract Funding Request Level - Verde Valley Caregivers Coalition

Thank you Kent. We will be discussing the service contracts with Council over the next two days and will follow up with you when we have more direction. We appreciate your quick response. Thanks, Karen

From: Kent Ellsworth <kentellsworth@vvcaregivers.org>
Sent: Tuesday, June 2, 2020 9:28 AM
To: Megan McRae <MMcRae@sedonaaz.gov>
Cc: Justin Clifton <JClifton@sedonaaz.gov>; Karen Osburn <KOsburn@sedonaaz.gov>
Subject: RE: FY21 Service Contract Funding Request Level - Verde Valley Caregivers Coalition

Hi Megan,

I estimate that VVCC could accept a reduction of \$10,000 for the fiscal year beginning July 1, 2020, \$50,000 rather than \$60,000 as requested. At this time, there is a sufficient probability that VVCC may be able to make up the difference through donations from individual donors. As you know, it is impossible to predict how current circumstances will impact our fundraising. This expectation is both hopeful and is based on current positive indicators from our individual donors. We certainly understand the difficult circumstances the City is in and we will deeply appreciate and need this funding from the City of Sedona. I am available to respond to any questions you may have.

With best regards,
Kent Ellsworth

Kent Ellsworth
Executive Director
Verde Valley Caregivers Coalition
299 Van Deren Rd., Ste. 2
Sedona, AZ 86336
(928) 204-1238
www.vvcaregivers.org

From: Megan McRae <MMcRae@sedonaaz.gov>
Sent: Monday, June 01, 2020 7:22 PM
To: Kent Ellsworth <kentellsworth@vvcaregivers.org>
Cc: Justin Clifton <JClifton@sedonaaz.gov>; Karen Osburn <KOsburn@sedonaaz.gov>
Subject: FY21 Service Contract Funding Request Level - Verde Valley Caregivers Coalition
Importance: High

Good evening Kent,

I hope this email finds you well in these challenging times. The City is holding the postponed budget meetings this Wednesday and Thursday, June 3 and 4. City Council will be giving direction to staff at these meetings, including funding for all five of our service contracts.

As the City prepares for anticipated losses of \$10 million or more, the approach the City is taking for each and every line item of our budget is the same — no funding for anything discretionary until we know our financial circumstance can support it.

For that reason, our City Manager has asked that I reach out and ask you if, in light of current circumstances, you could accept less than your original requested amount of \$60,000 for FY21 for a one year agreement. Any thoughts and perspective you can provide to us before Wednesday morning at 8 am would help better frame discussions with Council. (We would plan to revisit again next year after we better understand the impacts of the pandemic on revenues and the community.)

We then tentatively plan to bring agreements to Council for approval during the June 23 City Council meeting.

We appreciate the service you provide to our community and our long-standing partnership.

Thank you,
Megan



Megan McRae
Management Analyst

City Manager's Office
102 Roadrunner Drive
Sedona, AZ 86336
mmcrae@sedonaaz.gov

(928) 203-5199

*City business hours are Mon-Thur 7 a.m. - 6 p.m.
Public safety 24/7*

**HUMANE SOCIETY OF SEDONA AND CITY OF SEDONA
AGREEMENT FOR CONTRACTED SERVICES**

This is an AGREEMENT entered into this 14th day of July 2020, by and between HUMANE SOCIETY OF SEDONA, INC., a private, non-profit corporation hereinafter called "Society" and the CITY OF SEDONA, a municipal corporation, hereinafter called "City".

WHEREAS, the City is a municipal corporation organized under the laws of the State of Arizona and entitled to provide services and enter into contractual agreements for the purpose of obtaining services or benefits which it otherwise could provide; and

WHEREAS, the City is in need of animal sheltering for unowned/stray dogs and cats hereinafter called "Strays" retrieved by community members and the City's Animal Control; and

WHEREAS, the Society operates and maintains a shelter that can be used for this purpose,

NOW, THEREFORE, the parties to this Agreement, in consideration of the mutual covenants contained herein, agree as follows:

1. **Term:** The term of this Agreement is for one (1) year from July 1, 2020 to June 30, 2021.
2. **Payment:** The Society and the City acknowledge that the Society services and facilities to be provided to Sedona residents are a direct public benefit to the City. The services benefiting the City are set forth below. As consideration for that value, the City will remit to Society Sixty-Six Thousand Seven Hundred and Ninety-Three Dollars (\$66,793), subject to the availability of funds from the City, for the Agreement beginning July 1, 2020 and ending June 30, 2021.

The City agrees to make payments to the Society in two (2) installments, by the last day of the months of August and February.

3. **Funding Obligation:** The City's obligation to provide the funding herein stated is conditioned on the availability of funds as provided in the City's annual budget. The City warrants and represents it will not reduce Society funding during any period because of private donations or other revenue received by the Society.
4. **Shelter Facility:** During the term of this Agreement, the Society will continue to operate and maintain an animal shelter to provide proper and humane care for all dogs and cats which come into its custody in accordance with the requirements of Arizona Revised Statutes, Title 11, Chapter 7, Article 6.1 and Chapter 6.05 of the Sedona City Code.
 - a. The Society shall be fully responsible for the operation and maintenance of its shelter facilities, and shall furnish the personnel, materials, equipment, and other items necessary to carry out the terms of this Agreement.
 - b. The Society shall maintain suitable office hours at the shelter for the benefit of the public and for the purpose of transacting business in connection with the duties under this Agreement and for the purpose of receiving Strays and/or accepting applications for the redemption of impounded animals.

- c. The Society shall be responsible for and in full control of the work of its personnel, who shall be responsible to the Society.
 - d. The Society agrees to receive Strays from members of the community and delivered by the enforcement agent of the City. The Society will provide a key to the shelter facility to the Sedona Police Department and allow designated Police Department personnel to have 24 hour/7 days per week access to the facility to impound dogs and cats when the facility is not open and staffed by Society personnel. Such impoundment shall be conducted by the Police Department in accordance with established operating procedures.
 - e. The Society agrees to receive the remains of deceased Strays for cremation services delivered by the enforcement agent of the City in accordance with established operating procedures. The Society does not accept the remains of owned pets or from community members.
 - f. It is understood and agreed by the parties that the Society has no facilities or methods for sheltering animals other than dogs and cats, nor does it contemplate providing such facilities. The Society may, however, at its option, shelter other small animals from time to time when deemed necessary by the Society for humane reasons.
5. **Impoundment:** It is understood and agreed that the Society will accept Strays for purposes of impoundment. Such impounded animals shall be kept for no fewer than the minimum time limits established by A.R.S. §11-1013. On expiration of the Stray holding period, animals that have not been redeemed by an owner shall become the property and responsibility of the Society, which may place such animals on adoptable status or may euthanize by humane injection, in accordance with the requirements of A.R.S. §11-1013.
- a. Society reserves the right to euthanize immediately any impounded Stray who is deemed to have irremediable physical suffering or whose behavior or physical condition is such that said animal represents a danger to the well-being of other animals or humans as determined by Society staff, provided the action taken by the Society is in compliance with City ordinance and in accordance with A.R.S. §11- 1014 governing the treatment of animals. The Society shall comply with the retention time limits of Chapter 6 of the Sedona City Code in the disposition of biting animals.
6. **Rabies Quarantine:** The Society agrees to accept from the City enforcement agent and to hold for not less than ten (10) days any Stray for which no owner can be found, for the purpose of rabies quarantine when such Stray has bitten a person as per A.R.S. §11-1014.
- a. The parties to this agreement expressly agree that owned dogs or cats that are to be held for rabies quarantine and returned to the owner in the event that no rabies is exhibited would not be delivered to the Society for quarantine. Such dogs should be quarantined at a veterinary clinic or commercial boarding kennel at the owner's expense. If for any reason an owned animal is quarantined at the Society the Society will retain collected impound and boarding fees.
7. **Dog License Program:** The Society shall maintain a licensing program as per Sedona City Code Section 6.05.020 and in accordance with A.R.S. §11-1012 for all dogs over three (3) months of age who reside within the incorporated boundaries of the City of Sedona.

Licenses will be valid for one (1) year or three (3) years from date of purchase.

- a. Written application for a license shall include name and address of applicant, description of the dog, the appropriate fee and current rabies certificate valid for the entire length of the license issued by a licensed veterinarian or anti-rabies clinic.
- b. The Society shall provide written notice in the form of a postcard/letter/email to all known dog owners in the City annually, informing them of the need to license their dog and provide instructions how and where to apply for the license. A copy of this notice shall be provided to the City.
- c. The license fees are as follows:
 - The annual license fees for each sterilized dog shall be \$10.00.
 - The annual license fees for each un-sterilized shall be \$30.00.
 - The three-year license fees for each sterilized dog shall be \$25.00.
 - The three-year license fees for each un-sterilized dog shall be \$72.00.
 - The duplicate license and transfer fees shall be in accordance with the City Code.

8. **Marketing:** The Society agrees that all printed materials created and distributed by the Society with funds from the City contain a statement recognizing and acknowledging that funding has been provided by the City for such documents.
9. **Financial:** The Society shall use City funds only for Society purposes and provide written accounting to the City describing the manner and use of City funds at the City's request. In addition, the Society shall provide a copy of the IRS 990 form and a copy of its annual financial statements. The City shall have the right to audit the books of the Society at all reasonable times for the purpose of confirming the expenditures of City funds with reasonable notice to the Society.
10. **Reporting:** The Society will provide an annual written report of accomplishments to include the following information and performance metrics:

Impound/Housing of Animals (City of Sedona residents statistics vs. non-residents)

Dollar Value of Impound/Recovery Fees Collected

Strays handled by the Society

Strays Brought in by the City

Strays Returned to their Owner

Total # of days Strays were in Society's Care

Animals Adopted

DOA's brought in by the City

Animals held for Bite Quarantine

Cost per animal for SHS.

Dog Licenses

Licenses Sold

Mailers Sent

Cost of Mailers
Dollar Value of License Fees Collected

At the request of the City Manager the Society will also provide an annual verbal presentation to Council.

11. **City Liaison:** The City will appoint one (1) non-voting liaison to attend the Society Board meetings to provide two-way communication between the City and the Society.
12. **Termination:** Either party may terminate this Agreement, without penalty, upon 30 days written notice to the other. Upon such termination, the parties shall assess the services rendered to the date of termination and the City shall make any necessary payment or Society shall make any necessary reimbursement as may be required so that payment for the services rendered to the date of termination shall have been paid by the City on a proportional basis over the term of the Agreement.
13. **ADA:** The Society must conform to the Americans with Disabilities Act of 1990, including changes made by the ADA Amendments Act of 2008 (P.L. 110-325) (ADA) and the Rehabilitation Act of 1973, as amended. This includes prohibiting discrimination against the handicapped in employment, programs, services and activities and making reasonable accommodations to allow their full and equal access to all such employment, programs, services, and activities. The Society shall also comply with all other federal, state and local regulations prohibiting unlawful discrimination in employment, programs, services, activities and contracting.
14. **Exclusions and Legal Compliance:** The Society agrees to comply with all Federal, State, and City laws or regulations applicable to the Society's business or services or to the performance of these services with the express and explicit exception of any so-called "pound seizure" rules or laws in existence now or in the future.

It is understood and agreed that Society does not contract with the City for and will not be responsible for:

- a. Picking up stray, injured, ill, or dead animals;
 - b. Investigation of violations of City's animal control laws nor enforcement of same;
 - c. Animals other than dogs or cats, other than at the Society's discretion.
15. **Written Changes:** This Agreement contains the entire Agreement of the parties with respect to the subject matters hereof and it may be amended or modified only by an instrument in writing signed by both parties.

- a. Written notices to City shall be sent to:

City Manager
City of Sedona
102 Roadrunner Drive
Sedona, AZ 86336

- b. Notices to the Society, shall be addressed to:

Executive Director
Humane Society of Sedona
2115 Shelby Drive
Sedona, AZ 86336

INDEPENDENT CONTRACTOR

1. The parties agree that the Society provides specialized services and that the Society enters this Agreement with the City as an independent contractor. Nothing in this Agreement shall be construed to constitute the Society, nor any of its personnel, volunteers, or directors, as agents, employees, or representatives of the City.
2. As an independent contractor, the Society is solely responsible for all labor and expenses in connection with this Agreement and for any and all damages that may arise during the operation of this Agreement.
3. The Society shall carry appropriate insurance and shall indemnify and hold the City and its officials, employees and agents harmless from any and all claims, demands, actions and causes of action (including administration or alternative dispute resolution proceedings) penalties or costs (including attorneys' fees) or liability for damages for personal injury or property damage resulting from the acts or omissions of the Society's officers, directors, agents, employees, or volunteers, in connection with this agreement or in any way arising from the activities or services of the society as set forth in this Agreement. The Society shall provide a copy of the insurance certificate, which lists the City of Sedona as an additional insured, to the City Manager's Office prior to the first installment release.
4. It is understood and agreed that the Society is free to contract with other parties or to otherwise provide additional services.

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be executed by their duly authorized officials on the aforementioned date.

CITY OF SEDONA, ARIZONA

Humane Society of Sedona

By: _____
Justin Clifton, City Manager

By: _____
Sheila Hoffmeyer, Board President

Date: _____

Date: _____

ATTEST:

ATTEST:

By: _____
Susan L. Irvine, CMC, City Clerk

By: _____
Jennifer Brehler, Executive Director

Date: _____

Date: _____

APPROVED AS TO FORM:

By: _____
Robert L. Pickels, Jr., City Attorney

Date: _____

**SEDONA COMMUNITY CENTER AND CITY OF SEDONA
AGREEMENT FOR CONTRACTED SERVICES**

This is an AGREEMENT entered into this 14th day of July, 2020 by and between the SEDONA COMMUNITY CENTER, a non-profit corporation, hereinafter referred to as "SCC" and the CITY OF SEDONA, a municipal corporation, hereinafter referred to as "City."

WHEREAS, the City is a municipal corporation organized under the laws of the State of Arizona and entitled to provide services and enter into contracts for the purpose of obtaining services or benefits which it otherwise could provide; and

WHEREAS, SCC is a non-profit corporation that provides services and programs that benefit the residents who reside within the local community; and

WHEREAS, the City desires to contract for certain services for the benefit of the residents of the City, and SCC desires to provide the City certain services for the benefit of the residents of the City.

NOW, THEREFORE, in consideration of the mutual promises and covenants of the parties, and other good and valuable consideration, the parties agree as follows:

1. **Term:** The term of this Agreement is for one (1) year from July 1, 2020 to June 30, 2021
2. **Payment:** SCC and the City acknowledge that SCC services to be provided to Sedona residents are a direct public benefit to the City. The services benefiting the City are set forth below. In consideration of that value, the City agrees to pay to SCC the sum of One Hundred Seventy Nine Thousand Seven Hundred and Seventy Dollars (\$179,770), subject to the availability of funds from the City, for the year of this contract beginning July 1, 2020 and ending June 30, 2021.

The City agrees to make payments to SCC in two installments, by the last day of the months of August and February.

3. **Funding Obligation:** The City's obligation to provide the funding herein stated is conditioned on the availability of funds as provided in the City's annual budget, and the ultimate realization of budgeted revenues being received by the City. The City's fiscal year ends on June 30th of each year. Otherwise the City warrants and represents it will not reduce SCC funding during any period on account of private donations received by SCC.
4. **Services** to be provided by SCC are as follows:
 - a. **Meals on Wheels:** The City shall pay SCC to assist with the "Meals on Wheels" program, which offers Sedona residents hot meals five days per week delivered to the home of the recipient in cases where the individual is unable to provide for his or her basic nutritional needs.

- b. **Congregate Meals:** The City shall pay SCC to assist in a Congregate Meal program that SCC provides, which offers older residents of the community hot, nutritious meals in a social atmosphere at the Sedona Community Center. Volunteers prepare, serve and clean up after the meal. SCC shall provide this service five days per week.
 - c. **Breakfast Club:** SCC shall provide homebound seniors with food on Friday's Meals on Wheels delivery to ensure seniors have access to food over the weekend.
- 5. **Marketing:** The SCC shall provide two (2) PowerPoint slides to be utilized on the City's public cable channel slideshow for the purpose of marketing.
 - a. The SCC agrees that all printed materials created and distributed by the SCC with funds from the City contain a statement recognizing and acknowledging that funding has been provided by the City for such documents.
- 6. **Financials:** The SCC shall use City funds only for SCC purposes and provide written accounting to the City describing the manner and use of City funds at the City's request. In addition, the SCC shall provide a copy of the IRS 990 and a copy of its audited annual financial statements. The City shall have the right to audit the books of the SCC at all reasonable times for the purpose of confirming the expenditures of City funds with reasonable notice to the SCC.
- 7. **Reporting:** The SCC will provide annual performance reports that will include statistics related to the services described in Section 4. Upon the request of the City Council or City Manager SCC will provide an annual presentation to City Council on the activities and accomplishments of the agency and the service provision within the City of Sedona. The following metrics will be included as part of the SCC reporting to the City:
 - a. Meals on Wheels
 - i. Number of meals delivered
 - ii. Number of persons served
 - iii. Cost per meal
 - iv. Cost per meal comparisons to 3 benchmark organizations (preferably northern Arizona comparisons)
 - b. Congregate Meals
 - i. Number of meals served
 - ii. Number of persons served
 - iii. Cost per meal
 - iv. Total value of donation revenue collected from participants
 - v. Cost per meal comparisons to 3 benchmark organizations (preferably northern Arizona comparisons)

- c. Breakfast Club
 - i. Number of weekend packages delivered
 - ii. Number of persons served
 - iii. Cost per weekend package
 - d. Customer Satisfaction
 - i. Survey information (if available)
 - ii. Number of volunteer hours by program
 - e. Number and type of community groups that utilize the Sedona Community Center's facilities
 - f. Number and type of programs offered to the community free or with a fee (and provide fee schedule)
8. **City Liaison:** The City will appoint one (1) non-voting liaison to attend the SCC Board meetings to provide two-way communication between the City and the SCC.
9. **Termination:** Either party may terminate this Agreement, without penalty, upon 30 days written notice to the other. Upon such termination, the parties shall assess the services rendered to the date of termination and the City shall make any necessary payment or SCC shall make any necessary reimbursement as may be required so that payment for the services rendered to the date of termination shall have been paid by the City on a proportional basis over the term of the Agreement.
10. **ADA:** SCC must conform to the Americans with Disabilities Act of 1990, including changes made by the ADA Amendments Act of 2008 (P.L. 110-325) (ADA) and the Rehabilitation Act of 1973, as amended. This includes prohibiting discrimination against the handicapped in employment, programs, services and activities and making reasonable accommodations to allow their full and equal access to all such employment, programs, services, and activities. SCC shall also comply with all other federal, state and local regulations prohibiting unlawful discrimination in employment, programs, services, activities and contracting.
11. **Legal Compliance:** The SCC agrees to comply with all Federal, State, and City laws or regulations applicable to the SCC's business or services or to the performance of these services.
12. **Written Changes:** This Agreement contains the entire Agreement of the parties with respect to the subject matters hereof and it may be amended or modified only by an instrument in writing signed by both parties.

- a. Written notices to City shall be sent to:

City Manager
City of Sedona
102 Roadrunner Drive
Sedona, AZ 86336

b. Notices to the SCC, shall be addressed to:

Executive Director
Sedona Community Center
2615 Melody Lane
Sedona, AZ 86336

INDEPENDENT CONTRACTOR

1. The parties agree that SCC provides specialized services and that the SCC enters this agreement with the City as an independent contractor. Nothing in this contract shall be construed to constitute the SCC, nor any of its personnel, volunteers, or directors, as agents, employees, or representatives of the City.
2. As an independent contractor, the SCC is solely responsible for all labor and expenses in connection with this agreement and for any and all damages that may arise during the operation of this Agreement.
3. SCC shall carry appropriate insurance and shall indemnify and hold the City and its officials, employees and agents harmless from any and all claims, demands, actions and causes of action (including administration or alternative dispute resolution proceedings) penalties or costs (including attorneys' fees) or liability for damages for personal injury or property damage resulting from the acts or omissions of SCC's officers, directors, agents, employees, or volunteers, in connection with this agreement or in any way arising from the activities or services of SCC as set forth in this agreement. The SCC shall provide a copy of the insurance certificate, which lists the City of Sedona as an additional insured, to the City Manager's Office prior to the first installment release.
4. It is understood and agreed that SCC is free to contract with other parties or to otherwise provide additional services.

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be executed by their duly authorized officials on the aforementioned date.

CITY OF SEDONA, ARIZONA

SEDONA COMMUNITY CENTER

By: _____
Justin Clifton, City Manager

By: _____
Sondra Springett, Board President

Date: _____

Date: _____

ATTEST:

ATTEST:

By: _____
Susan L. Irvine, CMC, City Clerk

By: _____
Brenda Leza, Director of Operations

Date: _____

Date: _____

APPROVED AS TO FORM:

By: _____
Robert L. Pickels, Jr., City Attorney

Date: _____

**SEDONA PUBLIC LIBRARY AND CITY OF SEDONA
AGREEMENT FOR CONTRACTED SERVICES**

This AGREEMENT entered into this 14th day of July 2020 by and between the SEDONA PUBLIC LIBRARY, a non-profit corporation, hereinafter referred to as "Library" and the CITY OF SEDONA, a municipal corporation, hereinafter referred to as "City."

WHEREAS, the City may, pursuant to A.R.S. § 9-411 et seq., otherwise utilize City funds for the benefit of a public library; and

WHEREAS, the Sedona Public Library is part of the public library system created by the Coconino County and Yavapai County Free Library Districts; and

WHEREAS, the City and the Library recognize the need to cooperate in the provision of library services to the residents of the City; and

WHEREAS, the Library operates and maintains a public library and the City desires to contract with the Library for library services for the benefit of the residents of the City.

NOW, THEREFORE, the parties to this Agreement, in consideration of the mutual covenants contained herein, agree as follows:

1. **Term:** The term of this Agreement is for one (1) years from July 1, 2020 to June 30, 2021.
2. **Payment:** The Library and the City acknowledge that the Library services to be provided to Sedona residents are a direct public benefit to the City. The services benefiting the City are set forth below. As consideration for that value, the City agrees to pay to the Library the sum of Four Hundred Eighty Five Thousand Dollars (\$485,000), subject to the availability of funds from the City, for the Agreement beginning July 1, 2020 and ending June 30, 2021.

The City agrees to make payments to the Library in two (2) installments, by the last day of the months of August and February.

3. **Funding Obligation:** The City's obligation to provide the funding herein stated is conditioned on the availability of funds as provided in the City's annual budget. The City warrants and represents it will not reduce Library's funding during any period because of private donations or other revenue received by Library.

4. **Services** to be provided by the Library:
 - a. Library building will be open 48 hours weekly to serve Sedona residents and visitors and provide:
 1. public access computers
 2. reference and lending materials
 3. meeting rooms for community activities
 4. educational and cultural programs and displays

- b. Website with access to Yavapai Library Network 24 hours a day, 7 days a week.
5. **Public Access:** All residents of the City shall have full nonexclusive use of the library facilities and services according to the use policies of the library.
6. **Marketing:** The Library shall allow two (2) PowerPoint slides to be utilized on the Library's public slideshow for the purpose of City marketing. The Library will also allow the City to advertise City meetings, programming and activities as requested by City staff.
7. **Financials:** The Library shall use City funds only for library purposes and provide written accounting to the City describing the manner and use of City funds at the City's request. In addition, the Library shall provide a copy of the IRS 990 and a copy of its audited annual financial statements. The City shall have the right to audit the books of the Library at all reasonable times for the purpose of confirming the expenditures of City funds with reasonable notice to the Library.
 - a. The Library agrees to fund the Village of Oak Creek Branch (VOC) independently of City funds. Separate accounting will be maintained for the VOC Branch showing sources of funding and expenditures and presented to the City upon request.
 - b. City funding to the Library will be used for general non-capital purposes and will not be used to supplant or replace other funding sources.
8. **Reporting:** The Library will provide annual performance reports that will include statistics related to the services described in Section 4. Upon the request of the City Council or City Manager, the Library will provide an annual presentation to City Council on the activities and accomplishments of the agency and the service provision within the City of Sedona. The following metrics will be included as part of the Library's annual reporting to the City:
 - a. Public Access Computers
 1. Number of sessions
 - b. Reference and Lending Materials
 1. Print collection size/downloadable collection size
 2. Total circulation
 - i. Number of items checked out
 - ii. Electronic items downloaded
 3. Amount of circulation Sedona Public Library compared to circulation within Yavapai Network (inter-library loan)
 - i. Borrowed From/Borrowed To
 4. Traffic (From Counter)
 5. Total Number of Cardholders (city vs. non-city)
 6. Number of New Cards Issued
 7. Circulation per active cardholder

- 8. Comparisons to 3 benchmark organizations (preferably northern Arizona comparisons) – (if available)
 - c. Meeting Rooms for Community Activities
 - 1. Number of community organizations using rooms
 - d. Educational and Cultural Programs
 - 1. Number of programs and attendance
 - e. Customer Satisfaction
 - 1. Survey information (if available)
 - 2. Number of volunteer hours worked
 - 3. Number of staff hours worked
9. **Facility Usage:** The Library shall provide use of meeting rooms at no charge to the City for public meetings if the space is available. The City shall provide reasonable notice to the Library to facilitate scheduling of room usage.
10. **City Liaison:** The City will appoint one (1) non-voting liaison to attend the Library Board meetings to provide two-way communication between the City and the Library.
11. **Termination:** Either party may terminate this Agreement, without penalty, upon 30 days written notice to the other. Upon such termination, the parties shall assess the services rendered to the date of termination and the City shall make any necessary payment or Library shall make any necessary reimbursement as may be required so that payment for the services rendered to the date of termination shall have been paid by the City on a proportional basis over the term of the Agreement.
12. **ADA:** The Library must conform to the Americans with Disabilities Act of 1990, including changes made by the ADA Amendments Act of 2008 (P.L. 110-325) (ADA) and the Rehabilitation Act of 1973, as amended. This includes prohibiting discrimination against the handicapped in employment, programs, services and activities and making reasonable accommodations to allow their full and equal access to all such employment, programs, services, and activities. The Library shall also comply with all other federal, state and local regulations prohibiting unlawful discrimination in employment, Programs, services, activities and contracting.
13. **Legal Compliance:** The Library agrees to comply with all Federal, State, and City laws or regulations applicable to the Library's business or services or to the performance of these services.
14. **Written Changes:** This Agreement contains the entire Agreement of the parties with respect to the subject matters hereof and it may be amended or modified only by an instrument in writing signed by both parties.
- a. Written notices to City shall be sent to:

City Manager
City of Sedona
102 Roadrunner Drive
Sedona, AZ 86336

b. Notices to the Library, shall be addressed to:

Director
Sedona Public Library
3250 White Bear Road
Sedona, AZ 86336

INDEPENDENT CONTRACTOR

1. The parties agree that the Library provides specialized services and that the Library enters this Agreement with the City as an independent contractor. Nothing in this Agreement shall be construed to constitute the Library, nor any of its personnel, volunteers, or directors, as agents, employees, or representatives of the City.
2. As an independent contractor, the Library is solely responsible for all labor and expenses in connection with this Agreement and for any and all damages, which may arise during the operation of this Agreement.
3. The Library shall carry general liability insurance of \$1 million per occurrence/\$2 million aggregate and shall indemnify and hold the City and its officials, employees and agents harmless from any and all claims, demands, actions and causes of action (including administration or alternative dispute resolution proceedings) penalties or costs (including attorney's fees) or liability for damages for personal injury or property damage resulting from the acts or omissions of the Library's officers, directors, agents, employees, or volunteers, in connection with this Agreement or in any way arising from the activities or services of the Library as set forth in this Agreement. The Library shall provide a copy of the insurance certificate, which lists the City of Sedona as an additional insured, to the City Manager's Office prior to the first installment release.
4. It is understood and agreed that the Library is free to contract with other parties or to otherwise provide additional services.

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be executed by their duly authorized officials on the aforementioned date.

CITY OF SEDONA

THE SEDONA PUBLIC LIBRARY, INC.

By: _____
Justin Clifton, City Manager

By: _____
Joel DeTar, Board President

Date: _____

Date: _____

ATTEST:

ATTEST:

By: _____
Susan L. Irvine, CMC, City Clerk

By: _____
Virginia Volkman, Executive Director

Date: _____

Date: _____

APPROVED AS TO FORM:

By: _____
Robert L. Pickels, Jr., City Attorney

Date: _____

**SEDONA RECYCLES AND CITY OF SEDONA
LEASE AGREEMENT AND CONTRACT FOR SERVICES**

This AGREEMENT entered into this 14th day of July 2020, by and between SEDONA RECYCLES, INC., a non-profit corporation of Sedona, Yavapai County, Arizona, hereinafter referred to as "Sedona Recycles" and the CITY OF SEDONA, a municipal corporation, hereinafter referred to as "City".

WHEREAS, the City is a municipal corporation organized under the laws of the State of Arizona and entitled to provide services and enter into contracts for the purpose of obtaining services or benefits which it otherwise could provide; and

WHEREAS, Sedona Recycles, is a non-profit corporation that provides services and programs that benefit the residents who reside within the local community. The services provided by Sedona Recycles constitute a major public service and benefit that enhances the quality of life in Sedona and elsewhere through protection of the environment, and preservation of natural resources by encouraging the recycling of reusable materials and providing a venue for citizens to drop off recyclable materials; and

WHEREAS, the City desires to contract for certain services for the benefit of the residents of the City and Sedona Recycles desires to provide to the City certain services for the benefit of the residents of the City; and

WHEREAS, Sedona Recycles provides public education and promotes community opportunities to reduce, reuse, and recycle.

NOW, THEREFORE, in consideration of the mutual promises and covenants of the parties, and to the good and valuable considerations, the parties agree as follows:

1. **Term:** The term of this Agreement is for one (1) years from July 1, 2020 to June 30, 2021.
2. **Payment:** Sedona Recycles and the City acknowledge that Sedona Recycles services to be provided to Sedona residents are a direct public benefit to the City. The services benefiting the City are set forth below. In consideration of that value, the City agrees to pay to Sedona Recycles the sum of One Hundred Seventy-Five Thousand Dollars (\$175,000), subject to the availability of funds from the City, for the Agreement beginning July 1, 2020 and ending June 30, 2021

The City agrees to make payments to Sedona Recycles in two (2) installments, by the last day of the months of August and February.

3. **Funding Obligation:** The City's obligation to provide the funding herein stated is conditioned on the availability of funds as provided in the City's annual budget, and the ultimate realization of budgeted revenues being received by the City. The City's fiscal year ends on June 30th of each year. Otherwise the City warrants and represents it will not reduce Sedona Recycles funding on account of private donations or other revenue received by the Sedona Recycles.

4. **Services:** Sedona Recycles will provide voluntary drop-off recycling facilities at a location within the City for the purpose of collecting, separating, and processing various recyclable materials, including aluminum cans, steel cans, glass bottles and containers, cardboard, paper, block styrofoam, household batteries, and plastics, and shall be responsible to pay the cost for operating said facilities. Sedona Recycles will also provide recycling materials pick up services for the City Hall Complex, 102 Roadrunner Drive, as well as community outreach and education regarding the fundamentals of recycling.
5. **Recycling Drop-off Site(s):** After obtaining permission from City staff, Sedona Recycles may utilize off-site City property to serve as a community recycling drop off-sites. Sedona Recycles will determine and prescribe a pickup schedule based on usage and bins will be serviced as often as is necessary. Sedona Recycles is responsible for clean-up of all materials left at each site, recyclable or otherwise. (The site is designated as the area where recycling bins provided by Sedona Recycles reside and the immediate area surrounding bins.) City staff must approve any signage for the drop-off site and no off-site drop-off signage will be permitted. Sedona Recycles will provide liability insurance for each location in the amount of \$1,000,000. The City is not liable for any damage to person or property that occurs at the site and the City acknowledges that Sedona Recycles shall not be liable for any damage to pavement or driving surfaces resulting from its trucks servicing the bins.
6. **Leased Property:** In lieu of rent payments for the City owned property located at 2280 Shelby Drive (0.45 acres), Yavapai County, State of Arizona, Sedona Recycles agrees to operate and manage the property in conformity with the terms of this agreement. Lessee acknowledges that Lessor has wastewater facilities located such that it will be necessary for Lessor to have vehicular access to maintain or repair said facilities, and further Lessee agrees to not place materials or facilities over manholes and to arrange materials so that lessee has vehicular access to manholes from the Shelby Drive frontage.
7. **ADEQ Requirements:** Inasmuch as the City of Sedona submitted to the State of Arizona Department of Environmental Quality on November 3, 2003, a Notice of Intent to be permitted under the terms of Arizona Pollutant Discharge Elimination System General Permit for Discharge AZG-2002-002, which prohibits non-stormwater discharges to storm drainage systems, except certain specified non-significant contributors, and further that Sedona City Code Section 9-2-2 (B) identifies littered exterior areas in or upon public places as a nuisance, Sedona Recycles shall inspect the drainage ways adjacent to and on the leased property for debris, trash and other material that may have come from its operations and remove and properly dispose of such material. The City requests that Sedona Recycles inspects the area at least once a week.
8. **Marketing:** The Sedona Recycles shall provide two (2) PowerPoint slides to be utilized on the City's public cable channel slideshow for the purpose of marketing.

- a. Sedona Recycles agrees that all printed materials created and distributed by Sedona Recycles with funds from the City contain a statement recognizing and acknowledging that funding has been provided by the City for such documents.
9. **Financials:** Sedona Recycles shall use City funds only for Sedona Recycles purposes and provide written accounting to the City describing the manner and use of City funds at the City's request. In addition, Sedona Recycles shall provide a copy of the IRS 990 form and a copy of its audited annual financial statements. The City shall have the right to audit the books of Sedona Recycles at all reasonable times for the purpose of confirming the expenditures of City funds with reasonable notice to Sedona Recycles.
10. **Reporting:** Sedona Recycles will provide annual performance reports that will include statistics related to the services described in Section 4. Upon the request of the City Council or City Manager Sedona Recycles will provide an annual presentation to City Council on the activities and accomplishments of the agency and the service provision within the City of Sedona. The following metrics will be included as part of Sedona Recycles reporting to the City:
 - a. Estimated percentage of Residents vs. Non-Residents Served
 - b. Estimated Number of individual City of Sedona Residents Served
 - c. Geographic area served (specific boundaries)
 - d. Total number of collections sites within Sedona City limits.
 - e. Item and tonnage of materials recycled from each collection site within Sedona City limits.
 - f. Item and tonnage of materials recycled in total from outside Sedona City limits.
 - g. Percentage of collected materials recycled or reused.
 - h. Revenue amounts by recycling source (such as glass, aluminum, etc.).
 - i. Number of hours of community outreach and education provided.
 - j. Customer satisfaction survey information (if available).
 - k. Materials recycled cost per ton, by category.
11. **Termination:** Either party may terminate this Agreement, without penalty, upon 30 days written notice to the other. Upon such termination, the parties shall assess the services rendered to the date of termination and the City shall make any necessary payment or Sedona Recycles shall make any necessary reimbursement as may be required so that payment for the services rendered to the date of termination shall have been paid by the City on a proportional basis over the term of the Agreement.
12. **ADA:** Sedona Recycles must conform to the Americans with Disabilities Act of 1990, including changes made by the ADA Amendments Act of 2008 (P.L. 110-325) (ADA) and the Rehabilitation Act of 1973, as amended. This includes prohibiting discrimination against the handicapped in employment, programs, services and activities and making reasonable accommodations to allow their full and equal access to all such employment, programs, services, and activities. Sedona Recycles shall also comply with all other federal, state and local regulations

prohibiting unlawful discrimination in employment, programs, services, activities and contracting.

13. **Legal Compliance:** The Sedona Recycles agrees to comply with all Federal, State, and City laws or regulations applicable to the Sedona Recycles' business or services or to the performance of these services.
14. **Written Changes:** This Agreement contains the entire Agreement of the parties with respect to the subject matters hereof and it may be amended or modified only by an instrument in writing signed by both parties.

a. Written notices to City shall be sent to:

City Manager
City of Sedona
102 Roadrunner Drive
Sedona, AZ 86336

b. Notices to the Sedona Recycles, shall be addressed to:

Executive Director
Sedona Recycles, Inc.
2280 Shelby Drive
Sedona, AZ 86336

INDEPENDENT CONTRACTOR

1. The parties agree that Sedona Recycles provides specialized services and enters this contract with the City of Sedona as an independent contractor. Nothing in this contract shall be construed to constitute Sedona recycles, nor any of its personnel, volunteers, or directors, as agents, employees, or representative of the City.
2. As an independent contractor, Sedona Recycles is solely responsible for all labor and expenses in connection with this agreement and for any and all damages that may arise during the operation of this agreement.
3. Sedona Recycles shall carry appropriate insurance and shall indemnify and hold the City and its officials, employees, and agents harmless from any and all claims, demands actions, and causes of action (including administration or alternative dispute resolution proceedings) penalties or costs (including attorney's fees) or liability for damages for personal injury or property damage resulting from the acts of omissions of Sedona Recycles' officers, directors, agents, employees, or volunteers, in connection with the agreement or in any way arising from the activities or services of Sedona Recycles as set forth in this agreement. Sedona Recycles shall provide a copy of the insurance certificate, which lists the City of Sedona as an additional insured, to the City Manager's Office prior to the first installment release.

4. It is understood and agreed that Sedona Recycles is free to contract with other parties or to otherwise provide additional services.

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be executed by their duly authorized officials on the aforementioned date

THE CITY OF SEDONA, ARIZONA

SEDONA RECYCLES, INC.

By: _____
Justin Clifton, City Manager

By: _____
Doug Copp, Board Chair

Date: _____

Date: _____

ATTEST:

ATTEST:

By: _____
Susan L. Irvine, CMC, City Clerk

By: _____
Jill McCutcheon, Executive Director

Date: _____

Date: _____

APPROVED AS TO FORM:

By: _____
Robert L. Pickels, Jr., City Attorney

Date: _____

**VERDE VALLEY CAREGIVERS COALITION AND CITY OF SEDONA
AGREEMENT FOR CONTRACTED SERVICES**

This is an AGREEMENT entered into this 14th day of July 2020 by and between the VERDE VALLEY CAREGIVERS COALITION, a non-profit corporation, hereinafter referred to as "VVCC" and the CITY OF SEDONA, a municipal corporation, hereinafter referred to as "City."

WHEREAS, the City is a municipal corporation organized under the laws of the State of Arizona and entitled to provide services and enter into contracts for the purpose of obtaining services or benefits which it otherwise could provide; and

WHEREAS, VVCC is a non-profit corporation that provides special needs transportation services and programs that benefit the residents who reside within the local community; and

WHEREAS, the City desires to contract for demand response special needs transportation for the benefit of the residents of the City, in order to support adults in need of assistance in maintaining their independence and quality of life at home; and VVCC desires to provide transportation services for the benefit of the residents of the City.

NOW, THEREFORE, in consideration of the mutual promises and covenants of the parties, and other good and valuable consideration, the parties agree as follows:

1. **Payment:** The VVCC and the City acknowledge that the services and programs to be provided to Sedona residents are a direct public benefit to the City. The services benefiting the City are set forth in section 4 below. In consideration of that value, the City agrees to pay to the VVCC the sum of Fifty Thousand Dollars (\$50,000), subject to the availability of funds from the City, for the year of the contract beginning July 1, 2020 – June 30, 2021.

The City agrees to make payments to the VVCC in two installments, by the last day of the months of August and February.

2. **Funding Obligation:** The City's obligation to provide the funding herein stated is conditioned on the availability of funds as provided in the City's annual budget, and the ultimate realization of budgeted revenues being received by the City. The City's fiscal year ends on June 30th of each year. Otherwise the City warrants and represents it will not reduce VVCC funding during any period on account of private donations received by the VVCC.
3. **Term:** The term of this Agreement shall be one year from July 1, 2020 to June 30, 2021.
4. **Services** to be provided by VVCC are as follows:

Demand-Response Special Needs Transportation: The City shall support VVCC's operations to provide door-to-door Demand-Response Special Needs Transportation to eligible Sedona residents to destinations within Sedona, throughout the Verde Valley, and to Flagstaff, Prescott and the Phoenix region for health care appointments. VVCC will provide transportation for eligible Sedona residents to destinations throughout the Verde Valley for grocery shopping and other errands. VVCC will complete an eligibility screening for each resident requesting transportation services. VVCC will provide transportation in wheelchair accessible vehicles for eligible residents requiring the use of a wheelchair.

5. **Marketing:** The VVCC shall provide two (2) PowerPoint slides to be utilized on the City's public cable channel slideshow for the purpose of marketing.
 - a. The VVCC agrees that all printed materials created and distributed by the VVCC with funds from the City contain a statement recognizing and acknowledging that funding has been provided by the City for such documents.
6. **Financials:** The VVCC shall use City funds only for VVCC purposes and provide written accounting to the City describing the manner and use of City funds at the City's request. In addition, the VVCC shall provide a copy of the IRS 990 and a copy of its audited annual financial statements. The City shall have the right to audit the books of the VVCC at all reasonable times for the purpose of confirming the expenditures of City funds with reasonable notice to the VVCC.
7. **Reporting:** VVCC will provide annual performance reports that will include statistics related to Demand-Response Special Needs Transportation. Upon the request of the City Council or City Manager VVCC will provide an annual presentation to City Council on the activities and accomplishments of the agency and the service provision within the City of Sedona.

The following metrics will be included as part of the VVCC reporting to the City:

- Total number of unduplicated clients receiving VVCC transportation vs.
- Total Trips Provided
- Total Trips provided by CAT for wheelchair bound clients
- Total Trips provided to destinations outside Sedona and the Verde Valley (Flagstaff, Prescott, Phoenix metro area)
- Percent primary trip purpose for health care appointments and pharmacy
- Percent primary trip purpose for grocery shopping with secondary destinations (bank, Post Office, etc.)
- Annual expenditures by major category
- Annual revenues by source

- VVCC Cost per trip
- VVCC Cost per trip compared to three other like organizations
- Customer satisfaction ratings (via surveys or other)
- Client demographics:

Living alone
Unable to drive and spouse or partner unable to drive
Clients using wheelchairs
Clients using walkers or other assistive devices
Average age

8. **City Liaison:** The City will appoint one (1) non-voting liaison to attend the VVCC Board meetings to provide two-way communication between the City and the VVCC.
9. **Termination:** Either party may terminate this Agreement, without penalty, upon 30 days written notice to the other. Upon such termination, the parties shall assess the services rendered to the date of termination and the City shall make any necessary payment or VVCC shall make any necessary reimbursement as may be required so that payment for the services rendered to the date of termination shall have been paid by the City on a proportional basis over the term of the Agreement.
10. **ADA:** VVCC must conform to the Americans with Disabilities Act of 1990, including changes made by the ADA Amendments Act of 2008 (P.L. 110-325) (ADA) and the Rehabilitation Act of 1973, as amended. This includes prohibiting discrimination against the handicapped in employment, programs, services and activities and making reasonable accommodations to allow their full and equal access to all such employment, programs, services, and activities. VVCC shall also comply with all other federal, state and local regulations prohibiting unlawful discrimination in employment, programs, services, activities and contracting.
11. **Legal Compliance:** The VVCC agrees to comply with all Federal, State, and City laws or regulations applicable to the VVCC's business or services or to the performance of these services.
12. **Written Changes:** This Agreement contains the entire Agreement of the parties with respect to the subject matters hereof and it may be amended or modified only by an instrument in writing signed by both parties.

a. Written notices to City shall be sent to:

City Manager
 City of Sedona
 102 Roadrunner Drive
 Sedona, AZ 86336

b. Notices to the VVCC, shall be addressed to:

Executive Director
Verde Valley Caregivers Coalition
299 Van Deren Rd., Ste. 2
Sedona, AZ 86336

INDEPENDENT CONTRACTOR

1. The parties agree that VVCC provides specialized services and that the VVCC enters this agreement with the City as an independent contractor. Nothing in this contract shall be construed to constitute the VVCC, nor any of its personnel, volunteers, or directors, as agents, employees, or representatives of the City.
2. As an independent contractor, the VVCC is solely responsible for all labor and expenses in connection with this agreement and for any and all damages that may arise during the operation of this Agreement.
3. VVCC shall carry appropriate insurance and shall indemnify and hold the City and its officials, employees and agents harmless from any and all claims, demands, actions and causes of action (including administration or alternative dispute resolution proceedings) penalties or costs (including attorneys' fees) or liability for damages for personal injury or property damage resulting from the acts or omissions of VVCC's officers, directors, agents, employees, or volunteers, in connection with this agreement or in any way arising from the activities or services of VVCC as set forth in this agreement. The VVCC shall provide a copy of the insurance certificate, which lists the City of Sedona as an additional insured, to the City Manager's Office prior to the first installment release.
4. It is understood and agreed that VVCC is free to contract with other parties or to otherwise provide additional services.

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be executed by their duly authorized officials on the aforementioned date.

CITY OF SEDONA, ARIZONA

Verde Valley Caregivers Coalition

By: _____
Justin Clifton, City Manager

By: _____
John A. Steinbrunner, President

Date: _____

Date: _____

ATTEST:

ATTEST:

By: _____
Susan L. Irvine, CMC, City Clerk

By: _____
Kent Ellsworth, Executive Director

Date: _____

Date: _____

APPROVED AS TO FORM:

By: _____
Robert L. Pickels, Jr., City Attorney

Date: _____



**CITY COUNCIL
AGENDA BILL**

**AB 2581
July 14, 2020
Regular Business**

Agenda Item: 8c
Proposed Action & Subject: Discussion/possible action regarding an Ordinance renaming a portion of Schnebly Road located in the Uptown Sedona area to Owenby Way per City Engineer recommendation under City Code Section 12.20.080.B.1.

Department	Public Works
Time to Present	5 minutes
Total Time for Item	15 minutes
Other Council Meetings	N/A
Exhibits	A. Ordinance for Name Change with Exhibit B. Site Map C. List of Public Notice Parcels D. Letter from Sedona Heritage Museum

City Attorney Approval	Reviewed 7/7/20 RLP	Expenditure Required
		\$ 0
City Manager's Recommendation	Approve an ordinance renaming a portion of Schnebly road to Owenby Way.	Amount Budgeted
		\$ 0
		Account No. N/A (Description)
		Finance Approval <input checked="" type="checkbox"/>

SUMMARY STATEMENT

Background: As part of the Uptown Roadway Improvements project, new right-of-way has been acquired for the extension of Schnebly Road to connect to a new roundabout on North State Route 89A at the north end of Uptown. A development agreement with Axys Capital Total Return Fund LLC was approved by Council on October 22, 2019 which facilitated the acquisition of the necessary right-of-way. The legal descriptions and exhibits for the exchange areas were recorded with the Coconino County Recorder's Office on May 7, 2020. This connection will become a prominent intersection in the City as one of nine roundabouts within the City limits and will serve as access to the majority of the City's free off-street parking inventory. The proposed ordinance is to rename a portion of Schnebly Road (the portion between N SR 89A and Jordan Road), to Owenby Way.

The primary reason staff believes changing the name of Schnebly Road to Owenby Way, for the segment that connects to the northern roundabout, is to improve safety. When considering the existing Schnebly Hill roundabout on SR 179, having two prominent intersections with very similar names would result in a high potential for misinformation being

related to emergency services. While roundabouts typically have lower severity of accidents, they also typically have more minor accidents than other types of intersections. Considering this roundabout will be the north turnaround point for Uptown and the potential for development adjacent to the roundabout, we anticipate a significant volume of traffic utilizing this intersection. Because this roundabout and the Schnebly Hill Roundabout are both expected to be prominent intersections and the high potential for reference by emergency services to these geographic locations, we believe this street name change is a necessary safety improvement. In addition, it will help to avoid directional conflicts and confusion for residents and visitors.

Staff is proposing that the street name change end at Jordan Road. Because Jordan Road is a main arterial street, it is a good location for the change. At this intersection, Jordan Road serves as a split between commercial and residential properties, with the exception of the old bank property which is addressed from Jordan Road.

Three developed properties will need to have address changes. This considers the municipal parking lot as one property, even though it's several parcels, all with the same address. Four vacant properties with SR 89A frontage, currently have Schnebly Road addresses. However, these properties will likely be developed, combined, and would have an SR 89A address. This means there are two existing, occupied properties that will need an address change.

Under the City Code § 12.20.080.B.1, the City Engineer may initiate a change in an existing street name or its spelling and submit a recommendation to the Council for adoption as an ordinance or resolution. A suffix shall follow the street name as allowed per the City Code § 12.20.060.A.5.iii. For a short street or cul-de-sac, Way, Court, or Place would be appropriate. There shall be public notice of such recommendation to all owners of property abutting the street for which the name change is proposed. Public notice was given to all adjacent property owners, on June 5, 2020. The list of properties notified is included in Exhibit C. As of July 1st, we have received no opposition to the name change.

The initial name change proposal was for Heritage Way. A search of surrounding communities for duplication of "Heritage Way" as a street name, resulted in a duplication of a Heritage Circle in the Village of Oak Creek, Arizona. The Cottonwood Geographic Information System Department and the Yavapai County Master Street Address Guide Coordinator did not believe this posed an emergency services conflict. However, because both "Heritage" street names reside within the jurisdiction of Sedona Fire District, they expressed concern with having any new names that are duplications. The proposed name was then changed to Owenby Way, after seeking suggestions from the Sedona Heritage Museum. A letter from the Historian of the museum is included as Exhibit D, providing their support of the name and the background/significance of the Owenby family. It has been validated that Owenby Way poses no conflict with emergency services.

The City Engineer, in compliance with § 12.20.080.B advises the City Council that changing the name to Owenby Way does not raise any public health, safety, or welfare concerns and recommends the street name change. Upon approval of the street name change to Owenby Way, new street name signs will be ordered and changed out. Completion of the new roadway connection is pending a water line relocation expected to be complete by end of July.

Community Plan Consistent: Yes - No - Not Applicable

Board/Commission Recommendation: Applicable - Not Applicable

Alternative(s): Deny petition and the street name remains Schnebly Road.

MOTION

I move to: approve Ordinance 2020-__ renaming a portion of Schnebly Road, the portion of road between North State Route 89A and Jordan Road, located in Uptown Sedona to Owenby Way in accordance with the recommendation of the City Engineer.

ORDINANCE NO. 2020-__

AN ORDINANCE OF THE MAYOR AND CITY COUNCIL OF THE CITY OF SEDONA, ARIZONA, RENAMING OF A PORTION OF SCHNEBLY ROAD, LOCATED IN METES AND BOUNDS IN UPTOWN SEDONA, TO "OWENBY WAY"; AND DIRECTING THE AMENDMENT OF ALL OFFICIAL MAPS INCLUDING STREETS AND SUBDIVISION MAPS.

WHEREAS, pursuant to Sedona City Code § 12.20.080.B.1, the City Engineer initiated a street name change for a portion of Schnebly Road to "Owenby Way". Public notice has been sent to all the owners of property abutting the portion of Schnebly Road.

NOW THEREFORE BE IT ORDAINED BY THE MAYOR AND THE COUNCIL OF THE CITY OF SEDONA, ARIZONA, THAT:

Section 1. Renaming

A portion of the street known as Schnebly Road, located in metes and bounds in Uptown Sedona, which exhibit is hereby made a part of this Ordinance, shall be and is hereby renamed "Owenby Way."

Section 2. Amendment of all Official Maps

All official City maps including street and subdivision maps are to be amended to reflect the naming of "Owenby Way."

Section 3. Savings Clause

If any section, subsection, sentence, clause, phrase, or portion of this Ordinance is for any reason held to be invalid or unconstitutional by the decision of any court of competent jurisdiction, such decision shall not affect the validity of the remainder of this Ordinance.

Section 4. Repeal

All other code provisions, ordinances or parts of ordinances in conflict with the provisions of this Ordinance are hereby repealed to the extent of such conflict as of the effective date hereof.

PASSED AND ADOPTED by the Mayor and Council of the City of Sedona, Arizona, this 14th day of July, 2020.

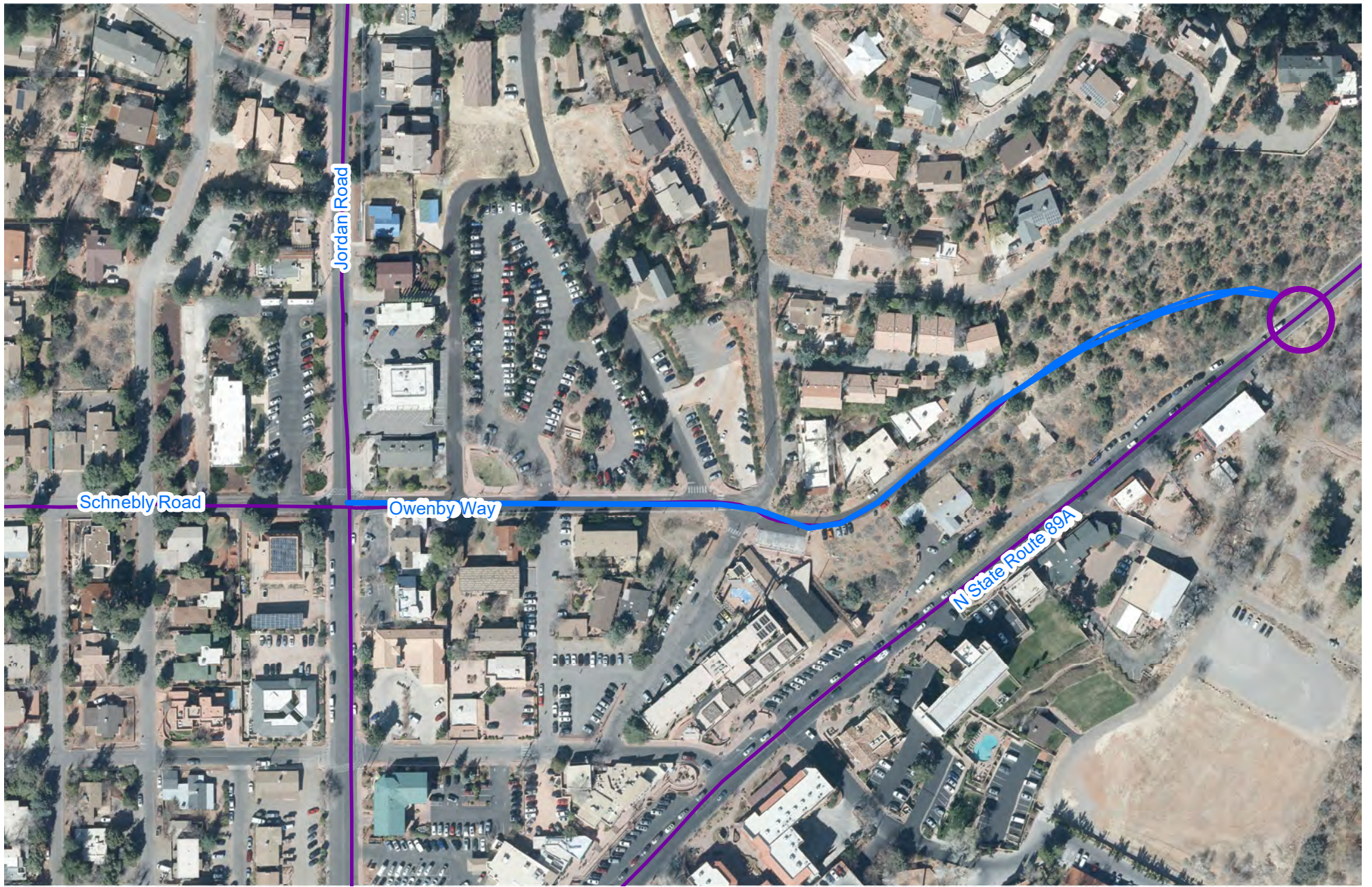
Sandra J. Moriarty, Mayor

ATTEST:

Susan L. Irvine, CMC, City Clerk

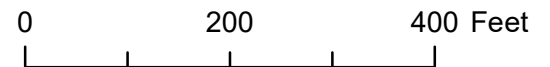
APPROVED AS TO FORM:

Robert L. Pickels, Jr., City Attorney



Proposed Street Name Change

 A portion of Schnebly Road to Owenby Way



This map/data is designed to provide information about Sedona, and has been prepared for general planning and informational purposes only. It is not necessarily accurate to engineering or surveying standards. Every effort has been made to make this map as complete and as accurate as possible; however, no warranty or fitness is implied.

Parcel No.	Owner of Record	Site Address off Schnebly Road	Site Address
401-14-075	Axys Capital Total Return Fund LLC	Yes	95 Schnebly Road
401-14-017	Axys Capital Total Return Fund LLC	Yes	105 Schnebly Road
401-14-016	Axys Capital Total Return Fund LLC	Yes	115 Schnebly Road
401-14-015	Axys Capital Total Return Fund LLC	Yes	129 Schnebly Road
401-13-016	Lily Inn LLC	No	435 N SR 89A
401-13-015	Sani Hamid H & Yolanda	No	415 N SR 89A
401-13-014A	Wayside Chapel Sedona Community Church	No	401 N SR 89A
401-14-111	Wayside Chapel Sedona Community Church	No	425 Mountain View Drive
401-14-014D	Browne Gabriel	Yes	130 Schnebly Road
401-14-014B	Sedona Sunrise HGTV LLC	Yes	170 Schnebly Road
401-14-014C	Wacharoc LLC	No	406 Mountain view Drive
401-13-009	Apple Tree Square LLC	No	390 Cedar Street
401-14-093	City of Sedona	Yes	260 Schnebly Road
401-14-011	City of Sedona	Yes	260 Schnebly Road
401-14-099	City of Sedona	Yes	260 Schnebly Road
401-13-008	Steven Adams Family LP	No	391 Cedar Street
401-13-001	Jordan Red Rock LLC	No	410 Jordan Road
401-14-010B	Sedona Uptown Suites LLC	No	380 Jordan Road

The Sedona Historical Society is happy to provide this letter of support for the naming of the new roundabout extension in Uptown to a name that honors the pioneer family, the Owenbys.

Frank & Nancy Owenby homesteaded the area where Los Abridados & Tlaquepaque is today, about an 80-acre parcel. After getting their deed, they sold to the Schneblys (TC & Sedona). Having only proved up on 80 acres and entitled to homestead up to 160 acres, they sold homestead #1 and moved up the creek and filed on homestead #2. That homestead included the area of a big part of Uptown - both sides of today's highway 89A, including all of water tank hill, the city's municipal parking lot, all of the Sedona Arts Center area, and a piece across the creek. Their homestead included where the northern roundabout is located. When they got the deed to that homestead, they sold. After that the property went thru a couple hands including a Purtymun descendant, and it ended up in the hands of George Jordan.

The Owenbys have a special place in Sedona history because their homestead #1 was the first homestead to be patented (deed taken) inside what would become the City of Sedona city limits. Others got their patent earlier, but those folks were up or down Oak Creek.

One of the important improvements the Owenbys made to both their homesteads were irrigation ditches. The first Owenby irrigation ditch is still active from L'Auberge through Los Abridados and all the way thru the neighborhoods south until it goes back into Oak Creek. The Owenby ditch #2 is still somewhat active, it runs through parcels on Purtymun Lane, and adjacent to the northern roundabout. There is another piece of this ditch visible on the Arroyo Roble Resort property.

The Owenbys were cattle people from Texas. Their brand for their cattle was ONB. Their homesteads were important because as landowners they could apply for grazing permits from the USFS and thus they ran cattle from winter range around Sedona to summer range on the Mogollon Rim.

The Owenbys moved away from Sedona when things got too crowded (in their opinion) to run cattle. Their children went to the Red Rock School and the Sedona School after it opened in 1910. One son married into another local pioneer family, the Schuermans who were wine makers on Red Rock Loop Road. The other children married other Arizona pioneer families, and all lived in the state through their lives.

There are Owenby family descendants in the area and state if you decide to have a grand opening of the street in the future and want family members there - we could help with contacting them to be participants.

While other Sedona pioneer families are commemorated in the names of places and roads, this would be the first in honor of the Owenbys, who hold a special place in Sedona history, and the roundabout and road are on a piece of their old homestead.

If we can offer any additional information or photos or help with family contacts, please let us know. Thank you.

Sincerely,

Janeen Trevillyan, President of the Board
Sedona Historical Society



**CITY COUNCIL
AGENDA BILL**

**AB 2342
Regular Business
July 14, 2020**

Agenda Item: 8d
Proposed Action & Subject: Discussion/possible action regarding a Resolution approving a Development Agreement between the City of Sedona and Hope House of Sedona which provides for a financial contribution from the City in the amount of \$18,833.04 towards the construction of a temporary/transitional housing unit located at 2120 Grasshopper Lane in Sedona for homeless families with children.

Department	City Manager's Office
Time to Present	10 Minutes
Total Time for Item	30 Minutes
Other Council Meetings	N/A
Exhibits	A. Letter from Hope House of Sedona B. Resolution and Development Agreement between City and Hope House

City Attorney Approval	Reviewed 7/7/20 RLP	Expenditure Required	\$ 16,808.04
City Manager's Recommendation	Approve a resolution and development agreement with Hope House	Amount Budgeted	\$ 20,555.00
		Account No. (Description)	12-6310-59-6736 (Affordable Housing Fund One-Time Permit Fees)
		Finance Approval	<input checked="" type="checkbox"/>

SUMMARY STATEMENT

Background: One of the six major outcomes identified in the Sedona Community Plan is housing diversity. The Plan suggests that in 2020 and beyond success will have been achieved if Sedona has fostered the building of different housing types to provide more options for all ages and income levels by using innovative public policies and programs and nurturing partnerships with private developers (Community Plan Introduction Section - Major Outcomes). In its Land Use, Housing, and Growth section the Plan also sets a goal to encourage diverse and affordable housing options (Section 3, page 17).

Ensuring an adequate supply of affordable housing in Sedona is also a key interest of City Council, established as one of the Council priority areas for 2020 and for many years prior. In the citizen survey conducted in Fall 2017, 63% of the respondents rated the availability of affordable quality housing in Sedona as poor.

The City of Sedona has also adopted a Development Incentives and Guidelines for Affordable Housing (DIGAH) policy to provide guidelines and offer incentives to encourage the construction and retention of affordable housing in Sedona. The City is also in the process of conducting an affordable housing needs assessment and five-year plan.

On January 22, 2019, after a lengthy public process and prior public hearings, the City Council chose the Church of the Red Rocks (CRR) to receive approximately \$330,000 of Community Development Block Grant (CDBG) funding from the City's periodic CDBG allocation towards the construction of a temporary/transitional housing unit for homeless families with children. CDBG funds are intended to be used for projects that serve low to moderate income persons. Hope House of Sedona (Hope House) has since been established as a separate nonprofit entity (from CRR) to administer and operate this housing unit in the future.

In November 2019, the City further supported this project by purchasing a residential lot located at 2120 Grasshopper Lane in Sedona for the future Hope House. As soon as the required environmental review is completed by the Arizona Department of Housing (ADOH) and Northern Arizona Council of Governments (NACOG) and Hope House of Sedona receives the grant funds, they will purchase the lot from the City.

The project will include the construction of a single-family home which requires certain development fees to be paid. Hope House of Sedona is requesting that the City further partner with them on this project by providing financial support to pay and/or waive the development review, permit and building inspection fees, development impact fees (DIF), and sewer capacity fees associated with this permit application (see Exhibit A letter from Hope House).

These fees are estimated as follows:

<u>Description</u>	<u>Fee</u>
Sewer Capacity Fee	\$10,976.04
Development Impact Fee	\$5,832.00
Subtotal DIF and Sewer	<u>\$16,808.04</u>
Development Review and Building Permit Fees	<u>\$2,025.00</u>
Total	\$18,833.04

The total amount of development impact and sewer capacity fees is \$16,808.04.

Based on state statutes and City Code, development impact and sewer capacity fees must be paid. Therefore, instead of waiving these fees, staff is proposing that the City use its Affordable Housing Fund to pay these fees on behalf of Hope House of Sedona.

If Council takes positive action to contribute to this project in the amount of the sewer capacity and development impact fees using funds from the dedicated Affordable Housing Fund, it would result in a total expenditure of \$16,808.04 from that fund.

Building permit and development review fees are estimated at \$2,025. These fees are set by the City Council and can be waived by the City Manager. Should Council agree with the fee waiver, staff would plan to process that waiver administratively.

Dedicated Affordable Housing Fund (In-Lieu Fees)

The City of Sedona's Development Incentives and Guidelines for Affordable Housing specifies that the City will consider an in-lieu fee as an alternative to constructing affordable housing units. These guidelines specify that collected in-lieu fees will be deposited into the City's dedicated Affordable Housing Fund. The guidelines further specify that these funds will be spent for activities that directly support the creation and maintenance of affordable housing in Sedona, such as down payment assistance, land acquisition, and low-interest loans. The construction of the Hope House housing unit in West Sedona directly supports the creation and maintenance of affordable housing in Sedona, and a financial contribution towards this project is consistent with the City's DIGAH.

The current account balance in the dedicated Affordable Housing Fund is approximately \$2.0 million.

Development Agreement

The mechanism by which this additional financial contribution would be made would be through a development agreement. In exchange for the additional financial contribution, the development agreement calls for the Hope House to:

- Deed restrict the property to remain an "affordable unit" (to be rented to individuals making no more than 80% of Area Median Income (AMI) in accordance with the DIGAH definitions and restrictions for what is considered "affordable.") for ten years beyond the initial five years required by the Arizona Department of Housing in CDBG requirements. This will guarantee this unit is affordable for a minimum of fifteen years total.
- Should Hope House decide to sell the property, Hope House will provide the City of Sedona first right of refusal to purchase the unit at fair market value at the time of sale.

Community Plan Consistent: Yes - No - Not Applicable

One of the six major outcomes identified in the Sedona Community Plan is housing diversity. The Plan suggests that in 2020 and beyond success will have been achieved if Sedona has fostered the building of different housing types to provide more options for all ages and income levels by using innovative public policies and programs and nurturing partnerships with private developers. The Plan envisions this housing diversity will attract more young people, families, and professionals to become a vital part of our community life (Community Plan Introduction Section - Major Outcomes). The Plan also identifies encouraging diverse and affordable housing options as a goal in its Land Use, Housing, and Growth section (Section 3, page 17).

The Housing section of the Community Plan (page 23) states that diversity of housing choices is essential for a prosperous, sustainable, and healthy place to live. It recognizes that:

- A sustainable community offers a range of housing types by providing opportunities for people to live near jobs, shopping and services, which enable shorter trips, the use of alternative transportation, and a reduction in traffic congestion.
- There are economic benefits associated with housing diversity such as the ability to attract and retain businesses and employees.
- Housing choices are also important to seniors whose needs change as they age.
- Families and young people who grew up in Sedona may relocate due to lack of housing choices.

Board/Commission Recommendation: Applicable - Not Applicable

Alternative(s): The City Council can choose not to approve the financial contribution or development agreement.

MOTION

I move to: approve Resolution 2020-__ authorizing a development agreement between the City of Sedona and Hope House of Sedona, which provides for a financial contribution from the City in the amount of \$18,833.04 towards the construction of a temporary/transitional housing uni, located at 2120 Grasshopper Lan, for homeless families with children.



Hope House of Sedona
54 Bowstring Dr
Sedona, AZ 86336

Website: hopehouseofsedona.org
Email: hopehouseofsedona@gmail.com

Ms. Karen Osburn
Assistant City Manager/Community Development Director
102 Roadrunner Dr
Sedona, AZ 86336-3710

May 25, 2020

Dear Ms. Osburn,

As you know, Hope House of Sedona is the recipient of a Community Development Block Grant (CDBG) from the Department of Housing and Urban Development to provide temporary/transitional housing for homeless families with children in Sedona. We are extremely grateful to you and the City for purchasing the property at 2120 Grasshopper Lane with the intention of selling it to Hope House once we receive our CDBG funds. This assistance has been invaluable!

As we look forward to proceeding with the installation of a factory-built home, we have communicated with Ms. Patty Lewis in the Community Development Department regarding fees. Per an email from Ms. Lewis on May 12, 2020, the various fees for the home (livable space just under 1,600 sq ft) will be:

Development Impact Fee	\$ 5,832.00
Sewer Capacity Fee	\$10,976.04
	<hr/>
Subtotal	\$16,808.04
Building Fees (plan review, permit, etc.)	\$ 2,025.00
Total	\$18,833.04

Please consider this request for the City of Sedona to

- a) Waive the building fees of \$2,025 and
- b) Pay the Development Impact Fee plus the Sewer Capacity Fee (\$16,808.04) from the City's affordable housing fund.

If you have any questions or need any additional information, please do not hesitate to contact me. Thanks for your consideration and your assistance for this very important project.

Sincerely,

John Lothrop
President, Hope House of Sedona Board of Directors
Mobile: 402-418-1441
Email: john.lothrop@doane.edu

RESOLUTION NO. 2020-__
2120 GRASSHOPPER LANE
DEVELOPMENT AGREEMENT

**A RESOLUTION OF THE MAYOR AND COUNCIL OF THE CITY OF SEDONA,
ARIZONA, APPROVING A DEVELOPMENT AGREEMENT WITH HOPE HOUSE OF
SEDONA, A PRIVATE NON-PROFIT CORPORATION, FOR THE 2120
GRASSHOPPER LANE PROJECT.**

WHEREAS, the City of Sedona ("City") and Hope House of Sedona, a private non-profit corporation, intend to enter into a development agreement for an affordable housing unit at 2120 Grasshopper Lane in West Sedona that will include provisions to ensure the project addresses local affordable housing needs by providing temporary/transitional housing for homeless families with children in Sedona.

NOW, THEREFORE, BE IT RESOLVED BY THE MAYOR AND THE COUNCIL OF THE CITY OF SEDONA, ARIZONA, THAT:

The City of Sedona, through its Mayor and Council, hereby finds that the development agreement attached hereto as Exhibit A is consistent with the Community Plan pursuant to A.R.S. § 9-500.05, and approves of the agreement, authorizing the signature by the Mayor and recording by law.

APPROVED AND ADOPTED by the Mayor and Council of the City of Sedona, Arizona, this 14th day of July, 2020.

Sandra J. Moriarty, Mayor

ATTEST:

Susan L. Irvine, CMC, City Clerk

APPROVED AS TO FORM:

Robert L. Pickels, Jr., City Attorney

EXHIBIT A

When recorded mail to:

City Clerk
City of Sedona
102 Roadrunner Drive
Sedona, Arizona 86336

DEVELOPMENT AGREEMENT (Construction of Affordable Housing Unit)

THIS DEVELOPMENT AGREEMENT ("Agreement") for the construction of one (1) affordable housing unit at 2120 Grasshopper Lane in West Sedona ("Project") is entered into and effective this ___ day of _____, 2020, by and between the CITY OF SEDONA, an Arizona municipal corporation ("City") and the Hope House of Sedona, a private non-profit corporation ("Hope House").

RECITALS

- A. The City of Sedona is the current owner of the real property located at 2120 Grasshopper Lane in Sedona and Hope House desires to purchase the property from the City prior to construction of the Project.
- B. The City Council chose Hope House to receive approximately \$330,000 of Community Development Block Grant (CDBG) funding from the City's periodic CDBG allocation (every four years) towards the construction of a temporary/transitional housing unit for homeless families with children.
- C. Hope House intends to construct the Project and restrict its use and occupancy to transitional/temporary housing for homeless families with children.
- D. Hope House has asked the City to fund associated building, development impact and sewer capacity fees for the Project.
- E. Hope House and the City wish to enter into this Agreement to provide for a financial contribution from the City's affordable housing fund to be used to pay for the development impact and sewer capacity fees for the Project, and for Hope House to implement certain restrictions on the Project for the benefit of City.
- F. The addition of affordable housing units is identified as a goal in the City's Community Plan, the 2020 City Council identified priorities and the City's Development Incentives and Guidelines for Affordable Housing policy. Because of the benefit to the City in the Project, the City is willing to contribute towards the cost of constructing this affordable housing unit through this Agreement.

EXHIBIT A

G. Arizona Revised Statutes § 9-500.05 allows a municipality and any other person having an interest in real property located in a municipality to enter into a development agreement pertaining to any matter relating to the development of such real property, including applicable land use including applicable land use rules, regulations and official policies; permitted land use; density and intensity of land use; phasing of the development and duration of the development agreement; and development fees.

NOW THEREFORE, in consideration of the terms and conditions contained herein, and for other good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, the parties agree as follows:

AGREEMENT

1. **Accuracy of the Recitals.** Each of the parties to the extent such knowledge is within their respective control, hereby acknowledges, to the best of their knowledge, the accuracy of the Recitals, which are incorporated herein by this reference.
2. **Term.** Once executed by the parties, the term of this Agreement shall be deemed to commence as of the Effective Date and shall continue until all of the covenants and conditions identified herein have been fully completed.
3. **Additional Covenants of Hope House.**
 - 3.1 Hope House shall construct (or cause to be constructed) a housing unit and restrict the use and occupancy of the housing unit to transitional/temporary housing for homeless families with children in accordance with CDBG requirements.
 - 3.2 Hope House shall pay all the construction costs, which include the costs associated with the design, engineering, acquisition, and construction of the unit, with the exception of development impact and sewer capacity fees funded by the City and other building permit and plan reviews fees waived by the City in accordance with this agreement.
 - 3.3 Hope House shall commence construction within three hundred and sixty-five (365) days of the issuance of City construction permits and shall continue work until the Project is complete.
 - 3.4 Hope House shall continue to operate the unit as transitional/temporary housing for homeless families with children for a minimum of five (5) years from the date the Project is complete in accordance with CDBG requirements, and will continue to operate the unit as transitional/temporary housing for homeless families with children or as affordable housing unit in accordance with the definitions of "affordable" as outlined in the City's Development Incentives and Guidelines for Affordable Housing (DIGAH) for an additional ten (10) years beyond the CDBG requirement.

EXHIBIT A

- 3.5 Should Hope House decide to sell the property, Hope House will provide the City of Sedona first right of refusal to purchase the unit at fair market value at the time of sale.

4. Additional Covenants of City.

- 4.1 The City will contribute Sixteen Thousand Eight Hundred and Eight and 04/100 Dollars (\$16,808.04) (the "City Contribution") from City's Affordable Housing Fund towards the development impact and sewer capacity fees for the Project. The City will pay those fees, upon issuance of building permit, on behalf of Hope House.
- 4.2 The City will waive development review and building permit fees in the amount of Two Thousand and Twenty-Five and No/100 Dollars (2,025.00) for the Project.

5. Approvals. Hope House shall obtain all necessary approvals, permits, consents and authorizations from the City prior to constructing the Project.

6. City Representations and Warranties. The City represents and that all representations set forth by City in this Agreement are accurate and truthful to the best of its knowledge and belief.

- 6.1 That the City is a duly organized, validly existing municipal corporation in the State of Arizona. The transactions contemplated by this Agreement, the execution of this Agreement and the city's performance hereunder have been duly authorized by all requisite action of the City and no other approval or consent is required for this Agreement to be binding upon the city. The individuals executing this Agreement have all necessary authority to enter into this Agreement and to bind the City. The execution of this Agreement and the consummation of the transactions contemplated hereby will not result in any violation of, or default under, any term or provision of any applicable Agreement, instrument, law, rule, regulation or official policy to which the City is a party or by which the City is bound.

7. Hope House Representations and Warranties.

- 7.1 Hope House represents and warrants that each of their respective representations set forth in this Agreement are accurate and truthful to the best of its knowledge and belief.
- 7.2 That Hope House is a duly organized, validly existing Arizona non-profit corporation licensed to do business in the State of Arizona. Hope House is not a construction company or a licensed contractor. The transactions contemplated by this Agreement, the execution of this Agreement and Hope House's performance hereunder have been duly authorized by all requisite action of Hope House and no other approval or consent is required for this Agreement to be binding upon Hope House. The

EXHIBIT A

individuals executing this Agreement have all necessary authority to enter into this Agreement and to bind Hope House. The execution of this Agreement and the consummation of the transactions contemplated hereby will not, to the best of Hope House's knowledge, result in any violation of, or default under, any term or provision of any applicable agreement, instrument, law, rule, regulation or official policy to which Hope House is a party or by which Hope House is bound.

8. Appointment of Representatives. To further the commitment of the parties to cooperate in the implementation of this Agreement, the City and Hope House each shall designate and appoint a representative to act as a liaison between the City, its various departments and Hope House. The initial representative for the City (the "City Representative") shall be its Community Development Director, Karen Osburn, the initial representative for Hope House shall be John Lothrop, President, Hope House of Sedona Board of Directors (the "Hope House Representative"). The representatives shall, after reasonable notice, be available at all reasonable available times to discuss and review the performance of the parties' respective obligations under this Agreement.

9. Indemnification.

9.1 During the term of this Agreement, Hope House agrees to indemnify and hold harmless the City, their elected officials, appointees, employees, affiliates, agents, assigns and successors from any liability for claims, suits, losses, damages to persons or property, including investigation and expert witness and reasonable attorney's fees, arising as a result of Hope House's breach of this Agreement or for any injury or death resulting from Hope House's negligence in relation to the construction of the Housing Project.

9.2 During the term of this Agreement, City agrees to indemnify and hold harmless Hope House, their officers, employees, affiliates, agents, assigns and successors from any liability for claims, suits, losses, damages to persons or property, including investigation and expert witness and attorney's fees, arising as a result of City's negligence or breach of this Agreement. The Parties agree that neither will be liable to the other for consequential damages.

10. No Third-Party Beneficiaries. There are no third-party beneficiaries to this Agreement and no person or entity not a Party or a successor-in-interest to a Party to this Agreement will have any right or cause of action under this Agreement.

11. Conflict of Interest. This Agreement is subject to cancellation pursuant to the provisions of A.R.S. § 38-511.

EXHIBIT A

12. Attorney's Fees. If it becomes necessary for a Party of this Agreement to bring an action at law or other proceedings to enforce any of the terms or provisions of this Agreement, the successful Party in the action or proceeding is entitled to an award of its reasonable attorney's fees with the amount to be determined in accordance with A.R.S. § 12-341.01.

13. Amendments. No amendment is authorized under this Agreement except by written document executed by the City and Hope House.

14. Assignment. This Agreement may be assigned, with express written consent of the non-assigning Parties. Consent shall not be unreasonably withheld.

15. Limitation of Liability.

15.1 No member, official or employee of the City shall be personally liable to Hope House or any successor in interest to such party for any amount which may become due to Hope House from the City or any obligation under the terms of this Agreement.

15.2 No member, manager, or agent or employee of Hope House shall be personally liable to the City, or any successor in interest to such party for any amount which may become due to the City from Hope House or any obligation under the terms of this Agreement.

16. Further Assurances. The parties agree to take such actions including the execution and delivery of such mutually acceptable documents, instruments, petitions and certifications as may be required to carry out the terms, provisions and intent of this Agreement.

17. Counterparts. This Agreement may be executed in several counterparts, each of which shall be deemed an original and all of which shall constitute one and the same agreement.

18. Severability. If any provision in this Agreement, or any paragraph, sentence, clause, phrase, word or the application thereof; in any circumstance, is held invalid, this Agreement shall be construed as if such invalid part were never included herein and the remainder of this Agreement shall be and remain valid and enforceable to the fullest extent permitted by law.

19. Disclaimer. Nothing contained in this Agreement nor any act of the City or Hope House shall be deemed or construed by any of the parties, or by any third person, to create or imply any relationship of third party beneficiary, principal or agent, limited or general partnership or joint venture, or to create or imply any association or relationship involving the City or Hope House.

20. City Development Fees. The City agrees to waive all development fees otherwise imposed by the City for development of the Project. As used herein,

EXHIBIT A

“development fees” means all building permit fees, development review fees, subdivision fees, and other customary fees imposed by the City pursuant to ordinance generally applicable to new development in the City.

21. Force Majeure. The time for performance of any obligation or the satisfaction of any contingency under this Agreement shall be extended for the period during which a party is prevented from performing by the action or inaction of the other party, acts of God, government, or other force or event beyond the reasonable control of such party.

22. Right of Termination. Notwithstanding anything to the contrary contained herein, in the event that the Project cannot be constructed, Hope House shall have the right, but not the obligation, to terminate this Agreement by notice to the City. In the event that Hope House shall elect to so terminate this Agreement, and if, at such time the City Contribution has been paid to Hope House, Hope House shall reimburse the city in full for the City Contribution, within thirty (30) days of such termination.

23. Governing Law. This Agreement shall be governed by and construed under the laws of the State of Arizona.

24. Amendments. This Agreement may be amended only by a mutual written agreement fully executed by the Parties.

25. Entire Agreement. This Agreement constitutes the entire agreement between the parties pertaining to the subject matter and all prior and contemporaneous agreements, representations, negotiations and understandings of the parties, oral or written, are superseded and merged into this Agreement.

This Agreement is effective as of the date of the last authorized signature affixed below.

[Signature page follow.]

Attest:

City of Sedona

Susan L. Irvine, CMC, City Clerk

By _____
Sandra J. Moriarty, Mayor

EXHIBIT A

Hope House of Sedona

President of the Board

STATE OF ARIZONA)
) ss.
COUNTY OF _____)

On this _____ day of _____, 2020, before me personally appeared _____, who proved to me on the basis of satisfactory evidence to be the person whose name is subscribed to the within instrument and acknowledged to me that he executed the same in his authorized capacity as Board President of the Hope House of Sedona., and that by his signature on the instrument the person, or the entity upon behalf of which the person acted, executed the instrument.

IN WITNESS WHEREOF, I hereunto set my hand and official seal.

NOTARY SEAL:

Notary Public

END OF PAGE



**CITY COUNCIL
AGENDA BILL**

**AB 2571
July 14, 2020
Regular Business**

Agenda Item: 8e
Proposed Action & Subject: Discussion/possible direction regarding issues surrounding the COVID-19 pandemic and the City's response.

Department	City Manager
Time to Present	15 minutes
Total Time for Item	45 minutes
Other Council Meetings	March 24, 2020, April 14, 2020, April 28, 2020, May 12, 2020, May 26, 2020, June 9, 2020, June 23, 2020
Exhibits	None

City Attorney Approval	Reviewed 7/7/20 RLP	Expenditure Required	
		\$	0
		Amount Budgeted	
		\$	0
City Manager's Recommendation	For discussion and possible direction only.	Account No. (Description)	N/A
		Finance Approval	<input checked="" type="checkbox"/>

SUMMARY STATEMENT

Background: This item was added to ensure opportunity to discuss the latest updates with the COVID-19 pandemic and the City's response.

The situation regarding the COVID-19 pandemic has continued to evolve since the last Council meeting. The most significant change has been the implementation of a local mask mandate and limited business restrictions resulting from the governor's executive order.

The City continues regular communication with state and county health departments, hospitals, other healthcare providers, emergency responders, emergency managers, and policy experts. These calls focus on:

- Testing supplies, protocols, and results
- Hospital and healthcare capacity and planning
- Planning and standing up new testing centers, quarantine sites, and mobile medical care facilities
- Mobilizing additional resources including personal protective equipment (PPE)
- Clarifying rules and regulations regarding state and local orders and proclamations

- Clarifying support resources including federal and state funds and local non-profit programs

City staff continues to evaluate how the economic slowdown will impact City finances. Staff will be prepared to discuss the latest data and forecasts for declining revenue.

Community Plan Consistent: Yes - No - Not Applicable

Board/Commission Recommendation: Applicable - Not Applicable

Alternative(s): N/A

MOTION

I move to: for discussion and possible direction only.