

# 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                |
|---|----------------------|--------------------|-------------------------|--------------------|-------------------------------|---------------------------|-------------------------------|---------------------------|----------------------|-----------------------------|-----------------------|
| <b>Revenues</b>   |                      |                    |                         |                    |                               |                           |                               |                           |                      |                             |                       |
| 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             |
| <b>Total Revenues</b>   | <b>\$24,324,110</b>  | <b>\$933,060</b>   | <b>\$205,280</b>        | <b>\$798,330</b>   | <b>\$2,604,800</b>            | <b>\$1,234,454</b>        | <b>\$632,740</b>              | <b>\$1,250</b>            | <b>\$8,019,680</b>   | <b>\$1,761,300</b>          | <b>\$40,515,004</b>   |
| <b>Expenditures</b>   |                      |                    |                         |                    |                               |                           |                               |                           |                      |                             |                       |
| 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           |
| <b>Total Expenditures</b>                                     | <b>\$21,924,060</b>  | <b>\$1,205,980</b> | <b>\$1,020,555</b>      | <b>\$1,023,573</b> | <b>\$267,100</b>              | <b>\$12,186,016</b>       | <b>\$1,260,188</b>            | <b>\$0</b>                | <b>\$10,718,380</b>  | <b>\$1,608,432</b>          | <b>\$51,214,284</b>   |
| <b>Net Revenues/Expenditures</b>                              | <b>\$2,400,050</b>   | <b>(\$272,920)</b> | <b>(\$815,275)</b>      | <b>(\$225,243)</b> | <b>\$2,337,700</b>            | <b>(\$10,951,562)</b>     | <b>(\$627,448)</b>            | <b>\$1,250</b>            | <b>(\$2,698,700)</b> | <b>\$152,868</b>            | <b>(\$10,699,280)</b> |
| <b>Transfers</b>  |                      |                    |                         |                    |                               |                           |                               |                           |                      |                             |                       |
| 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)            |
| <b>Net Transfers</b>  | <b>(\$6,037,840)</b> | <b>\$272,840</b>   | <b>\$200,000</b>        | <b>\$0</b>         | <b>(\$6,128,997)</b>          | <b>\$8,254,160</b>        | <b>-</b>                      | <b>\$39,837</b>           | <b>\$3,400,000</b>   | <b>\$0</b>                  | <b>\$0</b>            |
| <b>Beginning Fund Balances</b>                                | <b>\$11,316,953</b>  | <b>\$1,010,683</b> | <b>\$1,910,019</b>      | <b>\$422,892</b>   | <b>\$6,797,718</b>            | <b>\$9,664,234</b>        | <b>\$2,573,140</b>            | <b>\$151,001</b>          | <b>\$14,581,124</b>  | <b>\$476,226</b>            | <b>\$48,903,990</b>   |
| <b>Ending Fund Balances</b>                                   |                      |                    |                         |                    |                               |                           |                               |                           |                      |                             |                       |
| 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          |
| <b>Total Ending Fund Balances</b>                             | <b>\$7,679,163</b>   | <b>\$1,010,603</b> | <b>\$1,294,744</b>      | <b>\$197,649</b>   | <b>\$3,006,421</b>            | <b>\$6,966,832</b>        | <b>\$1,945,692</b>            | <b>\$192,088</b>          | <b>\$15,282,424</b>  | <b>\$629,094</b>            | <b>\$38,204,710</b>   |

## POSITION LIST/FULL-TIME EQUIVALENTS

| Department/Position                             | FY 2018-19  | FY 2019-20  | FY 2020-21  | Change from<br>FY 2019-20 |
|---|-------------|-------------|-------------|---------------------------|
|   | FTEs        | FTEs        | FTEs        | FTEs                      |
| <b>City Council</b>                             |             |             |             |                           |
| 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        | -                         |
| <b>City Council Total</b>                       | <b>7.00</b> | <b>7.00</b> | <b>7.00</b> | -                         |
| <b>City Manager's Office</b>                    |             |             |             |                           |
| 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)                                     |             |             |             | -                         |
| <b>City Manager's Office Total</b>              | <b>6.63</b> | <b>7.03</b> | <b>8.15</b> | 1.12                      |
| <b>Human Resources</b>                          |             |             |             |                           |
| Human Resource Manager (GF)                     | 1.00        | 1.00        | 1.00        | -                         |
| Human Resource Specialist (GF)                  | 1.00        | 1.00        | 1.00        | -                         |
| <b>Human Resources Total</b>                    | <b>2.00</b> | <b>2.00</b> | <b>2.00</b> | -                         |
| <b>Financial Services</b>                       |             |             |             |                           |
| 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        |             |             | -                         |
| <b>Financial Services Total</b>                 | <b>8.17</b> | <b>8.73</b> | <b>8.73</b> | -                         |
| <b>Information Technology</b>                   |             |             |             |                           |
| 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        | -                         |
| <b>Information Technology Total</b>             | <b>5.00</b> | <b>5.00</b> | <b>5.00</b> | -                         |
| <b>City Attorney's Office</b>                   |             |             |             |                           |
| 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        | -                         |
| <b>City Attorney's Office Total</b>             | <b>4.04</b> | <b>4.04</b> | <b>4.04</b> | -                         |

## POSITION LIST/FULL-TIME EQUIVALENTS

| Department/Position                             | FY 2018-19   | FY 2019-20   | FY 2020-21   | Change from<br>FY 2019-20 |
|---|--------------|--------------|--------------|---------------------------|
|   | FTEs         | FTEs         | FTEs         | FTEs                      |
| <b>City Clerk's Office</b>                      |              |              |              |                           |
| City Clerk (GF)                                 | 1.00         | 1.00         | 1.00         | -                         |
| Deputy Clerk (GF)                               | 1.00         | 1.00         | 1.00         | -                         |
| Records Clerk (GF)                              | 0.88         | 0.88         | 0.88         | -                         |
| <b>City Clerk's Office Total</b>                | <b>2.88</b>  | <b>2.88</b>  | <b>2.88</b>  | -                         |
| <b>Parks &amp; Recreation</b>                   |              |              |              |                           |
| Parks and Recreation Manager (GF)               | 1.00         | 1.00         | 1.00         | -                         |
| Recreation & Aquatics Supervisor (GF)           | 1.00         | 1.00         | 1.00         | -                         |
| Recreation Coordinator II (GF)                  | 1.00         | 1.00         | 1.00         | -                         |
| Administrative & 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         | -                         |
| <b>Parks &amp; Recreation Total</b>             | <b>8.17</b>  | <b>8.70</b>  | <b>8.56</b>  | <b>(0.14)</b>             |
| <b>Community Development</b>                    |              |              |              |                           |
| 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         | -                         |
| <b>Community Development Total</b>              | <b>13.24</b> | <b>13.84</b> | <b>13.84</b> | -                         |
| <b>Public Works</b>                             |              |              |              |                           |
| 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<br>FY 2019-20 |
|---|--------------|--------------|--------------|---------------------------|
| FTEs                                      | 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         | -                         |
| <b>Public Works Total</b>                 | <b>27.45</b> | <b>29.45</b> | <b>29.45</b> | <b>-</b>                  |
| <b>Economic Development</b>               |              |              |              |                           |
| Economic Development Director (GF)        | 1.00         | 1.00         | 1.00         | -                         |
| <b>Economic Development Total</b>         | <b>1.00</b>  | <b>1.00</b>  | <b>1.00</b>  | <b>-</b>                  |
| <b>Police</b>                             |              |              |              |                           |
| 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         | -                         |
| <b>Police Total</b>                       | <b>42.63</b> | <b>43.63</b> | <b>43.63</b> | <b>-</b>                  |
| <b>Municipal Court</b>                    |              |              |              |                           |
| 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                      |
| <b>Municipal Court Total</b>              | <b>4.65</b>  | <b>4.65</b>  | <b>5.17</b>  | <b>0.52</b>               |
| <b>Wastewater</b>                         |              |              |              |                           |
| 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<br>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          | -                         |
| <b>Wastewater Total</b>                 | <b>12.00</b>  | <b>13.00</b>  | <b>13.00</b>  | <b>-</b>                  |
| <b>City-Wide Totals</b>                 |               |               |               |                           |
| 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                      |
| <b>Total City Full-Time Equivalents</b> | <b>144.86</b> | <b>150.95</b> | <b>152.45</b> | <b>1.50</b>               |

(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

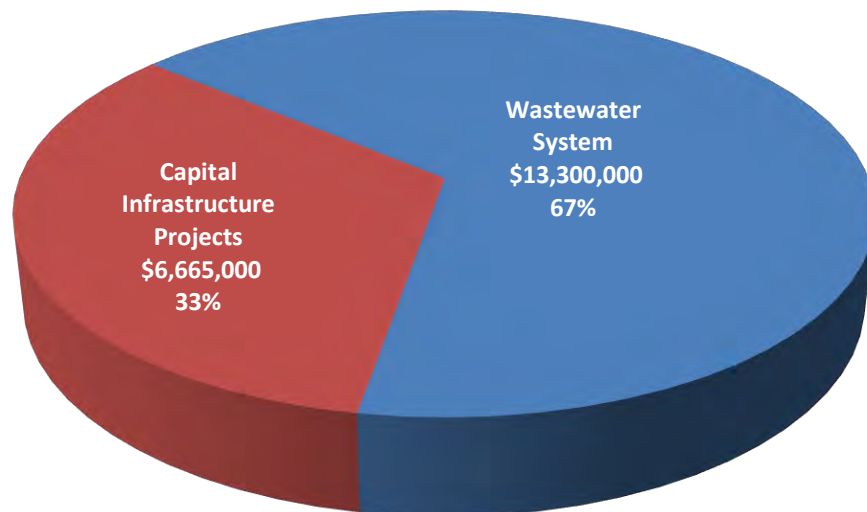
While pay-as-you go funding has been used for capital projects in recent years, the City has assumed debt in the past to fund the construction of capital projects. The City has approximately \$20 million in outstanding bonds – all of which are excise tax revenue bonds. The prior years' bond issuances 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.*

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### 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.

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*S&P Bond Rating:  
AA*

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## 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

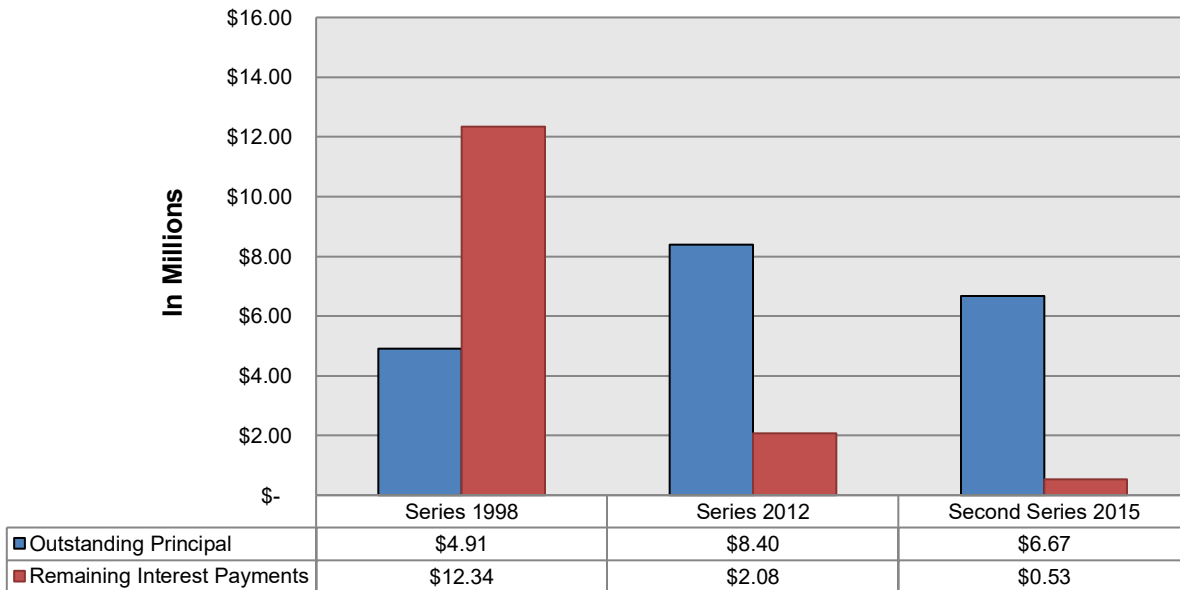
| Bond Series                 | FY21 Principal*     | FY21 Interest*      | Total FY221 Payment |
|-----------------------------|---------------------|---------------------|---------------------|
| Series 1998**               | \$ 1,330,000        | \$ 2,980,000        | \$ 4,310,000        |
| Series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

\* 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           |
| <b>Total</b> | <b>\$6,665,000</b> | <b>\$ 526,710</b> | <b>\$13,300,000</b> | <b>\$14,416,925</b> | <b>\$34,908,635</b> |

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           |
| <b>Total</b> | <b>\$774,768</b> | <b>\$130,354</b> | <b>\$905,122</b> |

## 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.

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*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<br>Franchise Taxes<br>State Shared Sales Taxes<br>Vehicle License Taxes | Transient Occupancy Taxes (or Bed Taxes)<br>License and Permit Fees<br>State Shared Income Taxes<br>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.

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*Projected pledged revenues far exceed coverage requirements.*

---

### Debt Service Reserves

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*No debt service reserves are required since covered by bond insurance.*

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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

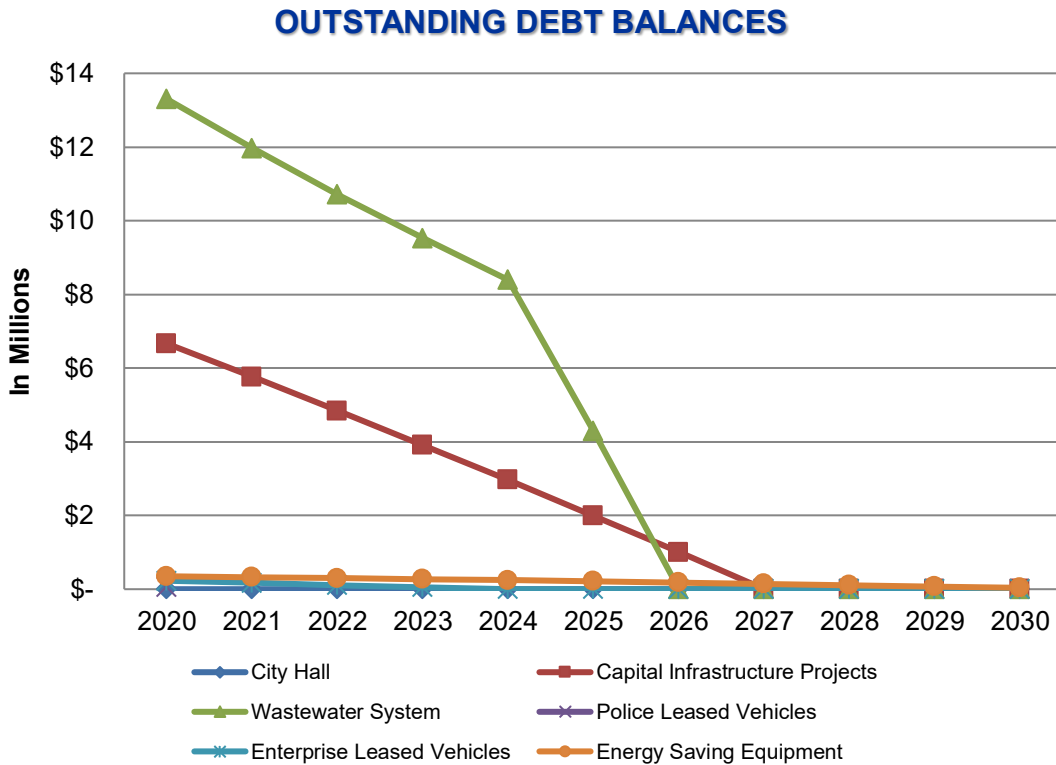
The following information details the outstanding debt balances until all debt is paid, assuming no early redemptions or refinancing. The final payment is November 15, 2030.

#### 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            |
| <b>Total</b>            | <b>\$ 4,905,000</b> | <b>\$ 12,335,000</b> |       | <b>\$ 17,240,000</b> |

\* The Sedona Wastewater Municipal Property Corporation (SWMPC) is a nonprofit corporation incorporated under the laws of the State of Arizona. The SWMPC was formed for the purpose of assisting the City in obtaining financing for various projects of the City and exists only to serve the City. The SWMPC board of directors consists of three members which are appointed by the City Council.

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.

|   |   |
|---|---|
| <b>Bond Purpose</b>   | <ol style="list-style-type: none"> <li>1. Refinanced all of the outstanding Certificate of Participation Series 1993</li> <li>2. Refinanced all of the outstanding Series 1995</li> <li>3. Refinanced all of the outstanding Series 1997</li> <li>4. Provided approximately \$29.8 million new money for the wastewater system</li> </ol> |
| <b>Subject to Call for Redemption Prior to Stated Maturity Dates?</b> | No  |
| <b>Private Placement?</b>   | 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            |
| <b>Total</b>            | <b>\$ 8,395,000</b> |               | <b>\$ 2,081,925</b> | <b>\$ 10,476,925</b> |

---

**Bond Purpose**

Refinanced a portion of the Wastewater Municipal Property Corporation outstanding Series 1998

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**Subject to Call for Redemption Prior to Stated Maturity Dates?**

Yes, on or after July 1, 2022, without premium

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**Private Placement?**

No

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## 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           |
| <b>Total</b>            | <b>\$ 6,665,000</b> |               | <b>\$ 526,710</b> | <b>\$ 7,191,710</b> |

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        |
| <b>Total</b>            | <b>\$ 68,740</b> |               | <b>\$ 3,575</b> | <b>\$ 72,315</b> |

|                                 |                 |
|---------------------------------|-----------------|
| <b>Lease Purpose</b>            | Police vehicles |
| <b>Subject to Early Payoff?</b> | 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            |
| <b>Total</b>            | <b>\$ 350,864</b> |               | <b>\$ 81,614</b> | <b>\$ 432,477</b> |

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**Lease Purpose**

Energy Efficient Equipment

---

**Subject to Early Payoff?**

Yes, no penalty

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**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            |
| <b>Total</b>            | <b>\$ 286,425</b> |               | <b>\$ 41,590</b> | <b>\$ 328,015</b> |

|                                 |                 |
|---------------------------------|-----------------|
| <b>Lease Purpose</b>            | Fleet vehicles  |
| <b>Subject to Early Payoff?</b> | Yes, no penalty |



# Fund Summaries

**FUND SUMMARIES**  
continued

**General Fund**

|   | FY2021<br>Budget     | FY2020<br>Budget     | FY2020<br>Est. Actuals | FY2019<br>Actuals    |
|---|----------------------|----------------------|------------------------|----------------------|
| <b>Ongoing Revenues</b>                                       |                      |                      |                        |                      |
| 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            |
| <b>Total Ongoing Revenues</b>                                 | <b>\$24,165,110</b>  | <b>\$28,744,970</b>  | <b>\$26,398,145</b>    | <b>\$29,730,403</b>  |
| <b>Ongoing Expenditures</b>                                   |                      |                      |                        |                      |
| 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                  |
| <b>Total Ongoing Expenditures</b>                             | <b>\$20,192,056</b>  | <b>\$20,388,839</b>  | <b>\$19,070,699</b>    | <b>\$17,925,405</b>  |
| <b>Net Ongoing</b>  | <b>\$3,973,054</b>   | <b>\$8,356,131</b>   | <b>\$7,327,446</b>     | <b>\$11,804,998</b>  |
| <b>Other</b>  |                      |                      |                        |                      |
| 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)        |
| <b>Net One-Time Revenues/Expenditures</b>                     | <b>(\$1,540,504)</b> | <b>(\$1,668,364)</b> | <b>(\$2,125,654)</b>   | <b>(\$2,390,160)</b> |
| 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)            |
| <b>Net Transfers</b>  | <b>(\$6,037,840)</b> | <b>(\$7,186,173)</b> | <b>(\$6,092,538)</b>   | <b>(\$6,816,575)</b> |
| <b>Beginning Fund Balance</b>                                 | <b>\$11,316,953</b>  | <b>\$11,093,317</b>  | <b>\$11,849,854</b>    | <b>\$9,290,243</b>   |
| <b>Equipment Replacement Reserve</b>                          |                      |                      |                        |                      |
| Reserve Contributions   | \$0                  | \$386,950            | \$386,950              | \$370,546            |
| Equipment Purchases   | (\$32,500)           | (\$71,000)           | (\$29,105)             | (29,498)             |
| <b>Net Contribution to Equipment Replacement Reserve</b>      | <b>(32,500)</b>      | <b>\$315,950</b>     | <b>\$357,845</b>       | <b>\$341,048</b>     |
| <b>Ending Fund Balances</b>                                   |                      |                      |                        |                      |
| 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          |
| <b>Total Ending Fund Balances</b>                             | <b>\$7,679,163</b>   | <b>\$10,523,911</b>  | <b>\$11,316,953</b>    | <b>\$11,849,854</b>  |

\* 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<br>Budget   | FY2020<br>Budget   | FY2020<br>Est. Actuals | FY2019<br>Actuals  |
|-----------------------------------|--------------------|--------------------|------------------------|--------------------|
| <b>Ongoing Revenues</b>           |                    |                    |                        |                    |
| Intergovernmental                 | \$919,200          | \$1,001,830        | \$874,230              | \$965,039          |
| Other Revenues                    | \$13,860           | \$13,430           | \$8,540                | \$32,773           |
| <b>Total Ongoing Revenues</b>     | <b>\$933,060</b>   | <b>\$1,015,260</b> | <b>\$882,770</b>       | <b>\$997,812</b>   |
| <b>Ongoing Expenditures</b>       |                    |                    |                        |                    |
| Streets Maintenance               | \$1,150,000        | \$1,150,000        | \$1,035,000            | \$980,840          |
| Internal Charges                  | \$55,980           | \$56,020           | \$57,200               | \$51,726           |
| <b>Total Ongoing Expenditures</b> | <b>\$1,205,980</b> | <b>\$1,206,020</b> | <b>\$1,092,200</b>     | <b>\$1,032,566</b> |
| <b>Net Ongoing</b>                | <b>(\$272,920)</b> | <b>(\$190,760)</b> | <b>(\$209,430)</b>     | <b>(\$34,754)</b>  |
| <b>Other</b>                      |                    |                    |                        |                    |
| One-Time Revenues:                |                    |                    |                        |                    |
| Intergovernmental                 | \$0                | \$0                | \$226,900              | \$34,266           |
| <b>Net One-Time Revenues</b>      | <b>\$0</b>         | <b>\$0</b>         | <b>\$226,900</b>       | <b>\$34,266</b>    |
| Transfer from General Fund        | \$272,840          | \$190,760          | \$190,760              | \$253,200          |
| <b>Beginning Fund Balance</b>     | <b>\$1,010,683</b> | <b>\$635,012</b>   | <b>\$802,453</b>       | <b>\$549,741</b>   |
| <b>Ending Fund Balances</b>       |                    |                    |                        |                    |
| 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          |
| <b>Total Ending Fund Balances</b> | <b>\$1,010,603</b> | <b>\$635,012</b>   | <b>\$1,010,683</b>     | <b>\$802,453</b>   |



## FUND SUMMARIES

continued

### Grants & Donations Funds

|  | FY2021<br>Budget   | FY2020<br>Budget   | FY2020<br>Est. Actuals | FY2019<br>Actuals |
|--|--------------------|--------------------|------------------------|-------------------|
| <b>Ongoing Revenues</b>                            |                    |                    |                        |                   |
| 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           |
| <b>Total Grants &amp; Donations Funds Revenues</b> | <b>\$57,440</b>    | <b>\$54,330</b>    | <b>\$59,010</b>        | <b>\$75,137</b>   |
| <b>Ongoing Expenditures</b>                        |                    |                    |                        |                   |
| 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               |
| <b>Total Ongoing Expenditures</b>                  | <b>\$31,500</b>    | <b>\$25,200</b>    | <b>\$27,410</b>        | <b>\$35,166</b>   |
| <b>Net Ongoing</b>                                 | <b>\$25,940</b>    | <b>\$29,130</b>    | <b>\$31,600</b>        | <b>\$39,971</b>   |
| <b>Other</b>                                       |                    |                    |                        |                   |
| 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               |
| <b>Net One-Time Revenues/Expenditures</b>          | <b>(\$251,183)</b> | <b>(\$277,230)</b> | <b>\$24,151</b>        | <b>\$13,698</b>   |
| Transfers:   |                    |                    |                        |                   |
| Transfer from General Fund                         | \$0                | \$0                | \$0                    | \$1,000           |
| <b>Beginning Fund Balance</b>                      | <b>\$422,892</b>   | <b>\$373,464</b>   | <b>\$367,141</b>       | <b>\$345,518</b>  |
| <b>Ending Fund Balances</b>                        |                    |                    |                        |                   |
| Restricted Reserve                                 | \$0                | \$0                | \$0                    | \$0               |
| Remaining Available Fund Balance                   | \$197,649          | \$125,364          | \$422,892              | \$367,141         |
| <b>Total Ending Fund Balances</b>                  | <b>\$197,649</b>   | <b>\$125,364</b>   | <b>\$422,892</b>       | <b>\$367,141</b>  |

## FUND SUMMARIES

continued

### Transportation Sales Tax Fund

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

## FUND SUMMARIES

continued

### Capital Improvements Fund

|  | FY2021<br>Budget      | FY2020<br>Budget     | FY2020<br>Est. Actuals | FY2019<br>Actuals    |
|--|-----------------------|----------------------|------------------------|----------------------|
| <b>Ongoing Revenues</b>                            |                       |                      |                        |                      |
| Intergovernmental                                  | \$0                   | \$350,000            | \$375,000              | \$752,274            |
| Other Revenues                                     | \$214,000             | \$231,000            | \$195,900              | \$456,932            |
| <b>Total Ongoing Revenues</b>                      | <b>\$214,000</b>      | <b>\$581,000</b>     | <b>\$570,900</b>       | <b>\$1,209,206</b>   |
| <b>Other</b>                                       |                       |                      |                        |                      |
| 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                  |
| <b>Net One-Time Revenues/Expenditures</b>          | <b>(\$11,165,592)</b> | <b>(\$7,299,840)</b> | <b>(\$7,040,365)</b>   | <b>(\$4,216,878)</b> |
| 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)           |
| <b>Net Transfers</b>                               | <b>\$8,254,160</b>    | <b>\$2,364,307</b>   | <b>\$2,521,142</b>     | <b>\$1,832,857</b>   |
| <b>Beginning Fund Balance</b>                      | <b>\$9,664,264</b>    | <b>\$12,794,975</b>  | <b>\$13,612,587</b>    | <b>\$14,787,402</b>  |
| <b>Ending Fund Balances</b>                        |                       |                      |                        |                      |
| 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          |
| <b>Total Ending Fund Balances</b>                  | <b>\$6,966,832</b>    | <b>\$8,440,442</b>   | <b>\$9,664,264</b>     | <b>\$13,612,587</b>  |

**FUND SUMMARIES**  
continued

**Development Impact Fees Funds**

|   | FY2021<br>Budget   | FY2020<br>Budget     | FY2020<br>Est. Actuals | FY2019<br>Actuals  |
|---|--------------------|----------------------|------------------------|--------------------|
| <b>Ongoing Revenues</b>                   |                    |                      |                        |                    |
| Development Impact Fees                   | \$171,400          | \$230,550            | \$185,200              | \$292,546          |
| Other Revenues                            | \$37,540           | \$44,820             | \$45,820               | \$71,092           |
| <b>Total Ongoing Revenues</b>             | <b>\$208,940</b>   | <b>\$275,370</b>     | <b>\$231,020</b>       | <b>\$363,638</b>   |
| <b>Other</b>                              |                    |                      |                        |                    |
| 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)          |
| <b>Net One-Time Revenues/Expenditures</b> | <b>(\$836,388)</b> | <b>(\$1,890,967)</b> | <b>(\$694,170)</b>     | <b>(\$50,582)</b>  |
| 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                |
| <b>Net Transfers</b>                      | <b>\$0</b>         | <b>\$31,786</b>      | <b>(\$562)</b>         | <b>\$0</b>         |
| <b>Beginning Fund Balance</b>             | <b>\$2,573,140</b> | <b>\$2,977,652</b>   | <b>\$3,036,852</b>     | <b>\$2,723,796</b> |
| <b>Ending Fund Balances</b>               |                    |                      |                        |                    |
| 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        |
| <b>Total Ending Fund Balances</b>         | <b>\$1,945,692</b> | <b>\$1,393,841</b>   | <b>\$2,573,140</b>     | <b>\$3,036,852</b> |

## FUND SUMMARIES

continued

### Art in Public Places Fund

|   | FY2021<br>Budget | FY2020<br>Budget   | FY2020<br>Est. Actuals | FY2019<br>Actuals |
|---|------------------|--------------------|------------------------|-------------------|
| <b>Ongoing Revenues</b>                   |                  |                    |                        |                   |
| Other Revenues                            | \$1,250          | \$1,530            | \$2,060                | \$3,536           |
| <b>Total Ongoing Revenues</b>             | <b>\$1,250</b>   | <b>\$1,530</b>     | <b>\$2,060</b>         | <b>\$3,536</b>    |
| <b>Other</b>                              |                  |                    |                        |                   |
| One-Time Revenues:                        |                  |                    |                        |                   |
| Other Revenues                            | \$0              | \$0                |                        | \$0               |
| One-Time Expenditures:                    |                  |                    |                        |                   |
| Capital Improvement Projects              | \$0              | (\$130,000)        | \$0                    | \$0               |
| <b>Net One-Time Revenues/Expenditures</b> | <b>\$0</b>       | <b>(\$130,000)</b> | <b>\$0</b>             | <b>\$0</b>        |
| Transfers:                                |                  |                    |                        |                   |
| Transfers from Capital Projects Funds     | \$39,837         | \$52,320           | \$21,198               | \$29,810          |
| <b>Beginning Fund Balance</b>             | <b>\$151,001</b> | <b>\$132,512</b>   | <b>\$127,743</b>       | <b>\$94,397</b>   |
| <b>Ending Fund Balances</b>               |                  |                    |                        |                   |
| Capital Reserves                          |                  | \$56,362           |                        | \$0               |
| Remaining Available Fund Balance          | \$192,088        | \$0                | \$151,001              | \$127,743         |
| <b>Total Ending Fund Balances</b>         | <b>\$192,088</b> | <b>\$56,362</b>    | <b>\$151,001</b>       | <b>\$127,743</b>  |

## FUND SUMMARIES

continued

### Wastewater Enterprise Fund

|  | FY2021<br>Budget     | FY2020<br>Budget     | FY2020<br>Est. Actuals | FY2019<br>Actuals    |
|--|----------------------|----------------------|------------------------|----------------------|
| <b>Ongoing Revenues</b>                                  |                      |                      |                        |                      |
| 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            |
| <b>Total Ongoing Revenues</b>                            | <b>\$7,041,880</b>   | <b>\$7,118,413</b>   | <b>\$6,892,230</b>     | <b>\$7,072,361</b>   |
| <b>Ongoing Expenditures</b>                              |                      |                      |                        |                      |
| 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                  |
| <b>Total Ongoing Expenditures</b>                        | <b>\$4,324,405</b>   | <b>\$4,369,955</b>   | <b>\$3,815,173</b>     | <b>\$3,546,127</b>   |
| <b>Net Ongoing</b>                                       | <b>\$2,717,475</b>   | <b>\$2,748,458</b>   | <b>\$3,077,057</b>     | <b>\$3,526,234</b>   |
| <b>Other</b>   |                      |                      |                        |                      |
| 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)        |
| <b>Net One-Time Revenues/Expenditures</b>                | <b>(\$5,315,575)</b> | <b>(\$9,324,475)</b> | <b>(\$10,235,919)</b>  | <b>(\$5,939,591)</b> |
| Transfers:   |                      |                      |                        |                      |
| Transfer from General Fund                               | \$3,400,000          | \$3,447,000          | \$3,447,000            | \$4,599,709          |
| <b>Net Transfers</b>                                     | <b>\$3,400,000</b>   | <b>\$3,447,000</b>   | <b>\$3,447,000</b>     | <b>\$4,599,709</b>   |
| <b>Beginning Fund Balance</b>                            | <b>\$14,581,124</b>  | <b>\$17,599,586</b>  | <b>\$18,293,936</b>    | <b>\$15,731,816</b>  |
| <b>Equipment Replacement Reserve</b>                     |                      |                      |                        |                      |
| Reserve Contributions                                    | \$0                  | \$524,000            | \$524,000              | \$430,268            |
| Equipment Purchases                                      | (\$100,600)          | (\$155,000)          | (\$147,200)            | (\$54,500)           |
| <b>Net Contribution to Equipment Replacement Reserve</b> | <b>(100,600)</b>     | <b>\$369,000</b>     | <b>\$376,800</b>       | <b>\$375,768</b>     |
| <b>Major Maintenance Reserve</b>                         |                      |                      |                        |                      |
| Reserve Contributions                                    | \$0                  | \$109,350            | \$109,350              | \$16,286             |
| Major Maintenance Costs                                  | \$0                  | \$0                  | \$0                    | \$0                  |
| <b>Net Contribution to Major Maintenance Reserve</b>     | <b>\$0</b>           | <b>\$109,350</b>     | <b>\$109,350</b>       | <b>\$16,286</b>      |
| <b>Ending Fund Balances</b>                              |                      |                      |                        |                      |
| 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         |
| <b>Total Ending Fund Balances</b>                        | <b>\$15,282,424</b>  | <b>\$14,315,569</b>  | <b>\$14,581,124</b>    | <b>\$18,293,936</b>  |

\* 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<br>Budget   | FY2020<br>Budget   | FY2020<br>Est. Actuals | FY2019<br>Actuals  |
|---|--------------------|--------------------|------------------------|--------------------|
| <b>Ongoing Revenues</b>                   |                    |                    |                        |                    |
| 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            |
| <b>Total Ongoing Revenues</b>             | <b>\$1,753,800</b> | <b>\$1,559,777</b> | <b>\$1,571,840</b>     | <b>\$1,722,979</b> |
| <b>Ongoing Expenditures</b>               |                    |                    |                        |                    |
| 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          |
| <b>Total Ongoing Expenditures</b>         | <b>\$1,452,582</b> | <b>\$1,526,705</b> | <b>\$1,479,256</b>     | <b>\$1,498,194</b> |
| <b>Net Ongoing</b>                        | <b>\$301,218</b>   | <b>\$33,072</b>    | <b>\$92,584</b>        | <b>\$224,785</b>   |
| <b>Other</b>                              |                    |                    |                        |                    |
| 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                |
| <b>Net One-Time Revenues/Expenditures</b> | <b>\$0</b>         | <b>\$0</b>         | <b>\$0</b>             | <b>\$0</b>         |
| <b>Beginning Fund Balance</b>             | <b>\$476,226</b>   | <b>\$326,331</b>   | <b>\$452,312</b>       | <b>\$0</b>         |
| <b>Equipment Replacement Reserve</b>      |                    |                    |                        |                    |
| Reserve Contributions                     |                    | \$177,950          | \$177,950              | \$227,527          |
| Equipment Purchases                       | (\$148,350)        | (\$64,450)         | (\$64,450)             |                    |
| <b>Net Use of Operating Revenues</b>      | <b>(\$148,350)</b> | <b>\$113,500</b>   | <b>\$113,500</b>       | <b>\$227,527</b>   |
| <b>Ending Fund Balances</b>               |                    |                    |                        |                    |
| 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           |
| <b>Total Ending Fund Balances</b>         | <b>\$629,094</b>   | <b>\$274,616</b>   | <b>\$476,226</b>       | <b>\$452,312</b>   |



# **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) |
|---|-------------------------------|------------------------|-----------|----------------------|--------------------|--------------------|--------------------|------------------|---|
| <b>AC - Arts &amp; Culture</b>  |                               |                        |           |                      |                    |                    |                    |                  |   |
| Art in the Roundabouts  | Restricted                    | Important (Could-Do)   | AC-02     | \$0                  | \$0                | \$300,000          | \$0                | \$110,000        | \$410,000                               |
| <b>IT - Information Technology</b>  |                               |                        |           |                      |                    |                    |                    |                  |   |
| Citywide Business Software  | Capital Reserves              | Essential (Should-Do)  | IT-01     | \$0                  | \$200,000          | \$800,000          | \$0                | \$0              | \$1,000,000                             |
| <b>MC - Municipal Court</b>   |                               |                        |           |                      |                    |                    |                    |                  |   |
| Sinagua Courtroom Remodel   | Restricted & Capital Reserves | Important (Could-Do)   | MC-01     | \$40,011             | \$623,537          | \$0                | \$0                | \$0              | \$623,537                               |
| <b>PR - Parks &amp; Recreation</b>  |                               |                        |           |                      |                    |                    |                    |                  |   |
| 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                               |
| <b>PR - Parks &amp; Recreation Subtotal (excluding projects not funded)</b> |                               |                        |           | <b>\$731,795</b>     | <b>\$550,518</b>   | <b>\$2,435,499</b> | <b>\$471,556</b>   | <b>\$613,515</b> | <b>\$4,071,088</b>                      |
| <b>Projects Not Funded</b>  |                               |                        |           | <b>\$0</b>           | <b>\$0</b>         | <b>\$0</b>         | <b>\$0</b>         | <b>\$75,432</b>  | <b>\$75,432</b>                         |
| <b>PD - Police</b>  |                               |                        |           |                      |                    |                    |                    |                  |   |
| 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                               |
| <b>PD - Police Subtotal</b>   |                               |                        |           | <b>\$939,113</b>     | <b>\$1,108,066</b> | <b>\$1,234,315</b> | <b>\$1,149,490</b> | <b>\$0</b>       | <b>\$3,491,871</b>                      |
| <b>PW - Public Works</b>  |                               |                        |           |                      |                    |                    |                    |                  |   |
| 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                               |
| <b>PW - Public Works Subtotal</b>   |                               |                        |           | <b>\$127,714</b>     | <b>\$165,000</b>   | <b>\$138,200</b>   | <b>\$0</b>         | <b>\$250,000</b> | <b>\$553,200</b>                        |

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) |                     |
|--|-------------------------------|------------------------|-----------|----------------------|--------------------|--------------------|---------------------|---------------------|---|---------------------|
| <b>SIM - Sedona in Motion</b>  |                               |                        |           |                      |                    |                    |                     |                     |   |                     |
| 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                                |                     |
| <b>SIM - Sedona in Motion Subtotal (excluding projects not funded)</b>   |                               |                        |           |                      | <b>\$8,885,896</b> | <b>\$7,332,151</b> | <b>\$10,037,139</b> | <b>\$19,923,160</b> | <b>\$51,205,027</b>                     | <b>\$88,497,477</b> |
| <b>Projects Not Funded</b>   |                               |                        |           |                      | <b>\$0</b>         | <b>\$0</b>         | <b>\$0</b>          | <b>\$0</b>          | <b>\$12,111,999</b>                     | <b>\$12,111,999</b> |

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) |
|---|-------------------------------|-----------------------|-----------|----------------------|---------------------|---------------------|---------------------|---------------------|---|
| <b>SD - Storm Drainage</b>  |                               |                       |           |                      |                     |                     |                     |                     |   |
| 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                             |
| <b>SD - Storm Drainage Subtotal (excluding projects not funded)</b>     |                               |                       |           | <b>\$250,961</b>     | <b>\$1,350,150</b>  | <b>\$600,000</b>    | <b>\$50,000</b>     | <b>\$290,000</b>    | <b>\$2,290,150</b>                      |
| <b>Projects Not Funded</b>  |                               |                       |           | <b>\$0</b>           | <b>\$0</b>          | <b>\$0</b>          | <b>\$0</b>          | <b>\$6,689,500</b>  | <b>\$6,689,500</b>                      |
| <b>ST - Streets &amp; Transportation</b>                                |                               |                       |           |                      |                     |                     |                     |                     |   |
| 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                               |
| <b>ST - Streets &amp; Transportation Subtotal</b>                       |                               |                       |           | <b>\$352,191</b>     | <b>\$2,612,292</b>  | <b>\$0</b>          | <b>\$302,350</b>    | <b>\$1,261,750</b>  | <b>\$4,176,392</b>                      |
| <b>Subtotal Non-Wastewater Projects (excluding projects not funded)</b> |                               |                       |           | <b>\$11,327,681</b>  | <b>\$13,941,714</b> | <b>\$15,545,153</b> | <b>\$21,896,556</b> | <b>\$53,730,292</b> | <b>\$105,113,715</b>                    |

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) |
|---|----------------------|------------------------|-----------|----------------------|---------------------|---------------------|---------------------|---------------------|---|
| <b>WW - Wastewater</b>  |                      |                        |           |                      |                     |                     |                     |                     |   |
| 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                               |
| <b>WW - Wastewater Subtotal</b>   |                      |                        |           | <b>\$6,855,507</b>   | <b>\$1,380,000</b>  | <b>\$3,900,000</b>  | <b>\$160,000</b>    | <b>\$9,503,594</b>  | <b>\$14,943,594</b>                     |
| <b>TOTAL ALL PROJECTS (excluding projects not funded)</b>                     |                      |                        |           | <b>\$18,183,188</b>  | <b>\$15,321,714</b> | <b>\$19,445,153</b> | <b>\$22,056,556</b> | <b>\$63,233,886</b> | <b>\$120,057,309</b>                    |
| <b>Total Projects Not Funded</b>  |                      |                        |           | <b>\$0</b>           | <b>\$0</b>          | <b>\$0</b>          | <b>\$0</b>          | <b>\$18,876,931</b> | <b>\$18,876,931</b>                     |
| <b>Grand Totals Funded and Unfunded</b>                                       |                      |                        |           | <b>\$18,183,188</b>  | <b>\$15,321,714</b> | <b>\$19,445,153</b> | <b>\$22,056,556</b> | <b>\$82,110,817</b> | <b>\$138,934,240</b>                    |

**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) |
|---------------------------------------|----------------------|----------|-----------|----------------------|---------------------|---------------------|---------------------|---------------------|---|
| <b>Funding Sources Summary</b>        |                      |          |           |                      |                     |                     |                     |                     |   |
| 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                             |
| <b>TOTAL FUNDING SOURCES</b>          |                      |          |           |                      | <b>\$15,321,714</b> | <b>\$19,445,153</b> | <b>\$22,056,556</b> | <b>\$82,110,817</b> | <b>\$138,934,240</b>                    |
| <b>Project Funding Status Summary</b> |                      |          |           |                      |                     |                     |                     |                     |   |
| 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                            |
| <b>TOTALS BY FUNDING STATUS</b>       |                      |          |           |                      | <b>\$15,321,714</b> | <b>\$19,445,153</b> | <b>\$22,056,556</b> | <b>\$82,110,817</b> | <b>\$138,934,240</b>                    |

**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) |
|---------------------------|----------------------|----------|-----------|----------------------|---------------------|---------------------|---------------------|---------------------|---|
| <b>Category Summary</b>   |                      |          |           |                      |                     |                     |                     |                     |   |
| 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                            |
| <b>TOTALS BY CATEGORY</b> |                      |          |           |                      | <b>\$15,321,714</b> | <b>\$19,445,153</b> | <b>\$22,056,556</b> | <b>\$82,110,817</b> | <b>\$138,934,240</b>                    |

**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)         |  |  |
| <b>Net Project Costs Manager by Public Works PMs</b>            |  |  |  |  | <b>\$9,500,000</b> | <b>\$11,000,000</b> | <b>\$12,000,000</b> |  |  |

**CAPITAL PROJECTS DETAILS**

**Project Summary**

**Project Title:**

Art in the Roundabouts

**Location:**

SR 179 Roundabouts

|   |                      |                  |       |
|---|----------------------|------------------|-------|
| <b>Phase:</b>                                 |                      | <b>Project #</b> | AC-02 |
| <b>Ranking</b>                                | Important (could-do) |                  |       |
| <b>Environmental Sustainability Project ?</b> |                      | 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          | \$        | -              |
| <b>Current Approved Total Project Budget</b> | <b>\$</b> | <b>300,000</b> |
| Requested Budget Increase/Decrease           | \$        | -              |
| <b>Requested Total Project Budget</b>        | <b>\$</b> | <b>300,000</b> |
| Estimated Expenditures through June 30, 2020 | \$        | -              |
| <b>Budget Balance Remaining</b>              | <b>\$</b> | <b>300,000</b> |

**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      |
| <b>Total</b>    |                           | \$ 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     |
| <b>Total</b>   |             | \$ 0    | \$ 0       | \$ 300,000 | \$ 0         | \$ 410,000     |

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

None anticipated.

**Explanation of Operating Impacts:**

Maintenance costs for current public art have been minimal and absorbed in the City's existing budget. If there are any significant costs associated with future art projects, they will be determined once the projects are more fully identified.

**CAPITAL PROJECTS DETAILS**

**Project Summary**

|   |                           |
|---|---------------------------|
| <b>Project Title:</b>                         |                           |
| Citywide Business Software                    |                           |
| <b>Phase:</b>                                 | of <b>Project #</b> IT-01 |
| <b>Ranking</b>                                | Essential (should-do)     |
| <b>Environmental Sustainability Project ?</b> | No                        |

|                                  |                 |                           |
|----------------------------------|-----------------|---------------------------|
| <b>Location:</b>                 | N/A             |                           |
|                                  | <b>Original</b> | <b>Revised (if appl.)</b> |
| <b>Start date</b>                | April 1, 2019   | April 1, 2019             |
| <b>Estimated Completion Date</b> | 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          | \$ -                |
| <b>Current Approved Total Project Budget</b> | <b>\$ 1,000,000</b> |
| Requested Budget Increase/Decrease           | \$ -                |
| <b>Requested Total Project Budget</b>        | <b>\$ 1,000,000</b> |
| Estimated Expenditures through June 30, 2020 | \$ -                |
| <b>Budget Balance Remaining</b>              | <b>\$ 1,000,000</b> |

**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   |
| <b>Total</b>   |               | \$ 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   |
| <b>Total</b>     |             | \$ 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

|  |                           |
|--|---------------------------|
| <b>Project Title:</b><br>Sinagua Courtroom Remodel |                           |
| <b>Phase:</b>                                      | of <b>Project #</b> MC-01 |
| <b>Ranking</b>                                     | Important (could-do)      |
| <b>Environmental Sustainability Project ?</b>      | No                        |

|                                      |                 |                           |
|--------------------------------------|-----------------|---------------------------|
| <b>Location:</b><br>55 Sinagua Drive |                 |                           |
|                                      | <b>Original</b> | <b>Revised (if appl.)</b> |
| <b>Start date</b>                    | July 1, 2017    | January 1, 2021           |
| <b>Estimated Completion Date</b>     | 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

|   |                   |
|---|-------------------|
| <b>Original Approved Project Budget</b>             | \$ 273,000        |
| <b>Approved Budget Increases/Decreases</b>          | \$ (1,709)        |
| <b>Current Approved Total Project Budget</b>        | <b>\$ 271,291</b> |
| <b>Requested Budget Increase/Decrease</b>           | \$ 363,446        |
| <b>Requested Total Project Budget</b>               | <b>\$ 634,737</b> |
| <b>Estimated Expenditures through June 30, 2020</b> | \$ 11,200         |
| <b>Budget Balance Remaining</b>                     | <b>\$ 623,537</b> |

### 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          |
| <b>Total</b>      |                           | <b>\$ 11,200</b> | <b>\$ 623,537</b> | <b>\$ 0</b> | <b>\$ 0</b> | <b>\$ 0</b>  | <b>\$ 634,737</b> |

**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        |
| <b>Total</b>              |             | <b>\$ 11,200</b> | <b>\$ 623,537</b> | <b>\$ 0</b> | <b>\$ 0</b>  | <b>\$ 634,737</b> |

**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           |
| <b>Total Expenditure Impacts</b> | <b>\$ 0</b> | <b>\$ 1,500</b> | <b>\$ 1,500</b> | <b>\$ 1,500</b>    |

**Explanation of Operating Impacts:**

Estimated utilities, janitorial, and maintenance supplies.

**CAPITAL PROJECTS DETAILS**

**Project Summary**

|   |                           |
|---|---------------------------|
| <b>Project Title:</b>                         |                           |
| New Concession Stand                          |                           |
| <b>Phase:</b>                                 | of <b>Project #</b> PR-01 |
| <b>Ranking</b>                                | Important (could-do)      |
| <b>Environmental Sustainability Project ?</b> | No                        |

|                                  |                 |                           |
|----------------------------------|-----------------|---------------------------|
| <b>Location:</b>                 |                 |                           |
| Posse Grounds Park               |                 |                           |
|                                  | <b>Original</b> | <b>Revised (if appl.)</b> |
| <b>Start date</b>                | July 1, 2020    | July 1, 2021              |
| <b>Estimated Completion Date</b> | 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          | \$ -        |
| <b>Current Approved Total Project Budget</b> | <b>\$ -</b> |
| Requested Budget Increase/Decrease           | \$ -        |
| <b>Requested Total Project Budget</b>        | <b>\$ -</b> |
| Estimated Expenditures through June 30, 2020 | \$ -        |
| <b>Budget Balance Remaining</b>              | <b>\$ -</b> |

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

|  |                           |
|--|---------------------------|
| <b>Project Title:</b><br>Restructure of Posse Grounds Park |                           |
| <b>Phase:</b>  | of <b>Project #</b> PR-02 |
| <b>Ranking</b>   | Important (could-do)      |
| <b>Environmental Sustainability Project ?</b>              | No                        |

|  |                 |                           |
|--|-----------------|---------------------------|
| <b>Location:</b><br>Posse Grounds Park |                 |                           |
|  | <b>Original</b> | <b>Revised (if appl.)</b> |
| <b>Start date</b>                      | July 1, 2019    | July 1, 2019              |
| <b>Estimated Completion Date</b>       | 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          | \$ -             |
| <b>Current Approved Total Project Budget</b> | <b>\$ 60,000</b> |
| Requested Budget Increase/Decrease           | \$ -             |
| <b>Requested Total Project Budget</b>        | <b>\$ 60,000</b> |
| Estimated Expenditures through June 30, 2020 | \$ 60,000        |
| <b>Budget Balance Remaining</b>              | <b>\$ -</b>      |

**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       |
| <b>Total</b>    |                           | \$ 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     |
| <b>Total</b>                          |             | \$ 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**

|   |                        |
|---|------------------------|
| <b>Project Title:</b><br>Improvements at Ranger Station |                        |
| <b>Phase:</b> 1B of 4                                   | <b>Project #</b> PR-03 |
| <b>Ranking</b>  | Imperative (must-do)   |
| <b>Environmental Sustainability Project ?</b>           | No                     |

|  |                 |                           |
|--|-----------------|---------------------------|
| <b>Location:</b><br>Brewer Road Property |                 |                           |
|  | <b>Original</b> | <b>Revised (if appl.)</b> |
| <b>Start date</b>                        | July 1, 2019    |                           |
| <b>Estimated Completion Date</b>         | 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)       |
| <b>Current Approved Total Project Budget</b> | <b>\$ 250,260</b> |
| Requested Budget Increase/Decrease           | \$ 326,555        |
| <b>Requested Total Project Budget</b>        | <b>\$ 576,815</b> |
| Estimated Expenditures through June 30, 2020 | \$ 84,000         |
| <b>Budget Balance Remaining</b>              | <b>\$ 492,815</b> |

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

|  |                           |
|--|---------------------------|
| <b>Project Title:</b><br>Shade Structures and Playground Equipment Replacement |                           |
| <b>Phase:</b>  | of <b>Project #</b> PR-05 |
| <b>Ranking</b>   | Important (could-do)      |
| <b>Environmental Sustainability Project ?</b>                                  | No                        |

|  |                 |                           |
|--|-----------------|---------------------------|
| <b>Location:</b><br>Posse Grounds Park |                 |                           |
|  | <b>Original</b> | <b>Revised (if appl.)</b> |
| 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.                                       |
| <b>Explanation for Revised Project Dates and/or Project Budget.</b> |
| N/A   |

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

**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       |
| <b>Total</b>    |                           | \$ 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     |
| <b>Total</b>     |             | \$ 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

|   |                      |                        |
|---|----------------------|------------------------|
| <b>Phase:</b> 3                               | of 4                 | <b>Project #</b> PR-07 |
| <b>Ranking</b>                                | Important (could-do) |                        |
| <b>Environmental Sustainability Project ?</b> | 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)     |
| <b>Current Approved Total Project Budget</b> | <b>\$ 64,374</b> |
| Requested Budget Increase/Decrease           | \$ 20,110        |
| <b>Requested Total Project Budget</b>        | <b>\$ 84,484</b> |
| Estimated Expenditures through June 30, 2020 | \$ 26,781        |
| <b>Budget Balance Remaining</b>              | <b>\$ 57,703</b> |

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

|   |                      |                        |
|---|----------------------|------------------------|
| <b>Phase:</b> 2                               | of 4                 | <b>Project #</b> PD-02 |
| <b>Ranking</b>                                | Imperative (must-do) |                        |
| <b>Environmental Sustainability Project ?</b> | 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         |
| <b>Current Approved Total Project Budget</b> | <b>\$ 100,000</b> |
| Requested Budget Increase/Decrease           | \$ -              |
| <b>Requested Total Project Budget</b>        | <b>\$ 100,000</b> |
| Estimated Expenditures through June 30, 2020 | \$ -              |
| <b>Budget Balance Remaining</b>              | <b>\$ 100,000</b> |

**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     |
| <b>Total</b>    |                    | \$ 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     |            |
| <b>Total</b>     |             | \$ 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**

|   |                        |
|---|------------------------|
| <b>Project Title:</b><br>Police Station Remodel |                        |
| <b>Phase:</b> 1 of 2                            | <b>Project #</b> PD-03 |
| <b>Ranking</b>                                  | Essential (should-do)  |
| <b>Environmental Sustainability Project ?</b>   | No                     |

|  |                 |                           |
|--|-----------------|---------------------------|
| <b>Location:</b><br>Police Station - City Hall 102 Roadrunner Dr, Sedona, AZ |                 |                           |
|  | <b>Original</b> | <b>Revised (if appl.)</b> |
| <b>Start date</b>  | July 1, 2018    | August 1, 2019            |
| <b>Estimated Completion Date</b>   | 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        |
| <b>Current Approved Total Project Budget</b> | <b>\$ 2,510,158</b> |
| Requested Budget Increase/Decrease           | \$ 38,845           |
| <b>Requested Total Project Budget</b>        | <b>\$ 2,549,003</b> |
| Estimated Expenditures through June 30, 2020 | \$ 85,663           |
| <b>Budget Balance Remaining</b>              | <b>\$ 2,463,340</b> |

**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           |
| <b>Total</b>      |                           | <b>\$ 85,663</b> | <b>\$ 729,535</b> | <b>\$ 1,084,315</b> | <b>\$ 649,490</b> | <b>\$ 0</b>  | <b>\$ 2,549,003</b> |

**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   |                     |
| <b>Total</b>                          |             | <b>\$ 85,663</b> | <b>\$ 729,535</b> | <b>\$ 1,084,315</b> | <b>\$ 649,490</b> | <b>\$ 0</b>    | <b>\$ 2,549,003</b> |

**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          |
| <b>Total Expenditure Impacts</b> |         | <b>\$ 0</b> | <b>\$ 14,000</b> | <b>\$ 14,000</b>   |

**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

|   |                      |                        |
|---|----------------------|------------------------|
| <b>Phase:</b> 3                               | of 3                 | <b>Project #</b> PD-04 |
| <b>Ranking</b>                                | Important (could-do) |                        |
| <b>Environmental Sustainability Project ?</b> | 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)      |
| <b>Current Approved Total Project Budget</b> | <b>\$ 164,997</b> |
| Requested Budget Increase/Decrease           | \$ -              |
| <b>Requested Total Project Budget</b>        | <b>\$ 164,997</b> |
| Estimated Expenditures through June 30, 2020 | \$ 71,766         |
| <b>Budget Balance Remaining</b>              | <b>\$ 93,231</b>  |

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

|  |                           |
|--|---------------------------|
| <b>Project Title:</b><br>In-Car Video System Replacement |                           |
| <b>Phase:</b>  | of <b>Project #</b> PD-05 |
| <b>Ranking</b>   | Imperative (must-do)      |
| <b>Environmental Sustainability Project ?</b>            | No                        |

|   |                 |                           |
|---|-----------------|---------------------------|
| <b>Location:</b><br>All Patrol Vehicles |                 |                           |
|   | <b>Original</b> | <b>Revised (if appl.)</b> |
| 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   |
| <b>Explanation for Revised Project Dates and/or Project Budget.</b> |
| N/A   |

| Project Balance                              |                   |
|--|-------------------|
| Original Approved Project Budget             | \$ -              |
| Approved Budget Increases/Decreases          | \$ -              |
| <b>Current Approved Total Project Budget</b> | <b>\$ -</b>       |
| Requested Budget Increase/Decrease           | \$ 185,300        |
| <b>Requested Total Project Budget</b>        | <b>\$ 185,300</b> |
| Estimated Expenditures through June 30, 2020 | \$ -              |
| <b>Budget Balance Remaining</b>              | <b>\$ 185,300</b> |

**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     |
| <b>Total</b>      |                    | \$ 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     |
| <b>Total</b>                          |             | \$ 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)         |
| <b>Total Expenditure Impacts</b> | <b>\$ (5,000)</b> | <b>\$ (5,000)</b> | <b>\$ (5,000)</b> | <b>\$ (5,000)</b>  |

**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**

|   |                           |
|---|---------------------------|
| <b>Project Title:</b><br>Uptown Enhancements  |                           |
| <b>Phase:</b>                                 | of <b>Project #</b> PW-01 |
| <b>Ranking</b>                                | Important (could-do)      |
| <b>Environmental Sustainability Project ?</b> | No                        |

|                            |                 |                           |
|----------------------------|-----------------|---------------------------|
| <b>Location:</b><br>Uptown |                 |                           |
|                            | <b>Original</b> | <b>Revised (if appl.)</b> |
| 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)      |
| <b>Current Approved Total Project Budget</b> | <b>\$ 221,000</b> |
| Requested Budget Increase/Decrease           | \$ -              |
| <b>Requested Total Project Budget</b>        | <b>\$ 221,000</b> |
| Estimated Expenditures through June 30, 2020 | \$ 56,000         |
| <b>Budget Balance Remaining</b>              | <b>\$ 165,000</b> |

**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      |
| <b>Total</b>    |                           | \$ 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     |
| <b>Total</b>         |             | \$ 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           |
| <b>Total Expenditure Impacts</b> |          | \$ 3,000 | \$ 4,000 | \$ 4,000           |

**Explanation of Operating Impacts:**

Maintenance of new sidewalks / paths, and new lighting.

**CAPITAL PROJECTS DETAILS**

**Project Summary**

|   |                           |
|---|---------------------------|
| <b>Project Title:</b><br>Recycle Drop Off Locations |                           |
| <b>Phase:</b>                                       | of <b>Project #</b> PW-02 |
| <b>Ranking</b>                                      | Important (could-do)      |
| <b>Environmental Sustainability Project ?</b>       | Yes                       |

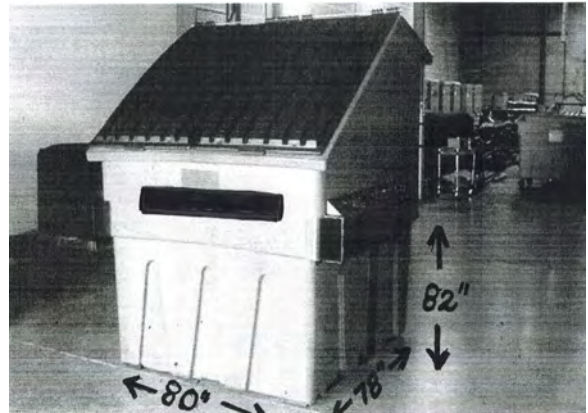
|                                     |                 |                           |
|-------------------------------------|-----------------|---------------------------|
| <b>Location:</b><br>Three sites TBD |                 |                           |
|                                     | <b>Original</b> | <b>Revised (if appl.)</b> |
| <b>Start date</b>                   | July 1, 2018    | July 1, 2021              |
| <b>Estimated Completion Date</b>    | 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          | \$ -              |
| <b>Current Approved Total Project Budget</b> | <b>\$ 138,200</b> |
| Requested Budget Increase/Decrease           | \$ -              |
| <b>Requested Total Project Budget</b>        | <b>\$ 138,200</b> |
| Estimated Expenditures through June 30, 2020 | \$ -              |
| <b>Budget Balance Remaining</b>              | <b>\$ 138,200</b> |

**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       |
| <b>Total</b>   |                           | \$ 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     |
| <b>Total</b>     |             | \$ 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

**Phase:** \_\_\_\_\_ of \_\_\_\_\_ **Project #** SIM-00

**Ranking** \_\_\_\_\_ Imperative (must-do)

**Environmental Sustainability Project ?** \_\_\_\_\_ No

**Location:**  
 Various

|                           | Original | Revised (if appl.) |
|---------------------------|----------|--------------------|
| Start date                |          |                    |
| Estimated Completion Date |          |                    |

**Project Description:**

These funds could be used for a number of projects if opportunities are available. Some examples in FY 2021 are:

SIM-01 - SIM-12: General overages related to uncertainty of construction scope  
 SIM-10 - Driveway consolidations along SR 89A in West Sedona

In FY 2020, these funds were used for:  
 -Purchase of a modular classroom for the PD Shooting Range  
 -Numerous SIM-11 projects  
 -SIM-12 camera installations and travel time data

This project is also used for an offset to Public Works managed projects for an assumed carryover since historically there has been some carryover of CIP budget capacity to the following year.

**Project Justification:**

N/A



**For Continuing Projects**

**Estimated Project Status as of June 30, 2020**

N/A

**Explanation for Revised Project Dates and/or Project Budget.**

N/A

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

**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     |
|                 | <b>Total</b>  | \$ 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  | \$             |            |
|                          | <b>Total</b> | \$ 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**

|  |                            |
|--|----------------------------|
| <b>Project Title:</b><br>Uptown Roadway Improvements |                            |
| <b>Phase:</b>  | of <b>Project #</b> SIM-01 |
| <b>Ranking</b>                                       | Imperative (must-do)       |
| <b>Environmental Sustainability Project ?</b>        | No                         |

|                                     |                           |               |
|-------------------------------------|---------------------------|---------------|
| <b>Location:</b><br>Uptown (SR 89A) |                           |               |
| <b>Original</b>                     | <b>Revised (if appl.)</b> |               |
| <b>Start date</b>                   | July 1, 2017              | April 1, 2018 |
| <b>Estimated Completion Date</b>    | June 30, 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          |
| <b>Current Approved Total Project Budget</b> | <b>\$ 4,061,908</b> |
| Requested Budget Increase/Decrease           | \$ 112,137          |
| <b>Requested Total Project Budget</b>        | <b>\$ 4,174,045</b> |
| Estimated Expenditures through June 30, 2020 | \$ 4,074,045        |
| <b>Budget Balance Remaining</b>              | <b>\$ 100,000</b>   |

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

**Location:**

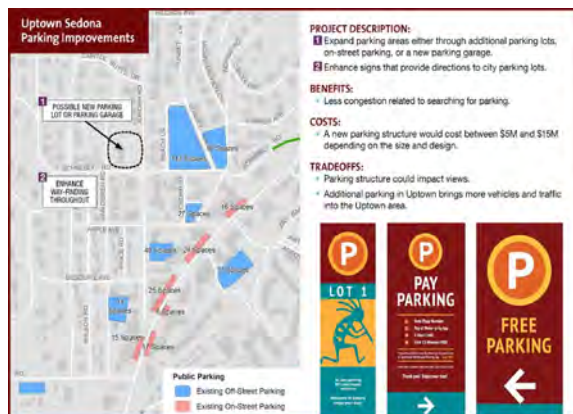
N/A

|   |                      |                  |         |
|---|----------------------|------------------|---------|
| <b>Phase:</b>                                 |                      | <b>Project #</b> | SIM-03a |
| <b>Ranking</b>                                | Important (could-do) |                  |         |
| <b>Environmental Sustainability Project ?</b> | No                   |                  |         |

|                                  | Original          | Revised (if appl.) |
|----------------------------------|-------------------|--------------------|
| <b>Start date</b>                | August 1, 2017    | December 1, 2017   |
| <b>Estimated Completion Date</b> | 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           |
| <b>Current Approved Total Project Budget</b> | <b>\$ 218,668</b>    |
| Requested Budget Increase/Decrease           | \$ 14,356,700        |
| <b>Requested Total Project Budget</b>        | <b>\$ 14,575,368</b> |
| Estimated Expenditures through June 30, 2020 | \$ 958,668           |
| <b>Budget Balance Remaining</b>              | <b>\$ 13,616,700</b> |

**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  |
| <b>Total</b>      |                           | \$ 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  |
| <b>Total</b>             |             | \$ 958,668   | \$ 1,350,000 | \$ 8,586,700 | \$ 3,680,000 | \$ 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)       |
| <b>Total Expenditure Impacts</b> |          | \$ 2,000    | \$ (73,000) | \$ 575,000         |

**Explanation of Operating Impacts:**

Material costs for additional signage and striping. Operating costs for a parking garage vary depending on the type of structure and whether fees will be charged. Annual costs could be anywhere from \$68,000 to \$136,000. A parking in-lieu fee for the Uptown District would be implemented. This fee, in addition to the net revenues already generated by the Main Street paid parking program, could cover most if not all of the debt service and operating costs.

**CAPITAL PROJECTS DETAILS**

**Project Summary**

**Project Title:**

Wayfinding Signage

**Location:**

Citywide

|   |                          |
|---|--------------------------|
| <b>Phase:</b> 2 of 3                          | <b>Project #</b> SIM-03b |
| <b>Ranking</b> Important (could-do)           |                          |
| <b>Environmental Sustainability Project ?</b> | No                       |

|                                  |                 |                           |
|----------------------------------|-----------------|---------------------------|
|                                  | <b>Original</b> | <b>Revised (if appl.)</b> |
| <b>Start date</b>                | July 1, 2018    | July 1, 2018              |
| <b>Estimated Completion Date</b> | 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.

**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)       |
| <b>Current Approved Total Project Budget</b> | <b>\$</b> | <b>110,984</b> |
| Requested Budget Increase/Decrease           | \$        | -              |
| <b>Requested Total Project Budget</b>        | <b>\$</b> | <b>110,984</b> |
| Estimated Expenditures through June 30, 2020 | \$        | 19,204         |
| <b>Budget Balance Remaining</b>              | <b>\$</b> | <b>91,780</b>  |

**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          |
| <b>Total</b>    |                           | <b>\$ 19,204</b> | <b>\$ 0</b> | <b>\$ 243,280</b> | <b>\$ 0</b> | <b>\$ 0</b>  | <b>\$ 262,484</b> |

**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         |
| <b>Total</b>             | <b>\$ 19,204</b> | <b>\$ 0</b> | <b>\$ 243,280</b> | <b>\$ 0</b> | <b>\$ 0</b>  | <b>\$ 262,484</b> |

**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           |
| <b>Total Expenditure Impacts</b> | <b>\$ 0</b> | <b>\$ 2,000</b> | <b>\$ 2,000</b> | <b>\$ 2,000</b>    |

**Explanation of Operating Impacts:**

Materials are for signage maintenance.



**CAPITAL PROJECTS DETAILS**

**Project Summary**

|   |                             |
|---|-----------------------------|
| <b>Project Title:</b><br>Pedestrian Crossing at Tlaquepaque |                             |
| <b>Phase:</b>   | of <b>Project #</b> SIM-04c |
| <b>Ranking</b>  | Essential (should-do)       |
| <b>Environmental Sustainability Project ?</b>               | Yes                         |

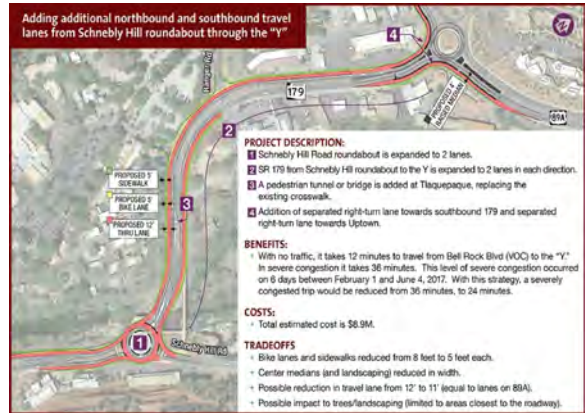
|   |                 |                           |
|---|-----------------|---------------------------|
| <b>Location:</b><br>SR 179 at Tlaquepaque |                 |                           |
|   | <b>Original</b> | <b>Revised (if appl.)</b> |
| <b>Start date</b>                         | July 1, 2018    | July 1, 2018              |
| <b>Estimated Completion Date</b>          | 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)        |
| <b>Current Approved Total Project Budget</b> | <b>\$ 2,118,950</b> |
| Requested Budget Increase/Decrease           | \$ -                |
| <b>Requested Total Project Budget</b>        | <b>\$ 2,118,950</b> |
| Estimated Expenditures through June 30, 2020 | \$ 217,150          |
| <b>Budget Balance Remaining</b>              | <b>\$ 1,901,800</b> |

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

|   |                             |
|---|-----------------------------|
| <b>Project Title:</b><br>SR 89A & SR 179 Right Turn Y Roundabout Bypass |                             |
| <b>Phase:</b>   | of <b>Project #</b> SIM-04d |
| <b>Ranking</b>  | Essential (should-do)       |
| <b>Environmental Sustainability Project ?</b>                           | No                          |

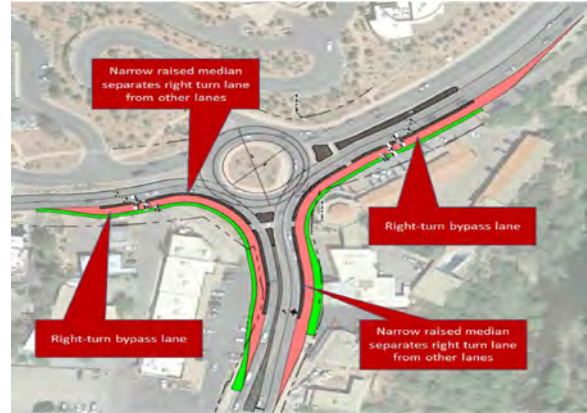
|  |                 |                           |
|--|-----------------|---------------------------|
| <b>Location:</b><br>SR 89A / SR 179 Intersection |                 |                           |
|  | <b>Original</b> | <b>Revised (if appl.)</b> |
| <b>Start date</b>                                | July 1, 2018    | February 4, 2019          |
| <b>Estimated Completion Date</b>                 | 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)    |
| <b>Current Approved Total Project Budget</b> | <b>\$ 937,162</b> |
| Requested Budget Increase/Decrease           | \$ 14,770         |
| <b>Requested Total Project Budget</b>        | <b>\$ 951,932</b> |
| Estimated Expenditures through June 30, 2020 | \$ 8,333          |
| <b>Budget Balance Remaining</b>              | <b>\$ 943,599</b> |

**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          |
| <b>Total</b>      |                           | \$ 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       |
| <b>Total</b>             |             | \$ 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

**Location:**

Portal Lane

|   |                      |    |  |                  |         |
|---|----------------------|----|--|------------------|---------|
| <b>Phase:</b>                                 |                      | of |  | <b>Project #</b> | SIM-05a |
| <b>Ranking</b>                                | Important (could-do) |    |  |                  |         |
| <b>Environmental Sustainability Project ?</b> | No                   |    |  |                  |         |

|                                  |                 |                           |
|----------------------------------|-----------------|---------------------------|
|                                  | <b>Original</b> | <b>Revised (if appl.)</b> |
| <b>Start date</b>                | July 1, 2017    | July 1, 2017              |
| <b>Estimated Completion Date</b> | 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)       |
| <b>Current Approved Total Project Budget</b> | \$ | <b>665,174</b> |
| Requested Budget Increase/Decrease           | \$ | -              |
| <b>Requested Total Project Budget</b>        | \$ | <b>665,174</b> |
| Estimated Expenditures through June 30, 2020 | \$ | 40,221         |
| <b>Budget Balance Remaining</b>              | \$ | <b>624,953</b> |

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

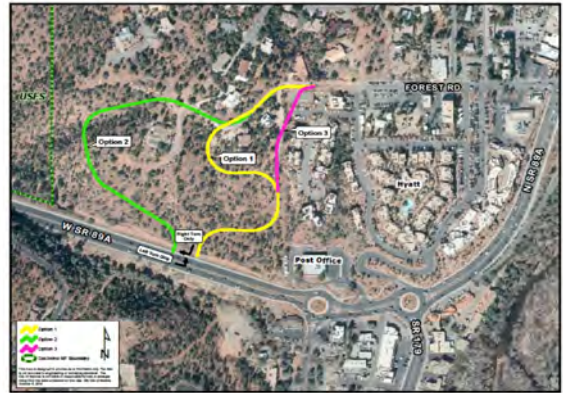
**Project Summary**

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

|                                  |                  |                           |
|----------------------------------|------------------|---------------------------|
| <b>Location:</b><br>Forest Road  |                  |                           |
|                                  | <b>Original</b>  | <b>Revised (if appl.)</b> |
| <b>Start date</b>                | December 1, 2017 | December 1, 2017          |
| <b>Estimated Completion Date</b> | 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        |
| <b>Current Approved Total Project Budget</b> | <b>\$ 3,097,786</b> |
| Requested Budget Increase/Decrease           | \$ 139              |
| <b>Requested Total Project Budget</b>        | <b>\$ 3,097,925</b> |
| Estimated Expenditures through June 30, 2020 | \$ 204,265          |
| <b>Budget Balance Remaining</b>              | <b>\$ 2,893,660</b> |

**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       |
| <b>Total</b>      |                           | \$ 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     |
| <b>Total</b>                          |             | \$ 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           |
| <b>Total Expenditure Impacts</b> |         | \$ 0     | \$ 5,000 | \$ 5,000           |

**Explanation of Operating Impacts:**

Increased operating and maintenance costs related to additional infrastructure, including pavement management (i.e. crack sealing, surface treatments), stormwater drainage facilities, pavement striping, and signage maintenance.)

**CAPITAL PROJECTS DETAILS**

**Project Summary**

**Project Title:**

Enhanced Transit Service

**Location:**

Greater Sedona - Oak Creek Canyon

|   |                       |                  |        |
|---|-----------------------|------------------|--------|
| <b>Phase:</b>                                 |                       | <b>Project #</b> | SIM-08 |
| <b>Ranking</b>                                | Essential (should-do) |                  |        |
| <b>Environmental Sustainability Project ?</b> | Yes                   |                  |        |

|                                  |                 |                           |
|----------------------------------|-----------------|---------------------------|
|                                  | <b>Original</b> | <b>Revised (if appl.)</b> |
| <b>Start date</b>                | July 1, 2018    | July 1, 2018              |
| <b>Estimated Completion Date</b> | June 30, 2023   | June 30, 2025             |

**Project Description:**

The project is associated with Strategies 7 and 8 of the City's TMP. The project proposes implementation of a transit system from Village of Oak Creek to Oak Creek Canyon, as well as links to West Sedona and key trailheads, together with construction of a park-and-ride lot(s), bus stop improvements, maintenance/storage facility and transit hub. As a first phase, a transit system development study and implementation plan was completed in FY 2020. Funds for land acquisition for park and ride and/or transit hub facilities and/or rights of way are programmed for FY 2021.

**Project Justification:**

The Transportation Master Plan, Strategies 7 and 8 Enhanced Transit Service - Fixed Route, states that transit is most efficient when a series of high demand activity centers are linked via linear corridors. This allows for high visibility of available transit routes as well as a clear understanding of where the transit goes and how to access the service. Sedona's two major thoroughfares, SR 89A and SR 179, are ideal opportunities for transit service "trunk" lines. These two main routes throughout the region serve employment centers, schools, visitor attractions, and civic spaces. This allows destinations to be served with a minimum of out-of-direction travel for passengers, creating a more efficient system and a more desirable customer experience. The Verde Lynx service, operated by Cottonwood Area Transit (CAT), does not extend south to the VOC. Connections into Oak Creek Canyon will require cooperative governance through multiple jurisdictions given this area is outside of the City's boundaries.

**Enhanced Transit Service – Tourism Focused**

**PROJECT DESCRIPTION:**

- Implement a tourist-focused bus shuttle system from Village of Oak Creek to Side Rock State Park. Buses would run every 15 to 20 minutes, 8 am to 8 pm, between March and October.
- Park-and-Ride lot near Red Rock Ranger Station; additional stops and pick-up points along SR 179 and SR 89A.

**BENEFITS:**

- Reduced vehicles entering Oak Creek Canyon from Sedona, reducing congestion. High usage could result in 2,000 to 3,000 fewer vehicles in Oak Creek Canyon on an average day in peak season.
- With no traffic, it takes 7 minutes to travel from the Trout Farm to the "Y". In severe congestion it takes 42 minutes. This level of severe congestion occurred on 7 days between February 1 and June 4, 2017. With this strategy, a severely congested trip would be reduced from 42 minutes, to 36 minutes.
- Also, with no traffic, it takes 12 minutes to travel from Bell Rock Blvd (VOC) to the "Y". In severe congestion it takes 36 minutes. This level of severe congestion occurred on 6 days between February 1 and June 4, 2017. With this strategy, a severely congested trip would be reduced from 36 minutes, to 24 minutes.
- Reduced Vehicle Emissions.

**COSTS:**

- Capital Costs = \$2.4 M (\$ new buses and park-and-ride lot improvements).
- Operating Costs = \$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         |
| <b>Current Approved Total Project Budget</b> | <b>\$ 5,613,868</b>  |
| Requested Budget Increase/Decrease           | \$ 54,321,132        |
| <b>Requested Total Project Budget</b>        | <b>\$ 59,935,000</b> |
| Estimated Expenditures through June 30, 2020 | \$ 120,000           |
| <b>Budget Balance Remaining</b>              | <b>\$ 59,815,000</b> |

**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      |
| <b>Total</b>      |                           | \$ 120,000  | \$ 1,670,000 | \$ 3,400,000 | \$ 19,975,000 | \$ 34,770,000 | \$ 59,935,000  |

**Project Funding Estimates :**

| Funding Source           | PY Estimate | FY 2021      | FY 2022      | FY 2023       | Future Years  | Project Totals |
|--------------------------|-------------|--------------|--------------|---------------|---------------|----------------|
| Grant                    | \$ 11,383   | \$ 100,000   | \$ 1,050,000 | \$ 11,800,000 | \$ 26,962,000 | \$ 39,923,383  |
| Outside Participation    |             |              | \$ 225,000   | \$ 225,000    | \$ 475,000    | \$ 700,000     |
| Transportation Sales Tax |             | \$ 1,570,000 | \$ 1,000,000 | \$ 1,000,000  | \$ 1,630,000  | \$ 5,200,000   |
| Capital Reserves         | \$ 108,617  |              |              |               |               | \$ 108,617     |
| Debt Financing           |             | \$ 1,350,000 | \$ 6,950,000 | \$ 6,950,000  | \$ 5,703,000  | \$ 14,003,000  |
| <b>Total</b>             | \$ 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)     |
| <b>Total Expenditure Impacts</b> | \$ 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**

|   |                             |
|---|-----------------------------|
| <b>Project Title:</b><br>Rodeo Road to Dry Creek Road - Shared Use Path |                             |
| <b>Phase:</b>   | of <b>Project #</b> SIM-11a |
| <b>Ranking</b>  | Important (could-do)        |
| <b>Environmental Sustainability Project ?</b>                           | Yes                         |

|   |                 |                           |
|---|-----------------|---------------------------|
| <b>Location:</b><br>West Sedona, Rodeo Road to Dry Creek Road |                 |                           |
|   | <b>Original</b> | <b>Revised (if appl.)</b> |
| <b>Start date</b>   | July 1, 2018    |                           |
| <b>Estimated Completion Date</b>                              | 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          | \$ -              |
| <b>Current Approved Total Project Budget</b> | <b>\$ 13,199</b>  |
| Requested Budget Increase/Decrease           | \$ 200,000        |
| <b>Requested Total Project Budget</b>        | <b>\$ 213,199</b> |
| Estimated Expenditures through June 30, 2020 | \$ -              |
| <b>Budget Balance Remaining</b>              | <b>\$ 213,199</b> |

**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     |
| <b>Total</b>      |                           | \$ 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     |
| <b>Total</b>             |             | \$ 0    | \$ 0      | \$ 90,000  | \$ 200,000   | \$ 290,000     |

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

None anticipated.

| Expenditure Impacts              | FY 2021   | FY 2022   | FY 2023   | Future Annual Cost |           |
|----------------------------------|-----------|-----------|-----------|--------------------|-----------|
| Other Operating                  | \$ 2,000  | \$ 10,000 | \$ 10,000 | \$                 |           |
| Other Operating                  | \$ 10,000 | \$ 10,000 | \$ 10,000 | \$ 10,000          |           |
| <b>Total Expenditure Impacts</b> |           | \$ 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          | \$ -              |
| <b>Current Approved Total Project Budget</b> | <b>\$ 674,680</b> |
| Requested Budget Increase/Decrease           | \$ 9,050          |
| <b>Requested Total Project Budget</b>        | <b>\$ 683,730</b> |
| Estimated Expenditures through June 30, 2020 | \$ 73,730         |
| <b>Budget Balance Remaining</b>              | <b>\$ 610,000</b> |

**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         |
| <b>Total</b>      |                           | \$ 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      |
| <b>Total</b>             |             | \$ 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          |
| <b>Total Expenditure Impacts</b> |           | \$ 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          | \$ -              |
| <b>Current Approved Total Project Budget</b> | <b>\$ 156,550</b> |
| Requested Budget Increase/Decrease           | \$ 39,400         |
| <b>Requested Total Project Budget</b>        | <b>\$ 195,950</b> |
| Estimated Expenditures through June 30, 2020 | \$ 40,950         |
| <b>Budget Balance Remaining</b>              | <b>\$ 155,000</b> |

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

|   |                             |
|---|-----------------------------|
| <b>Project Title:</b><br>Bicycle Green Lanes  |                             |
| <b>Phase:</b>                                 | of <b>Project #</b> SIM-11f |
| <b>Ranking</b>                                | Imperative (must-do)        |
| <b>Environmental Sustainability Project ?</b> | No                          |

|                                  |                   |                           |
|----------------------------------|-------------------|---------------------------|
| <b>Location:</b><br>Citywide     |                   |                           |
|                                  | <b>Original</b>   | <b>Revised (if appl.)</b> |
| <b>Start date</b>                | February 19, 2019 |                           |
| <b>Estimated Completion Date</b> | 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)         |
| <b>Current Approved Total Project Budget</b> | <b>\$ 20,015</b> |
| Requested Budget Increase/Decrease           | \$ -             |
| <b>Requested Total Project Budget</b>        | <b>\$ 20,015</b> |
| Estimated Expenditures through June 30, 2020 | \$ 1,515         |
| <b>Budget Balance Remaining</b>              | <b>\$ 18,500</b> |

**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          |
|                 | <b>Total</b>              | \$ 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       |
|                          | <b>Total</b> | \$ 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           |
| <b>Total Expenditure Impacts</b> | \$ 1,500 | \$ 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

|   |                       |                  |         |
|---|-----------------------|------------------|---------|
| <b>Phase:</b>                                 | of                    | <b>Project #</b> | SIM-11g |
| <b>Ranking</b>                                | Essential (should-do) |                  |         |
| <b>Environmental Sustainability Project ?</b> | Yes                   |                  |         |

|                                  |                 |                           |
|----------------------------------|-----------------|---------------------------|
|                                  | <b>Original</b> | <b>Revised (if appl.)</b> |
| <b>Start date</b>                | July 1, 2019    |                           |
| <b>Estimated Completion Date</b> | June 30, 2021   |                           |

**Project Description:**

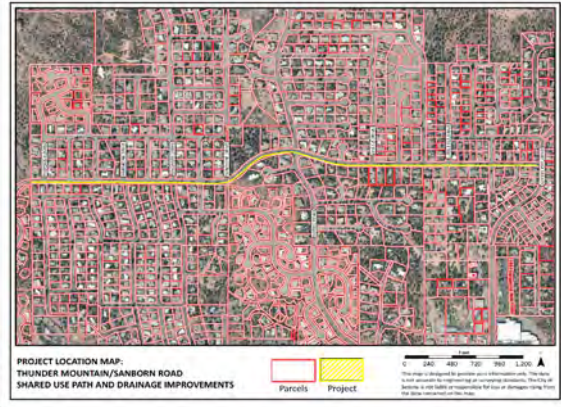
Design and construction of a shared use concrete path 8' to 10' wide from the east end of the Thunder Mountain Subdivision to Coffee Pot Drive (one-mile). The pathway portion of this project is being designed during FY 2020 and will be constructed during FY 2021. The project also involves design and 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          | \$ -                |
| <b>Current Approved Total Project Budget</b> | <b>\$ 2,312,570</b> |
| Requested Budget Increase/Decrease           | \$ 391,485          |
| <b>Requested Total Project Budget</b>        | <b>\$ 2,704,055</b> |
| Estimated Expenditures through June 30, 2020 | \$ 1,386,070        |
| <b>Budget Balance Remaining</b>              | <b>\$ 1,317,985</b> |

**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            |
| <b>Total</b>      |                           | <b>\$ 1,386,070</b> | <b>\$ 1,317,985</b> | <b>\$ 0</b> | <b>\$ 0</b> | <b>\$ 0</b>  | <b>\$ 2,704,055</b> |

**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        |
| <b>Total</b>                          | <b>\$ 1,386,070</b> | <b>\$ 1,317,985</b> | <b>\$ 0</b> | <b>\$ 0</b> | <b>\$ 0</b>  | <b>\$ 2,704,055</b> |

**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           |
| <b>Total Expenditure Impacts</b> | <b>\$ 0</b> | <b>\$ 2,500</b> | <b>\$ 2,500</b> | <b>\$ 2,500</b>    |

**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

|   |                      |           |  |                  |         |
|---|----------------------|-----------|--|------------------|---------|
| <b>Phase:</b>                                 |                      | <b>of</b> |  | <b>Project #</b> | SIM-11h |
| <b>Ranking</b>                                | Important (could-do) |           |  |                  |         |
| <b>Environmental Sustainability Project ?</b> | 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          | \$ -              |
| <b>Current Approved Total Project Budget</b> | <b>\$ 623,200</b> |
| Requested Budget Increase/Decrease           | \$ 5,834          |
| <b>Requested Total Project Budget</b>        | <b>\$ 629,034</b> |
| Estimated Expenditures through June 30, 2020 | \$ 69,034         |
| <b>Budget Balance Remaining</b>              | <b>\$ 560,000</b> |

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

|   |                      |                  |         |
|---|----------------------|------------------|---------|
| <b>Phase:</b>                                 |                      | <b>Project #</b> | SIM-11i |
| <b>Ranking</b>                                | Important (could-do) |                  |         |
| <b>Environmental Sustainability Project ?</b> |                      | 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         |
| <b>Current Approved Total Project Budget</b> | <b>\$ 53,227</b>  |
| Requested Budget Increase/Decrease           | \$ 707,000        |
| <b>Requested Total Project Budget</b>        | <b>\$ 760,227</b> |
| Estimated Expenditures through June 30, 2020 | \$ 53,227         |
| <b>Budget Balance Remaining</b>              | <b>\$ 707,000</b> |

**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         |
| <b>Total</b>      |                           | \$ 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      |
| <b>Total</b>             |             | \$ 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           |
| <b>Total Expenditure Impacts</b> |         | \$ 0     | \$ 6,000 | \$ 6,000           |

**Explanation of Operating Impacts:**

Additional operational and maintenance costs related to added infrastructure. Additional personnel time related to managing additional facilities/infrastructure will be covered within existing capacity. Additional recurring maintenance costs are related to materials and supplies for pavement maintenance (seal coating, or other) of paths, pavement patching, curb replacement, signage and striping, etc.

**CAPITAL PROJECTS DETAILS**

**Project Summary**

**Project Title:**

Travel Information System

**Location:**

N/A

|   |                      |    |  |                  |         |
|---|----------------------|----|--|------------------|---------|
| <b>Phase:</b>                                 |                      | of |  | <b>Project #</b> | SIM-12a |
| <b>Ranking</b>                                | Important (could-do) |    |  |                  |         |
| <b>Environmental Sustainability Project ?</b> | No                   |    |  |                  |         |

|                                  |                   |                           |
|----------------------------------|-------------------|---------------------------|
|                                  | <b>Original</b>   | <b>Revised (if appl.)</b> |
| <b>Start date</b>                | August 1, 2017    | July 1, 2018              |
| <b>Estimated Completion Date</b> | February 28, 2018 | June 30, 2021             |

**Project Description:**

Travel information technology on corridors leading to Sedona - Implement advanced Intelligent Transportation System (ITS) technology and infrastructure on the corridors leading to Sedona, at alternate routes' decision points such as I-17/SR 260 in Camp Verde and at SR 89A/I-17 in Flagstaff. The technology will have the capability of communicating real-time travel times to inbound Sedona travelers, via advanced highway signing and dynamic travel time information, allowing travelers to make a decision based on their preferred travel time. Data will be obtained either by private data providers, or through a system developed collaboratively with ADOT. This could also include development of a smartphone app to provide travel time, transit, and parking information.

**Project Justification:**

The Transportation Master Plan, Strategy 12, Travel Information System, indicates real-time traveler information will maximize the efficiency and capacity of SR 179 and SR 260. Travelers who choose to use SR 260, based on real-time travel information, would arrive in Sedona quicker and under less-congested routes. The mobility pattern data shows that approximately 4,000 weekend trips, and 2,500 weekday trips could potentially be diverted from SR 179 to SR 260/SR 89A to access Sedona.

**Traveler Information**

**PROJECT DESCRIPTION:**

- Electronic message signs on I-17 at Camp Verde and at SR 89A south of Flagstaff display travel time information to Sedona.

**BENEFITS:**

- With no traffic, it takes 12 minutes to travel from Bull Rock Blvd (VOC) to the "Y". In severe congestion it takes 36 minutes. This level of severe congestion occurred on 6 days between February 1 and June 4, 2017. With this strategy, a severely congested trip would be reduced from 36 minutes, to 28 minutes.
- Keeping drivers informed of real time information enables them to make informed decisions regarding alternative routes.

**COSTS:**

- Design and construction cost = \$100,000.

**TRADEOFFS:**

- Coordination required between ADOT, City of Sedona.
- Concern from businesses about diverting traffic.
- Would modestly increase congestion on SR 89A in West Sedona because of traffic diverted through Cottonwood.

**For Continuing Projects**

**Estimated Project Status as of June 30, 2020**

Coordinating with ADOT.

**Explanation for Revised Project Dates and/or Project Budget.**

- Amounts for ongoing travel time data license were moved to operating budget.
- Project rescheduled consistent with ADOT anticipated schedule for additional Dynamic Message Sign (DMS) boards on I-17.

| Project Balance                              |                   |
|--|-------------------|
| Original Approved Project Budget             | \$ 151,000        |
| Approved Budget Increases/Decreases          | \$ 703,800        |
| <b>Current Approved Total Project Budget</b> | <b>\$ 854,800</b> |
| Requested Budget Increase/Decrease           | \$ -              |
| <b>Requested Total Project Budget</b>        | <b>\$ 854,800</b> |
| Estimated Expenditures through June 30, 2020 | \$ 4,800          |
| <b>Budget Balance Remaining</b>              | <b>\$ 850,000</b> |

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

|  |                             |
|--|-----------------------------|
| <b>Project Title:</b><br>Traffic Video Cameras |                             |
| <b>Phase:</b>                                  | of <b>Project #</b> SIM-12b |
| <b>Ranking</b>                                 | Important (could-do)        |
| <b>Environmental Sustainability Project ?</b>  | No                          |

|                              |                 |                           |
|------------------------------|-----------------|---------------------------|
| <b>Location:</b><br>Citywide |                 |                           |
|                              | <b>Original</b> | <b>Revised (if appl.)</b> |
| 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        |
| <b>Current Approved Total Project Budget</b> | <b>\$ 58,670</b> |
| Requested Budget Increase/Decrease           | \$ 18,600        |
| <b>Requested Total Project Budget</b>        | <b>\$ 77,270</b> |
| Estimated Expenditures through June 30, 2020 | \$ 27,270        |
| <b>Budget Balance Remaining</b>              | <b>\$ 50,000</b> |

**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         |
| <b>Total</b>      |                           | \$ 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      |
| <b>Total</b>             |             | \$ 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)      |
| <b>Current Approved Total Project Budget</b> | <b>\$ 5,500</b>  |
| Requested Budget Increase/Decrease           | \$ 25,000        |
| <b>Requested Total Project Budget</b>        | <b>\$ 30,500</b> |
| Estimated Expenditures through June 30, 2020 | \$ 5,500         |
| <b>Budget Balance Remaining</b>              | <b>\$ 25,000</b> |

**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     |
| <b>Total</b>      |                  | \$ 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     |
| <b>Total</b>                          |             | \$ 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

|   |                       |    |   |                  |       |
|---|-----------------------|----|---|------------------|-------|
| <b>Phase:</b>                                 | 1                     | of | 3 | <b>Project #</b> | SD-10 |
| <b>Ranking</b>                                | Essential (should-do) |    |   |                  |       |
| <b>Environmental Sustainability Project ?</b> | 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)       |
| <b>Current Approved Total Project Budget</b> | <b>\$ 380,000</b> |
| Requested Budget Increase/Decrease           | \$ -              |
| <b>Requested Total Project Budget</b>        | <b>\$ 380,000</b> |
| Estimated Expenditures through June 30, 2020 | \$ 80,000         |
| <b>Budget Balance Remaining</b>              | <b>\$ 300,000</b> |

**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      |
| <b>Total</b>    |                           | \$ 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   |
| <b>Total</b>                 |             | \$ 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**

|   |                           |
|---|---------------------------|
| <b>Project Title:</b><br>Sunset Drive Crossing Drainage Improvements (Yavapai County) |                           |
| <b>Phase:</b>   | of <b>Project #</b> SD-11 |
| <b>Ranking</b>  | Essential (should-do)     |
| <b>Environmental Sustainability Project ?</b>   | Yes                       |

|  |                 |                           |
|--|-----------------|---------------------------|
| <b>Location:</b><br>Sunset Drive at the low-water crossing |                 |                           |
|  | <b>Original</b> | <b>Revised (if appl.)</b> |
| 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          | \$ -                |
| <b>Current Approved Total Project Budget</b> | <b>\$ 1,150,750</b> |
| Requested Budget Increase/Decrease           | \$ 194,600          |
| <b>Requested Total Project Budget</b>        | <b>\$ 1,345,350</b> |
| Estimated Expenditures through June 30, 2020 | \$ 120,200          |
| <b>Budget Balance Remaining</b>              | <b>\$ 1,225,150</b> |

**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       |
| <b>Total</b>      |                           | \$ 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   |
| <b>Total</b>                 |             | \$ 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             |
| <b>Total Expenditure Impacts</b> | \$ 0    | \$ 500  | \$ 500  | \$ 500             |

**Explanation of Operating Impacts:**

The operating expenditures account for costs related to debris, large rock, and sediment removal.

**CAPITAL PROJECTS DETAILS**

**Project Summary**

**Project Title:**

Sanborn Drive/Thunder Mountain Road Overlay

**Location:**

From Rhapsody Road to Coffee Pot Drive

|   |                       |           |  |                  |       |
|---|-----------------------|-----------|--|------------------|-------|
| <b>Phase:</b>                                 |                       | <b>of</b> |  | <b>Project #</b> | ST-02 |
| <b>Ranking</b>                                | Essential (should-do) |           |  |                  |       |
| <b>Environmental Sustainability Project ?</b> | 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         |
| <b>Current Approved Total Project Budget</b> | <b>\$</b> | <b>781,090</b> |
| Requested Budget Increase/Decrease           | \$        | 29,435         |
| <b>Requested Total Project Budget</b>        | <b>\$</b> | <b>810,525</b> |
| Estimated Expenditures through June 30, 2020 | \$        | -              |
| <b>Budget Balance Remaining</b>              | <b>\$</b> | <b>810,525</b> |

**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         |
| <b>Total</b>      |                           | \$          | \$ 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     |
| <b>Total</b>     |             | \$         | \$ 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           |
| <b>Total Expenditure Impacts</b> |         | \$       | \$ 2,000  | \$ 20,000          |

**Explanation of Operating Impacts:**

Typical practice is to provide a seal coat approximately two years after placement of new asphalt.

**CAPITAL PROJECTS DETAILS**

**Project Summary**

|   |                           |
|---|---------------------------|
| <b>Project Title:</b>                               |                           |
| Ranger Road / Brewer Road Intersection Improvements |                           |
| <b>Phase:</b>                                       | of <b>Project #</b> ST-03 |
| <b>Ranking</b>                                      | Important (could-do)      |
| <b>Environmental Sustainability Project ?</b>       | No                        |

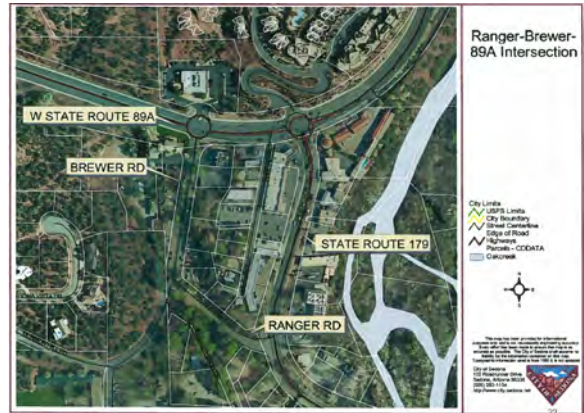
|                                  |                 |                           |
|----------------------------------|-----------------|---------------------------|
| <b>Location:</b>                 |                 |                           |
| Ranger Road/ Brewer Road         |                 |                           |
|                                  | <b>Original</b> | <b>Revised (if appl.)</b> |
| <b>Start date</b>                | July 1, 2020    | July 1, 2022              |
| <b>Estimated Completion Date</b> | 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**

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

**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      |
| <b>Total</b>    |                           | \$ 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   |
| <b>Total</b>                          |             | \$ 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**

|   |                           |
|---|---------------------------|
| <b>Project Title:</b>                         |                           |
| Shelby Drive / Sunset Drive Improvements      |                           |
| <b>Phase:</b>                                 | of <b>Project #</b> ST-04 |
| <b>Ranking</b>                                | Essential (should-do)     |
| <b>Environmental Sustainability Project ?</b> | No                        |

|                                  |                 |                           |
|----------------------------------|-----------------|---------------------------|
| <b>Location:</b>                 |                 |                           |
| Shelby Drive / Sunset Drive      |                 |                           |
|                                  | <b>Original</b> | <b>Revised (if appl.)</b> |
| <b>Start date</b>                | July 1, 2020    |                           |
| <b>Estimated Completion Date</b> | 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          |
| <b>Current Approved Total Project Budget</b> | <b>\$ 179,108</b>   |
| Requested Budget Increase/Decrease           | \$ 1,621,767        |
| <b>Requested Total Project Budget</b>        | <b>\$ 1,800,875</b> |
| Estimated Expenditures through June 30, 2020 | \$ 179,108          |
| <b>Budget Balance Remaining</b>              | <b>\$ 1,621,767</b> |

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

|   |                           |
|---|---------------------------|
| <b>Project Title:</b><br>Street Sweeper       |                           |
| <b>Phase:</b>                                 | of <b>Project #</b> ST-05 |
| <b>Ranking</b>                                | Important (could-do)      |
| <b>Environmental Sustainability Project ?</b> | N/a                       |

|                           |                           |
|---------------------------|---------------------------|
| <b>Location:</b><br>N/A   |                           |
| <b>Original</b>           | <b>Revised (if appl.)</b> |
| 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          | \$ -              |
| <b>Current Approved Total Project Budget</b> | <b>\$ -</b>       |
| Requested Budget Increase/Decrease           | \$ 180,000        |
| <b>Requested Total Project Budget</b>        | <b>\$ 180,000</b> |
| Estimated Expenditures through June 30, 2020 | \$ -              |
| <b>Budget Balance Remaining</b>              | <b>\$ 180,000</b> |

**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     |
| <b>Total</b>      |                    | \$          | \$ 180,000 | \$      | \$ 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     |
| <b>Total</b>     |             | \$         | \$ 180,000 | \$      | \$ 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)        |
| <b>Total Expenditure Impacts</b> |             | \$ (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

|   |                      |                         |
|---|----------------------|-------------------------|
| <b>Phase:</b>                                 | of                   | <b>Project #</b> WW-01B |
| <b>Ranking</b>                                | Imperative (must-do) |                         |
| <b>Environmental Sustainability Project ?</b> | No                   |                         |

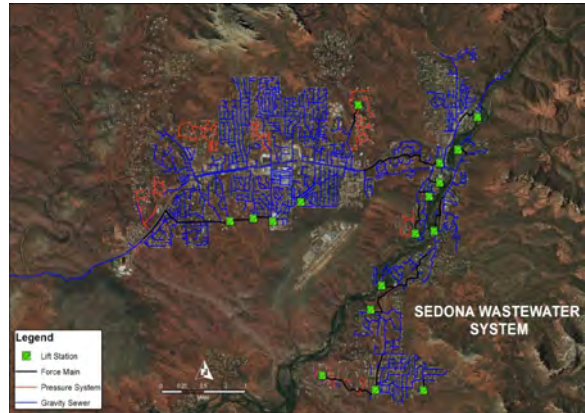
|                                  |                 |                           |
|----------------------------------|-----------------|---------------------------|
|                                  | <b>Original</b> | <b>Revised (if appl.)</b> |
| <b>Start date</b>                | January 1, 2019 | April 27, 2020            |
| <b>Estimated Completion Date</b> | 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**

|   |              |
|---|--------------|
| <b>Original Approved Project Budget</b>             | \$ 690,000   |
| <b>Approved Budget Increases/Decreases</b>          | \$ 886,500   |
| <b>Current Approved Total Project Budget</b>        | \$ 1,576,500 |
| <b>Requested Budget Increase/Decrease</b>           | \$ 476,648   |
| <b>Requested Total Project Budget</b>               | \$ 2,053,148 |
| <b>Estimated Expenditures through June 30, 2020</b> | \$ 1,353,148 |
| <b>Budget Balance Remaining</b>                     | \$ 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      |
| <b>Total</b>      |                           | \$ 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   |
| <b>Total</b>        |              | \$ 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

|   |                       |    |  |                           |
|---|-----------------------|----|--|---------------------------|
| <b>Phase:</b>                                 |                       | of |  | <b>Project #</b>   WW-01C |
| <b>Ranking</b>                                | Essential (should-do) |    |  |                           |
| <b>Environmental Sustainability Project ?</b> | No                    |    |  |                           |

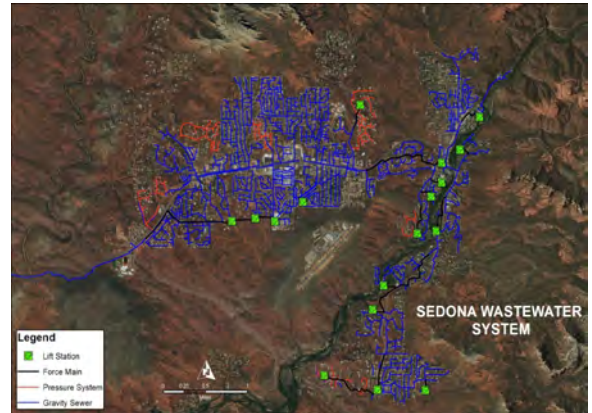
|                                  | Original      | Revised (if appl.) |
|----------------------------------|---------------|--------------------|
| <b>Start date</b>                | July 1, 2019  | July 1, 2020       |
| <b>Estimated Completion Date</b> | June 30, 2021 | June 30, 2021      |

**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)       |
| <b>Current Approved Total Project Budget</b> | <b>\$ 100,000</b> |
| Requested Budget Increase/Decrease           | \$ -              |
| <b>Requested Total Project Budget</b>        | <b>\$ 100,000</b> |
| Estimated Expenditures through June 30, 2020 | \$ -              |
| <b>Budget Balance Remaining</b>              | <b>\$ 100,000</b> |

**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     |
| <b>Total</b>   |                           | \$ 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     |
| <b>Total</b>        |             | \$ 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**

|   |                            |
|---|----------------------------|
| <b>Project Title:</b>   |                            |
| WW Collection System Improvements - Misc. Rehabs/Replacements |                            |
| <b>Phase:</b>   | of <b>Project #</b> WW-01D |
| <b>Ranking</b>  | Important (could-do)       |
| <b>Environmental Sustainability Project ?</b>                 | No                         |

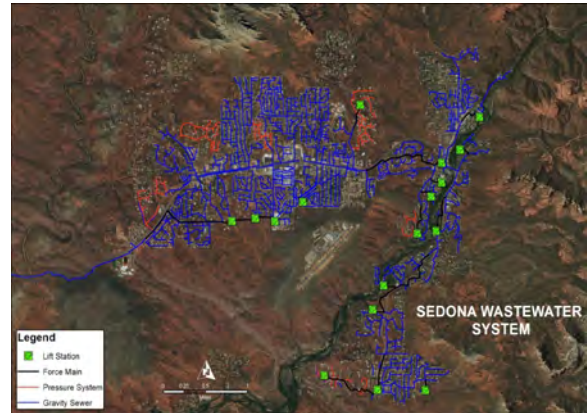
|  |                 |                           |
|--|-----------------|---------------------------|
| <b>Location:</b>   |                 |                           |
| Foothills Drive, El Camino Road, Northview Road, Lazy Bear Estates |                 |                           |
|  | <b>Original</b> | <b>Revised (if appl.)</b> |
| <b>Start date</b>  | July 1, 2021    |                           |
| <b>Estimated Completion Date</b>                                   | 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**

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

**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     |
| <b>Total</b>    |                           | \$ 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     |
| <b>Total</b>        |             | \$ 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**

|  |                            |
|--|----------------------------|
| <b>Project Title:</b><br>WW Collection System Improvements - Major Lift Station Upgrades |                            |
| <b>Phase:</b>  | of <b>Project #</b> WW-01F |
| <b>Ranking</b>   | Imperative (must-do)       |
| <b>Environmental Sustainability Project ?</b>  | N/a                        |

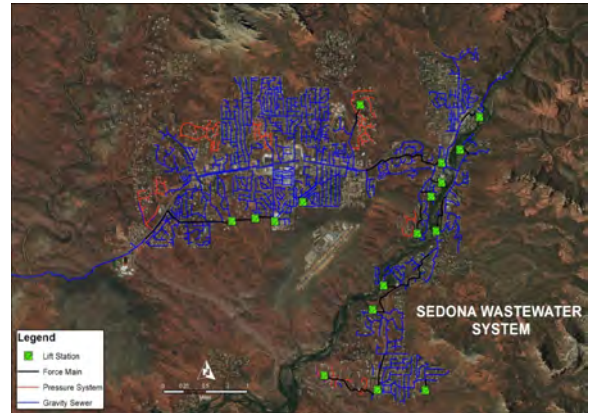
|                           |                           |
|---------------------------|---------------------------|
| <b>Location:</b><br>N/A   |                           |
| <b>Original</b>           | <b>Revised (if appl.)</b> |
| Start date                | July 1, 2020              |
| Estimated 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         |
| <b>Current Approved Total Project Budget</b> | <b>\$ 68,000</b>  |
| Requested Budget Increase/Decrease           | \$ 892,000        |
| <b>Requested Total Project Budget</b>        | <b>\$ 960,000</b> |
| Estimated Expenditures through June 30, 2020 | \$ -              |
| <b>Budget Balance Remaining</b>              | <b>\$ 960,000</b> |

**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     |
| <b>Total</b>      |                           | \$ 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     |
| <b>Total</b>        |             | \$ 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**

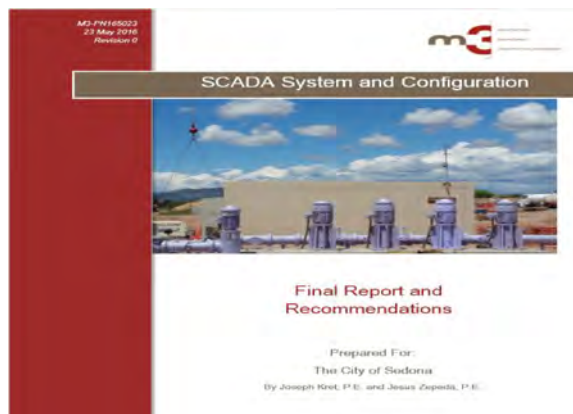
|   |   |
|---|---|
| <b>Project Title:</b><br>SCADA System and Configuration Upgrade | <b>Location:</b><br>N/A                               |
| <b>Phase:</b> 1 of 2 <b>Project #</b> WW-04                     | <b>Original</b>                                       |
| <b>Ranking</b> Essential (should-do)                            | <b>Revised (if appl.)</b>                             |
| <b>Environmental Sustainability Project ?</b> No                | 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          | \$ -              |
| <b>Current Approved Total Project Budget</b> | <b>\$ 185,000</b> |
| Requested Budget Increase/Decrease           | \$ 125,000        |
| <b>Requested Total Project Budget</b>        | <b>\$ 310,000</b> |
| Estimated Expenditures through June 30, 2020 | \$ -              |
| <b>Budget Balance Remaining</b>              | <b>\$ 310,000</b> |

**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     |
|                   | <b>Total</b>       | \$ 0        | \$ 310,000 | \$ 0    | \$ 0    | \$ 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     |
|                     | <b>Total</b> | \$ 0       | \$ 310,000 | \$ 0    | \$ 0         | \$ 310,000     |

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

None anticipated.

**Explanation of Operating Impacts:**

No additional operating costs are anticipated.

**CAPITAL PROJECTS DETAILS**

**Project Summary**

**Project Title:**

WWRP Reservoir Liner Replacement

**Location:**

Wastewater Reclamation Plant

|   |                       |    |  |                  |       |
|---|-----------------------|----|--|------------------|-------|
| <b>Phase:</b>                                 |                       | of |  | <b>Project #</b> | WW-07 |
| <b>Ranking</b>                                | Essential (should-do) |    |  |                  |       |
| <b>Environmental Sustainability Project ?</b> | 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          | \$ -                |
| <b>Current Approved Total Project Budget</b> | <b>\$ -</b>         |
| Requested Budget Increase/Decrease           | \$ 1,050,000        |
| <b>Requested Total Project Budget</b>        | <b>\$ 1,050,000</b> |
| Estimated Expenditures through June 30, 2020 | \$ -                |
| <b>Budget Balance Remaining</b>              | <b>\$ 1,050,000</b> |

**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   |
| <b>Total</b>      |                           | \$ 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   |
| <b>Total</b>        |             | \$ 0      | \$ 50,000    | \$ 1,000,000 | \$ 0         | \$ 1,050,000   |

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

None anticipated.

**Explanation of Operating Impacts:**

Operating costs are not anticipated to increase and may decrease after improvements are completed.

**CAPITAL PROJECTS DETAILS**

**Project Summary**

|   |                           |
|---|---------------------------|
| <b>Project Title:</b><br>WWRP Drying Beds Replacement |                           |
| <b>Phase:</b>   | of <b>Project #</b> WW-08 |
| <b>Ranking</b>  | Important (could-do)      |
| <b>Environmental Sustainability Project ?</b>         | No                        |

|  |                 |                           |
|--|-----------------|---------------------------|
| <b>Location:</b><br>Wastewater Reclamation Plant |                 |                           |
|  | <b>Original</b> | <b>Revised (if appl.)</b> |
| <b>Start date</b>                                | July 1, 2021    |                           |
| <b>Estimated Completion Date</b>                 | 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          | \$ -        |
| <b>Current Approved Total Project Budget</b> | <b>\$ -</b> |
| Requested Budget Increase/Decrease           | \$ -        |
| <b>Requested Total Project Budget</b>        | <b>\$ -</b> |
| Estimated Expenditures through June 30, 2020 | \$ -        |
| <b>Budget Balance Remaining</b>              | <b>\$ -</b> |

**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   |
|                 | <b>Total</b>              | \$ 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   |
| <b>Total</b>        | \$ 0        | \$ 0    | \$ 1,650,000 | \$ 0    | \$ 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

|   |                       |    |   |                  |       |
|---|-----------------------|----|---|------------------|-------|
| <b>Phase:</b>                                 | 1                     | of | 3 | <b>Project #</b> | WW-09 |
| <b>Ranking</b>                                | Essential (should-do) |    |   |                  |       |
| <b>Environmental Sustainability Project ?</b> | No                    |    |   |                  |       |

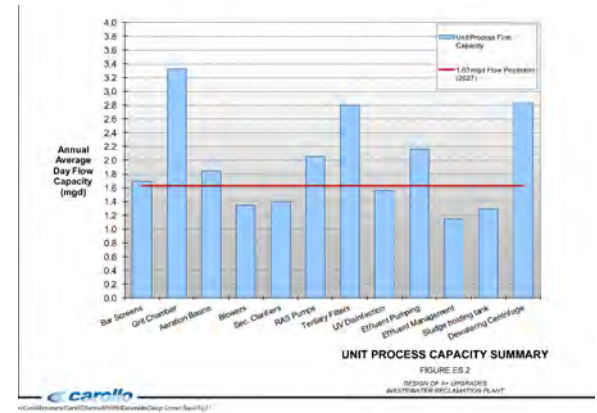
|                                  |                 |                           |
|----------------------------------|-----------------|---------------------------|
|                                  | <b>Original</b> | <b>Revised (if appl.)</b> |
| <b>Start date</b>                | July 1, 2022    |                           |
| <b>Estimated Completion Date</b> | 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          | \$ -        |
| <b>Current Approved Total Project Budget</b> | <b>\$ -</b> |
| Requested Budget Increase/Decrease           | \$ -        |
| <b>Requested Total Project Budget</b>        | <b>\$ -</b> |
| Estimated Expenditures through June 30, 2020 | \$ -        |
| <b>Budget Balance Remaining</b>              | <b>\$ -</b> |

**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   |
| <b>Total</b>    |                           | \$ 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   |              |
| <b>Total</b>        |             | \$ 0    | \$ 0    | \$ 0      | \$ 60,000    | \$ 2,470,000   | \$ 2,530,000 |

**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**

|  |                           |
|--|---------------------------|
| <b>Project Title:</b><br>Wastewater Master Plan Update |                           |
| <b>Phase:</b>  | of <b>Project #</b> WW-10 |
| <b>Ranking</b>   | Important (could-do)      |
| <b>Environmental Sustainability Project ?</b>          | No                        |

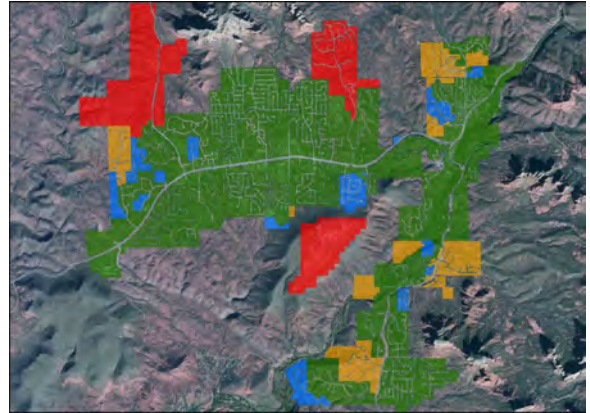
|                              |                 |                           |
|------------------------------|-----------------|---------------------------|
| <b>Location:</b><br>Citywide |                 |                           |
|                              | <b>Original</b> | <b>Revised (if appl.)</b> |
| 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          | \$ -        |
| <b>Current Approved Total Project Budget</b> | <b>\$ -</b> |
| Requested Budget Increase/Decrease           | \$ -        |
| <b>Requested Total Project Budget</b>        | <b>\$ -</b> |
| Estimated Expenditures through June 30, 2020 | \$ -        |
| <b>Budget Balance Remaining</b>              | <b>\$ -</b> |

**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     |
| <b>Total</b>    |               | \$ 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     |
| <b>Total</b>        |             | \$ 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

|   |                       |    |  |                  |       |
|---|-----------------------|----|--|------------------|-------|
| <b>Phase:</b>                                 |                       | of |  | <b>Project #</b> | WW-13 |
| <b>Ranking</b>                                | Essential (should-do) |    |  |                  |       |
| <b>Environmental Sustainability Project ?</b> | N/a                   |    |  |                  |       |

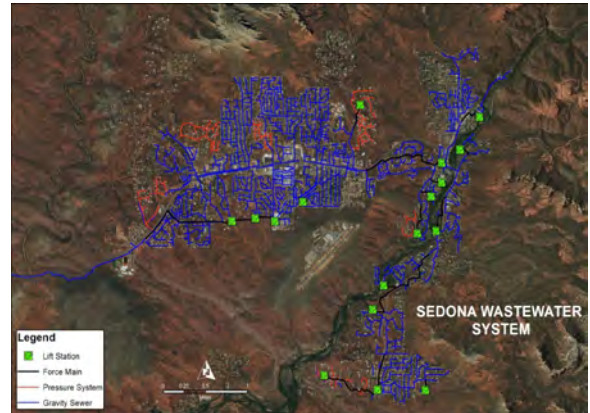
|                                  |                 |                           |
|----------------------------------|-----------------|---------------------------|
|                                  | <b>Original</b> | <b>Revised (if appl.)</b> |
| <b>Start date</b>                | July 1, 2020    |                           |
| <b>Estimated Completion Date</b> | 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**

|   |            |
|---|------------|
| <b>Original Approved Project Budget</b>             | \$ -       |
| <b>Approved Budget Increases/Decreases</b>          | \$ -       |
| <b>Current Approved Total Project Budget</b>        | \$ -       |
| <b>Requested Budget Increase/Decrease</b>           | \$ 120,000 |
| <b>Requested Total Project Budget</b>               | \$ 120,000 |
| <b>Estimated Expenditures through June 30, 2020</b> | \$ -       |
| <b>Budget Balance Remaining</b>                     | \$ 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     |
| <b>Total</b>      |                           | \$ 0        | \$ 120,000 | \$ 0    | \$ 0    | \$ 0         | \$ 120,000     |

**Project Funding Estimates :**

| Funding Source      | PY Estimate | FY 2021    | FY 2022    | FY 2023 | Future Years | Project Totals |
|---------------------|-------------|------------|------------|---------|--------------|----------------|
| Wastewater Revenues | \$ -        | \$ 120,000 | \$ -       | \$ -    | \$ -         | \$ 120,000     |
| <b>Total</b>        |             | \$ 0       | \$ 120,000 | \$ 0    | \$ 0         | \$ 120,000     |

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

None anticipated.

**Explanation of Operating Impacts:**

A new HVAC system will be more efficient and thus provide a cost savings on electricity. Actual savings can be calculated upon completion of the project.



# Departmental Budgets



## CITY COUNCIL

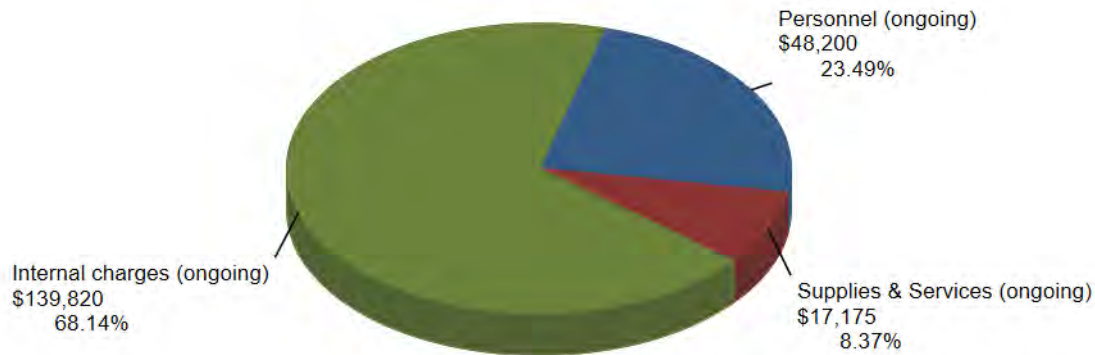
### Mission Statement

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.

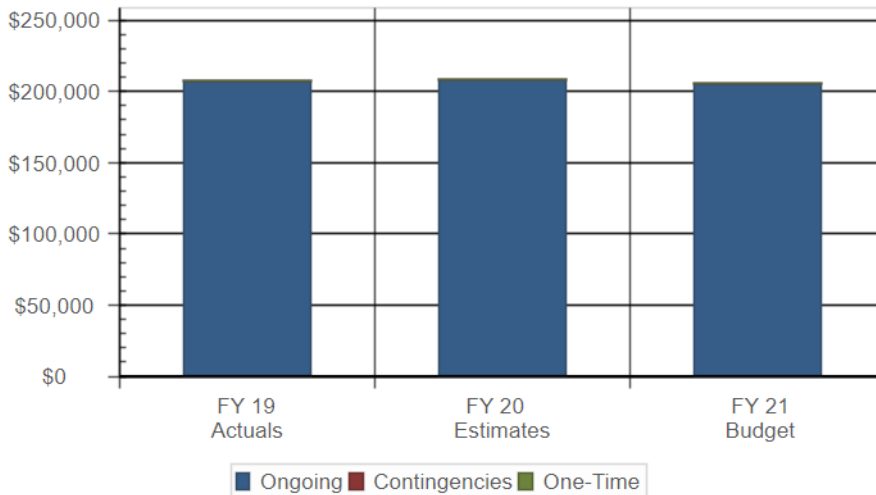
### Description

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**

| <b>Budget Summary</b>                           | <b>FY2021 Budget</b> | <b>% of FY2021 Budget</b> | <b>FY2020 Budget</b> | <b>FY2020 Estimate</b> | <b>FY2019 Actuals</b> |
|---|----------------------|---------------------------|----------------------|------------------------|-----------------------|
| <b>Program Expenditures</b>                     |                      |                           |                      |                        |                       |
| Personnel Services                              | \$ 48,200            | 23 %                      | \$ 48,120            | \$ 48,110              | \$ 48,622             |
| Supplies & Services                             | 17,175               | 8 %                       | 25,350               | 18,300                 | 15,307                |
| <b>Subtotal Direct Costs</b>                    | <b>\$ 65,375</b>     | <b>32 %</b>               | <b>\$ 73,470</b>     | <b>\$ 66,410</b>       | <b>\$ 63,929</b>      |
| Internal Charges                                | 139,820              | 68 %                      | 145,630              | 141,450                | 143,476               |
| <b>Total Expenditures</b>                       | <b>205,195</b>       | <b>99 %</b>               | <b>219,100</b>       | <b>207,860</b>         | <b>207,405</b>        |
| <b>Expenditures by Fund</b>                     |                      |                           |                      |                        |                       |
| General Fund Portion                            | \$ 205,195           | 100 %                     | \$ 219,100           | \$ 207,860             | \$ 207,405            |
| <b>Funding Sources</b>                          |                      |                           |                      |                        |                       |
| 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            |
| <b>Employee Time Allocation (FTEs) Budgeted</b> | <b>7.00</b>          | <b>-</b>                  | <b>7.00</b>          | <b>-</b>               | <b>7.00</b>           |

**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.

| <b>WORKLOAD INDICATORS</b>           | <b>FY21 Projection</b> | <b>FY20 Projection</b> | <b>FY20 Estimate</b> | <b>FY19 Actual</b> | <b>FY18 Actual</b> |
|--------------------------------------|------------------------|------------------------|----------------------|--------------------|--------------------|
| 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**

| <b>PERFORMANCE MEASURES</b>  | <b>Benchmark</b> | <b>FY21<br/>Target</b> | <b>FY20<br/>Target</b> | <b>FY20<br/>Estimate</b> | <b>FY19<br/>Actual</b> | <b>FY18<br/>Actual</b> |
|--|------------------|------------------------|------------------------|--------------------------|------------------------|------------------------|
| 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<br>Budget | FY2020<br>Budget | FY2020<br>Est. Actuals | FY2019<br>Actuals | Explanation of Changes                                 |
|--|------------------|------------------|------------------------|-------------------|--|
| <b>General Fund</b>                    |                  |                  |                        |                   |  |
| <b>10-5210-01 - Administration</b>     |                  |                  |                        |                   |  |
| 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. |
| <b>Direct Costs (Ongoing) Subtotal</b> | <b>\$65,375</b>  | <b>\$73,470</b>  | <b>\$66,410</b>        | <b>\$63,929</b>   |  |
| Internal Charges                       | \$139,820        | \$145,630        | \$141,450              | \$143,476         |  |
| <b>Administration Total</b>            | <b>\$205,195</b> | <b>\$219,100</b> | <b>\$207,860</b>       | <b>\$207,405</b>  |  |

**CITY COUNCIL**  
Continued

**POSITIONS SUMMARY**

| Position     | FY21<br>FTE | FY20<br>FTE | FY19<br>FTE | FY18<br>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        |
| <b>Total</b> | <b>7.00</b> | <b>7.00</b> | <b>7.00</b> | <b>7.00</b> |

**ALLOCATIONS SUMMARY**

| Position                  | Org Description | FY21<br>FTE | FY20<br>FTE | FY19<br>FTE | FY18<br>FTE |
|---------------------------|-----------------|-------------|-------------|-------------|-------------|
| <b>General Fund</b>       |                 |             |             |             |             |
| 10-5210-01                | Administration  | 7.00        | 7.00        | 7.00        | 7.00        |
| <b>General Fund Total</b> |                 | <b>7.00</b> | <b>7.00</b> | <b>7.00</b> | <b>7.00</b> |

## CITY MANAGER'S OFFICE

### Mission Statement

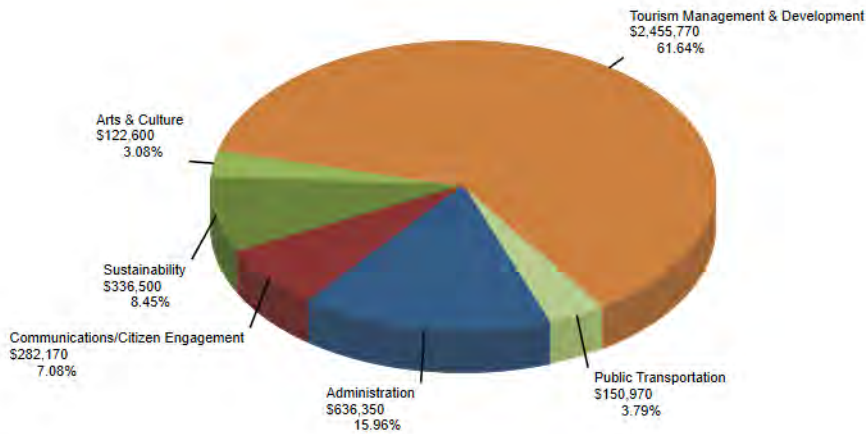
To assist departments and City Council in meeting performance goals by fostering an organizational environment that encourages a commitment to teamwork and delivery of quality municipal services to external customers (residents) and internal customers (employees).

### Description

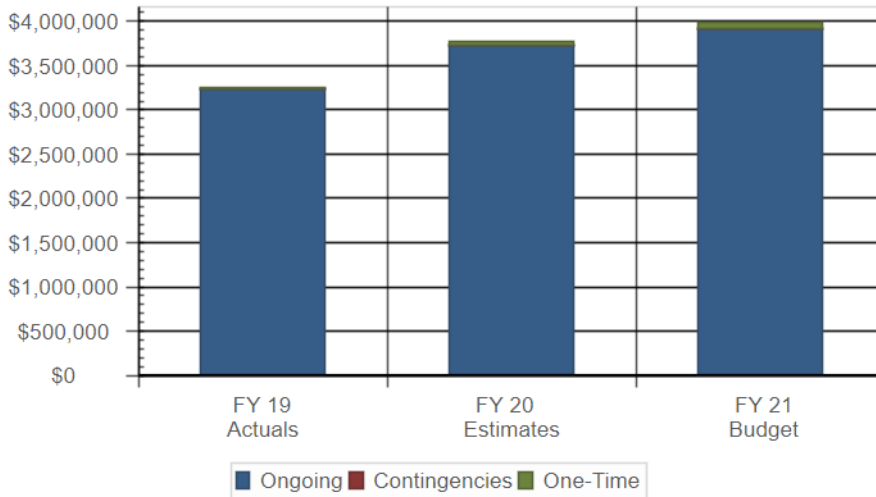
The City Manager's Office is responsible for the following program areas:

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

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



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



**City Manager's Office-Administration**

| <b>Budget Summary</b>                           | <b>FY2021<br/>Budget</b> | <b>% of<br/>FY2021<br/>Budget</b> | <b>FY2020<br/>Budget</b> | <b>FY2020<br/>Estimate</b> | <b>FY2019<br/>Actuals</b> |
|---|--------------------------|-----------------------------------|--------------------------|----------------------------|---------------------------|
| <b>Program Expenditures</b>                     |                          |                                   |                          |                            |                           |
| Personnel Services                              | \$ 489,870               | 77 %                              | \$ 484,240               | \$ 479,890                 | \$ 467,668                |
| Supplies & Services                             | 32,080                   | 5 %                               | 21,580                   | 21,880                     | 40,960                    |
| <b>Subtotal Direct Costs</b>                    | <b>\$ 521,950</b>        | <b>82 %</b>                       | <b>\$ 505,820</b>        | <b>\$ 501,770</b>          | <b>\$ 508,628</b>         |
| Internal Charges                                | 114,400                  | 18 %                              | 106,760                  | 107,970                    | 87,731                    |
| <b>Total Expenditures</b>                       | <b>636,350</b>           | <b>100 %</b>                      | <b>612,580</b>           | <b>609,740</b>             | <b>596,359</b>            |
| <b>Expenditures by Fund</b>                     |                          |                                   |                          |                            |                           |
| General Fund Portion                            | \$ 636,350               | 100 %                             | \$ 612,580               | \$ 609,740                 | \$ 571,419                |
| Other Funds Portion                             | \$ -                     | - %                               | \$ -                     | \$ -                       | \$ 24,940                 |
| <b>Funding Sources</b>                          |                          |                                   |                          |                            |                           |
| 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                 |
| <b>Employee Time Allocation (FTEs) Budgeted</b> | <b>3.40</b>              | <b>-</b>                          | <b>3.40</b>              | <b>-</b>                   | <b>3.00</b>               |

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

| <b>WORKLOAD INDICATORS</b>              | <b>FY21<br/>Projection</b> | <b>FY20<br/>Projection</b> | <b>FY20<br/>Estimate</b> | <b>FY19<br/>Actual</b> | <b>FY18<br/>Actual</b> |
|---|----------------------------|----------------------------|--------------------------|------------------------|------------------------|
| City Council agenda bill items reviewed | 140                        | 150                        | 135                      | 142                    | 171                    |
| Adopted Council Priorities              | 16                         | 16                         | 16                       | 19                     | 15                     |

| <b>PERFORMANCE MEASURES</b>   | <b>Benchmark</b> | <b>FY21<br/>Target</b>                  | <b>FY20<br/>Target</b> | <b>FY20<br/>Estimate</b>                | <b>FY19<br/>Actual</b>                  | <b>FY18<br/>Actual</b>                  |
|---|------------------|---|------------------------|---|---|---|
| % 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%<br>(Similar to<br>NCS<br>benchmark) | N/A                    | 68%<br>(Similar to<br>NCS<br>benchmark) | 68%<br>(Similar to<br>NCS<br>benchmark) | 68%<br>(Similar to<br>NCS<br>benchmark) |
| National Citizen Survey 2017: Overall customer service by Sedona employees (police, receptionists, planners, etc.): % Excellent or Good |                  | 77%<br>(Similar to<br>NCS<br>benchmark) | N/A                    | 75%<br>(Similar to<br>NCS<br>benchmark) | 75%<br>(Similar to<br>NCS<br>benchmark) | 75%<br>(Similar to<br>NCS<br>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    |
|---|-------------------|--------------------|-------------------|-------------------|-------------------|
| <b>Program Expenditures</b>                     |                   |                    |                   |                   |                   |
| Personnel Services                              | \$ 193,060        | 68 %               | \$ 193,160        | \$ 191,420        | \$ 183,799        |
| Supplies & Services                             | 37,940            | 13 %               | 56,580            | 26,560            | 10,268            |
| <b>Subtotal Direct Costs</b>                    | <b>\$ 231,000</b> | <b>82 %</b>        | <b>\$ 249,740</b> | <b>\$ 217,980</b> | <b>\$ 194,067</b> |
| Internal Charges                                | 51,170            | 18 %               | 60,610            | 62,270            | 52,925            |
| <b>Total Expenditures</b>                       | <b>282,170</b>    | <b>99 %</b>        | <b>310,350</b>    | <b>280,250</b>    | <b>246,992</b>    |
| <b>Expenditures by Fund</b>                     |                   |                    |                   |                   |                   |
| General Fund Portion                            | \$ 279,230        | 99 %               | \$ 308,070        | \$ 279,290        | \$ 246,992        |
| Info Tech Internal Service Fnd                  | \$ 2,940          | 1 %                | \$ 2,280          | \$ 960            | \$ -              |
| <b>Funding Sources</b>                          |                   |                    |                   |                   |                   |
| 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        |
| <b>Employee Time Allocation (FTEs) Budgeted</b> | <b>2.00</b>       | <b>-</b>           | <b>1.88</b>       | <b>-</b>          | <b>1.88</b>       |

The Communications and Citizen Engagement program is responsible for keeping Sedona citizens informed and involved. Services include the Citizen Engagement Program and public information activities such as website management, digital and printed information materials, 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<br>Projection | FY20<br>Projection | FY20<br>Estimate | FY19<br>Actual | FY18<br>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<br>Target                     | FY20<br>Target                     | FY20<br>Estimate                   | FY19<br>Actual | FY18<br>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%<br>(Similar to<br>NCS<br>benchmark) |
| Digital reach and open rates of City issued news releases   |           | 3,700<br>subscribers /<br>25% open | 3,500<br>subscribers /<br>25% open | 3,250<br>subscribers /<br>27% open | N/A            | 1,500<br>subscribers /<br>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   |
|---|-------------------|--------------------|-------------------|-------------------|------------------|
| <b>Program Expenditures</b>                     |                   |                    |                   |                   |                  |
| 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            |
| <b>Subtotal Direct Costs</b>                    | <b>\$ 303,500</b> | <b>90 %</b>        | <b>\$ 258,330</b> | <b>\$ 227,870</b> | <b>\$ 98,738</b> |
| Internal Charges                                | 33,000            | 10 %               | 25,620            | 26,470            | 19,712           |
| <b>Total Expenditures</b>                       | <b>336,500</b>    | <b>100 %</b>       | <b>283,950</b>    | <b>254,340</b>    | <b>118,450</b>   |
| <b>Expenditures by Fund</b>                     |                   |                    |                   |                   |                  |
| General Fund Portion                            | \$ 334,500        | 99 %               | \$ 283,950        | \$ 254,340        | \$ 118,450       |
| Info Tech Internal Service Fnd                  | \$ 2,000          | 1 %                | \$ -              | \$ -              | \$ -             |
| <b>Funding Sources</b>                          |                   |                    |                   |                   |                  |
| 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)     |
| <b>Employee Time Allocation (FTEs) Budgeted</b> | <b>1.00</b>       | <b>-</b>           | <b>1.00</b>       | <b>-</b>          | <b>1.00</b>      |

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.

| <b>WORKLOAD INDICATORS</b>   |  | <b>FY21<br/>Projection</b> | <b>FY20<br/>Projection</b> | <b>FY20<br/>Estimate</b> | <b>FY19<br/>Actual</b> | <b>FY18<br/>Actual</b> |
|--|--|----------------------------|----------------------------|--------------------------|------------------------|------------------------|
| 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                  |

| <b>PERFORMANCE MEASURES</b>    |  | <b>Benchmark</b> | <b>FY21<br/>Target</b> | <b>FY20<br/>Target</b> | <b>FY20<br/>Estimate</b> | <b>FY19<br/>Actual</b> | <b>FY18<br/>Actual</b> |
|--------------------------------|--|------------------|------------------------|------------------------|--------------------------|------------------------|------------------------|
| 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   |
|---|------------------|--------------------|------------------|------------------|------------------|
| <b>Program Expenditures</b>                     |                  |                    |                  |                  |                  |
| Personnel Services                              | \$ 76,200        | 62 %               | \$ 75,450        | \$ 75,460        | \$ 70,760        |
| Supplies & Services                             | 21,950           | 18 %               | 19,980           | 20,350           | 11,180           |
| <b>Subtotal Direct Costs</b>                    | <b>\$ 98,150</b> | <b>80 %</b>        | <b>\$ 95,430</b> | <b>\$ 95,810</b> | <b>\$ 81,940</b> |
| Internal Charges                                | 24,450           | 20 %               | 23,230           | 24,100           | 20,933           |
| <b>Total Expenditures</b>                       | <b>122,600</b>   | <b>100 %</b>       | <b>118,660</b>   | <b>119,910</b>   | <b>102,873</b>   |
| <b>Expenditures by Fund</b>                     |                  |                    |                  |                  |                  |
| General Fund Portion                            | \$ 122,600       | 100 %              | \$ 118,660       | \$ 119,910       | \$ 102,873       |
| <b>Funding Sources</b>                          |                  |                    |                  |                  |                  |
| 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        |
| <b>Employee Time Allocation (FTEs) Budgeted</b> | <b>0.75</b>      | <b>-</b>           | <b>0.75</b>      | <b>-</b>         | <b>0.75</b>      |

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

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

## City Manager's Office-Tourism Management & Development

| Budget Summary                        | FY2021<br>Budget | % of<br>FY2021<br>Budget | FY2020<br>Budget | FY2020<br>Estimate | FY2019<br>Actuals |
|---------------------------------------|------------------|--------------------------|------------------|--------------------|-------------------|
| <b>Program Expenditures</b>           |                  |                          |                  |                    |                   |
| 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             |
| <b>Total Expenditures</b>             | <b>2,455,770</b> | <b>100 %</b>             | <b>2,505,270</b> | <b>2,505,540</b>   | <b>2,186,185</b>  |
| <b>Expenditures by Fund</b>           |                  |                          |                  |                    |                   |
| General Fund Portion                  | \$ 2,455,770     | 100 %                    | \$ 2,505,270     | \$ 2,505,540       | \$ 2,186,185      |
| <b>Funding Sources</b>                |                  |                          |                  |                    |                   |
| Allocations to Other Departments      | \$ -             | - %                      | \$ -             | \$ -               | \$ 569,655        |
| <b>Funding from General Revenues:</b> |                  |                          |                  |                    |                   |
| 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<br>Target | FY20<br>Target | FY20<br>Estimate | FY19<br>Actual                | FY18<br>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%<br>Excellent,<br>13% Good | N/A            |

**City Manager's Office - Transportation**

| <b>Budget Summary</b>          | <b>FY2021 Budget</b> | <b>% of FY2021 Budget</b> | <b>FY2020 Budget</b> | <b>FY2020 Estimate</b> | <b>FY2019 Actuals</b> |
|--------------------------------|----------------------|---------------------------|----------------------|------------------------|-----------------------|
| <b>Program Expenditures</b>    |                      |                           |                      |                        |                       |
| Personnel Services             | \$ 140,350           | 93 %                      | \$ -                 | \$ -                   | \$ -                  |
| Internal Charges               | 10,620               | 7 %                       | -                    | -                      | -                     |
| <b>Total Expenditures</b>      | <b>150,970</b>       | <b>100 %</b>              | -                    | -                      | -                     |
| <b>Expenditures by Fund</b>    |                      |                           |                      |                        |                       |
| Other Funds Portion            | \$ 150,970           | 100 %                     | \$ -                 | \$ -                   | \$ -                  |
| <b>Funding Sources</b>         |                      |                           |                      |                        |                       |
| Funding from General Revenues: |                      |                           |                      |                        |                       |
| Estimated Resident Generated   | \$ 52,840            | 35 %                      | \$ -                 | \$ -                   | \$ -                  |
| Estimated Visitor Generated    | \$ 98,131            | 65 %                      | \$ -                 | \$ -                   | \$ -                  |

**FY 2020 Accomplishments**

**FY 2021 Objectives**

| <b>WORKLOAD INDICATORS</b>  | <b>FY21 Projection</b> | <b>FY20 Projection</b> | <b>FY20 Estimate</b> | <b>FY19 Actual</b>   | <b>FY18 Actual</b> |                    |
|-----------------------------|------------------------|------------------------|----------------------|----------------------|--------------------|--------------------|
| <b>PERFORMANCE MEASURES</b> | <b>Benchmark</b>       | <b>FY21 Target</b>     | <b>FY20 Target</b>   | <b>FY20 Estimate</b> | <b>FY19 Actual</b> | <b>FY18 Actual</b> |

**CITY MANAGER'S OFFICE**  
**Continued**

**EXPENDITURE SUMMARY**

| Cost Category  | FY2021<br>Budget | FY2020<br>Budget | FY2020<br>Est. Actuals | FY2019<br>Actuals | Explanation of Changes   |
|--|------------------|------------------|------------------------|-------------------|--|
| <b>General Fund</b>  |                  |                  |                        |                   |  |
| <b>10-5220-01 - Administration</b>                           |                  |                  |                        |                   |  |
| 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.            |
| <b>Direct Costs (Ongoing) Subtotal</b>                       | <b>\$521,950</b> | <b>\$505,820</b> | <b>\$501,770</b>       | <b>\$483,688</b>  |  |
| Internal Charges   | \$(521,940)      | \$(505,810)      | \$(501,760)            | \$(481,924)       |  |
| <b>Administration Total</b>                                  | <b>\$10</b>      | <b>\$10</b>      | <b>\$10</b>            | <b>\$1,764</b>    |  |
| <b>10-5220-03 - Communications &amp; Citizens Engagement</b> |                  |                  |                        |                   |  |
| Personnel (ongoing)  | \$193,060        | \$193,160        | \$191,420              | \$183,799         |  |
| Supplies & Services (ongoing)                                | \$35,000         | \$26,300         | \$25,600               | \$10,268          |  |
| <b>Direct Costs (Ongoing) Subtotal</b>                       | <b>\$228,060</b> | <b>\$219,460</b> | <b>\$217,020</b>       | <b>\$194,067</b>  |  |
| Internal Charges   | \$51,170         | \$60,610         | \$62,270               | \$52,925          |  |
| <b>Ongoing Total</b>   | <b>\$279,230</b> | <b>\$280,070</b> | <b>\$279,290</b>       | <b>\$246,992</b>  |  |
| Supplies & Services (one-time)                               | \$0              | \$28,000         | \$0                    | \$0               | Budget Decrease: Reduction in one-time costs related to public communications.       |
| <b>Communications &amp; Citizens Engagement Total</b>        | <b>\$279,230</b> | <b>\$308,070</b> | <b>\$279,290</b>       | <b>\$246,992</b>  |  |
| <b>10-5220-09 - Sustainability</b>                           |                  |                  |                        |                   |  |
| 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.     |
| <b>Direct Costs (Ongoing) Subtotal</b>                       | <b>\$236,500</b> | <b>\$190,830</b> | <b>\$195,370</b>       | <b>\$90,122</b>   |  |
| Internal Charges   | \$33,000         | \$25,620         | \$26,470               | \$19,712          |  |
| <b>Ongoing Total</b>   | <b>\$269,500</b> | <b>\$216,450</b> | <b>\$221,840</b>       | <b>\$109,834</b>  |  |
| 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.                                  |
| <b>One-Time Total</b>  | <b>\$65,000</b>  | <b>\$67,500</b>  | <b>\$32,500</b>        | <b>\$8,616</b>    |  |
| <b>Sustainability Total</b>                                  | <b>\$334,500</b> | <b>\$283,950</b> | <b>\$254,340</b>       | <b>\$118,450</b>  |  |

**CITY MANAGER'S OFFICE**  
**Continued**

**EXPENDITURE SUMMARY**

| Cost Category | FY2021<br>Budget | FY2020<br>Budget | FY2020<br>Est. Actuals | FY2019<br>Actuals | Explanation of Changes |
|---------------|------------------|------------------|------------------------|-------------------|------------------------|
|---------------|------------------|------------------|------------------------|-------------------|------------------------|

**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>  |  |
| <b>Direct Costs (Ongoing) Subtotal</b> | <b>\$98,150</b>  | <b>\$95,430</b>  | <b>\$95,810</b>  | <b>\$81,940</b>  |  |
| Internal Charges                       | <u>\$24,450</u>  | <u>\$23,230</u>  | <u>\$24,100</u>  | <u>\$20,933</u>  |  |
| <b>Arts &amp; Culture Total</b>        | <b>\$122,600</b> | <b>\$118,660</b> | <b>\$119,910</b> | <b>\$102,873</b> |  |

**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> |  |
| <b>Direct Costs (Ongoing) Subtotal</b>            | <b>\$2,446,060</b> | <b>\$2,492,500</b> | <b>\$2,492,500</b> | <b>\$2,176,400</b> |  |
| Internal Charges                                  | <u>\$9,710</u>     | <u>\$12,770</u>    | <u>\$13,040</u>    | <u>\$9,785</u>     |  |
| <b>Tourism Management &amp; Development Total</b> | <b>\$2,455,770</b> | <b>\$2,505,270</b> | <b>\$2,505,540</b> | <b>\$2,186,185</b> |  |

**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         | <b>\$3,530,720</b> | <b>\$3,504,040</b> | <b>\$3,502,470</b> | <b>\$3,026,217</b> |  |
| Internal Charges Subtotal               | <u>\$(403,610)</u> | <u>\$(383,580)</u> | <u>\$(375,880)</u> | <u>\$(378,569)</u> |  |
| Ongoing Subtotal                        | <b>\$3,127,110</b> | <b>\$3,120,460</b> | <b>\$3,126,590</b> | <b>\$2,647,648</b> |  |
| 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                       | <b>\$65,000</b>    | <b>\$95,500</b>    | <b>\$32,500</b>    | <b>\$8,616</b>     |  |
| General Fund Total                      | <b>\$3,192,110</b> | <b>\$3,215,960</b> | <b>\$3,159,090</b> | <b>\$2,656,264</b> |  |

**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> |   |
| <b>Ongoing Total</b>            | <b>\$150,970</b> | <b>\$0</b> | <b>\$0</b> | <b>\$0</b> |   |
| <b>Administration Total</b>     | <b>\$150,970</b> | <b>\$0</b> | <b>\$0</b> | <b>\$0</b> |   |

**CITY MANAGER'S OFFICE**  
Continued

**EXPENDITURE SUMMARY**

| Cost Category | FY2021<br>Budget | FY2020<br>Budget | FY2020<br>Est. Actuals | FY2019<br>Actuals | Explanation of Changes |
|---------------|------------------|------------------|------------------------|-------------------|------------------------|
|---------------|------------------|------------------|------------------------|-------------------|------------------------|

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

46-5220-01 - Administration

|  |            |            |            |                |  |
|--|------------|------------|------------|----------------|--|
|  | \$0        | \$0        | \$0        | \$6,740        |  |
| <b>Direct Costs (Ongoing) Subtotal</b> | <b>\$0</b> | <b>\$0</b> | <b>\$0</b> | <b>\$6,740</b> |  |
| <b>Ongoing Total</b>                   | <b>\$0</b> | <b>\$0</b> | <b>\$0</b> | <b>\$6,740</b> |  |
| <b>Administration Total</b>            | <b>\$0</b> | <b>\$0</b> | <b>\$0</b> | <b>\$6,740</b> |  |

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

47-5220-01 - Administration

|  |            |            |            |                |  |
|--|------------|------------|------------|----------------|--|
|  | \$0        | \$0        | \$0        | \$6,740        |  |
| <b>Direct Costs (Ongoing) Subtotal</b> | <b>\$0</b> | <b>\$0</b> | <b>\$0</b> | <b>\$6,740</b> |  |
| <b>Ongoing Total</b>                   | <b>\$0</b> | <b>\$0</b> | <b>\$0</b> | <b>\$6,740</b> |  |
| <b>Administration Total</b>            | <b>\$0</b> | <b>\$0</b> | <b>\$0</b> | <b>\$6,740</b> |  |

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

48-5220-01 - Administration

|  |            |            |            |                 |  |
|--|------------|------------|------------|-----------------|--|
|  | \$0        | \$0        | \$0        | \$11,460        |  |
| <b>Direct Costs (Ongoing) Subtotal</b> | <b>\$0</b> | <b>\$0</b> | <b>\$0</b> | <b>\$11,460</b> |  |
| <b>Ongoing Total</b>                   | <b>\$0</b> | <b>\$0</b> | <b>\$0</b> | <b>\$11,460</b> |  |
| <b>Administration Total</b>            | <b>\$0</b> | <b>\$0</b> | <b>\$0</b> | <b>\$11,460</b> |  |

**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. |
| <b>Communications &amp; Citizens Engagement Total</b> | <b>\$4,940</b> | <b>\$2,280</b> | <b>\$960</b> | <b>\$0</b> |  |

**CITY MANAGER'S OFFICE**  
Continued

**EXPENDITURE SUMMARY**

| Cost Category                           | FY2021<br>Budget   | FY2020<br>Budget   | FY2020<br>Est. Actuals | FY2019<br>Actuals  | Explanation of Changes |
|---|--------------------|--------------------|------------------------|--------------------|------------------------|
| <b>Grand Totals</b>                     |                    |                    |                        |                    |                        |
| 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         | <b>\$3,676,010</b> | <b>\$3,506,320</b> | <b>\$3,503,430</b>     | <b>\$3,051,157</b> |                        |
| Internal Charges Subtotal               | <u>\$(392,990)</u> | <u>\$(383,580)</u> | <u>\$(375,880)</u>     | <u>\$(378,569)</u> |                        |
| Ongoing Subtotal                        | <b>\$3,283,020</b> | <b>\$3,122,740</b> | <b>\$3,127,550</b>     | <b>\$2,672,588</b> |                        |
| 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                       | <b>\$65,000</b>    | <b>\$95,500</b>    | <b>\$32,500</b>        | <b>\$8,616</b>     |                        |
| Grand Total                             | <b>\$3,348,020</b> | <b>\$3,218,240</b> | <b>\$3,160,050</b>     | <b>\$2,681,204</b> |                        |

**CITY MANAGER'S OFFICE**  
Continued

**POSITIONS SUMMARY**

| Position                                     | FY21<br>FTE | FY20<br>FTE | FY19<br>FTE | FY18<br>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        |
| <b>Total</b>                                 | <b>8.15</b> | <b>7.03</b> | <b>6.63</b> | <b>6.03</b> |

**ALLOCATIONS SUMMARY**

| Position                  | Org Description                | FY21<br>FTE | FY20<br>FTE | FY19<br>FTE | FY18<br>FTE |
|---------------------------|--------------------------------|-------------|-------------|-------------|-------------|
| <b>General Fund</b>       |                                |             |             |             |             |
| 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        |
| <b>General Fund Total</b> |                                | <b>7.15</b> | <b>7.03</b> | <b>6.63</b> | <b>6.03</b> |

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



# HUMAN RESOURCES

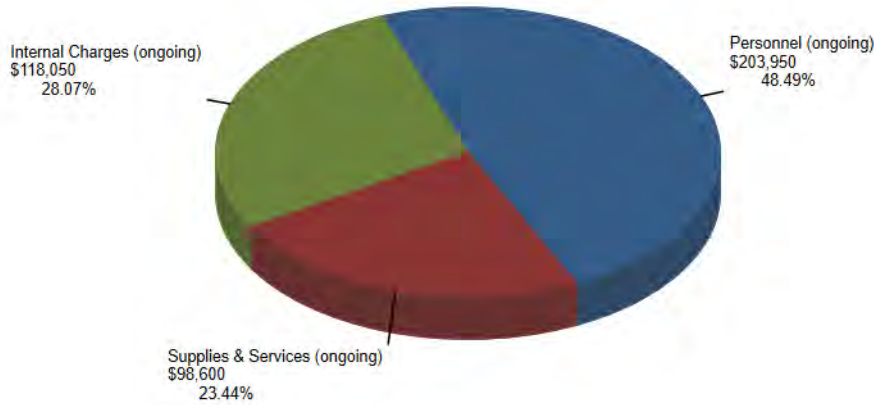
## Mission Statement

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.

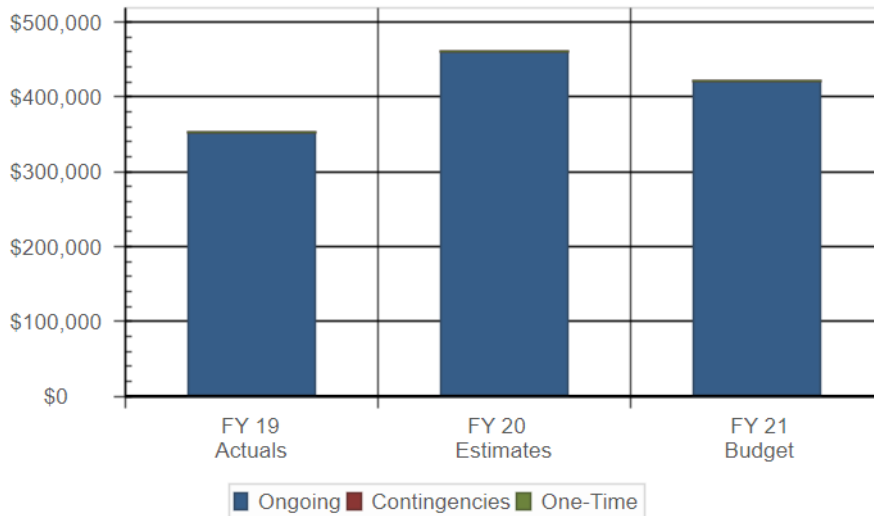
## Description

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<br>Budget  | % of<br>FY2021<br>Budget | FY2020<br>Budget  | FY2020<br>Estimate | FY2019<br>Actuals |
|---|-------------------|--------------------------|-------------------|--------------------|-------------------|
| <b>Program Expenditures</b>                     |                   |                          |                   |                    |                   |
| Personnel Services                              | \$ 203,950        | 48 %                     | \$ 203,750        | \$ 201,540         | \$ 192,766        |
| Supplies & Services                             | 98,600            | 23 %                     | 99,100            | 141,900            | 54,167            |
| <b>Subtotal Direct Costs</b>                    | <b>\$ 302,550</b> | <b>72 %</b>              | <b>\$ 302,850</b> | <b>\$ 343,440</b>  | <b>\$ 246,933</b> |
| Internal Charges                                | 118,050           | 28 %                     | 119,120           | 116,810            | 106,420           |
| <b>Total Expenditures</b>                       | <b>420,600</b>    | <b>99 %</b>              | <b>421,970</b>    | <b>460,250</b>     | <b>353,353</b>    |
| <b>Expenditures by Fund</b>                     |                   |                          |                   |                    |                   |
| General Fund Portion                            | \$ 420,600        | 100 %                    | \$ 421,970        | \$ 460,250         | \$ 353,353        |
| <b>Funding Sources</b>                          |                   |                          |                   |                    |                   |
| 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)            |
| <b>Employee Time Allocation (FTEs) Budgeted</b> | <b>2.00</b>       | <b>-</b>                 | <b>2.00</b>       | <b>-</b>           | <b>2.00</b>       |

### 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<br>Projection | FY20<br>Projection | FY20<br>Estimate | FY19<br>Actual | FY18<br>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<br>Target | FY20<br>Target | FY20<br>Estimate | FY19<br>Actual | FY18<br>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<br>Budget | FY2020<br>Budget | FY2020<br>Est. Actuals | FY2019<br>Actuals | Explanation of Changes |
|---------------|------------------|------------------|------------------------|-------------------|------------------------|
|---------------|------------------|------------------|------------------------|-------------------|------------------------|

**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. |
| <b>Direct Costs (Ongoing) Subtotal</b> | <b>\$302,550</b> | <b>\$302,850</b> | <b>\$343,440</b> | <b>\$238,320</b> |  |
| Internal Charges                       | \$(302,590)      | \$(302,860)      | \$(343,380)      | \$(246,934)      |  |
| <b>Ongoing Total</b>                   | <b>\$(40)</b>    | <b>\$(10)</b>    | <b>\$60</b>      | <b>\$(8,614)</b> |  |
| Supplies & Services (one-time)         | \$0              | \$0              | \$0              | \$8,613          |  |
| <b>One-Time Total</b>                  | <b>\$0</b>       | <b>\$0</b>       | <b>\$0</b>       | <b>\$8,613</b>   |  |
| <b>Administration Total</b>            | <b>\$(40)</b>    | <b>\$(10)</b>    | <b>\$60</b>      | <b>\$(1)</b>     |  |

**HUMAN RESOURCES**  
Continued

**POSITIONS SUMMARY**

| Position                   | FY21<br>FTE | FY20<br>FTE | FY19<br>FTE | FY18<br>FTE |
|----------------------------|-------------|-------------|-------------|-------------|
| Human Resources Manager    | 1.00        | 1.00        | 1.00        | 1.00        |
| Human Resources Specialist | 1.00        | 1.00        | 1.00        | 1.00        |
| <b>Total</b>               | <b>2.00</b> | <b>2.00</b> | <b>2.00</b> | <b>2.00</b> |

**ALLOCATIONS SUMMARY**

| Position                  | Org Description | FY21<br>FTE | FY20<br>FTE | FY19<br>FTE | FY18<br>FTE |
|---------------------------|-----------------|-------------|-------------|-------------|-------------|
| <b>General Fund</b>       |                 |             |             |             |             |
| 10-5221-01                | Administration  | 2.00        | 2.00        | 2.00        | 2.00        |
| <b>General Fund Total</b> |                 | <b>2.00</b> | <b>2.00</b> | <b>2.00</b> | <b>2.00</b> |

# FINANCIAL SERVICES

## Mission Statement

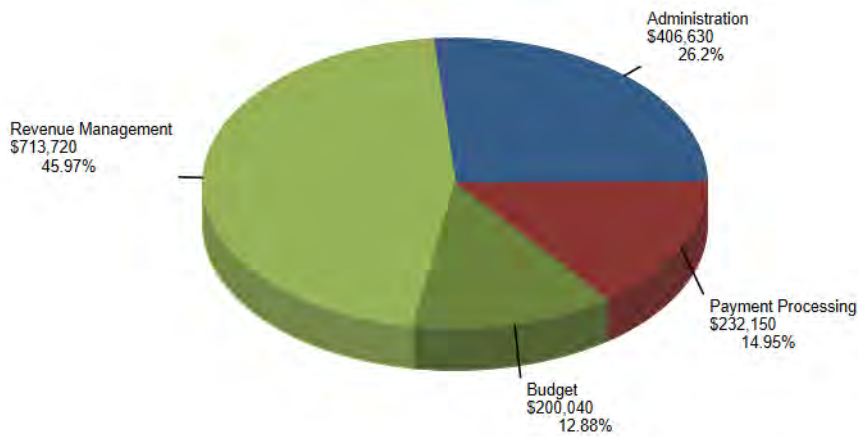
Dedicated to providing thoughtful, accurate, and timely financial services to all

## Description

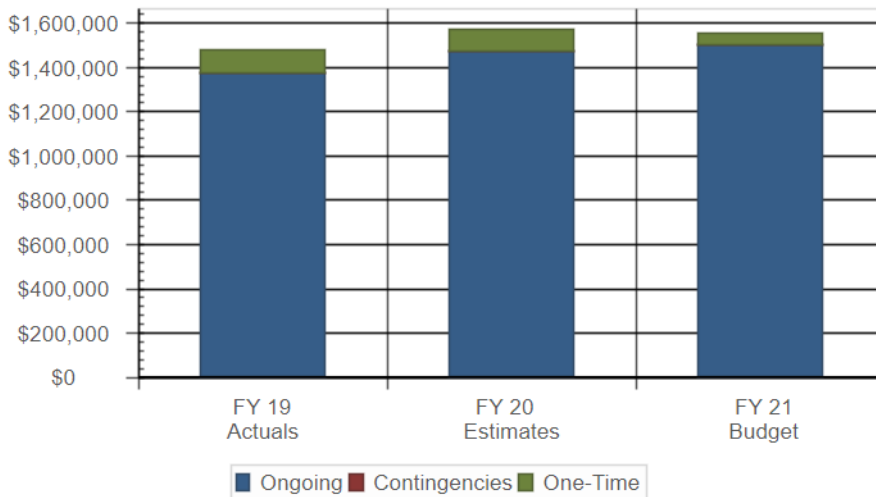
The Financial Services Department is responsible for the following program areas:

- \* 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    |
|---|-------------------|--------------------|-------------------|-------------------|-------------------|
| <b>Program Expenditures</b>                     |                   |                    |                   |                   |                   |
| Personnel Services                              | \$ 240,900        | 59 %               | \$ 259,060        | \$ 243,180        | \$ 212,421        |
| Supplies & Services                             | 114,370           | 28 %               | 88,480            | 83,680            | 120,580           |
| <b>Subtotal Direct Costs</b>                    | <b>\$ 355,270</b> | <b>87 %</b>        | <b>\$ 347,540</b> | <b>\$ 326,860</b> | <b>\$ 333,001</b> |
| Internal Charges                                | 51,360            | 13 %               | 50,090            | 51,210            | 55,955            |
| <b>Total Expenditures</b>                       | <b>406,630</b>    | <b>100 %</b>       | <b>397,630</b>    | <b>378,070</b>    | <b>388,956</b>    |
| <b>Expenditures by Fund</b>                     |                   |                    |                   |                   |                   |
| General Fund Portion                            | \$ 406,630        | 100 %              | \$ 397,630        | \$ 378,070        | \$ 388,956        |
| <b>Funding Sources</b>                          |                   |                    |                   |                   |                   |
| Allocations to Other Departments                | \$ 406,630        | 100 %              | \$ 397,630        | \$ 378,070        | \$ 388,956        |
| <b>Employee Time Allocation (FTEs) Budgeted</b> | <b>2.43</b>       | <b>-</b>           | <b>2.43</b>       | <b>-</b>          | <b>1.70</b>       |

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

| <b>PERFORMANCE MEASURES</b>   | <b>Benchmark</b> | <b>FY21 Target</b> | <b>FY20 Target</b> | <b>FY20 Estimate</b>                             | <b>FY19 Actual</b>              | <b>FY18 Actual</b>              |
|---|------------------|--------------------|--------------------|--|---------------------------------|---------------------------------|
| 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    |
|---|-------------------|--------------------|-------------------|-------------------|-------------------|
| <b>Program Expenditures</b>                     |                   |                    |                   |                   |                   |
| Personnel Services                              | \$ 157,740        | 68 %               | \$ 156,750        | \$ 174,030        | \$ 149,781        |
| Supplies & Services                             | 1,220             | <1 %               | 1,220             | 1,220             | 559               |
| <b>Subtotal Direct Costs</b>                    | <b>\$ 158,960</b> | <b>68 %</b>        | <b>\$ 157,970</b> | <b>\$ 175,250</b> | <b>\$ 150,340</b> |
| Internal Charges                                | 73,190            | 32 %               | 67,690            | 68,180            | 61,563            |
| <b>Total Expenditures</b>                       | <b>232,150</b>    | <b>100 %</b>       | <b>225,660</b>    | <b>243,430</b>    | <b>211,903</b>    |
| <b>Expenditures by Fund</b>                     |                   |                    |                   |                   |                   |
| General Fund Portion                            | \$ 232,150        | 100 %              | \$ 225,660        | \$ 243,430        | \$ 211,903        |
| <b>Funding Sources</b>                          |                   |                    |                   |                   |                   |
| Allocations to Other Departments                | \$ 232,150        | 100 %              | \$ 225,660        | \$ 243,430        | \$ 211,903        |
| <b>Employee Time Allocation (FTEs) Budgeted</b> | <b>0.85</b>       | <b>-</b>           | <b>0.85</b>       | <b>-</b>          | <b>0.85</b>       |

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

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

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

### FY 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<br>Target | FY20<br>Target | FY20<br>Estimate | FY19<br>Actual | FY18<br>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    |
|---|-------------------|--------------------|-------------------|-------------------|-------------------|
| <b>Program Expenditures</b>                     |                   |                    |                   |                   |                   |
| Personnel Services                              | \$ 161,380        | 81 %               | \$ 155,010        | \$ 155,420        | \$ 147,623        |
| Supplies & Services                             | 6,060             | 3 %                | 51,060            | 50,860            | 50,011            |
| <b>Subtotal Direct Costs</b>                    | <b>\$ 167,440</b> | <b>84 %</b>        | <b>\$ 206,070</b> | <b>\$ 206,280</b> | <b>\$ 197,634</b> |
| Internal Charges                                | 32,600            | 16 %               | 32,440            | 33,270            | 45,264            |
| <b>Total Expenditures</b>                       | <b>200,040</b>    | <b>100 %</b>       | <b>238,510</b>    | <b>239,550</b>    | <b>242,898</b>    |
| <b>Expenditures by Fund</b>                     |                   |                    |                   |                   |                   |
| General Fund Portion                            | \$ 200,040        | 100 %              | \$ 238,510        | \$ 239,550        | \$ 242,898        |
| <b>Funding Sources</b>                          |                   |                    |                   |                   |                   |
| Allocations to Other Departments                | \$ 200,040        | 100 %              | \$ 238,510        | \$ 239,550        | \$ 242,898        |
| <b>Employee Time Allocation (FTEs) Budgeted</b> | <b>1.15</b>       | <b>-</b>           | <b>1.15</b>       | <b>-</b>          | <b>1.15</b>       |

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

### FY 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<br>Budget  | % of<br>FY2021<br>Budget | FY2020<br>Budget  | FY2020<br>Estimate | FY2019<br>Actuals |
|---|-------------------|--------------------------|-------------------|--------------------|-------------------|
| <b>Program Expenditures</b>                     |                   |                          |                   |                    |                   |
| Personnel Services                              | \$ 232,890        | 33 %                     | \$ 229,260        | \$ 223,460         | \$ 220,607        |
| Supplies & Services                             | 352,310           | 49 %                     | 363,720           | 353,420            | 289,141           |
| <b>Subtotal Direct Costs</b>                    | <b>\$ 585,200</b> | <b>82 %</b>              | <b>\$ 592,980</b> | <b>\$ 576,880</b>  | <b>\$ 509,748</b> |
| Internal Charges                                | 128,520           | 18 %                     | 135,180           | 134,190            | 127,650           |
| <b>Total Expenditures</b>                       | <b>713,720</b>    | <b>100 %</b>             | <b>728,160</b>    | <b>711,070</b>     | <b>637,398</b>    |
| <b>Expenditures by Fund</b>                     |                   |                          |                   |                    |                   |
| General Fund Portion                            | \$ 590,390        | 83 %                     | \$ 596,350        | \$ 584,500         | \$ 456,013        |
| Wastewater Enterprise Fund                      | \$ 123,330        | 17 %                     | \$ 131,810        | \$ 126,570         | \$ 181,385        |
| <b>Funding Sources</b>                          |                   |                          |                   |                    |                   |
| 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        |
| <b>Employee Time Allocation (FTEs) Budgeted</b> | <b>3.02</b>       | <b>-</b>                 | <b>3.02</b>       | <b>-</b>           | <b>3.10</b>       |

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

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

### FY 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<br>Projection | FY20<br>Projection | FY20<br>Estimate | FY19<br>Actual | FY18<br>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<br>Target | FY20<br>Target | FY20<br>Estimate | FY19<br>Actual | FY18<br>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<br>Budget | FY2020<br>Budget | FY2020<br>Est. Actuals | FY2019<br>Actuals | Explanation of Changes |
|---------------|------------------|------------------|------------------------|-------------------|------------------------|
|---------------|------------------|------------------|------------------------|-------------------|------------------------|

**General Fund**

**10-5222-01 - Administration**

|  |                   |                  |                  |                   |  |
|--|-------------------|------------------|------------------|-------------------|--|
| Personnel (ongoing)                    | \$240,900         | \$259,060        | \$243,180        | \$212,421         |  |
| Supplies & Services (ongoing)          | \$92,370          | \$88,480         | \$81,680         | \$96,748          |  |
| <b>Direct Costs (Ongoing) Subtotal</b> | <b>\$333,270</b>  | <b>\$347,540</b> | <b>\$324,860</b> | <b>\$309,169</b>  |  |
| Internal Charges                       | \$(355,280)       | \$(347,530)      | \$(326,850)      | \$(332,375)       |  |
| <b>Ongoing Total</b>                   | <b>\$(22,010)</b> | <b>\$10</b>      | <b>\$(1,990)</b> | <b>\$(23,206)</b> |  |
| Supplies & Services (one-time)         | \$22,000          | \$0              | \$2,000          | \$23,832          |  |
| <b>Administration Total</b>            | <b>\$(10)</b>     | <b>\$10</b>      | <b>\$10</b>      | <b>\$626</b>      |  |

**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)          | \$1,220          | \$1,220          | \$1,220          | \$559            |  |
| <b>Direct Costs (Ongoing) Subtotal</b> | <b>\$158,960</b> | <b>\$157,970</b> | <b>\$175,250</b> | <b>\$150,340</b> |  |
| Internal Charges                       | \$(158,960)      | \$(157,980)      | \$(175,240)      | \$(150,334)      |  |
| <b>Payment Processing Total</b>        | <b>\$0</b>       | <b>\$(10)</b>    | <b>\$10</b>      | <b>\$6</b>       |  |

**10-5222-14 - Budget**

|  |                  |                   |                   |                   |  |
|--|------------------|-------------------|-------------------|-------------------|--|
| Personnel (ongoing)                    | \$161,380        | \$155,010         | \$155,420         | \$147,623         |  |
| Supplies & Services (ongoing)          | \$6,060          | \$6,060           | \$5,860           | \$3,726           |  |
| <b>Direct Costs (Ongoing) Subtotal</b> | <b>\$167,440</b> | <b>\$161,070</b>  | <b>\$161,280</b>  | <b>\$151,349</b>  |  |
| Internal Charges                       | \$(167,440)      | \$(206,070)       | \$(206,280)       | \$(197,632)       |  |
| <b>Ongoing Total</b>                   | <b>\$0</b>       | <b>\$(45,000)</b> | <b>\$(45,000)</b> | <b>\$(46,283)</b> |  |
| Supplies & Services (one-time)         | \$0              | \$45,000          | \$45,000          | \$46,285          | Budget Decrease: Reduction in one-time costs for CaseWare reports. |
| <b>Budget Total</b>                    | <b>\$0</b>       | <b>\$0</b>        | <b>\$0</b>        | <b>\$2</b>        |  |

**10-5222-88 - Revenue Management**

|  |                  |                  |                  |                  |  |
|--|------------------|------------------|------------------|------------------|--|
| Personnel (ongoing)                    | \$232,890        | \$229,260        | \$223,460        | \$220,607        |  |
| Supplies & Services (ongoing)          | \$235,310        | \$238,720        | \$233,920        | \$122,253        |  |
| <b>Direct Costs (Ongoing) Subtotal</b> | <b>\$468,200</b> | <b>\$467,980</b> | <b>\$457,380</b> | <b>\$342,860</b> |  |
| Internal Charges                       | \$(413,580)      | \$(363,300)      | \$(408,910)      | \$(294,801)      |  |
| <b>Revenue Management Total</b>        | <b>\$54,620</b>  | <b>\$104,680</b> | <b>\$48,470</b>  | <b>\$48,059</b>  |  |

**FINANCIAL SERVICES**  
Continued

**EXPENDITURE SUMMARY**

| Cost Category                              | FY2021<br>Budget     | FY2020<br>Budget     | FY2020<br>Est. Actuals | FY2019<br>Actuals  | Explanation of Changes |
|--|----------------------|----------------------|------------------------|--------------------|------------------------|
| <b>General Fund Totals</b>                 |                      |                      |                        |                    |                        |
| Personnel Subtotal                         | \$792,910            | \$800,080            | \$796,090              | \$730,432          |                        |
| Supplies & Services (Ongoing)<br>Subtotal  | \$334,960            | \$334,480            | \$322,680              | \$223,286          |                        |
| Direct Costs (Ongoing) Subtotal            | <b>\$1,127,870</b>   | <b>\$1,134,560</b>   | <b>\$1,118,770</b>     | <b>\$953,718</b>   |                        |
| Internal Charges Subtotal                  | <u>\$(1,095,260)</u> | <u>\$(1,074,880)</u> | <u>\$(1,117,280)</u>   | <u>\$(975,142)</u> |                        |
| Ongoing Subtotal                           | <b>\$32,610</b>      | <b>\$59,680</b>      | <b>\$1,490</b>         | <b>\$(21,424)</b>  |                        |
| Supplies & Services (One-Time)<br>Subtotal | \$22,000             | \$45,000             | \$47,000               | \$70,117           |                        |
| One-Time Subtotal                          | <b>\$22,000</b>      | <b>\$45,000</b>      | <b>\$47,000</b>        | <b>\$70,117</b>    |                        |
| General Fund Total                         | <b>\$54,610</b>      | <b>\$104,680</b>     | <b>\$48,490</b>        | <b>\$48,693</b>    |                        |

**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. |
| <b>Direct Costs (Ongoing) Subtotal</b> | <b>\$87,000</b>  | <b>\$75,000</b>  | <b>\$69,500</b>  | <b>\$130,850</b> |  |
| Internal Charges                       | \$6,330          | \$6,810          | \$7,070          | \$14,497         |  |
| <b>Ongoing Total</b>                   | <b>\$93,330</b>  | <b>\$81,810</b>  | <b>\$76,570</b>  | <b>\$145,347</b> |  |
| Supplies & Services (one-time)         | \$30,000         | \$50,000         | \$50,000         | \$36,038         | Budget Decrease: Wastewater Rate Study.            |
| <b>Revenue Management Total</b>        | <b>\$123,330</b> | <b>\$131,810</b> | <b>\$126,570</b> | <b>\$181,385</b> |  |

**Wastewater Enterprise Fund Totals**

|  |                  |                  |                  |                  |
|--|------------------|------------------|------------------|------------------|
| Supplies & Services (Ongoing)<br>Subtotal  | \$87,000         | \$75,000         | \$69,500         | \$130,850        |
| Direct Costs (Ongoing) Subtotal            | <b>\$87,000</b>  | <b>\$75,000</b>  | <b>\$69,500</b>  | <b>\$130,850</b> |
| Internal Charges Subtotal                  | \$6,330          | \$6,810          | \$7,070          | \$14,497         |
| Ongoing Subtotal                           | <b>\$93,330</b>  | <b>\$81,810</b>  | <b>\$76,570</b>  | <b>\$145,347</b> |
| Supplies & Services (One-Time)<br>Subtotal | \$30,000         | \$50,000         | \$50,000         | \$36,038         |
| One-Time Subtotal                          | <b>\$30,000</b>  | <b>\$50,000</b>  | <b>\$50,000</b>  | <b>\$36,038</b>  |
| Wastewater Enterprise Fund Total           | <b>\$123,330</b> | <b>\$131,810</b> | <b>\$126,570</b> | <b>\$181,385</b> |

**FINANCIAL SERVICES**  
Continued

**EXPENDITURE SUMMARY**

| Cost Category                              | FY2021<br>Budget     | FY2020<br>Budget     | FY2020<br>Est. Actuals | FY2019<br>Actuals  | Explanation of Changes |
|--|----------------------|----------------------|------------------------|--------------------|------------------------|
| <b>Grand Totals</b>                        |                      |                      |                        |                    |                        |
| Personnel (Ongoing) Subtotal               | \$792,910            | \$800,080            | \$796,090              | \$730,432          |                        |
| Supplies & Services (Ongoing)<br>Subtotal  | \$421,960            | \$409,480            | \$392,180              | \$354,136          |                        |
| Direct Costs (Ongoing) Subtotal            | <b>\$1,214,870</b>   | <b>\$1,209,560</b>   | <b>\$1,188,270</b>     | <b>\$1,084,568</b> |                        |
| Internal Charges Subtotal                  | <u>\$(1,088,930)</u> | <u>\$(1,068,070)</u> | <u>\$(1,110,210)</u>   | <u>\$(960,645)</u> |                        |
| Ongoing Subtotal                           | <b>\$125,940</b>     | <b>\$141,490</b>     | <b>\$78,060</b>        | <b>\$123,923</b>   |                        |
| Supplies & Services (One-Time)<br>Subtotal | \$52,000             | \$95,000             | \$97,000               | \$106,155          |                        |
| Grand Total                                | <b>\$177,940</b>     | <b>\$236,490</b>     | <b>\$175,060</b>       | <b>\$230,078</b>   |                        |



**POSITIONS SUMMARY**

| Position                       | FY21<br>FTE | FY20<br>FTE | FY19<br>FTE | FY18<br>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        |
| <b>Total</b>                   | <b>8.73</b> | <b>8.73</b> | <b>8.18</b> | <b>8.17</b> |

**ALLOCATIONS SUMMARY**

| Position                  | Org Description     | FY21<br>FTE | FY20<br>FTE | FY19<br>FTE | FY18<br>FTE |
|---------------------------|---------------------|-------------|-------------|-------------|-------------|
| <b>General Fund</b>       |                     |             |             |             |             |
| 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        |
| <b>General Fund Total</b> |                     | <b>8.74</b> | <b>8.74</b> | <b>8.18</b> | <b>8.17</b> |

(1) Temporary position.

## INFORMATION TECHNOLOGY

### Mission Statement

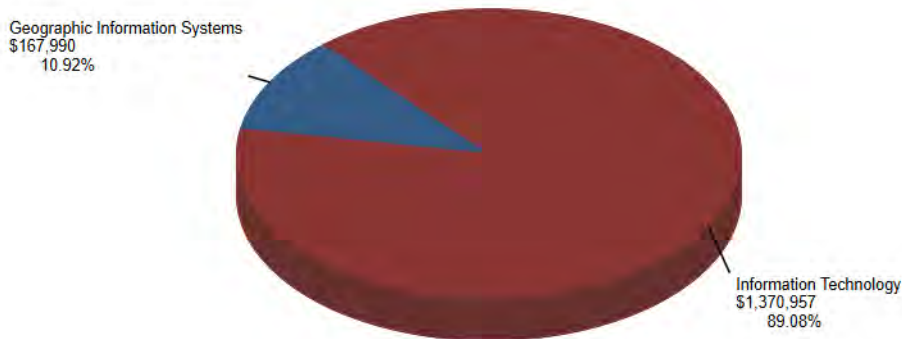
- \* Provide reliable state-of-the-art technologies that empower City staff to be successful.
- \* Be prepared for future organizational needs and changes.
- \* Use sound judgment in identifying and recommending reasonable solutions.

### Description

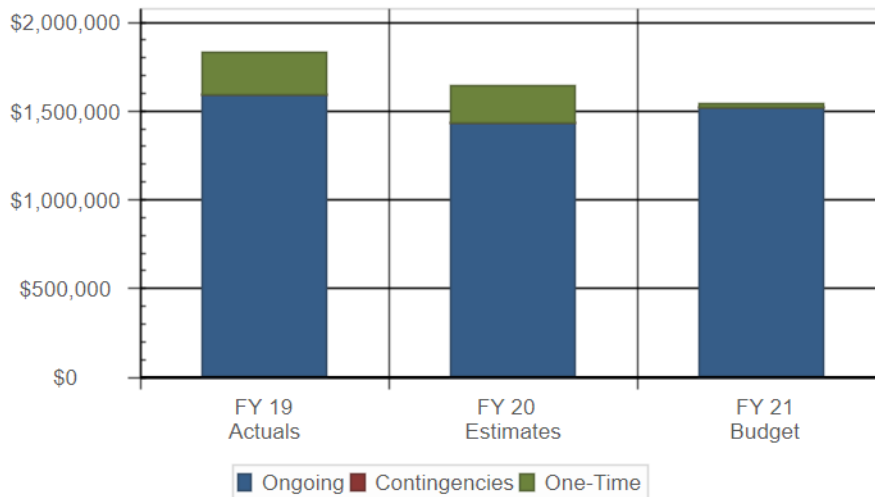
The Information Technology Department is responsible for the following program areas:

- \* 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    |
|--------------------------------|-------------------|--------------------|-------------------|-------------------|-------------------|
| <b>Program Expenditures</b>    |                   |                    |                   |                   |                   |
| Personnel Services             | \$ 123,490        | 74 %               | \$ 122,670        | \$ 122,500        | \$ 117,639        |
| Supplies & Services            | 26,000            | 15 %               | 22,400            | 17,825            | 17,180            |
| <b>Subtotal Direct Costs</b>   | <b>\$ 149,490</b> | <b>89 %</b>        | <b>\$ 145,070</b> | <b>\$ 140,325</b> | <b>\$ 134,819</b> |
| Internal Charges               | 18,500            | 11 %               | 18,310            | 19,110            | 23,931            |
| <b>Total Expenditures</b>      | <b>167,990</b>    | <b>100 %</b>       | <b>163,380</b>    | <b>159,435</b>    | <b>158,750</b>    |
| <b>Expenditures by Fund</b>    |                   |                    |                   |                   |                   |
| <b>Funding Sources</b>         |                   |                    |                   |                   |                   |
| 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](http://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      |
|---|---------------------|--------------------|---------------------|---------------------|---------------------|
| <b>Program Expenditures</b>                     |                     |                    |                     |                     |                     |
| Personnel Services                              | \$ 490,260          | 38 %               | \$ 481,200          | \$ 477,390          | \$ 455,587          |
| Supplies & Services                             | 693,627             | 54 %               | 709,140             | 630,438             | 552,765             |
| <b>Subtotal Direct Costs</b>                    | <b>\$ 1,183,887</b> | <b>92 %</b>        | <b>\$ 1,190,340</b> | <b>\$ 1,107,828</b> | <b>\$ 1,008,352</b> |
| Internal Charges                                | 104,320             | 8 %                | 286,730             | 287,580             | 521,497             |
| <b>Total Expenditures</b>                       | <b>1,288,207</b>    | <b>100 %</b>       | <b>1,477,070</b>    | <b>1,395,408</b>    | <b>1,529,849</b>    |
| <b>Expenditures by Fund</b>                     |                     |                    |                     |                     |                     |
| 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        |
| <b>Funding Sources</b>                          |                     |                    |                     |                     |                     |
| 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          |
| <b>Employee Time Allocation (FTEs) Budgeted</b> | <b>4.00</b>         | <b>-</b>           | <b>4.00</b>         | <b>-</b>            | <b>4.00</b>         |

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

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

| <b>WORKLOAD INDICATORS</b>                                  | <b>FY21<br/>Projection</b> | <b>FY20<br/>Projection</b> | <b>FY20<br/>Estimate</b> | <b>FY19<br/>Actual</b> | <b>FY18<br/>Actual</b> |
|---|----------------------------|----------------------------|--------------------------|------------------------|------------------------|
| 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               |

| <b>PERFORMANCE MEASURES</b>  | <b>Benchmark</b> | <b>FY21<br/>Target</b> | <b>FY20<br/>Target</b> | <b>FY20<br/>Estimate</b> | <b>FY19<br/>Actual</b> | <b>FY18<br/>Actual</b> |
|--|------------------|------------------------|------------------------|--------------------------|------------------------|------------------------|
| % 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<br>Budget | FY2020<br>Budget | FY2020<br>Est. Actuals | FY2019<br>Actuals | Explanation of Changes |
|---------------|------------------|------------------|------------------------|-------------------|------------------------|
|---------------|------------------|------------------|------------------------|-------------------|------------------------|

**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.                         |
| <b>Direct Costs (Ongoing) Subtotal</b> | <b>\$64,830</b> | <b>\$58,525</b>  | <b>\$49,558</b> | <b>\$42,692</b> |  |
| Internal Charges                       | \$3,860         | \$4,970          | \$5,120         | \$5,101         |  |
| <b>Ongoing Total</b>                   | <b>\$68,690</b> | <b>\$63,495</b>  | <b>\$54,678</b> | <b>\$47,793</b> |  |
| 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. |
| <b>One-Time Total</b>                  | <b>\$3,000</b>  | <b>\$38,300</b>  | <b>\$38,200</b> | <b>\$17,352</b> |  |
| <b>Administration Total</b>            | <b>\$71,690</b> | <b>\$101,795</b> | <b>\$92,878</b> | <b>\$65,145</b> |  |

**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         |  |
| <b>Direct Costs (Ongoing) Subtotal</b>      | <b>\$149,490</b> | <b>\$145,070</b> | <b>\$140,325</b> | <b>\$134,600</b> |  |
| Internal Charges                            | \$18,500         | \$18,310         | \$19,110         | \$23,931         |  |
| <b>Ongoing Total</b>                        | <b>\$167,990</b> | <b>\$163,380</b> | <b>\$159,435</b> | <b>\$158,531</b> |  |
| Supplies & Services (one-time)              | \$0              | \$0              | \$0              | \$219            |  |
| <b>Geographic Information Systems Total</b> | <b>\$167,990</b> | <b>\$163,380</b> | <b>\$159,435</b> | <b>\$158,750</b> |  |

**INFORMATION TECHNOLOGY**  
Continued

**EXPENDITURE SUMMARY**

| Cost Category                                       | FY2021<br>Budget   | FY2020<br>Budget   | FY2020<br>Est. Actuals | FY2019<br>Actuals  | Explanation of Changes   |
|---|--------------------|--------------------|------------------------|--------------------|--|
| <b>60-5224-21 - Information Technology Services</b> |                    |                    |                        |                    |  |
| 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>   |  |
| <b>Direct Costs (Ongoing) Subtotal</b>              | <b>\$1,108,557</b> | <b>\$986,715</b>   | <b>\$936,670</b>       | <b>\$867,478</b>   |  |
| Internal Charges                                    | <u>\$100,460</u>   | <u>\$281,760</u>   | <u>\$282,460</u>       | <u>\$516,396</u>   |  |
| <b>Ongoing Total</b>                                | <b>\$1,209,017</b> | <b>\$1,268,475</b> | <b>\$1,219,130</b>     | <b>\$1,383,874</b> |  |
| 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.                |
| <b>One-Time Total</b>                               | <b>\$90,250</b>    | <b>\$206,850</b>   | <b>\$170,526</b>       | <b>\$221,903</b>   |  |
| <b>Information Technology Services Total</b>        | <b>\$1,299,267</b> | <b>\$1,475,325</b> | <b>\$1,389,656</b>     | <b>\$1,605,777</b> |  |

**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         | <b>\$1,322,877</b> | <b>\$1,190,310</b> | <b>\$1,126,553</b> | <b>\$1,044,770</b> |
| Internal Charges Subtotal               | <u>\$122,820</u>   | <u>\$305,040</u>   | <u>\$306,690</u>   | <u>\$545,428</u>   |
| Ongoing Subtotal                        | <b>\$1,445,697</b> | <b>\$1,495,350</b> | <b>\$1,433,243</b> | <b>\$1,590,198</b> |
| 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                       | <b>\$93,250</b>    | <b>\$245,150</b>   | <b>\$208,726</b>   | <b>\$239,474</b>   |
| Info Tech Internal Service Fnd Total    | <b>\$1,538,947</b> | <b>\$1,740,500</b> | <b>\$1,641,969</b> | <b>\$1,829,672</b> |

**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         | <b>\$1,322,877</b> | <b>\$1,190,310</b> | <b>\$1,126,553</b> | <b>\$1,044,770</b> |
| Internal Charges Subtotal               | <u>\$122,820</u>   | <u>\$305,040</u>   | <u>\$306,690</u>   | <u>\$545,428</u>   |
| Ongoing Subtotal                        | <b>\$1,445,697</b> | <b>\$1,495,350</b> | <b>\$1,433,243</b> | <b>\$1,590,198</b> |
| 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                             | <b>\$1,538,947</b> | <b>\$1,740,500</b> | <b>\$1,641,969</b> | <b>\$1,829,672</b> |

**INFORMATION TECHNOLOGY**  
Continued

**POSITIONS SUMMARY**

| Position                        | FY21<br>FTE | FY20<br>FTE | FY19<br>FTE | FY18<br>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        |
| <b>Total</b>                    | <b>5.00</b> | <b>5.00</b> | <b>5.00</b> | <b>4.60</b> |

**ALLOCATIONS SUMMARY**

| Position                                    | Org Description                | FY21<br>FTE | FY20<br>FTE | FY19<br>FTE | FY18<br>FTE |
|---|--------------------------------|-------------|-------------|-------------|-------------|
| <b>Info Tech Internal Service Fnd</b>       |                                |             |             |             |             |
| 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        |
| <b>Info Tech Internal Service Fnd Total</b> |                                | <b>5.00</b> | <b>5.00</b> | <b>5.00</b> | <b>4.60</b> |
| <b>Grand Total</b>                          |                                | <b>5.00</b> | <b>5.00</b> | <b>5.00</b> | <b>4.60</b> |



## CITY ATTORNEY'S OFFICE

### Mission Statement

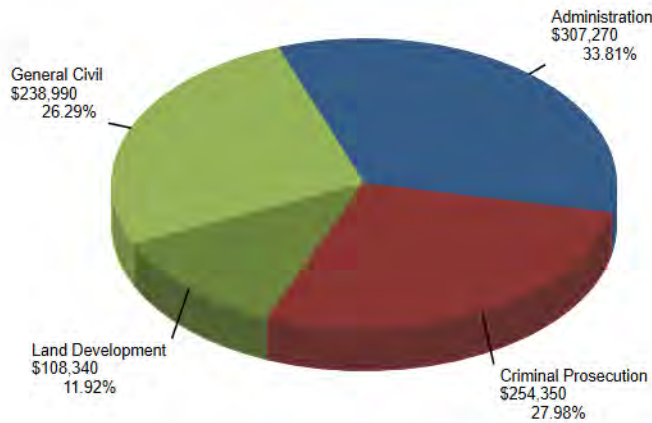
The department strives to provide quality legal advice and services to the City Council, City departments and commissions. To vigorously prosecute criminal cases in a fair manner that leads to just results.

### Description

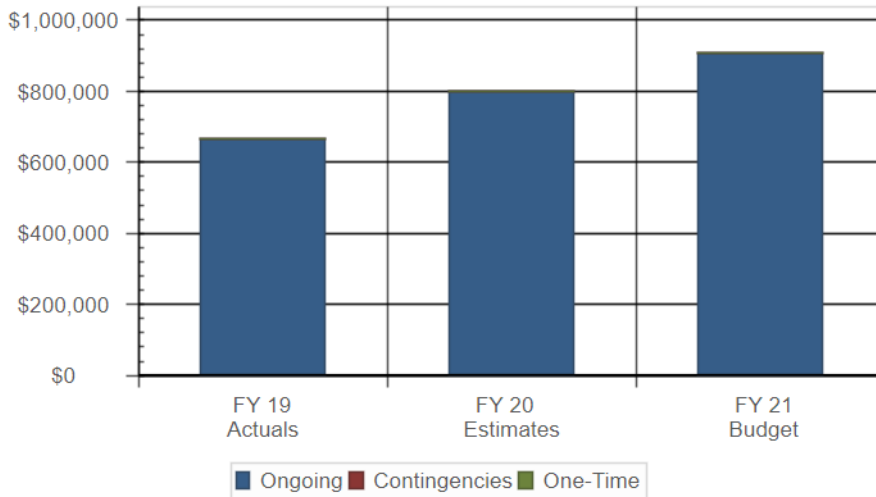
The City Attorney's Office provides internal services to City departments and personnel in several program areas:

- \* 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    |
|---|-------------------|--------------------|-------------------|-------------------|-------------------|
| <b>Program Expenditures</b>                     |                   |                    |                   |                   |                   |
| Personnel Services                              | \$ 156,620        | 51 %               | \$ 167,120        | \$ 154,680        | \$ 119,976        |
| Supplies & Services                             | 115,000           | 37 %               | 115,000           | 20,700            | 14,577            |
| <b>Subtotal Direct Costs</b>                    | <b>\$ 271,620</b> | <b>88 %</b>        | <b>\$ 282,120</b> | <b>\$ 175,380</b> | <b>\$ 134,553</b> |
| Internal Charges                                | 35,650            | 12 %               | 36,860            | 37,860            | 45,044            |
| <b>Total Expenditures</b>                       | <b>307,270</b>    | <b>100 %</b>       | <b>318,980</b>    | <b>213,240</b>    | <b>179,597</b>    |
| <b>Expenditures by Fund</b>                     |                   |                    |                   |                   |                   |
| 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          | \$ -              |
| <b>Funding Sources</b>                          |                   |                    |                   |                   |                   |
| 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              |
| <b>Employee Time Allocation (FTEs) Budgeted</b> | <b>0.89</b>       | <b>-</b>           | <b>0.89</b>       | <b>-</b>          | <b>0.89</b>       |

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

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

### FY 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

| <b>WORKLOAD INDICATORS</b>              | <b>FY21<br/>Projection</b> | <b>FY20<br/>Projection</b> | <b>FY20<br/>Estimate</b> | <b>FY19<br/>Actual</b> | <b>FY18<br/>Actual</b> |
|---|----------------------------|----------------------------|--------------------------|------------------------|------------------------|
| 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                    |

| <b>PERFORMANCE MEASURES</b>   | <b>Benchmark</b> | <b>FY21<br/>Target</b> | <b>FY20<br/>Target</b> | <b>FY20<br/>Estimate</b> | <b>FY19<br/>Actual</b> | <b>FY18<br/>Actual</b> |
|---|------------------|------------------------|------------------------|--------------------------|------------------------|------------------------|
| 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**

| <b>Budget Summary</b>                           | <b>FY2021 Budget</b> | <b>% of FY2021 Budget</b> | <b>FY2020 Budget</b> | <b>FY2020 Estimate</b> | <b>FY2019 Actuals</b> |
|---|----------------------|---------------------------|----------------------|------------------------|-----------------------|
| <b>Program Expenditures</b>                     |                      |                           |                      |                        |                       |
| Personnel Services                              | \$ 205,630           | 81 %                      | \$ 201,670           | \$ 201,950             | \$ 192,520            |
| Supplies & Services                             | 2,700                | 1 %                       | 2,700                | 1,200                  | (511)                 |
| <b>Subtotal Direct Costs</b>                    | <b>\$ 208,330</b>    | <b>82 %</b>               | <b>\$ 204,370</b>    | <b>\$ 203,150</b>      | <b>\$ 192,009</b>     |
| Internal Charges                                | 46,020               | 18 %                      | 45,230               | 46,710                 | 36,578                |
| <b>Total Expenditures</b>                       | <b>254,350</b>       | <b>100 %</b>              | <b>249,600</b>       | <b>249,860</b>         | <b>228,587</b>        |
| <b>Expenditures by Fund</b>                     |                      |                           |                      |                        |                       |
| General Fund Portion                            | \$ 254,350           | 100 %                     | \$ 249,600           | \$ 249,860             | \$ 228,587            |
| <b>Funding Sources</b>                          |                      |                           |                      |                        |                       |
| 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            |
| <b>Employee Time Allocation (FTEs) Budgeted</b> | <b>1.65</b>          | <b>-</b>                  | <b>1.65</b>          | <b>-</b>               | <b>1.65</b>           |

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.

| <b>WORKLOAD INDICATORS</b>   | <b>FY21 Projection</b> | <b>FY20 Projection</b> | <b>FY20 Estimate</b> | <b>FY19 Actual</b> | <b>FY18 Actual</b> |
|--|------------------------|------------------------|----------------------|--------------------|--------------------|
| 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<br>Target | FY20<br>Target | FY20<br>Estimate | FY19<br>Actual | FY18<br>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**

| <b>Budget Summary</b>                           | <b>FY2021 Budget</b> | <b>% of FY2021 Budget</b> | <b>FY2020 Budget</b> | <b>FY2020 Estimate</b> | <b>FY2019 Actuals</b> |
|---|----------------------|---------------------------|----------------------|------------------------|-----------------------|
| <b>Program Expenditures</b>                     |                      |                           |                      |                        |                       |
| Personnel Services                              | \$ 90,950            | 84 %                      | \$ 99,390            | \$ 88,390              | \$ 23,062             |
| Internal Charges                                | 17,390               | 16 %                      | 17,550               | 18,100                 | 13,268                |
| <b>Total Expenditures</b>                       | <b>108,340</b>       | <b>100 %</b>              | <b>116,940</b>       | <b>106,490</b>         | <b>36,330</b>         |
| <b>Expenditures by Fund</b>                     |                      |                           |                      |                        |                       |
| General Fund Portion                            | \$ 108,340           | 100 %                     | \$ 116,940           | \$ 106,490             | \$ 36,330             |
| <b>Funding Sources</b>                          |                      |                           |                      |                        |                       |
| 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)               | \$ -                   | \$ -                  |
| <b>Employee Time Allocation (FTEs) Budgeted</b> | <b>0.60</b>          | <b>-</b>                  | <b>0.60</b>          | <b>-</b>               | <b>0.60</b>           |

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

**FY 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.

| <b>WORKLOAD INDICATORS</b>           | <b>FY21 Projection</b> | <b>FY20 Projection</b> | <b>FY20 Estimate</b> | <b>FY19 Actual</b> | <b>FY18 Actual</b> |
|--------------------------------------|------------------------|------------------------|----------------------|--------------------|--------------------|
| Planning and zoning matters reviewed | 18                     | 26                     | 10                   | 26                 | 26                 |

## City Attorney's Office-Land Development

Continued

| PERFORMANCE MEASURES  | Benchmark | FY21<br>Target | FY20<br>Target | FY20<br>Estimate | FY19<br>Actual | FY18<br>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**

| <b>Budget Summary</b>                           | <b>FY2021 Budget</b> | <b>% of FY2021 Budget</b> | <b>FY2020 Budget</b> | <b>FY2020 Estimate</b> | <b>FY2019 Actuals</b> |
|---|----------------------|---------------------------|----------------------|------------------------|-----------------------|
| <b>Program Expenditures</b>                     |                      |                           |                      |                        |                       |
| Personnel Services                              | \$ 136,860           | 57 %                      | \$ 144,650           | \$ 130,410             | \$ 100,221            |
| Supplies & Services                             | 75,000               | 31 %                      | 75,000               | 70,000                 | 96,503                |
| <b>Subtotal Direct Costs</b>                    | <b>\$ 211,860</b>    | <b>89 %</b>               | <b>\$ 219,650</b>    | <b>\$ 200,410</b>      | <b>\$ 196,724</b>     |
| Internal Charges                                | 27,130               | 11 %                      | 27,260               | 28,230                 | 23,682                |
| <b>Total Expenditures</b>                       | <b>238,990</b>       | <b>99 %</b>               | <b>246,910</b>       | <b>228,640</b>         | <b>220,406</b>        |
| <b>Expenditures by Fund</b>                     |                      |                           |                      |                        |                       |
| General Fund Portion                            | \$ 238,990           | 100 %                     | \$ 246,910           | \$ 228,640             | \$ 220,406            |
| <b>Funding Sources</b>                          |                      |                           |                      |                        |                       |
| 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)               |
| <b>Employee Time Allocation (FTEs) Budgeted</b> | <b>0.90</b>          | <b>-</b>                  | <b>0.90</b>          | <b>-</b>               | <b>0.90</b>           |

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.

| <b>WORKLOAD INDICATORS</b>                        | <b>FY21 Projection</b> | <b>FY20 Projection</b> | <b>FY20 Estimate</b> | <b>FY19 Actual</b> | <b>FY18 Actual</b> |
|---|------------------------|------------------------|----------------------|--------------------|--------------------|
| 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

| <b>PERFORMANCE MEASURES</b>  | <b>Benchmark</b> | <b>FY21<br/>Target</b> | <b>FY20<br/>Target</b> | <b>FY20<br/>Estimate</b> | <b>FY19<br/>Actual</b> | <b>FY18<br/>Actual</b> |
|--|------------------|------------------------|------------------------|--------------------------|------------------------|------------------------|
| 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<br>Budget   | FY2020<br>Budget   | FY2020<br>Est. Actuals | FY2019<br>Actuals  | Explanation of Changes                     |
|--|--------------------|--------------------|------------------------|--------------------|--|
| <b>General Fund</b>                      |                    |                    |                        |                    |  |
| <b>10-5230-01 - Administration</b>       |                    |                    |                        |                    |  |
| 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>    |  |
| <b>Direct Costs (Ongoing) Subtotal</b>   | <b>\$171,620</b>   | <b>\$182,120</b>   | <b>\$168,380</b>       | <b>\$134,561</b>   |  |
| Internal Charges                         | <u>\$(171,580)</u> | <u>\$(182,140)</u> | <u>\$(168,400)</u>     | <u>\$(134,546)</u> |  |
| <b>Administration Total</b>              | <b>\$40</b>        | <b>\$(20)</b>      | <b>\$(20)</b>          | <b>\$7</b>         |  |
| <b>10-5230-17 - Criminal Prosecution</b> |                    |                    |                        |                    |  |
| 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>     |  |
| <b>Direct Costs (Ongoing) Subtotal</b>   | <b>\$208,330</b>   | <b>\$204,370</b>   | <b>\$203,150</b>       | <b>\$192,017</b>   |  |
| Internal Charges                         | <u>\$46,020</u>    | <u>\$45,230</u>    | <u>\$46,710</u>        | <u>\$36,578</u>    |  |
| <b>Ongoing Total</b>                     | <b>\$254,350</b>   | <b>\$249,600</b>   | <b>\$249,860</b>       | <b>\$228,587</b>   |  |
| <b>10-5230-18 - Land Development</b>     |                    |                    |                        |                    |  |
| Personnel (ongoing)                      | \$90,950           | \$99,390           | \$88,390               | \$23,062           | Current Year Under Budget: Vacancy savings |
| <b>Direct Costs (Ongoing) Subtotal</b>   | <b>\$90,950</b>    | <b>\$99,390</b>    | <b>\$88,390</b>        | <b>\$23,070</b>    |  |
| Internal Charges                         | <u>\$(90,960)</u>  | <u>\$(99,400)</u>  | <u>\$(88,390)</u>      | <u>\$(23,062)</u>  |  |
| <b>Land Development Total</b>            | <b>\$(10)</b>      | <b>\$(10)</b>      | <b>\$0</b>             | <b>\$0</b>         |  |
| <b>10-5230-19 - General Civil</b>        |                    |                    |                        |                    |  |
| 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>    |  |
| <b>Direct Costs (Ongoing) Subtotal</b>   | <b>\$211,860</b>   | <b>\$219,650</b>   | <b>\$200,410</b>       | <b>\$196,732</b>   |  |
| Internal Charges                         | <u>\$(211,850)</u> | <u>\$(219,650)</u> | <u>\$(200,400)</u>     | <u>\$(196,778)</u> |  |
| <b>General Civil Total</b>               | <b>\$10</b>        | <b>\$0</b>         | <b>\$10</b>            | <b>\$(54)</b>      |  |
| <b>General Fund Totals</b>               |                    |                    |                        |                    |  |
| 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>   |  |
| <b>Direct Costs (Ongoing) Subtotal</b>   | <b>\$682,760</b>   | <b>\$705,530</b>   | <b>\$660,330</b>       | <b>\$546,348</b>   |  |
| Internal Charges Subtotal                | <u>\$(428,370)</u> | <u>\$(455,960)</u> | <u>\$(410,480)</u>     | <u>\$(317,808)</u> |  |
| <b>Ongoing Subtotal</b>                  | <b>\$254,390</b>   | <b>\$249,570</b>   | <b>\$249,850</b>       | <b>\$228,540</b>   |  |

**CITY ATTORNEY'S OFFICE**  
Continued

**EXPENDITURE SUMMARY**

| Cost Category | FY2021<br>Budget | FY2020<br>Budget | FY2020<br>Est. Actuals | FY2019<br>Actuals | Explanation of Changes |
|---------------|------------------|------------------|------------------------|-------------------|------------------------|
|---------------|------------------|------------------|------------------------|-------------------|------------------------|

**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. |
| <b>Ongoing Total</b>          | <b>\$100,000</b> | <b>\$100,000</b> | <b>\$0</b> | <b>\$0</b> |  |
| <b>Administration Total</b>   | <b>\$100,000</b> | <b>\$100,000</b> | <b>\$0</b> | <b>\$0</b> |  |

**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        | <b>\$782,760</b>   | <b>\$805,530</b>   | <b>\$667,330</b>   | <b>\$546,348</b>   |
| Internal Charges Subtotal              | <u>\$(428,370)</u> | <u>\$(455,960)</u> | <u>\$(410,480)</u> | <u>\$(317,808)</u> |
| Ongoing Subtotal                       | <b>\$354,390</b>   | <b>\$349,570</b>   | <b>\$256,850</b>   | <b>\$228,540</b>   |

**CITY ATTORNEY'S OFFICE**  
Continued

**POSITIONS SUMMARY**

| Position                | FY21<br>FTE | FY20<br>FTE | FY19<br>FTE | FY18<br>FTE |
|-------------------------|-------------|-------------|-------------|-------------|
| Assistant City Attorney | 2.00        | 2.00        | 1.00        | 2.00        |
| Associate Attorney      | 0.00        | 0.00        | 1.00        | 0.00        |
| City Attorney           | 1.00        | 1.00        | 1.00        | 1.00        |
| Legal Assistant         | 1.00        | 1.00        | 1.00        | 1.00        |
| Temporary City Employee | <u>0.04</u> | <u>0.04</u> | <u>0.04</u> | <u>0.00</u> |
| <b>Total</b>            | <b>4.04</b> | <b>4.04</b> | <b>4.04</b> | <b>4.00</b> |

**ALLOCATIONS SUMMARY**

| Position                  | Org Description      | FY21<br>FTE | FY20<br>FTE | FY19<br>FTE | FY18<br>FTE |
|---------------------------|----------------------|-------------|-------------|-------------|-------------|
| <b>General Fund</b>       |                      |             |             |             |             |
| 10-5230-01                | Administration       | 0.89        | 0.89        | 0.89        | 0.85        |
| 10-5230-17                | Criminal Prosecution | 1.65        | 1.65        | 1.65        | 1.65        |
| 10-5230-18                | Land Development     | 0.60        | 0.60        | 0.60        | 0.60        |
| 10-5230-19                | General Civil        | <u>0.90</u> | <u>0.90</u> | <u>0.90</u> | <u>0.90</u> |
| <b>General Fund Total</b> |                      | <b>4.04</b> | <b>4.04</b> | <b>4.04</b> | <b>4.00</b> |

(1) Temporary position.

## CITY CLERK'S OFFICE

### Mission Statement

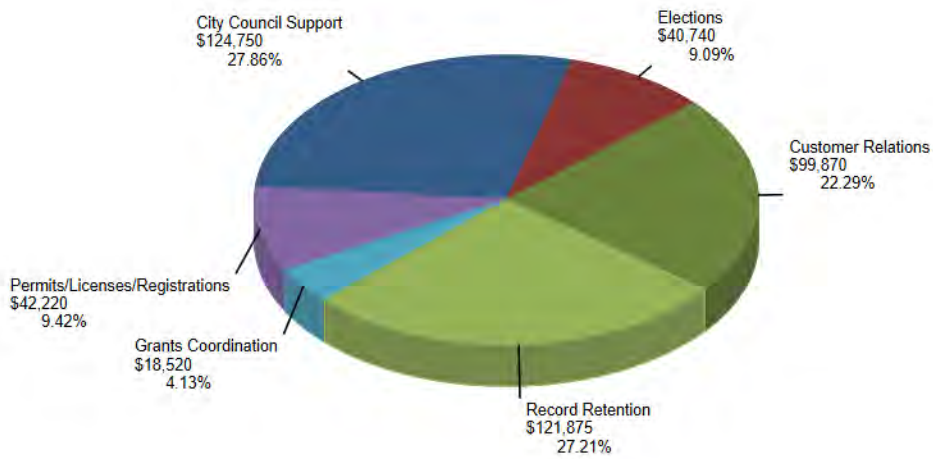
To provide exceptional service to the Mayor and City Council, the public, and City staff so that all may be guaranteed fair and impartial elections and open access to information and the legislative process.

### Description

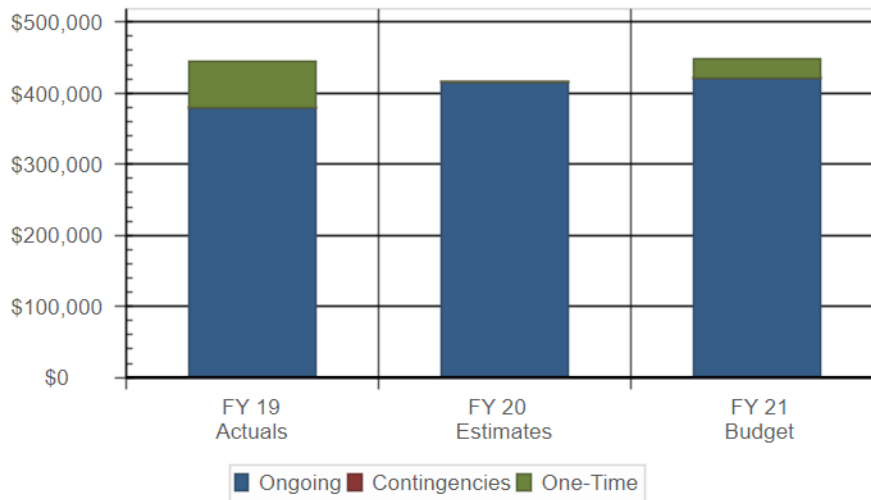
The City Clerk's Department is responsible for the following program areas:

- \* 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**

| <b>Budget Summary</b>                           | <b>FY2021 Budget</b> | <b>% of FY2021 Budget</b> | <b>FY2020 Budget</b> | <b>FY2020 Estimate</b> | <b>FY2019 Actuals</b> |
|---|----------------------|---------------------------|----------------------|------------------------|-----------------------|
| <b>Program Expenditures</b>                     |                      |                           |                      |                        |                       |
| Personnel Services                              | \$ 74,890            | 60.03 %                   | \$ 73,660            | \$ 74,100              | \$ 66,537             |
| Supplies & Services                             | 15,000               | 12.02 %                   | 15,000               | 15,000                 | 14,883                |
| <b>Subtotal Direct Costs</b>                    | <b>\$ 89,890</b>     | <b>72.06 %</b>            | <b>\$ 88,660</b>     | <b>\$ 89,100</b>       | <b>\$ 81,420</b>      |
| Internal Charges                                | 34,860               | 27.94 %                   | 33,870               | 34,990                 | 36,609                |
| <b>Total Expenditures</b>                       | <b>124,750</b>       | <b>99.99 %</b>            | <b>122,530</b>       | <b>124,090</b>         | <b>118,029</b>        |
| <b>Expenditures by Fund</b>                     |                      |                           |                      |                        |                       |
| General Fund Portion                            | \$ 124,750           | 100.00 %                  | \$ 122,530           | \$ 124,090             | \$ 118,029            |
| <b>Funding Sources</b>                          |                      |                           |                      |                        |                       |
| 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             |
| <b>Employee Time Allocation (FTEs) Budgeted</b> | <b>0.73</b>          | <b>-</b>                  | <b>0.73</b>          | <b>-</b>               | <b>0.80</b>           |

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

**FY 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.

| <b>WORKLOAD INDICATORS</b>                            | <b>FY21 Projection</b> | <b>FY20 Projection</b> | <b>FY20 Estimate</b> | <b>FY19 Actual</b> | <b>FY18 Actual</b> |
|---|------------------------|------------------------|----------------------|--------------------|--------------------|
| 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**

| <b>Budget Summary</b>                           | <b>FY2021 Budget</b> | <b>% of FY2021 Budget</b> | <b>FY2020 Budget</b> | <b>FY2020 Estimate</b> | <b>FY2019 Actuals</b> |
|---|----------------------|---------------------------|----------------------|------------------------|-----------------------|
| <b>Program Expenditures</b>                     |                      |                           |                      |                        |                       |
| Personnel Services                              | \$ 8,640             | 21.21 %                   | \$ 8,480             | \$ 8,500               | \$ 7,695              |
| Supplies & Services                             | 28,300               | 69.46 %                   | 1,000                | 900                    | 38,034                |
| <b>Subtotal Direct Costs</b>                    | <b>\$ 36,940</b>     | <b>90.67 %</b>            | <b>\$ 9,480</b>      | <b>\$ 9,400</b>        | <b>\$ 45,729</b>      |
| Internal Charges                                | 3,800                | 9.33 %                    | 3,440                | 3,590                  | 5,269                 |
| <b>Total Expenditures</b>                       | <b>40,740</b>        | <b>100.00 %</b>           | <b>12,920</b>        | <b>12,990</b>          | <b>50,998</b>         |
| <b>Expenditures by Fund</b>                     |                      |                           |                      |                        |                       |
| General Fund Portion                            | \$ 40,740            | 100.00 %                  | \$ 12,920            | \$ 12,990              | \$ 50,998             |
| <b>Funding Sources</b>                          |                      |                           |                      |                        |                       |
| 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             |
| <b>Employee Time Allocation (FTEs) Budgeted</b> | <b>0.09</b>          | <b>-</b>                  | <b>0.09</b>          | <b>-</b>               | <b>0.09</b>           |

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.

| <b>WORKLOAD INDICATORS</b> | <b>FY21 Projection</b> | <b>FY20 Projection</b> | <b>FY20 Estimate</b> | <b>FY19 Actual</b> | <b>FY18 Actual</b> |
|----------------------------|------------------------|------------------------|----------------------|--------------------|--------------------|
| City elections             | 2                      | 0                      | 0                    | 2                  | 0                  |

## City Clerk's Office - Elections

Continued

| PERFORMANCE MEASURES  | Benchmark | FY21<br>Target | FY20<br>Target | FY20<br>Estimate | FY19<br>Actual | FY18<br>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**

| <b>Budget Summary</b>                           | <b>FY2021 Budget</b> | <b>% of FY2021 Budget</b> | <b>FY2020 Budget</b> | <b>FY2020 Estimate</b> | <b>FY2019 Actuals</b> |
|---|----------------------|---------------------------|----------------------|------------------------|-----------------------|
| <b>Program Expenditures</b>                     |                      |                           |                      |                        |                       |
| Personnel Services                              | \$ 65,350            | 65.44 %                   | \$ 64,920            | \$ 64,520              | \$ 44,969             |
| Internal Charges                                | 34,520               | 34.56 %                   | 33,900               | 35,210                 | 30,433                |
| <b>Total Expenditures</b>                       | <b>99,870</b>        | <b>100.00 %</b>           | <b>98,820</b>        | <b>99,730</b>          | <b>75,402</b>         |
| <b>Expenditures by Fund</b>                     |                      |                           |                      |                        |                       |
| General Fund Portion                            | \$ 99,870            | 100.00 %                  | \$ 98,820            | \$ 99,730              | \$ 75,402             |
| <b>Funding Sources</b>                          |                      |                           |                      |                        |                       |
| 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)               |
| <b>Employee Time Allocation (FTEs) Budgeted</b> | <b>0.91</b>          | <b>-</b>                  | <b>0.91</b>          | <b>-</b>               | <b>0.82</b>           |

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

**FY 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.

| <b>WORKLOAD INDICATORS</b>               | <b>FY21 Projection</b> | <b>FY20 Projection</b> | <b>FY20 Estimate</b> | <b>FY19 Actual</b> | <b>FY18 Actual</b> |
|--|------------------------|------------------------|----------------------|--------------------|--------------------|
| Sedona Citizens Connect issues processed | 150                    | 150                    | 175                  | 159                | 188                |

| <b>PERFORMANCE MEASURES</b>                            | <b>Benchmark</b> | <b>FY21 Target</b> | <b>FY20 Target</b> | <b>FY20 Estimate</b> | <b>FY19 Actual</b> | <b>FY18 Actual</b> |
|--|------------------|--------------------|--------------------|----------------------|--------------------|--------------------|
| Sedona Citizens Connect average days to close an issue |                  | 11                 | 9.0                | 13                   | 11                 | 10.0               |

**City Clerk's Office - Records Management**

| <b>Budget Summary</b>                           | <b>FY2021 Budget</b> | <b>% of FY2021 Budget</b> | <b>FY2020 Budget</b> | <b>FY2020 Estimate</b> | <b>FY2019 Actuals</b> |
|---|----------------------|---------------------------|----------------------|------------------------|-----------------------|
| <b>Program Expenditures</b>                     |                      |                           |                      |                        |                       |
| Personnel Services                              | \$ 53,690            | 44.05 %                   | \$ 61,030            | \$ 55,700              | \$ 50,462             |
| Supplies & Services                             | 13,365               | 10.97 %                   | 8,400                | 11,315                 | 3,246                 |
| <b>Subtotal Direct Costs</b>                    | <b>\$ 67,055</b>     | <b>55.02 %</b>            | <b>\$ 69,430</b>     | <b>\$ 67,015</b>       | <b>\$ 53,708</b>      |
| Internal Charges                                | 54,820               | 44.98 %                   | 57,270               | 57,060                 | 50,762                |
| <b>Total Expenditures</b>                       | <b>121,875</b>       | <b>100.00 %</b>           | <b>126,700</b>       | <b>124,075</b>         | <b>104,470</b>        |
| <b>Expenditures by Fund</b>                     |                      |                           |                      |                        |                       |
| General Fund Portion                            | \$ 121,875           | 100.00 %                  | \$ 126,700           | \$ 124,075             | \$ 104,470            |
| <b>Funding Sources</b>                          |                      |                           |                      |                        |                       |
| 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)                |
| <b>Employee Time Allocation (FTEs) Budgeted</b> | <b>0.68</b>          | <b>-</b>                  | <b>0.81</b>          | <b>-</b>               | <b>0.66</b>           |

This program area includes preservation, research, and providing access to Sedona's records; recording of legal documents; and maintaining the City Code and Land Development Code.

**FY 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.

| <b>WORKLOAD INDICATORS</b> | <b>FY21 Projection</b> | <b>FY20 Projection</b> | <b>FY20 Estimate</b> | <b>FY19 Actual</b> | <b>FY18 Actual</b> |
|----------------------------|------------------------|------------------------|----------------------|--------------------|--------------------|
| Records requests processed | 150                    | 225                    | 150                  | 257                | 255                |

**City Clerk's Office - Sustainability**

| <b>Budget Summary</b>          | <b>FY2021 Budget</b> | <b>% of FY2021 Budget</b> | <b>FY2020 Budget</b> | <b>FY2020 Estimate</b> | <b>FY2019 Actuals</b> |
|--------------------------------|----------------------|---------------------------|----------------------|------------------------|-----------------------|
| <b>Program Expenditures</b>    |                      |                           |                      |                        |                       |
| Personnel Services             | \$ -                 | - %                       | \$ -                 | \$ -                   | \$ 11,306             |
| Supplies & Services            | -                    | - %                       | -                    | 500                    | 32,007                |
| <b>Subtotal Direct Costs</b>   | <b>\$ -</b>          | <b>- %</b>                | <b>\$ -</b>          | <b>\$ 500</b>          | <b>\$ 43,313</b>      |
| Internal Charges               | -                    | - %                       | -                    | -                      | 8,265                 |
| Total Expenditures             | -                    | - %                       | -                    | 500                    | 51,578                |
| <b>Expenditures by Fund</b>    |                      |                           |                      |                        |                       |
| General Fund Portion           | \$ -                 | - %                       | \$ -                 | \$ 500                 | \$ 51,578             |
| <b>Funding Sources</b>         |                      |                           |                      |                        |                       |
| 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.

| <b>WORKLOAD INDICATORS</b>   | <b>FY21 Projection</b> | <b>FY20 Projection</b> | <b>FY20 Estimate</b> | <b>FY19 Actual</b> | <b>FY18 Actual</b> |
|--|------------------------|------------------------|----------------------|--------------------|--------------------|
| 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**

| <b>Budget Summary</b>                           | <b>FY2021 Budget</b> | <b>% of FY2021 Budget</b> | <b>FY2020 Budget</b> | <b>FY2020 Estimate</b> | <b>FY2019 Actuals</b> |
|---|----------------------|---------------------------|----------------------|------------------------|-----------------------|
| <b>Program Expenditures</b>                     |                      |                           |                      |                        |                       |
| Personnel Services                              | \$ 30,850            | 73.07 %                   | \$ 22,280            | \$ 27,210              | \$ 22,022             |
| Internal Charges                                | 11,370               | 26.93 %                   | 9,700                | 10,060                 | 9,369                 |
| <b>Total Expenditures</b>                       | <b>42,220</b>        | <b>100.00 %</b>           | <b>31,980</b>        | <b>37,270</b>          | <b>31,391</b>         |
| <b>Expenditures by Fund</b>                     |                      |                           |                      |                        |                       |
| General Fund Portion                            | \$ 42,220            | 100.00 %                  | \$ 31,980            | \$ 37,270              | \$ 31,391             |
| <b>Funding Sources</b>                          |                      |                           |                      |                        |                       |
| 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             |
| <b>Employee Time Allocation (FTEs) Budgeted</b> | <b>0.34</b>          | <b>-</b>                  | <b>0.21</b>          | <b>-</b>               | <b>0.24</b>           |

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.

| <b>WORKLOAD INDICATORS</b>         | <b>FY21 Projection</b> | <b>FY20 Projection</b> | <b>FY20 Estimate</b> | <b>FY19 Actual</b> | <b>FY18 Actual</b> |
|------------------------------------|------------------------|------------------------|----------------------|--------------------|--------------------|
| 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

| <b>PERFORMANCE MEASURES</b>  | <b>Benchmark</b> | <b>FY21 Target</b> | <b>FY20 Target</b> | <b>FY20 Estimate</b> | <b>FY19 Actual</b> | <b>FY18 Actual</b> |
|--|------------------|--------------------|--------------------|----------------------|--------------------|--------------------|
| 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**

| <b>Budget Summary</b>                           | <b>FY2021 Budget</b> | <b>% of FY2021 Budget</b> | <b>FY2020 Budget</b> | <b>FY2020 Estimate</b> | <b>FY2019 Actuals</b> |
|---|----------------------|---------------------------|----------------------|------------------------|-----------------------|
| <b>Program Expenditures</b>                     |                      |                           |                      |                        |                       |
| Personnel Services                              | \$ 11,200            | 60 %                      | \$ 11,090            | \$ 11,050              | \$ 9,186              |
| Supplies & Services                             | 1,500                | 8 %                       | 2,000                | 1,200                  | 750                   |
| <b>Subtotal Direct Costs</b>                    | <b>\$ 12,700</b>     | <b>69 %</b>               | <b>\$ 13,090</b>     | <b>\$ 12,250</b>       | <b>\$ 9,936</b>       |
| Internal Charges                                | 5,820                | 31 %                      | 5,530                | 5,740                  | 3,064                 |
| Total Expenditures                              | <b>18,520</b>        | <b>99 %</b>               | <b>18,620</b>        | <b>17,990</b>          | <b>13,000</b>         |
| <b>Expenditures by Fund</b>                     |                      |                           |                      |                        |                       |
| General Fund Portion                            | \$ 18,520            | 100 %                     | \$ 18,620            | \$ 17,990              | \$ 13,000             |
| <b>Funding Sources</b>                          |                      |                           |                      |                        |                       |
| 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              |
| <b>Employee Time Allocation (FTEs) Budgeted</b> | <b>0.13</b>          | <b>-</b>                  | <b>0.13</b>          | <b>-</b>               | <b>0.08</b>           |

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.

| <b>WORKLOAD INDICATORS</b> | <b>FY21 Projection</b> | <b>FY20 Projection</b> | <b>FY20 Estimate</b> | <b>FY19 Actual</b> | <b>FY18 Actual</b> |
|----------------------------|------------------------|------------------------|----------------------|--------------------|--------------------|
| Grants awarded             | 5                      | N/A                    | 5                    | 3                  | N/A                |

**CITY CLERK'S OFFICE**  
Continued

**EXPENDITURE SUMMARY**

| Cost Category | FY2021<br>Budget | FY2020<br>Budget | FY2020<br>Est. Actuals | FY2019<br>Actuals | Explanation of Changes |
|---------------|------------------|------------------|------------------------|-------------------|------------------------|
|---------------|------------------|------------------|------------------------|-------------------|------------------------|

**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>  |  |
| <b>Direct Costs (Ongoing) Subtotal</b> | <b>\$89,890</b>  | <b>\$88,660</b>  | <b>\$89,100</b>  | <b>\$81,420</b>  |  |
| Internal Charges                       | <u>\$34,860</u>  | <u>\$33,870</u>  | <u>\$34,990</u>  | <u>\$36,609</u>  |  |
| <b>City Council Support Total</b>      | <b>\$124,750</b> | <b>\$122,530</b> | <b>\$124,090</b> | <b>\$118,029</b> |  |

**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. |
| <b>Direct Costs (Ongoing) Subtotal</b> | <b>\$9,490</b>  | <b>\$9,480</b>  | <b>\$9,200</b>  | <b>\$8,482</b>  |   |
| Internal Charges                       | <u>\$3,800</u>  | <u>\$3,440</u>  | <u>\$3,590</u>  | <u>\$5,269</u>  |   |
| <b>Ongoing Total</b>                   | <b>\$13,290</b> | <b>\$12,920</b> | <b>\$12,790</b> | <b>\$13,751</b> |   |
| Supplies & Services (one-time)         | <u>\$27,450</u> | <u>\$0</u>      | <u>\$200</u>    | <u>\$37,247</u> |   |
| <b>Elections Total</b>                 | <b>\$40,740</b> | <b>\$12,920</b> | <b>\$12,990</b> | <b>\$50,998</b> |   |

**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> |  |
| <b>Customer Relations Total</b> | <b>\$0</b>        | <b>\$10</b>       | <b>\$0</b>        | <b>\$2</b>        |  |

**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>    |  |
| <b>Direct Costs (Ongoing) Subtotal</b> | <b>\$67,055</b>   | <b>\$69,430</b>   | <b>\$67,015</b>   | <b>\$53,708</b>   |  |
| Internal Charges                       | <u>\$(67,080)</u> | <u>\$(69,430)</u> | <u>\$(67,010)</u> | <u>\$(53,710)</u> |  |
| <b>Records Management Total</b>        | <b>\$(25)</b>     | <b>\$0</b>        | <b>\$5</b>        | <b>\$(2)</b>      |  |

**CITY CLERK'S OFFICE**  
**Continued**

**EXPENDITURE SUMMARY**

| Cost Category  | FY2021<br>Budget  | FY2020<br>Budget  | FY2020<br>Est. Actuals | FY2019<br>Actuals | Explanation of Changes                              |
|--|-------------------|-------------------|------------------------|-------------------|---|
| <b>10-5240-09 - Sustainability</b>                         |                   |                   |                        |                   |   |
| Personnel (ongoing)  | \$0               | \$0               | \$0                    | \$11,306          |   |
| Supplies & Services (ongoing)                              | <u>\$0</u>        | <u>\$0</u>        | <u>\$500</u>           | <u>\$4,730</u>    |   |
| <b>Direct Costs (Ongoing) Subtotal</b>                     | <b>\$0</b>        | <b>\$0</b>        | <b>\$500</b>           | <b>\$16,036</b>   |   |
| Internal Charges   | <u>\$0</u>        | <u>\$0</u>        | <u>\$0</u>             | <u>\$8,265</u>    |   |
| <b>Ongoing Total</b>                                       | <b>\$0</b>        | <b>\$0</b>        | <b>\$500</b>           | <b>\$24,301</b>   |   |
| Supplies & Services (one-time)                             | <u>\$0</u>        | <u>\$0</u>        | <u>\$0</u>             | <u>\$27,277</u>   |   |
| <b>Sustainability Total</b>                                | <b>\$0</b>        | <b>\$0</b>        | <b>\$500</b>           | <b>\$51,578</b>   |   |
| <b>10-5240-10 - Permits, Licenses, &amp; Registrations</b> |                   |                   |                        |                   |   |
| 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>    |   |
| <b>Permits, Licenses, &amp; Registrations Total</b>        | <b>\$42,220</b>   | <b>\$31,980</b>   | <b>\$37,270</b>        | <b>\$31,391</b>   |   |
| <b>10-5240-16 - Grants Coordination</b>                    |                   |                   |                        |                   |   |
| 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.    |
| <b>Direct Costs (Ongoing) Subtotal</b>                     | <b>\$12,700</b>   | <b>\$13,090</b>   | <b>\$12,250</b>        | <b>\$9,936</b>    |   |
| Internal Charges   | <u>\$5,820</u>    | <u>\$5,530</u>    | <u>\$5,740</u>         | <u>\$3,064</u>    |   |
| <b>Grants Coordination Total</b>                           | <b>\$18,520</b>   | <b>\$18,620</b>   | <b>\$17,990</b>        | <b>\$13,000</b>   |   |
| <b>Grand Totals</b>  |                   |                   |                        |                   |   |
| Personnel (Ongoing) Subtotal                               | \$244,620         | \$241,460         | \$241,080              | \$212,177         |   |
| Supplies & Services (Ongoing) Subtotal                     | \$30,715          | \$26,400          | \$28,715               | \$24,396          |   |
| <b>Direct Costs (Ongoing) Subtotal</b>                     | <b>\$275,335</b>  | <b>\$267,860</b>  | <b>\$269,795</b>       | <b>\$236,573</b>  |   |
| Internal Charges Subtotal                                  | <u>\$(76,580)</u> | <u>\$(81,800)</u> | <u>\$(77,150)</u>      | <u>\$(36,101)</u> |   |
| <b>Ongoing Subtotal</b>                                    | <b>\$198,755</b>  | <b>\$186,060</b>  | <b>\$192,645</b>       | <b>\$200,472</b>  |   |
| Supplies & Services (One-Time) Subtotal                    | \$27,450          | \$0               | \$200                  | \$64,524          |   |
| <b>Grand Total</b>   | <b>\$226,205</b>  | <b>\$186,060</b>  | <b>\$192,845</b>       | <b>\$264,996</b>  |   |



**CITY CLERK'S OFFICE**  
Continued

**POSITIONS SUMMARY**

| Position          | FY21<br>FTE | FY20<br>FTE | FY19<br>FTE | FY18<br>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        |
| <b>Total</b>      | <b>2.88</b> | <b>2.88</b> | <b>2.87</b> | <b>2.88</b> |

**ALLOCATIONS SUMMARY**

| Position                  | Org Description                | FY21<br>FTE | FY20<br>FTE | FY19<br>FTE | FY18<br>FTE |
|---------------------------|--------------------------------|-------------|-------------|-------------|-------------|
| <b>General Fund</b>       |                                |             |             |             |             |
| 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        |
| <b>General Fund Total</b> |                                | <b>2.88</b> | <b>2.88</b> | <b>2.87</b> | <b>2.87</b> |

(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.

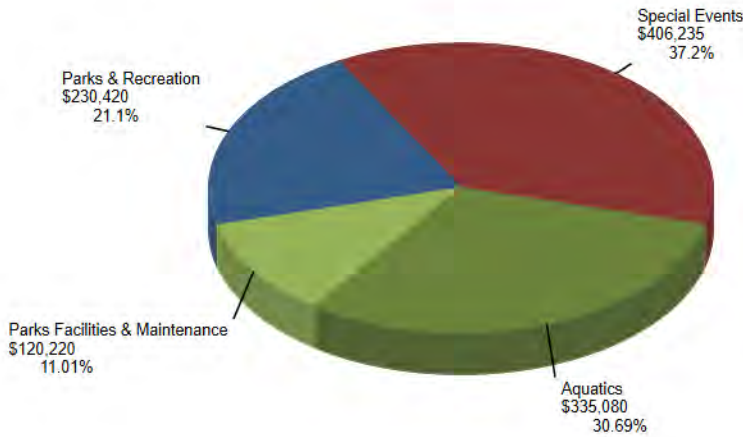
It is the culture of the Sedona Parks and Recreation Department to work within an environment of CITY PRIDE: Deliver the best Customer service, display unwavering Integrity, foster Teamwork and find ways to get to Yes! Embody Professionalism, show Respect, lead with Innovation and demonstrate Dedication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

## Description

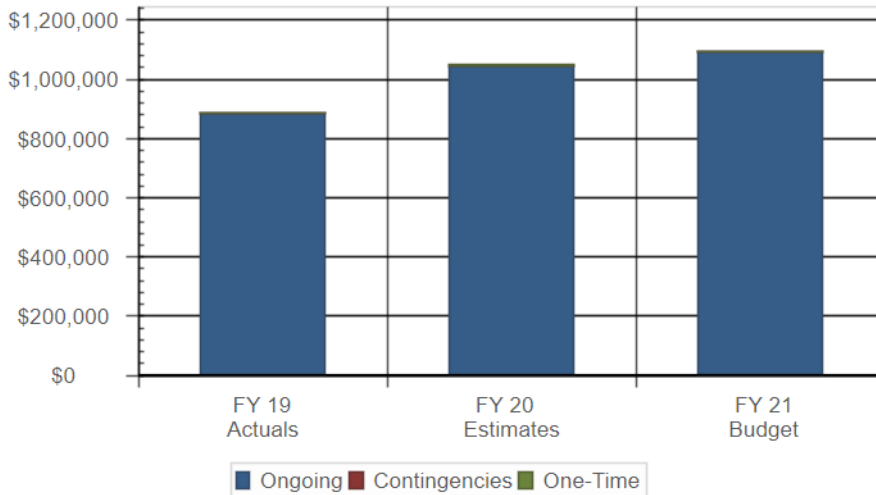
The Parks and Recreation Department is responsible for the following program areas:

- \* 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    |
|---|-------------------|--------------------|-------------------|-------------------|-------------------|
| <b>Program Expenditures</b>                     |                   |                    |                   |                   |                   |
| Personnel Services                              | \$ 101,940        | 44 %               | \$ 95,290         | \$ 96,020         | \$ 97,503         |
| Supplies & Services                             | 56,700            | 25 %               | 49,400            | 51,545            | 43,105            |
| <b>Subtotal Direct Costs</b>                    | <b>\$ 158,640</b> | <b>69 %</b>        | <b>\$ 144,690</b> | <b>\$ 147,565</b> | <b>\$ 140,608</b> |
| Internal Charges                                | 71,780            | 31 %               | 73,060            | 74,940            | 53,343            |
| <b>Total Expenditures</b>                       | <b>230,420</b>    | <b>100 %</b>       | <b>217,750</b>    | <b>222,505</b>    | <b>193,951</b>    |
| <b>Expenditures by Fund</b>                     |                   |                    |                   |                   |                   |
| General Fund Portion                            | \$ 222,420        | 97 %               | \$ 209,750        | \$ 218,675        | \$ 189,524        |
| Other Funds Portion                             | \$ 8,000          | 3 %                | \$ 8,000          | \$ 3,830          | \$ 4,427          |
| <b>Funding Sources</b>                          |                   |                    |                   |                   |                   |
| 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        |
| <b>Employee Time Allocation (FTEs) Budgeted</b> | <b>1.47</b>       | <b>-</b>           | <b>1.47</b>       | <b>-</b>          | <b>1.57</b>       |

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<br>Budget  | % of<br>FY2021<br>Budget | FY2020<br>Budget  | FY2020<br>Estimate | FY2019<br>Actuals |
|---|-------------------|--------------------------|-------------------|--------------------|-------------------|
| <b>Program Expenditures</b>                     |                   |                          |                   |                    |                   |
| Personnel Services                              | \$ 133,860        | 37 %                     | \$ 126,620        | \$ 132,890         | \$ 113,170        |
| Supplies & Services                             | 175,385           | 48 %                     | 214,700           | 162,408            | 160,296           |
| <b>Subtotal Direct Costs</b>                    | <b>\$ 309,245</b> | <b>85 %</b>              | <b>\$ 341,320</b> | <b>\$ 295,298</b>  | <b>\$ 273,466</b> |
| Internal Charges                                | 52,690            | 15 %                     | 51,040            | 52,480             | 38,626            |
| <b>Total Expenditures</b>                       | <b>361,935</b>    | <b>100 %</b>             | <b>392,360</b>    | <b>347,778</b>     | <b>312,092</b>    |
| <b>Expenditures by Fund</b>                     |                   |                          |                   |                    |                   |
| General Fund Portion                            | \$ 392,735        | 109 %                    | \$ 382,360        | \$ 378,078         | \$ 305,972        |
| Other Funds Portion                             | \$ 13,500         | 4 %                      | \$ 10,000         | \$ 14,000          | \$ 17,585         |
| <b>Funding Sources</b>                          |                   |                          |                   |                    |                   |
| 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        |
| <b>Employee Time Allocation (FTEs) Budgeted</b> | <b>1.35</b>       | <b>-</b>                 | <b>1.35</b>       | <b>-</b>           | <b>1.30</b>       |

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<br>Projection | FY20<br>Projection | FY20<br>Estimate | FY19<br>Actual | FY18<br>Actual |
|---------------------|--------------------|--------------------|------------------|----------------|----------------|
| Days of events      | 21                 | 23                 | 21               | 33             | 29             |

| PERFORMANCE MEASURES  | Benchmark | FY21<br>Target | FY20<br>Target | FY20<br>Estimate | FY19<br>Actual | FY18<br>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<br>Budget  | % of<br>FY2021<br>Budget | FY2020<br>Budget  | FY2020<br>Estimate | FY2019<br>Actuals |
|---|-------------------|--------------------------|-------------------|--------------------|-------------------|
| <b>Program Expenditures</b>                     |                   |                          |                   |                    |                   |
| Personnel Services                              | \$ 198,410        | 59 %                     | \$ 191,760        | \$ 174,230         | \$ 149,125        |
| Supplies & Services                             | 20,900            | 6 %                      | 21,050            | 24,600             | 15,323            |
| <b>Subtotal Direct Costs</b>                    | <b>\$ 219,310</b> | <b>65 %</b>              | <b>\$ 212,810</b> | <b>\$ 198,830</b>  | <b>\$ 164,448</b> |
| Internal Charges                                | 115,770           | 35 %                     | 114,810           | 117,100            | 92,635            |
| <b>Total Expenditures</b>                       | <b>335,080</b>    | <b>100 %</b>             | <b>327,620</b>    | <b>315,930</b>     | <b>257,083</b>    |
| <b>Expenditures by Fund</b>                     |                   |                          |                   |                    |                   |
| General Fund Portion                            | \$ 335,080        | 100 %                    | \$ 327,620        | \$ 310,930         | \$ 257,083        |
| Other Funds Portion                             | \$ -              | - %                      | \$ -              | \$ 5,000           | \$ -              |
| <b>Funding Sources</b>                          |                   |                          |                   |                    |                   |
| 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        |
| <b>Employee Time Allocation (FTEs) Budgeted</b> | <b>4.84</b>       | <b>-</b>                 | <b>4.98</b>       | <b>-</b>           | <b>4.52</b>       |

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

| <b>WORKLOAD INDICATORS</b>             |  | <b>FY21<br/>Projection</b> | <b>FY20<br/>Projection</b> | <b>FY20<br/>Estimate</b> | <b>FY19<br/>Actual</b> | <b>FY18<br/>Actual</b> |
|--|--|----------------------------|----------------------------|--------------------------|------------------------|------------------------|
| 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                     |

| <b>PERFORMANCE MEASURES</b>  |  | <b>Benchmark</b> | <b>FY21<br/>Target</b> | <b>FY20<br/>Target</b> | <b>FY20<br/>Estimate</b> | <b>FY19<br/>Actual</b> | <b>FY18<br/>Actual</b> |
|--|--|------------------|------------------------|------------------------|--------------------------|------------------------|------------------------|
| 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   |
|---|------------------|--------------------|------------------|------------------|------------------|
| <b>Program Expenditures</b>                     |                  |                    |                  |                  |                  |
| Personnel Services                              | \$ 78,790        | 66 %               | \$ 70,920        | \$ 77,980        | \$ 57,930        |
| Supplies & Services                             | 10,500           | 9 %                | 10,700           | 9,800            | 14,636           |
| <b>Subtotal Direct Costs</b>                    | <b>\$ 89,290</b> | <b>74 %</b>        | <b>\$ 81,620</b> | <b>\$ 87,780</b> | <b>\$ 72,566</b> |
| Internal Charges                                | 30,930           | 26 %               | 29,950           | 30,940           | 22,126           |
| <b>Total Expenditures</b>                       | <b>120,220</b>   | <b>101 %</b>       | <b>111,570</b>   | <b>118,720</b>   | <b>94,692</b>    |
| <b>Expenditures by Fund</b>                     |                  |                    |                  |                  |                  |
| General Fund Portion                            | \$ 117,220       | 98 %               | \$ 108,370       | \$ 116,420       | \$ 87,622        |
| Other Funds Portion                             | \$ 3,000         | 2 %                | \$ 3,200         | \$ 2,300         | \$ 23,638        |
| <b>Funding Sources</b>                          |                  |                    |                  |                  |                  |
| 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        |
| <b>Employee Time Allocation (FTEs) Budgeted</b> | <b>0.85</b>      | <b>-</b>           | <b>0.85</b>      | <b>-</b>         | <b>0.65</b>      |

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<br>Budget | FY2020<br>Budget | FY2020<br>Est. Actuals | FY2019<br>Actuals | Explanation of Changes  |
|---|------------------|------------------|------------------------|-------------------|---|
| <b>10-5242-23 - Recreation Programs</b>                   |                  |                  |                        |                   |   |
| Personnel (ongoing)                                       | \$101,940        | \$95,290         | \$96,020               | \$97,503          |   |
| Supplies & Services (ongoing)                             | \$48,700         | \$41,400         | \$47,715               | \$38,678          |   |
| <b>Direct Costs (Ongoing) Subtotal</b>                    | <b>\$150,640</b> | <b>\$136,690</b> | <b>\$143,735</b>       | <b>\$136,181</b>  |   |
| Internal Charges  | \$71,780         | \$73,060         | \$74,940               | \$53,343          |   |
| <b>Ongoing Total</b>                                      | <b>\$222,420</b> | <b>\$209,750</b> | <b>\$218,675</b>       | <b>\$189,524</b>  |   |
| <b>Recreation Programs Total</b>                          | <b>\$222,420</b> | <b>\$209,750</b> | <b>\$218,675</b>       | <b>\$189,524</b>  |   |
| <b>10-5242-24 - Special Events</b>                        |                  |                  |                        |                   |   |
| 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. |
| <b>Direct Costs (Ongoing) Subtotal</b>                    | <b>\$295,745</b> | <b>\$331,320</b> | <b>\$281,298</b>       | <b>\$255,881</b>  |   |
| Internal Charges  | \$52,690         | \$51,040         | \$52,480               | \$38,626          |   |
| <b>Ongoing Total</b>                                      | <b>\$348,435</b> | <b>\$382,360</b> | <b>\$333,778</b>       | <b>\$294,507</b>  |   |
| Capital & Debt Service                                    | \$44,300         | \$0              | \$44,300               | \$11,465          |   |
| <b>Special Events Total</b>                               | <b>\$392,735</b> | <b>\$382,360</b> | <b>\$378,078</b>       | <b>\$305,972</b>  |   |
| <b>10-5242-25 - Aquatics Operations &amp; Maintenance</b> |                  |                  |                        |                   |   |
| Personnel (ongoing)                                       | \$198,410        | \$191,760        | \$174,230              | \$149,125         |   |
| Supplies & Services (ongoing)                             | \$20,900         | \$19,600         | \$19,600               | \$13,751          |   |
| <b>Direct Costs (Ongoing) Subtotal</b>                    | <b>\$219,310</b> | <b>\$211,360</b> | <b>\$193,830</b>       | <b>\$162,876</b>  |   |
| Internal Charges  | \$115,770        | \$114,810        | \$117,100              | \$92,635          |   |
| <b>Ongoing Total</b>                                      | <b>\$335,080</b> | <b>\$326,170</b> | <b>\$310,930</b>       | <b>\$255,511</b>  |   |
| Supplies & Services (one-time)                            | \$0              | \$1,450          | \$0                    | \$1,572           |   |
| <b>Aquatics Operations &amp; Maintenance Total</b>        | <b>\$335,080</b> | <b>\$327,620</b> | <b>\$310,930</b>       | <b>\$257,083</b>  |   |

**PARKS & RECREATION**  
Continued

**EXPENDITURE SUMMARY**

| Cost Category | FY2021<br>Budget | FY2020<br>Budget | FY2020<br>Est. Actuals | FY2019<br>Actuals | Explanation of Changes |
|---------------|------------------|------------------|------------------------|-------------------|------------------------|
|---------------|------------------|------------------|------------------------|-------------------|------------------------|

**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>  |  |
| <b>Direct Costs (Ongoing) Subtotal</b>          | <b>\$86,290</b>  | <b>\$78,420</b>  | <b>\$85,480</b>  | <b>\$65,496</b> |  |
| Internal Charges                                | <u>\$30,930</u>  | <u>\$29,950</u>  | <u>\$30,940</u>  | <u>\$22,126</u> |  |
| <b>Parks Facilities &amp; Maintenance Total</b> | <b>\$117,220</b> | <b>\$108,370</b> | <b>\$116,420</b> | <b>\$87,622</b> |  |

**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         | <b>\$751,985</b>   | <b>\$757,790</b>   | <b>\$704,343</b>   | <b>\$620,434</b> |
| Internal Charges Subtotal               | <u>\$271,170</u>   | <u>\$268,860</u>   | <u>\$275,460</u>   | <u>\$206,730</u> |
| Ongoing Subtotal                        | <b>\$1,023,155</b> | <b>\$1,026,650</b> | <b>\$979,803</b>   | <b>\$827,164</b> |
| 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                       | <b>\$44,300</b>    | <b>\$1,450</b>     | <b>\$44,300</b>    | <b>\$13,037</b>  |
| General Fund Total                      | <b>\$1,067,455</b> | <b>\$1,028,100</b> | <b>\$1,024,103</b> | <b>\$840,201</b> |

**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> |
| <b>Recreation Programs Total</b> | <b>\$1,000</b> | <b>\$1,000</b> | <b>\$1,000</b> | <b>\$2,427</b> |

**15-5242-24 - Special Events**

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

**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> |
| <b>Parks Facilities &amp; Maintenance Total</b> | <b>\$3,000</b> | <b>\$3,200</b> | <b>\$2,300</b> | <b>\$7,070</b> |

**PARKS & RECREATION**  
Continued

**EXPENDITURE SUMMARY**

| Cost Category | FY2021<br>Budget | FY2020<br>Budget | FY2020<br>Est. Actuals | FY2019<br>Actuals | Explanation of Changes |
|---------------|------------------|------------------|------------------------|-------------------|------------------------|
|---------------|------------------|------------------|------------------------|-------------------|------------------------|

**Donations & Contributions Fund Totals**

|   |                 |                 |                 |                 |  |
|---|-----------------|-----------------|-----------------|-----------------|--|
| Supplies & Services (Ongoing)<br>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> |  |
| <b>Donations &amp; Contributions Fund Total</b> | <b>\$17,500</b> | <b>\$14,200</b> | <b>\$17,300</b> | <b>\$27,082</b> |  |

**Operating Grants Fund**

**16-5242-23 - Recreation Programs**

|                                  |            |                |            |                |                                  |
|----------------------------------|------------|----------------|------------|----------------|----------------------------------|
| Supplies & Services (ongoing)    | \$0        | \$2,000        | \$0        | \$2,000        | Budget Decrease: Missoula grant. |
| <b>Recreation Programs Total</b> | <b>\$0</b> | <b>\$2,000</b> | <b>\$0</b> | <b>\$2,000</b> |                                  |

**Operating Grants Fund Totals**

|   |            |                |            |                |  |
|---|------------|----------------|------------|----------------|--|
| Supplies & Services (Ongoing)<br>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                          | <b>\$0</b> | <b>\$2,000</b> | <b>\$0</b> | <b>\$2,000</b> |  |

**Capital Grants Fund**

**19-5242-26 - Parks Facilities & Maintenance**

|   |            |            |            |                 |  |
|---|------------|------------|------------|-----------------|--|
| Capital & Debt Service                              | \$0        | \$0        | \$0        | \$16,568        |  |
| <b>Parks Facilities &amp; Maintenance<br/>Total</b> | <b>\$0</b> | <b>\$0</b> | <b>\$0</b> | <b>\$16,568</b> |  |

**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> |   |
| <b>One-Time Total</b>            | <b>\$0</b>     | <b>\$0</b>     | <b>\$5,000</b> | <b>\$0</b> |   |
| <b>Recreation Programs Total</b> | <b>\$7,000</b> | <b>\$5,000</b> | <b>\$7,830</b> | <b>\$0</b> |   |

**PARKS & RECREATION**  
Continued

**EXPENDITURE SUMMARY**

| Cost Category                           | FY2021<br>Budget   | FY2020<br>Budget   | FY2020<br>Est. Actuals | FY2019<br>Actuals | Explanation of Changes |
|---|--------------------|--------------------|------------------------|-------------------|------------------------|
| <b>Grand Totals</b>                     |                    |                    |                        |                   |                        |
| 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         | <b>\$776,485</b>   | <b>\$778,990</b>   | <b>\$724,473</b>       | <b>\$649,516</b>  |                        |
| Internal Charges Subtotal               | \$271,170          | \$268,860          | \$275,460              | \$206,730         |                        |
| Ongoing Subtotal                        | <b>\$1,047,655</b> | <b>\$1,047,850</b> | <b>\$999,933</b>       | <b>\$856,246</b>  |                        |
| 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                             | <b>\$1,091,955</b> | <b>\$1,049,300</b> | <b>\$1,049,233</b>     | <b>\$885,851</b>  |                        |

**PARKS & RECREATION**  
Continued

**POSITIONS SUMMARY**

| Position                              | FY21<br>FTE | FY20<br>FTE | FY19<br>FTE | FY18<br>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        |
| <b>Total</b>                          | <b>8.56</b> | <b>8.70</b> | <b>8.14</b> | <b>7.88</b> |

**ALLOCATIONS SUMMARY**

| Position                  | Org Description                | FY21<br>FTE | FY20<br>FTE | FY19<br>FTE | FY18<br>FTE |
|---------------------------|--------------------------------|-------------|-------------|-------------|-------------|
| <b>General Fund</b>       |                                |             |             |             |             |
| 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        |
| <b>General Fund Total</b> |                                | <b>8.56</b> | <b>8.70</b> | <b>8.14</b> | <b>7.89</b> |

(1) Includes 4.56 of temporary positions

# GENERAL SERVICES

## Mission Statement

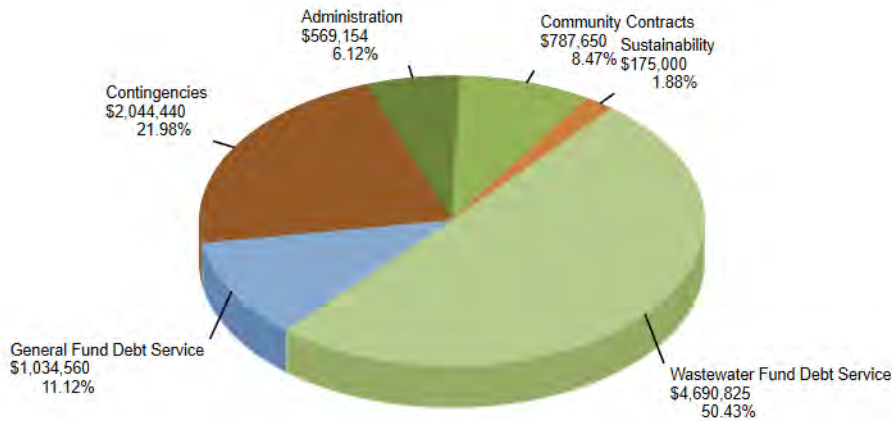
## Description

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.

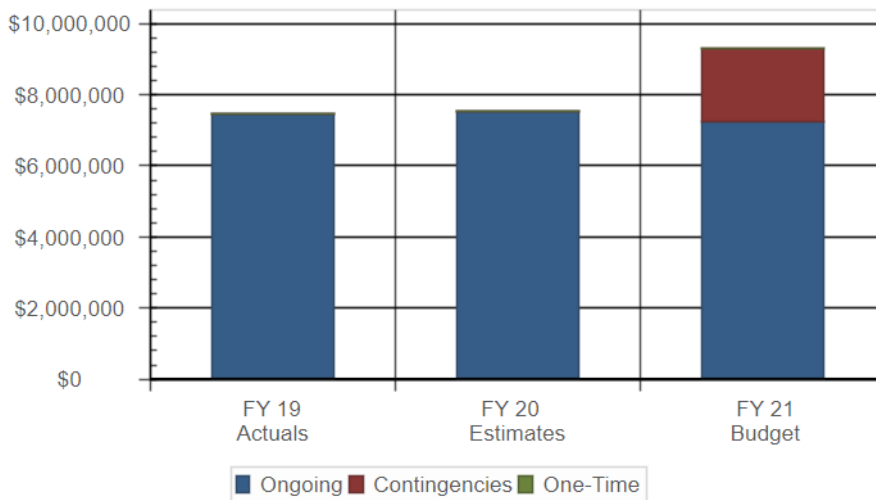
The General Services Department also includes the General Fund, Grants and Donation Funds, and Wastewater Enterprise Fund contingency budgets, which include the following:

- \* \$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**

| <b>Budget Summary</b>                           | <b>FY2021<br/>Budget</b> | <b>% of<br/>FY2021<br/>Budget</b> | <b>FY2020<br/>Budget</b> | <b>FY2020<br/>Estimate</b> | <b>FY2019<br/>Actuals</b> |
|---|--------------------------|-----------------------------------|--------------------------|----------------------------|---------------------------|
| <b>Program Expenditures</b>                     |                          |                                   |                          |                            |                           |
| 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                | -                          | -                         |
| <b>Subtotal Direct Costs</b>                    | <b>\$ 9,295,869</b>      | <b>100 %</b>                      | <b>\$ 10,222,881</b>     | <b>\$ 7,534,933</b>        | <b>\$ 7,439,539</b>       |
| Internal Charges                                | 5,760                    | - %                               | 11,380                   | 11,640                     | 9,299                     |
| <b>Total Expenditures</b>                       | <b>9,301,629</b>         | <b>100 %</b>                      | <b>10,234,261</b>        | <b>7,546,573</b>           | <b>7,448,838</b>          |
| <b>Expenditures by Fund</b>                     |                          |                                   |                          |                            |                           |
| 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              |
| <b>Funding Sources</b>                          |                          |                                   |                          |                            |                           |
| 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              |
| <b>Employee Time Allocation (FTEs) Budgeted</b> | <b>-</b>                 |                                   | <b>-</b>                 |                            | <b>-</b>                  |

| <b>WORKLOAD INDICATORS</b>       | <b>FY21<br/>Projection</b> | <b>FY20<br/>Projection</b> | <b>FY20<br/>Estimate</b> | <b>FY19<br/>Actual</b> | <b>FY18<br/>Actual</b> |
|----------------------------------|----------------------------|----------------------------|--------------------------|------------------------|------------------------|
| 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 -<br>\$21,000      | \$1,000 -<br>\$24,000      | N/A                      | \$1,200 -<br>\$21,000  | \$1,020 -<br>\$24,000  |

**GENERAL SERVICES**  
Continued

**EXPENDITURE SUMMARY**

| Cost Category  | FY2021<br>Budget  | FY2020<br>Budget  | FY2020<br>Est. Actuals | FY2019<br>Actuals | Explanation of Changes   |
|--|-------------------|-------------------|------------------------|-------------------|--|
| <b>General Fund</b>                                    |                   |                   |                        |                   |  |
| <b>10-5245-01 - Administration</b>                     |                   |                   |                        |                   |  |
| 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        |  |
| <b>Direct Costs (Ongoing Subtotal)</b>                 | <b>\$ 533,944</b> | <b>\$ 514,155</b> | <b>\$ 522,044</b>      | <b>\$ 557,372</b> |  |
| Internal Charges                                       | \$ (391,360)      | \$ (334,900)      | \$ (369,680)           | \$ (213,288)      |  |
| <b>Ongoing Total</b>                                   | <b>\$ 142,584</b> | <b>\$ 179,255</b> | <b>\$ 152,364</b>      | <b>\$ 344,084</b> |  |
| Capital & Debt Service                                 | \$ 8,200          | \$ 8,200          | \$ 6,200               | \$ 0              | Current Year Under Budget: Enterprise Fleet vehicle leasing program. |
| <b>Administration Total</b>                            | <b>\$ 150,784</b> | <b>\$ 187,455</b> | <b>\$ 158,564</b>      | <b>\$ 344,084</b> |  |
| <b>10-5245-09 - Sustainability</b>                     |                   |                   |                        |                   |  |
| Supplies & Services (ongoing)                          | \$ 175,000        | \$ 203,100        | \$ 203,100             | \$ 100,000        | Budget Decrease: Reduction for Sedona Recycles.                      |
| <b>Sustainability Total</b>                            | <b>\$ 175,000</b> | <b>\$ 203,100</b> | <b>\$ 203,100</b>      | <b>\$ 100,000</b> |  |
| <b>10-5245-90 - Comm Contracts - Public Safety</b>     |                   |                   |                        |                   |  |
| Supplies & Services (ongoing)                          | \$ 71,300         | \$ 71,293         | \$ 71,300              | \$ 69,098         |  |
| <b>Comm Contracts - Public Safety Total</b>            | <b>\$ 71,300</b>  | <b>\$ 71,293</b>  | <b>\$ 71,300</b>       | <b>\$ 69,098</b>  |  |
| <b>10-5245-91 - Comm Contracts - Cult &amp; Recr</b>   |                   |                   |                        |                   |  |
| Supplies & Services (ongoing)                          | \$ 485,000        | \$ 484,974        | \$ 485,000             | \$ 470,392        |  |
| <b>Comm Contracts - Cult &amp; Recr Total</b>          | <b>\$ 485,000</b> | <b>\$ 484,974</b> | <b>\$ 485,000</b>      | <b>\$ 470,392</b> |  |
| <b>10-5245-92 - Comm Contracts - Health &amp; Welf</b> |                   |                   |                        |                   |  |
| Supplies & Services (ongoing)                          | \$ 179,800        | \$ 179,770        | \$ 180,000             | \$ 174,365        |  |
| <b>Comm Contracts - Health &amp; Welf Total</b>        | <b>\$ 179,800</b> | <b>\$ 179,770</b> | <b>\$ 180,000</b>      | <b>\$ 174,365</b> |  |



**GENERAL SERVICES**  
Continued

**EXPENDITURE SUMMARY**

| Cost Category                                      | FY2021<br>Budget   | FY2020<br>Budget   | FY2020<br>Est. Actuals | FY2019<br>Actuals  | Explanation of Changes  |
|--|--------------------|--------------------|------------------------|--------------------|---|
| <b>10-5245-93 - Comm Contracts - Public Transp</b> |                    |                    |                        |                    |   |
| 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          |   |
| <b>Comm Contracts - Public Transp Total</b>        | <b>\$51,550</b>    | <b>\$413,714</b>   | <b>\$338,810</b>       | <b>\$202,363</b>   |   |
| <b>10-5246-01 - Administration</b>                 |                    |                    |                        |                    |   |
| Contingencies                                      | \$844,440          | \$300,000          | \$0                    | \$0                | Budget Increase: Increase in the contingency for the Chamber of Commerce. |
| <b>Administration Total</b>                        | <b>\$844,440</b>   | <b>\$300,000</b>   | <b>\$0</b>             | <b>\$0</b>         |   |
| <b>10-5255-15 - Debt Service</b>                   |                    |                    |                        |                    |   |
| Capital & Debt Service                             | \$1,034,560        | \$1,036,750        | \$1,034,500            | \$1,417,374        |   |
| <b>Debt Service Total</b>                          | <b>\$1,034,560</b> | <b>\$1,036,750</b> | <b>\$1,034,500</b>     | <b>\$1,417,374</b> |   |
| <b>General Fund Totals</b>                         |                    |                    |                        |                    |   |
| 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                    | <b>\$1,496,594</b> | <b>\$1,867,006</b> | <b>\$1,800,254</b>     | <b>\$1,573,590</b> |   |
| Internal Charges Subtotal                          | \$(391,360)        | \$(334,900)        | \$(369,680)            | \$(213,288)        |   |
| Contingencies Subtotal                             | \$844,440          | \$300,000          | \$0                    | \$0                |   |
| Ongoing Subtotal                                   | <b>\$1,949,674</b> | <b>\$1,832,106</b> | <b>\$1,430,574</b>     | <b>\$1,360,302</b> |   |
| Capital & Debt Service Subtotal                    | \$1,042,760        | \$1,044,950        | \$1,040,700            | \$1,417,374        |   |
| One-Time Subtotal                                  | <b>\$1,042,760</b> | <b>\$1,044,950</b> | <b>\$1,040,700</b>     | <b>\$1,417,374</b> |   |
| <b>General Fund Total</b>                          | <b>\$2,992,434</b> | <b>\$2,877,056</b> | <b>\$2,471,274</b>     | <b>\$2,777,676</b> |   |

**GENERAL SERVICES**  
Continued

**EXPENDITURE SUMMARY**

| Cost Category | FY2021<br>Budget | FY2020<br>Budget | FY2020<br>Est. Actuals | FY2019<br>Actuals | Explanation of Changes |
|---------------|------------------|------------------|------------------------|-------------------|------------------------|
|---------------|------------------|------------------|------------------------|-------------------|------------------------|

**Affordable Housing Fund**

**12-5246-01 - Administration**

|                             |                  |                    |            |            |   |
|-----------------------------|------------------|--------------------|------------|------------|---|
| Contingencies               | \$800,000        | \$1,895,000        | \$0        | \$0        | Budget Decrease: Reduction in affordable housing contingency. |
| <b>Administration Total</b> | <b>\$800,000</b> | <b>\$1,895,000</b> | <b>\$0</b> | <b>\$0</b> |   |

**Donations & Contributions Fund**

**15-5245-01 - Administration**

|                               |                |                |              |            |  |
|-------------------------------|----------------|----------------|--------------|------------|--|
| Supplies & Services (ongoing) | \$1,300        | \$1,300        | \$954        | \$0        |  |
| <b>Administration Total</b>   | <b>\$1,300</b> | <b>\$1,300</b> | <b>\$954</b> | <b>\$0</b> |  |

**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. |
| <b>Administration Total</b>   | <b>\$20,000</b> | <b>\$18,100</b> | <b>\$0</b> | <b>\$0</b> |   |

**16-5246-01 - Administration**

|                             |                  |                  |            |            |  |
|-----------------------------|------------------|------------------|------------|------------|--|
| Contingencies               | \$300,000        | \$300,000        | \$0        | \$0        | Current Year Under Budget: Reinstate contingency for amount used during the current year |
| <b>Administration Total</b> | <b>\$300,000</b> | <b>\$300,000</b> | <b>\$0</b> | <b>\$0</b> |  |

**Operating Grants Fund Totals**

|  |                  |                  |            |            |  |
|--|------------------|------------------|------------|------------|--|
| Supplies & Services (Ongoing) Subtotal | \$20,000         | \$18,100         | \$0        | \$0        |  |
| Contingencies Subtotal                 | \$300,000        | \$300,000        | \$0        | \$0        |  |
| <b>Operating Grants Fund Total</b>     | <b>\$320,000</b> | <b>\$318,100</b> | <b>\$0</b> | <b>\$0</b> |  |

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

**45-5255-15 - Debt Service**

|                           |            |            |            |                |  |
|---------------------------|------------|------------|------------|----------------|--|
| Capital & Debt Service    | \$0        | \$0        | \$0        | \$9,540        |  |
| <b>Debt Service Total</b> | <b>\$0</b> | <b>\$0</b> | <b>\$0</b> | <b>\$9,540</b> |  |

**GENERAL SERVICES**  
**Continued**

**EXPENDITURE SUMMARY**

| Cost Category | FY2021<br>Budget | FY2020<br>Budget | FY2020<br>Est. Actuals | FY2019<br>Actuals | Explanation of Changes |
|---------------|------------------|------------------|------------------------|-------------------|------------------------|
|---------------|------------------|------------------|------------------------|-------------------|------------------------|

**Wastewater Enterprise Fund**

**59-5246-01 - Administration**

|                             |                  |                  |            |            |  |
|-----------------------------|------------------|------------------|------------|------------|--|
| Contingencies               | \$100,000        | \$100,000        | \$0        | \$0        |  |
| <b>Administration Total</b> | <b>\$100,000</b> | <b>\$100,000</b> | <b>\$0</b> | <b>\$0</b> |  |

**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        |  |
| <b>Debt Service Total</b> | <b>\$4,690,825</b> | <b>\$4,693,205</b> | <b>\$4,693,225</b> | <b>\$4,439,144</b> |  |

**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        |  |
| <b>Wastewater Enterprise Fund Total</b> | <b>\$4,790,825</b> | <b>\$4,793,205</b> | <b>\$4,693,225</b> | <b>\$4,439,144</b> |  |

**Info Tech Internal Service Fnd**

**60-5245-01 - Administration**

|                               |            |                |            |            |  |
|-------------------------------|------------|----------------|------------|------------|--|
| Supplies & Services (ongoing) | \$0        | \$3,500        | \$0        | \$0        | Budget Decrease: Envisio Benchmark software subscription canceled. |
| <b>Administration Total</b>   | <b>\$0</b> | <b>\$3,500</b> | <b>\$0</b> | <b>\$0</b> |  |

**GENERAL SERVICES**  
Continued

**EXPENDITURE SUMMARY**

| Cost Category                             | FY2021<br>Budget   | FY2020<br>Budget   | FY2020<br>Est. Actuals | FY2019<br>Actuals  | Explanation of Changes |
|---|--------------------|--------------------|------------------------|--------------------|------------------------|
| <b>Grand Totals</b>                       |                    |                    |                        |                    |                        |
| Personnel (Ongoing) Subtotal              | \$(60,156)         | \$44,385           | \$(57,996)             | \$8,029            |                        |
| Supplies & Services<br>(Ongoing) Subtotal | \$1,578,050        | \$1,845,521        | \$1,859,204            | \$1,565,561        |                        |
| Direct Costs (Ongoing)<br>Subtotal        | <b>\$1,517,894</b> | <b>\$1,889,906</b> | <b>\$1,801,208</b>     | <b>\$1,573,590</b> |                        |
| 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                          | <b>\$3,171,024</b> | <b>\$4,150,186</b> | <b>\$1,431,728</b>     | <b>\$1,360,411</b> |                        |
| Capital & Debt Service<br>Subtotal        | \$5,733,535        | \$5,737,975        | \$5,733,725            | \$5,865,949        |                        |
| Grand Total                               | <b>\$8,904,559</b> | <b>\$9,888,161</b> | <b>\$7,165,453</b>     | <b>\$7,226,360</b> |                        |

## COMMUNITY DEVELOPMENT

### Mission Statement

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

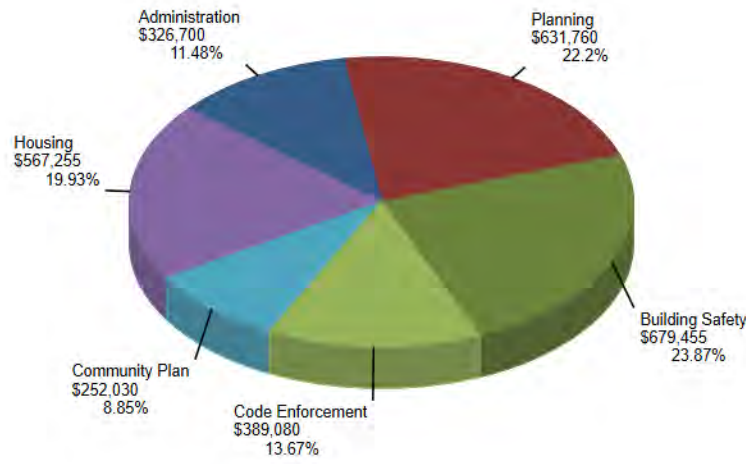
### Description

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.

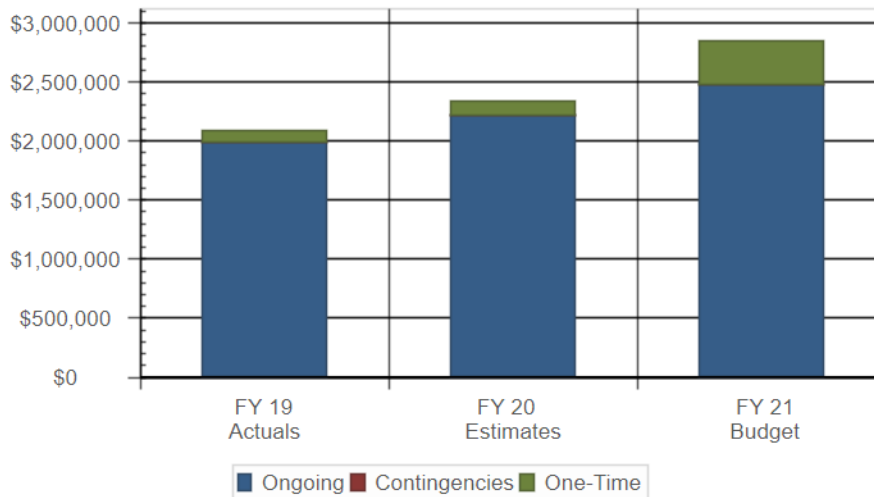
The Community Development Department is responsible for the following program areas:

- \* 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    |
|---|-------------------|--------------------|-------------------|-------------------|-------------------|
| <b>Program Expenditures</b>                     |                   |                    |                   |                   |                   |
| Personnel Services                              | \$ 195,290        | 60 %               | \$ 184,740        | \$ 184,430        | \$ 131,877        |
| Supplies & Services                             | 47,800            | 15 %               | 27,200            | 33,495            | 2,712             |
| <b>Subtotal Direct Costs</b>                    | <b>\$ 243,090</b> | <b>74 %</b>        | <b>\$ 211,940</b> | <b>\$ 217,925</b> | <b>\$ 134,589</b> |
| Internal Charges                                | 83,610            | 26 %               | 89,520            | 90,670            | 41,618            |
| <b>Total Expenditures</b>                       | <b>326,700</b>    | <b>101 %</b>       | <b>301,460</b>    | <b>308,595</b>    | <b>176,207</b>    |
| <b>Expenditures by Fund</b>                     |                   |                    |                   |                   |                   |
| General Fund Portion                            | \$ 286,700        | 88 %               | \$ 281,460        | \$ 280,385        | \$ 176,207        |
| Other Funds Portion                             | \$ 40,000         | 12 %               | \$ 20,000         | \$ 28,210         | \$ -              |
| <b>Funding Sources</b>                          |                   |                    |                   |                   |                   |
| 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        |
| <b>Employee Time Allocation (FTEs) Budgeted</b> | <b>1.40</b>       |                    | <b>1.25</b>       |                   | <b>1.20</b>       |

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<br>Projection | FY20<br>Projection | FY20<br>Estimate | FY19<br>Actual | FY18<br>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<br>Budget  | % of<br>FY2021<br>Budget | FY2020<br>Budget  | FY2020<br>Estimate | FY2019<br>Actuals |
|---|-------------------|--------------------------|-------------------|--------------------|-------------------|
| <b>Program Expenditures</b>                     |                   |                          |                   |                    |                   |
| Personnel Services                              | \$ 366,050        | 58 %                     | \$ 369,175        | \$ 369,225         | \$ 418,087        |
| Supplies & Services                             | 59,470            | 9 %                      | 52,225            | 33,865             | 107,684           |
| <b>Subtotal Direct Costs</b>                    | <b>\$ 425,520</b> | <b>67 %</b>              | <b>\$ 421,400</b> | <b>\$ 403,090</b>  | <b>\$ 525,771</b> |
| Internal Charges                                | 206,240           | 33 %                     | 205,170           | 204,700            | 180,723           |
| <b>Total Expenditures</b>                       | <b>631,760</b>    | <b>100 %</b>             | <b>626,570</b>    | <b>607,790</b>     | <b>706,494</b>    |
| <b>Expenditures by Fund</b>                     |                   |                          |                   |                    |                   |
| General Fund Portion                            | \$ 631,760        | 100 %                    | \$ 626,570        | \$ 607,790         | \$ 706,494        |
| <b>Funding Sources</b>                          |                   |                          |                   |                    |                   |
| 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        |
| <b>Employee Time Allocation (FTEs) Budgeted</b> | <b>3.78</b>       |                          | <b>3.86</b>       |                    | <b>3.28</b>       |

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.



## Community Development - Planning

Continued

### 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<br>Projection | FY20<br>Projection | FY20<br>Estimate | FY19<br>Actual | FY18<br>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<br>Target | FY20<br>Target | FY20<br>Estimate | FY19<br>Actual | FY18<br>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    |
|---|-------------------|--------------------|-------------------|-------------------|-------------------|
| <b>Program Expenditures</b>                     |                   |                    |                   |                   |                   |
| Personnel Services                              | \$ 368,130        | 55 %               | \$ 335,700        | \$ 325,190        | \$ 277,937        |
| Supplies & Services                             | 126,585           | 19 %               | 122,495           | 122,905           | 95,040            |
| <b>Subtotal Direct Costs</b>                    | <b>\$ 494,715</b> | <b>74 %</b>        | <b>\$ 458,195</b> | <b>\$ 448,095</b> | <b>\$ 372,977</b> |
| Internal Charges                                | 171,540           | 26 %               | 175,350           | 175,770           | 155,895           |
| <b>Total Expenditures</b>                       | <b>666,255</b>    | <b>100 %</b>       | <b>633,545</b>    | <b>623,865</b>    | <b>528,872</b>    |
| <b>Expenditures by Fund</b>                     |                   |                    |                   |                   |                   |
| General Fund Portion                            | \$ 678,055        | 102 %              | \$ 637,845        | \$ 629,200        | \$ 528,872        |
| Other Funds Portion                             | \$ 1,400          | - %                | \$ 1,400          | \$ 1,400          | \$ -              |
| <b>Funding Sources</b>                          |                   |                    |                   |                   |                   |
| 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        |
| <b>Employee Time Allocation (FTEs) Budgeted</b> | <b>4.01</b>       |                    | <b>3.68</b>       |                   | <b>3.18</b>       |

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<br>Projection | FY20<br>Projection | FY20<br>Estimate | FY19<br>Actual | FY18<br>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<br>Target | FY20<br>Target | FY20<br>Estimate | FY19<br>Actual | FY18<br>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    |
|---|-------------------|--------------------|-------------------|-------------------|-------------------|
| <b>Program Expenditures</b>                     |                   |                    |                   |                   |                   |
| Personnel Services                              | \$ 177,050        | 46 %               | \$ 173,500        | \$ 162,960        | \$ 185,455        |
| Supplies & Services                             | 18,390            | 5 %                | 24,350            | 10,210            | 31,594            |
| <b>Subtotal Direct Costs</b>                    | <b>\$ 195,440</b> | <b>50 %</b>        | <b>\$ 197,850</b> | <b>\$ 173,170</b> | <b>\$ 217,049</b> |
| Internal Charges                                | 193,640           | 50 %               | 197,920           | 195,290           | 162,652           |
| <b>Total Expenditures</b>                       | <b>389,080</b>    | <b>101 %</b>       | <b>395,770</b>    | <b>368,460</b>    | <b>379,701</b>    |
| <b>Expenditures by Fund</b>                     |                   |                    |                   |                   |                   |
| General Fund Portion                            | \$ 387,680        | 100 %              | \$ 394,370        | \$ 367,060        | \$ 379,701        |
| Other Funds Portion                             | \$ 1,400          | 0.36 %             | \$ 1,400          | \$ 1,400          | \$ -              |
| <b>Funding Sources</b>                          |                   |                    |                   |                   |                   |
| 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        |
| <b>Employee Time Allocation (FTEs) Budgeted</b> | <b>2.20</b>       |                    | <b>2.20</b>       |                   | <b>2.45</b>       |

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<br>Projection | FY20<br>Projection | FY20<br>Estimate | FY19<br>Actual | FY18<br>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<br>Target | FY20<br>Target | FY20<br>Estimate | FY19<br>Actual | FY18<br>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**

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

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

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

**FY 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<br>Projection | FY20<br>Projection | FY20<br>Estimate | FY19<br>Actual | FY18<br>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    |
|---|-------------------|--------------------|-------------------|-------------------|-------------------|
| <b>Program Expenditures</b>                     |                   |                    |                   |                   |                   |
| Personnel Services                              | \$ 154,340        | 61 %               | \$ 162,220        | \$ 164,460        | \$ 137,715        |
| Supplies & Services                             | 28,650            | 11 %               | 21,025            | 15,525            | 5,088             |
| <b>Subtotal Direct Costs</b>                    | <b>\$ 182,990</b> | <b>73 %</b>        | <b>\$ 183,245</b> | <b>\$ 179,985</b> | <b>\$ 142,803</b> |
| Internal Charges                                | 69,040            | 27 %               | 71,710            | 71,930            | 62,652            |
| <b>Total Expenditures</b>                       | <b>252,030</b>    | <b>99 %</b>        | <b>254,955</b>    | <b>251,915</b>    | <b>205,455</b>    |
| <b>Expenditures by Fund</b>                     |                   |                    |                   |                   |                   |
| General Fund Portion                            | \$ 252,030        | 100 %              | \$ 254,955        | \$ 251,915        | \$ 205,455        |
| <b>Funding Sources</b>                          |                   |                    |                   |                   |                   |
| 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        |
| <b>Employee Time Allocation (FTEs) Budgeted</b> | <b>1.45</b>       |                    | <b>1.55</b>       |                   | <b>1.46</b>       |

The Sedona Community Plan (Plan) is an expression of Sedona citizens' vision of their community and is the City's "general plan" required by the State of Arizona. The Plan proposes desired conditions for the future of the community. It is intended to guide future growth, not to regulate it. Ongoing functions related to the Community Plan include implementation of identified goals and strategies, specific planning efforts (Community Focus Areas or CFAs), and minor and major amendments to the Plan.

### FY 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   |
|--------------------------------|-------------------|--------------------|-------------------|-------------------|------------------|
| <b>Program Expenditures</b>    |                   |                    |                   |                   |                  |
| Personnel Services             | \$ 127,400        | 22 %               | \$ -              | \$ -              | \$ -             |
| Supplies & Services            | 439,855           | 78 %               | 435,000           | 114,730           | 38,451           |
| <b>Subtotal Direct Costs</b>   | <b>\$ 567,255</b> | <b>100 %</b>       | <b>\$ 435,000</b> | <b>\$ 114,730</b> | <b>\$ 38,451</b> |
| Total Expenditures             | <b>567,255</b>    | <b>100 %</b>       | <b>435,000</b>    | <b>114,730</b>    | <b>38,451</b>    |
| <b>Expenditures by Fund</b>    |                   |                    |                   |                   |                  |
| <b>Funding Sources</b>         |                   |                    |                   |                   |                  |
| 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<br>Budget | FY2020<br>Budget | FY2020<br>Est. Actuals | FY2019<br>Actuals | Explanation of Changes   |
|--|------------------|------------------|------------------------|-------------------|--|
| <b>General Fund</b>                    |                  |                  |                        |                   |  |
| <b>10-5310-01 - Administration</b>     |                  |                  |                        |                   |  |
| 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>    |  |
| <b>Direct Costs (Ongoing) Subtotal</b> | <b>\$203,090</b> | <b>\$191,940</b> | <b>\$189,715</b>       | <b>\$134,589</b>  |  |
| Internal Charges                       | <u>\$83,610</u>  | <u>\$89,520</u>  | <u>\$90,670</u>        | <u>\$41,618</u>   |  |
| <b>Administration Total</b>            | <b>\$286,700</b> | <b>\$281,460</b> | <b>\$280,385</b>       | <b>\$176,207</b>  |  |
| <b>10-5310-31 - Planning</b>           |                  |                  |                        |                   |  |
| 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>   |  |
| <b>Direct Costs (Ongoing) Subtotal</b> | <b>\$425,520</b> | <b>\$421,400</b> | <b>\$403,090</b>       | <b>\$445,607</b>  |  |
| Internal Charges                       | <u>\$206,240</u> | <u>\$205,170</u> | <u>\$204,700</u>       | <u>\$180,723</u>  |  |
| <b>Ongoing Total</b>                   | <b>\$631,760</b> | <b>\$626,570</b> | <b>\$607,790</b>       | <b>\$626,330</b>  |  |
| Supplies & Services (one-time)         | <u>\$0</u>       | <u>\$0</u>       | <u>\$0</u>             | <u>\$80,164</u>   |  |
| <b>One-Time Total</b>                  | <b>\$0</b>       | <b>\$0</b>       | <b>\$0</b>             | <b>\$80,164</b>   |  |
| <b>Planning Total</b>                  | <b>\$631,760</b> | <b>\$626,570</b> | <b>\$607,790</b>       | <b>\$706,494</b>  |  |
| <b>10-5310-32 - Building Safety</b>    |                  |                  |                        |                   |  |
| 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>   |  |
| <b>Direct Costs (Ongoing) Subtotal</b> | <b>\$493,315</b> | <b>\$456,795</b> | <b>\$446,695</b>       | <b>\$372,028</b>  |  |
| Internal Charges                       | <u>\$171,540</u> | <u>\$175,350</u> | <u>\$175,770</u>       | <u>\$155,895</u>  |  |
| <b>Ongoing Total</b>                   | <b>\$664,855</b> | <b>\$632,145</b> | <b>\$622,465</b>       | <b>\$527,923</b>  |  |
| 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. |
| <b>One-Time Total</b>                  | <b>\$13,200</b>  | <b>\$5,700</b>   | <b>\$6,735</b>         | <b>\$949</b>      |  |
| <b>Building Safety Total</b>           | <b>\$678,055</b> | <b>\$637,845</b> | <b>\$629,200</b>       | <b>\$528,872</b>  |  |

**COMMUNITY DEVELOPMENT**  
**Continued**

**EXPENDITURE SUMMARY**

| Cost Category  | FY2021<br>Budget | FY2020<br>Budget | FY2020<br>Est. Actuals | FY2019<br>Actuals | Explanation of Changes  |
|--|------------------|------------------|------------------------|-------------------|---|
| <b>10-5310-33 - Code Enforcement</b>                 |                  |                  |                        |                   |   |
| 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. |
| <b>Direct Costs (Ongoing) Subtotal</b>               | <b>\$194,040</b> | <b>\$196,450</b> | <b>\$171,770</b>       | <b>\$215,137</b>  |   |
| Internal Charges                                     | \$193,640        | \$197,920        | \$195,290              | \$162,652         |   |
| <b>Ongoing Total</b>                                 | <b>\$387,680</b> | <b>\$394,370</b> | <b>\$367,060</b>       | <b>\$377,789</b>  |   |
| Supplies & Services (one-time)                       | \$0              | \$0              | \$0                    | \$1,912           |   |
| <b>Code Enforcement Total</b>                        | <b>\$387,680</b> | <b>\$394,370</b> | <b>\$367,060</b>       | <b>\$379,701</b>  |   |
| <b>10-5310-62 - Historic Preservation Commission</b> |                  |                  |                        |                   |   |
| 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).    |
| <b>Direct Costs (Ongoing) Subtotal</b>               | <b>\$0</b>       | <b>\$37,880</b>  | <b>\$37,810</b>        | <b>\$36,947</b>   |   |
| Internal Charges                                     | \$0              | \$12,770         | \$12,880               | \$11,223          | Budget Decrease: For FY21, Program 62 was combined with Program 31 (Planning).    |
| <b>Historic Preservation Commission Total</b>        | <b>\$0</b>       | <b>\$50,650</b>  | <b>\$50,690</b>        | <b>\$48,170</b>   |   |
| <b>10-5310-67 - Community Plan</b>                   |                  |                  |                        |                   |   |
| 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.        |
| <b>Direct Costs (Ongoing) Subtotal</b>               | <b>\$182,990</b> | <b>\$183,245</b> | <b>\$179,985</b>       | <b>\$138,003</b>  |   |
| Internal Charges                                     | \$69,040         | \$71,710         | \$71,930               | \$62,652          |   |
| Supplies & Services (one-time)                       | \$0              | \$0              | \$0                    | \$4,800           |   |
| <b>Community Plan Total</b>                          | <b>\$252,030</b> | <b>\$254,955</b> | <b>\$251,915</b>       | <b>\$205,455</b>  |   |

**COMMUNITY DEVELOPMENT**  
**Continued**

**EXPENDITURE SUMMARY**

| Cost Category                              | FY2021<br>Budget   | FY2020<br>Budget   | FY2020<br>Est. Actuals | FY2019<br>Actuals  | Explanation of Changes   |
|--|--------------------|--------------------|------------------------|--------------------|--|
| <b>General Fund Totals</b>                 |                    |                    |                        |                    |  |
| Personnel Subtotal                         | \$1,260,860        | \$1,259,015        | \$1,239,875            | \$1,185,965        |  |
| Supplies & Services (Ongoing)<br>Subtotal  | \$238,095          | \$228,695          | \$189,190              | \$156,346          |  |
| Direct Costs (Ongoing) Subtotal            | <b>\$1,498,955</b> | <b>\$1,487,710</b> | <b>\$1,429,065</b>     | <b>\$1,342,311</b> |  |
| Internal Charges Subtotal                  | \$724,070          | \$752,440          | \$751,240              | \$614,763          |  |
| Ongoing Subtotal                           | <b>\$2,223,025</b> | <b>\$2,240,150</b> | <b>\$2,180,305</b>     | <b>\$1,957,074</b> |  |
| Supplies & Services (One-Time)<br>Subtotal | \$0                | \$0                | \$0                    | \$87,825           |  |
| Capital & Debt Service                     | \$13,200           | \$5,700            | \$6,735                | \$0                |  |
| One-Time Subtotal                          | <b>\$13,200</b>    | <b>\$5,700</b>     | <b>\$6,735</b>         | <b>\$87,825</b>    |  |
| General Fund Total                         | <b>\$2,236,225</b> | <b>\$2,245,850</b> | <b>\$2,187,040</b>     | <b>\$2,044,899</b> |  |
| <b>Affordable Housing Fund</b>             |                    |                    |                        |                    |  |
| <b>12-5310-59 - Administration</b>         |                    |                    |                        |                    |  |
| 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            | <b>\$200,000</b>   | <b>\$105,000</b>   | <b>\$230</b>           | <b>\$38,451</b>    |  |
| Supplies & Services (One-Time)             | \$20,555           | \$0                | \$102,000              | \$0                |  |
| <b>One-Time Total</b>                      | <b>\$20,555</b>    | <b>\$0</b>         | <b>\$102,000</b>       | <b>\$0</b>         |  |
| <b>Administration Total</b>                | <b>\$220,555</b>   | <b>\$105,000</b>   | <b>\$102,230</b>       | <b>\$38,451</b>    |  |
| <b>Operating Grants Fund</b>               |                    |                    |                        |                    |  |
| <b>16-5310-59 - Housing</b>                |                    |                    |                        |                    |  |
| Supplies & Services (One-Time)             | \$346,700          | \$330,000          | \$12,500               | \$0                | Current Year Under Budget: CDBG grant.                               |
| <b>Housing Total</b>                       | <b>\$346,700</b>   | <b>\$330,000</b>   | <b>\$12,500</b>        | <b>\$0</b>         |  |
| <b>Info Tech Internal Service Fund</b>     |                    |                    |                        |                    |  |
| <b>60-5310-01 - Administration</b>         |                    |                    |                        |                    |  |
| Supplies & Services (ongoing)              | \$40,000           | \$20,000           | \$28,210               | \$0                | Budget Increase: Short-term rental tracking and monitoring software. |
| <b>Administration Total</b>                | <b>\$40,000</b>    | <b>\$20,000</b>    | <b>\$28,210</b>        | <b>\$0</b>         |  |
| <b>60-5310-32 - Building Safety</b>        |                    |                    |                        |                    |  |
| Supplies & Services (ongoing)              | \$1,400            | \$1,400            | \$1,400                | \$0                |  |
| <b>Building Safety Total</b>               | <b>\$1,400</b>     | <b>\$1,400</b>     | <b>\$1,400</b>         | <b>\$0</b>         |  |

**COMMUNITY DEVELOPMENT**  
**Continued**

**EXPENDITURE SUMMARY**

| Cost Category                                 | FY2021<br>Budget   | FY2020<br>Budget   | FY2020<br>Est. Actuals | FY2019<br>Actuals  | Explanation of Changes |
|---|--------------------|--------------------|------------------------|--------------------|------------------------|
| <b>60-5310-33 - Code Enforcement</b>          |                    |                    |                        |                    |                        |
| Supplies & Services (ongoing)                 | \$1,400            | \$1,400            | \$1,400                | \$0                |                        |
| <b>Code Enforcement Total</b>                 | <b>\$1,400</b>     | <b>\$1,400</b>     | <b>\$1,400</b>         | <b>\$0</b>         |                        |
| <b>Info Tech Internal Service Fund Totals</b> |                    |                    |                        |                    |                        |
| Supplies & Services (Ongoing)<br>Subtotal     | \$42,800           | \$22,800           | \$31,010               | \$0                |                        |
| <b>Info Tech Internal Service Fund Total</b>  | <b>\$42,800</b>    | <b>\$22,800</b>    | <b>\$31,010</b>        | <b>\$0</b>         |                        |
| <b>Grand Totals</b>                           |                    |                    |                        |                    |                        |
| Personnel (Ongoing) Subtotal                  | \$1,388,260        | \$1,259,015        | \$1,239,875            | \$1,185,965        |                        |
| Supplies & Services (Ongoing)<br>Subtotal     | \$353,495          | \$356,495          | \$220,430              | \$194,797          |                        |
| <b>Direct Costs (Ongoing) Subtotal</b>        | <b>\$1,741,755</b> | <b>\$1,615,510</b> | <b>\$1,460,305</b>     | <b>\$1,380,762</b> |                        |
| Internal Charges Subtotal                     | \$724,070          | \$752,440          | \$751,240              | \$614,763          |                        |
| <b>Ongoing Subtotal</b>                       | <b>\$2,465,825</b> | <b>\$2,367,950</b> | <b>\$2,211,545</b>     | <b>\$1,995,525</b> |                        |
| Supplies & Services (One-Time)<br>Subtotal    | \$367,255          | \$330,000          | \$114,500              | \$87,825           |                        |
| Capital & Debt Service Subtotal               | \$13,200           | \$5,700            | \$6,735                | \$0                |                        |
| <b>One-Time Subtotal</b>                      | <b>\$380,455</b>   | <b>\$335,700</b>   | <b>\$121,235</b>       | <b>\$87,825</b>    |                        |
| <b>Grand Total</b>                            | <b>\$2,846,280</b> | <b>\$2,703,650</b> | <b>\$2,332,780</b>     | <b>\$2,083,350</b> |                        |

**COMMUNITY DEVELOPMENT**  
Continued

**POSITIONS SUMMARY**

| Position                                     | FY21<br>FTE  | FY20<br>FTE  | FY19<br>FTE  | FY18<br>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         |
| <b>Total</b>                                 | <b>12.84</b> | <b>12.84</b> | <b>13.24</b> | <b>14.08</b> |

**ALLOCATIONS SUMMARY**

| Position                  | Org Description                  | FY21<br>FTE  | FY20<br>FTE  | FY19<br>FTE  | FY18<br>FTE  |
|---------------------------|----------------------------------|--------------|--------------|--------------|--------------|
| <b>General Fund</b>       |                                  |              |              |              |              |
| 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         |
| <b>General Fund Total</b> |                                  | <b>12.84</b> | <b>12.84</b> | <b>13.24</b> | <b>14.08</b> |

(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

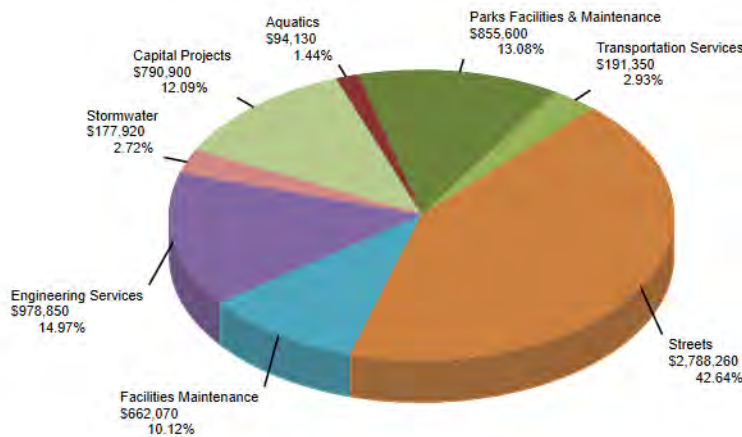
Providing a safe and enjoyable experience through cost effective, quality infrastructure and services.

### Description

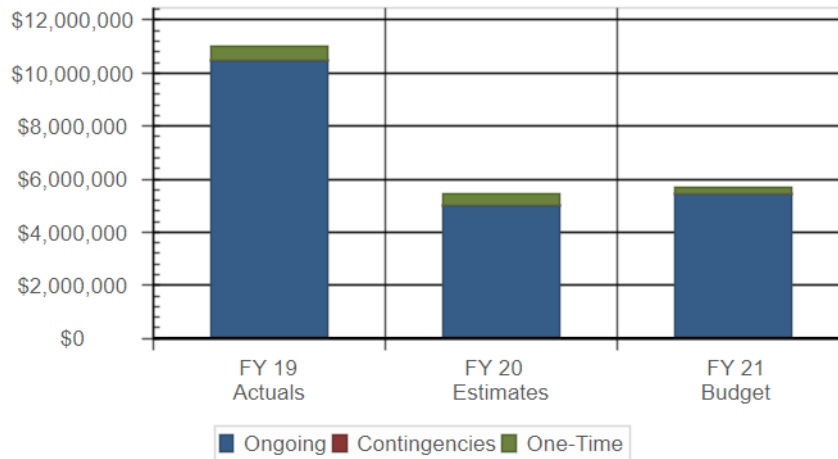
The main program areas and the services included in the Public Works Department are:

- \* 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<br>Budget | % of<br>FY2021<br>Budget | FY2020<br>Budget | FY2020<br>Estimate | FY2019<br>Actuals |
|--------------------------------|------------------|--------------------------|------------------|--------------------|-------------------|
| <b>Program Expenditures</b>    |                  |                          |                  |                    |                   |
| Supplies & Services            | \$ -             | -                        | \$ -             | \$ -               | \$ 55,000         |
| Internal Charges               | -                | %                        | -                | -                  | 2,472             |
| Total Expenditures             | -                | %                        | -                | -                  | <b>57,472</b>     |
| <b>Expenditures by Fund</b>    |                  |                          |                  |                    |                   |
| General Fund Portion           | \$ -             | -                        | \$ -             | \$ -               | \$ 57,472         |
| <b>Funding Sources</b>         |                  |                          |                  |                    |                   |
| 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**

| <b>Budget Summary</b>                           | <b>FY2021 Budget</b> | <b>% of FY2021 Budget</b> | <b>FY2020 Budget</b> | <b>FY2020 Estimate</b> | <b>FY2019 Actuals</b> |
|---|----------------------|---------------------------|----------------------|------------------------|-----------------------|
| <b>Program Expenditures</b>                     |                      |                           |                      |                        |                       |
| 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               |
| <b>Subtotal Direct Costs</b>                    | <b>\$ 81,940</b>     | <b>87 %</b>               | <b>\$ 103,530</b>    | <b>\$ 97,280</b>       | <b>\$ 4,880,922</b>   |
| Internal Charges                                | 12,190               | 13 %                      | 13,770               | 14,060                 | 1,126,049             |
| Total Expenditures                              | <b>94,130</b>        | <b>100 %</b>              | <b>117,300</b>       | <b>111,340</b>         | <b>6,006,971</b>      |
| <b>Expenditures by Fund</b>                     |                      |                           |                      |                        |                       |
| <b>Funding Sources</b>                          |                      |                           |                      |                        |                       |
| 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          |
| <b>Employee Time Allocation (FTEs) Budgeted</b> | <b>0.50</b>          |                           | <b>0.20</b>          |                        | <b>0.20</b>           |

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.

| <b>WORKLOAD INDICATORS</b>           | <b>FY21 Projection</b> | <b>FY20 Projection</b> | <b>FY20 Estimate</b> | <b>FY19 Actual</b> | <b>FY18 Actual</b> |
|--------------------------------------|------------------------|------------------------|----------------------|--------------------|--------------------|
| 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              |

| <b>PERFORMANCE MEASURES</b> | <b>Benchmark</b> | <b>FY21 Target</b> | <b>FY20 Target</b> | <b>FY20 Estimate</b> | <b>FY19 Actual</b> | <b>FY18 Actual</b> |
|-----------------------------|------------------|--------------------|--------------------|----------------------|--------------------|--------------------|
| Health inspections passed   |                  | 100%               | 100%               | 80%                  | 100%               | 100%               |

**Public Works - Parks**

| <b>Budget Summary</b>                           | <b>FY2021<br/>Budget</b> | <b>% of<br/>FY2021<br/>Budget</b> | <b>FY2020<br/>Budget</b> | <b>FY2020<br/>Estimate</b> | <b>FY2019<br/>Actuals</b> |
|---|--------------------------|-----------------------------------|--------------------------|----------------------------|---------------------------|
| <b>Program Expenditures</b>                     |                          |                                   |                          |                            |                           |
| Personnel Services                              | \$ 246,790               | 32 %                              | \$ 261,390               | \$ 258,690                 | \$ 261,340                |
| Supplies & Services                             | 320,140                  | 41 %                              | 314,425                  | 313,890                    | 307,688                   |
| <b>Subtotal Direct Costs</b>                    | <b>\$ 566,930</b>        | <b>73 %</b>                       | <b>\$ 575,815</b>        | <b>\$ 572,580</b>          | <b>\$ 569,028</b>         |
| Internal Charges                                | 210,270                  | 27 %                              | 223,160                  | 230,560                    | 259,402                   |
| Total Expenditures                              | <b>777,200</b>           | <b>100 %</b>                      | <b>798,975</b>           | <b>803,140</b>             | <b>828,430</b>            |
| <b>Expenditures by Fund</b>                     |                          |                                   |                          |                            |                           |
| General Fund Portion                            | \$ 852,940               | 110 %                             | \$ 840,175               | \$ 838,250                 | \$ 910,764                |
| Other Funds Portion                             | \$ 2,660                 | - %                               | \$ 3,200                 | \$ 2,880                   | \$ -                      |
| <b>Funding Sources</b>                          |                          |                                   |                          |                            |                           |
| 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                |
| <b>Employee Time Allocation (FTEs) Budgeted</b> | <b>4.18</b>              |                                   | <b>4.28</b>              |                            | <b>4.45</b>               |

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<br>Projection | FY20<br>Projection | FY20<br>Estimate | FY19<br>Actual | FY18<br>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<br>Target | FY20<br>Target | FY20<br>Estimate | FY19<br>Actual | FY18<br>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<br>(ICMA Benchmark 2016-2018) | \$5,294 (all) /<br>\$10,120 (cities<br>under 30,000<br>pop.) | \$9,305        | \$8,128        | \$9,027          | \$8,758        | \$6,406        |

**Public Works - Engineering**

| <b>Budget Summary</b>                           | <b>FY2021<br/>Budget</b> | <b>% of<br/>FY2021<br/>Budget</b> | <b>FY2020<br/>Budget</b> | <b>FY2020<br/>Estimate</b> | <b>FY2019<br/>Actuals</b> |
|---|--------------------------|-----------------------------------|--------------------------|----------------------------|---------------------------|
| <b>Program Expenditures</b>                     |                          |                                   |                          |                            |                           |
| 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                    | -                          | -                         |
| <b>Subtotal Direct Costs</b>                    | <b>\$ 737,560</b>        | <b>75 %</b>                       | <b>\$ 712,785</b>        | <b>\$ 687,195</b>          | <b>\$ 647,348</b>         |
| Internal Charges                                | 241,290                  | 25 %                              | 221,180                  | 220,240                    | 195,774                   |
| <b>Total Expenditures</b>                       | <b>978,850</b>           | <b>100 %</b>                      | <b>933,965</b>           | <b>907,435</b>             | <b>843,122</b>            |
| <b>Expenditures by Fund</b>                     |                          |                                   |                          |                            |                           |
| 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                   | \$ -                      |
| <b>Funding Sources</b>                          |                          |                                   |                          |                            |                           |
| 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                |
| <b>Employee Time Allocation (FTEs) Budgeted</b> | <b>4.49</b>              |                                   | <b>4.49</b>              |                            | <b>4.95</b>               |

The Engineering Services program is responsible for administrative services, office support and supplies, development review, staff training, and general professional services.

A portion of the Engineering Services program is allocated to the Wastewater Enterprise Fund and represents the Fund's share of the cost for support services. 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

| <b>WORKLOAD INDICATORS</b>  | <b>FY21<br/>Projection</b> | <b>FY20<br/>Projection</b> | <b>FY20<br/>Estimate</b> | <b>FY19<br/>Actual</b> | <b>FY18<br/>Actual</b> |
|-----------------------------|----------------------------|----------------------------|--------------------------|------------------------|------------------------|
| 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**

| <b>Budget Summary</b>                           | <b>FY2021 Budget</b> | <b>% of FY2021 Budget</b> | <b>FY2020 Budget</b> | <b>FY2020 Estimate</b> | <b>FY2019 Actuals</b> |
|---|----------------------|---------------------------|----------------------|------------------------|-----------------------|
| <b>Program Expenditures</b>                     |                      |                           |                      |                        |                       |
| 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               |
| <b>Total Expenditures</b>                       | <b>2,788,260</b>     | <b>100 %</b>              | <b>2,770,590</b>     | <b>2,610,925</b>       | <b>2,236,776</b>      |
| <b>Expenditures by Fund</b>                     |                      |                           |                      |                        |                       |
| 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          |
| <b>Funding Sources</b>                          |                      |                           |                      |                        |                       |
| 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          |
| <b>Employee Time Allocation (FTEs) Budgeted</b> | <b>3.42</b>          |                           | <b>3.42</b>          |                        | <b>5.18</b>           |

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

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<br>Projection | FY20<br>Projection | FY20<br>Estimate | FY19<br>Actual | FY18<br>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<br>Target | FY20<br>Target | FY20<br>Estimate | FY19<br>Actual                 | FY18<br>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**

| <b>Budget Summary</b>                           | <b>FY2021<br/>Budget</b> | <b>% of<br/>FY2021<br/>Budget</b> | <b>FY2020<br/>Budget</b> | <b>FY2020<br/>Estimate</b> | <b>FY2019<br/>Actuals</b> |
|---|--------------------------|-----------------------------------|--------------------------|----------------------------|---------------------------|
| <b>Program Expenditures</b>                     |                          |                                   |                          |                            |                           |
| Personnel Services                              | \$ 106,250               | 60 %                              | \$ 104,370               | \$ 107,980                 | \$ 100,515                |
| Supplies & Services                             | 27,500                   | 15 %                              | 33,800                   | 30,790                     | 28,984                    |
| <b>Subtotal Direct Costs</b>                    | <b>\$ 133,750</b>        | <b>75 %</b>                       | <b>\$ 138,170</b>        | <b>\$ 138,770</b>          | <b>\$ 129,499</b>         |
| Internal Charges                                | 44,170                   | 25 %                              | 45,370                   | 47,540                     | 35,726                    |
| Total Expenditures                              | <b>177,920</b>           | <b>100 %</b>                      | <b>183,540</b>           | <b>186,310</b>             | <b>165,225</b>            |
| <b>Expenditures by Fund</b>                     |                          |                                   |                          |                            |                           |
| General Fund Portion                            | \$ 173,420               | 97 %                              | \$ 179,240               | \$ 182,440                 | \$ 165,225                |
| Other Funds Portion                             | \$ 4,500                 | 3 %                               | \$ 4,300                 | \$ 3,870                   | \$ -                      |
| <b>Funding Sources</b>                          |                          |                                   |                          |                            |                           |
| 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                |
| <b>Employee Time Allocation (FTEs) Budgeted</b> | <b>1.26</b>              |                                   | <b>1.29</b>              |                            | <b>1.30</b>               |

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<br>Projection | FY20<br>Projection | FY20<br>Estimate | FY19<br>Actual | FY18<br>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<br>Target | FY20<br>Target | FY20<br>Estimate | FY19<br>Actual | FY18<br>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<br>Budget  | % of<br>FY2021<br>Budget | FY2020<br>Budget  | FY2020<br>Estimate | FY2019<br>Actuals |
|---|-------------------|--------------------------|-------------------|--------------------|-------------------|
| <b>Program Expenditures</b>                     |                   |                          |                   |                    |                   |
| Personnel Services                              | \$ 131,620        | 69 %                     | \$ 134,890        | \$ 85,550          | \$ 122,482        |
| Supplies & Services                             | 8,500             | 4 %                      | 8,250             | 7,540              | 4,630             |
| <b>Subtotal Direct Costs</b>                    | <b>\$ 140,120</b> | <b>73 %</b>              | <b>\$ 143,140</b> | <b>\$ 93,090</b>   | <b>\$ 127,112</b> |
| Internal Charges                                | 51,230            | 27 %                     | 49,200            | 50,240             | 43,275            |
| Total Expenditures                              | <b>191,350</b>    | <b>100 %</b>             | <b>192,340</b>    | <b>143,330</b>     | <b>170,387</b>    |
| <b>Expenditures by Fund</b>                     |                   |                          |                   |                    |                   |
| General Fund Portion                            | \$ 191,350        | 100 %                    | \$ 192,340        | \$ 143,330         | \$ 170,387        |
| <b>Funding Sources</b>                          |                   |                          |                   |                    |                   |
| 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        |
| <b>Employee Time Allocation (FTEs) Budgeted</b> | <b>2.80</b>       |                          | <b>2.51</b>       |                    | <b>1.82</b>       |

The Transportation Services program is responsible for traffic congestion relief. The new traffic control operations includes setting up, operating, and maintaining on-going traffic control operations throughout the year, primarily focused on improving traffic flows through Uptown and the 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<br>Projection | FY20<br>Projection | FY20<br>Estimate | FY19<br>Actual | FY18<br>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<br>Target | FY20<br>Target | FY20<br>Estimate | FY19<br>Actual | FY18<br>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<br>minutes  | 18<br>minutes  | 8 minutes        | 9 minutes      | 15<br>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**

| <b>Budget Summary</b>                           | <b>FY2021 Budget</b> | <b>% of FY2021 Budget</b> | <b>FY2020 Budget</b> | <b>FY2020 Estimate</b> | <b>FY2019 Actuals</b> |
|---|----------------------|---------------------------|----------------------|------------------------|-----------------------|
| <b>Program Expenditures</b>                     |                      |                           |                      |                        |                       |
| 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                |
| <b>Total Expenditures</b>                       | <b>662,070</b>       | <b>101 %</b>              | <b>703,025</b>       | <b>737,705</b>         | <b>913,513</b>        |
| <b>Expenditures by Fund</b>                     |                      |                           |                      |                        |                       |
| General Fund Portion                            | \$ 659,570           | 100 %                     | \$ 701,125           | \$ 735,405             | \$ 913,513            |
| Other Funds Portion                             | \$ 2,500             | - %                       | \$ 1,900             | \$ 2,300               | \$ -                  |
| <b>Funding Sources</b>                          |                      |                           |                      |                        |                       |
| 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            |
| <b>Employee Time Allocation (FTEs) Budgeted</b> | <b>3.79</b>          |                           | <b>1.79</b>          |                        | <b>1.60</b>           |

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.

| <b>WORKLOAD INDICATORS</b>                                      | <b>FY21 Projection</b> | <b>FY20 Projection</b> | <b>FY20 Estimate</b> | <b>FY19 Actual</b> | <b>FY18 Actual</b> |
|---|------------------------|------------------------|----------------------|--------------------|--------------------|
| 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

| <b>PERFORMANCE MEASURES</b>  | <b>Benchmark</b>                                 | <b>FY21 Target</b> | <b>FY20 Target</b> | <b>FY20 Estimate</b> | <b>FY19 Actual</b> | <b>FY18 Actual</b> |
|--|--|--------------------|--------------------|----------------------|--------------------|--------------------|
| 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    |
|---|-------------------|--------------------|-------------------|-------------------|-------------------|
| <b>Program Expenditures</b>                     |                   |                    |                   |                   |                   |
| 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 %                | -                 | -                 | -                 |
| <b>Subtotal Direct Costs</b>                    | <b>\$ 569,980</b> | <b>72 %</b>        | <b>\$ 531,600</b> | <b>\$ 518,450</b> | <b>\$ 475,084</b> |
| Internal Charges                                | 220,920           | 28 %               | 215,760           | 221,560           | 160,223           |
| <b>Total Expenditures</b>                       | <b>790,900</b>    | <b>100 %</b>       | <b>747,360</b>    | <b>740,010</b>    | <b>635,307</b>    |
| <b>Expenditures by Fund</b>                     |                   |                    |                   |                   |                   |
| 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         |
| <b>Funding Sources</b>                          |                   |                    |                   |                   |                   |
| 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        |
| <b>Employee Time Allocation (FTEs) Budgeted</b> | <b>3.42</b>       |                    | <b>3.42</b>       |                   | <b>2.66</b>       |

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](http://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](http://www.sedonaaz.gov/SIM).

\* Begin barn restoration work for Brewer Road Park.

| <b>WORKLOAD INDICATORS</b>   | <b>FY21<br/>Projection</b> | <b>FY20<br/>Projection</b> | <b>FY20<br/>Estimate</b> | <b>FY19<br/>Actual</b> | <b>FY18<br/>Actual</b> |
|--|----------------------------|----------------------------|--------------------------|------------------------|------------------------|
| 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                |

| <b>PERFORMANCE MEASURES</b>                                      | <b>Benchmark</b> | <b>FY21<br/>Target</b> | <b>FY20<br/>Target</b> | <b>FY20<br/>Estimate</b> | <b>FY19<br/>Actual</b> | <b>FY18<br/>Actual</b> |
|--|------------------|------------------------|------------------------|--------------------------|------------------------|------------------------|
| 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<br>Budget | FY2020<br>Budget | FY2020<br>Est. Actuals | FY2019<br>Actuals | Explanation of Changes |
|---------------|------------------|------------------|------------------------|-------------------|------------------------|
|---------------|------------------|------------------|------------------------|-------------------|------------------------|

**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> |  |
| <b>Direct Costs (Ongoing) Subtotal</b>             | <b>\$66,940</b> | <b>\$65,530</b>  | <b>\$65,860</b>  | <b>\$41,686</b> |  |
| Internal Charges                                   | <u>\$12,190</u> | <u>\$13,770</u>  | <u>\$14,060</u>  | <u>\$8,739</u>  | Budget Decrease:   |
| <b>Ongoing Total</b>                               | <b>\$79,130</b> | <b>\$79,300</b>  | <b>\$79,920</b>  | <b>\$50,425</b> |  |
|  | \$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.<br>Current Year Under Budget: |
| <b>Aquatics Operations &amp; Maintenance Total</b> | <b>\$94,130</b> | <b>\$117,300</b> | <b>\$111,340</b> | <b>\$74,405</b> |  |

**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> |  |
| <b>Direct Costs (Ongoing) Subtotal</b>          | <b>\$536,870</b> | <b>\$559,635</b> | <b>\$538,360</b> | <b>\$541,146</b> |  |
| Internal Charges                                | <u>\$210,270</u> | <u>\$223,160</u> | <u>\$230,560</u> | <u>\$259,402</u> |  |
| <b>Ongoing Total</b>                            | <b>\$747,140</b> | <b>\$782,795</b> | <b>\$768,920</b> | <b>\$800,548</b> |  |
| 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. |
| <b>One-Time Total</b>                           | <b>\$105,800</b> | <b>\$57,380</b>  | <b>\$69,330</b>  | <b>\$110,216</b> |  |
| <b>Parks Facilities &amp; Maintenance Total</b> | <b>\$852,940</b> | <b>\$840,175</b> | <b>\$838,250</b> | <b>\$910,764</b> |  |

**PUBLIC WORKS**  
Continued

**EXPENDITURE SUMMARY**

| Cost Category                            | FY2021<br>Budget          | FY2020<br>Budget          | FY2020<br>Est. Actuals    | FY2019<br>Actuals         | Explanation of Changes  |
|--|---------------------------|---------------------------|---------------------------|---------------------------|---|
| <b>10-5320-38 - Engineering Services</b> |                           |                           |                           |                           |   |
| 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>           |   |
| <b>Direct Costs (Ongoing) Subtotal</b>   | <b>\$472,250</b>          | <b>\$474,535</b>          | <b>\$453,365</b>          | <b>\$445,765</b>          |   |
| 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>         |   |
| <b>One-Time Total</b>                    | <b><u>\$13,200</u></b>    | <b><u>\$6,600</u></b>     | <b><u>\$0</u></b>         | <b><u>\$0</u></b>         |   |
| <b>Engineering Services Total</b>        | <b>\$658,090</b>          | <b>\$634,355</b>          | <b>\$605,885</b>          | <b>\$588,897</b>          |   |
| <b>10-5320-39 - Streets Maintenance</b>  |                           |                           |                           |                           |   |
| 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>         |   |
| <b>Direct Costs (Ongoing) Subtotal</b>   | <b>\$1,209,720</b>        | <b>\$1,020,230</b>        | <b>\$982,225</b>          | <b>\$864,545</b>          |   |
| 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>         |   |
| <b>Ongoing Total</b>                     | <b><u>\$1,516,890</u></b> | <b><u>\$1,381,120</u></b> | <b><u>\$1,354,905</u></b> | <b><u>\$1,168,426</u></b> |   |
| 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>         |   |
| <b>One-Time Total</b>                    | <b><u>\$61,200</u></b>    | <b><u>\$179,800</u></b>   | <b><u>\$160,540</u></b>   | <b><u>\$35,783</u></b>    |   |
| <b>Streets Maintenance Total</b>         | <b>\$1,578,090</b>        | <b>\$1,560,920</b>        | <b>\$1,515,445</b>        | <b>\$1,204,209</b>        |   |
| <b>10-5320-68 - Stormwater Quality</b>   |                           |                           |                           |                           |   |
| 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>           |   |
| <b>Ongoing Total</b>                     | <b><u>\$173,420</u></b>   | <b><u>\$179,240</u></b>   | <b><u>\$182,440</u></b>   | <b><u>\$165,225</u></b>   |   |
| <b>Stormwater Quality Total</b>          | <b>\$173,420</b>          | <b>\$179,240</b>          | <b>\$182,440</b>          | <b>\$165,225</b>          |   |

**PUBLIC WORKS**  
Continued

**EXPENDITURE SUMMARY**

| Cost Category                                   | FY2021<br>Budget          | FY2020<br>Budget          | FY2020<br>Est. Actuals    | FY2019<br>Actuals        | Explanation of Changes |
|---|---------------------------|---------------------------|---------------------------|--------------------------|------------------------|
| <b>10-5320-77 - Transportation Services</b>     |                           |                           |                           |                          |                        |
| 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>           |                        |
| <b>Direct Costs (Ongoing) Subtotal</b>          | <b>\$140,120</b>          | <b>\$143,140</b>          | <b>\$93,090</b>           | <b>\$127,112</b>         |                        |
| Internal Charges                                | <u>\$51,230</u>           | <u>\$49,200</u>           | <u>\$50,240</u>           | <u>\$43,275</u>          |                        |
| <b>Ongoing Total</b>                            | <b><u>\$191,350</u></b>   | <b><u>\$192,340</u></b>   | <b><u>\$143,330</u></b>   | <b><u>\$170,387</u></b>  |                        |
| <b>Transportation Services Total</b>            | <b>\$191,350</b>          | <b>\$192,340</b>          | <b>\$143,330</b>          | <b>\$170,387</b>         |                        |
| <b>10-5320-79 - Facilities Maintenance</b>      |                           |                           |                           |                          |                        |
| 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>         |                        |
| <b>Direct Costs (Ongoing) Subtotal</b>          | <b>\$446,100</b>          | <b>\$431,255</b>          | <b>\$429,575</b>          | <b>\$456,954</b>         |                        |
| Internal Charges                                | <u>\$(601,570)</u>        | <u>\$(611,040)</u>        | <u>\$(669,980)</u>        | <u>\$(513,709)</u>       |                        |
| <b>Ongoing Total</b>                            | <b><u>\$(155,470)</u></b> | <b><u>\$(179,785)</u></b> | <b><u>\$(240,405)</u></b> | <b><u>\$(56,755)</u></b> |                        |
| 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>         |                        |
| <b>Facilities Maintenance Total</b>             | <b>\$30</b>               | <b>\$25,755</b>           | <b>\$(15)</b>             | <b>\$334,974</b>         |                        |
| <b>10-5320-89 - Capital Projects Management</b> |                           |                           |                           |                          |                        |
| 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>           |                        |
| <b>Direct Costs (Ongoing) Subtotal</b>          | <b>\$395,950</b>          | <b>\$391,770</b>          | <b>\$398,110</b>          | <b>\$370,289</b>         |                        |
| Internal Charges                                | \$210,720                 | \$205,400                 | \$210,850                 | \$150,835                |                        |
| Capital & Debt Service                          | <u>_____</u>              | <u>_____</u>              | <u>_____</u>              | <u>_____</u>             |                        |
| <b>Capital Projects Management Total</b>        | <b>\$606,670</b>          | <b>\$597,170</b>          | <b>\$608,960</b>          | <b>\$521,124</b>         |                        |

**PUBLIC WORKS**  
Continued

**EXPENDITURE SUMMARY**

| Cost Category                                   | FY2021<br>Budget   | FY2020<br>Budget   | FY2020<br>Est. Actuals | FY2019<br>Actuals  | Explanation of Changes |
|---|--------------------|--------------------|------------------------|--------------------|------------------------|
| <b>General Fund Totals</b>                      |                    |                    |                        |                    |                        |
| Personnel Subtotal                              | \$1,989,920        | \$1,986,405        | \$1,901,850            | \$1,776,540        |                        |
| Supplies & Services (Ongoing)<br>Subtotal       | \$1,407,280        | \$1,233,560        | \$1,193,635            | \$1,255,456        |                        |
| Direct Costs (Ongoing) Subtotal                 | <b>\$3,397,200</b> | <b>\$3,219,965</b> | <b>\$3,095,485</b>     | <b>\$3,031,996</b> |                        |
| Internal Charges Subtotal                       | \$406,820          | \$439,970          | \$408,470              | \$433,753          |                        |
| Ongoing Subtotal                                | <b>\$3,804,020</b> | <b>\$3,659,935</b> | <b>\$3,503,955</b>     | <b>\$3,465,749</b> |                        |
| Supplies & Services (One-Time)<br>Subtotal      | \$32,400           | \$12,980           | \$54,630               | \$51,295           |                        |
| Capital & Debt Service Subtotal                 | \$318,300          | \$474,340          | \$447,050              | \$510,413          |                        |
| One-Time Subtotal                               | <b>\$350,700</b>   | <b>\$487,320</b>   | <b>\$501,680</b>       | <b>\$561,708</b>   |                        |
| General Fund Total                              | <b>\$4,154,720</b> | <b>\$4,147,255</b> | <b>\$4,005,635</b>     | <b>\$4,027,457</b> |                        |
| <b>Streets Fund</b>                             |                    |                    |                        |                    |                        |
| <b>11-5320-39 - Streets Maintenance</b>         |                    |                    |                        |                    |                        |
| Supplies & Services (ongoing)                   | \$1,150,000        | \$1,150,000        | \$1,035,000            | \$980,840          |                        |
| Internal Charges                                | \$55,980           | \$56,020           | \$57,200               | \$51,727           |                        |
| <b>Streets Maintenance Total</b>                | <b>\$1,205,980</b> | <b>\$1,206,020</b> | <b>\$1,092,200</b>     | <b>\$1,032,567</b> |                        |
| <b>Transportation Sales Tax Fund</b>            |                    |                    |                        |                    |                        |
| <b>17-5320-89 - Capital Projects Management</b> |                    |                    |                        |                    |                        |
| Personnel (ongoing)                             | \$86,130           | \$93,870           | \$65,100               | \$56,414           |                        |
| Supplies & Services (ongoing)                   | \$30,000           | \$0                | \$8,620                | \$7,271            |                        |
| <b>Capital Projects Management Total</b>        | <b>\$116,130</b>   | <b>\$93,870</b>    | <b>\$73,720</b>        | <b>\$63,685</b>    |                        |
| <b>Wastewater Enterprise</b>                    |                    |                    |                        |                    |                        |
| <b>59-5320-38 - Engineering Services</b>        |                    |                    |                        |                    |                        |
| Personnel (ongoing)                             | \$207,770          | \$199,850          | \$205,210              | \$190,831          |                        |
| Supplies & Services (ongoing)                   | \$29,930           | \$29,950           | \$26,940               | \$10,752           |                        |
| <b>Direct Costs (Ongoing) Subtotal</b>          | <b>\$237,700</b>   | <b>\$229,800</b>   | <b>\$232,150</b>       | <b>\$201,583</b>   |                        |
| Internal Charges                                | \$68,650           | \$67,960           | \$67,720               | \$52,642           |                        |
| <b>Ongoing Total</b>                            | <b>\$306,350</b>   | <b>\$297,760</b>   | <b>\$299,870</b>       | <b>\$254,225</b>   |                        |
| <b>Engineering Services Total</b>               | <b>\$306,350</b>   | <b>\$297,760</b>   | <b>\$299,870</b>       | <b>\$254,225</b>   |                        |

**PUBLIC WORKS**  
Continued

**EXPENDITURE SUMMARY**

| Cost Category  | FY2021<br>Budget       | FY2020<br>Budget  | FY2020<br>Est. Actuals | FY2019<br>Actuals | Explanation of Changes                               |
|--|------------------------|-------------------|------------------------|-------------------|--|
| <b>59-5320-89 - Capital Projects Management</b>        |                        |                   |                        |                   |  |
| 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>        |  |
| <b>Direct Costs (Ongoing) Subtotal</b>                 | <b>\$44,610</b>        | <b>\$45,960</b>   | <b>\$45,580</b>        | <b>\$41,110</b>   |  |
| 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. |
| <b>Capital Projects Management Total</b>               | <b>\$66,810</b>        | <b>\$56,320</b>   | <b>\$56,290</b>        | <b>\$50,498</b>   |  |
| <b>Wastewater Enterprise Fund Totals</b>               |                        |                   |                        |                   |  |
| 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                        | <b>\$282,310</b>       | <b>\$275,760</b>  | <b>\$277,730</b>       | <b>\$242,693</b>  |  |
| Internal Charges Subtotal                              | <u>\$78,850</u>        | <u>\$78,320</u>   | <u>\$78,430</u>        | <u>\$62,030</u>   |  |
| Ongoing Subtotal                                       | <b>\$361,160</b>       | <b>\$354,080</b>  | <b>\$356,160</b>       | <b>\$304,723</b>  |  |
| Capital & Debt Service Subtotal                        | <u>\$12,000</u>        | <u>\$0</u>        | <u>\$0</u>             | <u>\$0</u>        |  |
| One-Time Subtotal                                      | <u><b>\$12,000</b></u> | <u><b>\$0</b></u> | <u><b>\$0</b></u>      | <u><b>\$0</b></u> |  |
| Wastewater Enterprise Fund Total                       | <b>\$373,160</b>       | <b>\$354,080</b>  | <b>\$356,160</b>       | <b>\$304,723</b>  |  |
| <b>Info Tech Internal Service Fnd</b>                  |                        |                   |                        |                   |  |
| <b>60-5320-26 - Parks Facilities &amp; Maintenance</b> |                        |                   |                        |                   |  |
| Supplies & Services (ongoing)                          | <u>\$2,660</u>         | <u>\$3,200</u>    | <u>\$2,880</u>         | <u>\$0</u>        |  |
| <b>Parks Facilities &amp; Maintenance Total</b>        | <b>\$2,660</b>         | <b>\$3,200</b>    | <b>\$2,880</b>         | <b>\$0</b>        |  |
| <b>60-5320-38 - Engineering Services</b>               |                        |                   |                        |                   |  |
| Supplies & Services (ongoing)                          | <u>\$2,410</u>         | <u>\$1,850</u>    | <u>\$1,680</u>         | <u>\$0</u>        |  |
| <b>Engineering Services Total</b>                      | <b>\$2,410</b>         | <b>\$1,850</b>    | <b>\$1,680</b>         | <b>\$0</b>        |  |
| <b>60-5320-39 - Streets Maintenance</b>                |                        |                   |                        |                   |  |
| Supplies & Services (ongoing)                          | <u>\$4,190</u>         | <u>\$3,650</u>    | <u>\$3,280</u>         | <u>\$0</u>        |  |
| <b>Streets Maintenance Total</b>                       | <b>\$4,190</b>         | <b>\$3,650</b>    | <b>\$3,280</b>         | <b>\$0</b>        |  |
| <b>60-5320-68 - Stormwater Quality</b>                 |                        |                   |                        |                   |  |
| Supplies & Services (ongoing)                          | <u>\$4,500</u>         | <u>\$4,300</u>    | <u>\$3,870</u>         | <u>\$0</u>        |  |
| <b>Stormwater Quality Total</b>                        | <b>\$4,500</b>         | <b>\$4,300</b>    | <b>\$3,870</b>         | <b>\$0</b>        |  |

**PUBLIC WORKS**  
Continued

**EXPENDITURE SUMMARY**

| Cost Category                                | FY2021<br>Budget   | FY2020<br>Budget   | FY2020<br>Est. Actuals | FY2019<br>Actuals  | Explanation of Changes |
|--|--------------------|--------------------|------------------------|--------------------|------------------------|
| <b>60-5320-79 - Facilities Maintenance</b>   |                    |                    |                        |                    |                        |
| Supplies & Services (ongoing)                | \$2,500            | \$1,900            | \$2,300                | \$0                |                        |
| <b>Facilities Maintenance Total</b>          | <b>\$2,500</b>     | <b>\$1,900</b>     | <b>\$2,300</b>         | <b>\$0</b>         |                        |
| <b>Info Tech Internal Service Fnd Totals</b> |                    |                    |                        |                    |                        |
| Supplies & Services (Ongoing)<br>Subtotal    | \$17,550           | \$14,900           | \$15,050               | \$0                |                        |
| <b>Info Tech Internal Service Fnd Total</b>  | <b>\$17,550</b>    | <b>\$14,900</b>    | <b>\$15,050</b>        | <b>\$0</b>         |                        |
| <b>Grand Totals</b>                          |                    |                    |                        |                    |                        |
| Personnel (Ongoing) Subtotal                 | \$2,327,120        | \$2,323,955        | \$2,215,810            | \$2,064,895        |                        |
| Supplies & Services (Ongoing)<br>Subtotal    | \$2,636,070        | \$2,430,540        | \$2,281,175            | \$2,254,319        |                        |
| Direct Costs (Ongoing) Subtotal              | <b>\$4,963,190</b> | <b>\$4,754,495</b> | <b>\$4,496,985</b>     | <b>\$4,319,214</b> |                        |
| Internal Charges Subtotal                    | \$541,650          | \$574,310          | \$544,100              | \$547,510          |                        |
| Ongoing Subtotal                             | <b>\$5,504,840</b> | <b>\$5,328,805</b> | <b>\$5,041,085</b>     | <b>\$4,866,724</b> |                        |
| Supplies & Services (One-Time)<br>Subtotal   | \$32,400           | \$12,980           | \$54,630               | \$51,295           |                        |
| Capital & Debt Service Subtotal              | \$342,300          | \$474,340          | \$447,050              | \$510,413          |                        |
| <b>Grand Total</b>                           | <b>\$5,879,540</b> | <b>\$5,816,125</b> | <b>\$5,542,765</b>     | <b>\$5,428,432</b> |                        |

## PUBLIC WORKS

continued

### POSITIONS/ALLOCATIONS SUMMARIES

| Position                                    | FY21<br>FTE  | FY20<br>FTE  | FY19<br>FTE  | FY18<br>FTE  |
|---|--------------|--------------|--------------|--------------|
| Administrative Assistant <sup>(1)</sup>     | 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 <sup>(2)</sup> | 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 <sup>(2)</sup>    | 2.60         | 2.60         | 2.60         | 1.72         |
| <b>Total</b>                                | <b>29.45</b> | <b>29.45</b> | <b>27.45</b> | <b>25.57</b> |

| Org Unit                  | Org Description                | FY21<br>FTE  | FY20<br>FTE  | FY19<br>FTE  | FY18<br>FTE  |
|---------------------------|--------------------------------|--------------|--------------|--------------|--------------|
| <b>General Fund</b>       |                                |              |              |              |              |
| 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         |
| <b>General Fund Total</b> |                                | <b>25.67</b> | <b>25.69</b> | <b>23.69</b> | <b>22.10</b> |

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

|   |                             |             |             |             |             |
|---|-----------------------------|-------------|-------------|-------------|-------------|
| <b>Wastewater Enterprise Fund</b>       |                             |             |             |             |             |
| 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        |
| <b>Wastewater Enterprise Fund Total</b> |                             | <b>2.78</b> | <b>2.76</b> | <b>2.76</b> | <b>3.47</b> |

**Grand Total    29.45    29.45    27.45    25.57**

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

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



# ECONOMIC DEVELOPMENT

## Mission Statement

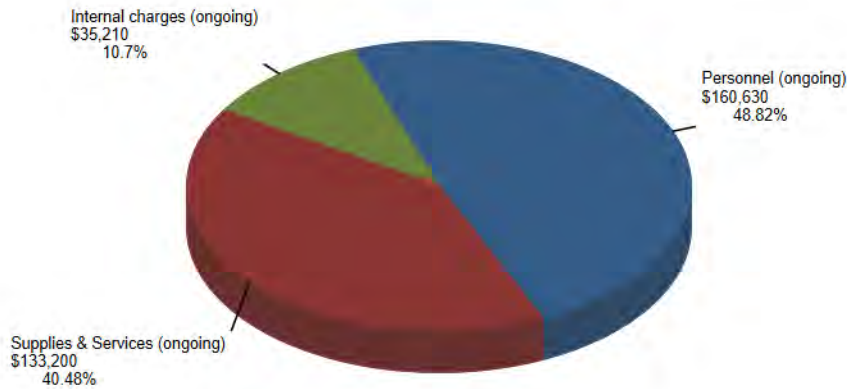
The intent of the Economic Development program is to diversify Sedona's economy consistent with the Community Plan. The program will focus on services and programs that foster entrepreneurship, leveraging existing public and private resources at the local, regional, and state level whenever possible.

## Description

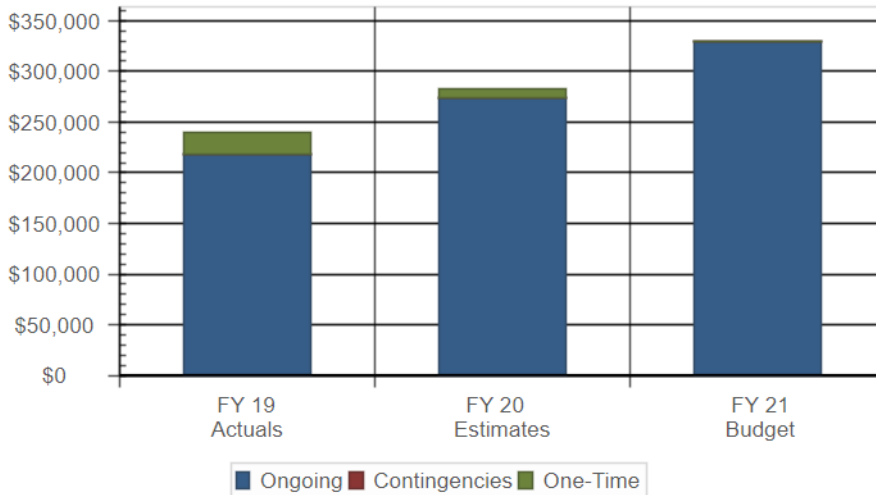
The Economic Development Department offers:

- 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<br>Budget  | % of<br>FY2021<br>Budget | FY2020<br>Budget  | FY2020<br>Estimate | FY2019<br>Actuals |
|---|-------------------|--------------------------|-------------------|--------------------|-------------------|
| <b>Program Expenditures</b>                     |                   |                          |                   |                    |                   |
| Personnel Services                              | \$ 160,630        | 49 %                     | \$ 164,730        | \$ 160,910         | \$ 157,190        |
| Supplies & Services                             | 133,200           | 40 %                     | 89,100            | 91,800             | 58,640            |
| <b>Subtotal Direct Costs</b>                    | <b>\$ 293,830</b> | <b>89 %</b>              | <b>\$ 253,830</b> | <b>\$ 252,710</b>  | <b>\$ 215,830</b> |
| Internal Charges                                | 35,210            | 11 %                     | 29,450            | 30,560             | 24,490            |
| <b>Total Expenditures</b>                       | <b>329,040</b>    | <b>100 %</b>             | <b>283,280</b>    | <b>283,270</b>     | <b>240,320</b>    |
| <b>Expenditures by Fund</b>                     |                   |                          |                   |                    |                   |
| General Fund Portion                            | \$ 329,040        | 100 %                    | \$ 283,280        | \$ 283,270         | \$ 212,820        |
| Other Funds Portion                             | \$ -              | - %                      | \$ -              | \$ -               | \$ 27,500         |
| <b>Funding Sources</b>                          |                   |                          |                   |                    |                   |
| 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        |
| <b>Employee Time Allocation (FTEs) Budgeted</b> | <b>1.00</b>       |                          | <b>1.00</b>       |                    | <b>1.00</b>       |

### 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

| <b>WORKLOAD INDICATORS</b>   | <b>FY21<br/>Projection</b> | <b>FY20<br/>Projection</b> | <b>FY20<br/>Estimate</b> | <b>FY19<br/>Actual</b> | <b>FY18<br/>Actual</b> |
|--|----------------------------|----------------------------|--------------------------|------------------------|------------------------|
| 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                    |

| <b>PERFORMANCE MEASURES</b>                              | <b>Benchmark</b> | <b>FY21<br/>Target</b> | <b>FY20<br/>Target</b> | <b>FY20<br/>Estimate</b> | <b>FY19<br/>Actual</b> | <b>FY18<br/>Actual</b> |
|--|------------------|------------------------|------------------------|--------------------------|------------------------|------------------------|
| 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<br>Budget | FY2020<br>Budget | FY2020<br>Est. Actuals | FY2019<br>Actuals | Explanation of Changes |
|---------------|------------------|------------------|------------------------|-------------------|------------------------|
|---------------|------------------|------------------|------------------------|-------------------|------------------------|

**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 |
| <b>Direct Costs (Ongoing) Subtotal</b> | <b>\$293,830</b> | <b>\$244,330</b> | <b>\$242,710</b> | <b>\$188,330</b> |   |
| Internal Charges                       | \$35,210         | \$29,450         | \$30,560         | \$24,490         |   |
| <b>Ongoing Total</b>                   | <b>\$329,040</b> | <b>\$273,780</b> | <b>\$273,270</b> | <b>\$212,820</b> |   |
| Supplies & Services (one-time)         | \$0              | \$9,500          | \$10,000         | \$0              | Budget Decrease: AmeriCorps volunteer costs moved to ongoing.         |
| <b>Administration Total</b>            | <b>\$329,040</b> | <b>\$283,280</b> | <b>\$283,270</b> | <b>\$212,820</b> |   |

**Operating Grants Fund**

**16-5330-01 - Administration**

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

**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         |  |
| <b>Direct Costs (Ongoing) Subtotal</b>  | <b>\$293,830</b> | <b>\$244,330</b> | <b>\$242,710</b> | <b>\$193,330</b> |  |
| Internal Charges Subtotal               | \$35,210         | \$29,450         | \$30,560         | \$24,490         |  |
| <b>Ongoing Subtotal</b>                 | <b>\$329,040</b> | <b>\$273,780</b> | <b>\$273,270</b> | <b>\$217,820</b> |  |
| Supplies & Services (One-Time) Subtotal | \$0              | \$9,500          | \$10,000         | \$22,500         |  |
| <b>Grand Total</b>                      | <b>\$329,040</b> | <b>\$283,280</b> | <b>\$283,270</b> | <b>\$240,320</b> |  |

**ECONOMIC DEVELOPMENT**  
Continued

**POSITIONS SUMMARY**

| Position                      | FY21<br>FTE | FY20<br>FTE | FY19<br>FTE | FY18<br>FTE |
|-------------------------------|-------------|-------------|-------------|-------------|
| Economic Development Director | 1.00        | 1.00        | 1.00        | 1.00        |
| <b>Total</b>                  | <b>1.00</b> | <b>1.00</b> | <b>1.00</b> | <b>1.00</b> |

**ALLOCATIONS SUMMARY**

| Position                  | Org Description | FY21<br>FTE | FY20<br>FTE | FY19<br>FTE | FY18<br>FTE |
|---------------------------|-----------------|-------------|-------------|-------------|-------------|
| <b>General Fund</b>       |                 |             |             |             |             |
| 10-5330-01                | Administration  | 1.00        | 1.00        | 1.00        | 1.00        |
| <b>General Fund Total</b> |                 | <b>1.00</b> | <b>1.00</b> | <b>1.00</b> | <b>1.00</b> |

# 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.

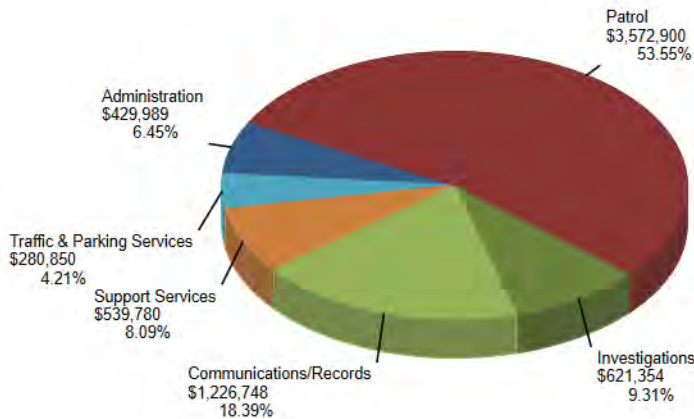
## Description

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.

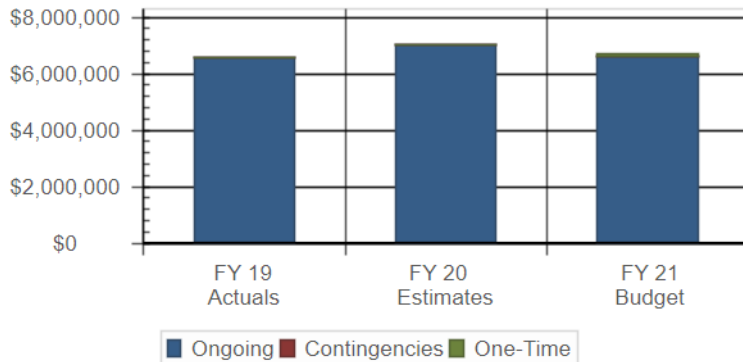
The Police Department is responsible for the following primary program areas:

- \* 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<br>Budget  | % of<br>FY2021<br>Budget | FY2020<br>Budget  | FY2020<br>Estimate | FY2019<br>Actuals |
|---|-------------------|--------------------------|-------------------|--------------------|-------------------|
| <b>Program Expenditures</b>                     |                   |                          |                   |                    |                   |
| Personnel Services                              | \$ 281,400        | 65 %                     | \$ 312,590        | \$ 305,820         | \$ 259,269        |
| Supplies & Services                             | 56,969            | 13 %                     | 69,695            | 66,105             | 53,924            |
| <b>Subtotal Direct Costs</b>                    | <b>\$ 338,369</b> | <b>79 %</b>              | <b>\$ 382,285</b> | <b>\$ 371,925</b>  | <b>\$ 313,193</b> |
| Internal Charges                                | 91,620            | 21 %                     | 103,250           | 104,380            | 90,510            |
| <b>Total Expenditures</b>                       | <b>429,989</b>    | <b>99 %</b>              | <b>485,535</b>    | <b>476,305</b>     | <b>403,703</b>    |
| <b>Expenditures by Fund</b>                     |                   |                          |                   |                    |                   |
| General Fund Portion                            | \$ 423,314        | 98 %                     | \$ 478,860        | \$ 469,355         | \$ 398,671        |
| Other Funds Portion                             | \$ 6,675          | 2 %                      | \$ 6,675          | \$ 6,950           | \$ 5,032          |
| <b>Funding Sources</b>                          |                   |                          |                   |                    |                   |
| 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        |
| <b>Employee Time Allocation (FTEs) Budgeted</b> | <b>2.00</b>       |                          | <b>2.00</b>       |                    | <b>2.00</b>       |

The Police Administration program (Office of the Chief of Police) consists of the Police Chief and the Chief's Executive Assistant. The Chief's Office is responsible for essential administrative services such as the development and implementation of policy and procedure, budget planning and management, long range planning, grant development and management, coordination of all training and travel, 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<br>Projection | FY20<br>Projection | FY20<br>Estimate | FY19<br>Actual | FY18<br>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<br>Target  | FY20<br>Target  | FY20<br>Estimate | FY19<br>Actual | FY18<br>Actual |
|--|-----------|-----------------|-----------------|------------------|----------------|----------------|
| Retention of sworn employees (excluding retirement)                                      |           | 100%<br>(27/27) | 100%<br>(27/27) | 96%<br>(26/27)   | 96%<br>(26/27) | 96%<br>(26/27) |
| Retention of civilian employees (excluding retirement)                                   |           | 94%<br>(17/18)  | 83%<br>(10/12)  | 94%<br>(17/18)   | 73%<br>(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<br>Budget    | % of<br>FY2021<br>Budget | FY2020<br>Budget    | FY2020<br>Estimate  | FY2019<br>Actuals   |
|---|---------------------|--------------------------|---------------------|---------------------|---------------------|
| <b>Program Expenditures</b>                     |                     |                          |                     |                     |                     |
| 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             |
| <b>Subtotal Direct Costs</b>                    | <b>\$ 2,620,740</b> | <b>75 %</b>              | <b>\$ 2,838,685</b> | <b>\$ 2,808,750</b> | <b>\$ 2,762,770</b> |
| Internal Charges                                | 867,960             | 25 %                     | 1,078,790           | 1,101,660           | 957,340             |
| <b>Total Expenditures</b>                       | <b>3,488,700</b>    | <b>100 %</b>             | <b>3,917,475</b>    | <b>3,910,410</b>    | <b>3,720,110</b>    |
| <b>Expenditures by Fund</b>                     |                     |                          |                     |                     |                     |
| 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            |
| <b>Funding Sources</b>                          |                     |                          |                     |                     |                     |
| 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        |
| <b>Employee Time Allocation (FTEs) Budgeted</b> | <b>21.00</b>        |                          | <b>22.00</b>        |                     | <b>21.73</b>        |

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<br>Projection | FY20<br>Projection | FY20<br>Estimate | FY19<br>Actual | FY18<br>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<br>Target | FY20<br>Target | FY20<br>Estimate | FY19<br>Actual | FY18<br>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    |
|---|-------------------|--------------------|-------------------|-------------------|-------------------|
| <b>Program Expenditures</b>                     |                   |                    |                   |                   |                   |
| Personnel Services                              | \$ 468,110        | 75 %               | \$ 377,729        | \$ 244,070        | \$ 282,039        |
| Supplies & Services                             | 52,144            | 8 %                | 57,974            | 53,794            | 55,799            |
| <b>Subtotal Direct Costs</b>                    | <b>\$ 520,254</b> | <b>84 %</b>        | <b>\$ 435,703</b> | <b>\$ 297,864</b> | <b>\$ 337,838</b> |
| Internal Charges                                | 101,100           | 16 %               | 103,580           | 106,570           | 89,630            |
| <b>Total Expenditures</b>                       | <b>621,354</b>    | <b>99 %</b>        | <b>539,283</b>    | <b>404,434</b>    | <b>427,468</b>    |
| <b>Expenditures by Fund</b>                     |                   |                    |                   |                   |                   |
| General Fund Portion                            | \$ 619,974        | 100 %              | \$ 537,903        | \$ 403,034        | \$ 427,468        |
| Other Funds Portion                             | \$ 1,380          | - %                | \$ 1,380          | \$ 1,400          | \$ -              |
| <b>Funding Sources</b>                          |                   |                    |                   |                   |                   |
| 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        |
| <b>Employee Time Allocation (FTEs) Budgeted</b> | <b>2.00</b>       |                    | <b>2.00</b>       |                   | <b>2.00</b>       |

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<br>Projection | FY20<br>Projection | FY20<br>Estimate | FY19<br>Actual | FY18<br>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<br>Target                  | FY20<br>Target                    | FY20<br>Estimate                | FY19<br>Actual                    | FY18<br>Actual                    |
|--|-----------|---------------------------------|-----------------------------------|---------------------------------|-----------------------------------|-----------------------------------|
| Exceed annual state crime clearance rate (16.30%) for property crime ( Arizona Department of Public Safety Benchmark 2018 )* |           | 30%<br>(exceeds state by 14.2%) | 37.9%<br>(exceeds state by 22.1%) | 30%<br>(exceeds state by 14.2%) | 27.8%<br>(exceeds state by 11.5%) | 33.7%<br>(exceeds state by 17.9%) |
| Exceed annual state crime clearance rate (38.21%) for violent crime ( Arizona Department of Public Safety Benchmark 2018 )*  |           | 40%<br>(exceeds state by 1.8%)  | 61.7%<br>(exceeds state by 29.8%) | 40%<br>(exceeds state by 1.8%)  | 57.2%<br>(exceeds state by 18.9%) | 64.4%<br>(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**

| <b>Budget Summary</b>                           | <b>FY2021 Budget</b> | <b>% of FY2021 Budget</b> | <b>FY2020 Budget</b> | <b>FY2020 Estimate</b> | <b>FY2019 Actuals</b> |
|---|----------------------|---------------------------|----------------------|------------------------|-----------------------|
| <b>Program Expenditures</b>                     |                      |                           |                      |                        |                       |
| Personnel Services                              | \$ 771,850           | 63 %                      | \$ 768,260           | \$ 757,690             | \$ 675,517            |
| Supplies & Services                             | 63,008               | 5 %                       | 67,760               | 54,303                 | 55,993                |
| <b>Subtotal Direct Costs</b>                    | <b>\$ 834,858</b>    | <b>68 %</b>               | <b>\$ 836,020</b>    | <b>\$ 811,993</b>      | <b>\$ 731,510</b>     |
| Internal Charges                                | 391,890              | 32 %                      | 391,930              | 400,230                | 363,784               |
| <b>Total Expenditures</b>                       | <b>1,226,748</b>     | <b>100 %</b>              | <b>1,227,950</b>     | <b>1,212,223</b>       | <b>1,095,294</b>      |
| <b>Expenditures by Fund</b>                     |                      |                           |                      |                        |                       |
| General Fund Portion                            | \$ 1,225,838         | 100 %                     | \$ 1,227,040         | \$ 1,211,503           | \$ 1,102,311          |
| Other Funds Portion                             | \$ 910               | - %                       | \$ 910               | \$ 720                 | \$ -                  |
| <b>Funding Sources</b>                          |                      |                           |                      |                        |                       |
| 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            |
| <b>Employee Time Allocation (FTEs) Budgeted</b> | <b>11.00</b>         |                           | <b>11.00</b>         |                        | <b>10.00</b>          |

The Communications/Records program consists of civilian personnel who provide support to all Department personnel through radio communications, Computer-Aided Dispatching (CAD), Mobile Data Computer software applications, records storage and retrieval, and public record access and production. The Communications Section employs specially trained personnel who are responsible for answering 9-1-1 emergency telephone lines including all wireless and Voice Over Internet Protocol (VOIP) calls from all providers in our jurisdiction, interpreting the level of priority of the call, and dispatching the call for service to field personnel. Additionally, personnel within this program are the answering and relay point for after-hours calls for emergency service or questions for other City departments.

The Records Section provides first-level contact for all Police Department business and is the primary service provider for public inquiries, report releases, and other front-counter customer services. This function is responsible for processing police reports; facilitating tow hearings; collecting court bonds and administrative fees; 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<br>Projection | FY20<br>Projection | FY20<br>Estimate | FY19<br>Actual | FY18<br>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<br>Target | FY20<br>Target | FY20<br>Estimate | FY19<br>Actual | FY18<br>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<br>seconds | 45<br>seconds  | 100<br>seconds   | 101<br>seconds | 83<br>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<br>Budget  | % of<br>FY2021<br>Budget | FY2020<br>Budget  | FY2020<br>Estimate | FY2019<br>Actuals |
|---|-------------------|--------------------------|-------------------|--------------------|-------------------|
| <b>Program Expenditures</b>                     |                   |                          |                   |                    |                   |
| Personnel Services                              | \$ 389,030        | 72 %                     | \$ 398,220        | \$ 421,860         | \$ 398,599        |
| Supplies & Services                             | 46,520            | 9 %                      | 46,465            | 39,350             | 27,932            |
| <b>Subtotal Direct Costs</b>                    | <b>\$ 435,550</b> | <b>81 %</b>              | <b>\$ 444,685</b> | <b>\$ 461,210</b>  | <b>\$ 426,531</b> |
| Internal Charges                                | 104,230           | 19 %                     | 108,030           | 106,210            | 66,489            |
| <b>Total Expenditures</b>                       | <b>539,780</b>    | <b>100 %</b>             | <b>552,715</b>    | <b>567,420</b>     | <b>493,020</b>    |
| <b>Expenditures by Fund</b>                     |                   |                          |                   |                    |                   |
| General Fund Portion                            | \$ 536,350        | 99 %                     | \$ 550,015        | \$ 561,685         | \$ 492,966        |
| Other Funds Portion                             | \$ 3,430          | 1 %                      | \$ 2,700          | \$ 5,735           | \$ 54             |
| <b>Funding Sources</b>                          |                   |                          |                   |                    |                   |
| 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        |
| <b>Employee Time Allocation (FTEs) Budgeted</b> | <b>2.73</b>       |                          | <b>2.73</b>       |                    | <b>2.00</b>       |

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

| <b>WORKLOAD INDICATORS</b>  | <b>FY21<br/>Projection</b> | <b>FY20<br/>Projection</b> | <b>FY20<br/>Estimate</b> | <b>FY19<br/>Actual</b> | <b>FY18<br/>Actual</b> |
|---|----------------------------|----------------------------|--------------------------|------------------------|------------------------|
| 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                    |

| <b>PERFORMANCE MEASURES</b>                                     | <b>Benchmark</b> | <b>FY21<br/>Target</b> | <b>FY20<br/>Target</b> | <b>FY20<br/>Estimate</b> | <b>FY19<br/>Actual</b> | <b>FY18<br/>Actual</b> |
|---|------------------|------------------------|------------------------|--------------------------|------------------------|------------------------|
| 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    |
|--------------------------------|-------------------|--------------------|-------------------|-------------------|-------------------|
| <b>Program Expenditures</b>    |                   |                    |                   |                   |                   |
| Personnel Services             | \$ 124,330        | 44 %               | \$ 124,220        | \$ 76,240         | \$ 76,795         |
| Supplies & Services            | 53,970            | 19 %               | 45,030            | 52,170            | 43,213            |
| <b>Subtotal Direct Costs</b>   | <b>\$ 178,300</b> | <b>63 %</b>        | <b>\$ 169,250</b> | <b>\$ 128,410</b> | <b>\$ 120,008</b> |
| Internal Charges               | 102,550           | 37 %               | 125,480           | 127,890           | 103,043           |
| <b>Total Expenditures</b>      | <b>280,850</b>    | <b>100 %</b>       | <b>294,730</b>    | <b>256,300</b>    | <b>223,051</b>    |
| <b>Expenditures by Fund</b>    |                   |                    |                   |                   |                   |
| General Fund Portion           | \$ 242,380        | 86 %               | \$ 265,275        | \$ 218,880        | \$ 223,051        |
| Other Funds Portion            | \$ 38,470         | 14 %               | \$ 29,455         | \$ 37,420         | \$ -              |
| <b>Funding Sources</b>         |                   |                    |                   |                   |                   |
| 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<br>Budget | FY2020<br>Budget | FY2020<br>Est. Actuals | FY2019<br>Actuals | Explanation of Changes |
|---------------|------------------|------------------|------------------------|-------------------|------------------------|
|---------------|------------------|------------------|------------------------|-------------------|------------------------|

**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. |
| <b>Direct Costs (Ongoing)<br/>Subtotal</b> | <b>\$331,694</b> | <b>\$375,610</b> | <b>\$363,775</b> | <b>\$308,079</b> |   |
| Internal Charges                           | \$91,620         | \$103,250        | \$104,380        | \$90,510         |   |
| <b>Ongoing Total</b>                       | <b>\$423,314</b> | <b>\$478,860</b> | <b>\$468,155</b> | <b>\$398,589</b> |   |
| Supplies & Services (one-time)             | \$0              | \$0              | \$1,200          | \$82             |   |
| <b>One-Time Total</b>                      | <b>\$0</b>       | <b>\$0</b>       | <b>\$1,200</b>   | <b>\$82</b>      |   |
| <b>Administration Total</b>                | <b>\$423,314</b> | <b>\$478,860</b> | <b>\$469,355</b> | <b>\$398,671</b> |   |

**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          |  |
| <b>Direct Costs (Ongoing)<br/>Subtotal</b> | <b>\$2,551,520</b> | <b>\$2,820,185</b> | <b>\$2,795,750</b> | <b>\$2,759,770</b> |  |
| Internal Charges                           | \$867,960          | \$1,078,790        | \$1,101,660        | \$957,340          |  |
| <b>Ongoing Total</b>                       | <b>\$3,419,480</b> | <b>\$3,898,975</b> | <b>\$3,897,410</b> | <b>\$3,717,110</b> |  |
| 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. |
| <b>One-Time Total</b>                      | <b>\$95,000</b>    | <b>\$189,634</b>   | <b>\$189,634</b>   | <b>\$189,633</b>   |  |
| <b>Patrol Total</b>                        | <b>\$3,514,480</b> | <b>\$4,088,609</b> | <b>\$4,087,044</b> | <b>\$3,906,743</b> |  |

**POLICE DEPARTMENT**  
**Continued**

**EXPENDITURE SUMMARY**

| Cost Category                              | FY2021<br>Budget   | FY2020<br>Budget   | FY2020<br>Est. Actuals | FY2019<br>Actuals  | Explanation of Changes   |
|--|--------------------|--------------------|------------------------|--------------------|--|
| <b>10-5510-44 - Investigations</b>         |                    |                    |                        |                    |  |
| 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           |  |
| <b>Direct Costs (Ongoing)<br/>Subtotal</b> | <b>\$518,874</b>   | <b>\$434,323</b>   | <b>\$296,464</b>       | <b>\$337,838</b>   |  |
| Internal Charges                           | \$101,100          | \$103,580          | \$106,570              | \$89,630           |  |
| <b>Ongoing Total</b>                       | <b>\$619,974</b>   | <b>\$537,903</b>   | <b>\$403,034</b>       | <b>\$427,468</b>   |  |
| <b>Investigations Total</b>                | <b>\$619,974</b>   | <b>\$537,903</b>   | <b>\$403,034</b>       | <b>\$427,468</b>   |  |
| <b>10-5510-45 - Communications/Records</b> |                    |                    |                        |                    |  |
| 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. |
| <b>Direct Costs (Ongoing)<br/>Subtotal</b> | <b>\$830,548</b>   | <b>\$826,910</b>   | <b>\$809,273</b>       | <b>\$730,004</b>   |  |
| Internal Charges                           | \$391,890          | \$391,930          | \$400,230              | \$363,784          |  |
| <b>Ongoing Total</b>                       | <b>\$1,222,438</b> | <b>\$1,218,840</b> | <b>\$1,209,503</b>     | <b>\$1,093,788</b> |  |
| Supplies & Services (one-time)             | \$3,400            | \$8,200            | \$2,000                | \$1,506            |  |
| Capital & Debt Service                     | \$0                | \$0                | \$0                    | \$7,017            |  |
| <b>Communications/Records<br/>Total</b>    | <b>\$1,225,838</b> | <b>\$1,227,040</b> | <b>\$1,211,503</b>     | <b>\$1,102,311</b> |  |
| <b>10-5510-74 - Support Services</b>       |                    |                    |                        |                    |  |
| 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.  |
| <b>Direct Costs (Ongoing)<br/>Subtotal</b> | <b>\$432,120</b>   | <b>\$441,985</b>   | <b>\$455,475</b>       | <b>\$426,477</b>   |  |
| Internal Charges                           | \$104,230          | \$108,030          | \$106,210              | \$66,489           |  |
| <b>Support Services Total</b>              | <b>\$536,350</b>   | <b>\$550,015</b>   | <b>\$561,685</b>       | <b>\$492,966</b>   |  |

**POLICE DEPARTMENT**  
Continued

**EXPENDITURE SUMMARY**

| Cost Category                                      | FY2021<br>Budget | FY2020<br>Budget | FY2020<br>Est. Actuals | FY2019<br>Actuals | Explanation of Changes |
|--|------------------|------------------|------------------------|-------------------|------------------------|
| <b>10-5510-81 - Traffic &amp; Parking Services</b> |                  |                  |                        |                   |                        |
| 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>   |                        |
| <b>Direct Costs (Ongoing)</b>                      | <b>\$139,830</b> | <b>\$139,795</b> | <b>\$90,990</b>        | <b>\$120,008</b>  |                        |
| <b>Subtotal</b>                                    |                  |                  |                        |                   |                        |
| Internal Charges                                   | <u>\$102,550</u> | <u>\$125,480</u> | <u>\$127,890</u>       | <u>\$103,043</u>  |                        |
| <b>Traffic &amp; Parking Services</b>              | <b>\$242,380</b> | <b>\$265,275</b> | <b>\$218,880</b>       | <b>\$223,051</b>  |                        |
| <b>Total</b>                                       |                  |                  |                        |                   |                        |

**General Fund Totals**

|   |                        |                         |                         |                         |  |
|---|------------------------|-------------------------|-------------------------|-------------------------|--|
| Personnel Subtotal                          | \$4,366,900            | \$4,573,719             | \$4,401,540             | \$4,209,387             |  |
| Supplies & Services<br>(Ongoing) Subtotal   | <u>\$437,686</u>       | <u>\$465,089</u>        | <u>\$410,187</u>        | <u>\$472,789</u>        |  |
| Direct Costs (Ongoing)<br>Subtotal          | <b>\$4,804,586</b>     | <b>\$5,038,808</b>      | <b>\$4,811,727</b>      | <b>\$4,682,176</b>      |  |
| 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                            | <b>\$6,463,936</b>     | <b>\$6,949,868</b>      | <b>\$6,758,667</b>      | <b>\$6,352,972</b>      |  |
| Supplies & Services (One-<br>Time) Subtotal | \$25,400               | \$8,200                 | \$3,200                 | \$1,588                 |  |
| Capital & Debt Service<br>Subtotal          | <u>\$73,000</u>        | <u>\$189,634</u>        | <u>\$189,634</u>        | <u>\$196,650</u>        |  |
| One-Time Subtotal                           | <u><b>\$98,400</b></u> | <u><b>\$197,834</b></u> | <u><b>\$192,834</b></u> | <u><b>\$198,238</b></u> |  |
| General Fund Total                          | <b>\$6,562,336</b>     | <b>\$7,147,702</b>      | <b>\$6,951,501</b>      | <b>\$6,551,210</b>      |  |

**RICO Fund**

**14-5510-43 - Patrol**

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

**RICO Fund Totals**

|   |                |                |            |            |  |
|---|----------------|----------------|------------|------------|--|
| Supplies & Services<br>(Ongoing) Subtotal | <u>\$5,000</u> | <u>\$5,000</u> | <u>\$0</u> | <u>\$0</u> |  |
| RICO Fund Total                           | <b>\$5,000</b> | <b>\$5,000</b> | <b>\$0</b> | <b>\$0</b> |  |

**POLICE DEPARTMENT**  
Continued

**EXPENDITURE SUMMARY**

| Cost Category                                    | FY2021<br>Budget | FY2020<br>Budget | FY2020<br>Est. Actuals | FY2019<br>Actuals | Explanation of Changes   |
|--|------------------|------------------|------------------------|-------------------|--|
| <b>Donations &amp; Contributions Fund</b>        |                  |                  |                        |                   |  |
| <b>15-5510-01 - Administration</b>               |                  |                  |                        |                   |  |
| Supplies & Services (ongoing)                    | \$6,000          | \$6,000          | \$6,850                | \$5,032           |  |
| <b>Administration Total</b>                      | <b>\$6,000</b>   | <b>\$6,000</b>   | <b>\$6,850</b>         | <b>\$5,032</b>    |  |
| <b>15-5510-74 - Support Services</b>             |                  |                  |                        |                   |  |
| Supplies & Services (ongoing)                    | \$0              | \$0              | \$3,260                | \$54              |  |
| <b>Support Services Total</b>                    | <b>\$0</b>       | <b>\$0</b>       | <b>\$3,260</b>         | <b>\$54</b>       |  |
| <b>Donations &amp; Contributions Fund Totals</b> |                  |                  |                        |                   |  |
| Supplies & Services (Ongoing) Subtotal           | \$6,000          | \$6,000          | \$10,110               | \$5,086           |  |
| Donations & Contributions Fund Total             | <b>\$6,000</b>   | <b>\$6,000</b>   | <b>\$10,110</b>        | <b>\$5,086</b>    |  |
| <b>Operating Grants Fund</b>                     |                  |                  |                        |                   |  |
| <b>16-5510-43 - Patrol</b>                       |                  |                  |                        |                   |  |
| Supplies & Services (ongoing)                    | \$3,000          | \$0              | \$0                    | \$3,000           |  |
| <b>Ongoing Total</b>                             | <b>\$3,000</b>   | <b>\$0</b>       | <b>\$0</b>             | <b>\$3,000</b>    |  |
| 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. |
| <b>One-Time Total</b>                            | <b>\$36,200</b>  | <b>\$95,000</b>  | <b>\$20,900</b>        | <b>\$0</b>        |  |
| <b>Patrol Total</b>                              | <b>\$39,200</b>  | <b>\$95,000</b>  | <b>\$20,900</b>        | <b>\$3,000</b>    |  |
| <b>Info Tech Internal Service Fnd</b>            |                  |                  |                        |                   |  |
| <b>60-5510-01 - Administration</b>               |                  |                  |                        |                   |  |
| Supplies & Services (ongoing)                    | \$675            | \$675            | \$100                  | \$0               |  |
| <b>Administration Total</b>                      | <b>\$675</b>     | <b>\$675</b>     | <b>\$100</b>           | <b>\$0</b>        |  |

**POLICE DEPARTMENT**  
Continued

**EXPENDITURE SUMMARY**

| Cost Category                                      | FY2021<br>Budget | FY2020<br>Budget | FY2020<br>Est. Actuals | FY2019<br>Actuals | Explanation of Changes                                    |
|--|------------------|------------------|------------------------|-------------------|---|
| <b>60-5510-43 - Patrol</b>                         |                  |                  |                        |                   |   |
| Supplies & Services (ongoing)                      | \$14,220         | \$3,500          | \$3,700                | \$0               | Budget Increase: Traffic Suite Reporting for speed signs. |
| <b>Patrol Total</b>                                | <b>\$14,220</b>  | <b>\$3,500</b>   | <b>\$3,700</b>         | <b>\$0</b>        |   |
| <b>60-5510-44 - Investigations</b>                 |                  |                  |                        |                   |   |
| Supplies & Services (ongoing)                      | \$1,380          | \$1,380          | \$1,400                | \$0               |   |
| <b>Investigations Total</b>                        | <b>\$1,380</b>   | <b>\$1,380</b>   | <b>\$1,400</b>         | <b>\$0</b>        |   |
| <b>60-5510-45 - Communications/Records</b>         |                  |                  |                        |                   |   |
| Supplies & Services (ongoing)                      | \$910            | \$910            | \$720                  | \$0               | Current Year Under Budget: Moved Tech costs to IT Fund    |
| <b>Communications/Records Total</b>                | <b>\$910</b>     | <b>\$910</b>     | <b>\$720</b>           | <b>\$0</b>        |   |
| <b>60-5510-74 - Support Services</b>               |                  |                  |                        |                   |   |
| Supplies & Services (ongoing)                      | \$3,430          | \$2,700          | \$2,475                | \$0               | Budget Increase: Moved Tech costs to IT Fund              |
| <b>Support Services Total</b>                      | <b>\$3,430</b>   | <b>\$2,700</b>   | <b>\$2,475</b>         | <b>\$0</b>        |   |
| <b>60-5510-81 - Traffic &amp; Parking Services</b> |                  |                  |                        |                   |   |
| Supplies & Services (ongoing)                      | \$38,470         | \$29,455         | \$37,420               | \$0               | Budget Increase: Paid parking IT system support.          |
| <b>Traffic &amp; Parking Services Total</b>        | <b>\$38,470</b>  | <b>\$29,455</b>  | <b>\$37,420</b>        | <b>\$0</b>        |   |
| <b>Info Tech Internal Service Fnd Totals</b>       |                  |                  |                        |                   |   |
| Supplies & Services (Ongoing) Subtotal             | \$59,085         | \$38,620         | \$45,815               | \$0               |   |

**POLICE DEPARTMENT**  
Continued

**EXPENDITURE SUMMARY**

| Cost Category                               | FY2021<br>Budget   | FY2020<br>Budget   | FY2020<br>Est. Actuals | FY2019<br>Actuals  | Explanation of Changes |
|---|--------------------|--------------------|------------------------|--------------------|------------------------|
| <b>Grand Totals</b>                         |                    |                    |                        |                    |                        |
| Personnel (Ongoing) Subtotal                | \$4,366,900        | \$4,573,719        | \$4,401,540            | \$4,209,387        |                        |
| Supplies & Services<br>(Ongoing) Subtotal   | \$510,771          | \$514,709          | \$466,112              | \$480,875          |                        |
| Direct Costs (Ongoing)<br>Subtotal          | <b>\$4,877,671</b> | <b>\$5,088,428</b> | <b>\$4,867,652</b>     | <b>\$4,690,262</b> |                        |
| Internal Charges Subtotal                   | \$1,659,350        | \$1,911,060        | \$1,946,940            | \$1,670,796        |                        |
| Ongoing Subtotal                            | <b>\$6,537,021</b> | <b>\$6,999,488</b> | <b>\$6,814,592</b>     | <b>\$6,361,058</b> |                        |
| Personnel (One-Time)<br>Subtotal            | \$11,200           | \$25,000           | \$0                    | \$0                |                        |
| Supplies & Services (One-<br>Time) Subtotal | \$50,400           | \$18,200           | \$12,500               | \$1,588            |                        |
| Capital & Debt Service<br>Subtotal          | \$73,000           | \$249,634          | \$201,234              | \$196,650          |                        |
| Grand Total                                 | <b>\$6,671,621</b> | <b>\$7,292,322</b> | <b>\$7,028,326</b>     | <b>\$6,559,296</b> |                        |

**POLICE DEPARTMENT**  
Continued

**POSITIONS SUMMARY**

| Position                                   | FY21<br>FTE  | FY20<br>FTE  | FY19<br>FTE  | FY18<br>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         |
| <b>Total</b>                               | <b>43.63</b> | <b>43.63</b> | <b>42.63</b> | <b>42.63</b> |

**ALLOCATIONS SUMMARY**

| Position                  | Org Description            | FY21<br>FTE  | FY20<br>FTE  | FY19<br>FTE  | FY18<br>FTE  |
|---------------------------|----------------------------|--------------|--------------|--------------|--------------|
| <b>General Fund</b>       |                            |              |              |              |              |
| 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         |
| <b>General Fund Total</b> |                            | <b>43.63</b> | <b>43.63</b> | <b>42.63</b> | <b>42.63</b> |

(1)Part-time positions.



# MUNICIPAL COURT

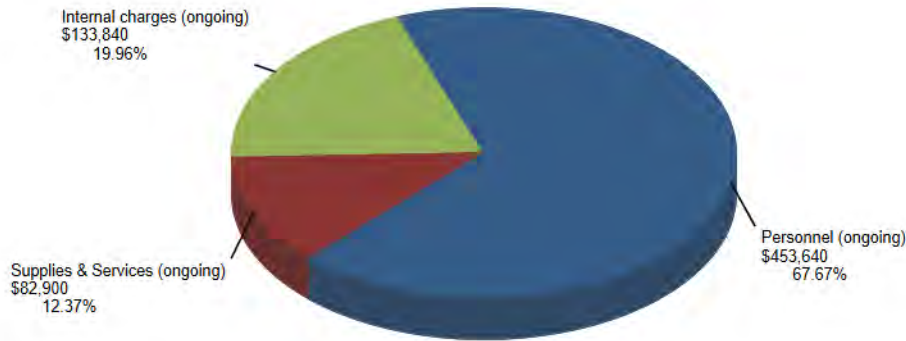
## Mission Statement

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.

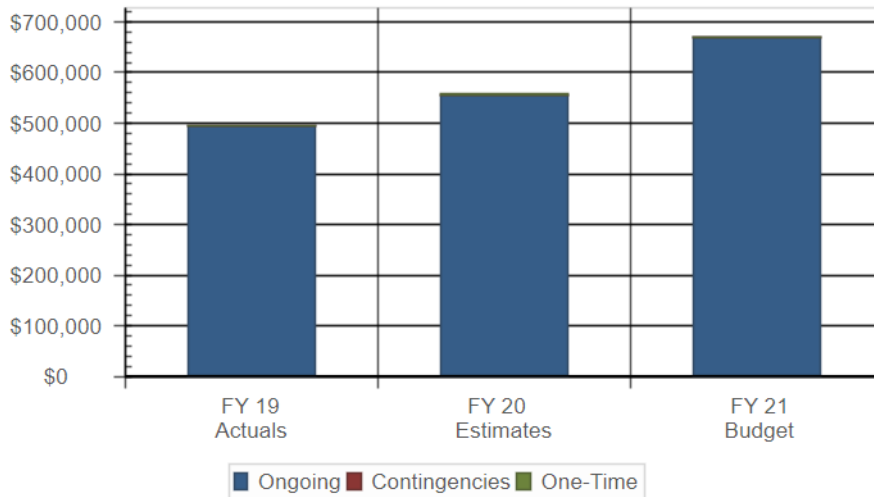
## Description

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<br>Budget  | % of<br>FY2021<br>Budget | FY2020<br>Budget  | FY2020<br>Estimate | FY2019<br>Actuals |
|---|-------------------|--------------------------|-------------------|--------------------|-------------------|
| <b>Program Expenditures</b>                     |                   |                          |                   |                    |                   |
| Personnel Services                              | \$ 453,640        | 68 %                     | \$ 351,790        | \$ 354,580         | \$ 335,132        |
| Supplies & Services                             | 82,900            | 12 %                     | 65,125            | 70,165             | 47,972            |
| <b>Subtotal Direct Costs</b>                    | <b>\$ 536,540</b> | <b>80 %</b>              | <b>\$ 416,915</b> | <b>\$ 424,745</b>  | <b>\$ 383,104</b> |
| Internal Charges                                | 133,840           | 20 %                     | 127,400           | 133,810            | 112,188           |
| <b>Total Expenditures</b>                       | <b>670,380</b>    | <b>100 %</b>             | <b>544,315</b>    | <b>558,555</b>     | <b>495,292</b>    |
| <b>Expenditures by Fund</b>                     |                   |                          |                   |                    |                   |
| General Fund Portion                            | \$ 649,380        | 97 %                     | \$ 520,750        | \$ 546,940         | \$ 495,292        |
| Other Funds Portion                             | \$ 21,000         | 3 %                      | \$ 23,565         | \$ 11,615          | \$ -              |
| <b>Funding Sources</b>                          |                   |                          |                   |                    |                   |
| 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        |
| <b>Employee Time Allocation (FTEs) Budgeted</b> | <b>5.18</b>       |                          | <b>4.66</b>       |                    | <b>4.66</b>       |

### 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

| <b>WORKLOAD INDICATORS</b>  | <b>FY21<br/>Projection</b> | <b>FY20<br/>Projection</b> | <b>FY20<br/>Estimate</b> | <b>FY19<br/>Actual</b> | <b>FY18<br/>Actual</b> |
|---|----------------------------|----------------------------|--------------------------|------------------------|------------------------|
| 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<br>Budget | FY2020<br>Budget | FY2020<br>Est. Actuals | FY2019<br>Actuals | Explanation of Changes |
|---------------|------------------|------------------|------------------------|-------------------|------------------------|
|---------------|------------------|------------------|------------------------|-------------------|------------------------|

**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.                          |
| <b>Direct Costs (Ongoing) Subtotal</b> | <b>\$515,540</b> | <b>\$392,090</b> | <b>\$411,520</b> | <b>\$383,104</b> |  |
| Internal Charges                       | \$133,840        | \$127,400        | \$133,810        | \$112,188        |  |
| <b>Ongoing Total</b>                   | <b>\$649,380</b> | <b>\$519,490</b> | <b>\$545,330</b> | <b>\$495,292</b> |  |
| Supplies & Services (one-time)         | \$0              | \$1,260          | \$1,610          | \$0              |  |
| <b>Administration Total</b>            | <b>\$649,380</b> | <b>\$520,750</b> | <b>\$546,940</b> | <b>\$495,292</b> |  |

**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. |
| <b>Direct Costs (Ongoing) Subtotal</b> | <b>\$11,200</b> | <b>\$15,815</b> | <b>\$4,615</b> | <b>\$0</b> |  |
| <b>Ongoing Total</b>                   | <b>\$11,200</b> | <b>\$15,815</b> | <b>\$4,615</b> | <b>\$0</b> |  |
| <b>Administration Total</b>            | <b>\$11,200</b> | <b>\$15,815</b> | <b>\$4,615</b> | <b>\$0</b> |  |

**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. |
| <b>Direct Costs (Ongoing) Subtotal</b> | <b>\$9,800</b> | <b>\$7,750</b> | <b>\$7,000</b> | <b>\$0</b> |   |
| <b>Administration Total</b>            | <b>\$9,800</b> | <b>\$7,750</b> | <b>\$7,000</b> | <b>\$0</b> |   |

**MUNICIPAL COURT**  
Continued

**EXPENDITURE SUMMARY**

| Cost Category                              | FY2021<br>Budget | FY2020<br>Budget | FY2020<br>Est. Actuals | FY2019<br>Actuals | Explanation of Changes |
|--|------------------|------------------|------------------------|-------------------|------------------------|
| <b>Grand Totals</b>                        |                  |                  |                        |                   |                        |
| Personnel (Ongoing) Subtotal               | \$453,640        | \$351,790        | \$354,580              | \$335,132         |                        |
| Supplies & Services (Ongoing)<br>Subtotal  | \$82,900         | \$63,865         | \$68,555               | \$47,972          |                        |
| Direct Costs (Ongoing) Subtotal            | <b>\$536,540</b> | <b>\$415,655</b> | <b>\$423,135</b>       | <b>\$383,104</b>  |                        |
| Internal Charges Subtotal                  | \$133,840        | \$127,400        | \$133,810              | \$112,188         |                        |
| Ongoing Subtotal                           | <b>\$670,380</b> | <b>\$543,055</b> | <b>\$556,945</b>       | <b>\$495,292</b>  |                        |
| Supplies & Services (One-Time)<br>Subtotal | \$0              | \$1,260          | \$1,610                | \$0               |                        |
| Grand Total                                | <b>\$670,380</b> | <b>\$544,315</b> | <b>\$558,555</b>       | <b>\$495,292</b>  |                        |

**MUNICIPAL COURT**  
Continued

**POSITIONS SUMMARY**

| Position                 | FY21<br>FTE | FY20<br>FTE | FY19<br>FTE | FY18<br>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 | <u>0.05</u> | <u>0.05</u> | <u>0.05</u> | <u>0.05</u> |
| <b>Total</b>             | <b>5.18</b> | <b>4.66</b> | <b>4.66</b> | <b>4.25</b> |

**ALLOCATIONS SUMMARY**

| Position                  | Org Description     | FY21<br>FTE | FY20<br>FTE | FY19<br>FTE | FY18<br>FTE |
|---------------------------|---------------------|-------------|-------------|-------------|-------------|
| <b>General Fund</b>       |                     |             |             |             |             |
| 10-5520-01                | Administration      | 5.01        | 4.49        | 4.49        | 4.25        |
| 10-5520-42                | Uptown Paid Parking | <u>0.17</u> | <u>0.17</u> | <u>0.17</u> | <u>0.00</u> |
| <b>General Fund Total</b> |                     | <b>5.18</b> | <b>4.66</b> | <b>4.66</b> | <b>4.25</b> |

- (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

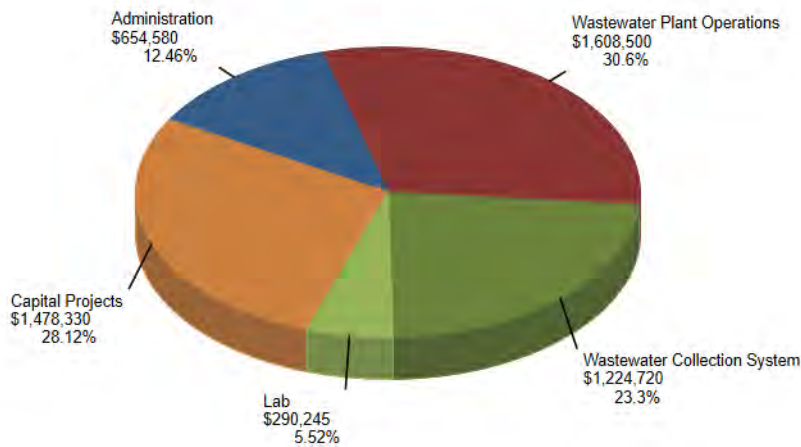
The Wastewater Department is responsible for the day-to-day operations of the wastewater collection system, treatment facility, and disposal of A+ quality treated effluent. The Wastewater Department works collaboratively with several City departments who assist in the administration, operation, and expansion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

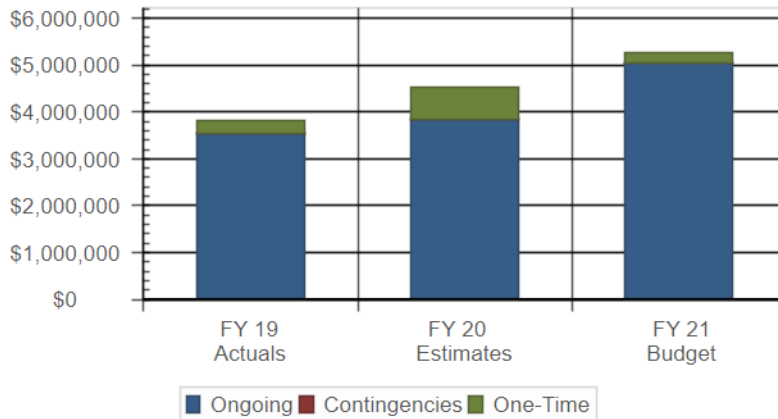
- \* Administration
- \* Collection System
- \* Plant Operations
- \* Lab
- \* Wastewater Capital Projects

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<br>Budget  | % of<br>FY2021<br>Budget | FY2020<br>Budget  | FY2020<br>Estimate | FY2019<br>Actuals |
|---|-------------------|--------------------------|-------------------|--------------------|-------------------|
| <b>Program Expenditures</b>                     |                   |                          |                   |                    |                   |
| Personnel Services                              | \$ 177,580        | 27 %                     | \$ 171,540        | \$ 180,760         | \$ 192,660        |
| Supplies & Services                             | 41,250            | 6 %                      | 44,151            | 41,825             | 53,101            |
| <b>Subtotal Direct Costs</b>                    | <b>\$ 218,830</b> | <b>33 %</b>              | <b>\$ 215,691</b> | <b>\$ 222,585</b>  | <b>\$ 245,761</b> |
| Internal Charges                                | 435,750           | 67 %                     | 407,740           | 431,590            | 355,455           |
| <b>Total Expenditures</b>                       | <b>654,580</b>    | <b>100 %</b>             | <b>623,431</b>    | <b>654,175</b>     | <b>601,216</b>    |
| <b>Expenditures by Fund</b>                     |                   |                          |                   |                    |                   |
| Wastewater Enterprise Fund                      | \$ 654,580        | 100 %                    | \$ 623,431        | \$ 654,575         | \$ 605,606        |
| <b>Funding Sources</b>                          |                   |                          |                   |                    |                   |
| 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        |
| <b>Employee Time Allocation (FTEs) Budgeted</b> | <b>1.95</b>       |                          | <b>1.95</b>       |                    | <b>2.15</b>       |

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<br>Projection | FY20<br>Projection | FY20<br>Estimate | FY19<br>Actual | FY18<br>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<br>Target | FY20<br>Target                                   | FY20<br>Estimate | FY19<br>Actual | FY18<br>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<br>(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<br>(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 |
|---|---------------|--------------------|---------------|-----------------|----------------|
| <b>Program Expenditures</b>                     |               |                    |               |                 |                |
| Personnel Services                              | \$ 81,460     | 83 %               | \$ 79,300     | \$ 83,090       | \$ 58,376      |
| Internal Charges                                | 16,870        | 17 %               | 16,410        | 16,900          | 11,337         |
| <b>Total Expenditures</b>                       | <b>98,330</b> | <b>100 %</b>       | <b>95,710</b> | <b>99,990</b>   | <b>69,713</b>  |
| <b>Expenditures by Fund</b>                     |               |                    |               |                 |                |
| Wastewater Enterprise Fund                      | \$ 98,330     | 100 %              | \$ -          | \$ -            | \$ -           |
| <b>Funding Sources</b>                          |               |                    |               |                 |                |
| 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      |
| <b>Employee Time Allocation (FTEs) Budgeted</b> | <b>0.70</b>   |                    | <b>0.70</b>   |                 | <b>0.55</b>    |

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<br>Target | FY20<br>Target | FY20<br>Estimate | FY19<br>Actual | FY18<br>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<br>Budget    | % of<br>FY2021<br>Budget | FY2020<br>Budget    | FY2020<br>Estimate  | FY2019<br>Actuals   |
|---|---------------------|--------------------------|---------------------|---------------------|---------------------|
| <b>Program Expenditures</b>                     |                     |                          |                     |                     |                     |
| Personnel Services                              | \$ 479,400          | 31 %                     | \$ 476,750          | \$ 415,550          | \$ 417,253          |
| Supplies & Services                             | 913,870             | 58 %                     | 858,911             | 697,450             | 787,640             |
| <b>Subtotal Direct Costs</b>                    | <b>\$ 1,393,270</b> | <b>89 %</b>              | <b>\$ 1,335,661</b> | <b>\$ 1,113,000</b> | <b>\$ 1,204,893</b> |
| Internal Charges                                | 171,030             | 11 %                     | 490,270             | 472,290             | 406,694             |
| <b>Total Expenditures</b>                       | <b>1,564,300</b>    | <b>100 %</b>             | <b>1,825,931</b>    | <b>1,585,290</b>    | <b>1,611,587</b>    |
| <b>Expenditures by Fund</b>                     |                     |                          |                     |                     |                     |
| Wastewater Enterprise Fund                      | \$ 1,608,500        | 103 %                    | \$ 2,010,931        | \$ 1,775,290        | \$ 1,667,240        |
| <b>Funding Sources</b>                          |                     |                          |                     |                     |                     |
| 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        |
| <b>Employee Time Allocation (FTEs) Budgeted</b> | <b>4.50</b>         |                          | <b>4.50</b>         |                     | <b>4.45</b>         |

The program consists of a Chief Plant Operator, three plant operators, and a plant mechanic/electrician, who are responsible for the treatment, disinfection, and disposal of wastewater. The treatment process consists of pre-treatment (screening/headworks), 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<br>Projection | FY20<br>Projection | FY20<br>Estimate | FY19<br>Actual | FY18<br>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<br>Target | FY20<br>Target | FY20<br>Estimate | FY19<br>Actual | FY18<br>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<br>Budget  | % of<br>FY2021<br>Budget | FY2020<br>Budget    | FY2020<br>Estimate | FY2019<br>Actuals |
|---|-------------------|--------------------------|---------------------|--------------------|-------------------|
| <b>Program Expenditures</b>                     |                   |                          |                     |                    |                   |
| Personnel Services                              | \$ 423,250        | 37 %                     | \$ 437,430          | \$ 396,050         | \$ 311,223        |
| Supplies & Services                             | 572,150           | 50 %                     | 668,660             | 520,995            | 585,307           |
| <b>Subtotal Direct Costs</b>                    | <b>\$ 995,400</b> | <b>87 %</b>              | <b>\$ 1,106,090</b> | <b>\$ 917,045</b>  | <b>\$ 896,530</b> |
| Internal Charges                                | 145,920           | 13 %                     | 434,870             | 407,980            | 310,163           |
| <b>Total Expenditures</b>                       | <b>1,141,320</b>  | <b>100 %</b>             | <b>1,540,960</b>    | <b>1,325,025</b>   | <b>1,206,693</b>  |
| <b>Expenditures by Fund</b>                     |                   |                          |                     |                    |                   |
| Wastewater Enterprise Fund                      | \$ 1,224,720      | 107 %                    | \$ 2,001,544        | \$ 1,739,755       | \$ 1,237,958      |
| <b>Funding Sources</b>                          |                   |                          |                     |                    |                   |
| 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        |
| <b>Employee Time Allocation (FTEs) Budgeted</b> | <b>4.40</b>       |                          | <b>4.40</b>         |                    | <b>3.40</b>       |

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<br>Projection | FY20<br>Projection | FY20<br>Estimate | FY19<br>Actual | FY18<br>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<br>Target | FY20<br>Target | FY20<br>Estimate | FY19<br>Actual | FY18<br>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<br>Budget  | % of<br>FY2021<br>Budget | FY2020<br>Budget  | FY2020<br>Estimate | FY2019<br>Actuals |
|---|-------------------|--------------------------|-------------------|--------------------|-------------------|
| <b>Program Expenditures</b>                     |                   |                          |                   |                    |                   |
| Personnel Services                              | \$ 129,040        | 46 %                     | \$ 122,760        | \$ 121,850         | \$ 111,706        |
| Supplies & Services                             | 108,565           | 39 %                     | 94,565            | 88,635             | 82,301            |
| <b>Subtotal Direct Costs</b>                    | <b>\$ 237,605</b> | <b>85 %</b>              | <b>\$ 217,325</b> | <b>\$ 210,485</b>  | <b>\$ 194,007</b> |
| Internal Charges                                | 40,640            | 15 %                     | 40,400            | 41,370             | 36,613            |
| <b>Total Expenditures</b>                       | <b>278,245</b>    | <b>100 %</b>             | <b>257,725</b>    | <b>251,855</b>     | <b>230,620</b>    |
| <b>Expenditures by Fund</b>                     |                   |                          |                   |                    |                   |
| Wastewater Enterprise Fund                      | \$ 290,245        | 104 %                    | \$ 257,725        | \$ 251,855         | \$ 230,620        |
| <b>Funding Sources</b>                          |                   |                          |                   |                    |                   |
| 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        |
| <b>Employee Time Allocation (FTEs) Budgeted</b> | <b>1.45</b>       |                          | <b>1.45</b>       |                    | <b>1.45</b>       |

The wastewater laboratory is responsible for sampling, testing, and reporting of water quality data required by the Arizona Department of Environmental Quality (ADEQ). The Regulatory Compliance Specialist oversees lab operations, while the lab tests are conducted primarily by the Lab Technician, with assistance from the Regulatory Compliance Specialist and qualified Plant Operators. Water quality testing methods and certifications are regulated by the Arizona Department of Health Services (AZDHS). Lab results are inputted into the Hach Water Information Management Solution 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<br>Projection | FY20<br>Projection | FY20<br>Estimate | FY19<br>Actual | FY18<br>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<br>Target | FY20<br>Target | FY20<br>Estimate | FY19<br>Actual | FY18<br>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<br>Budget   | FY2020<br>Budget   | FY2020<br>Est. Actuals | FY2019<br>Actuals  | Explanation of Changes  |
|---|--------------------|--------------------|------------------------|--------------------|---|
| <b>Wastewater Enterprise Fund</b>               |                    |                    |                        |                    |   |
| <b>59-5250-01 - Administration</b>              |                    |                    |                        |                    |   |
| 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>    |   |
| <b>Direct Costs (Ongoing)<br/>Subtotal</b>      | <b>\$217,330</b>   | <b>\$207,735</b>   | <b>\$219,885</b>       | <b>\$233,538</b>   |   |
| Internal Charges                                | <u>\$435,750</u>   | <u>\$407,740</u>   | <u>\$431,590</u>       | <u>\$355,455</u>   |   |
| <b>Ongoing Total</b>                            | <b>\$653,080</b>   | <b>\$615,475</b>   | <b>\$651,475</b>       | <b>\$588,993</b>   |   |
| 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>     |   |
| <b>One-Time Total</b>                           | <b>\$1,500</b>     | <b>\$7,956</b>     | <b>\$3,500</b>         | <b>\$21,003</b>    |   |
| <b>Administration Total</b>                     | <b>\$654,580</b>   | <b>\$623,431</b>   | <b>\$654,975</b>       | <b>\$609,996</b>   |   |
| <b>59-5252-89 - Capital Projects Management</b> |                    |                    |                        |                    |   |
| 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>    |   |
| <b>Capital Projects<br/>Management Total</b>    | <b>\$98,330</b>    | <b>\$95,710</b>    | <b>\$99,990</b>        | <b>\$69,713</b>    |   |
| <b>59-5253-55 - Plant Operations</b>            |                    |                    |                        |                    |   |
| 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>   |   |
| <b>Direct Costs (Ongoing)<br/>Subtotal</b>      | <b>\$1,311,270</b> | <b>\$1,281,571</b> | <b>\$1,057,900</b>     | <b>\$1,142,246</b> |   |
| Internal Charges                                | <u>\$171,030</u>   | <u>\$490,270</u>   | <u>\$472,290</u>       | <u>\$406,694</u>   | Budget Decrease: Reduction in equipment reserve.  |
| <b>Ongoing Total</b>                            | <b>\$1,482,300</b> | <b>\$1,771,841</b> | <b>\$1,530,190</b>     | <b>\$1,548,940</b> |   |
| 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. |
| <b>Plant Operations Total</b>                   | <b>\$1,608,500</b> | <b>\$2,010,931</b> | <b>\$1,775,290</b>     | <b>\$1,667,240</b> |   |

Continued

**EXPENDITURE SUMMARY**

| Cost Category                              | FY2021<br>Budget   | FY2020<br>Budget   | FY2020<br>Est. Actuals | FY2019<br>Actuals  | Explanation of Changes  |
|--|--------------------|--------------------|------------------------|--------------------|---|
| <b>59-5253-56 - Collection System</b>      |                    |                    |                        |                    |   |
| 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>   |   |
| <b>Direct Costs (Ongoing)<br/>Subtotal</b> | <b>\$917,900</b>   | <b>\$932,738</b>   | <b>\$773,745</b>       | <b>\$800,624</b>   |   |
| Internal Charges                           | \$145,920          | \$434,870          | \$407,980              | \$310,163          | Budget Decrease: Decrease in funding of major maintenance reserve.                              |
| <b>Ongoing Total</b>                       | <b>\$1,063,820</b> | <b>\$1,367,608</b> | <b>\$1,181,725</b>     | <b>\$1,110,787</b> |   |
| 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. |
| <b>One-Time Total</b>                      | <b>\$160,900</b>   | <b>\$633,936</b>   | <b>\$558,030</b>       | <b>\$127,171</b>   |   |
| <b>Collection System Total</b>             | <b>\$1,224,720</b> | <b>\$2,001,544</b> | <b>\$1,739,755</b>     | <b>\$1,237,958</b> |   |
| <b>59-5253-66 - Lab</b>                    |                    |                    |                        |                    |   |
| 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>    |   |
| <b>Direct Costs (Ongoing)<br/>Subtotal</b> | <b>\$221,405</b>   | <b>\$209,925</b>   | <b>\$203,985</b>       | <b>\$182,353</b>   |   |
| Internal Charges                           | <u>\$40,640</u>    | <u>\$40,400</u>    | <u>\$41,370</u>        | <u>\$36,613</u>    |   |
| <b>Ongoing Total</b>                       | <b>\$262,045</b>   | <b>\$250,325</b>   | <b>\$245,355</b>       | <b>\$218,966</b>   |   |
| 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>         |   |
| <b>One-Time Total</b>                      | <b>\$28,200</b>    | <b>\$7,400</b>     | <b>\$6,500</b>         | <b>\$11,654</b>    |   |
| <b>Lab Total</b>                           | <b>\$290,245</b>   | <b>\$257,725</b>   | <b>\$251,855</b>       | <b>\$230,620</b>   |   |

Continued

**EXPENDITURE SUMMARY**

| Cost Category                               | FY2021<br>Budget        | FY2020<br>Budget        | FY2020<br>Est. Actuals  | FY2019<br>Actuals       | Explanation of Changes |
|---|-------------------------|-------------------------|-------------------------|-------------------------|------------------------|
| <b>Grand Totals</b>                         |                         |                         |                         |                         |                        |
| Personnel (Ongoing) Subtotal                | \$1,290,730             | \$1,287,780             | \$1,197,300             | \$1,091,218             |                        |
| Supplies & Services<br>(Ongoing) Subtotal   | \$1,458,635             | \$1,423,489             | \$1,141,305             | \$1,325,919             |                        |
| Direct Costs (Ongoing)<br>Subtotal          | <b>\$2,749,365</b>      | <b>\$2,711,269</b>      | <b>\$2,338,605</b>      | <b>\$2,417,137</b>      |                        |
| Internal Charges Subtotal                   | <u>\$810,210</u>        | <u>\$1,389,690</u>      | <u>\$1,370,130</u>      | <u>\$1,120,262</u>      |                        |
| Ongoing Subtotal                            | <b>\$3,559,575</b>      | <b>\$4,100,959</b>      | <b>\$3,708,735</b>      | <b>\$3,537,399</b>      |                        |
| Supplies & Services (One-<br>Time) Subtotal | \$177,200               | \$242,798               | \$207,600               | \$182,430               |                        |
| Capital & Debt Service<br>Subtotal          | \$139,600               | \$645,584               | \$605,130               | \$91,308                |                        |
| One-Time Subtotal                           | <u><b>\$316,800</b></u> | <u><b>\$888,382</b></u> | <u><b>\$812,730</b></u> | <u><b>\$273,738</b></u> |                        |
| Grand Total                                 | <b>\$3,876,375</b>      | <b>\$4,989,341</b>      | <b>\$4,521,465</b>      | <b>\$3,811,137</b>      |                        |

**WASTEWATER**  
continued

**POSITIONS/ALLOCATIONS SUMMARIES**

| Position                            | FY21<br>FTE  | FY20<br>FTE  | FY19<br>FTE  | FY18<br>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         |
| <b>Total</b>                        | <b>13.00</b> | <b>13.00</b> | <b>12.00</b> | <b>12.00</b> |

| Org Unit                                | Org Description             | FY21<br>FTE  | FY20<br>FTE  | FY19<br>FTE  | FY18<br>FTE  |
|---|-----------------------------|--------------|--------------|--------------|--------------|
| <b>Wastewater Enterprise Fund</b>       |                             |              |              |              |              |
| 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         |
| <b>Wastewater Enterprise Fund Total</b> |                             | <b>13.00</b> | <b>13.00</b> | <b>12.00</b> | <b>12.00</b> |