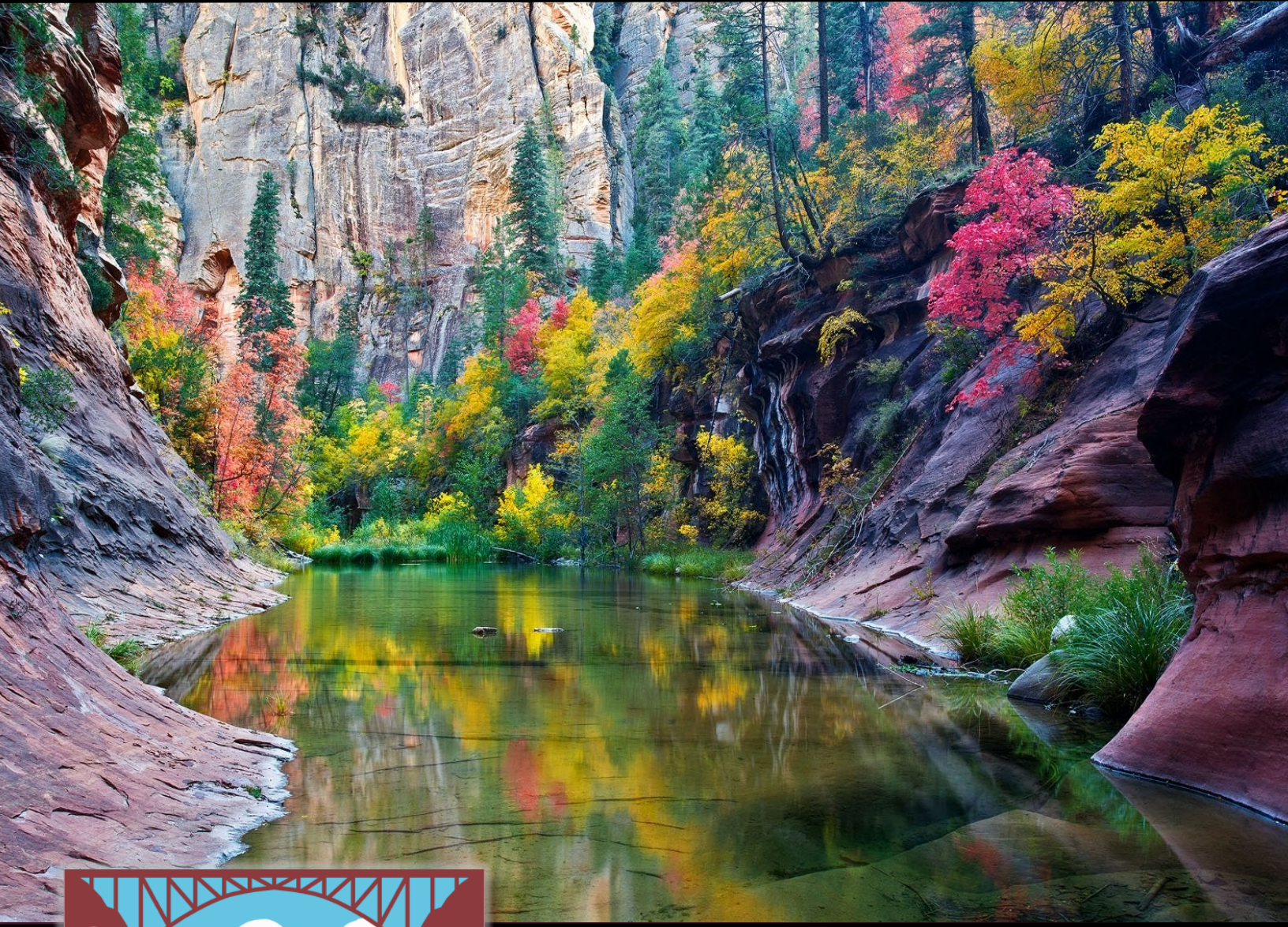


ANNUAL BUDGET



Proposed Budget

FISCAL YEAR 2021-2022

CITY OF SEDONA, AZ

TABLE OF CONTENTS

Budget Book Layout

Click on an item to jump to that page.

Power Point Presentation

Overview

FY 2022 Proposed Budget Memo

Community Input

Citizen Budget Work Group Recommendations
Budget Survey Results

Overall Summaries

All Funds Summary (FY 2022)
Summary of Overall Budget Changes
Summary of Inter-Fund Transfers
Position List/Full-Time Equivalents
Summary of Carryover Requests
Summary of Decision Package Requests
Internal Charges Descriptions

Fund Summaries

General Fund
Streets Fund
Affordable Housing Fund
Grants & Donations Funds
Transportation Sales Tax Fund
Capital Improvements Fund
Development Impact Fees Funds
Art in Public Places Fund
Public Transit Enterprise Fund
Wastewater Enterprise Fund
Information Technology Internal Service Fund

Capital Improvement Projects

CIP Priority Definitions
Summary of Capital Projects

Departmental Budgets

City Manager's Office
General Services (Including discussion of Debt Service and Summary of Service Contracts)
Economic Development
Community Development
Financial Services
Human Resources
Police Department
Municipal Court
Public Transit
Parks & Recreation
Public Works
Wastewater
Information Technology
City Attorney's Office
City Council
City Clerk's Office

BUDGET BOOK LAYOUT

The budget books are organized as follows:

- Tab 1 PowerPoint Presentation – Hard copies of the PowerPoint presentation will be provided to Council members at the meeting on June 2. This tab has been provided as a placeholder.
- Tab 2 Overview – This section includes the budget memo that provides an overview of the FY 2022 Proposed Budget and areas that Council may wish to provide further direction.
- Tab 3 Community Input – This section includes the following input received from the community regarding desired services and service levels:
 - Report on recommendations prepared by the Citizens Budget Work Group (pages CI-1 through CI-2)
 - Summary of the community budget survey results (pages CI-3 through CI-22)
- Tab 4 Overall Summaries – This section includes several summary schedules and other information applicable to the overall budget:
 - Summary of all funds for the FY 2022 Proposed Budget that includes revenues, expenditures, transfers and other financing sources and uses, and beginning and ending fund balances (page SUM-1)
 - Summary of overall budget changes for FY 2022 compared to FY 2021 (page SUM-2)
 - Summary of inter-fund transfers (pages SUM-3 through SUM-4)
 - Summary of all positions/full-time equivalents (FTEs) with comparisons to prior years (pages SUM-5 through SUM-10)
 - Summary of all Budget Carryover requests (page SUM-11)
 - Summary of all Decision Package requests (page SUM-12)
 - Description and explanation of internal charges, including indirect cost allocations and contributions to reserves (pages SUM-13 through SUM-16)
- Tab 5 Fund Summaries – This section includes summaries of each City fund that include revenues, expenditures, transfers and other financing sources and uses, and beginning and ending fund balances:
 - General Fund summary (pages FUNDS-1 through FUNDS-3)
 - Streets Fund summary (page FUNDS-4)
 - Affordable Housing Fund summary (page FUNDS-5)
 - Grants & Donations Funds summary (pages FUNDS-6 through FUNDS-7)
 - Transportation Sales Tax Fund summary (page FUNDS-8)
 - Capital Improvements Fund summary (page FUNDS-9)
 - Development Impact Fees Funds summary (page FUNDS-10)
 - Art in Public Places Fund summary (page FUNDS-11)
 - Public Transit Enterprise Fund summary (page FUNDS-12)
 - Wastewater Enterprise Fund summary (pages FUNDS-13 through FUNDS-14)
 - Information Technology Internal Service Fund summary (page FUNDS-15)

BUDGET BOOK LAYOUT

continued

- Tab 6 Capital Improvement Projects – This section includes the 10-year Capital Improvement Plan (CIP) budget:
 - Priority definitions used for ranking CIP projects (page CIP-1)
 - Summary of all CIP projects included in the 10-year plan (pages CIP-2 through CIP8)
 - Capital projects detail sheets for only those projects included in the first three funded years have been included in each individual department section.

- Tabs 7-22 Individual Department Budgets – Each of the department budgets are organized in a similar fashion. Pages are numbered separately for each section. Each department's budget includes the following:
 - Overall department narrative – Each department narrative is organized similarly with some variations of this general structure. These generally include the following:
 - Department's mission statement
 - Description of the department
 - Pie chart of the FY 2022 Proposed Budget expenditures by program
 - Graph of ongoing vs. one-time expenditures for FY 2020 actuals, FY 2021 estimates, and FY 2022 Proposed Budget

 - Individual program narratives – Each department has at least one program, and some have several programs. Each program narrative is organized similarly with some variations of this general structure. These generally include the following:
 - Summary budget for that program, which includes the following:
 - Expenditures by category with comparisons to prior years
 - Expenditures by fund – Most departments' costs are primarily paid from the General Fund, but the portion paid from other funds will be indicated as appropriate.
 - Funding sources for payment of the expenditures – Most General Fund departments/programs rely heavily on the City's general revenues for funding. However, some generate revenues or have other revenues sources dedicated to the program. In addition, the costs of some departments/programs are allocated to other departments via the indirect cost allocation plan.
 - Budgeted full-time equivalent (FTE) positions directly paid from the program

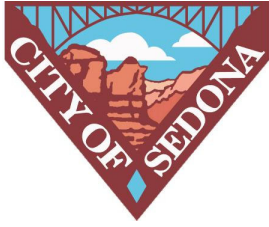
 - FY 2021 accomplishments for the program

 - FY 2022 objectives for the program

BUDGET BOOK LAYOUT

continued

- Workload indicators and/or performance measures, which include the following:
 - Benchmarks when available – most are from ICMA
 - Projections/targets for FY 2022
 - Projections/targets for FY 2021 determined in last year's budget process
 - Current estimates of results for FY 2021
 - Actual results for FY 2020 and FY 2019
- Expenditure summary for the entire department by fund, program, and expenditure category with explanations of significant changes
- Summary of positions for the entire department by position title
- Summary of positions for the entire department by fund and program
- Decision packages requested by the department, if any
- Capital improvement projects requested by the department, if any



FY 2022 Proposed Budget Memo

To: Mayor Moriarty & City Council
Thru: Karen Osburn, City Manager
From: Cherie R. Wright, Director of Financial Services
Subject: Submittal of Fiscal Year 2021-22 Proposed Budget
Date: May 27, 2021

We are pleased to submit to the City Council the Fiscal Year (FY) 2022 Proposed Budget. This memo is intended to cover all the key highlights of the budget.

Some of the noteworthy items discussed include the American Rescue Plan Act (ARPA) funding, Smart & Safe Arizona funding, significant increases to the affordable housing program, refinancing of the Series 2012 Bonds, significant surpluses to be allocated to the highest priorities, significant increases in sales and bed tax revenues, loans to certain funds to cover potential deficits, addition of a new Public Transit Enterprise Fund, recommended changes to the adopted fund balance policy, possible future debt financing, significant community input, and reinstatement of budgets that were eliminated or reduced in response to the impacts of COVID-19. In addition, there are several Decision Packages recommended. Further details are available in the remainder of the budget book.

Immediately following the table of contents in your binder is a discussion regarding the organization/layout of the budget book.

Budget Summary

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

*Total proposed Expenditure
budget is \$57,980,733.*

*Total proposed Other
Financing Sources (Uses)
budget is \$9,000,000*

COMPARISON OF BASE AND TOTAL EXPENDITURES TO PRIOR YEAR

(In Thousands)

	FY 2021 Budget	FY 2022 Base	Incr./ (Decr.)	%	Decision Packages	Total FY 2022 Proposed
Ongoing:						
Personnel	\$13,896	\$14,864	\$ 968	7.0%	\$986	\$15,850
Operations	12,928	12,721	(208)	(1.6%)	1,160	13,881
Subtotal Operational Costs – Ongoing	26,824	27,585	760	2.8%	2,147	29,731
One-Time:						
Personnel	11	-	(11)	(100.0%)	38	38
Operations	1,325	1,059	(266)	(20.1%)	226	1,284
Subtotal Operational Costs – One-Time	1,336	1,059	(277)	(20.8%)	264	1,322
Subtotal All Operational Costs	28,160	28,643	483	1.7%	2,410	31,053
Capital Improvement Projects ¹	15,059	16,310	1,252	8.3%	-	16,310
Debt Service	5,976	6,208	232	3.9%	45	6,253
Contingencies	2,019	4,764	2,744	135.9%	(400)	4,364
Grand Totals	\$51,214	\$55,925	\$4,711	9.2%	\$2,055	\$57,981

The FY 2022 base budget includes the following changes:

- **Base Operational Costs (increase 2%)** – Personnel costs increased due to the reinstatement of the \$1 million level-dollar funding that was suspended for FY 2021 due to anticipated impacts of COVID-19, combination of FY 2021 pay adjustments not budgeted and budgeted FY 2022 merit increases, and the impacts of changes to benefit rates and costs. The increase in personnel costs was partly offset by reductions in other operational costs.
- **Capital Improvement Projects (increase 8%)** – The increase is largely due to the increase in projects for the wastewater system including major upgrades to lift stations and replacement of the reservoir liner.
- **Base Contingencies (increase 136%)** – The increase is largely due to the addition of American Rescue Plan Act (ARPA) funding and added capacity for the affordable housing program.

Largest increase is in Contingencies.

Further discussion on the budget changes begins on page 4 of this memo.

The following table summarizes the Other Financing Uses portion of the budget compared to the prior year.

COMPARISON OF TOTAL OTHER FINANCING USES BUDGET TO PRIOR YEAR

(In Thousands)

	FY 2020 Budget	FY 2021 Proposed	Increase/ (Decrease)	%
Payment to Refunded Bond Escrow Agent	\$ -	\$9,000	\$9,000	∞

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

State statutes require budgeting for certain Other Financing Sources (Uses).² A possible refunding of the Series 2012 Bonds has been included in the FY 2022 Proposed Budget. The combination of the Expenditure Budget and the Other Financing Sources (Uses) Budget totals \$66,980,733.

Balanced Budget

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

*Proposed budget
is balanced.*

TOTAL FUNDING SOURCES AND USES (In Thousands)

FY 2022 Proposed Budget	Revenues & Other Sources (Uses) of Funds	Expenditures
Total Revenues and Expenditures	\$55,901	\$57,981
Plus: Use of Accumulated Balances		
Streets Fund – Use of funding received in prior years for dedicated purposes	1,046	-
Affordable Housing Fund – Use of funding received in prior years for dedicated purposes	2,064	-
Transportation Sales Tax Fund – Net use of accumulated balances set aside for anticipated capital projects and implementation of public transit system	2,978	-
Capital Improvements Fund – Net of use of accumulated balances set aside for anticipated capital project costs	131	-
Development Impact Fee Funds – Use of accumulated balances set aside for funding of capital projects restricted to funding of growth-related projects	1,938	-
Art in Public Places Fund – Use of accumulated balances set aside for funding of capital projects dedicated to funding of public art	112	-
Wastewater Enterprise Fund – Use of accumulated balances set aside for anticipated capital project costs	2,254	-
Information Technology Internal Service Fund – Use of equipment replacement reserves	80	-
Total Use of Accumulated Balances	10,604	-
Less: Additions to Accumulated Balances		
General Fund – Addition to operating reserve (\$331k) and equipment replacement reserve (\$348k), parking revenues pledged to Uptown improvements (\$381k), plus surplus balances available to be assigned	8,502	-
Grants & Donations Funds – Carryover of restricted funding sources to the following year to be used for their dedicated purposes	21	-
Total Additions to Accumulated Balances	8,523	-
Totals	\$57,981	\$57,981

² Transfers between funds are also Other Financing Sources (Uses); however, they are not required to be accounted for as part of the total budget in the same manner that debt financing is required to be included.

Budgetary Items Not Yet Addressed

The following is a summary of some of the budgetary items not yet addressed:

- **Allocation of surplus balances** – The FY 2019 General Fund surplus of \$2.3 million was not allocated during the FY 2021 budget process in case it was needed to cover anticipated revenue losses due to the impacts of COVID-19. In addition, there is a General Fund surplus of \$3.5 million for FY 2020. Some suggestions for utilizing these surpluses are:
 - Transfer to Affordable Housing Fund
 - Transfer to Public Transit Fund
 - Transfer to Capital Improvements Fund for projects not currently in the 10-year plan, such as a community center or creek walk
 - Reserve for other Council priorities such as the sustainability program or economic diversification program
 - Pay down unfunded the Public Safety Personnel Retirement System (PSPRS) liability (\$5.1 million as of June 30, 2020)

Surpluses could be used for any combination of these options or other options not on the list. Staff will likely recommend transferring a portion of the surplus to the Affordable Housing Fund and generally reserving the rest for Council priorities to be assigned to specific priorities at a later date.

- **Sedona Chamber of Commerce & Tourism Bureau (SCC&TB) Agreement** – The FY 2022 Proposed Base Budget will need to be updated once negotiations are complete for the Sedona Chamber of Commerce & Tourism Bureau (SCC&TB) agreement.
- **American Rescue Plan Act (ARPA)** – The FY 2020 Proposed Base Budget includes a contingency amount of \$1.2 million. Latest information indicates the City's distribution may increase to \$1.7 million in FY 2022. Decisions have not yet been made about how to use this funding, but recommendations may likely be for the affordable housing program.
- **Smart & Safe Arizona (Prop 207 monies)** – The City's distribution of Prop 207 monies is unknown at this time. Legally, the Prop 207 monies cannot supplant any currently funded Police Department personnel expenditures. Allowable expenditures would include funding a new position, funding new overtime details (not existing overtime details), or adding to the payment toward the PSPRS unfunded liability.

Significant Budgetary Changes

Salary and benefit changes

- In the FY 2019 budget process the pay adjustment process was changed to strictly merit increases. Cost-of-living adjustments (COLA) are no longer part of the City's regular compensation package. The FY 2022 Proposed Base Budget includes merit increases averaging 2.0%³ for an approximate cost of \$225,000.

³ Employees are eligible for merit increases on their anniversary dates based on their performance reviews. The average increase includes the impact of the prorated amounts based on the effective date of estimated merit increases.

- As a reaction to the anticipated financial impacts of COVID-19, merit increases for FY 2021 were not been included. The impact of the pay adjustments approved by Council for FY 2021, various adjustments to positions, and changes in wages and benefits due to turnover is approximately \$511,000.
- The carryover of market study adjustments of \$200,000 was eliminated in the FY 2022 budget. A salary study has been recommended in the Decision Packages. The results of the study will be evaluated to determine any adjustments needed in FY 2023.
- Medical insurance rates increased approximately 6% resulting in increased costs of approximately \$91,000.
- The Arizona State Retirement System (ASRS) contribution rates increased from 12.22% of wages to 12.41% and increased costs by approximately \$14,000.
- While the Public Safety Personnel Retirement System (PSPRS) minimum contribution rates changed from 38.85% of wages to 37.07%, the level-funding approach of \$1 million per year is reinstated in the FY 2022 Proposed Budget. This results in a budget increase of approximately \$328,000.
 - Based on the pension funding model developed by the actuaries and using conservative assumptions for factors such as investment earnings, the level payment is estimated by the model as approximately \$984,000. In an effort to offset any negative impacts of actual performance vs. assumptions made and potentially pay off the unfunded liability a little sooner, this amount was rounded up to \$1 million.
 - Due to a variety of factors such as changes in actuary assumptions used to calculate the liability, the difference between the calculated level payment and the rounded amount of \$1 million has grown smaller each year. If the trend continues, the level funding amount may need to increase.
 - The calculations will be reviewed again each year with updated data during the annual budget process.
- The City's worker's compensation rates are not expected to change for FY 2022.
- A schedule of the positions and full-time equivalency with a comparison to prior years has been included in the Overall Summaries section.

FY 2022 includes merit increases at an average cost of 2%.

Level funding of \$1M for PSPRS reinstated.

Operations changes

- The FY 2022 Proposed Budget reflects preliminary assumptions regarding the agreement with the Sedona Chamber of Commerce & Tourism Bureau (SCC&TB). Currently, the SCC&TB budget is approximately \$716,000 less than the prior year. The amount will need to be revised once negotiations with SCC&TB are complete.
- The support for the Verde Lynx was eliminated in the FY 2021 budget. The CARES Act funding will run out September 2021. The FY 2022 Proposed Budget includes \$224,000 for Verde Lynx funding for October 2021 through the end of the fiscal year.

Budget for SCC&TB contract will need to be revised when negotiations complete.

- A one-time carryover of the unspent FY 2021 budget for small grants of \$121,300 has been included in the FY 2020 Proposed Budget.
- Community Development Block Grant (CDBG) costs were decreased approximately \$208,000 for FY 2022 based on the portion of the grant already spent.
- While in total streets maintenance expenditures did not change significantly, the FY 2022 Proposed Budget includes a recommendation to centralize all streets related costs in the Streets Fund. Approximately \$800,000 in costs have been moved from the General Fund.

Capital Improvement Projects changes

- The Capital Improvement Projects budget includes \$9.3 million of projects carried over from FY 2021 either as a result of project delays for a variety of reasons or because the project was planned for multiple years. Approximately \$7.0 million is included for projects programmed to begin in FY 2022 or added costs for projects already started. The following table summarizes the FY 2022 budget amounts by category.

FY 2022 CAPITAL IMPROVEMENT PROJECTS BY CATEGORY

(In Thousands)

	Carryover	New Appropriation	Proposed Budget
Arts & Culture	\$ 130	\$ 6	\$ 136
Information Technology	200	-	200
Municipal Court	-	-	-
Parks & Recreation	254	260	514
Police	1,144	21	1,165
Public Transit	-	2,055	2,055
Public Works	-	50	50
Sedona in Motion (SIM)	7,195	2,826	10,021
Offset for Assumed Carryover ⁴	(3,046)	-	(3,046)
Storm Drainage	200	145	345
Streets & Transportation	1,226	609	1,835
Wastewater	2,362	574	2,936
Grand Totals	\$ 9,305	\$ 7,005	\$16,310

- More information on the Capital Improvement Projects budget is included in the Capital Improvement Projects section of the budget book as well as a discussion starting on page 7 of this memo.

Debt Service changes

- The budgeted debt service expenditures are based on the debt retirement schedules for the outstanding bond issues, capital lease agreements, and installment purchase agreements. A Debt Service narrative has been included in the General Services departmental budget section.

⁴ The carryovers were assumed to be SIM projects as was done in prior years' budgets. The actual carryovers may vary depending on the projects delayed.

- The one-time bond issuance costs are for the potential refunding of the Series 2012 Bonds.

FY 2022 DEBT SERVICE BY TYPE

(In Thousands)

	FY 2022 Proposed	FY 2021 Budget	Increase/ (Decrease)
Bonds	\$5,728	\$5,725	\$ (2)
One-time Bond Issuance Costs	102	-	102
Capital Leases	379	206	173
Installment Purchases	44	44	-
Grand Totals	\$6,208	\$5,976	\$ 232

Contingencies changes

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

FY 2022 CONTINGENCIES BY TYPE

(In Thousands)

	FY 2021 Budget	FY 2022 Base	Decision Packages	FY 2022 Proposed	Increase/ (Decrease)
General Operating – General Fund	\$ 200	\$ 200	\$ -	\$ 200	\$ -
General Operating – Wastewater Fund	100	100	-	100	-
Judgements	100	100	-	100	-
Affordable Housing	800	2,500	(400)	2,100	1,300
ARPA Funding	-	1,234	-	1,234	1,234
Unknown Grants	275	300	-	300	25
SCC&TB Contract	544	330	-	330	(214)
Grand Totals	\$2,019	\$4,764	\$ (400)	\$4,364	\$2,344

- The contingency for the Affordable Housing Fund was increased to nearly the entire balance to allow for maximum ability to move forward with the housing program.
- The contingency for the ARPA funding is based on the preliminary estimates. Based on the latest estimates provided by the League, the amount may go up to \$1.7 million.

Based on latest estimates, the contingency for the ARPA funding may need to increase \$493k.

Capital Improvement Projects

The Capital Improvements Plan (CIP) has been mostly balanced with anticipated funding and available reserves for the first three years of the plan.⁵ The plan has been presented with details for the first three funded years, with the remaining seven years of the 10-year plan consolidated in one column as “Future Years.” For the remaining seven years, primarily restricted funding sources have been identified with unrestricted funding sources identified for some projects that will be begin in earlier years. The 10-year plan is summarized in the following table.

⁵ See the Reserves section of this memo starting on page 12 for discussion regarding potential loans to the Development Impact Fees Funds and the Art in Public Places Fund.

10-YEAR CAPITAL IMPROVEMENT PLAN⁶

(In Thousands)

	Projects Proposed	Estimated Net Carryover to Following Year ⁷	Proposed Budget
FY 2022	\$ 19,595	\$(3,046)	\$ 16,549
FY 2023	28,509	(13,203)	15,606
FY 2024	29,764	(3,669)	26,095
Future Years ⁸	35,572	20,277	75,877
Grand Totals	\$134,127	\$ -	\$134,127

The following table summarizes the funding sources identified for the FY 2021 projects.

FY 2022 CAPITAL IMPROVEMENT PROJECTS BY FUNDING SOURCE⁹

(In Thousands)

	Projects Proposed	Estimated Net Carryover to Following Year ¹⁰	Proposed Budget
Capital Reserves	\$ 2,820	\$ -	\$ 2,820
Transportation Sales Tax	9,503	(3,046)	6,098
Wastewater Reserves	3,163	-	3,163
Development Impact Fees	2,482	-	2,482
Grants and Outside Participation	1,335	-	1,335
Yavapai County Flood Control	300	-	300
Community Facilities Districts	215	-	215
1% for Arts	136	-	136
Grand Totals	\$19,595	\$(3,046)	\$16,549

Of the \$16.5M CIP budget, only \$6.0M funded by capital and wastewater reserves.

The following table summarizes the FY 2022 projects by how they are managed.

⁶ Includes the full Capital Improvement Plan including projects funded by the Community Facilities Districts.

⁷ Estimations of project balances not completed as of year-end and carried over to the following fiscal year were entered as offsets to the budget totals. Each year during the budget process, projects are reevaluated so the projects proposed and carryovers estimated may shift between years beyond the proposed budget year.

⁸ Includes \$20.0 million of unfunded projects. Many of these projects can be partially funded with restricted funding sources. Approximately \$1.6 million of restricted funding sources are anticipated to be available, leaving \$18.1 million with no funding source identified.

⁹ Both the City transit system and the Uptown parking garage contemplate the use of debt financing; however, the debt financing is not anticipated to occur in FY 2022.

¹⁰ The carryovers were assumed to be SIM projects as was done in prior years' budgets. The actual carryovers may vary depending on the projects delayed.

FY 2022 CAPITAL IMPROVEMENT PROJECTS BY HOW MANAGED

(In Thousands)

	Projects Proposed	Estimated Net Carryover to Following Year ¹¹	Proposed Budget
Managed by Public Works engineers	\$14,046	\$ (3,046)	\$11,000
Managed by ADOT	500	-	500
Managed by Wastewater Dept	2,936	-	2,936
Managed by Transit Administrator	1,235	-	1,235
Managed by consultants and other City staff	878	-	878
Grand Totals	\$19,595	\$(3,046)	\$16,549

Of the \$16.5M CIP budget, \$5.5M is over and above projects managed by Public Works engineers.

CIP Priorities

Departments were given instructions to use the definitions included in the Capital Improvement Projects section of the budget book when ranking projects. The only change to the definitions from the prior year is the added clarification to Priority I that if the project can be delayed, it is most likely not Priority I.

As a factor in the decision-making process, these priority definitions have been used for identification of projects recommended to move forward.

Prioritization criteria is a factor in decisions for moving projects forward.

Flexibility of CIP Programming

Some CIP projects are still somewhat speculative and require additional vetting and/or outreach. Since some projects may stall or may potentially not be approved by Council, staff recommends that projects programmed in later fiscal years may be moved forward as a replacement of a stalled or cancelled FY 2022 project. In accordance with City policy, projects with contracts greater than \$100,000 would be approved by Council. In addition, Sedona in Motion (SIM) projects would be discussed in Council update meetings prior to moving forward with design. Projects would move forward based on priority, feasibility of forward progress, and financial ability.

Decision Packages

The FY 2022 Proposed Budget includes the recommended Decision Packages. A list of all of the Decision Package requests has been included in the Overall Summaries section. The list includes comments regarding the recommendations of the City Manager and the Citizens Budget Work Group. Each Decision Package is included in the applicable department budget section.

Carryover Requests

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

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

The Proposed Budget includes \$169,300 of General Fund FY 2021 budgeted operating projects, \$80,000 of Wastewater Enterprise Fund FY 2021 budgeted operating projects, and \$30,000 of Information Technology Internal Service Fund FY 2021 budgeted operating projects to be carried over to FY 2022. A schedule has been included in the Overall Summaries section detailing each of these carryovers.

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

Internal Charges

The Proposed Budget includes a cost category labeled internal charges. These costs include indirect cost allocations, equipment replacement reserve funding, and wastewater major maintenance reserve funding. The funding of equipment replacement reserves and the wastewater major maintenance reserve for FY 2021 was suspended due to anticipated financial implications of COVID-19. The funding of these reserves has been reinstated for FY 2022. For more detailed discussion of the internal charges, see the Internal Charges Descriptions in the Overall Summaries section.

Revenues

The increases and decreases in the FY 2022 Proposed Revenue Budget are as follows:

COMPARISON OF TOTAL REVENUES TO PRIOR YEAR (In Thousands)

	FY 2022 Proposed	FY 2021 Budget	Increase/ (Decrease)	%
City Sales Taxes	\$27,971	\$17,510	\$10,462	59.7%
Bed Taxes	7,029	3,200	3,829	119.7%
State Shared Revenues	4,313	3,909	404	10.3%
Other Intergovernmental	3,454	1,491	1,963	131.6
Wastewater Charges for Services	6,047	6,177	(130)	(2.1%)
Other Miscellaneous	6,787	7,930	(1,143)	(14.4%)
Contingent Revenues	300	300	-	0.0%
Grand Totals	\$55,901	\$40,515	\$15,385	38.0%

City Sales & Bed Taxes

The City sales and bed tax revenues did not suffer the significant losses that was originally anticipated due to the impacts of COVID-19. Instead, Sedona has experienced a significant influx of tourism creating the highest level of sales and bed tax revenues for the first 9 months of the fiscal year ever experienced. The comparison of sales and bed tax revenues to last year and current year budget projections as of March 2021 are as follows:

*Sales and bed tax
as of March 2021
exceed prior
historical levels.*

**INCREASES IN CITY SALES & BED TAX REVENUES
AS OF MARCH 2021**

(In Thousands)

	Over FY 2021 Budget	%	Over FY 2020 Actuals	%
City Sales Taxes	\$7,155	59%	\$3,510	22%
Bed Taxes	2,685	128%	1,274	36%
Grand Totals	\$9,840	69%	\$4,784	25%

The projections for FY 2021 are based on the following assumptions for the remainder of the fiscal year:

- Since the latter part of FY 2020 was impacted by the COVID-19 closures, FY 2019 numbers were used for a baseline.
- Sales tax for the remainder of the year is projected to be 12% higher than FY 2019.
- Bed tax for the remainder of the year is projected to be 14% higher than FY 2019.

The development of the projections for FY 2022 are based on assumptions that, as other areas of the country and the globe continue to relax COVID-19 restrictions, tourism will likely to continue at high levels and that efforts to slow down tourism to Sedona will have a delayed effect. The projected increases for FY 2022 are as follows:

Sales tax projected 7% higher and bed tax projected 9% higher than FY 2021.

**ASSUMED FY 2022 INCREASES
CITY SALES & BED TAX REVENUES**

(In Thousands)

	FY 2022 Projection	FY 2021 Estimate	Increase	%
City Sales Taxes	\$27,971	\$26,249	\$1,722	7%
Bed Taxes	7,029	6,449	580	9%
Grand Totals	\$35,001	\$32,698	\$2,303	7%

State Shared Revenues

While higher than the FY 2021 budget amount, State shared sales taxes are projected relatively flat compared to FY 2021 estimates.

The FY 2022 state shared income taxes will be based on 2020 income taxes, so the current state budget proposals to decrease income taxes would not impact the FY 2022 allocation. However, the FY 2022 state shared income taxes are projected to decrease compared to FY 2021 estimates based on assumptions of impacts due to COVID-19 and continued estimated increases in population of other municipalities while Sedona’s population has been estimated to be relatively flat.

State share gas tax (HURF monies) are expected to decrease slightly compared to FY 2021 estimates as a result of the impact of COVID-19 on commuting levels and a gradual reduction in gasoline sales in general.

Please see the General Fund and Streets Fund in the Fund Summaries for the amounts budgeted and projected.

FY22 includes an estimate of \$1.2M of ARPA funding.

Other Intergovernmental

The FY 2022 Proposed Budget adds approximately \$1.2 million for American Rescue Plan Act (ARPA) monies and grants for the transit system of approximately \$1.0 million.

Wastewater Charges for Services

The FY 2022 Proposed Budget is based on an estimation of average customer water usage and preliminary rate study information. The preliminary rate study has indicated that no revenue increases will be necessary for several years. The slight increase projected is primarily based on resumption of normal billing. Several accommodations for wastewater customers were made due to COVID-19 impacts and restrictions based on many businesses.

Please see the Wastewater Enterprise Fund in the Fund Summaries for the amounts budgeted and projected.

Other Miscellaneous

In Lieu Fees. FY 2021 includes the balance of a one-time negotiated fee for affordable housing of \$199,000.

Capacity Fees. One-time capacity fees are estimated approximately \$672,000 lower than FY 2021 budget. This is based on large construction projects anticipated to be complete during FY 2022.

Contingent Revenues

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

FY22 Proposed Budget includes increases in transfers for affordable housing and capital projects.

Fund Transfers

The Proposed Budget includes the following changes to fund transfers:

- Increase annual transfer from the General Fund to the Affordable Housing Fund from \$200,000 to \$500,000.
- Increase annual transfer from the General Fund to the Capital Improvements Fund from \$2.0 million to \$2.5 million.

Reserves

All policy reserves are fully funded. The following is a recap of the policy reserves and discussion regarding their funded status:

All policy reserves are fully funded.

General Fund (total \$8.2 million)

- Operating Reserve (\$6.4 million) – This reserve is fully funded at 30% of the total adopted budgeted operating expenditures of the General Fund budget.

- Equipment Replacement Reserve (\$1.3 million) – This reserve is fully funded based on the policy requirement, which requires funding for the year to be calculated based on the annual amount of the allocation. The policy includes no provision for a “make-up” of past annual allocations before the reserve was created. It was anticipated that reserve levels would build over time. If Council chose to fund the prior years before the reserve was created, this would mean adding \$803,000 to the reserve.

Decisions about the parking garage design may impact whether paid parking revenues will cover debt service costs.

- Net Paid Parking Revenue Balance (\$453k) – The policy allows for other assignments of fund balances. There are no targets for the balance of the net paid parking revenues pledged to improvements in Uptown; however, future net paid parking revenues would be used to cover the debt service payments for the Uptown parking garage. Until final decisions are made about the design and construction costs are more concrete, the structure of debt service payments and whether the net paid parking revenues will fully cover those costs are yet to be determined.

After these reserves, there remains approximately \$23.1 million available in the General Fund. Of that amount, \$5.8 million represents actual surplus balances from FY 2019 and FY 2020 discussed on page 3 of this memo.

The surpluses for FY 2021 and FY 2022 are projected amounts. Our past practice has been to wait until actual surplus balances are known prior to allocating those amounts. However, if Council would prefer to see a portion of these surpluses allocated now, we estimate that the actual surpluses would be plus or minus \$1-\$3 million each year.

Streets Fund (\$300k)

Currently, the Streets Fund reserves requirement is to maintain a fund balance of not less than 0% and not more than 10% of the total budgeted expenditures for the fund. Staff is recommending a change in the fund balance policy. The average streets rehabilitation/pavement preservation costs are approximately \$1.1 million per year based on a target of an average of 4.5-5.0 miles per year. Each year, the number of miles maintained may vary based on economies of scale by performing streets maintenance in sections that make the most sense. The estimated highest cost in one year is approximately \$1.4 million. The difference in estimated highest cost and estimated average annual costs is approximately \$300,000. Staff recommends using the difference between highest expected cost and average annual cost as the required reserve balance. Calculation of annual General Fund subsidies to support this will be based on maintaining this required reserve.

Change to fund balance policy for Streets Fund recommended.

After the recommended reserve, there remains approximately \$199,000 available in the Streets Fund. It is recommended that the balance be retained to minimize the amount that will be required as a subsidy from the General Fund in FY 2023.

Affordable Housing Fund

The balance in the Affordable Housing Fund represents the remaining balance of General Fund subsidies. Currently, there are no targets for the fund balance. Once the housing program is more fully developed, staff may bring forward recommendations for reserve policies if deemed appropriate.

Grants & Donations Funds

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

Transportation Sales Tax Fund (\$1.9 million)

The tax has been committed by Council ordinance to transportation projects and related administrative and operational costs. A portion of the balance in the Transportation Sales Tax Fund is set aside to meet anticipated capital project costs in the next fiscal year. It is anticipated that the remaining available balance of approximately \$1.5 million be needed to cover future capital projects and transit system costs beyond FY 2022.

Capital Improvements Fund (\$2.8 million)

A portion of the balance in the Capital Improvements Fund is set aside to meet anticipated capital project costs in the next fiscal year. Other capital project costs are anticipated to be covered by other restricted funding sources. It is recommended that the remaining available balance of approximately \$7.5 million be carried over to cover future capital projects beyond FY 2022.

Development Impact Fees Funds

Loan to DIF Funds will likely be necessary.

The balance in the Development Impact Fees (DIF) Funds is restricted to the purposes for which the monies were received. The remaining balance is insufficient to cover the anticipated CIP costs in FY 2023. The DIF fee study is based on assumptions of fee collections over a 10-year period. Since many of the DIF funded projects are front-loaded in the early portion of the 10-year period, a portion of the fees covering these costs will not be available until after costs are incurred. Loans may be necessary to cover deficit balances. Since CIP projects frequently do not move forward as quickly as budgeted, the extent of the deficits may not be as significant as they appear. It is projected that there will be more than sufficient surplus available in the General Fund or the Capital Improvements Fund in FY 2022 to cover the deficit in this fund.

Art in Public Places Fund

The balance in the Art in Public Places Fund is committed by Council ordinance to be used for public art. The remaining balance is insufficient to cover the anticipated CIP costs in FY 2023. As discussed in the FY 2020 budget process, Council directed staff to move forward with all of the remaining roundabouts and rely on loans to the Art in Public Places Fund to cover any deficits. It is projected that there will be more than sufficient General Fund surplus available in FY 2023 to cover the deficit in this fund.

Loan to Art in Public Places Fund will likely be necessary in FY 2023.

Public Transit Enterprise Fund

Change to fund balance policy for Public Transit Fund recommended.

For now, the Public Transit Fund is operating as a zero-balance fund. Transfers from the Transportation Sales Tax Fund will be made to cover any costs not covered by grant funding and fare revenue.

As equipment is acquired, staff recommends adding an equipment replacement reserve requirement to the adopted fund balance policy. Other reserve policies, such as an operating reserve and a debt service reserve, will be recommended as implementation decisions for the transit system move forward.

Wastewater Enterprise Fund (total \$5.5 million)

- Operating Reserve (\$1.8 million) – This reserve is fully funded at 33.3% of the total adopted budgeted operating expenses of the fund.

- Capital Reserve (\$2.1 million) – This balance is set aside to meet anticipated capital project costs in the next fiscal year.
- Equipment Replacement Reserve (\$1.5M) – This reserve is fully funded based on the policy requirement, which requires funding for the year to be calculated based on the annual amount of the allocation. The policy includes no provision for a “make-up” of past annual allocations. If Council chose to fund the prior years before the reserve was created, this would mean adding approximately \$1.8 million to the reserve.
- Major Maintenance Reserve (\$147k) – This reserve is fully funded based on the policy requirement, which requires an annual allocation of major maintenance costs over the life of the anticipated maintenance need.

After these reserves, there remains approximately \$9.6 million available in the Wastewater Enterprise Fund. The wastewater rate study is being developed with the assumption that the surplus balances will be utilized to eliminate the need for rate increases for the next several years.

Information Technology Internal Service Fund (total \$560k)

- Equipment Replacement Reserve (\$560k) – This reserve is fully funded based on the policy requirement, which requires funding for the year to be calculated based on the annual amount of the allocation. The policy includes no provision for a “make-up” of past annual allocations. It was anticipated that reserve levels would build over time. If Council chose to fund the prior years before the reserve was created, this would mean adding approximately \$459,000 to the reserve.

After these reserves, there remains approximately \$313,000 available in the Information Technology Internal Service Fund. Each year, the Information Technology indirect cost allocations are calculated to recover the full costs of the program based on budget amounts with the intent that any excess generated by budget savings be added to the reserve. At this time, no changes to this practice are being considered.

Revenue Forecasts

We would like to thank the following for their input in the development of the revenue forecasts: Michelle Conway, Marketing Director of SCC&TB, Cari Meyer, Senior Planner; Molly Spangler, Economic Development Director; and Candace Strauss, President of SCC&TB. They provided great input in the development of the revenue projections with their individual perspectives of the local economy and its impacts on the City’s revenue sources.

Citizens Budget Work Group

We would like to recognize the participation of the Sedona citizens who made up this year’s Citizens Budget Work Group: Cynthia Belowski, Peter Furman, Scott Law, Robert Pifke, Robert Porter, Laura Rumann, Roger Shlonsky, and William Spring. This was the eighth year the City has included a citizen work group in the budget development process.

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

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

- Services not yet considered
- Extensive analysis of a current program
- Review of best practices in financial stewardship (i.e., asset management)
- Extensive analysis into nonprogram areas (i.e., staffing levels or pay scale)

This year's process included:

- Kickoff meeting – March 11, 2021
 - A high-level explanation of the budget
 - Group discussion to identify the following:
 - Is anything missing from the budget?
 - Should anything in the budget be reduced?
 - Are there any changes to programs or services needed?
 - Are there any community issues with budget implications that need to be addressed in this budget cycle?
 - Input regarding a new community budget survey and recommended topics
- Discussion of group selected topics – March 25, 2021
 - SCC&TB budget
 - Affordable housing
 - Traffic improvements/SIM projects
- Further discussion of group selected topics and Decision Package review – April 8, 2021
- The work group also requested the following information for further review:
 - City financial audit reports
 - SCC&TB audit reports
 - Variance calculations for expenditures by function and program
 - Wage and benefit information for all employees
 - Budgets by fund
 - Bed tax ordinance

The work group also held their own meetings separately for further discussion. The group members dug in deep in quite a few areas and brought insights from their unique perspectives and added value to the overall process. Their input was greatly appreciated.

Community Budget Survey

Parallel to the Citizen Budget Work Group, a public online survey was release to gauge support on a variety of budget topics. In addition to questions related to each topic, participants were asked to rank projects against each other. The survey was open to anyone who wished to respond, and participation was solicited through press releases, eNotify, social media, and the City's website. We would like to thank the members of the community who took the time to respond to this survey and provide their thoughts on their needs, wants, and desires for our city.

The survey results have been included in the Community Input section of the budget book. The following summarizes the results of the 510 complete responses (up slightly from last year's 476 complete responses):

Ranking of Budget Initiatives

1. Trailhead parking issues – 83% support additional funding for the program.
2. Environmental sustainability projects – ranking of projects:¹²
 - 1) Expand compost opportunities
 - 2) Rebate program
 - 3) Residential energy retrofit program
3. Expanding communications efforts – ranking of tools:
 - 1) Added content to website
 - 2) Added outreach on large construction projects
 - 3) Expanded use of virtual tools
 - 4) Expanded use of work groups
 - 5) Listening sessions
 - 6) Videos on hot button issues
 - 7) No further investment
4. Landscaping in the median and shoulders – 56% support additional funding for the program.
5. Co-working space– 39% support adding this service (The results of the Schires case occurred after the survey).

Posse Grounds Park Questions

- 53% do not agree to accelerate the project and feel there are greater needs to invest in.
- Ranking of park elements –
 - 1) Walking loop
 - 2) Town lawn
 - 3) Pickleball courts
 - 4) Ball fields
 - 5) Dog Park turf

Ranking of CIP Projects

1. Accelerate shared-use paths.
2. Expand Posse Grounds Park.
3. Accelerate Ranger Station Park.
4. Accelerate art in roundabouts and public art.

There were 334 of the respondents who included additional comments. Numerous comments were related to the increased level of tourism, including traffic, parking, the Chamber contract, public transportation, and focus on resident needs.

While the survey introduction said that certain initiatives like traffic improvements were already underway and the survey was intended to focus on identifying other community priorities, the comments still centered heavily around traffic issues.

¹² The projects were ranked in the order of least to most cost. The question may be been misleading since any of these projects can be performed at just about any dollar amount. However, the takeaway could be the respondents were supportive of projects for low cost.

Budget Calendar

The remainder of the budget process has been scheduled as follows.

FY 2022 BUDGET PROCESS COUNCIL MEETINGS

	Dates	Legal Requirement
Tentative City Budget Adoption	July 13, 2021	Must be no later than 3 rd Monday in July
Tentative CFD Budget Adoption	July 13, 2021	Must be no later than July 15
Final City Budget Adoption	August 10, 2021	Must be in a special meeting
Final CFD Budget Adoption	August 10, 2021	Must be no later than October 1

Budget Committee Work Group Recommendations:

Budget Committee Workgroup Background:

The Council and City Management formed the Budget Committee Work Group to provide input for the proposed FY22 city budget. The group was composed of a random selection of volunteers who all have significant prior experience with budgeting and felt it a civic duty to participate. The participants represent a cross section of neighborhoods, tenure as residents, and various political outlooks. Each member devoted considerable time and effort reviewing city sponsored citizen research, receiving briefings by city management, reviewing proposed projects and their rationale from city staff, obtaining input from neighbors and fellow citizens, and spending time communicating with each other. Hundreds of hours were dedicated to these tasks.

The members of the Budget Committee Work Group wish to express to the Sedona City Council their recommendations on a few items which arose during, but which did not fit into the assigned/agreed scope of our committee work. The recommendations are in three areas:

1. Chamber of Commerce & Tourism Bureau
2. Affordable Housing
3. Resident Parking at City Owned areas

Recommendations:

1. Chamber of Commerce and Tourism Bureau

The massive increases in traffic and parking congestion experienced in Sedona in recent months (and years) have resulted, in part, from destination marketing activities by the Sedona Chamber of Commerce and Tourism Bureau; and have significantly decreased the quality of life for Sedona residents. The goals of the Chamber and citizens no longer seem compatible. As such, we recommend the following:

- a. That the City institute a moratorium, for two years (FY22, FY23), of funding for the purpose of destination marketing. Half of our members strongly believe all funding should be eliminated.
- b. That the savings be held in reserve for destination marketing, if needed, as determined by Council, during this period.
- c. During FY22, the City budget for development of a plan for a new Tourism Bureau entity, separate and independent from the Chamber of Commerce. Tourism Bureau Board members should include Council/City leaders, residents, and members of the business community. Funding for the new Tourism Bureau, which would include destination marketing, shall be out of the state statute mandated .5% of Bed Tax revenues. The Board would decide the mission, goals, structure, and programs for the Tourism Bureau with City Council approval, and select vendors based on competitive bidding.

2. Affordable Housing:

The need for more affordable housing in Sedona has been broadly accepted for years, but with limited results to date. Therefore, the Committee recommends the following:

- a. The City should reinstate its “Affordable Housing Committee” to provide advice to the City Council in matters related to housing. Members of the Committee should include residents, city staff, local businesses, representatives of philanthropic groups, and subject-matter experts.

- b. That no City funds be spent on additional Affordable Housing initiatives or projects without review by the Affordable Housing Committee. However, the City should make all efforts to encourage private enterprise to build affordable housing.
- c. That the City not hire any additional staff to address affordable housing without review by the Affordable Housing Committee.
- d. That the Affordable Housing Committee create clearly stated definitions, goals, and objectives for Affordable Housing, including Key Performance Indicators (KPI's), to be approved by Council before additional staff are hired and projects initiated.

3. Resident Parking at City Owned/Controlled Locations:

At locations such as Posse Grounds, Sunset Park, Sugarloaf Trailhead, Thunder Mountain Trailhead, Cathedral Trailhead, and any other or new parking facilities the city owns or acquires:

- a. City of Sedona residents should receive preferential parking medallions.
- b. 50% of all trailhead parking should be reserved for City residents displaying the medallions, with significant fines for non-resident parking in resident reserved spaces.
- c. The City should budget for parking enforcement.

Finally, it is important for the Budget Work Group to present these additional recommendations directly to City Council for Council questions and discussion.

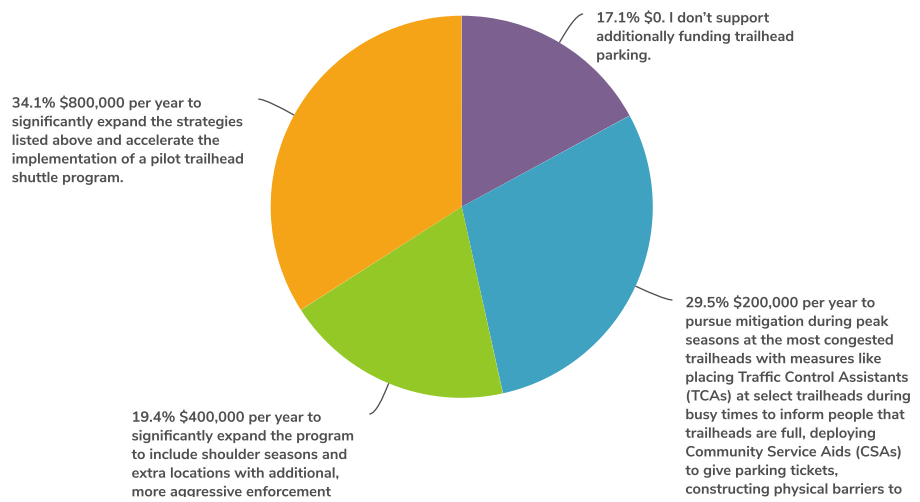
Budget Committee Workgroup Members: Laura Rumann, Scott Law, Roger Shlonsky, William Spring, Cynthia Belowski, Robert Pifke, Robert Porter, Peter Furman

Report for Budget Survey FY22

Response Counts

Completion Rate:	86.3%	
	Complete	510
	Partial	81
		Totals: 591

1. Trailhead Parking Parking issues at trailheads drastically increased in 2020 with more people than ever getting outdoors. The Police Department has had to spend more time responding to conflicts between those who live near trailheads and trailhead users. It's important to note that mitigation measures at one specific trailhead could create additional demand at nearby neighborhoods and other trailheads. These measures will also apply to locals the same as they do visitors. Question at hand Recognizing the more that is allocated towards this topic, the faster the City can complete projects, what level of funding do you support to tackle trailhead parking issues?



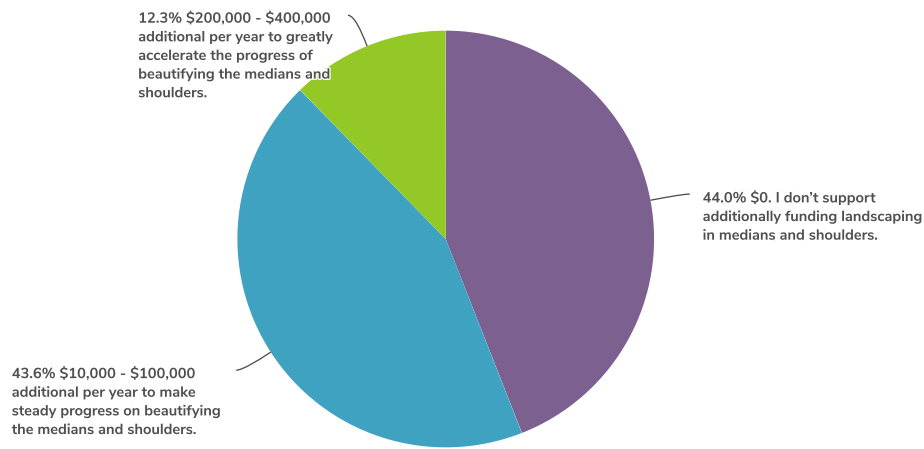
Value	Percent	Responses
\$0. I don't support additionally funding trailhead parking.	17.1%	88
\$200,000 per year to pursue mitigation during peak seasons at the most congested trailheads with measures like placing Traffic Control Assistants (TCAs) at select trailheads during busy times to inform people that trailheads are full, deploying Community Service Aids (CSAs) to give parking tickets, constructing physical barriers to further restrict trailhead parking and towing when feasible.	29.5%	152
\$400,000 per year to significantly expand the program to include shoulder seasons and extra locations with additional, more aggressive enforcement tactics.	19.4%	100
\$800,000 per year to significantly expand the strategies listed above and accelerate the implementation of a pilot trailhead shuttle program.	34.1%	176
		Totals: 516

2. Expanding Communication Efforts The City recognizes the need to keep citizens informed and has established methods including direct email notifications, emergency alerts, citizen engagement platforms, social media, etc. The communications program can be expanded to add additional outreach if there was a clear indication from residents what tools they would like to see expanded. Question at hand Rank the following tools below that would help you to feel more informed on city happenings:

Item	Overall Rank	Rank Distribution	Score	No. of Rankings
	CI - 3	Lowest Rank Highest Rank		

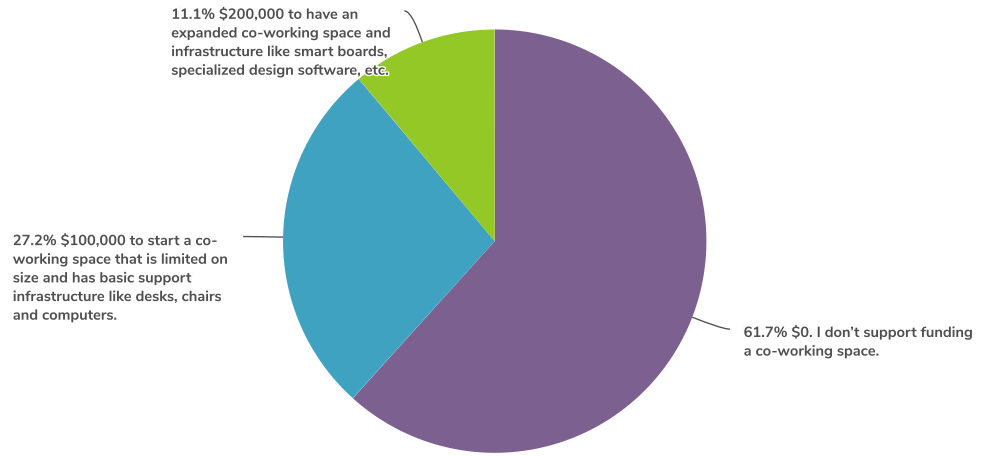
Item	Overall Rank	Rank Distribution	Score	No. of Rankings
Added content to the City's website.	1		1,787	346
Added public relations and outreach efforts on large construction projects.	2		1,631	339
Expanded use of virtual tools to engage on city initiatives.	3		1,534	327
Expanded use of citizen work groups to vet city initiatives.	4		1,518	335
Listening sessions with City Council and City staff and other public meetings.	5		1,497	328
Short videos on hot button issues.	6		1,294	320
I don't want the City to invest in additional communications tools.	7		1,057	304
		Lowest Rank Highest Rank		

3. Landscaping in the medians and shoulders Not all highway 179 and 89a medians and shoulders are landscaped. Landscaping varies from well established and maintained to unimproved and natural. With dedicated funding, the City could beautify these areas. Question at hand What level of funding do you support to improve median and shoulder landscaping along 89a and 179?



Value	Percent	Responses
\$0. I don't support additionally funding landscaping in medians and shoulders.	44.0%	232
\$10,000 - \$100,000 additional per year to make steady progress on beautifying the medians and shoulders.	43.6%	230
\$200,000 - \$400,000 additional per year to greatly accelerate the progress of beautifying the medians and shoulders.	12.3%	65
		Totals: 527

4. Co-working Space There is currently no co-working space in Sedona. These spaces initiate entrepreneurial and remote work culture, creating jobs and diversifying our economy outside of tourism. Question at hand Should the development of a co-working space be accelerated above other priorities or should the City develop this initiative as time and money allows?



Value	Percent	Responses
\$0. I don't support funding a co-working space.	61.7%	318
\$100,000 to start a co-working space that is limited on size and has basic support infrastructure like desks, chairs and computers.	27.2%	140
\$200,000 to have an expanded co-working space and infrastructure like smart boards, specialized design software, etc.	11.1%	57
		Totals: 515

5. Environmental Sustainability One of the most prominent components of the Community Plan is environmental sustainability. The City started a program and hired a coordinator in 2018. Accomplishments to date include an annual household hazardous waste and collection event, development of sustainability plans, and expanding electric vehicle charging infrastructure and renewable energy production. The question at hand There are several sustainability initiatives that could be pursued in the future but resources are limited. Please rank the topics in order of importance to fund:

Item	Overall Rank	Rank
\$15,000 to expand compost opportunities with a pilot program to create a central drop off location for residents.	1	
\$40,000 to start a rebate program for residents that offsets the cost of sustainability upgrades such as installing solar or purchasing electric vehicles.	2	
\$100,000 to start a residential energy retrofit program for residents to apply for energy efficiency upgrades for their homes.	3	

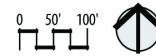
6. Priority Ranking Resources are limited. Please rank the topics in order of importance to fund:

Item	Overall Rank	Rank Distribution	Score	No. of Rankings
Trailhead parking issues	1		2,098	473
Environmental sustainability projects	2		1,602	439
Expanding communication efforts	3		1,219	417
Landscaping in the median and shoulders	4		1,056	418
Co-working space	5		747	402
		Lowest Rank Highest Rank		

7. Posse Grounds Improvements The City conducted an evaluation of all the potential future options at Posse Grounds. Residents chose Concept A (below) as their favorite initial design concept for improvements at the park:



Posse Grounds Park



Red labels indicate new, modified, or relocated facilities

Black labels indicate facilities that will remain in place

Proposed buildings are shown in yellow

Proposed facilities:

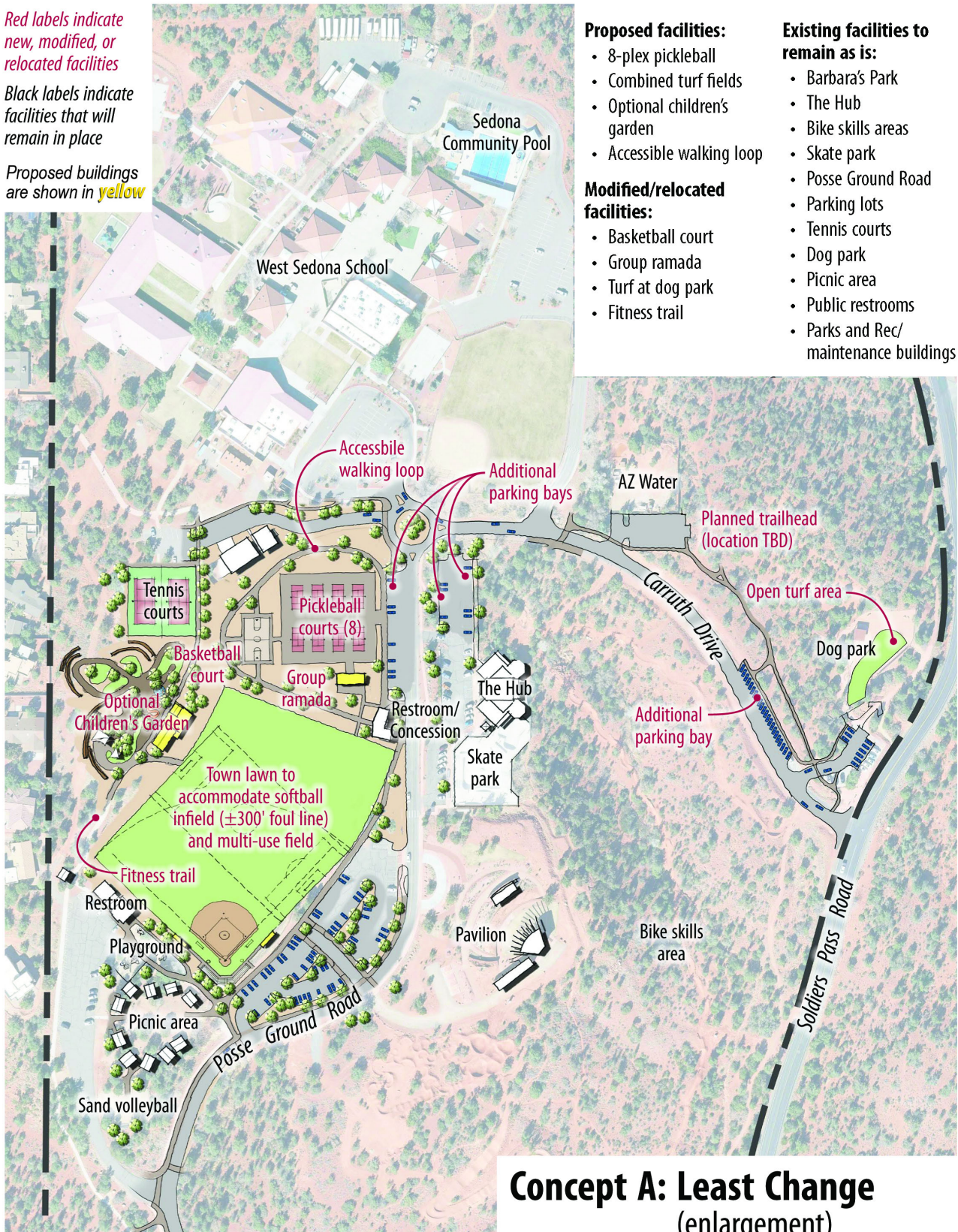
- 8-plex pickleball
- Combined turf fields
- Optional children's garden
- Accessible walking loop

Existing facilities to remain as is:

- Barbara's Park
- The Hub
- Bike skills areas
- Skate park
- Posse Ground Road
- Parking lots
- Tennis courts
- Dog park
- Picnic area
- Public restrooms
- Parks and Rec/ maintenance buildings

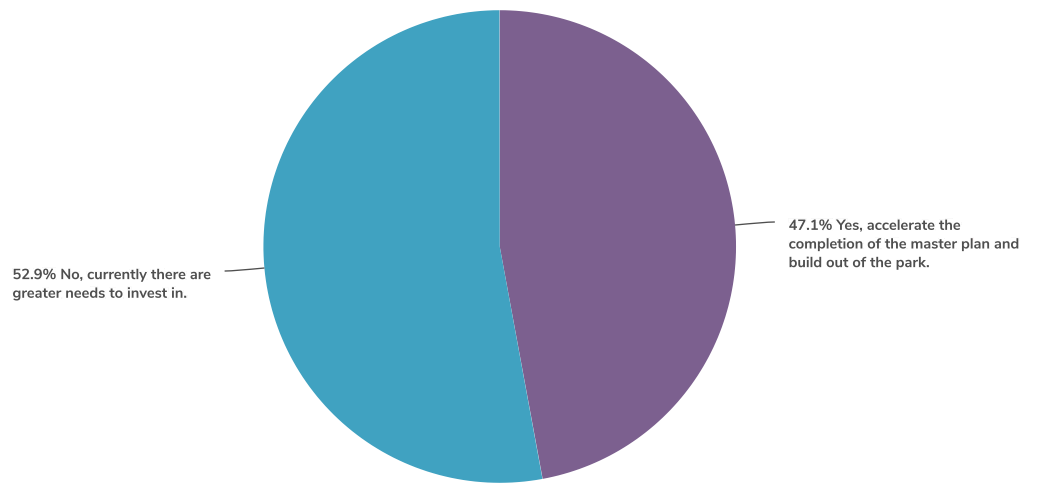
Modified/relocated facilities:

- Basketball court
- Group ramada
- Turf at dog park
- Fitness trail



Concept A: Least Change (enlargement)

Estimates indicate the improvements listed in Concept A would cost approximately \$6 million. The question at hand is: Do you support the City accelerating the completion of a full Master Plan and improvements listed in Concept A or would you rather see the City spend the money on other priorities?



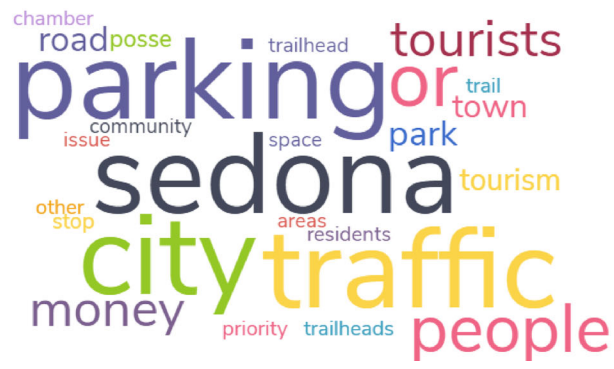
Value	Percent	Responses
Yes, accelerate the completion of the master plan and build out of the park.	47.1%	231
No, currently there are greater needs to invest in.	52.9%	259
		Totals: 490

8. Posse Grounds Elements The initial proposal detailed in Concept A includes many different elements as described in the design concept above. The question at hand The City would like to understand which park elements are the priority. Please rank the following park elements in order of importance to fund:

Item	Overall Rank	Rank Distribution	Score	No. of Rankings
A walking loop	1		1,648	411
Town lawn	2		1,291	365
Pickleball courts	3		1,074	375
Ball fields	4		954	360
Turf at the dog park	5		871	355
		Lowest Rank Highest Rank		

9. Capital Improvement Projects The City plans capital improvement projects into the budget cycle every year. These are big, high dollar projects like new roads, parks, community facilities, etc. Resources are limited. Please rank the following capital improvement projects in order of importance to fund:

Item	Overall Rank	Rank Distribution	Score	No. of Rankings
Complete biking and walking shared use paths and sidewalks at a faster pace.	1		1,559	442
Expand Posse Grounds with the ideas listed in the Posse Grounds Evaluation concepts.	2		1,084	392
Accelerate construction of the new Ranger Station Park.	3		867	377
Accelerate the completion of art in the roundabouts and other public art placement.	4		609	363
		Lowest Rank Highest Rank		



[Show Responses](#) ▶

This is a report for "Budget Survey FY22" (Survey #6180576)

10. Are there any other comments you would like to add?

ResponseID	Response
16	Where is the option for a recreation center with pool?
17	STOP FUNDING THE CHAMBER!!!!!! They are NOT in-city! YOU ARE hurting your in-city businesses by PAYING a third party business association. PAYING TO TAKE BUSINESS AWAY from in city!
19	I'm sad to see the posse grounds plan with the recreation center did not make the final list. That would have been wonderful for people of all ages
21	I care more about walkability/bikeability/transit than aesthetics like roundabout art or landscaping.
22	The wide shared-use pathways are a waste of money, especially the one on Dry Creek Road that goes from nowhere to a trailhead.
24	Provide funding and space for community gardens.
25	Remove the ridiculous and illegal mask mandates. We are supposed to be living in a free country.
26	Signage at traffic circles describing how roundabouts work. Many have no clue how to navigate them and to yield to the left. "Lighted" crosswalk signs, especially at Tlaquepaque, flashing lights on sign border when pedestrians enter crosswalk or push button to cross. Very difficult to see walkers at dusk/dark when no crosswalk guards
28	I think there are other solutions to trailhead parking besides concrete barriers and police citations. Shuttles to/from trailheads and offsite parking areas, whether privately or city funded, could alleviate a great deal of the trouble, especially for trails like Cathedral Rock.
29	You need to focus on traffic and the short term rental issue - Sedona as a community is dying.....
30	We are particularly concerned about people parking and walking to Soldiers Pass trailhead. Shuttle from Posse grounds?
34	Focus on addressing traffic, workforce housing, short term rentals.
37	Yes! Please consider expanding swim season all year round. While you are looking at the Posse Ground project, please invest in updating bathrooms at the pool with heat and better showers as well as with a jacuzzi! Thanks!
38	Let me know how I can get involved as a mentor and/or investor in the co working space project. I'd be happy to help. William Hamburg 928-300-8277 Williamhamburg@gmail.com
39	we need a trail head plan not a parking plan but a simple dial a ride or "quick bus" to get people to leave there cars at hotels and close trail heads parking and street in parking we must FORCE people to use the service or it will not work , get a work group going on this and experiment on one trail to work out the kinks and she locals the city is trying.... make mistakes til we get it right. lets be a leader not a follower
40	List of priority. 1. Parking issues 2. Walking/ biking trails 3. Posse grounds park 4. Environmental issues
43	STOP funding the Chamber with so much money. Sedona does not need advertising. The world knows where we are. There are numerous road/traffic issues that should come before anything else!!!!
44	A budget of 200,000 for public transportation, and 2 questions on the survey regarding public transportation, with traffic being pretty much the number one issue that concerns people is beyond appalling and ridiculous with a budget of 51 million! The city absolutely must find a way to mitigate the traffic issues in the city of Sedona.
45	We often can't hike at our favorite places because of too much competition for parking spaces, and roads are too congested with all the visitors- diminishes the joy of living here.
47	Please accelerate the shared use bike/walking area on Chapel Road.
48	due to the traffic issues at Tlaquepaque I would like to see the construction of the tunnel as a high priority and getting the neighborhood streets repaved/repared. My street in particular has not been resurfaced in over 15 years and is falling apart.
49	The City of Sedona is resting at an interesting precipice of growth. Tourism is the most common topic of discussion my neighbors and I engage on. The negative environmental, and infrastructure effects of increasing tourism in our city, need radical strategic leadership to pave a path forward for the next decade of residents. The lack of environmental stewardship and sustainability initiatives presented for funding is, quite frankly, appalling. Infrastructure and civil engineering solutions to address the weekly 7 mile long traffic congestion backups need to be attacked head on. And a limited voluntary public transportation option should not be our first best "soulution." It's a fluff concept that's easy to get behind, but will offer little utilitarian benefit to the growth of tourism we will continue to see. The ROI is weak. The city needs to get bold and identify unique ways the city can legally capitalize (financially) from each tourist (vehicle) that comes to our city. As residents, if we're going to have to put up with deeply disruptive, growing congestion from tourism, then the city needs to at least figure out how to "theme park" Sedona so that we have a budget that is comensurate with the scale of the issues, allowing us to address, and better fund larger scale projects in real time. Environmental stewardship, traffic congestion, and infrastructure wear and tear. Those are the projects we need to prioritize to protect Sedonas future. Neighborhood parks, and median beautification are not the solutions. With deep respect, please start thinking differently.
50	Please move full steam ahead on the children's garden. Would also like to see a community garden.
54	Thank you for all you do!
55	How about small band concerts on the Possee Grounds? Square Dancing? Folk Dance instruction? Sing alongs?
56	Make available the pool, heated and with adequate locker rooms, all year! This is ridiculous that we can't make this happen. If you build it, they will come! I don't go anymore because it has been so mismanaged, its impossible to get any expectation of when it is available for use. The budget you showed, clearly has room for the pool. Take a million that you give to the chamber who packs our trailheads and jams our roads, and give it to the dang pool for the residents. It has been a ridiculous wait (20 years now) for you guys to get your shit together on our pool.
57	I don't think there is a need for 8 pickleball courts. Judging from the usage of the pickleball courts in our neighborhood, I don't think all 8 will be utilized on any kind of regular basis. We have 2 courts in Casa Contenta and they never get used but the tennis court does. I'd prefer to keep the amount of grass fields that we have. I believe there is becoming a need to expand the skate park though. Many younger users, including those with scooters, use the park now and it gets very crowded on weekends to the point where many kids don't enjoy using it during these times.
58	Please focus on creating a sustainable community and devote more resources to diversifying the economy.
59	Keep working on slowing down traffic and providing alternate routes into Sedona rather than relying on SR 179
61	Establish some education & enforcement at roundabouts. Currently people do not properly yield & often clog these areas so flow through is not possible
62	Spend considerable time on the effect of lifestyle changes brought about by Covid 19.
64	Just a note that with all the improvements suggested, please take time to note which existing City amenities are not being cared for or properly maintained: for example, we are talking about spending millions on NEW projects, while Uptown has so few public restrooms, it creates a nightmare for tourists. And those existing Uptown restrooms have a reputation for their constant sickening condition. Almost daily, I hear tourists comment that the bathrooms in Uptown are among the filthiest, smelliest and foulest they have ever encountered in all their travels.

68	I would really like to see strategies for traffic on 89a. buses public transport - no tourist cars only local access such as they have instigated in London and other city centers. the creation of a car park at the ranger station in the village and public transport , shuttles organized by the hotels bike lanes , walking - a gondala like Telluride has - anything like that - then trailhead parking problems would take care of itself - if you have shuttle doing loops or public ebikes like in major cities , trams , golf carts for older people - there are so many solutions to traffic and the trailhead one on this survey is a bandaid not a real solution. I don't go on the trails when its season so I don't care how. many tourists are on them because I stay home
69	Resident owners want peace and tranquility. So please, increase the flow of longer term visitors with money and decrease the flow of day visitors with little to spend. Be more effective in your visitor targeting.
70	I think whatever money is spent on city owned property and median plantings should only include native plants.
71	City of Sedona should do more to get private businesses and entrepreneurs to take on activities like composting and landscaping. Public implementation and government policy should stay focused on traffic, housing and city parks.
77	Option a for the Possee grounds park as proposed in this survey is the worst and will not meet the needs of the community.
78	Reduce size of city staff!
82	Renovation of public restrooms uptown. We need more facilities!
83	We should not be planting grass fields unless they can be watered with reclaimed wastewater or by passive rainwater harvesting. Some of these choices for expenditure amounts are too broad, ie. \$10,000 to \$100,000. I'm sick of spending for items that benefit tourists rather than residents, such as trailhead shuttles. Visitors already clog our streets, throw trash on our roadsides, add noise and pollution and none of these items seek to address these concerns of residents.
84	Please better regulate the trailheads. As residents we are not able to enjoy the outdoors in our own town. The parking situation is damaging the land, super dangerous & overcrowding precious natural beauty & wildlife.
85	Can we open verde valley school road with a bridge to offer getting to west sedona and avoid all the major traffic around T Plaza north and south and up town traffic - avoid all of that traffic and not add to the congestion -
86	no
90	greater focus on resident quality of life, with more emphasis on reducing the negative impact of tourism, slowing the addition of new hotel space, reducing the level of support for businesses supported through tourism
92	Why is traffic not even one of the topics? The air in Sedona is not sustainable when traffic backs up and you have no discussion about budgeting for solving this increasing issue as you attract more and more tourists.
93	"uber-like" pilot trailhead shuttle program might be a good/inexpensive way to mitigate trailhead parking issues
98	You ask what we want and then do whatever you want
100	I think that the focus on improving bicycle and pedestrian traffic should be a top priority. Encouraging visitors to get around via bicycles would go a long way towards reducing automobile congestion and emissions.
102	I support plans for the community garden at Posse Grounds Park. Traffic and parking are still my major concerns. Air BnB rentals have ruined our town and our neighborhood. I have lived in Sedona for 26 years and think it's time to move.
103	Thanks for all you do to make this a beautiful and safe city to live in! Making sure that our visitors don't trash it is another priority we should look at as refuse on the trails is horrible as is graffiti
104	I would love to see a cover over the pool to facilitate year round use.
105	I would like to see expansion in affordable housing and access to medical care in Sedona.
106	Take care of the city employees then worry about other things. They are the lifeblood of all these things you ask about, but you dont act like the employees matter. The employees should be the first priority.
108	Number one priority! initiate a city campground and glamping spot at the cultural park. It could easily handle 100 tent / car sites 100 rv sites and mini cabins for rent. Or mini homes for local residents. Its a shame that the park will have to be returned to the state if Sedona does not use it. In addition there needs to be dump sites on 525 for campers that go directly to the wastewater facility. Charge \$10 per dump but keep the area more user friendly along with dumpsters.
109	Just stop spend money on tourist crap.
114	Your survey doesn't address the biggest problem in Sedona - traffic. It does address, slightly, the issue of trails, but only the question of parking. Trails are being destroyed, social trails are popping up everywhere, overcrowding is extreme. Since hiking is what draws so many tourists here, why not focus your energies there instead of things like art in roundabouts?
115	Deal with increasing vagrancy in Sedona, especially at Posse Ground near The Hub and skateboard park. The people that spend their days up there are very sketchy. As it warms up, more homeless people are seen sleeping at Posse Ground in early morning. Posse Ground is a park and playground next to a gradeschool, and surrounded by residential areas. Make it safe. Stop allowing liberal California homeless policies into Arizona before it is too late.
116	I would really like to see a Ramada built at Posse Grounds park. Currently we have very little accessibility to public space for something of this nature.
117	I think that acceleration of traffic mitigation projects should priority over any of the issues listed in this survey.
119	Drivers don't need to be looking at art in the roundabouts. They need to see through them and anticipate. Trail head and parking should be revenue inducing, except for locals.
120	more traffic mitigation efforts!
127	No, thank you.
133	Yes...there was no option to say none of the above. Locals don't need more charging stations, we live here. Locals don't need parking, we need better traffic management. This means stop crossing at Tque across the highway, move it under the road. We need less signs and more visible enforcement at trailheads. We need more programs for locals, music at Barbara park, not just on weekends..due to traffic, try Thursdays. We need more dumpsters in Spring and Fall for tree debris. We need better trimming of trees on corners to see traffic. Look at the demographics of Sedona, age, income..stop spending money (parking garage over traffic people) on tourists accoutrements.
143	The City of Sedona most important issue is traffic. The City needs to start doing something other than studies. Nothing is getting done about this issue. Also, the AirBB need to be restrained that is part of the traffic issue.
144	Any plans for the fixit clinic to happen this year or electronics and hazardous materials recycling?
147	The city still needs to figure out a solution to the traffic backups on Cook's Hill.
148	You ask a great question and then there're no answer that I would choose. Survey asks for a ranking of projects that should not be funded or don't make sense. Sorry but Sedona surveys don't offer better answers like improve the town for residents not tourists.
149	Funding needs to be allocated to mitigate negative impacts from tourism and visitation, such as recreational impacts to the environment, signage, and educational partnerships with hotels and tourism businesses.
152	To reduce number of the cars, Biking and walking paths should be number 1 priority

155	HOUSING AND HUMAN SERVICES are much more important to the people of Sedona, than any of the budget sectors presented or included in this survey! Our community and the fragile local environment is much more pressing to be discussed, than they are being sighted or addressed in the "questions of interest" proposed herein. Thank you for showing greater concern in the future, for the animals and precious natural environments, that this city continues to exploit in the name of progress.
156	Grass areas for children to play. No dogs allowed in those areas.
157	The biggest issue now is the overcrowded roads which overwhelm the roundabouts. It took us an extra 25 minutes to travel through the VOC and get to 89A get to our house last week. Stopping traffic to allow pedestrians to cross the street at Tlaquepaque exacerbates the issue. The town should put a moratorium on development until a traffic study is done and solutions are brought forward. The small roundabouts in up town haven't improved anything for traffic flow. The quality of life for the locals must not be ruined by over development. The second major issue we have is to develop some control over the Air B&B issue of noise and general irresponsible behavior of renters.
158	It appears that the trailhead ideas are only to police the tourists and locals at the appropriate trailheads. Has anyone thought of expanding the trailhead parking to accommodate more vehicles? Um, wouldn't that alleviate all the cars parked on the side of the road? Yes, no one wants paradise to be paved over, but all the cars on the side of the road are not helping the environment either. Just a thought, spend money on more parking spaces at the trailheads. Even gravel areas with good drainage would be a good solution for additional parking and lower expense. Thanks for listening.
159	Build an underpass at Tlaquepaque to ease traffic congestion. Rebuild red rock crossing to allow traffic from the Village go straight to 89A. Have Arizona Highway Department build out 179 into four lanes.
161	Thank you for asking for input. I'm on the fence about trailhead parking in the sense that I feel something definitely needs to be done but at the same time I don't want to negatively impact the Sedona local way of life with excessive regulation. To me, this could become one of those "be careful what you wish for" situations.
166	We did not see any plans directed at the ever increasing traffic problems. Expanded trailhead parking will only attract more visitors. The uptown area surrounded with tiny traffic circles are bottlenecks causing long traffic backups on 89A and 179. It gets worse every year. There are now several companies offering ATV rentals that add nothing but noise pollution to our neighborhoods. We often see convoys of ATVs all day long driving up and down Dry Creek Rd. Prospective Dry Creek home buyers are aware of the noise pollution and that has a negative impact on home values. Sedona has much bigger problems to solve than trailhead parking and Posse Ground pickle ball courts. Long term, the City needs to find alternative routes and possibly explore development of the Cultural Park area as an Uptown alternative.
167	Fix traffic. The roundabouts at 89A and 179 are in gridlock most days. We need an additional road connecting 179 and 89A. Crossing guards and more roundabouts simply can't handle the volume... There are just too many cars for the size of the roads. HELP!
168	On communication. How about a simple Weekly/semi-weekly/monthly (whatever works) newsletter that covers the myriad of projects. This could be sent out or made available in various ways: email, Nextdoor, Facebook, city website, etc. In this day-and-age if people don't think they are being kept informed with that type of effort they certainly can't blame the city.
169	There was not enough information provided about some of the options for me to have an opinion in part of this survey. I think overall, that traffic flow and trailhead parking are big concerns. Also, bathroom access in heavily trafficed places should be looked in to. (There is alot of human feces long the trails, sadly.) thank you for offering up this way to have a voice.
170	Keep on improving our city. Trail head parking and associated issues are the biggest issue we currently have and those needs should be addressed as a key priority.
175	Accelerate development of transit ideas to reduce auto traffic to and from trailheads and shopping areas
176	no
177	Get the tourists out of the residential areas.
178	Please provide extended hours for the pool. Not everyone in this town is retired.
179	Please show more respect for the residents and not the tourist!
180	Please stop spending 2.6 million on the Chamber of Commerce. A total waste of money. Not a priority. Just stop! \$250,000 would be more than enough.
181	Those of us who pay county property taxes deserve the preservation of livability in Sedona. Please take steps to reduce the burden of tourists in residential areas.
183	FUND THE POLICE! 2 officers on duty at a time is unacceptable. Even though there is a max of 4 on at a time, more often than not there is 2. Add more police officers. Add more dispatchers. Protect the community.
184	Revoke business licenses of all OHV/ATV rental companies to improve residents' quality of life, protect the nature around us that attracts tourists, and create a sustainable community
188	The SEDONA Heritage Museum has been overlooked. Don't forget them.
193	I live on Dry Creek for 30 years and there is desperate need for more trail head parking. Big hidden parking lots are needed like the shooting range which has connecting trails. We need more parks! We have one small park in Sedona! Sedona is unfriendly to families, dog lovers, and seniors. Dogs get old too and they need grassy flat areas, I struggle each day to find flat areas for walks without going to the same area day after day. Also, there is a real lack in sidewalks and flat trails for physically challenged seniors to exercise. I see seniors walking back and forth on the same short sidewalk so they don't have to be near the main road. Its pathetic if you ask me.
197	thanks for doing this survey!
198	None
202	Biking is dangerous in Sedona, more paths are needed. Pickleball is the sport best suited to the age demographic of Sedona. Traffic congestion remains a critical issue.
204	I am appalled that you placed unconstitutional, unscientific "mandates" on our city. In addition, to my knowledge you have done exactly zero to actually educate people on the reality f the situation which was and is that no more people died during the "pandemic" than in years earlier. That it was/is a bad cold or flu. That normal simple precautions like hand washing & staying home when sick were/should have been all that was needed. You all violated the public trust as well as the constitution.

206	<p>Parking: The issue is not to improve or relieve "Parking problems." The problem is the continual over-investment in the Chamber and tourism promotion. People are furious with the city for continually failing to listen to our desire to direct funds away from tourism and into things that benefit us, the residents. Posse Ground Park: We need more amenities for residents at the park, not "improvements" that benefit tourism and big events. Please, please listen to your residents and spend more money on things to benefit us, not tourists. Ranger Park: For goodness sakes, spend the money and get it done! And PLEASE put amenities in the park for residents to use, such as benches and tables where we can gather to talk and bring our lunches. There must be restrooms. Communication: You don't have a "communication" problem! Your problem is the result of your actions! For many, many, many years you have ignored the pleas and calls of residents to invest more money to benefit residents and less to fund the Chamber and tourism. Hiring a PR agency to put lipstick on this pig will never fix the problem. If you want a better relationship with your residents, start listening to them regarding their anger and frustration over continued over-funding of tourism and start spending money to benefit the people who live here. With the departure of a city manager and chamber president who were pretty much hated by many residents (sorry to say it, but it's true) you have an opportunity to change your priorities and do the right things. Get out of denial, quit telling yourself how great and awesome you are and LISTEN to what residents want! The staff of the city performs at a very low level and hiring a PR agency that will be guided by unsophisticated and low performing staff members will not fix the issue. It will only anger people even more when they see that their money is being spent trying to put even MORE lipstick on that pig! Every person who lives in Sedona can see what the city of Cottonwood has done with its money -- benefits and amenities for residents -- compared to what Sedona has (very little). And Cottonwood has plenty of tourism. Show a little humility, look at Cottonwood to learn and emulate what they are doing.</p>
207	Traffic is my #1 concern. Sedona is FULL!
208	<p>1) Re Trail Head parking. All the options offered are penal, reflect badly on Sedona as a tourist destination, and do nothing to ameliorate the problem. I would support spending substantially more for the City to work with the Forest Service to expand the available parking at the ten or so most popular trail heads to proactively and positively address this issue. 2) It is not the city's role to invest in co-working spaces. That is a commercial opportunity that should be left to the private sector (as happens in other cities.) Overall I thought the questionnaire was poorly conceived and the options lacking in foresight. Regardless the absolute number 1 priority for City spending is to work with ADOT to address the traffic issue. It is far more important than any of the penny ante proposals contained in this questionnaire, none of which reach that degree of importance.</p>
212	<p>Two top priorities are the river walk under the bridge on 179 between Tlaquepacue south and north. Would greatly ease traffic backups Implement a shuttle system for the impacted trail heads. Would greatly cut down the traffic. Use an open air concept like the local tour companies do. It would even be better if the city turn this over to private companies. They could charge a small ridership fee to offset the cost with the city taking a percentage of that Better signage for trail head parking lots being full This needs to be done electronically at access points to the access roads. Case in point putting electronica signs at the roundabout for Back O Beyond road so people wouldn't drive all the way down to the trail head parking to find it completely full and backed up</p>
217	<p>I would hope the privacy of residents near Posse Ground and in the neighborhoods where the bike trail is going would be considered strongly. We chose homes away from heavily traveled areas and now our space is being invaded. Please consider that in your plans.</p>
219	<p>I have nothing against the original Airbnb concept of renting rooms in one house. However, we need to eliminate commercial short-term rental - people/corporations owning several houses. That will be the downfall of Sedona. We need more affordable housing. A tourist city where their police officers, firefighters, city workers, and essential workers cannot afford to live in the city they are protecting and servicing is an abomination. All house owners who are not living in Sedona for at least six months of the year should be charged a huge luxury tax. They are taking spaces and are not contributing to the financial life and well-being of the city.</p>
220	<p>A lot of the streets in residential areas are in need of significant repair. Sidewalks in residential areas would be great for the many joggers, walkers, dog walkers and bicyclists through the neighborhoods.</p>
221	<p>Sedona or the Chamber must allocate money for paid staff to pick-up trash around town, on trails and in the center median on 89A. Now that millions are spent to create overtourism, volunteer programs can no longer keep up. Something needs to be done about increasingly poor airport management over the past year and a half that has resulted in exponentially increased low flying air traffic and noise over Sedona neighborhoods, commercial areas and trails - it is destroying quality of life and tourism. If the city allows the ever increasing expansion and traffic, create a program to fund housing modifications to mitigate airport noise and impacts to homes.</p>
222	A hard volleyball court should be added in Posse Grounds park.
224	Quit all initiatives that promote tourism - we have more tourists than we can accommodate without losing the specialness of Sedona
228	<p>Excessive tourism continues to erode the quality of life for Sedona residents. We residents are quite literally trapped in our homes during the steadily increasing volumes of traffic now almost daily, we shop early in the morning and rarely, if ever, venture into the uptown area or even local restaurants. We can't park at the trailheads and the trails are being destroyed by excessive use and vandalism. The traffic pinch point at Tlaquepacue needs immediate correction and alternate routes must be established. As a 25 year resident I am greatly saddened by what is happening and has happened to Sedona. You can't stop tourism but you can control it. Spend the money there.</p>
229	<p>Pickleball courts would bring in revenue to the city by increasing sales tax revenue to the city. More people are coming to the area to hike, bike and play pickleball. They spend money on food, lodging, gas, groceries and retail shops.</p>
232	<p>PARKING: CARS BLOCK RESIDENTIAL STREETS (SAFETY ISSUE) AND ARE NOT TICKETED BY POLICE DEPARTMENT. SIGNS SHOULD BE INSTALLED INFORMING VISITORS THAT THERE IS NO TRAIL PARKING ON RESIDENTIAL STREETS. ALSO, VACATION RENTAL VISITORS SHOULD BE REQUIRED TO PARK ON PRIVATE PROPERTY - NOT PUBLIC STREETS. A VACATION RENTAL OWNER SHOULD RECEIVE A CITATION FOR THIS INFRACTION.</p>
234	<p>The City of Sedona needs to be focusing on sustainable water supply and usage as part of their sustainability program. Currently there is nothing about water sustainability outlined. Water will be one of the most significant pressures that our communities face in the coming years.</p>
235	<p>Trailhead congestion is becoming a safety risk as cars and people are not paying attention to local traffic. For Soldier's Pass, it should be a priority to build a trail/sidewalk to the Trailhead to move people and parked cars off the road. Posse Grounds improvements, particularly the Pickleball courts would be a real benefit to the locals. Just make sure the courts are sufficiently spaced apart, as this is a common error in new court construction.</p>
236	no
237	no
239	Fiscal Responsibility with the Massively inflated funds that the city Already has.

240	Sedona residents need a community recreation center similar to the center in Cottonwood. The plans for Posse Grounds did not include any specifics on the proposed community recreation center. I believe that residents did not vote for the option with the community recreation center because it was too vague. Please reconsider building a community recreation center at Posse Ground Park or another park in Sedona.
241	Stop wasting money on advertising
244	Put in some new roads. Nothing, in my opinion, is more important than relieving the traffic congestion in and out of Sedona. My friend had a dog who had a seizure and was trying to get to the vet (on the weekend) and all I could think was, "What if this was her or her husband?" This is a life and death matter. I have nothing against tourists or hotels. They're fine, but if you continue to increase both, then build more roads. The infrastructure here cannot handle this kind of traffic. Wake up. Stop pushing it down the road (no pun intended). Someone have the guts to tackle this problem. It is not simply an inconvenience, it is critical for emergency vehicles, it is critical for people to get help, or to get to the help they need.
245	When building the new Pickleball courts, please make sure there is adequate space between the courts and the fencing around each court for safety purposes of the players
250	We would like to see additional pickle ball courts with a toilet facility and nighttime lighting.
251	the addition of pickleball courts to Posse will enhance resident and tourist experience and will bring in additional revenue to the city
254	I don't see any questions on the priority of public transit for traffic and environmental reasons; or anything on affordable housing. Maybe those are the next questions? These are my top two priorities ... if there is no mention of them here that would be disappointing.
256	Quit wasting so much money on unneeded staff and projects, and concentrate on the things that are really needed. Go back to a 5 day workweek! Get rid of unnecessary City positions like Development and Sustainability positions. Concentrate first on projects with greatest immediate impact.
263	I don't understand why you are not addressing the biggest issue we have here--TRAFFIC. Also, the "ranking" options should include a "write-in"--who wants these pre-determined choices? We need to take the bed tax money and fix the traffic problems, not expand Posse Grounds or build bike paths that will only be used by tourists AND that route tourists through residential neighborhoods. What about building bigger trailhead parking lots instead of handing out tickets and towing cars? Why not lobby for STR restrictions, which is ruining the quality of life for residents. This is a terrible survey that shows lack of understanding about the problems we need to address in this town. You are putting "lipstick on a pig" by skirting around the issues that need to be addressed. Putting art at traffic circles instead of building roads is not addressing the issue. Who is coming up with these ideas--they clearly don't live in Sedona.
264	It's ridiculous to spend \$2M per year on marketing to bring people to Sedona then issue them a parking ticket at the trailhead. 1. Make the parking lots bigger, 2). Establish a shuttle from Uptown parking to the trailheads (get businesses to contribute \$\$\$).
265	Expand the pool season. Offer incentives to businesses to provide solar shaded parking in existing parking areas - to provide shade and EV charging. Create areas where housing is more affordable for people who prefer not to own cars.
266	Without plans to improve the traffic nightmare, the rest of it is pointless. New parks & trailhead parking? Useless if you can't get there. Nearly an hour to get from VOC to W Sedona??? Absolutely ridiculous
267	Traffic, traffic, traffic. Quit giving so much money to the Chamber of Commerce.
271	Parking, parking, parking
272	The City should NOT go crazy spending money' Many of these benefits benefit only tourists. The park is not respected or kept clean by tourists. I know this because I patrol the park periodically.
276	Thank you for all your hard work!
280	NO
281	Traffic Traffic! Build a new road to make a connection from W. Sedona to the VOC. Traffic woes are a big negative for this beautiful city.
282	Work on traffic issues!
283	We need a connection road West Sedona to State Route 179....eliminate bottlenecks at the "Y" Roundabout. Require all Air BnB owners to live in the home where rooms are rented out, no absentee owners.
285	There is no need to accelerate projects. Ask "Sedona Monthly" magazine to be more responsible and not promote on street parking when a trailhead lot is full. I have observed their suggestion of street parking.
286	Stop the endless spending on tourists and consider the welfare of the residents. Where is support for nonprofits? Stop funding the Chamber. They should be self supporting. Tourists are driving long term residents away. Wake up to this and straighten your priorities.
291	We really need to solve the traffic challenges in a decisive manner - Verde Valley School Road link to West Sedona, underground walkway at Tlaquepaque, Schnebly Hill Road, etc. Rest of these issues can be paused without great impact. City Council has improved Uptown for the tourists- when do they plan on doing something of value for the permanent residents of this city? Time to take on the tough issues, or find a team who can. Quit the surveys on mass transit that isn't and won't be used, and make your mark by solving what most disappointed citizens view as an intractable issue. Leadership is key, and partnership with ADOT and our Congressional delegation essential. Infrastructure funding is coming in a huge way, but we haven't set conditions with key partners and haven't framed the vision. So let's agree to solve the big issue, and the supporting projects will fall into place. Get a planner who understands how the big Federal projects are leveraged and apply to our major shortfalls. V. Valley School Road Bridge to W. Sedona and resurfacing Schnebly Hill Road (both with a few enhancements) sound like shovel-ready efforts if we just give our efforts priority and a suitably significant goal.
293	With key individuals leaving city staff, I believe that we need to slow the pace of these project to ensure that they are managed carefully. or we will be paying added cost to correct errors from inexperience people.
295	Thr most important item is to Change the Airbnb laws In sedona. We need to focus on creating unity and community in our town. We need more young people to live here and go to school here as well.
296	I think that 80% of our choices are irrelevant? We have major traffic problems we need roads and public transportation!...Get tourist out of cars and force them to busses!
300	There have so far been no questions about tourism advertising. For residents, this is the largest issue at the moment. We are outgrowing the size of our fishbowl. It is increasingly more difficult to actually live here when going to the grocery store takes an hour one way. Sedona is well known enough without our money being spent on bringing in more tourism that just does not fit in Sedona and hurts the residents who live here. I've stopped recommending Sedona to friends as it is so uncomfortable for ANYONE to get around.
301	I am a long time resident and am so happy about the diverse fun options at Posse Grounds...a bit of town that serves the residents, not just the tourists. Traffic and the trailheads are nightmares

303	Traffic has to be addressed and there is no need for yet another expensive study. You know what the problem is. The chamber should contribute to infrastructure improvement.
304	Every year we have more visitors wanting to play pickleball, we really need 8 courts ASAP, with room for additional to be added if needed. Additional parking for pball courts, walking loop, etc.
306	Seems the city is finding projects to spend money on that are excessive and not really necessary.
307	I think something should be done about the terrible parking situation and traffic on Dry Creek Road. Tourists take over the street especially near Devils Bridge.
311	I believe that expanding the pickleball courts at the Posse grounds and improving anything regarding hiking, trails and trailhead parking should be priorities. They are important activities which are enjoyed by both locals and visitors.
312	STOP WASTING FUNDS TO THE CHAMBER OF COMMERCE. THEY SHOULD GET ZERO \$\$\$\$. THEY ONLY REPRESENT THEIR MEMBERS - MOST OF WHOM ARE OUTSIDE CITY LIMITS. CREATE YOUR OWN MARKETING DEPARTMENT AT CITY HALL IF YOU PERSIST IN THINKING ADVERTISING SEDONA IS IMPORTANT. MANY RESIDENTS CONTINUE TO SUPPORT WORD-OF-MOUTH PROMOTION, PROVEN TO BE MOST EFFECTIVE, AS THE PRIMARY RESOURCE. SPEND CITY TAX MONEY TO IMPROVE OUR CITY ROADS. THEY TAKE A HUGE BEATING BY LOOKY-LOO TOURISTS!!!
313	The Trailhead issue must be addressed. If we get the parking garage built in Uptown and some public transportation, it could alleviate much of the issues presented by the people who want to hike our beautiful areas
315	Don't see anything about the traffic problems we have here in town. All the back ups on 179 and 89A (approaching round about into Up Town). It's a MESS and this city has been discussing it for years. Time to do something about it!!!!
316	It's feeling more like busy Southern CA here these days. AirBNB feels like it's allowing this community to become more transient and that tourism is more important than the sanctity of Sedona as a special place to be and live. We notice more trash on the grounds, more traffic, and the air is filled with exhaust and smoke from unkept vehicles and the habits of others (cigarettes). If tourism is going to be allowed to run freely, then enforcement of littering, smog and vehicle maintenance, and other factors must be increased and set as a standard by officials. If I was a police officer I'd generate significant revenue just by stopping the lack of care for the town and our environment. Thanks.
318	How about an alternate route from the village of oak creek to west Sedona.
320	No
321	Consider the addition of parking areas so the visitors can take their hikes. This might mean utilizing some of the empty lots around the neighborhoods. Even more importantly, develop some kind of shuttle service for the visitors/hikers.
323	I think that funding for Trailhead improvements and other improvements should be funded by violation ticket fees issued to illegally parked cars, STR's not in compliance etc. There are so many violations that I think this would produce a strong revenue stream.
324	Stop all funding for chamber of commerce. All city funding should go to in city infrastructure.
325	No
327	The town is way over crowded. Something needs to be done to reduce the tourist burden on the trails and town resources. Increasing hotel capacity and advertising Sedona to increase tourism will (and already is) destroy what we all love about Sedona.
328	As long time residents the city should refocus and seriously consider building a rec center. We currently go to Cottonwood and utilize their facilities at only \$5 per visit. And the facilities are state of art. Most importantly, cease funding of the Chamber of Commerce. We have never seen a political/ government body supporting a Chamber of Commerce. It's members are responsible for funding its initiatives. Why should City continue to fund to bring in 80 - 90 percent day trippers.
331	Quality of life as a resident is jeopardized by huge influx of visitors and infrastructure must be improved in almost every area of Sedona to mitigate this impact. This must be #1 now.
333	This is an awkward survey -- unclear wording and difficult prioritizing.
335	Accelerate work on Portal road changes for no exit on 179.
337	Stop promoting so much tourism. Control airport noise and flights over city. Some of the bike paths are unnecessary and ugly and reduce rural feel and remove parking and uglify mailbox placements.
339	Traffic going north through uptown is major priority. The new garage on Forest will only make uptown traffic worse. A solution has to be number one priority. Under sustainability, offer rebate to replace wood burning fireplaces with gas
340	Yes. City has lost sight of what has made Sedona special. It is being loved to death - too many people and wrong priorities. Need to change focus away from tourist \$\$\$ at any cost. Focus on preserving its natural beauty and serenity for generations and treat it like the national park/monument it truly is. Eliminate roadside parking (Dry Creek corridor is a mess and safety disaster), require shuttles, increase Red Rock pass fees and enforce them, eliminate tourism marketing budget (everyone is aware of Sedona now), eliminate ATV's (too loud, tear up land/roads, pollute air, add traffic) or at minimum restrict them to non-paved roads and require noise limits), limit more lodging (include limiting VRBO/AirBnB's), remove low income housing as objective (don't build low income housing in national parks - numerous local communities within 30 minutes to solve this), do not make this a sanctuary city. Thanks.
341	Access to recreation improvement will benefit both residents and visitors. By increasing recreation options via Posse Grounds improvements, trailheads, etc. - vs prioritizing cosmetic expenses - the city will make a tangible impact on both health and well being of residents and will give visitors a reason to stay longer (tax revenue) vs drop in for lunch or a quick hike.
342	I feel it's become ridiculous with the expansion of hotels and the amount of people visiting here in Sedona. They're ruining our trails, leaving trash behind and the graffiti along with etching into our trees is very destructive!!!! It's out of CONTROL!!!

344	Sedona needs to maintain (or attempt to move back to) the serenity that once existed here. There is so much that can and should be done to limit the destruction in/on this beautiful land. It is a shame that residents can't go to a hike, out to a restaurant, etc. because of what Sedona has become. We had a friend in town this weekend who had never been here, and it was maddening that we weren't able to show him the area or go to lunch before he left. As it turned out, we couldn't even drive back through town due to the excessive traffic on 179. He left unimpressed with the area, and I don't disagree. We fell in love with Sedona and all it stood for over 20 years ago. Today, my husband and I wonder how long and if we'll stay. It is not the same area we moved to. #1. Stop the Chamber from spending millions of \$ promoting this area. That money can be better utilized on fixing the problems that over-tourism has created. We don't need another dime spent on trying to bring in more people that damage the area. Have you driven near any of the roads in the past year to see the 100's of cars blocking traffic? There were literally over 400 cars parked along - and IN - the road on 3/29/21 at Dry Creek TH. The trash that is left where they park and on the trails after they leave is so sad. Don't even get me started on the graffiti and tree carvings. The parking situation on the roads is out of control and has created a danger to anyone who is in the area...drivers, bikers, runners, dogs who run out from between parked cars, people doing u-turns, people walking 2 - 4 abreast on the road. Every time I go through the Dry Creek, Boynton Rd and Boynton Pass areas I think I'm going to end up either hitting someone or being hit. Cars are parking over the white lines (and just in the road on Boynton Pass where there are no lines) so you can't drive in the designated lane. People are parking on both sides of the road this way, so it is severely restricting the width of the road. Simple solution - do no allow parking on the roads. Oak Creek Canyon, Back o Beyond, Dry Creek, etc. are all so dangerous...a serious accident waiting to happen. Parking should be in designated TH parking lots ONLY and the parking pass (which should be raised) should be enforced. Tow those who do no park in designated spots. Everyone knows that all that is givne here are warnings. Once word gets out that Sedona tickets and tows for those who park illegally, word will spread. Social media will get the word out quickly. Why do you think we have so many visiting and damaging things now? How may emergency situations do we need in Sedona where the police, fire, ambulance trucks are delayed and can't get through? How many emergency situations, and at what severity, do we need before parking is remedied? There should be shuttles that drop/pick people up just like in National Parks. Shuttle stops can be placed near lodging/hotels to pick up visitors. 2. Remove the ATV, UTV, etc shops from town and do not allow ATV traffic in the area. What benefit do they serve the area (aside from \$ in the pockets of the ATV shop owners)? The bring noise pollution, exhaust, destruction to the roads (asphalt and dirt roads) and land, and dust that can be seen for miles and kills trees. 3. Remove the short-term rentals. 4. Do NOT allow this city to become a sanctuary city. I've heard rumor of this. Hope it's a false rumor. 5. Stop changing zoning laws. It seems at one time there was a plan for the area. Now, there are more and more attempts to change zoning to force more destruction of the area (homes, businesses, height of buildings). How many more hotels do we need? What is wrong with green space? Please help to stop the destruction of this beautiful area before it is gone forever.
345	Since non-profits make a sizable contribution to quality of life, serve vital needs of the community, increase civic engagement, and fill the gap of essential government services, the City should increase funding through grants or direct support.
346	Trail head parking could be subsidized by increasing the cost for red-rock passes. And increasing trailhead parking will require red-rock passes providing a more self sustaining funding source.
347	The traffic problem MUST BE ADDRESS to the exclusion of everything else. You are killing Sedona by the over use.
349	thank you for considering growth for pickleball courts
350	Don't you dare create shuttle transportation to the trail heads. That increase in traffic is not acceptable. The city isn't doing enough to keep Jordan Road safe for its residents. People are constantly speeding and we've already had one traffic death with a pedestrian killed. People are also parking n both sides of the street to get to Bloom dispensary for drugs or are constantly making illegal U-turns at Capital Butte and Jordan
351	Very few of these changes will have any noticeable effect on the quality of life for Sedona residents. You are aiming way too low.
352	Accelerate the work on extending Forest Rd. to connect to 89A south of the post office
353	I think the most pressing need is traffic relief, especially during holiday and prime vacation days. The current drive time during these heavy traffic periods via 179 is only going to get worse in the coming months and years. Like Bryce canyon we need to deploy a shuttle/parking system that minimizes traffic and parking congestion at the trailheads, uptown, Tlaquepaque, etc.
355	Discontinue Posse Grounds Master Plan planning & make improvements of what is existing presently, i.e. reconstruction of restrooms at ball field; landscaping; eliminate overnight camping thru better signage; improve irrigation system; develop a modern nature trail system. No need for new pickle ball courts, or hard surfacing of natural areas (sustainability).
356	Can residents somehow get priority parking in town, at trailheads, etc?
357	Sedona's growth is accelerating, first and for-most us working Sedona residents need to feel we are 'at home' here. And this is surely true for our children's education in this town. I am a founding member of a small non-profit Waldorf School right in town and my daughter will be graduating 8th grade this year and will be going Red Rock High in August. Please don't let a FOR-profit initiative take away a learning environment for the children at RUNNING RIVER SCHOOL ON BREWER ROAD. This school is attracting children from afar, and the first ever 8th grade is directly streaming into RRHS. Support our school, sustain it's lease!! DO NOT MAKE THIS SPACE INTO A FOR-PROFIT BUSINESS VENTURE!!
358	Stop funding the Chamber's advertising efforts until traffic / tourist issues are solved. In my opinion projects such as transit hub and parking garage will only encourage more visitors and will have little impact on reducing congestion. I have become used to traffic on 79 North but now appears we have the same congestion on 79 South at the Chapel roundabout.
361	The City needs to spend its money on projects that will benefit the citizens of Sedona rather than tourists - there needs to be a re-evaluation of the traffic flow on 179 into 89A as the current traffic has not improved with the current "improvements". Consideration to eliminate the head in parking on the northbound 89A in uptown so that cars backing out do not hinder the flow of northbound traffic. Don't waste money on landscaping 170 or the sides of 89A - no one cares about this. We would all benefit from better traffic flow than landscaping. Spend less money on tourism advertisements - people know about Sedona already and the increase in tourism just disrupts the City. Tourism is self-sustained in Sedona already.
363	Designated motorcycle parking at trail heads. Park and ride program for trail systems using Verde Lynx. More walking and biking paths to connect neighborhoods to mitigate traffic flow on side streets
365	Stop giving funds to advertising with the Chamber of commerce and instead put that money into our town. We don't need tourism as anymore we are already way over capacity. 90% of the public is in total agreement and very unhappy with chamber spending. Also address Airbnb, its out of control.
366	We need to have equity built in to Sedona priorities to ensure that lower income residents benefit from the projects. Also we need to build pride and ownership with our visitors about our sustainability projects to let millions of visitors know how they can do their part in helping. They need to be part of the solution by using public transit. Leave driving to us and enjoy the views not found in your home. Park and ride in motel Vans and walk to trail heads and visit what strikes your fancy on the way!! The light and time of day influences the ever changing beautiful landscape.

368	For sustainability and environment you only gave the option of \$100k and that is clearly not enough. The City needs to prioritize rapid implementation of the Climate Action Plan and implement it fully with every part of the City's budget.
370	The biggest issue we face is traffic gridlock around the "Y." Fix this before spending money on projects that are not necessary.
371	1.Sedona needs more affordable housing for local workers and service people. 2. City taxes should be reduced for residents who own or live/work in Sedona as compared to taxes on tourists. 3. Please try to limit short-term rentals; they are destroying residential neighborhoods. 4.Please STOP promoting tourism - the city cannot accommodate any additional traffic or people. 5. Sedona needs to encourage families with children as permanent residents so our schools don't go empty and our athletic teams don't get dissolved. The residents of Sedona do not want to live among only tourists.
373	The Climate Action Plan. The City Council is likely to approve a green house gas reduction target of 50% by 2030. To meet this goal will require considerable money. Yet the funding for the Climate Action Plan is not even mentioned in this Budget Survey.
374	None
378	The huge increase in traffic will not be lessened by walking trails and bike lanes. Time to mandate shuttles to the trailheads and uptown. Must be done.
379	These priorities are a joke. This surveys is very misleading and manipulated to assume everyone agrees with the priorities. Uptown has been ruined by the fence on meridian that doesn't even allow ambulances and fire trucks to get through traffic. It's claustrophobic and huge created a huge bottleneck. Stop wasting time on pet projects.
380	Thank you for the opportunity to comment
383	Traffic management! And a way for locals to easily drive between the Village and West Sedona without being stuck in all of the traffic.
385	The \$2.4 million budgeted for Chamber of Commerce support, 4.8% of entire city budget, is vastly excessive and totally unnecessary. Sedona does not need further visitor promotion. Quality of life has been vastly reduced with the influx of more and more tourists. The sustainability of the environment, both air pollution and trail degradation,plus the increased amount of roadside and trailhead trash generated indicates that the city's entire infrastructure cannot cope. A moratorium on marketing funding should be initiated, with the results thereof analyzed. Sedona's entire livability is at risk. More and more permanent residents....who incidentally provide the majority of the volunteer services, are moving out, leaving the city to short-term rentals, with the schools slowly dying due to enrollment declines.
386	Posse Grounds plan A - least amount of change, isn't the best choice. Need to go bigger.
387	Something must be done about all the destruction to our beautiful Red Rock. Graffiti, litter, and general destruction is happening at a rapid pace. Forest Road 152 has become a trail for hundreds of tourist. Some type of sign needs to let pedestrians know it is a road not a trail. People also need to be aware that stacking the rocks is also a type of graffiti.
389	Allot more to alternate roads. If you're going to keep pushing tourism at the expense of Sedona residents getting around the city, at least give us a bypass to avoid Tlaquepaque and the Y.
394	Possible outside of town parking for the majority of visitors with environmentally friendly bus system that hits popular tourist destinations. Perhaps a automated "express lane" that allows residents, service/ etc. that have a responder on the dash or front bumper that allows entry into town. A maned (toll gate) that allows visitors/guests that have business in town through and cuts down on the majority of pass thru traffic.
397	get your lazy ass park employees to do a better job picking up trash, etc. at Posse Grounds...watched these idiots for years, doing usually nothing. Do you understand the phrase "employee termination"?
398	When you introduce "sustainability" concepts, they seem to be limited to environmental issues. Sustainability includes economic, societal and environmental issues. One of the key sustainability issues in Sedona is the lack of good-paying wage jobs that match the costs of living. As long as we are dependent on tourism with its low-paying jobs, Sedona will always be vulnerable to multiple economic stressors. We will continue to suffer from the need for more tourists when our community and natural environment demand fewer.
399	If you do expand Posse Grounds Park, please enclose the entire town lawn with a fence (so that, among other things, balls and small children will not go out of the area), and allow it to be rented for group activities (like you currently rent the multi-purpose field to the Greyhounds of the Verde Valley and the soccer team).
401	Affordable housing should be absolutely the city's #1 priority! Traffic management/ Public transportation is desperately needed. ATV rentals and use should be curbed to prevent further damage to our trails, backroads and beautiful peaceful landscape. These vehicles are causing major noise pollution in Sedona! So, all of these things I just listed, I feel are more important to resolve than anything brought up in the previous questions.
402	Sedona sells itself as a bike friendly community. It isn't. There is a real need for many more bike racks in town and around. The increasing use of e-bikes is a powerful sustainability tool. Few resources support this growing community. As e-bikes are not allowed on almost all trails in the area bike racks should be placed at trailheads.
403	Please, most importantly, do something about AirB@Bs in residential neighborhoods where they don't belong. Traffic is terrible for residents and tourists over the last few years and tourist have repeatedly told me they won't return. People driving too fast in residential areas is a concerning hazard. There need to be more policemen who patrol and give consequences. Variances given to developers that increase traffic and negatively effect the existing residential population need to stop. Priority needs to be given to the people who have chosen to live here years ago. More money coming in is not more important than the long-term residents. They should be equally important but not at the present residents expense as it is now. Who cares about what the city wants to do at the dog park if no one can enjoy the swim pool? Who cares about the medians if residents are kept awake at night due to the screaming kids and drunks in the night right in the residential houses next door? Give the residents something to be proud of again instead of complaining about how their quiet neighborhoods and town are being ruined by the city staff who are only interested in making more money and bringing in more tourists. Thank you.
407	Creating more parking for tourist in trail heads says to me we do not care about our precious mountains, trees and Sedona beauty. Stopping/ticketing people from parking illegally and showing they do not respect our environment is our responsibility. How is this even a question?
409	Please deemphasis tourism and bring back our small town,
410	You are going in too many directions and some things are useless money pits. Plants/trees in Uptown too big for the space. Children's garden in this climate benefits too few. A year and too much money spent on JUST the plan for parking garage—which should have had tourist info in street level. You go around in too many circles spending with very little good results compared to money spent.
411	There needs to be concise information given to all visitors educating them about the National forest and encouraging their support, listing ways to conserve & take care of the environment. Plastic bags should be banned and visitors given on reusable bag. This would need involvement from all hotels, airbnbs and rental units. Sedona can be a town that actively requires ALL visitors & locals to be caretakers of this beautiful land. EVERYONE benefits as well as future generations

412	Be sure to find marketing that targets high value visitors who spend more and stay longer
413	Some of these questions do not relate to the reality of sustainability prioritizations the city is working on in its CAP. The CAP deals with ways to reduce the city's energy, and water use and pollution issues. These strategies should be used to drive the decision making, process in the face of climate change needs for reducing carbon. The city is committed to this reduction! Our City needs so infuse sustainability targets into all aspects of decision making. Turf at the dog park=grass requiring more water use in the desert? Beautifying the medians? How? With what? Where? Few details are given for decisions you ask for. Question #7 pits the need for a park to help with Climate related health needs against other sustainability needs. A Park that reflects the need for appropriate recreational opportunities (enhanced pool use, through better management, shaded ares, etc) is possible without denying other budget uses.
414	It's time for the city to take a more pro resident approach. We need to look at restructuring the chamber and its mandate is currently outdated. Yes, this means a smaller role but the funds they get can be redeployed to support initiatives for locals. For example, it's silly that we don't have a rec center for locals including a pool that is open year round. If you paid for it by tourist dollars (take a million a year from the chamber) and citizens knew this was provided by tourist dollars we would cheer. Related, we have to control commercialized jeep travel in our canyons. It's really out of control and not sustainable. We need to find a way to make Sedona schools the envy of Arizona and should look for tourist to pay for it. Again, take some of the chambers budget and perhaps pay teachers and staff a bonus for doing a school year (like Alaska's fund). This will attract top teachers. We do not need to use tax payer dollars to build affordable housing as it's a broken concept plus this will result in developers just building more. We all know the city is going to push for high rise mixed used buildings in the industrial part of town as they changed the zoning. This will be a disaster and change the fabric of the city. Finally, quite using sustainable tourism as a buzz word. Locals know it's the latest bandwagon and leaders really don't believe in it. If they did they would find ways to curb tourist traffic or make them pay more with proceeds being used to help locals. For example Building out trailheads and parking lots are uses of our tax dollars and just supports more people. If you want to be sustainable then act sustainable. Curb growth and focus on building infrastructure for citizens (good schools, nice rec center, big park by rec center for events, trails (ie Broken Arrow) curbed of Jeep travel.
415	We need to protect our canyons and curb the amount of pollution and erosion that jeeps cause. They act like our canyon are Disneyland revving engines making noises and screams. We are killing our environment. Soon enough we won't be able to drive to the parking lot with a regular car because keeps have damaged the path so much. We need a rec center where the locals can mingle, socialize and exercise body amd mind. Surely with all tourist money there is a buget for that. More and more Sedonans are forced to leave due to the poor local infrastructures, traffic and lack of respect that the coveted tourists have brought. The city needs to protect the locals and the environment NOT compromise for \$. If the city really cares about the environment why don't they build parking lots 10 minutes away and provide shuttles for tourists. Less traffic, less pollution and better air. The air quality should be there best here and is not. The chamber toots being sustainable which is ironic because through their campaign they have increase traffic, pollution ans canyon destruction. It makes them feel good to say they are sustainable as a buzz word but they are not. This is our chance to make Sedona a better place or ruin it for individuals and nature. Which will you choose?
416	This is a survey that does not allow for comments or suggestions for each question. Those questions I left blank were either of no interest or the suggestions given to choose from were not ones I would support.
417	I feel we are not controlling developments to the extent we should be. So many people losing housing to business AirBB. Do not change zoning to allow more buildings in too small of areas. Maybe look onto a moratorium on building housing for business use only. We need housing for our workers, not to make more money for businesses that aren't locally lived in! Please listen to our community!
418	Don't allow any more hotels to be built. Traffic is already horrible now. Make round-a-bouts in Uptown safer. Coming from the north, people think they can enter the round-about without considering traffic. Stay ahead of the need for road maintenance. Many streets are long overdue for repaving. Increase the number of no parking signs to prevent cars from parking unsafely and creating an unsightly mess. Although tourism is important, it has gotten out of hand.
419	The children's garden is a must!
420	The biggest issue we have in Sedona is unregulated tourism ... its undesirable effects on residents and the land. Additionally, there's the prospect of needing to evacuate an obscene number of people without the infrastructure to do it. We say that in Sedona the environment is the economy, but tourism is damaging the environment (trash, ATVs/OHVs, disrespect for the trails, defacing the Red Rocks, etc.). Add to that Air BnBs bringing about a lack of affordable housing, parking that's out of control to the point of dangerous, and you have a perfect storm waiting to happen. Has anyone in the City talked with other popular tourist destinations (e.g., Branson, MO; Boulder, CO) to see how they manage? I think we should be thinking bigger picture about all of this. I applaud the City's efforts to reach out to residents, but as a newer resident (2 years in Sedona), I am shocked at how the almighty dollar rules over common sense.
422	environmental sustainability is primary and crucial. If the earth cannot sustain human life, all the other concerns are moot. In my opinion we should be spending the vast majority of the budget on the environment and making Sedona a leader in sustainability.
423	Red Rock loop road should connect to Verde Valley school road. More Trail head parking. More trail access from neighborhoods for locals to use (single track with no parking). Reopen parking on westside of 89a south of Midgley bridge. Expand parking at trailhead near Mariposa restuarant (Adobe Jack trailhead) Stop advertising in Phoenix!
425	I like the Posse Ground improvements, but I think housing, trial head issues and bring business other than tourism is needed more. I sold my house by a trailhead due to problems w/it and Air BNB The whole neighborhood changed and now building in an HOA which I never wanted. A SHAME to be forced to sell is was nice house. We need long term rentals and affordable housing for our workforce. The Chamber doesn't need more money.
426	1) I would like major dollars to be spent on Trail head parking for the mass of hikers that come to our town to hike or mountain bike. The City of Sedona needs to work with DOT and Yavapai to solve road congestion from parking. 2) please cut back Chamber dollars. I see their advertising and business promotion as a direct link to the overcrowding of our roads and trails by tourists.
427	Please put money into funding environmentally sustainable projects. Global warming and the resultant new weather changes are a reality that must be considered for the long term health of our community. Happy for more non-fossil fuel transportation. Please stop advertising for more tourists. The traffic situation is getting worse year by year.
428	trailhead parking the \$200K take it from the \$2million chamber stipend tunnel at Tlaquepaque we still do not need a 700ft tunnel to cross a 73 ft street - put in a pedestrian light like in Uptown
430	Yes why were not able to do this survey on the city's web site. It might have been cheaper. Almost all of your projects are a waste of money.
431	Sedona is going to Hell and Very Few of you care enough to do something about it!!!! We are putting our home on the market and getting out of here as quickly as possible! We have lived here for 26 years and find all of this just HEARTBREAKING!!!

433	The City should make the community pool accessible for all year round use. Our community is mostly made up of retirees who need a pool year round. I would put this above all other projects.
434	1. Stop funding the Chamber of Commerce. The Chamber provides a good service, but it should be funded by business owners. 2. Do not support hiking and biking through residential neighborhoods. Too dangerous.
435	City of Sedona resources need to be put towards alleviating the traffic mess created by the Chamber of Commerce's overly aggressive advertisement campaign in prior years. Focus should be on residents, not on tourists. I feel trapped in my home during busy tourist seasons. Stop funding the Chamber of Commerce. Pure and simple. Give the residents back our quality of life, so I can drive to the grocery store without being stuck in traffic. Stop marketing to bring in more hoards of tourists. Sedona is being loved to death. Put whatever dollar amount is going to C of C marketing into solutions to traffic problems. Traffic gridlock is a dangerous situation, people.
436	When the Ranger Station and community improvement projects were raised (Sanborn pathway) we didn't have the current influx of tourists. We can't get to the Ranger Station park because of the congestion at the Y. And the multi- pathway wasn't supposed to be for tourists at Devils Bridge. The majority of the projects listed here, are for tourists. The question should "How do we improve the sense of community for residents?"
437	Please, dear politicians, stop simply talking about affordable housing and actually do something about. Consider using some of the city's extensive land holdings to develop or at least subsidize development and operation of affordable housing. We recommend that you also recalibrate what you consider "affordable housing" as the rental prices for the highly touted "affordable housing" Pinion Lofts project are far from affordable for most residents in need of lease or rental units.
439	I think the city should focus on quality of life issues for the people who live here. Rather than amenities that might draw more tourists, the city must do something to reduce the number of tourists coming to Sedona. Reducing the number of vacation rentals would help. Please do not build bigger parking lots at the trailheads. Most areas are already overused, and the environment is suffering. Ban parking on road sides and increase enforcement of no parking laws. Encourage the FS to implement policies that reduce the number of tourists that can access popular areas like they did at the Soldiers Pass. Ban ATVs in the city. Encourage more walking and biking. The situation is already so bad that residents do not go uptown or to VOC because of the masses of tourists. Make this a city for residents - not for tourists.
440	Our roads and trails are excessively busy during the week as well as on the weekends. It is not reasonable to do anything that would increase tourism beyond our current levels. It may even be prudent to try to reduce the current levels.
441	Resources should be focused on traffic mitigation. It's the single biggest issue in Sedona, and the budget should attempt to solve routine gridlock.
442	Our biggest concern is traffic and not being able to use our own facilities/trails/restaurants. It is no longer necessary to advertise at all - everyone knows where Sedona is.
443	Create sidewalk on Chapel Road. It is currently a huge safety issue. Pedestrians are walking on the road at the same time that cars are going by in both directions. Cars are also parking on both sides of the road, making it even more dangerous for car and pedestrian traffic. Entrance to the Chapel of the Holy Cross should be limited to a certain number of cars at any one time and parking should not be allowed on the Chapel Road itself or in the adjacent neighborhood.
444	The idea of these 1 mile walking paths is the most stupid idea the money spending city council has come up with
447	The larger and more complex projects should be phased in; the simpler ones could be worked in as time/resources are available.
448	Eliminate any new road construction and speed up neighborhood road improvements including drainage.
449	If there were central shuttles to take visitors to various trailheads and return. Shuttles could be every hour and people could park by the shuttle they need. Kachina Drive needs MAJOR resurfacing. Take a walk around the block (not a drive).
450	1.We desperately need a rt. turn lane off 89A onto 179...terrible bottleneck! 2.We also need the pedestrian walkway under 179 (under bridge) at Tlaquepaque. 3.Open access fm Tlaquepaque pking lot to Brewer Rd.
452	Issues surrounding traffic need immediate attention. It shouldn't take 45 minutes to drive 5 miles.
455	I support more parks, bike and walking paths, public transit, and community services. Please spend our money on these vital resources to the community that make a difference in residents' daily lives, rather than purely aesthetic projects such as median landscaping and roundabout art.
456	Posse ground pool not listed in changes. Use of pool for community must be improved. Suggest an idea sharing meeting with P&R
457	Get more action on moving traffic faster. Try a few things like stop lights for pedestrian movements where there are none and where people crossing traffic lanes have to wait 5 min. Planning does nothing to move traffic, doing things allows for discovering what we don't know we don't know. Get creative, the roundabouts are not the answer for the heavy traffic we have.
460	Thank you for asking, really!! Now, let's get some work done - tell us how we can help!!
461	Installing permanent Pickleball courts should be a priority.
462	This form is not working properly. I couldn't respond to many questions!!!
465	I think the city should look at all the new developments the priority should be housing for the help that is needed in Sedona. How can they work if there is no place to live. To many Air B & Bs have takin anything to rent. That should be a priority for the city. thank you
466	Walking and bicycle sharing a side walk is very dangerous. Think about the reason why bicycles and car are suppose to follow the same laws.
468	Sustainability is not clearly defined by City of Sedona leaders. It must be practical in its understanding and implementation. A community compost pile is nonsense when so many people are not recycling in their homes. Let's get real, please. The way we are going with development sustainability is not a believable goal. Please get real .
472	The trailhead parking problem should not be solved by giving parking tickets and not allowing people to park near trailheads. We need a true solution that will allow people to take advantage of the trailheads like additional trailhead parking and/or a shuttle system.
474	Communication - monthly news letter delivered by email with entertainment events, important things happening at city hall - like Clarkdales. Medians - Vegetation part of uptown median looks terrible. Most plants look dead and should be removed, not replaced. Other medians should be kept weeded. Pathways - Need sidewalk down one side of Coffeepot Road. No pathway signs drawing people through Sedona West neighborhood. Shared Workspace -Don't know enough about this issue to comment.
475	The constant high rate of tourism is killing a sense of community in Sedona. Airbnb's in neighborhoods are a particular concern. I hate having a new batch of strangers next door every week. I also don't like overcrowding on trails and a disrespect for nature that residents live here to enjoy. It was tolerable when there was an off season, but all year we have been on. I didn't move to a small town to sit in traffic and be surrounded by strangers. Please quit enticing so many people to come. I would rather have higher taxes than have to deal with this.

476	Fix illegal parking at trail heads and in neighborhoods. This should be the top priority. Tourists want to hike and needs space to park. No one cares about posse grounds.
478	Trailhead parking: I am not in favor of bussing people to trailheads. Increased foot traffic = increased erosion and accidents requiring additional resources to maintain the trails and more search and rescues. We want people out on the trails enjoying nature, but we must strike a balance and set limits.
480	Public transportation with primary parking area is desperately needed
482	Resolve the Tlaquepaque pedestrian crossing as soon as possible. Consider some sort of mass transit for visitors.
484	The biggest problem in Sedona was not even mentioned here. Lack of infrastructure is what is holding this town back. Please do something about it. You all knew for decades this was going to happen. It's time to replace the City with people who respect Sedona as an amazing place to be and not a place to grab all the cash you can. There can be a balance between tourists and residents.
485	Evacuation plans for emergencies such as fire are #1 to me. I think art in roundabouts and medians is a dangerous distraction to drivers. We need more pedestrian crossings on 89A in W Sedona
486	Traffic is horrible! As residents, we struggle to get to the grocery! Additionally, internet service is awful! With more visitors and people working from home, the current infrastructure is inadequate. People parking in residential areas to access trailheads are a problem. We have found all sorts of trash on our property, including dirty diapers and used condoms. Something has to be done to protect Sedona residents from people who do not respect the area.
487	There should be no budget spent until trailhead parking issues are solved for the residence. Start towing and ticketing aggressively. Also, Sedona needs a recycling program over some of the projects listed - art? why??
488	Thank you for undertaking these projects and requesting input.
492	Yes- please eliminate \$ for advertising Sedona- wasted money- the word is out.
494	All feasible capacity should be placed on congestion with trailheads and traffic. I feel no one fully understands how to address this issue and the solutions currently seem inadequate. A higher level of coordination and planning with the FS and county are needed to get ahead of this. We are currently and literally being run over. The last uptown project was very expensive and was mainly beautification. We have numerous other options that have been discussed but very few if any will fix the problems. They will help with congestion but non are a full solution and they will be quickly outgrown by our increasing popularity.
498	This survey shows that the city completely misses the mark. Top priority is to fix the traffic and parking issues. First and foremost, the city should provide a frequent shuttle or trolley service to/from new and/or expanded parking lots where tourists can park their cars. This alone will resolve or at least ease many of the city's problems.
500	Residents should be able to freely park at parking trails hassle free. Something needs to be set up so we can use trail heads and not worry about parking so much since there is so many tourists. Maybe require shuttle services for tourists
501	I'm surprised there was no questions (other than in regards to trailheads) concerning traffic and congestion in general. Both are the number one issue facing Sedona. It is literally a victim of its own popularity. Nor anything on the impact of shorty team rentals. I believe sedona needs to lobby the state legislatures for additional restrictions and the ability for municipalities to have their own regulations
504	Accessibility and knowledge of public bathrooms would be great. Tourists tend to use the Facilities in stores which are extremely limited and cause flooding and overflows. They were not planned for the larger public use.
505	More needs to be done to enhance the residents as a whole...better road system, less tourist traffic, control or elimination of the big "corporate" short-term rentals and should specify that the owner of the property has to live on the property etc. Seems like many of the "improvement projects" address a small section of Sedona residents or expand more "goodies" for the tourists. The residents have been forgotten and many are just going to pack up and leave if things don't start looking better on the horizon.
506	Expand boundaries where parking pass is required, including along roadways. Use additional revenue to improve trailhead parking.
507	Co-working most impressive and should be funded 200,000.
508	Parking and traffic during high-tourist times are a huge problem. The tourists will not go away. Let's problem-solve around these issues
511	I think trailheads need more parking and to keep visitors out of private residences to park, but I don't think fines are necessary to make money or as a scare tactic. Locals should also have community trail head parking for FREE! The roundabouts and traffic need to be addressed again. Two lanes and medians are a joke doing tourist season! Who do we need to write to to address that problem??
514	Yes, I think sustainability is the top priority over everything else. We need more public electric vehicle charging stations, plans to set an example by purchasing only hybrid or electric vehicles for the city's fleet going forward, subsidizing homeowners for solar electric panels. I like the initiative to subsidize retrofitting of residences.
515	Lets spend less money pleasing tourists and shop keepers and more on community members.
516	Fund the police more. When the Sedona Fire District added station 6 in the chapel area, they expanded their department by 1/3 of what it originally was. The police department however has not expanded. In order to keep up with rising crime and influx of tourism, I'd recommend funding 6 more officer positions and 2 more sergeant positions to allow for swing shifts on each side of their work week. It's ridiculous to see officers working at Back o Beyond and other parking issues while other priorities are at hand. If you truly care about your community, fund the police more.
517	dTake the money for the park and hire lifeguards for year round swimming!!!! We citizens NEED the pool.
518	Stop advertising, solve the traffic problems, build a back route (Verde Valley Rd to 89A), set up free shuttles that go every 15 minutes up to Slide Rock & West Fork. Attempts to "improve" parking by adding stupid white poles blocking off perfectly good spots off the road side is making traffic worse. Would be better to educate drivers to park all the way off the road or provide free shuttles. Get Ride/Lime/Bird/Jump/Spin electric scooter rentals permitted and dispersed around town - tons of people would use them to get to trailheads and to ride in bike lanes to avoid traffic on 179 !!
519	Trailhead parking and traffic is a huge issue. The Forest Rd bypass behind the Post Office needs completed to ease congestion at the "Y"
521	All this really feels like rearranging deck chairs on the Titanic. The main issues in Sedona that affect quality of life are traffic and the insane proliferation of short-term rentals.
523	Though I am a resident, I have not received communications about city initiatives....I think the city should actively communicate with residents by soliciting their best contact information, e.g., email or phone.

525	1. Topic Trailhead parking: I am not in favor of investing any money in expanding parking. Improved parking will just invite more cars without fixing the neighborhood parking issue. I would approve of expanded parking prohibitions and vigorous enforcement of such prohibitions. 3.Landscaping enhancements in the mediums and shoulders: I am very surprised this item even exists as a possible project. We do not need artwork in our mediums to further distract drivers and we do not need additional landscaping. One would hope that the dead plants in the uptown medium would help attest to that fact. Add to that the problem that would have been created if said plants had flourished. They would have to be maintained as in watering systems that break and plants that grow out of their limited space allotment and on to the road. Then there is the evidence from 2019 when our fair city was invaded by thousands of weeds in the highway mediums and traffic circles on 179. This problem was evident in early April and grew increasing worse throughout April, May and June, with absolutely no action by the city. The blight of weeds extended from at least the Back of Beyond all the way up to the Schnebly Hill Traffic Circle, both in the medium, along the walkways and in the traffic circles. We are talking about thousands of weeds growing to two or three feet high in numerous instances. This is what greeted our residents and visitors as they traveled into town on 179. The weeds were finally tackled and removed sometime in July. The amount of negative impact that this months long sight had on our visitors was what should have been avoided by addressing the problem early and quickly. We already have nice roadways on 179 and 89A. We need maintenance not more artwork or plants. Plants die and need trimming. Two things that as a long term resident the City has not been good at providing, even on the Posse Grounds walking paths and around Barbara's Park, the Skate Park/ Hub parking lot. I will admit the City has been effective in shaving uneven places on the paved walkways, and that is important, but that is the only praise I am comfortable providing in the maintenance of the noted facilities. So, I want the City to take the money it is thinking of investing in artwork and additional roadway landscaping and use it for maintaining the existing facilities and infrastructure in a much more deliberate and committed fashion. That would please the residents of Sedona way more than more artwork and plants on a highway traverse terrain that offers some of the best viewing anywhere. It is possible I already sent you a somewhat similar survey. If so I apologize for double dipping. When I tried to send the first version I was advised I had lost my internet connection. When I reconnected I had lost the survey site and could not tell if I had just been thrown off the site before the survey was sent .
526	Yes next time please have some open ended questions or options on each of the questions. Thank you
527	The SOCSB board is refusing to negotiate with Running river School for their continued lease for classrooms. Additionally, the city is planning to use tax payers money to fund and subsidize businesses to rent the space. THIS IS WRONG! Running River School currently leases the administration building at Brewer road. RRS is a community-building non-profit that already uses the space, on land that has always been intended to be used for education, as a high-school feeder school that attracts families to the area, and an organization that holds the same values as the district (to educate our future youth, and community stewards). Kicking out an entire School with over 50 LOCAL FAMILIES from this building is counter productive to the vision of a co-working space. Find another building!
529	Fund the private enterprise of Recycling. Mandatory recycling in Air B and Bs. Leave co-working space to private enterprise. Give full time residents parking passes. Thank you for serving the community.
530	Current use of buildings for running river school for education that feeds the high school is critical. Opening the space to outside vendors when one is already interested and is educational in nature seems discriminatory. Surely there are other options that won't displace children or introduce outside adults on a children's campus
532	There are no points here addressing the interconnection of the effect of housing and facility scarcity for you local working families, schools due to lack of airbnb restrictions. The future of the community is not sustainable or attractive for entrepreneurs and new business' if your schools, children's programs and housing availability are not are not restored. As a entrepreneur and mother to two young girls we are experiencing this lack of infrastructure first hand and extremely disappointed in the supporting the community that's makes this town run on the daily basis instead of the focus always being about tourism. There is an imbalance and a deficiency if you cannot attract families that will support the economy because you do not have thriving schools you will not have a future. Co-working space is the absolute least important need to be focusing on if someone cannot even find housing or a thriving schools.
533	Sedona needs to cater to its existing residents with children. It seems they are always put on the back burner. My son goes to Running River school which has been a haven for children to learn in peace over the last year. Talking about putting in a co-working space into the larger building will be a huge mistake for our community. Those types spaces target travelers, not locals who live here. Our school has grown exponentially because they are operating this school out of love, not fear. We need the space to accommodate the children who attend the school.
534	Yes, I am a mother, a teacher and a home owner in Sedona. I watched as all my coworkers had to leave Sedona this year because they couldn't find or afford rentals. I watched the school I work at grow over 60% this year with families from out of state that we serve. And I watch the community NOT support these families. We are currently being evicted from 221 Brewer road for the collective work space. That's over 40 families that contribute to our community from the Garlands, Innes, Blasi's and more. These are families that are staples to our community. The Chinese grade 5-8 will be kicked out of the building for the collective work space. This is a massive issue. I hope the community sees the impact they will have of displacing us.
536	If this city wants to do anything significant enough to effect change concerning trailhead, roadway, or environmental issues it has got to make public transit and active transit priority number 1,2,3,4 & 5. Making more parking spaces enables behavior that needs to fundamentally shift.
541	support local needs like schools, parks etc. more over more touristic needs
542	If you are going to do a community work space, leave the kids out of it and do it else where. They (the kids) are number one ranked priority.
544	Yes, as a small business owner in town for the past 24 years, I have sent my children to the schools in town. Please support Running River School in its lease of administration property off Brewer Road. Thank you
545	I am very concerned about grades five through eight being displaced at running river school. The school is an important part of our community and so many families have moved to this year that are wonderful people. They need the new space they expanded into this year and it should not be taken to build a co-working space. I prefer that the mayor and city find a different space to turn into a co-working space. There are many homes for sale and there are many vacant businesses that could be turned into Coworking instead that are not right next to the school.
546	More spaces for education and community. Stop promoting more growth for businesses and tourism.
547	Expand communication and notification methods for residents regarding how the city is addressing the major issues of traffic, building of more hotels and impacts on residents from airbnb noise issues and increased tourism.
548	I went to Brewer School as a child and now my children attend school there. Please keep the Brewer School location available to Running River School. Families are moving to the Verde valley and the school has doubled in size this year. It is outrageous to displace all of the families after such a hard year. Put the worker space somewhere else. Education is what the building is for.

549	The collective work space is not being properly shared with the community. It will displace 5-8th grade at our local school. This is not fair to present this project to the community without being truthful of the implications. My family and I moved here for the sole purpose of putting our children in Running River Waldorf School. We would NOT send our children to the local public schools. Waldorf Education is a staple in our community. So are our children.
551	Don't close the school for running river kids access. Where are they supposed to learn?
552	I don't support the collective workspace, especially since it will be displacing the Running River School children and teachers.
553	The collective space for the school is NECESSARY! Families depend on it. This cannot be taken from them!
555	New bike/shared pathways are looking incredible! We need to accelerate the roll out of safe alternative pathways for residents to use. It is the easiest, most environmentally friendly, and most immediate solution to our awful traffic issues. Safe bicycle and pedestrian access around the mess at the "Y" is a must! Also, let's get the pedestrian bypass between the Tlaquepaques moving, the crosswalk-generated traffic is getting unbearable
556	Please reconsider the proposed community workspace. Running River School will be displaced. The benefit of having a school such as Running River is immense and Sedona is fortunate to have such a well rounded place of education. Many pillars of the community have children that attend Running River as well. A community work space is not needed and only encourages digital nomads to move and travel to Sedona when we are already overcapacity with traffic, housing and trail space. This community work space would only continue to encourage the excess.
557	I vehemently oppose: Pedestrian bridges over Uptown 89A. They will make the area ugly and block red rock views. Granting any funding to the so-called Sedona Chamber of Commerce. This a private organization having many members outside the Sedona city limits.
558	The children's garden is much needed at posse ground park. Community garden as well. A sustainable environment with possible vegetable growing. Extra parking for trails. The allowance of school freedom. Children are always underrepresented in Sedona. NOT only local children...but touristic children...as Sedona clearly has a NON-children friendly philosophy!
560	1. Ramp up working with other cities to have control of short term rentals. (They have ruined our city and schools. They violate single family residential zoning in most subdivisions where they have no cc&rs) 2. Cut funding for tourism drastically. (our town is a circus) 3. Work with Yavapai Co to develop bridge at crossing. (intergovernmental agreement) 4. Get Tlaquepaque walkway completed.
561	Don't re-create the uptown disaster anywhere else. Feels so claustrophobic driving through. It was overdone with additional landscaping in the center strip. Simplify. Please get going on the connector from uptown to cooks road to help alleviate traffic. We really need it. I love the walking paths around town. Great for locals and tourists alike, I think.
562	I have a deep concern for the proposed displacement at Running River school in exchange for a cooperative space. Sedona has a major issues with providing housing and schooling options to its residents. To displace the children of so many of our community is a huge problem and of deep concern to many community members.
563	stop spending money on advertising sedona. the world already knows about it. yes, it's bed tax, but find a better way to use this money.
564	pave our gross looking residential streets. Always have money for tourist areas, while residents are ignored for 20 years. With ABNB's, garbage trucks, construction trucks, etc, our roads need paving sooner than every 20 years!
565	to help alleviate some to the congestion on 179, which backs up in both directions especially due to pedestrians crossing near Tlaquepaque, put in a pedestrian bridge.
568	1. Co-working space could be developed in conjunction with another organization that has the infrastructure to support this, like the Sedona Public Library. 2. Trailhead parking should be monitored and controlled, but the trails can only accommodate a finite number of hikers. A shuttle for the most popular trails will only put more hikers on a trail than it can support. 3. Posse Grounds should only be developed to the level that parking will support. It should be mainly for the use of residents, with special events limited. Even with the limited amount of events currently taking place, the parking does not allow for use of facilities like the swimming pool at the same time as the event is taking place. For instance, when the wine festival was taking place. 4. Divert money from the Chamber of Commerce for advertising and use that money for the benefit of Sedona residents.
569	The collective workspace is displacing the children from their school. Do not support
570	Improved parking for out of town guests and a shuttle system, with incentives for their use. Traffic is the largest challenge, followed closely by overuse of our natural resources. We need to manage how people use Sedona, with the knock-on effect of possibly limiting the numbers of guests.
571	I would like to see a Rec Center at the Posse Grounds for our community, similar to the one in Cottonwood.
572	The traffic gets pretty backed up through the roundabouts on the way into sedona from the voc. I think that a walking overpass/bridge at talaqapaque could be beneficial to keep traffic moving
574	My family and I, especially our son, would not be thriving in the way we are if it wasn't for the community and support through his experience of attending Running River School since 1st grade. Now with our son entering 5th grade this coming fall, if the City displaces the upper grade levels of Running River School students, where they currently already are in the upper building on the RRS campus, it will be impacting negatively my family and approximately 40 other families who value so deeply the RRS community and its educational system. Please do not displace our children who are thriving and stellar examples for our future generations from there beloved school campus! Thank you for your attention to this matter.
576	For goodness sake, don't add grass to Posse Grounds! We need drought tolerant landscaping. Maybe do several demonstration gardens of xeriscaping that would allow residents to see what they would look like.
577	Na
578	Please keep the Aqua Zumba classes at the pool. Love the free concerts and movies in the park. Thank you!
579	The building currently occupied by running rivers school is a very important part of our community. Education our youth and providing a loving and nurturing place for them to learn and grow. This building should not be used as shared space now or in the future so long as children are present. This beautiful school needs the support of the city and community it exists within.
581	I refer you to The New York Times Special Section "A Year Without Travel" published on Sunday, March 28, 2021. The biggest concern in Sedona is tourism and its impact on quality of life and degradation of the environment. This newspaper section discussed the impact of tourism on many communities. I specifically recommend the article, "When the Tourists Come Back to Hawaii." In particular, these comments: "At Hawaii's Department of Land and Natural Resources, staff members and leaders said they felt the pain of losing tourists and their money in 2020, but they also welcomed the pause to rethink how to run a state park. After successfully creating a reservation system at Haena State Park on Kauai and at Waianapanapa State Park on Maui, limiting parking spaces and making other changes at the parks, the department turned its attention to Diamond Head.... Curt Cottrell, an administrator for the Division of State Parks, said the department had raised prices for nonresidents and hoped to lower patronage into the park in order to make the experience of hiking more enjoyable. Mr. Cottrell added that making life easier for locals who live in the community was an important part of the process of reimagining the park and how tourists visit it." Now is the time for Sedona to take control of tourism.

582	I, along with many other community members, do NOT support the collective work space being in the place where the Waldorf School is currently operating. This directly affects MANY teachers and families in our Waldorf community. There are MANY other spaces for a collective work space that would not displace the children and the teachers of our very valuable community. I am 100% against the collective work space happening where our children, teachers and families count on being able to have a safe, creative space to thrive in.
583	Please stop the focus on tourism. We live here and can hardly venture out on weekends without long traffic delays. Move jeep tours to west sedona. Stop large developments that only encourage airbnb use. The change in character of the town is hard to comprehend. The town is always gridlocked now. Provide shuttle bus to trailheads and stop the parking on roadsides throughout the city and surrounding areas. Tourists are loving the city to death!!
585	Create central parking areas and have shuttle service to the major trailheads especially during peak seasons.
586	Control high season and manage visitor parking and information should finally be a priority.
587	I would like to see more "no parking " signs on city streets near trailheads, with stronger enforcement. I live near a trailhead and I'm tired of parking spilling out to my property and home, with people parking on vegetation. Law enforcement doesn't seem to care or do anything about it. I like what they're doing on back o beyond. I'd like to see more "no trailhead parking" signs on residential streets.
588	I love the new shared use path on Sanburn. I think it's going to be really nice for locals as well as those who come to visit. Regarding parking near trailheads: I'm concerned about how many vehicles I see parking on vegetation. Within a matter of a few weeks, a place where healthy vegetation was once able grow, new "shoulder parking" emerges. Once visitors see that an area has been parked in once or twice, it's pretty much impossible to prevent others from doing the same. I'd love it if something could be done to somehow protect these areas from being parked on before more of them are poached by out of town trail users.
592	Solving the traffic mess at the trailheads is the most important need.
593	I own multiple businesses in Sedona, and three of my children attend Running River. The shared working spaces that have been proposed for use in their current school building would impact us greatly as a family and business owners in the community.
594	no
595	1. Add a retractable cover to the swimming pool at the Posse Grounds to make the pool usable year round. This would also make it possible to offer year-round, instead of only seasonal, employment to lifeguards. 2. Instead of increasing the parking at trailheads, post no-parking signs on roadways, offer towing contracts to tow companies, and have illegally parked cars towed. It is not the responsibility of city residents to make trailheads more accessible for visitors.
596	Instead of adding more trailhead parking, close the trail head parking lots and provide shuttle service to trailheads, starting with hotels and lodging facilities. The city keeps planning new parking lots, which does nothing but allow more cars to collect in town and on 89A. Add shuttle service, financed with BBB revenue, Chamber of commerce funds, and hotel collaboration. Make the ride really pleasant, like the trolley, offer bike racks, and keep our roads unclogged, safe for everyone. Locals may need a sticker of some sort to access Oak Creek Canyon businesses. The way it is now, if there is a disaster, people will be trapped at trailheads, fire engines and ambulances will not be able to get through. Take a lesson from European destinations such as Chamonix and Austrian ski towns. Also I believe that short term rentals should be a BIG current priority. thanks for letting us comment.
597	Emphasis should be placed on members of the community. An example is Running River School and the use of the Admin Building on Brewer Road to expand their classroom space on a long term basis. This would serve both children and parents that are members of the Sedona Community
599	City needs to provide better local roads and community meeting places.

FUND SUMMARIES

All Funds

	General Fund	Streets Fund	Affordable Housing Fund	Grants & Donations Funds	Transportation Sales Tax Fund	Capital Improvements Fund	Development Impact Fees Funds	Art in Public Places Fund	Public Transit Fund	Wastewater Fund	Information Technology Fund	Totals
Revenues												
Ongoing Revenues	\$37,401,755	\$1,031,890	\$93,180	\$45,770	\$4,009,580	\$438,180	\$383,560	\$690	\$116,950	\$6,931,430	\$1,650,555	\$52,103,540
One-Time Revenues	\$171,400	\$0	\$0	\$1,399,870	\$0	\$400,000	\$160,460	\$0	\$985,410	\$307,456	\$72,365	\$3,496,961
Contingent Revenues	\$0	\$0	\$0	\$300,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$300,000
Total Revenues	\$37,573,155	\$1,031,890	\$93,180	\$1,745,640	\$4,009,580	\$838,180	\$544,020	\$690	\$1,102,360	\$7,238,886	\$1,722,920	\$55,900,501
Expenditures												
Ongoing Expenditures	\$20,832,909	\$2,008,310	\$557,030	\$24,750	\$115,800	\$0	\$0	\$0	\$872,990	\$5,107,205	\$1,926,804	\$31,445,798
One-Time Expenditures	\$604,280	\$70,000	\$0	\$166,350	\$0	\$0	\$0	\$0	\$18,000	\$340,300	\$123,365	\$16,322,295
Capital Improvement Projects	\$0	\$0	\$0	\$0	\$0	\$8,474,354	\$2,482,041	\$136,000	\$2,055,000	\$3,163,000	\$0	\$16,310,395
Debt Service	\$1,034,850	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$4,794,875	\$0	\$5,829,725
Equipment Replacement Reserve Contributions	(\$380,400)	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	(\$628,800)	(\$197,950)	(\$1,207,150)
Major Maintenance Reserve Contributions	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	(\$83,850)	\$0	(\$83,850)
Contingency	\$630,000	\$0	\$2,100,000	\$1,533,520	\$0	\$0	\$0	\$0	\$0	\$100,000	\$0	\$4,363,520
Total Expenditures	\$22,721,639	\$2,078,310	\$2,657,030	\$1,724,620	\$115,800	\$8,474,354	\$2,482,041	\$136,000	\$2,945,990	\$12,792,730	\$1,852,219	\$57,980,733
Net Revenues/Expenditures	\$14,851,516	(\$1,046,420)	(\$2,563,850)	\$21,020	\$3,893,780	(\$7,636,174)	(\$1,938,021)	(\$135,310)	(\$1,843,630)	(\$5,553,844)	(\$129,299)	(\$2,080,232)
Transfers and Other Financing Sources (Uses)												
Transfer from General Fund	\$0	\$0	\$500,000	\$0	\$0	\$2,500,000	\$200	\$0	\$0	\$3,300,000	\$48,970	\$6,349,170
Transfer from Transportation Sales Tax Fund	\$0	\$0	\$0	\$0	\$0	\$5,027,913	\$0	\$0	\$1,843,630	\$0	\$0	\$6,871,543
Transfer from Capital Improvements Fund	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$23,355	\$0	\$0	\$0	\$23,355
Transfer to Affordable Housing Fund	(\$500,000)	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	(\$500,000)
Transfer to Capital Improvements Fund	(\$2,500,000)	\$0	\$0	\$0	(\$5,027,913)	\$0	\$0	\$0	\$0	\$0	\$0	(\$7,527,913)
Transfer to Development Impact Fee Funds	(\$200)	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	(\$200)
Transfer to Art in Public Places Fund	\$0	\$0	\$0	\$0	\$0	(\$23,355)	\$0	\$0	\$0	\$0	\$0	(\$23,355)
Transfer to Public Transit Fund	\$0	\$0	\$0	\$0	(\$1,843,630)	\$0	\$0	\$0	\$0	\$0	\$0	(\$1,843,630)
Transfer to Wastewater Fund	(\$3,300,000)	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	(\$3,300,000)
Transfer to Information Technology Fund	(\$48,970)	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	(\$48,970)
Refunding Bonds Issued	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$9,000,000	\$0	\$9,000,000
Payment to Refunded Bond Escrow Agent	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	(\$9,000,000)	\$0	(\$9,000,000)
Net Transfers and Other Financing Sources (Uses)	(\$6,349,170)	\$0	\$500,000	\$0	(\$6,871,543)	\$7,504,558	\$200	\$23,355	\$1,843,630	\$3,300,000	\$48,970	\$0
Beginning Fund Balances	\$22,841,475	\$1,545,202	\$2,449,227	\$400,848	\$6,436,735	\$10,475,188	\$2,555,738	\$172,241	\$0	\$17,403,394	\$953,255	\$65,233,303
Ending Fund Balances												
Operating Reserve	\$6,449,764	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$1,791,135	\$0	\$8,240,899
Streets Fund Reserve	\$0	\$300,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$300,000
Restricted Capital Reserve	\$0	\$0	\$0	\$0	\$1,917,109	\$2,819,796	\$3,491,239	\$220,000	\$0	\$2,105,000	\$0	\$10,553,144
Equipment Replacement Reserve	\$1,330,325	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$1,464,727	\$560,222	\$3,355,274
Major Maintenance Reserve	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$147,286	\$0	\$147,286
FY19 Surplus to be Allocated	\$2,310,678	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$2,310,678
FY20 Surplus to be Allocated	\$3,485,643	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$3,485,643
Estimated FY21 Surplus to be Allocated	\$9,702,647	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$9,702,647
Parking Revenue Pledged to Uptown Improvement	\$453,056	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$453,056
Remaining Available Fund Balance	\$7,611,708	\$198,782	\$385,377	\$421,868	\$1,541,863	\$7,523,776	(\$2,873,322)	(\$159,714)	\$0	\$9,641,402	\$312,704	\$24,604,444
Total Ending Fund Balances	\$31,343,821	\$498,782	\$385,377	\$421,868	\$3,458,972	\$10,343,572	\$617,917	\$60,286	\$0	\$15,149,550	\$872,926	\$63,153,071

SUM - 1

SUMMARY OF OVERALL BUDGET CHANGES

All Funds

	Operating Budget	CIP Budget	Debt Refinancing Budget	Totals
Comparison to FY 2021				
FY 2021 Adopted Budget	\$36,108,407	\$15,105,877	\$0	\$51,214,284
<u>Significant Changes:</u>				
Potential refunding of Series 2012 Bonds (including debt issuance costs)	\$102,000		\$9,000,000	\$9,102,000
Increase in CIP budget		\$1,204,518		\$1,204,518
Contingency for American Relief Plan Act (ARPA) monies	\$1,233,520			\$1,233,520
Increase in Affordable Housing Fund	\$1,636,475			\$1,636,475
Resume PSPRS level funding of \$1M annually	\$328,263			\$328,263
One-time carryover of small grants	\$121,300			\$121,300
Reinstate support for Verde Lynx (paid by CARES Act in FY 2021)	\$224,000			\$224,000
Preliminary assumption for Chamber budget reduction	(\$716,060)			(\$716,060)
Preliminary assumption for Chamber contingency reduction	(\$214,440)			(\$214,440)
Increase in wages (combination of FY 2021 pay adjustments not budgeted and budgeted FY 2022 merit adjustments)	\$437,369			\$437,369
Increase in employee benefit costs	\$160,749			\$160,749
Increase in capital lease payments	\$173,067			\$173,067
Other miscellaneous changes	\$20,333			\$20,333
FY 2022 Base Budget	\$39,614,983	\$16,310,395	\$9,000,000	\$64,925,378
% Increase	10%	8%	∞	27%
Recommended Decision Packages	\$2,055,355			\$2,055,355
FY 2022 Proposed Budget	\$41,670,338	\$16,310,395	\$9,000,000	\$66,980,733
% Increase	15%	8%	∞	31%

Comparison to FY 2021 (Pre-COVID)

FY 2020 Adopted Budget	\$37,462,193	\$13,954,437	\$0	\$51,416,630
FY 2022 Base Budget	\$39,614,983	\$16,310,395	\$9,000,000	\$64,925,378
% Increase	6%	17%	∞	26%

INTER-FUND TRANSFERS

FY 2022 INTER-FUND TRANSFERS

Transfers Out	Transfers In							Totals
	Affordable Housing Fund	Capital Improvements Fund	Dev. Impact Fee Fund	Art in Public Places Fund	Public Transit Enterprise Fund	Wastewater Enterprise Fund	Info. Tech. Internal Service Fund	
General Fund	\$500,000	\$2,500,000	\$200	\$ -	\$ -	\$3,300,000	\$48,970	\$6,349,170
Transportation Sales Tax Fund	-	5,027,913	-	-	1,424,060	-	-	6,451,973
Capital Improvements Fund	-	-	-	23,355	-	-	-	23,355
Totals	\$500,000	\$7,527,913	\$200	\$23,355	\$1,424,060	\$3,300,000	\$48,970	\$12,824,498

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

- **Funding for Affordable Housing (ongoing)** – During the fiscal year 2018-19 budget process, Council directed staff to transfer \$100,000 annually to the Affordable Housing Fund from the General Fund. The intent was to create a linkage between increases in bed tax revenues partially attributable to short-term rental activity which is believed to have had an impact on the availability of affordable housing within the City. The annual transfer was increased to \$200,000 in the fiscal year 2020-21 budget, and now increased to \$500,000 for fiscal year 2021-22.
- **Funding for Capital Projects (ongoing)** – During the fiscal year 2018-19 budget process, Council directed staff to transfer \$1.5 million annually to the Capital Improvements Fund from the General Fund. The City relies on General Fund monies as a significant source for capital improvement project needs. The annual transfer was increased to \$2.0 million in the fiscal year 2020-21 budget, and now increased to \$2.5 million in for fiscal year 2021-22.
- **Funding for Sedona in Motion (SIM) projects (ongoing)** – A portion of the SIM capital improvement projects are funded with transportation sales tax monies. The fiscal year 2021-22 budget projects a transfer of \$5,027,913 from the Transportation Sales Tax Fund to the Capital Improvements Fund to cover those costs.
- **Development Impact Fee deficit (one-time)** – When the State Legislature made changes to the statutes regarding development impact fees, the general government fee was significantly impacted. Under the new legislation, no new general government development impact fees could be created, and any existing government development impact fees had to be reduced to cover any existing debt payments only. In addition, the general government fee could no longer be charged once the final bond payment was made. The deficit of \$200 is the result of a refund for a cancelled permit and must be covered by the General Fund.
- **1% for Arts (ongoing)** – Council policy requires 1% of all capital projects budgets to be designated for art in public places. A total of \$23,355 was budgeted in the Capital Improvements Program for transfer to the Art in Public Places Fund for this purpose.
- **Funding for Public Transit (ongoing)** – A portion of the public transit operating costs and capital improvement projects are funded with transportation sales tax monies. The fiscal year 2021-22 budget projects a transfer of \$354,470 for operating costs and \$1,069,590 for capital improvement costs from the Transportation Sales Tax Fund to the Public Transit Enterprise Fund.

INTER-FUND TRANSFERS

continued

- **Wastewater Subsidy (ongoing)** – The City Council approved an inter-fund transfer of \$3,300,000 of the city sales tax revenues as a subsidy to the Wastewater Enterprise Fund to help pay the debt service on debt the City has incurred for the original construction as well as upgrades to the capacity at the plant and extensions of the sewer lines.
- **Paid Parking Program (ongoing)** – The City Council has committed to the merchants in the Uptown area that the proceeds from the paid parking program, net of program costs, will be reinvested in the Uptown area. A portion of the program costs are reported in the Information Technology Internal Service Fund, a transfer of \$48,970 from the General Fund has been included to cover those costs with the paid parking revenues.

City Sales Tax Subsidy to Wastewater Enterprise Fund

Since the voters approved the construction of a sewer system in 1989, the City has subsidized the Wastewater Enterprise Fund with a portion of its city sales tax revenue. The subsidy has helped pay most of the debt service incurred for the original construction as well as upgrades to the capacity at the plant and extensions of the sewer lines. Since fiscal year 1988-89, the City has subsidized the Wastewater Enterprise Fund with over \$129 million of city sales taxes.

Since FY 1989, the Wastewater Enterprise Fund has been subsidized with over \$129 million of city sales taxes.

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

A new rate study is in process that plans to continue the gradual reduction of the subsidy until fully eliminated once the Wastewater Fund debt is paid off. The future subsidies proposed in the rate study are as follows:

PROPOSED CITY SALES TAX SUBSIDIES

Fiscal Year	Subsidy
FY 2022-23	\$3,200,000
FY 2023-24	\$3,100,000
FY 2024-25	\$3,000,000
FY 2025-26	\$2,900,000
FY 2026-27	\$0

POSITION LIST/FULL-TIME EQUIVALENTS

Department/Authorized Position	FY 2019-20	FY 2020-21	FY 2021-22	Change from FY 2020-21
City Council				
Mayor (GF)	1.00	1.00	1.00	-
Vice-Mayor (GF)	1.00	1.00	1.00	-
City Councillors (GF)	5.00	5.00	5.00	-
City Council Total	7.00	7.00	7.00	-
City Manager's Office				
City Manager (GF)	1.00	1.00	1.00	-
Deputy City Manager (GF)	-	-	1.00	1.00
Assistant City Manager/Director of CommDev (GF)	0.40	0.40	-	(0.40)
Communications & Public Affairs Manager (GF)	1.00	1.00	1.00	-
Sustainability Manager (GF)	-	-	1.00	1.00
Assistant to the City Manager (GF)	-	-	1.00	1.00
Management Analyst (GF)	1.00	1.00	-	(1.00)
Arts and Culture Coordinator (GF)	0.75	0.75	1.00	0.25
Citizens Engagement Coordinator (GF)	0.88	-	-	-
Public Relations Coordinator (GF)	-	1.00	1.00	-
Sustainability Coordinator (GF)	1.00	1.00	1.00	-
Executive Assistant (GF)	-	-	1.00	1.00
Administrative Assistant (GF)	1.00	1.00	-	(1.00)
City Manager's Office Total	7.03	7.15	9.00	1.85
Human Resources				
Human Resource Manager (GF)	1.00	1.00	1.00	-
Human Resource Specialist (GF)	1.00	1.00	1.00	-
Human Resources Total	2.00	2.00	2.00	-
Financial Services				
Director of Financial Services (GF)	1.00	1.00	1.00	-
Assistant Financial Services Director (GF)	-	-	1.00	1.00
Budget & Accounting Supervisor (GF)	2.00	1.00	-	(1.00)
Procurement Officer (GF)	-	-	1.00	1.00
Accountant (GF)	-	1.00	1.00	-
Revenue Supervisor (GF)	-	1.00	1.00	-
Lead Accounting Technician (GF)	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	1.00	0.27
Financial Services Total	8.73	8.73	10.00	1.27

POSITION LIST/FULL-TIME EQUIVALENTS

Department/Authorized Position	FY 2019-20	FY 2020-21	FY 2021-22	Change from FY 2020-21
Information Technology				
Information Technology Manager (ITF)	1.00	1.00	1.00	-
GIS Analyst (ITF)	1.00	1.00	1.00	-
Network Engineer (ITF)	1.00	1.00	1.00	-
System Administrator (ITF)	1.00	1.00	1.00	-
IT Support/Help Desk Technician (ITF)	1.00	1.00	1.00	-
Information Technology Total	5.00	5.00	5.00	-
City Attorney's Office				
City Attorney (GF)	1.00	1.00	1.00	-
Assistant City Attorney (GF)	2.00	2.00	1.50	(0.50)
Legal Assistant (GF)	1.00	1.00	1.00	-
Temporary City Employee (GF)	0.04	0.04	0.04	-
City Attorney's Office Total	4.04	4.04	3.54	(0.50)
City Clerk's Office				
City Clerk (GF)	1.00	1.00	1.00	-
Deputy Clerk (GF)	1.00	1.00	1.00	-
Records Clerk (GF)	0.88	0.88	0.88	-
City Clerk's Office Total	2.88	2.88	2.88	-
Parks & Recreation				
Parks and Recreation Manager (GF)	1.00	1.00	1.00	-
Recreation & Aquatics Supervisor (GF)	1.00	1.00	1.00	-
Recreation Coordinator II (GF)	1.00	1.00	1.00	-
Administrative & Recreation Assistant (GF)	1.00	1.00	1.00	-
Recreation Assistant (GF)	0.13	0.13	0.13	-
Pool Manager (GF)	0.57	0.33	0.33	-
Pool Assistant Manager (GF)	0.03	0.03	0.45	0.42
Lifeguard Instructor (GF)	1.43	1.43	1.43	-
Lifeguard (GF)	2.11	2.21	1.09	(1.12)
Water Exercise Instructor (GF)	0.19	0.19	0.19	-
Scorekeeper/Umpires/Referees (GF)	0.24	0.24	0.29	0.05
Parks & Recreation Total	8.70	8.56	7.91	(0.65)

POSITION LIST/FULL-TIME EQUIVALENTS

Department/Authorized Position	FY 2019-20	FY 2020-21	FY 2021-22	Change from FY 2020-21
Community Development				
Assistant City Manager/Director of CommDev (GF)	0.60	0.60	-	(0.60)
Director of Community Development (GF)	-	-	1.00	1.00
Assistant Community Development Director (GF)	1.00	1.00	-	(1.00)
Housing Manager (AHF)	-	1.00	1.00	-
Transit Manager (GF)	1.00	-	-	-
Chief Building Official (GF)	1.00	1.00	1.00	-
Planning Manager (GF)	-	-	1.00	1.00
Principal Planner (GF)	-	-	1.00	1.00
Senior Planner (GF)	3.00	3.00	1.00	(2.00)
Associate Planner (GF)	1.00	1.00	1.00	-
Plans Examiner II (GF)	-	-	1.00	1.00
Building Inspector II (GF)	-	-	1.00	1.00
Senior Code Enforcement Officer (GF)	1.00	1.00	1.00	-
Building Inspector (GF)	1.00	1.00	-	(1.00)
Building Permits Technician (GF)	2.00	2.00	2.00	-
Code Enforcement Officer (GF)	1.00	1.00	1.00	-
Administrative Assistant (GF)	1.00	1.00	1.00	-
Temporary City Employee (GF)	0.24	0.24	0.48	0.24
Community Development Total	13.84	13.84	14.48	0.64

POSITION LIST/FULL-TIME EQUIVALENTS

Department/Authorized Position	FY 2019-20	FY 2020-21	FY 2021-22	Change from FY 2020-21
Public Works				
Director of Public Works/City Engineer (GF)	0.93	0.93	0.88	(0.05)
Director of Public Works/City Engineer (WWF)	0.07	0.07	0.07	-
Director of Public Works/City Engineer (SF)	-	-	0.05	0.05
Assistant Director of Public Works (GF)	-	-	0.75	0.75
Assistant Director of Public Works (SF)	-	-	0.25	0.25
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	2.00	0.03
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	-
City Maintenance Supervisor (GF)	0.91	0.91	0.76	(0.15)
City Maintenance Supervisor (WWF)	0.09	0.09	0.09	-
City Maintenance Supervisor (SF)	-	-	0.15	0.15
Facilities/Administrative Manager (GF)	0.81	0.81	0.78	(0.03)
Facilities/Administrative Manager (WWF)	0.19	0.19	0.19	-
Facilities/Administrative Manager (SF)	-	-	0.03	0.03
Right-of-Way Supervisor (GF)	0.94	0.94	0.36	(0.58)
Right-of-Way Supervisor (WWF)	0.06	0.06	0.06	-
Right-of-Way Supervisor (SF)	-	-	0.58	0.58
Assistant Project Manager (GF)	-	-	1.00	1.00
Right-of-Way Specialist (GF)	0.94	0.94	0.24	(0.70)
Right-of-Way Specialist (WWF)	0.06	0.06	0.06	-
Right-of-Way Specialist (SF)	-	-	0.70	0.70
Bike Park Maintenance Worker (GF)	0.25	0.25	0.25	-
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	3.08	(0.84)
City Maintenance Worker II (WWF)	0.08	0.08	0.20	0.12
City Maintenance Worker II (SF)	-	-	0.72	0.72
Facilities Maintenance Manager (GF)	0.97	0.97	0.78	(0.19)
Facilities Maintenance Manager (WWF)	0.03	0.03	0.19	0.16
Facilities Maintenance Manager (SF)	-	-	0.03	0.03
Administrative Assistant (GF)	0.60	0.60	0.91	0.31
Administrative Assistant (SF)	-	-	0.09	0.09
City Maintenance Worker I (GF)	3.75	3.75	4.14	0.39
City Maintenance Worker I (WWF)	0.25	0.25	0.13	(0.12)
City Maintenance Worker I (SF)	-	-	0.73	0.73
Custodial Maintenance Worker (GF)	2.00	2.00	2.00	-
Facilities Maintenance Worker (GF)	-	-	1.00	1.00
Traffic Control Assistant II (GF)	-	-	1.00	1.00
Traffic Control Assistant (GF)	2.60	2.60	2.60	-
Public Works Total	29.45	29.45	33.85	4.40

POSITION LIST/FULL-TIME EQUIVALENTS

Department/Authorized Position	FY 2019-20	FY 2020-21	FY 2021-22	Change from FY 2020-21
Economic Development				
Economic Development Director (GF)	1.00	1.00	1.00	-
Economic Development Total	1.00	1.00	1.00	-
Police				
Police Chief (GF)	1.00	1.00	1.00	-
Deputy Police Chief	-	-	1.00	1.00
Police Commander (GF)	2.00	2.00	-	(2.00)
Police Lieutenant (GF)	-	-	1.00	1.00
Police Sergeant (GF)	5.00	5.00	6.00	1.00
Police Detective (GF)	2.00	2.00	2.00	-
Police Officer (GF)	17.00	17.00	18.00	1.00
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	2.00	1.00
Executive Assistant (GF)	1.00	1.00	1.00	-
Police Records Clerk II (GF)	1.00	1.00	1.00	-
Police Records Technician II (GF)	1.00	1.00	1.00	-
Property & Evidence Technician (GF)	0.73	0.73	0.73	-
Support Services Technician (GF)	1.00	1.00	1.00	-
Community Service Aides (GF)	2.90	2.90	2.90	-
Police Total	43.63	43.63	46.63	3.00
Municipal Court				
Magistrate Judge (GF)	0.60	1.00	1.00	-
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)	-	0.43	0.43	-
Municipal Court Total	4.65	5.48	5.48	-
Public Transit				
Transit Administrator (PTF)	-	1.00	1.00	-
Public Transit Total	-	1.00	1.00	-

POSITION LIST/FULL-TIME EQUIVALENTS

Department/Authorized Position	FY 2019-20	FY 2020-21	FY 2021-22	Change from FY 2020-21
Wastewater				
Director of Wastewater (WWF)	-	1.00	1.00	-
Wastewater Manager (WWF)	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	-
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	1.00	-
Collector Operator II (WWF)	1.00	1.00	1.00	-
WW Plant Operator II (WWF)	1.00	1.00	1.00	-
Collector Operator I (WWF)	1.00	1.00	1.00	-
CCTV Van Operator (WWF)	1.00	1.00	1.00	-
Administrative Assistant (WWF)	1.00	1.00	1.00	-
Wastewater Total	13.00	13.00	13.00	-
City-Wide Totals				
General Fund	129.19	129.00	135.65	6.65
Streets Fund	-	-	3.33	3.33
Affordable Housing Fund	-	1.00	1.00	-
Transportation Sales Tax Fund	1.00	1.00	1.00	-
Public Transit Fund	-	1.00	1.00	-
Wastewater Fund	15.76	15.76	15.79	0.03
Information Technology Fund	5.00	5.00	5.00	-
Total City Full-Time Equivalents	150.95	152.76	162.77	10.01

(AHF) = Affordable Housing Fund
 (GF) = General Fund
 (ITF) = Information Technology Internal Service Fund
 (PT) = Public Transit Fund
 (SF) = Streets Fund
 (TSTF) = Transportation Sales Tax Fund
 (WWF) = Wastewater Enterprise Fund

City of Sedona
FY 2021-22 Proposed Budget
Summary of Carryover Requests

Department	Program	Description	Status	Amount
General Fund				
City Manager's Office	Sustainability	Renewable Site Analysis and Contract Review	Not Started	\$ 10,000
City Manager's Office	Sustainability	Electric Vehicle Charging Infrastructure	Not Started	38,000
General Services	Administration	Small Grants Balance from FY 2021	Held due to COVID-19	121,300
General Fund Total				\$ 169,300
Wastewater Enterprise Fund				
Wastewater	Plant Operations	Injection Well 1 Pull Pipe to Back Flush	Not Started	\$ 30,000
Wastewater	Plant Operations	WIMS Training & Development	Not Started	5,000
Wastewater	Collections	Northview Generator Replacement Install	Not Started	25,000
Wastewater	Lab	CEC Suite & PFAS Tests	Not Started	8,000
Wastewater	Lab	Lab Fume Hood Motor Replacement & Relocation	Not Started	12,000
Wastewater Enterprise Fund Total				\$ 80,000
Information Technology Internal Service Fund				
Information Technology	Information Technology Services	Wireless Network Upgrade	Not Started	\$ 30,000
Information Technology Internal Service Fund Total				\$ 30,000
Grand Total				\$ 279,300

City of Sedona
 FY 2021-22 Requested Budget
 Summary of Decision Package Requests

Personnel Requests

Department	Description	Priority	One-Time Costs	Ongoing Costs	Total Request	CM Recommendation	One-Time	Ongoing	Total Recommended	CBWG Recommendation
General Fund										
City Manager's Office	New Sustainability Manager Position	High	\$ 2,600	\$ 122,760	\$ 125,360	Recommended	\$ 2,600	\$ 122,760	\$ 125,360	No (6-2)
City Manager's Office	Community Compost Initiatives	Medium	-	16,000	16,000	Recommended	-	16,000	16,000	No, but support add service contract to support existing nonprofit (7-1)
City Manager's Office	Energy Retrofit & Rebate Program	High	-	140,000	140,000	Recommended at reduced amount	-	90,000	90,000	No (7-1)
City Manager's Office	Sustainability Professional Services	High	-	40,000	40,000	Recommended	-	40,000	40,000	No (8-0)
City Manager's Office	Municipal Sustainability Plan Projects	Medium	-	50,000	50,000	Recommended	-	50,000	50,000	No (8-0)
City Manager's Office	Sustainability Training	Medium	-	10,000	10,000	Not recommended at this time	-	-	-	Support if amount reduced for position not added (5-3)
City Manager's Office	Arts & Culture Coordinator	Medium	-	30,028	30,028	Recommended only for full-time increment portion at this time	-	20,720	20,720	No (7-1)
Human Resources	Salary Study	High	25,000	-	25,000	Recommended	25,000	-	25,000	Yes (7-1)
Financial Services	Financial Services Department Reorganization	High	5,000	188,600	193,600	Recommended	5,000	188,600	193,600	Yes (6-2)
Financial Services	Investment Advisory & Consulting Services	Medium	40,000	50,000	90,000	Not recommended at this time	-	-	-	No (8-0)
Financial Services	Internal Control Audit	Low	35,000	-	35,000	Not recommended at this time	-	-	-	No (7-1)
Parks & Recreation	Recreation Coordinator	Medium	3,000	74,950	77,950	Not recommended at this time	-	-	-	No (8-0)
Community Development	Building Safety Reorganization	High	-	109,400	109,400	Recommended	-	109,400	109,400	Yes (6-2)
Community Development	Sedona Community Plan Update	High	66,570	-	66,570	Recommended	66,570	-	66,570	Yes (5-3)
Public Works	New City Maintenance Worker	Medium	2,300	70,900	73,200	Recommended	2,300	70,900	73,200	Yes (5-3)
Public Works	Curbside Yard Waste Collection	Medium	-	71,000	71,000	Recommended	-	71,000	71,000	Yes (5-3)
Public Works	Full-time Traffic Control Assistant II	High	2,300	70,670	72,970	Recommended	2,300	70,670	72,970	No (5-3)
Public Works	Custodial Maintenance Worker	Medium	2,300	70,750	73,050	Not recommended at this time	-	-	-	No (7-1)
Public Works	Facilities Maintenance Worker	High	2,300	70,960	73,260	Recommended	2,300	70,960	73,260	No (7-1)
Public Works	Assistant Project Manager	High	3,800	93,320	97,120	Recommended	3,800	93,320	97,120	No (7-1)
Public Works	Trailer Boom Lift	High	30,000	300	30,300	Recommended, adjusted for estimated \$10,000 savings	30,000	(9,700)	20,300	Yes (5-3)
Public Works	Video Cameras	High	25,000	-	25,000	Recommended	25,000	-	25,000	Yes (6-2)
Economic Development	Economic Development Specialist	High	-	115,320	115,320	Not recommended at this time	-	-	-	No (8-0)
Police	PD Capacity Building & Succession Planning	High	53,200	338,385	391,585	Recommended	53,200	338,385	391,585	Support if amount reduced (8-0)
Police	Property & Evidence Inspection/Audit	High	11,500	-	11,500	Not recommended at this time	-	-	-	Yes (6-2)
General Fund Total			\$ 309,870	\$ 1,733,343	\$ 2,043,213		\$ 218,070	\$ 1,343,015	\$ 1,561,085	
Affordable Housing Fund										
Community Development	Affordable Housing Options	High	\$ -	\$ 400,000	\$ 400,000	Recommended - offset with contingency	\$ -	\$ -	\$ -	No (8-0) - need more info, use volunteers
Affordable Housing Fund Total			\$ -	\$ 400,000	\$ 400,000		\$ -	\$ -	\$ -	
Grants & Donations Funds										
Police	DUI Enforcement	High	\$ 7,500	\$ -	\$ 7,500	Recommended	\$ 7,500	\$ -	\$ 7,500	Yes (7-1)
Police	Police Drone Program	Medium	20,000	-	20,000	Recommended	20,000	-	20,000	Yes (7-1)
Grants & Donations Funds Total			\$ 27,500	\$ -	\$ 27,500		\$ 27,500	\$ -	\$ 27,500	
Public Transit Fund										
Transit	Trailhead Shuttle/Microtransit Project	High	\$ 18,000	\$ 448,770	\$ 466,770	Recommended	\$ 18,000	\$ 448,770	\$ 466,770	No (5-3)
Public Transit Fund Total			\$ 18,000	\$ 448,770	\$ 466,770		\$ 18,000	\$ 448,770	\$ 466,770	
Grand Total			\$ 355,370	\$ 2,582,113	\$ 2,937,483		\$ 263,570	\$ 1,791,785	\$ 2,055,355	

INTERNAL CHARGES

The fiscal year 2021-22 budget includes a cost category labeled internal charges. These costs may include:

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

Indirect Cost Allocations

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

SUMMARY OF INTERNAL SERVICE ALLOCATION METHODS

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

INTERNAL CHARGES

continued

Indirect Cost Allocations (cont'd)

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

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

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

SUMMARY OF INDIRECT COST ALLOCATIONS BY BENEFITTING DEPARTMENT

Benefitting Department	Allocating Department								
	City Manager's Office	Human Resources	Financial Services	Information Technology	City Attorney's Office	City Clerk's Office	General Services	Public Works	Totals
City Council	\$ -	\$ -	\$ 7,760	\$ 57,140	\$ 68,940	\$ -	\$ 1,880	\$ 4,370	\$ 140,090
City Manager's Office	(854,230)	25,200	87,490	71,940	30,260	1,420	19,300	34,310	(584,310)
Human Resources	10,260	(473,940)	18,630	40,350	43,220	4,260	3,040	7,530	(346,650)
Financial Services	46,170	27,640	(1,600,960)	139,490	32,440	4,260	16,480	32,870	(1,301,610)
Information Technology	25,640	15,810	71,290	-	-	140	12,970	24,180	150,030
City Attorney's Office	20,900	11,510	36,190	34,950	(539,060)	1,420	8,590	22,520	(402,980)
City Clerk's Office	15,610	9,290	17,340	48,050	21,610	(237,280)	3,660	40,860	(80,860)
Parks & Recreation	149,640	26,470	65,070	46,630	-	1,970	9,900	18,140	317,820
General Services	-	-	3,450	3,500	-	-	(425,350)	-	(418,400)
Community Development	75,090	44,300	115,100	193,120	142,860	141,960	21,360	72,510	806,300
Public Works	167,650	99,190	340,340	173,910	115,800	68,330	144,640	(571,290)	538,570
Economic Development	5,360	3,350	20,020	6,670	-	-	3,090	5,510	44,000
Police	236,000	145,990	297,710	741,420	37,970	10,360	93,580	218,580	1,781,610
Municipal Court	32,180	18,340	31,210	20,640	-	-	6,650	58,820	167,840
Public Transit	-	3,350	35,510	4,190	-	-	6,400	4,050	53,500
Wastewater	69,730	43,500	453,850	133,060	45,960	3,160	73,810	27,040	933,960
Totals	\$ -	\$ -	\$ -	\$ 1,715,060	\$ -	\$ -	\$ -	\$ -	\$ 1,715,060

INTERNAL CHARGES

continued

Equipment Replacement Reserves and Major Maintenance Reserve

In response to the COVID-19 financial crisis, the fiscal year 2020-21 budget suspended the set-asides for equipment replacement reserves and a wastewater major maintenance reserve. These set-asides have been reinstated in the fiscal year 2021-22 budget.

These reserves are intended to aid with better budget planning for replacement of the City's equipment, including vehicles, operational equipment, and information technology items such as computers, monitors, servers, etc., as well as significant maintenance of wastewater utility equipment and systems.

The equipment replacement reserves are funded with an allocation of the replacement costs of equipment over the expected useful lives, and the wastewater major maintenance reserve is funded with an annualized allocation of the estimated significant maintenance costs.

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

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

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

The set-asides for equipment replacement and wastewater major maintenance reserves have been reinstated for fiscal year 2021-22.

INTERNAL CHARGES

continued

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

The following is a summary of the reserve allocations:

SUMMARY OF RESERVE ALLOCATIONS

Department	Equipment Replacement Reserves	Wastewater Major Maintenance Reserve
City Council	\$ 2,500	\$ -
Information Technology	197,950	-
General Services	4,050	-
Community Development	8,050	-
Public Works	109,950	-
Police	255,850	-
Wastewater	628,800	83,850
Totals	\$1,207,150	\$83,850



FUND SUMMARIES

continued

General Fund

	FY2022 Budget	FY2021 Budget	FY2022 Incr. over FY2021 Budget	FY2021 Est. Actuals	FY2022 Incr. over FY2021 Est.	FY2021 Est. over/ (under) budget	FY2020 Actuals	FY2019 Actuals	FY2018 Actuals
Ongoing Revenues									
City Sales Taxes	\$23,985,700	\$15,011,000	60%	\$22,528,700	6%	\$7,517,700	\$17,315,576	\$18,419,630	\$17,341,799
Bed Taxes	\$7,029,300	\$3,199,900	120%	\$6,448,900	9%	\$3,249,000	\$4,160,184	\$4,788,239	\$4,431,680
In Lieu Fees	\$525,200	\$498,000	5%	\$512,800	2%	\$14,800	\$502,647	\$486,937	\$474,385
Franchise Fees	\$851,800	\$849,600	0%	\$838,500	2%	(\$11,100)	\$809,674	\$810,916	\$822,122
State Shared Sales Taxes	\$1,163,600	\$985,600	18%	\$1,163,300	0%	\$177,700	\$1,067,529	\$1,039,635	\$998,202
Urban Revenue Sharing	\$1,349,000	\$1,375,800	-2%	\$1,477,600	-9%	\$101,800	\$1,336,465	\$1,251,688	\$1,287,767
Vehicle License Taxes	\$775,900	\$627,900	24%	\$790,100	-2%	\$162,200	\$664,581	\$662,935	\$642,895
Other Intergovernmental	\$50,810	\$23,690	114%	\$53,750	-5%	\$30,060	\$20,464	\$15,920	\$42,745
Licenses and Permits	\$334,275	\$490,150	-32%	\$319,475	5%	(\$170,675)	\$313,929	\$381,501	\$456,278
Charges for Services	\$846,610	\$759,480	11%	\$565,837	50%	(\$193,643)	\$635,598	\$871,444	\$702,604
Fines and Forfeitures	\$208,300	\$208,960	0%	\$182,050	14%	(\$26,910)	\$181,052	\$214,738	\$246,165
Other Revenues	\$281,260	\$135,030	108%	\$239,628	17%	\$104,598	\$318,925	\$413,322	\$62,064
Total Ongoing Revenues	\$37,401,755	\$24,165,110	55%	\$35,120,640	6%	\$10,955,530	\$27,326,624	\$29,356,905	\$27,508,706
Ongoing Expenditures									
General Government	\$6,035,925	\$5,554,534	9%	\$4,958,914	22%	\$595,620	\$5,163,818	\$4,874,077	\$5,073,458
Public Safety	\$6,993,328	\$5,647,941	24%	\$5,484,904	28%	\$163,037	\$5,901,895	\$5,630,373	\$5,024,387
Public Works & Streets	\$2,050,190	\$2,368,906	-13%	\$2,160,763	-5%	\$208,143	\$1,998,500	\$1,998,140	\$1,952,465
Culture & Recreation	\$2,130,786	\$1,987,050	7%	\$1,764,294	21%	\$222,756	\$1,771,681	\$1,799,461	\$1,771,086
Economic Development	\$2,032,870	\$2,739,767	-26%	\$2,652,520	-23%	\$87,247	\$2,562,714	\$2,364,731	\$2,334,456
Health & Welfare	\$1,050,200	\$592,300	77%	\$602,790	74%	(\$10,490)	\$548,885	\$471,415	\$251,997
Public Transportation	\$60,900	\$51,550	18%	\$60,000	2%	(\$8,450)	\$192,544	\$202,363	\$188,604
Indirect Cost Allocations	\$478,710	\$672,510	-29%	\$733,890	-35%	(\$61,380)	\$603,500	\$667,814	\$808,898
Contingencies	\$630,000	\$844,440	-25%	\$0	∞	\$844,440	\$0	\$0	\$0
Total Ongoing Expenditures	\$21,462,909	\$20,458,998	5%	\$18,418,075	17%	\$2,040,923	\$18,743,537	\$18,008,374	\$17,405,351
Net Ongoing	\$15,938,846	\$3,706,112	330%	\$16,702,565	-5%	\$8,914,607	\$8,583,087	\$11,348,531	\$10,103,355
Other									
One-Time Revenues:									
Intergovernmental	\$6,300	\$0	∞	\$19,000	-67%	\$19,000	\$0	\$0	\$8,655
Other Revenues	\$165,100	\$159,000	4%	\$167,556	-1%	\$8,556	\$148,013	\$10,395	\$84,108

FUND SUMMARIES
continued

General Fund

	FY2022 Budget	FY2021 Budget	FY2022 Incr. over FY2021 Budget	FY2021 Est. Actuals	FY2022 Incr. over FY2021 Est.	FY2021 Est. over/ (under) budget	FY2020 Actuals	FY2019 Actuals	FY2018 Actuals
One-Time Expenditures:									
General Government	(\$322,670)	(\$147,450)	119%	(\$108,512)	197%	\$38,938	(\$213,573)	(\$222,032)	(\$194,438)
Public Safety	(\$54,100)	(\$25,400)	113%	(\$3,605)	1401%	\$21,795	(\$5,896)	(\$198,238)	(\$203,767)
Public Works & Streets	(\$1,500)	(\$40,000)	-96%	(\$32,000)	-95%	\$8,000	(\$69,161)	(\$35,784)	(\$107,370)
Culture & Recreation	(\$115,400)	(\$104,400)	11%	(\$82,390)	40%	\$22,010	(\$116,454)	(\$147,233)	(\$24,861)
Economic Development	(\$30,000)	\$0	∞	\$0	∞	\$0	(\$9,000)	\$0	\$0
Health & Welfare	(\$48,000)	(\$65,000)	-26%	(\$17,000)	182%	\$48,000	(\$38,555)	\$0	\$0
Debt Service	(\$1,034,850)	(\$1,034,560)	0%	(\$1,034,310)	0%	\$250	(\$1,034,470)	(\$1,415,875)	(\$1,443,622)
Net One-Time Revenues/Expenditures	(\$1,435,120)	(\$1,257,810)	14%	(\$1,091,261)	32%	\$166,549	(\$1,339,096)	(\$2,008,767)	(\$1,881,295)
Transfers:									
Transfer from Grants & Donations Funds	\$0	\$0	N/A	\$0	N/A	\$0	\$1,205,549	\$0	\$0
Transfer to Streets Fund	\$0	(\$272,840)	-100%	(\$272,840)	-100%	\$0	(\$190,760)	(\$253,200)	(\$35,389)
Transfer to Affordable Housing Fund	(\$500,000)	(\$200,000)	150%	(\$200,000)	150%	\$0	(1,100,000)	(100,000)	\$0
Transfer to Grants & Donations Funds	\$0	\$0	N/A	\$0	N/A	\$0	\$0	(\$1,000)	\$0
Transfer to Capital Improvements Fund	(\$2,500,000)	(\$2,165,000)	15%	(\$2,063,600)	21%	\$101,400	(\$2,902,067)	(\$1,862,666)	(\$5,412,787)
Transfer to Development Impact Fee Funds	(\$200)	\$0	∞	\$0	∞	\$0	(\$27,964)	\$0	\$0
Transfer to Wastewater Fund	(\$3,300,000)	(\$3,400,000)	-3%	(\$3,400,000)	-3%	\$0	(\$3,447,000)	(\$4,599,709)	(\$4,351,138)
Transfer to Information Technology Fund	(\$48,970)	\$0	∞	(\$46,420)	5%	(\$46,420)	(\$27,520)	\$0	\$0
Net Transfers	(\$6,349,170)	(\$6,037,840)	5%	(\$5,982,860)	6%	\$54,980	(\$6,489,762)	(\$6,816,575)	(\$9,799,314)
Beginning Fund Balance	\$22,841,475	\$11,696,653	95%	\$13,245,531	72%	\$1,548,878	\$12,129,554	\$9,235,819	\$10,524,998
Equipment Replacement Reserve									
Reserve Contributions	\$380,400	\$0	∞	\$0	∞	\$0	\$361,748	\$370,546	\$288,075
Equipment Purchases	(\$32,610)	(\$32,500)	0%	(\$32,500)	0%	\$0	-	-	\$0
Net Contribution to Equipment Replacement Reserve	347,790	(\$32,500)	-1170%	(\$32,500)	-1170%	\$0	\$361,748	\$370,546	\$288,075

FUND SUMMARIES
continued

General Fund

	FY2022 Budget	FY2021 Budget	FY2022 Incr. over FY2021 Budget	FY2021 Est. Actuals	FY2022 Incr. over FY2021 Est.	FY2021 Est. over/ (under) budget	FY2020 Actuals	FY2019 Actuals	FY2018 Actuals
Ending Fund Balances									
Operating Reserve*	\$6,449,764	\$6,118,351	5%	\$6,118,351	5%	\$0	\$6,187,349	\$6,099,611	\$5,869,181
Debt Service Reserve**	\$0	\$0	N/A	\$0	N/A	\$0	\$0	\$300,000	\$800,000
Equipment Replacement Reserve	\$1,330,325	\$983,967	35%	\$982,535	35%	(\$1,432)	\$1,015,035	\$658,622	\$288,075
FY18 Bed Tax Pledged to SIM Projects	\$0	\$0	N/A	\$0	N/A	\$0	\$0	\$0	\$261,671
FY18 Bed Tax Pledged to Tourism Mgmt	\$0	\$0	N/A	\$0	N/A	\$0	\$0	\$11,275	\$11,275
FY19 Bed Tax Pledged to Affordable Housing	\$0	\$0	N/A	\$0	N/A	\$0	\$0	\$457,131	\$0
FY18 Surplus to be Allocated	\$0	\$0	N/A	\$0	N/A	\$0	\$0	\$1,045,917	\$1,045,917
FY19 Surplus to be Allocated	\$2,310,678	\$0	∞	\$2,310,678	0%	\$2,310,678	\$2,310,678	\$2,310,678	\$0
FY20 Surplus to be Allocated	\$3,485,643	\$0	∞	\$3,485,643	0%	\$3,485,643	\$3,485,643	\$0	\$0
FY21 Estimated Surplus to be Allocated	\$9,702,647	\$0	∞	\$9,702,647	0%	\$9,702,647	\$0	\$0	\$0
Prepaid Balance	\$0	\$0	N/A	\$0	N/A	\$0	\$29,826	\$11,683	\$15,601
Parking Revenues Pledged to Uptown Improvements	\$453,056	\$0	∞	\$72,321	526%	\$72,321	\$0	\$826,127	\$480,699
Budget Carryovers	\$0	\$0	N/A	\$169,300	-100%	\$169,300	\$217,000	\$408,510	\$463,400
Remaining Available Fund Balance	\$7,611,708	\$972,297	683%	\$0	∞	(\$972,297)	\$0	\$0	\$0
Total Ending Fund Balances	\$31,343,821	\$8,074,615	288%	\$22,841,475	37%	\$14,766,860	\$13,245,531	\$12,129,554	\$9,235,819

* Operating reserve is 30% of operating expenditures.

** Prior reserve was to account for increases until ongoing debt service levels of \$1 million were reached.

FUND SUMMARIES
continued

Streets Fund

	FY2022 Budget	FY2021 Budget	FY2022 Incr. over FY2021 Budget	FY2021 Est. Actuals	FY2022 Incr. over FY2021 Est.	FY2021 Est. over/ (under) budget	FY2020 Actuals	FY2019 Actuals	FY2018 Actuals
Ongoing Revenues									
Intergovernmental	\$1,024,000	\$919,200	11%	\$1,064,400	-4%	\$145,200	\$922,699	\$965,039	\$919,182
Other Revenues	\$7,890	\$13,860	-43%	\$18,320	-57%	\$4,460	\$33,985	\$32,773	\$2,473
Total Ongoing Revenues	\$1,031,890	\$933,060	11%	\$1,082,720	-5%	\$149,660	\$956,684	\$997,812	\$921,655
Ongoing Expenditures									
Streets Rehabilitation/Pavement Preservation	\$1,150,000	\$1,150,000	0%	\$920,000	25%	\$230,000	\$872,776	\$980,840	\$1,133,528
Other Streets Maintenance	\$492,160	\$0	∞	\$0	∞	\$0	\$0	\$0	\$0
Storm Clean-Up	\$62,970	\$0	∞	\$0	∞	\$0	\$0	\$0	\$0
Traffic Control	\$220,290	\$0	∞	\$95,000	132%	(\$95,000)	\$0	\$0	\$0
Internal Charges	\$82,890	\$55,980	48%	\$52,100	59%	\$3,880	\$51,880	\$51,726	\$47,972
Total Ongoing Expenditures	\$2,008,310	\$1,205,980	67%	\$1,067,100	88%	\$138,880	\$924,656	\$1,032,566	\$1,181,500
Net Ongoing	(\$976,420)	(\$272,920)	258%	\$15,620	-6351%	\$142,760	\$32,028	(\$34,754)	(\$259,845)
Other									
One-Time Revenues:									
Intergovernmental	\$0	\$0	N/A	\$0	N/A	\$0	\$231,444	\$34,266	\$39,096
Other	\$0	\$0	N/A	\$0	N/A	\$0	\$57	\$0	\$0
One-Time Expenditures:									
Other Streets Maintenance	(\$70,000)	\$0	∞	\$0	∞	\$0	\$0	\$0	\$0
Net One-Time Revenues/Expenditures	(\$70,000)	\$0	∞	\$0	∞	\$0	\$231,501	\$34,266	\$39,096
Transfer from General Fund	\$0	\$272,840	-100%	\$272,840	-100%	\$0	\$190,760	\$253,200	\$35,389
Beginning Fund Balance	\$1,545,202	\$1,010,603	53%	\$1,256,742	23%	\$246,139	\$802,453	\$549,741	\$735,101
Ending Fund Balances									
New Recommended Reserve Policy	\$300,000	\$0	∞	\$0	∞	\$0	\$0	\$0	\$0
Reserve Policy - 10% of expenditures	\$0	\$120,738	-100%	\$120,738	-100%	\$0	\$92,466	\$103,257	\$0
Reserve Policy - 0% to 50% of expenditures	\$0	\$0	N/A	\$0	N/A	\$0	\$0	\$0	\$590,750
Remaining Available Fund Balance	\$198,782	\$889,785	-78%	\$1,424,464	-86%	\$534,679	\$1,164,276	\$699,196	(\$41,009)
Total Ending Fund Balances	\$498,782	\$1,010,523	-51%	\$1,545,202	-68%	\$256,919	\$1,256,742	\$802,453	\$549,741

NOTE 1: The FY 2022 Proposed Budget includes a recommendation to centralize all streets related costs in the Streets Fund. Approximately, \$800,000 in costs have been moved from the General Fund.

NOTE 2: A change in fund balance policy is recommended. The average streets rehabilitation/pavement preservation costs are approximately \$1.1 million per year based on a target of an average of 4.5-5.0 miles per year. Each year, the number of miles maintained may vary based on economies of scale by performing streets maintenance in sections that make the most sense. The estimated highest cost in one year is approximately \$1.4M. The difference in estimated highest cost and estimated average annual costs is approximately \$300,000. Staff recommends using the difference between highest expected cost and average annual cost as the required reserve balance. Calculation of annual General Fund subsidies will be based on maintaining this required reserve.

FUND SUMMARIES
continued

Affordable Housing Fund

	FY2022 Budget	FY2021 Budget	FY2022 Incr. over FY2021 Budget	FY2021 Est. Actuals	FY2022 Incr. over FY2021 Est.	FY2021 Est. over/ (under) budget	FY2020 Actuals	FY2019 Actuals	FY2018 Actuals
Ongoing Revenues									
Intergovernmental	\$69,550	\$0	∞	\$0	∞	\$0	\$0	\$0	\$0
Other Revenues	\$23,630	\$6,280	276%	\$20,240	17%	\$13,960	\$38,627	\$19,214	\$98
Total Ongoing Revenues	\$93,180	\$6,280	1384%	\$20,240	360%	\$13,960	\$38,627	\$19,214	\$98
Expenditures									
Community Development	\$557,030	\$200,000	179%	\$0	∞	\$200,000	\$0	\$0	\$0
Total Ongoing Expenditures	\$557,030	\$200,000	179%	\$0	∞	\$200,000	\$0	\$0	\$0
One-Time Expenditures									
Net Ongoing	(\$463,850)	(\$193,720)	1205%	\$20,240	-2392%	(\$186,040)	38,627	\$19,214	\$98
Other									
One-Time Revenues:									
In Lieu Fees	\$0	\$199,000	-100%	\$199,000	-100%	\$0	\$0	\$625,000	\$0
One-Time Expenditures:									
Community Development	\$0	(\$20,555)	-100%	(\$35,000)	-100%	(\$14,445)	(\$65,559)	(\$38,451)	\$0
Contingency Placeholder	(\$2,100,000)	(\$800,000)	163%	\$0	∞	\$800,000	\$0	\$0	\$0
Net One-Time Revenues/Expenditures	(\$2,100,000)	(\$621,555)	238%	\$164,000	-1380%	\$785,555	(\$65,559)	\$586,549	\$0
Transfer from General Fund	\$500,000	\$200,000	150%	\$200,000	150%	\$0	\$1,100,000	\$100,000	\$0
Beginning Fund Balance	\$2,449,227	\$1,910,019	28%	\$2,064,987	19%	\$154,968	\$991,919	\$286,156	\$286,058
Ending Fund Balances									
Total Ending Fund Balances	\$385,377	\$1,294,744	-70%	\$2,449,227	-84%	\$1,154,483	\$2,064,987	\$991,919	\$286,156

FUND SUMMARIES

continued

Grants & Donations Funds

	FY2022 Budget	FY2021 Budget	FY2022 Incr. over FY2021 Budget	FY2021 Est. Actuals	FY2022 Incr. over FY2021 Est.	FY2021 Est. over/ (under) budget	FY2020 Actuals	FY2019 Actuals	FY2018 Actuals
Ongoing Revenues									
Intergovernmental	\$2,900	\$26,000	-89%	\$29,100	-90%	\$3,100	\$9,490	\$3,742	\$577
Charges for Services	\$1,000	\$1,400	-29%	\$800	25%	(\$600)	\$956	\$1,005	\$1,460
Fines & Forfeitures	\$23,800	\$23,700	0%	\$22,700	5%	(\$1,000)	\$21,773	\$24,121	\$25,628
Contributions & Donations	\$16,800	\$27,950	-40%	\$8,670	94%	(\$19,280)	\$25,029	\$44,445	\$36,096
Other Revenues	\$1,270	\$1,380	-8%	\$1,210	5%	(\$170)	\$3,900	\$3,786	\$406
Total Grants & Donations Funds Revenues	\$45,770	\$80,430	-43%	\$62,480	-27%	(\$17,950)	\$61,148	\$77,099	\$64,167
Ongoing Expenditures									
Parks & Recreation	\$12,950	\$17,500	-26%	\$550	2255%	\$16,950	\$11,759	\$27,081	\$13,422
General Services	\$800	\$21,300	-96%	\$800	0%	\$20,500	\$955	\$0	\$0
Police	\$11,000	\$14,000	-21%	\$10,110	9%	\$3,890	\$15,992	\$8,085	\$11,724
Economic Development	\$0	\$0	N/A	\$0	N/A	\$0	\$0	\$5,000	\$0
Total Ongoing Expenditures	\$24,750	\$52,800	-53%	\$11,460	116%	\$41,340	\$28,706	\$40,166	\$25,146
Net Ongoing	\$21,020	\$27,630	10%	\$51,020	-59%	(\$59,290)	\$32,442	\$36,933	\$39,021
Other									
One-Time Revenues:									
Intergovernmental	\$1,399,870	\$442,900	216%	\$41,460	3276%	(\$401,440)	\$1,426,799	\$45,551	\$124,601
Contributions & Donations	\$0	\$0	N/A	\$0	N/A	\$0	\$0	\$4,000	\$0
Other Revenues	\$0	\$0	N/A	\$0	N/A	\$0	\$0	\$0	\$2,957
Contingency Placeholder	\$300,000	\$275,000	9%	\$0	∞	(\$275,000)	\$0	\$0	\$0
One-Time Expenditures:									
Parks & Recreation	\$0	\$0	N/A	\$0	N/A	\$0	\$0	(\$19,766)	(\$13,467)
Community Development	(\$138,850)	(\$346,700)	-60%	(\$5,260)	2540%	\$341,440	(\$215,062)	\$0	(\$86,928)
Public Works	\$0	\$0	N/A	\$0	N/A	\$0	\$0	\$0	(\$3,243)
Economic Development	\$0	\$0	N/A	\$0	N/A	\$0	\$0	(\$22,500)	\$0
Police	(\$27,500)	(\$86,200)	-68%	(\$61,200)	-55%	\$25,000	(\$24,752)	\$0	(\$58,582)
Municipal Court	\$0	(\$11,200)	-100%	\$0	N/A	\$11,200	(\$6,191)	\$0	(\$911)
Capital Improvement Projects	\$0	(\$254,673)	-100%	\$0	N/A	\$254,673	\$0	(\$2,292)	(\$13,425)
Contingency Placeholder	(\$1,533,520)	(\$275,000)	458%	\$0	∞	\$275,000	\$0	\$0	\$0
Net One-Time Revenues/Expenditures	\$0	(\$255,873)	-100%	(\$25,000)	-100%	\$230,873	\$1,180,794	\$4,993	(\$48,998)

FUND SUMMARIES

continued

Grants & Donations Funds

	FY2022 Budget	FY2021 Budget	FY2022 Incr. over FY2021 Budget	FY2021 Est. Actuals	FY2022 Incr. over FY2021 Est.	FY2021 Est. over/ (under) budget	FY2020 Actuals	FY2019 Actuals	FY2018 Actuals
Transfers:									
Transfer from General Fund	\$0	\$0	N/A	\$0	N/A	\$0	\$0	\$1,000	\$0
Transfer to General Fund	\$0	\$0	N/A	\$0	N/A	\$0	(\$1,205,549)	\$0	\$0
Net Transfers	\$0	\$0	N/A	\$0	N/A	\$0	(\$1,205,549)	\$1,000	\$0
Beginning Fund Balance	\$400,848	\$422,892	-5%	\$374,828	7%	(\$48,064)	\$367,141	\$324,215	\$334,192
Ending Fund Balances									
Total Ending Fund Balances	\$421,868	\$194,649	117%	\$400,848	5%	\$206,199	\$374,828	\$367,141	\$324,215

NOTE 1: Includes an estimate of \$1,233,520 for American Rescue Plan Act (ARPA) funding.

FUND SUMMARIES

continued

Transportation Sales Tax Fund

	FY2022 Budget	FY2021 Budget	FY2022 Incr. over FY2021 Budget	FY2021 Est. Actuals	FY2022 Incr. over FY2021 Est.	FY2021 Est. over/ (under) budget	FY2020 Actuals	FY2019 Actuals	FY2018 Actuals
Ongoing Revenues									
City Sales Taxes	\$3,985,700	\$2,498,500	60%	\$3,720,400	7%	\$1,221,900	\$2,804,003	\$2,962,063	\$1,051,719
Intergovernmental	\$0	\$70,000	-100%	\$0	N/A	(\$70,000)	\$0	\$0	\$0
Other Revenues	\$23,880	\$36,300	-34%	\$51,070	-53%	\$14,770	\$135,030	\$100,884	(\$6,351)
Total Ongoing Revenues	\$4,009,580	\$2,604,800	54%	\$3,771,470	6%	\$1,166,670	\$2,939,033	\$3,062,947	\$1,045,368
Ongoing Expenditures									
Public Works & Streets	\$115,800	\$116,130	0%	\$88,430	31%	\$27,700	\$42,018	\$63,684	\$552
Indirect Cost Allocations	\$0	\$10,620	-100%	\$0	N/A	\$10,620	\$0	\$0	\$0
Total Ongoing Expenditures	\$115,800	\$126,750	-9%	\$88,430	31%	\$38,320	\$42,018	\$63,684	\$552
Net Ongoing	\$3,893,780	\$2,478,050	57%	\$3,683,040	6%	\$1,128,350	\$2,897,015	\$2,999,263	\$1,044,816
Other									
Transfers:									
Transfer to Capital Improvements Fund	(\$5,027,913)	(\$6,179,632)	-19%	(\$4,126,009)	22%	\$2,053,623	\$0	\$0	\$0
Transfer to Public Transit Fund	(\$1,843,630)	\$0	∞	(\$61,390)	2903%	(\$61,390)	\$0	\$0	\$0
Net Transfers	(\$6,871,543)	(\$6,179,632)	11%	(\$4,187,399)	64%	\$1,992,233	\$0	\$0	\$0
Beginning Fund Balance	\$6,436,735	\$6,797,718	-5%	\$6,941,094	-7%	\$143,376	\$4,044,079	\$1,044,816	\$0
Ending Fund Balances									
Capital Reserves	\$1,917,109	\$2,955,786	-35%	\$6,097,503	-69%	\$3,141,717	\$6,179,632	\$0	\$0
Remaining Available Fund Balance	\$1,541,863	\$140,350	999%	\$339,232	355%	\$198,882	\$761,462	\$4,044,079	\$1,044,816
Total Ending Fund Balances	\$3,458,972	\$3,096,136	12%	\$6,436,735	-46%	\$3,340,599	\$6,941,094	\$4,044,079	\$1,044,816

NOTE 1: The half-cent transportation sales tax became effective March 2018.

FUND SUMMARIES

continued

Capital Improvements Fund

	FY2022 Budget	FY2021 Budget	FY2022 Incr. over FY2021 Budget	FY2021 Est. Actuals	FY2022 Incr. over FY2021 Est.	FY2021 Est. over/ (under) budget	FY2020 Actuals	FY2019 Actuals	FY2018 Actuals
Ongoing Revenues									
Intergovernmental	\$300,000	\$0	∞	\$85,000	253%	\$85,000	\$375,000	\$752,274	\$738,392
Other Revenues	\$138,180	\$214,000	-35%	\$130,440	6%	(\$83,560)	\$278,161	\$456,932	\$31,770
Total Ongoing Revenues	\$438,180	\$214,000	105%	\$215,440	103%	\$1,440	\$653,161	\$1,209,206	\$770,162
Other									
One-Time Revenues:									
Intergovernmental	\$300,000	\$953,454	-69%	\$1,016,835	-70%	\$63,381	\$52,761	\$127,239	\$133,695
Contributions & Donations	\$100,000	\$67,000	49%	\$67,000	49%	\$0	\$50,000	\$50,000	\$254,404
Other Revenues	\$0	\$0	N/A	\$0	N/A	\$0	\$107	\$0	\$10,000
One-Time Expenditures:									
Court Project	\$0	(\$365,411)	-100%	\$0	N/A	\$365,411	\$0	\$0	(\$13,070)
Information Technology Project	(\$200,000)	(\$200,000)	0%	\$0	∞	\$200,000	\$0	\$0	\$0
Parks Projects	(\$391,537)	(\$214,580)	82%	(\$37,886)	933%	\$176,694	(\$58,981)	(\$6,880)	\$0
Police Projects	(\$802,404)	(\$638,170)	26%	(\$59,654)	1245%	\$578,516	(\$170,476)	(\$227,415)	(\$630,538)
Public Works Projects	(\$50,000)	(\$345,000)	-86%	(\$63,600)	-21%	\$281,400	(\$60,538)	\$0	\$0
Sedona in Motion Projects	(\$5,077,913)	(\$6,498,693)	-22%	(\$4,399,299)	15%	\$2,099,394	(\$5,365,712)	(\$1,604,541)	(\$100,585)
Streets & Transportation Projects	(\$1,607,500)	(\$2,416,660)	-33%	(\$1,216,660)	32%	\$1,200,000	(\$150,803)	(\$29,143)	(\$41,957)
Storm Drainage Projects	(\$345,000)	(\$1,316,118)	-74%	(\$1,118,578)	-69%	\$197,540	(\$1,570,615)	(\$2,613,735)	(\$3,413,805)
Net One-Time Revenues/Expenditures	(\$8,074,354)	(\$10,974,178)	-26%	(\$5,811,842)	39%	\$5,098,955	(\$7,274,257)	(\$4,304,475)	(\$3,801,856)
Transfers:									
Transfer from General Fund	\$2,500,000	\$2,165,000	15%	\$2,063,600	21%	(\$101,400)	\$2,902,067	\$1,862,667	\$5,412,787
Transfer from Transportation Sales Tax Fund	\$5,027,913	\$6,179,632	-19%	\$4,126,009	22%	(\$2,053,623)	\$0	\$0	\$0
Transfer from Development Impact Fee Funds	\$0	\$0	N/A	\$0	N/A	\$0	\$27,672	\$0	(\$214,167)
Transfer to Art in Public Places Fund	(\$23,355)	(\$38,108)	-39%	(\$17,866)	31%	\$20,242	(\$21,384)	(\$29,810)	(\$9,806)
Net Transfers	\$7,504,558	\$8,306,524	-10%	\$6,171,743	22%	(\$2,134,781)	\$2,908,355	\$1,832,857	\$5,188,814
Beginning Fund Balance	\$10,475,188	\$9,671,279	8%	\$9,899,847	6%	\$228,568	\$13,612,588	\$14,875,000	\$12,717,880
Ending Fund Balances									
Capital Reserve	\$2,819,796	\$2,763,936	2%	\$2,763,936	2%	\$0	\$4,641,373	\$6,924,396	\$6,920,643
Remaining Available Fund Balance	\$7,523,776	\$4,453,689	69%	\$7,711,252	-2%	\$3,257,563	\$5,258,474	\$6,688,192	\$7,954,357
Total Ending Fund Balances	\$10,343,572	\$7,217,625	43%	\$10,475,188	-1%	\$3,257,563	\$9,899,847	\$13,612,588	\$14,875,000

FUND SUMMARIES

continued

Development Impact Fees Funds

	FY2022 Budget	FY2021 Budget	FY2022 Incr. over FY2021 Budget	FY2021 Est. Actuals	FY2022 Incr. over FY2021 Est.	FY2021 Est. over/ (under) budget	FY2020 Actuals	FY2019 Actuals	FY2018 Actuals
Ongoing Revenues									
Development Impact Fees	\$346,300	\$171,400	102%	\$341,704	1%	\$170,304	\$258,836	\$272,201	\$207,076
Other Revenues	\$37,260	\$37,540	-1%	\$36,970	1%	(\$570)	\$69,768	\$91,829	\$47,974
Total Ongoing Revenues	\$383,560	\$208,940	84%	\$378,674	1%	\$169,734	\$328,604	\$364,030	\$255,050
Other									
One-Time Revenues:									
Development Impact Fees	\$160,460	\$423,800	-62%	\$274,820	-42%	(\$148,980)	\$219,761	\$20,345	\$0
Other Revenues	\$0	\$0	N/A	\$0	N/A	\$0	\$52	\$472	\$0
One-Time Expenditures:									
Professional Services	\$0	\$0	N/A	\$0	N/A	\$0	\$0	\$0	(\$12,060)
Miscellaneous Capital Outlay	\$0	\$0	N/A	\$0	N/A	\$0	(\$27,153)	(\$36,466)	\$0
Parks Projects	(\$122,463)	(\$157,792)	-22%	(\$7,748)	1481%	\$150,044	(\$482)	\$0	(\$242,815)
Police Projects	(\$362,216)	(\$385,367)	-6%	(\$70,093)	417%	\$315,274	(\$103,478)	\$0	\$0
Sedona in Motion Projects	(\$1,997,362)	(\$859,358)	132%	(\$741,515)	169%	\$117,843	(\$647,837)	\$0	\$0
Streets & Transportation Projects	\$0	\$0	N/A	\$0	N/A	\$0	\$0	\$0	(\$275)
Storm Drainage Projects	\$0	(\$1,900)	-100%	(\$1,900)	-100%	\$0	(\$83,112)	(\$24,920)	(\$19,263)
Debt Service	\$0	\$0	N/A	\$0	N/A	\$0	\$0	(\$9,540)	(\$10,214)
Net One-Time Revenues/Expenditures	(\$2,321,581)	(\$980,617)	137%	(\$546,436)	325%	\$0	(\$642,249)	(\$50,109)	(\$284,627)
Transfers:									
Transfer from General Fund	\$200	\$0	∞	\$0	∞	\$0	\$27,964	\$0	\$0
Transfer from Capital Improvements Fund	\$0	\$0	N/A	\$0	N/A	\$0	\$0	\$0	\$214,167
Transfer to Capital Improvements Fund	\$0	\$0	N/A	\$0	N/A	\$0	(\$27,672)	\$0	\$0
Net Transfers	\$200	\$0	∞	\$0	∞	\$0	\$292	\$0	(\$99,937)
Beginning Fund Balance	\$2,555,738	\$2,544,345	0%	\$2,723,500	-6%	\$179,155	\$3,036,853	\$2,722,932	\$2,538,342
Ending Fund Balances									
Capital Reserve	\$3,491,239	\$1,772,668	97%	\$2,482,041	41%	\$709,373	\$1,404,417	\$2,212,057	\$52,540
Remaining Available Fund Balance	(\$2,873,322)	\$-	∞	\$73,697	-3999%	\$73,697	\$1,319,083	\$824,796	\$2,670,392
Total Ending Fund Balances	\$617,917	\$1,772,668	-65%	\$2,555,738	-76%	\$348,889	\$2,723,500	\$3,036,853	\$2,722,932

NOTE 1: The development impact fee study is based on assumptions of fee collections over a 10-year period. Since many of the projects are front-loaded in the early portion of the 10-year period, the fees covering these costs will not be available until after costs are incurred. Loans may be necessary to cover deficit balances. Since CIP projects frequently do not move forward as quickly as budgeted, the extent of the deficits may not be as significant as they appear.

FUND SUMMARIES

continued

Art in Public Places Fund

	FY2022 Budget	FY2021 Budget	FY2022 Incr. over FY2021 Budget	FY2021 Est. Actuals	FY2020 Incr. over FY2019 Est.	FY2021 Est. over/ (under) budget	FY2020 Actuals	FY2019 Actuals	FY2018 Actuals
Ongoing Revenues									
Other Revenues	\$690	\$1,250	-45%	\$1,770	-61%	\$520	\$3,470	\$3,536	\$98
Total Ongoing Revenues	\$690	\$1,250	-45%	\$1,770	-61%	\$520	\$3,470	\$3,536	\$98
Other									
One-Time Revenues:									
Other Revenues	\$0	\$0	N/A	\$0	N/A	\$0	\$8	\$0	\$0
One-Time Expenditures:									
Capital Improvement Projects	(\$136,000)	\$0	∞	\$0	∞	\$0	\$0	\$0	\$0
Net One-Time Revenues/Expenditures	(\$136,000)	\$0	0%	\$0	\$0	\$0	\$8	\$0	\$0
Transfers:									
Transfers from Capital Projects Funds	\$23,355	\$38,108	-39%	\$17,866	31%	(\$20,242)	\$21,384	\$29,810	\$9,806
Beginning Fund Balance	\$172,241	\$132,512	30%	\$152,605	13%	\$20,093	\$127,743	\$94,397	\$84,493
Ending Fund Balances									
Capital Reserves	\$220,000	\$300,000	-27%	\$136,000	62%	(\$164,000)	\$0	\$130,000	\$0
Remaining Available Fund Balance	(\$159,714)	(\$128,130)	25%	\$36,241	-541%	\$164,371	\$152,605	(\$2,257)	\$94,397
Total Ending Fund Balances	\$60,286	\$171,870	-65%	\$172,241	-65%	(\$149)	\$152,605	\$127,743	\$94,397

NOTE 1: The estimated ending fund balance for FY 2022 will not be sufficient for the continuation of the Art in the Roundabouts project proposed in FY 2023. As discussed in the FY 2021 budget process, Council directed to move forward with all of the remaining roundabouts and rely on loans to the Art in Public Places Fund to cover any deficits.

FUND SUMMARIES

continued

Public Transit Enterprise Fund

	FY2022 Budget	FY2021 Budget	FY2022 Incr. over FY2021 Budget	FY2021 Est. Actuals	FY2022 Incr. over FY2021 Est.	FY2021 Est. over/ (under) budget	FY2020 Actuals	FY2019 Actuals	FY2018 Actuals
Ongoing Revenues									
Intergovernmental	\$66,400	\$0	∞	\$0	∞	\$0	\$0	\$0	\$0
Charges for Services	\$50,550	\$0	∞	\$0	∞	\$0	\$0	\$0	\$0
Total Ongoing Revenues	\$116,950	\$0	∞	\$0	∞	\$0	\$0	\$0	\$0
Ongoing Expenditures									
Administration	\$108,850	\$101,513	7%	\$39,950	172%	\$61,563	\$0	\$0	\$0
Operations	\$677,020	\$2,500	26981%	\$7,800	8580%	(\$5,300)	\$0	\$0	\$0
Capital Projects Management	\$33,620	\$31,338	7%	\$11,140	202%	\$20,198	\$0	\$0	\$0
Internal Charges	\$53,500	\$0	∞	\$0	∞	\$0	\$0	\$0	\$0
Total Ongoing Expenditures	\$872,990	\$135,351	545%	\$58,890	1382%	\$76,461	\$0	\$0	\$0
Net Ongoing	(\$756,040)	(\$135,351)	459%	(\$58,890)	1184%	\$96,659	\$0	\$0	\$0
Other									
One-Time Revenues:									
Intergovernmental	\$985,410	\$0	∞	\$0	∞	\$0	\$0	\$0	\$0
One-Time Expenditures:									
Administration	\$0	(\$2,500)	-100%	(\$2,500)	-100%	\$0	\$0	\$0	\$0
Operations	(\$18,000)	\$0	∞	\$0	∞	\$0	\$0	\$0	\$0
Capital Improvement Projects	(\$2,055,000)	\$0	∞	\$0	∞	\$0	\$0	\$0	\$0
Net One-Time Revenues/Expenditures	(\$1,087,590)	(\$2,500)	43404%	(\$2,500)	43404%	\$0	\$0	\$0	\$0
Transfer from Transportation Sales Tax Fund	\$1,843,630	\$0	∞	\$61,390	2903%	\$61,390	\$0	\$0	\$0
Beginning Fund Balance	\$0	\$0	N/A	\$0	N/A	\$0	\$0	\$0	\$0
Ending Fund Balances									
Operating Reserve	\$0	\$0	N/A	\$0	N/A	\$0	\$0	\$0	\$0
Debt Service Reserve	\$0	\$0	N/A	\$0	N/A	\$0	\$0	\$0	\$0
Equipment Replacement Reserve	\$0	\$0	N/A	\$0	N/A	\$0	\$0	\$0	\$0
Remaining Available Fund Balance	\$0	(\$137,851)	-100%	\$0	N/A	(\$137,851)	\$0	\$0	\$0
Total Ending Fund Balances	\$0	(\$137,851)	-100%	\$0	N/A	(\$76,461)	\$0	\$0	\$0

NOTE 1: Since the Public Transit Fund will be primarily reliant on grant funding and transfers from the Transportation Sales Tax Fund, recommendations for an operating reserve policy and a debt service reserve policy will be developed later when the funding plan is more fully developed.

NOTE 2: Staff recommends developing a plan for an equipment replacement reserve for the Public Transit Fund with consideration for matching portion of future asset replacements.

FUND SUMMARIES

continued

Wastewater Enterprise Fund

	FY2022 Budget	FY2021 Budget	FY2022 Incr. over FY2021 Budget	FY2021 Est. Actuals	FY2022 Incr. over FY2021 Est.	FY2021 Est. over/ (under) budget	FY2020 Actuals	FY2019 Actuals	FY2018 Actuals
Ongoing Revenues									
Charges for Services	\$6,045,390	\$6,176,500	-2%	\$5,883,330	3%	(\$293,170)	\$6,009,588	\$6,195,075	\$6,116,696
Fines and Forfeitures	\$47,500	\$55,800	-15%	\$39,450	20%	(\$16,350)	\$23,339	\$56,878	\$61,753
Capacity Fees	\$625,900	\$615,300	2%	\$664,400	-6%	\$49,100	\$589,689	\$470,690	\$483,358
Other Revenues	\$212,640	\$194,280	9%	\$222,030	-4%	\$27,750	\$448,653	\$628,816	\$111,091
Total Ongoing Revenues	\$6,931,430	\$7,041,880	-2%	\$6,809,210	2%	(\$232,670)	\$7,071,269	\$7,351,459	\$6,772,898
Ongoing Expenditures									
Wastewater Administration	\$233,090	\$217,330	7%	\$210,075	11%	\$7,255	\$211,608	\$233,540	\$188,662
Wastewater Operations	\$3,259,855	\$2,452,128	33%	\$2,083,170	56%	\$368,958	\$2,482,852	\$2,571,778	\$2,412,981
Public Works Engineering Services	\$252,780	\$249,700	1%	\$238,150	6%	\$11,550	\$224,830	\$201,577	\$226,946
Capital Projects Management	\$125,135	\$126,070	-1%	\$121,686	3%	\$4,384	\$123,676	\$99,486	\$90,252
Contingencies	\$100,000	\$100,000	0%	\$0	∞	\$100,000	\$0	\$0	\$0
Indirect Cost Allocations/Departmental Allocations:									
Information Technology	\$215,095	\$226,830	-5%	\$215,885	0%	\$10,945	\$161,952	\$153,522	\$203,889
Human Resources	\$52,600	\$45,100	17%	\$42,370	24%	\$2,730	\$39,460	\$38,775	\$43,684
Financial Services	\$206,380	\$179,230	15%	\$163,580	26%	\$15,650	\$196,690	\$139,790	\$158,520
Utility Billing	\$381,390	\$362,530	5%	\$346,445	10%	\$16,085	\$321,807	\$379,368	\$325,772
General Services	\$79,490	\$75,810	5%	\$75,980	5%	(\$170)	\$49,970	\$42,722	\$66,052
City Manager	\$84,320	\$59,270	42%	\$56,870	48%	\$2,400	\$54,990	\$53,910	\$63,125
City Clerk	\$3,160	\$11,180	-72%	\$10,200	-69%	\$980	\$5,530	\$3,327	\$5,282
City Attorney	\$156,730	\$162,170	-3%	\$48,610	222%	\$113,560	\$52,520	\$55,929	\$70,681
Facilities Maintenance	\$31,180	\$29,010	7%	\$26,980	16%	\$2,030	\$29,560	\$61,649	\$72,666
Total Ongoing Expenditures	\$5,181,205	\$4,296,358	21%	\$3,640,001	42%	\$656,357	\$3,955,445	\$4,035,373	\$3,928,512
Net Ongoing	\$1,750,225	\$2,745,522	-36%	\$3,169,209	-45%	\$936,501	\$3,115,824	\$3,316,086	\$2,844,386
Other									
One-Time Revenues:									
Charges for Services	\$1,600	\$0	∞	\$4,000	-60%	\$4,000	\$10,519	\$0	\$1,911
Capacity Fees	\$305,856	\$977,800	-69%	\$739,400	-59%	(\$238,400)	\$407,869	\$36,479	\$39,655
Other	\$0	\$0	N/A	\$0	N/A	\$0	\$296	\$10,367	\$381,450
One-Time Expenditures:									
Wastewater Administration	(\$18,300)	(\$1,500)	1120%	(\$1,500)	1120%	\$0	(\$9,211)	(\$16,613)	(\$29,438)
Wastewater Operations	(\$190,000)	(\$213,147)	-11%	(\$82,470)	130%	\$130,677	(\$694,828)	(\$257,126)	(\$346,628)
Financial Services	(\$30,000)	(\$30,000)	0%	(\$50,000)	-40%	(\$20,000)	(\$50,309)	(\$36,038)	\$0
Information Technology	\$0	(\$3,000)	-100%	(\$3,000)	-100%	\$0	(\$36,400)	(\$17,352)	\$0
Capital Improvement Projects	(\$3,163,000)	(\$1,380,000)	129%	(\$1,767,722)	79%	(\$387,722)	(\$3,611,498)	(\$1,327,059)	(\$1,210,677)
Debt Service	(\$4,794,875)	(\$4,690,775)	2%	(\$4,690,875)	2%	(\$100)	(\$4,691,796)	(\$4,439,034)	(\$4,409,407)
Net One-Time Revenues/Expenditures	(\$7,888,719)	(\$5,340,622)	48%	(\$5,852,167)	35%	(\$511,545)	(\$8,675,358)	(\$6,046,376)	(\$5,573,134)

FUND SUMMARIES

continued

Wastewater Enterprise Fund

	FY2022 Budget	FY2021 Budget	FY2022 Incr. over FY2021 Budget	FY2021 Est. Actuals	FY2022 Incr. over FY2021 Est.	FY2021 Est. over/ (under) budget	FY2020 Actuals	FY2019 Actuals	FY2018 Actuals
Transfers and Other Financing Sources (Uses):									
Transfer from General Fund	\$3,300,000	\$3,400,000	-3%	\$3,400,000	-3%	\$0	\$3,447,000	\$4,599,709	\$4,351,138
Refunding Bonds Issued	\$9,000,000	\$0	∞	\$0	∞	\$0	\$0	\$0	\$0
Payment to Refunded Bond Escrow Agent	(\$9,000,000)	\$0	∞	\$0	∞	\$0	\$0	\$0	\$0
Net Transfers and Other Financing Sources (Uses)	\$3,300,000	\$3,400,000	-3%	\$3,400,000	-3%	(\$1,023,090)	\$3,447,000	\$4,599,709	\$4,351,138
Beginning Fund Balance	\$17,403,394	\$15,161,724	15%	\$16,774,952	4%	\$1,613,228	\$18,293,936	\$15,977,963	\$14,203,882
Equipment Replacement Reserve									
Reserve Contributions	\$628,800	\$0	∞	\$0	∞	\$0	\$520,400	\$430,268	\$151,691
Equipment Purchases	(\$102,000)	(\$100,600)	1%	(\$88,600)	15%	\$12,000	\$0	\$0	\$0
Net Contribution to Equipment Replacement Reserve	\$526,800	(\$100,600)	-624%	(\$88,600)	-695%	\$12,000	\$520,400	\$430,268	\$151,691
Major Maintenance Reserve									
Reserve Contributions	\$83,850	\$0	∞	\$0	∞	\$0	\$73,150	\$16,286	\$0
Major Maintenance Costs	(\$26,000)	\$0	∞	\$0	∞	\$0	\$0	\$0	\$0
Net Contribution to Major Maintenance Reserve	\$57,850	\$0	∞	\$0	∞	\$0	\$73,150	\$16,286	\$0
Ending Fund Balances									
Operating Reserve*	\$1,791,135	\$1,498,675	20%	\$1,498,675	20%	\$0	\$1,687,957	\$1,700,939	\$1,509,956
Debt Service Reserve**	\$0	\$0	N/A	\$0	N/A	\$0	\$0	\$0	\$4,052,000
Capital Improvements Reserve	\$2,105,000	\$3,900,000	-46%	\$3,163,000	-33%	\$737,000	\$1,767,722	\$1,225,000	\$4,467,484
Equipment Replacement Reserve	\$1,464,727	\$858,159	71%	\$937,927	56%	(\$79,768)	\$1,026,527	\$581,959	\$151,691
Major Maintenance Reserve	\$147,286	\$125,636	17%	\$89,436	65%	\$36,200	\$89,436	\$16,286	\$0
Budget Carryovers	\$0	\$0	N/A	\$80,000	-100%	(\$80,000)	\$40,000	\$340,100	\$110,930
Remaining Available Fund Balance	\$9,641,402	\$9,483,554	2%	\$11,634,356	-17%	(\$2,150,802)	\$12,163,310	\$14,429,652	\$5,685,902
Total Ending Fund Balances	\$15,149,550	\$15,866,024	-5%	\$17,403,394	-13%	\$212,656	\$16,774,952	\$18,293,936	\$15,977,963

* Operating reserve is 33.3% of operating expenditures.

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

FUND SUMMARIES
continued

Information Technology Internal Service Fund

	FY2022 Budget	FY2021 Budget	FY2022 Incr. over FY2021 Budget	FY2021 Est. Actuals	FY2022 Incr. over FY2021 Est.	FY2021 Est. over/ (under) budget	FY2020 Actuals	FY2019 Actuals	FY2018 Actuals
Ongoing Revenues									
Internal Cost Charges	\$1,642,695	\$1,681,636	-2%	\$1,691,510	-3%	\$9,874	\$1,428,186	\$1,565,068	\$1,509,978
Charges for Services	\$400	\$700	-43%	\$400	0%	(\$300)	\$503	\$669	\$843
Other Revenue	\$7,460	\$3,230	131%	\$6,770	10%	\$3,540	\$13,497	\$7,751	(\$361)
Total Ongoing Revenues	\$1,650,555	\$1,685,566	-2%	\$1,698,680	-3%	\$13,114	\$1,442,186	\$1,573,488	\$1,510,460
Ongoing Expenditures									
Information Technology Services	\$1,343,195	\$1,042,630	29%	\$960,540	40%	\$82,090	\$1,049,227	\$1,095,400	\$1,035,240
Geographic Information Systems	\$154,050	\$149,490	3%	\$143,140	8%	\$6,350	\$141,280	\$134,804	\$130,146
Departmental Direct Allocations	\$148,539	\$138,675	7%	\$126,257	18%	\$12,418	\$95,779	\$0	\$0
Indirect Cost Allocations	\$145,870	\$118,960	23%	\$110,330	32%	\$8,630	\$116,910	\$312,200	\$339,074
Total Ongoing Expenditures	\$1,791,654	\$1,449,755	24%	\$1,340,267	34%	\$109,488	\$1,403,196	\$1,542,404	\$1,504,460
Net Ongoing	(\$141,099)	\$235,811	-160%	\$358,413	-139%	\$130,536	\$38,990	\$31,084	\$6,000
Other									
One-Time Revenues:									
Internal Cost Charges	\$72,365	\$75,734	-4%	\$57,200	27%	(\$18,534)	\$138,654	\$222,121	\$195,365
One-Time Expenditures:									
Information Technology Services	(\$72,365)	(\$75,734)	-4%	(\$52,200)	39%	\$23,534	(\$138,654)	(\$221,902)	(\$195,365)
Geographic Information Systems	\$0	\$0	N/A	\$0	N/A	\$0	\$0	(\$219)	\$0
Departmental Direct Allocations	\$0	\$0	N/A	(\$5,000)	-100%	(\$5,000)	\$0	\$0	\$0
Net One-Time Revenues/Expenditures	\$0	\$0	N/A	\$0	N/A	\$0	\$0	\$0	\$0
Transfer from General Fund	\$48,970	\$0	∞	\$46,420	5%	\$46,420	\$27,520	\$0	\$0
Beginning Fund Balance	\$953,255	\$650,226	47%	\$696,772	37%	\$46,546	\$452,312	\$193,101	\$0
Equipment Replacement Reserve									
Reserve Contributions	\$197,950	\$0	∞	\$0	∞	\$0	\$177,950	\$228,127	\$187,101
Equipment Purchases	(\$186,150)	(\$148,350)	25%	(\$148,350)	25%	\$0	\$0	\$0	\$0
Net Use of Operating Revenues	\$11,800	(\$148,350)	-108%	(\$148,350)	-108%	\$0	\$177,950	\$228,127	\$187,101
Ending Fund Balances									
Equipment Replacement Reserve	\$560,222	\$373,252	50%	\$548,422	2%	(\$175,170)	\$696,772	\$408,102	\$187,101
Budget Carryovers	\$0	\$0	N/A	\$30,000	-100%	(\$30,000)	\$0	\$36,750	\$6,000
Remaining Available Fund Balance	\$312,704	\$364,435	-14%	\$374,833	-17%	\$10,398	\$0	\$7,460	\$0
Total Ending Fund Balances	\$872,926	\$737,687	18%	\$953,255	-8%	\$215,568	\$696,772	\$452,312	\$193,101

NOTE 1: The remaining available fund balance will be added to the equipment replacement reserve.

CAPITAL IMPROVEMENT PROGRAM OVERVIEW

continued

Project managers were instructed to rank projects using the following definitions:

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



SUMMARY OF CAPITAL PROJECTS
continued

FY 2022 - FY 2031 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	FY2022	FY2023	FY2024	Future Years	Totals (excluding Prior Years Estimate)
AC - Arts & Culture									
Art in the Roundabouts	Restricted	Important (Could-Do)	AC-02	\$0	\$136,000	\$170,000	\$110,000	\$0	\$416,000
IT - Information Technology									
Citywide Business Software	Capital Reserves	Essential (Should-Do)	IT-01	\$0	\$200,000	\$800,000	\$0	\$0	\$1,000,000
MC - Municipal Court									
New Court Facility	Restricted & Capital Reserves	Important (Could-Do)	MC-01	\$28,811	\$0	\$120,000	\$1,290,622	\$0	\$1,410,622
PR - Parks & Recreation									
New Concession Stand	Restricted	Important (Could-Do)	PR-01	\$0	\$0	\$379,000	\$0	\$0	\$379,000
Restructure of Posse Grounds Park	Restricted, Capital Reserves, & Unidentified	Important (Could-Do)	PR-02	\$56,870	\$35,202	\$2,002,881	\$2,019,000	<i>\$2,000,000</i>	\$6,057,083
Improvements at Ranger Station - Exterior Building Improvements	Restricted & Capital Reserves	Imperative (Must-Do)	PR-03A	\$183,040	\$255,464	\$0	\$0	\$0	\$255,464
Improvements at Ranger Station / Interior Restoration of House and Barn	Restricted & Capital Reserves	Important (Could-Do)	PR-03B	\$0	\$0	\$325,720	\$0	\$0	\$325,720
Improvements at Ranger Station / Construction of Parking Lot, Landscaping, Restroom and Lawn	Restricted & Capital Reserves	Important (Could-Do)	PR-03C	\$0	\$0	\$0	\$511,527	\$461,642	\$973,169
Improvements at Ranger Station - Plaza, Landscaping, and Gardens	Restricted & Capital Reserves	Desirable (Other Year)	PR-03D	\$0	\$0	\$0	\$0	\$1,030,404	\$1,030,404
Shade Structures and Playground Equipment Replacement	Restricted & Capital Reserves	Important (Could-Do)	PR-05	\$24,490	\$442,250	\$0	\$0	\$0	\$442,250
Bike Skills Park- Phase III	Restricted & Capital Reserves	Important (Could-Do)	PR-07	\$292,363	\$0	\$0	\$0	\$116,009	\$116,009
PR - Parks & Recreation Subtotal (excluding projects not funded)				\$556,763	\$732,916	\$2,707,601	\$2,530,527	\$1,608,055	\$7,579,099
Projects Not Funded				\$0	\$0	\$0	\$0	\$2,000,000	\$2,000,000
PD - Police									
Radio Infrastructure	Capital Reserves	Imperative (Must-Do)	PD-02	\$251,115	\$100,000	\$150,000	\$500,000	\$0	\$750,000
Police Station Remodel	Restricted & Capital Reserves	Imperative (Must-Do)	PD-03	\$182,114	\$1,071,334	\$0	\$0	\$0	\$1,071,334
PD - Police Subtotal				\$433,229	\$1,171,334	\$150,000	\$500,000	\$0	\$1,821,334

SUMMARY OF CAPITAL PROJECTS
continued

FY 2022 - FY 2031 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	FY2022	FY2023	FY2024	Future Years	Totals (excluding Prior Years Estimate)
PT - Public Transit									
Transit Maintenance/Operations Center (ESP)	Restricted	Essential (Should-Do)	PT-01	\$0	\$660,000	\$700,000	\$4,980,000	\$10,530,000	\$16,870,000
Transit Hub (ESP)	Restricted	Essential (Should-Do)	PT-02	\$0	\$160,000	\$1,550,000	\$1,750,000	\$0	\$3,460,000
Transit Bus Acquisition (ESP)	Restricted	Essential (Should-Do)	PT-03	\$0	\$1,235,000	\$0	\$10,200,000	\$12,200,000	\$23,635,000
Bus Stop Improvements (ESP)	Unidentified	Important (Could-Do)	PT-04	\$0	\$0	\$0	\$0	<i>\$300,000</i>	\$300,000
PT - Public Transit Subtotal				\$0	\$2,055,000	\$2,250,000	\$16,930,000	\$22,730,000	\$43,965,000
Projects Not Funded				\$0	\$0	\$0	\$0	\$300,000	\$300,000
PW - Public Works									
Uptown Enhancements	Restricted	Important (Could-Do)	PW-01	\$195,852	\$0	\$250,000	\$0	\$0	\$250,000
Recycle Drop Off Locations (ESP)	Capital Reserves	Important (Could-Do)	PW-02	\$0	\$0	\$138,200	\$0	\$0	\$138,200
Sign Shop	Capital Reserves	Important (Could-Do)	PW-03	\$0	\$0	\$140,000	\$0	\$0	\$140,000
Facilities Study	Capital Reserves	Essential (Should-Do)	PW-04	\$0	\$50,000	\$0	\$0	\$0	\$50,000
PW - Public Works Subtotal				\$195,852	\$50,000	\$528,200	\$0	\$0	\$578,200

ESP = Environmental Sustainability Project

SUMMARY OF CAPITAL PROJECTS

continued

FY 2022 - FY 2031 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	FY2022	FY2023	FY2024	Future Years	Totals (excluding Prior Years Estimate)
SIM - Sedona in Motion									
Sedona in Motion Unspecified Projects	Restricted & Capital Reserves	Imperative (Must-Do)	SIM-00	\$0	(\$3,405,750)	(\$12,902,531)	(\$3,368,649)	\$20,276,930	\$600,000
Uptown Northbound Improvements	Restricted	Essential (Should-Do)	SIM-01b	\$75,000	\$460,000	\$0	\$0	\$0	\$460,000
Uptown Pedestrian Improvements	Unidentified	Desirable (Other Year)	SIM-02	\$0	\$0	\$0	\$0	<i>\$5,048,000</i>	\$5,048,000
Uptown Parking Garage	Restricted	Essential (Should-Do)	SIM-03a	\$1,218,880	\$942,595	\$12,412,455	\$0	\$0	\$13,355,050
Uptown One Way Streets/Parking	Restricted	Important (Could-Do)	SIM-03b	\$0	\$0	\$0	\$150,000	\$0	\$150,000
Wayfinding Signage	Restricted & Capital Reserves	Important (Could-Do)	SIM-03c	\$57,941	\$0	\$243,280	\$0	\$0	\$243,280
Schnebly Hill Roundabout Expansion	Unidentified	Desirable (Other Year)	SIM-04a	\$0	\$0	\$0	\$0	<i>\$5,447,990</i>	\$5,447,990
SR 179 Lane Expansion from Schnebly Hill Roundabout to Y	Unidentified	Desirable (Other Year)	SIM-04b	\$0	\$0	\$0	\$0	<i>\$109,586</i>	\$109,586
Pedestrian Crossing at Tlaquepaque (ESP)	Restricted & Capital Reserves	Essential (Should-Do)	SIM-04c	\$464,601	\$1,347,060	\$471,800	\$0	\$0	\$1,818,860
Ranger/SR 179 Intersection Improvements	Restricted	Essential (Should-Do)	SIM-04e	\$0	\$0	\$75,000	\$772,500	\$0	\$847,500
Portal Lane to Ranger Road Connection	Restricted & Capital Reserves	Imperative (Must-Do)	SIM-05a	\$56,226	\$625,000	\$0	\$0	\$0	\$625,000
Forest Road Connection	Restricted & Capital Reserves	Imperative (Must-Do)	SIM-05b	\$1,865,651	\$3,422,370	\$1,105,125	\$0	\$0	\$4,527,495
Los Abrigados to Brewer Connection	Restricted	Essential (Should-Do)	SIM-05c	\$15,000	\$150,000	\$0	\$0	\$0	\$150,000
Ranger Road / Brewer Road Intersection & Ranger Ext Improvements	Restricted	Essential (Should-Do)	SIM-05d	\$0	\$261,000	\$2,688,300	\$0	\$0	\$2,949,300
Neighborhood Street Connections	Restricted & Unidentified	Desirable (Other Year)	SIM-06	\$0	\$0	\$0	\$0	<i>\$1,166,423</i>	\$1,166,423
Neighborhood Vehicles - Tourism Focus	Unidentified	Important (Could-Do)	SIM-09	\$0	\$0	\$0	\$0	<i>\$340,000</i>	\$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	Desirable (Other Year)	SIM-11a	\$0	\$0	\$0	\$0	\$290,000	\$290,000
Posse Ground Parking Improvements & Soldiers Pass Shared Use Path (ESP)	Restricted & Capital Reserves	Important (Could-Do)	SIM-11b	\$90,819	\$950,000	\$0	\$0	\$0	\$950,000
Navoti Dr to Dry Creek Rd Shared Use Path (ESP)	Restricted & Capital Reserves	Important (Could-Do)	SIM-11e	\$49,939	\$504,000	\$0	\$0	\$0	\$504,000
Thunder Mountain/Sanborn Shared Use Path and Drainage Improvements (ESP)	Restricted & Capital Reserves	Essential (Should-Do)	SIM-11g	\$2,724,309	\$310,000	\$0	\$0	\$0	\$310,000
Chapel Road Shared Use Path (ESP)	Restricted & Capital Reserves	Important (Could-Do)	SIM-11h	\$69,599	\$567,000	\$0	\$0	\$0	\$567,000
Pinon Drive Shared Use Path (ESP)	Restricted	Important (Could-Do)	SIM-11j	\$16,425	\$315,000	\$0	\$0	\$0	\$315,000
Dry Creek Road Pathway, Thunder Mtn to Two Fences (ESP)	Restricted	Essential (Should-Do)	SIM-11m	\$0	\$100,000	\$1,300,000	\$0	\$0	\$1,400,000
Travel Information System	Restricted & Capital Reserves	Important (Could-Do)	SIM-12a	\$99,301	\$500,000	\$0	\$0	\$0	\$500,000
Traffic Video Cameras	Restricted & Capital Reserves	Important (Could-Do)	SIM-12b	\$21,492	\$27,000	\$0	\$0	\$0	\$27,000
SIM - Sedona in Motion Subtotal (excluding projects not funded)				\$6,825,183	\$7,075,275	\$5,393,429	-\$2,446,149	\$23,536,930	\$33,559,485
Projects Not Funded				\$0	\$0	\$0	\$0	\$12,111,999	\$12,111,999

ESP = Environmental Sustainability Project

SUMMARY OF CAPITAL PROJECTS
continued

FY 2022 - FY 2031 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	FY2022	FY2023	FY2024	Future Years	Totals (excluding Prior Years Estimate)
SD - Storm Drainage									
Improvements to Back-O-Beyond Road, Low Water Crossing (Yavapai County)	Restricted & Capital Reserves	Important (Could-Do)	SD-03	\$0	\$145,250	\$577,750	\$0	\$0	\$723,000
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	\$290,000	\$290,000
Stormwater Drainage Easements Acquisition (ESP)	Restricted, Capital Reserves, & Unidentified	Essential (Should-Do)	SD-09	\$56,261	\$0	\$50,000	\$50,000	<i>\$350,000</i>	\$450,000
Stormwater Master Plan Update & Project Implementations (ESP)	Restricted, Capital Reserves, & Unidentified	Essential (Should-Do)	SD-10	\$178,534	\$200,000	\$300,000	\$300,000	<i>\$2,121,000</i>	\$2,921,000
SD - Storm Drainage Subtotal (excluding projects not funded)				\$234,795	\$345,250	\$927,750	\$350,000	\$290,000	\$1,913,000
Projects Not Funded				\$0	\$0	\$0	\$0	\$5,616,000	\$5,616,000
ST - Streets & Transportation									
Sanborn Drive/Thunder Mountain Road Overlay	Restricted & Capital Reserves	Essential (Should-Do)	ST-02	\$731,108	\$252,500	\$0	\$0	\$0	\$252,500
Shelby Drive Roadway Improvements	Restricted, WW Revenues, & Capital Reserves	Essential (Should-Do)	ST-04	\$817,578	\$1,257,225	\$0	\$0	\$0	\$1,257,225
Back O' Beyond Rd & Trailhead Safety Improvements	Capital Reserves	Essential (Should-Do)	ST-07	\$0	\$277,750	\$0	\$0	\$0	\$277,750
Forest/Ranger/SR 89A Intersection Improvements	Capital Reserves	Important (Could-Do)	ST-08	\$0	\$60,000	\$454,500	\$4,545,000	\$0	\$5,059,500
ST - Streets & Transportation Subtotal				\$1,548,686	\$1,847,475	\$454,500	\$4,545,000	\$0	\$6,846,975
Subtotal Non-Wastewater Projects (excluding projects not funded)				\$9,823,319	\$13,613,250	\$13,501,480	\$23,810,000	\$48,164,985	\$99,089,715

ESP = Environmental Sustainability Project

SUMMARY OF CAPITAL PROJECTS
continued

FY 2022 - FY 2031 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	FY2022	FY2023	FY2024	Future Years	Totals (excluding Prior Years Estimate)
WW - Wastewater									
WW Collection System Improvements - SR179 Sewer Main Replacement	WW Revenues	Imperative (Must-Do)	WW-01B	\$1,771,248	\$518,500	\$0	\$0	\$0	\$518,500
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	\$40,000	\$350,000	\$0	\$0	\$390,000
WW Collection System Improvements - Future Collections Projects	WW Revenues	Important (Could-Do)	WW-01E	\$0	\$0	\$1,135,000	\$0	\$0	\$1,135,000
WW Collection System Improvements - Major Lift Station Upgrades	WW Revenues	Imperative (Must-Do)	WW-01F	\$30,000	\$1,102,000	\$0	\$0	\$0	\$1,102,000
WW Collection System Improvement - Juniper Lane Extension	WW Revenues	Important (Could-Do)	WW-01H	\$0	\$60,000	\$0	\$0	\$0	\$60,000
SCADA System and Configuration Upgrade	WW Revenues	Essential (Should-Do)	WW-04	\$0	\$0	\$310,000	\$0	\$0	\$310,000
WWRP Odor Control Upgrades	WW Revenues	Important (Could-Do)	WW-05	\$24,660	\$0	\$0	\$185,000	\$150,000	\$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	\$1,050,000	\$0	\$0	\$0	\$1,050,000
WWRP Drying Beds Replacement	WW Revenues	Important (Could-Do)	WW-08	\$0	\$0	\$150,000	\$1,500,000	\$0	\$1,650,000
WWRP Treatment Process Upgrades	WW Revenues	Essential (Should-Do)	WW-09	\$0	\$0	\$60,000	\$600,000	\$1,870,000	\$2,530,000
Wastewater Master Plan Update	WW Revenues	Important (Could-Do)	WW-10	\$0	\$0	\$100,000	\$0	\$100,000	\$200,000
WWRP Paving	WW Revenues	Desirable (Other Year)	WW-11	\$0	\$0	\$0	\$0	\$420,000	\$420,000
Area 4 Valve Vault Upgrade	WW Revenues	Essential (Should-Do)	WW-14	\$0	\$65,000	\$0	\$0	\$0	\$65,000
WW - Wastewater Subtotal				\$7,303,607	\$2,935,500	\$2,105,000	\$2,285,000	\$7,683,594	\$15,009,094
TOTAL ALL PROJECTS (excluding projects not funded)				\$17,126,926	\$16,548,750	\$15,606,480	\$26,095,000	\$55,848,579	\$114,098,809
Total Projects Not Funded				\$0	\$0	\$0	\$0	\$20,027,999	\$20,027,999
Grand Totals Funded and Unfunded				\$17,126,926	\$16,548,750	\$15,606,480	\$26,095,000	\$75,876,578	\$134,126,808

SUMMARY OF CAPITAL PROJECTS
continued

FY 2022 - FY 2031 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	FY2022	FY2023	FY2024	Future Years	Totals (excluding Prior Years Estimate)
Funding Sources Summary									
1% for Arts					\$136,000	\$220,000	\$110,000	\$0	\$466,000
Capital Reserves					\$2,819,796	\$2,374,208	\$4,572,419	\$4,497,928	\$14,264,351
Coconino County Flood Control					\$0	\$0	\$0	\$290,000	\$290,000
Court Restricted Revenues					\$0	\$120,000	\$206,588	\$0	\$326,588
Debt Financing					\$0	\$2,303,924	\$2,651,000	\$11,663,531	\$16,618,455
Development Impact Fees - Post 7/2014					\$2,482,041	\$1,991,239	\$457,043	\$1,121,459	\$6,051,782
Development Impact Fees - Pre 8/2014					\$0	\$1,500,000	\$100,000	\$0	\$1,600,000
Fairfield CFD					\$165,000	\$140,000	\$190,000	\$125,000	\$620,000
Grant					\$1,285,410	\$1,696,000	\$14,065,200	\$18,794,000	\$35,840,610
Outside Participation					\$50,000	\$0	\$225,000	\$475,000	\$750,000
Paid Parking Revenue					\$0	\$200,000	\$0	\$0	\$200,000
Summit CFD					\$50,000	\$439,000	\$55,000	\$50,000	\$594,000
Transportation Sales Tax					\$6,097,503	\$1,917,109	\$877,750	\$11,665,750	\$20,558,112
Unidentified					\$0	\$0	\$0	\$18,385,316	\$18,385,316
Wastewater Revenues					\$3,163,000	\$2,105,000	\$2,285,000	\$7,683,594	\$15,236,594
Yavapai County Flood Control					\$300,000	\$600,000	\$300,000	\$1,125,000	\$2,325,000
TOTAL FUNDING SOURCES					\$16,548,750	\$15,606,480	\$26,095,000	\$75,876,578	\$134,126,808
Project Funding Status Summary									
Carry Over					\$9,321,036	\$1,463,694	-\$2,883,912	\$25,435,868	\$33,336,686
New Appropriation					\$7,227,714	\$8,596,405	\$7,385,885	\$10,530,000	\$33,740,004
Future Estimate					\$0	\$5,546,381	\$21,593,027	\$27,273,384	\$54,412,792
Unfunded					\$0	\$0	\$0	\$12,637,326	\$12,637,326
TOTALS BY FUNDING STATUS					\$16,548,750	\$15,606,480	\$26,095,000	\$75,876,578	\$134,126,808

SUMMARY OF CAPITAL PROJECTS
continued

FY 2022 - FY 2031 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	FY2022	FY2023	FY2024	Future Years	Totals (excluding Prior Years Estimate)
Category Summary									
Arts Transfer					\$23,355	\$13,551	\$76,149	\$153,610	\$266,665
Construction - Contracted					\$15,187,370	\$24,273,705	\$17,180,000	\$35,823,359	\$92,464,434
Contingency					-\$3,255,750	-\$12,752,531	-\$2,718,649	\$20,562,990	\$1,836,060
Design - Contracted					\$2,421,775	\$1,934,755	\$177,500	\$3,353,619	\$7,887,649
Design - In-House					\$25,000	\$450,000	\$0	\$0	\$475,000
Environmental					\$0	\$0	\$0	\$138,000	\$138,000
Equipment Purchase					\$115,000	\$557,000	\$1,010,000	\$1,860,000	\$3,542,000
Land Acquisition					\$45,000	\$50,000	\$50,000	\$1,485,000	\$1,630,000
Master Plan					\$200,000	\$100,000	\$0	\$100,000	\$400,000
Public Art Purchase					\$136,000	\$180,000	\$90,000	\$0	\$406,000
Study					\$200,000	\$0	\$0	\$0	\$200,000
Technology					\$210,000	\$800,000	\$30,000	\$0	\$1,040,000
Temporary Relocation					\$6,000	\$0	\$0	\$0	\$6,000
Vehicle Purchase					\$1,235,000	\$0	\$10,200,000	\$12,400,000	\$23,835,000
TOTALS BY CATEGORY					\$16,548,750	\$15,606,480	\$26,095,000	\$75,876,578	\$134,126,808
Summary of Project Costs Managed by Public Works PMs									
Total Project Costs					\$16,548,750	\$15,606,480	\$26,095,000		
Projects not managed by Public Works project managers:									
AC-02 Art in Roundabouts					(\$136,000)	(\$170,000)	(\$110,000)		
IT-01 ERP System					(\$200,000)	(\$800,000)	\$0		
PR-05 Shade Structures and Playground Equipment Replacement (managed by P&R)					(\$442,250)	\$0	\$0		
PD-02 Radio Infrastructure					(\$100,000)	(\$150,000)	(\$500,000)		
PT-03 Transit Bus Acquisition					(\$1,235,000)	\$0	(\$10,200,000)		
PW-02 Recycle Drop Off Locations (managed by Victor)					\$0	(\$138,200)	\$0		
SIM-03c Wayfinding Signage (managed by Victor)					\$0	(\$243,280)	\$0		
SIM-12a Travel Information System (ADOT managed)					(\$500,000)	\$0	\$0		
All Wastewater Projects (managed by Roxanne)					(\$2,935,500)	(\$2,105,000)	(\$2,285,000)		
Net Project Costs Managed by Public Works PMs					\$11,000,000	\$12,000,000	\$13,000,000		

CITY MANAGER'S OFFICE

Mission Statement

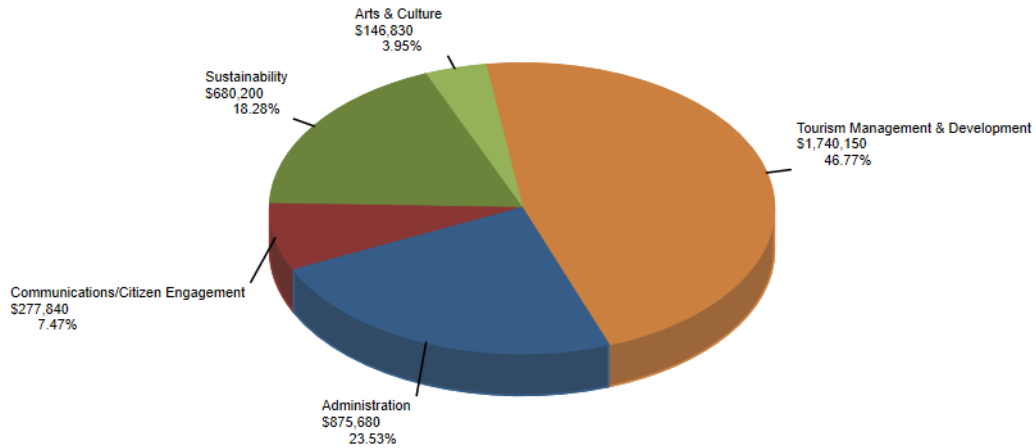
To assist departments and City Council in meeting performance goals by fostering an organizational environment that encourages a commitment to teamwork and delivery of quality municipal services to external customers (residents) and internal customers (employees).

Description

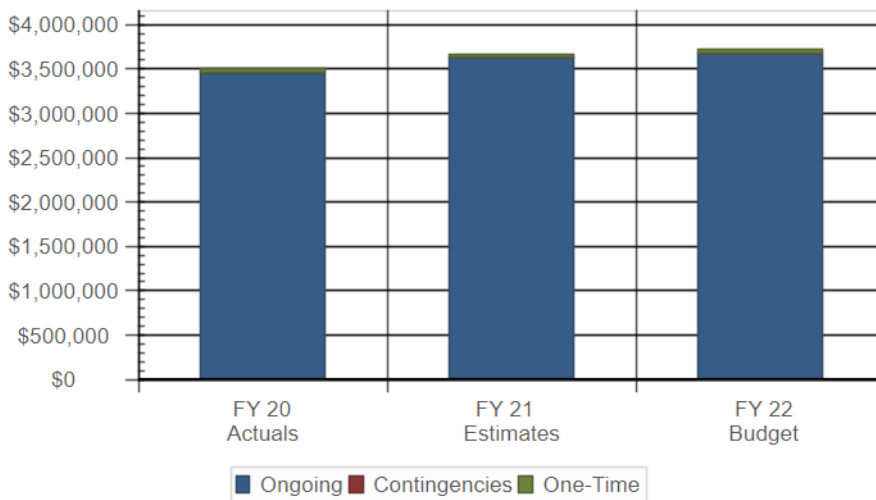
The City Manager's Office is responsible for the following program areas:

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

FY 2022 PROGRAM EXPENDITURES: \$3,720,700



FY 2020 - FY 2022 ONGOING VS. ONE-TIME EXPENDITURES



City Manager's Office-Administration

Budget Summary	FY2022 Budget	% of FY2022 Budget	FY2021 Budget	FY2021 Estimate	FY2020 Actuals
Program Expenditures					
Personnel Services	\$ 690,860	79 %	\$ 489,870	\$ 484,770	\$ 481,623
Supplies & Services	42,450	5 %	34,580	17,275	12,388
Subtotal Direct Costs	\$ 733,310	84 %	\$ 524,450	\$ 502,045	\$ 494,011
Internal Charges	142,370	16 %	114,400	108,620	96,770
Total Expenditures	875,680	100 %	638,850	610,665	590,781
Expenditures by Fund					
General Fund Portion	\$ 875,680	100 %	\$ 638,850	\$ 610,665	\$ 590,781
Funding Sources					
Allocations to Other Departments	\$ 875,680	100 %	\$ 612,580	\$ 609,740	\$ 590,790
Funding from General Revenues:					
Estimated Resident Generated	\$ -	- %	\$ 9,195	\$ 324	\$ (3)
Estimated Visitor Generated	\$ -	- %	\$ 17,076	\$ 601	\$ (6)
Employee Time Allocation (FTEs) Budgeted	4.00	-	3.40	-	3.40

The Administration program consists of the City Manager, Deputy City Manager, Assistant to the City Manager and Executive 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 March of 2021, the Assistant City Manager / Community Development Director was appointed to City Manager. Recruitment for the Deputy City Manager began in February 2021, while a reorganization to address span of control challenges concurrently took place.

FY 2021 Accomplishments

Overall City Value - Good Governance:

* Oversaw and/or directly led City Council Priorities.

Council Priority - Complete Various Traffic Improvements:

* Continued development and execution of Sedona in Motion projects, including the completion of Uptown roadway improvements and significant progress on bike/pedestrian plans.

* Continued implementation of the Greater Sedona/Oak Creek Canyon Transit System Development and Implementation Plan in coordination with surrounding jurisdictions. Transit Administrator was recruited and onboarded, partially funded through a Federal Transit Administration 5311 grant.

Council Priority - Affordable Housing:

* Continued efforts to implement the Housing Needs Assessment and Action Plan, including exploration of partnership with Northern Arizona Housing Solutions and advancing staffing plans.

Council Priority - Environmental Stewardship:

* Continued implementation of strategies from the Municipal Sustainability Plan to improve the City's internal sustainability and finalized Climate Action Plan.

Council Priority - Sustainable Tourism:

* Awaiting input from Chamber – expected 3/5/21

Council Priority - Communications:

* Continued to implement ongoing efforts at communication improvements, including execution of communications plans on high profile projects and completion of a community survey.

Council Priority - Short Term Rentals:

* Implemented program to collect emergency contact information from owners and launched hotline for short term rental issues.

Overall City Value - Good Governance:

* Responded to COVID-19 pandemic including collaboration with other government agencies, implementation of restrictions, and community outreach and aid.

FY 2022 Objectives

Council Priority - Complete Various Traffic Improvements:

* Continue development and execution of Sedona in Motion projects, particularly projects 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, and explore extension of transportation sales tax.

Council Priority - Trailhead Congestion/Impact to Neighborhoods:

* Consider strategies for future mitigation of increased neighborhood impacts of trailhead parking and OHV use.

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 policy related to lodging and housing/affordable housing units as well as land acquisition for future needs.

Council Priority - Economic Diversification:

* Continue to expand and implement economic diversification strategies including staffing, co-working space and broadband efforts.

Council Priority - Environmental Stewardship:

* Continue to implement strategies, policies, projects, and programming to enhance municipal operations and community-wide sustainability.

Council Priority - Short Term Rentals:

* Continue to improve compliance with emergency contact registration requirements, and analyze reported issues and complaints to consider possible additional changes to City code.

Council Priority - Communications:

* Continue to implement communication improvements, including identification of larger projects for increased public relations through professional firms as part of project costs.

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 - Emergency Management:

* Enhance strategies to mitigate, prepare for, respond to and recover from emergencies.

City Manager's Office-Administration
Continued

WORKLOAD INDICATORS	FY22 Projection	FY21 Projection	FY21 Estimate	FY20 Actual	FY19 Actual
City Council agenda bill items reviewed	135	140	140	112	142
Adopted Council Priorities	13	16	13	16	19

PERFORMANCE MEASURES	City Values	Benchmark	FY22 Target	FY21 Target	FY21 Estimate	FY20 Actual	FY19 Actual
% of City Council annual priority goals completed by established deadlines	GG01		80%	80%	80%	80%	80%
National Citizen Survey 2020: Quality of all local government services: % Excellent or Good (ICMA Benchmark TBD)	GG01	76%	65%	70% (Similar to NCS benchmark)	59%	68% (Similar to NCS benchmark)	N/A
National Citizen Survey 2020: Overall customer service by Sedona employees (police, receptionists, planners, etc.): % Excellent or Good	GG01		79% (Similar to NCS benchmark)	77% (Similar to NCS benchmark)	79% (Similar to NCS benchmark)	75% (Similar to NCS benchmark)	N/A
Employee Survey: The City is a good place to work: % Strongly Agree or Agree	GG01		92%	92%	92%	92%	92%

City Manager's Office-Communications & Citizens Engagement

Budget Summary	FY2022 Budget	% of FY2022 Budget	FY2021 Budget	FY2021 Estimate	FY2020 Actuals
Program Expenditures					
Personnel Services	\$ 192,670	69 %	\$ 193,060	\$ 167,180	\$ 156,652
Supplies & Services	31,840	11 %	39,940	33,960	10,784
Subtotal Direct Costs	\$ 224,510	81 %	\$ 233,000	\$ 201,140	\$ 167,436
Internal Charges	53,330	19 %	51,170	49,390	57,750
Total Expenditures	277,840	100 %	284,170	250,530	225,186
Expenditures by Fund					
General Fund Portion	\$ 272,700	98 %	\$ 279,230	\$ 249,570	\$ 222,747
Info Tech Internal Service Fnd	\$ 5,140	2 %	\$ 4,940	\$ 960	\$ 2,439
Funding Sources					
Funding from General Revenues:					
Estimated Resident Generated	\$ 97,244	35 %	\$ 99,460	\$ 87,686	\$ 78,815
Estimated Visitor Generated	\$ 180,596	65 %	\$ 184,711	\$ 162,845	\$ 146,371
Employee Time Allocation (FTEs) Budgeted	2.00	-	2.00	-	1.88

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

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

FY 2021 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 increased followers.
- * Placed Sedona in Motion programs on Yavapai Broadcasting's County Wide TV and radio program.
- * Created specialized website content for top initiatives including COVID-19, Sedona in Motion and the sewer spill.
- * Increased citizen involvement in the budget process.
- * Executed video initiatives to broaden reach.
- * Executed Communications Plans on high profile projects.
- * Continued to develop online opportunities to engage residents including online surveys.
- * Held Citizens Academy in a pandemic.
- * Communicated City Council's priorities to residents.
- * Conducted the 2020 Community Survey.

FY 2022 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 prioritize COVID-19 communications.
- * Continue to offer meaningful work group opportunities for citizens.
- * Work as efficient communications and public relations team of two.
- * Continuous improvement of usability and functionality of the City website and other digital communication tools.
- * Expand the video series.
- * Coordinate the 2021 Citizens Academy and Volunteer Luncheon.

City Manager's Office-Communications & Citizens Engagement

Continued

WORKLOAD INDICATORS	FY22 Projection	FY21 Projection	FY21 Estimate	FY20 Actual	FY19 Actual
Citizens participating in City work groups	50	50	35	42	38
Citizens participating in Citizens Academy	15	22	13	23	23
New citizen work groups created	5	5	5	4	4
Active work groups	6	6	6	6	5
Nixle community alert subscribers	3,200	2,800	2,825	2,565	2,191
Total Facebook followers	10,100	8,000	8,800	7,998	6,721
Sedona resident Facebook followers	1,410	1,150	1,280	1,147	1,017
Press releases issued	120	120	120	79	82
Total Instagram followers	2,800	1,500	2,200	1,420	N/A
City Talk columns published	24	24	24	24	24

PERFORMANCE MEASURES	City Value	Benchmark	FY22 Target	FY21 Target	FY21 Estimate	FY20 Actual	FY19 Actual
National Citizen Survey: Respondents likely to use City website or eNotify emails to learn about City issues: % Very and Somewhat Likely	CM01	Not a standard NCS question	N/A	0.7	78%	N/A	N/A
National Citizen Survey: Quality of Public information services: % Excellent and Good	CM01		N/A	0.64	67%	N/A	N/A
Digital reach and open rates of City issued e-notifications	CM01		4,660 subscribers / 40% open rate	3,700 subscribers / 25% open rate	4,410 subscribers / 40% open rate	3,960 subscribers / 40% open rate	N/A
Citizens Academy Participants Survey: % Good or Excellent	CM01		100%	100%	100%	100%	100%
Work Group Participants Survey: % rating experience as Good or Excellent	CM01		100%	1	100%	100%	100%
Employee Survey: Overall, I am satisfied with internal City communication: % Strongly Agree or Agree	GG01		75%	70%	70%	N/A	53%

City Manager's Office-Sustainability

Budget Summary	FY2022 Budget	% of FY2022 Budget	FY2021 Budget	FY2021 Estimate	FY2020 Actuals
Program Expenditures					
Personnel Services	\$ 222,450	33 %	\$ 95,100	\$ 94,240	\$ 92,527
Supplies & Services	369,900	54 %	168,400	135,550	95,003
Capital & Debt Service	38,000	6 %	38,000	-	9,039
Subtotal Direct Costs	\$ 630,350	93 %	\$ 301,500	\$ 229,790	\$ 196,569
Internal Charges	49,850	7 %	33,000	31,330	24,280
Total Expenditures	680,200	101 %	334,500	261,120	220,849
Expenditures by Fund					
General Fund Portion	\$ 680,200	100 %	\$ 334,500	\$ 261,120	\$ 220,849
Funding Sources					
Allocations to Other Departments	\$ -	- %	\$ -	\$ -	\$ 590,790
Funding from General Revenues:					
Estimated Resident Generated	\$ 238,070	35 %	\$ 117,075	\$ 91,392	\$ (129,479)
Estimated Visitor Generated	\$ 442,130	65 %	\$ 217,425	\$ 169,728	\$ (240,462)
Employee Time Allocation (FTEs) Budgeted	2.00	-	1.00	-	1.00

The Sustainability Program was 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. The Sustainability Program offers:

- Strategic planning for Sedona's sustainability and resiliency in accordance with the Community Plan.
- Educational classes, workshops and opportunities for staff and community members to learn more about sustainability.
- Planning and implementation of sustainability infrastructure such as electric vehicle charging stations and water filling stations.
- Annual household hazardous waste and electronics collection in a cost-sharing partnership with Yavapai County.
- Analysis of state and federal policy for implications for Sedona's climate action efforts.
- Research and best practices to increase the sustainability of City initiatives while working internally with the City team.
- Data collection for renewable energy generation and consumption of natural resources including paper, water, fuel, electricity, and natural gas.
- Development of municipal and community-wide greenhouse gas inventories.
- Coordination of regional cooperative buying opportunities for solar and other sustainable technology.
- Regional sustainability information through the City's partnership with the Verde Valley Sustainability Alliance and Sustaining Flows Council.
- Provides annual financial assistance to the U.S. Forest Service for trails maintenance and to Oak Creek Watershed Council for stormwater outreach.

Currently, the Program is finalizing the development of the City's first Climate Action Plan. In response to the pandemic, this process was conducted virtually from March 2020 to June 2021. The Plan identifies strategies and actions to reduce greenhouse gas emissions and adapt to climate change. The Program is working with a new energy data management system and finalizing data collection for all municipal water accounts. Water, energy, fuel, and paper consumption were down in FY21 due to pandemic-related remote work and will most likely rise near pre-pandemic levels during FY22. Council approved funding in the FY21 budget for the purchase of renewable energy for municipal operations through an APS subscription service, which has not yet been implemented by APS. Staff are optimistic that the subscription service will be available in the first quarter of FY22, which will allow the City to source a larger portion of its energy portfolio from renewable sources.

City Manager's Office-Sustainability

Continued

FY 2021 Accomplishments

Council Priority - Environmental Sustainability:

- * Finalized Climate Action Plan to identify strategies to take meaningful action on climate change.
- * Partnered with Solar United Neighbors to introduce a solar co-op for 41 Sedona residents to transition to solar at a reduced cost.
- * Installed fleet telematics software on municipal vehicles to identify appropriate vehicles for electrification.
- * Installed two public electric vehicle charging spots in Uptown Sedona.
- * Purchased two hybrid Police vehicles and one electric fleet motorcycle.
- * Hosted community-wide household hazardous waste and electronics recycling event.
- * Developed Sustainability 101 workshop series for City employees.
- * Hosted Home Energy Efficiency 101 workshop for residents.
- * Hosted Pumpkin-Drop composting event to divert Halloween waste from landfill.
- * Transitioned to using 100% recycled content paper in municipal operations.
- * Conducted a comparative life cycle analysis of electric buses.
- * Received a \$15,000 grant to engage Sedona's immigrant community in climate action planning.
- * Launched Recycle by City web platform for Sedona residents and visitors.
- * Received the Keep Sedona Beautiful Environmental Stewardship Award and Northern Arizona University Sustainability Leadership Award.
- * Transitioned the City to a new energy management platform.
- * Began composting green waste in municipal operations.
- * Hosted Oak Creek stakeholder meetings in partnership with the Arizona Department of Environmental Quality and Oak Creek Watershed Council.
- * Represented the City at biweekly Sustainability Alliance meetings and monthly meetings for Oak Creek Watershed Council and the Verde Valley Sustainability Flows Council.
- * Participated in the development of the Arizona Statewide Transportation Electrification Plan.

FY 2022 Objectives

Council Priority - Environmental Sustainability:

- * Expand public electric vehicle charging infrastructure.
- * Increase number of hybrid and electric vehicles in city fleet.
- * Launch energy retrofit and rebate program.
- * Launch community compost pilot project.
- * Adopt Green Fleet Policy.
- * Develop on-site solar energy project for city operations.
- * Update Municipal Sustainability Plan.
- * Host annual Fix-it Clinic.
- * Launch Leave No Trace marketing campaign with community partners.
- * Continue participation in Oak Creek Watershed Council, Verde River Sustaining Flows Council and Sustainability Alliance.

WORKLOAD INDICATORS	FY22 Projection	FY21 Projection	FY21 Estimate	FY20 Actual	FY19 Actual
Greenhouse gas emissions produced by municipal operations (in metric tons of CO2 equivalent)	N/A	N/A	N/A	N/A	N/A
Energy consumed at City facilities	3,500,000 kWh	3,500,000 kWh	4,000,000 kWh	4,281,452 kWh	4,281,452 kWh
Renewable energy generated at City facilities	3,500,000 kWh	3,500,000 kWh	1,330,500 kWh	1,330,509 kWh	1,330,509 kWh
Water consumed in City operations	500,000 gallons	500,000 gallons	600,000 gallons	602,300 gallons	602,300 gallons
Fuel used by City fleet	38,000 gallons	38,000 gallons	40,000 gallons	40,522 gallons	40,522 gallons
Paper purchased for City operations	350,000 sheets	350,000 sheets	400,000 sheets	516,000 sheets	516,000 sheets
Electronics recycling (weight in pounds) collected	19,000 lbs	19,000 lbs	18,000 lbs	17,237 lbs	17,237 lbs
Household hazardous waste (weight in pounds) collected	10,000 lbs	10,000 lbs	9,000 lbs	8,770 lbs	8,770 lbs

PERFORMANCE MEASURES	City Value	Benchmark	FY22 Target	FY21 Target	FY21 Estimate	FY20 Actual	FY19 Actual
% of 100% recycled-content paper purchased (goal of 100% recycled-content paper by 2022)			100%	N/A	93%	1%	N/A
% of electric vehicles in City fleet (goal of 100% electric fleet by 2030)			5%	N/A	3%	1%	N/A
% of energy purchased from renewable sources (goal of 100% renewable energy by 2025)			75%	N/A	31%	31%	N/A
% reduction in water use at City facilities from 2018 baseline year (goal of 30% reduction by 2025)			N/A	N/A	N/A	N/A	N/A
Department of Energy SolSmart rating			Silver	N/A	Bronze	Bronze	N/A
Sustainability Alliance rating	CP09		Silver	Silver	Silver	Bronze	Bronze

City Manager's Office-Arts & Culture

Budget Summary	FY2022 Budget	% of FY2022 Budget	FY2021 Budget	FY2021 Estimate	FY2020 Actuals
Program Expenditures					
Personnel Services	\$ 92,560	63 %	\$ 76,200	\$ 67,730	\$ 75,419
Supplies & Services	18,600	13 %	21,950	1,061	8,692
Subtotal Direct Costs	\$ 111,160	76 %	\$ 98,150	\$ 68,791	\$ 84,111
Internal Charges	35,670	24 %	24,450	23,420	22,260
Total Expenditures	146,830	100 %	122,600	92,211	106,371
Expenditures by Fund					
General Fund Portion	\$ 146,830	100 %	\$ 122,600	\$ 92,211	\$ 106,371
Funding Sources					
Funding from General Revenues:					
Estimated Resident Generated	\$ 51,391	35 %	\$ 42,910	\$ 32,274	\$ 37,230
Estimated Visitor Generated	\$ 95,440	65 %	\$ 79,690	\$ 59,937	\$ 69,141
Employee Time Allocation (FTEs) Budgeted	1.00	-	0.75	-	0.75

Being a city animated by the arts, the Arts and Culture program supports and facilitates numerous quality programs that generate creative growth for our community. This division is responsible for overseeing the following major areas: Art in Public Places, the City Hall Art Rotation Program, the Artist in the Classroom Program, the Mayor's Arts Awards, the monthly Moment of Art presentations to City Council, as well as working with Community Development regarding Art In Private Development.

FY 2021 Accomplishments

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

- * Developed a sculpture maintenance program, hired a contractor to clean and maintain all City public art.
- * Joined the Washington, D.C. National Campaign, honoring 5 Sedona Women Artists via exhibits and social media.
- * Submitted an RFP to acquire submissions for 4 roundabouts along State Route 179, our largest request to date.
- * Updated the Arts and Culture website pages and added a new page documenting the Moment of Art artists.
- * Worked with the schools and artists during COVID-19, introducing a new format for in class and virtual learning.

FY 2022 Objectives

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

- * Collect submissions for 4 roundabouts, create a committee to select 12 candidates, commission maquettes, as well as oversee the public voting process to select the 4 finalists.
- * Submit an RFP for the Mayor's Arts Awards recipients as well as have 4 new awards produced, create a committee to review submissions, and plan the event.
- * Initiate a job search to hire new and varied talent in the Artist in the Classroom program.
- * Integrate culture into various programs such as Moment of Art, Community Connections and exhibits.
- * Connect with local businesses to promote local artists work to display and/or purchase.

WORKLOAD INDICATORS	FY22 Projection	FY21 Projection	FY21 Estimate	FY20 Actual	FY19 Actual
Artist in the Classroom assignments per year	45	45	40	27	27
Artist in the Classroom students reached	750	750	700	633	633
City Hall Art Rotation Program artists exhibited per year	6	6	6	5	5
City Hall Art Rotation Program viewings plus attendees for Artist Receptions	350	350	350	450	450
Moment of Art for City Council artists performed	16	16	16	14	14

City Manager's Office-Arts & Culture

Continued

PERFORMANCE MEASURES	City Value	Benchmark	FY22 Target	FY21 Target	FY21 Estimate	FY20 Actual	FY19 Actual
Teacher Survey: Artist in the Classroom % positive feedback	CM04		100%	100%	100%	100%	100%
National Citizen Survey 2017: Opportunities to attend cultural/arts/music activities: % Excellent or Good	CM04		69% (Similar to NCS benchmark)	69% (Similar to NCS benchmark)	66% (Similar to NCS benchmark)	66% (Similar to NCS benchmark)	66% (Similar to NCS benchmark)

City Manager's Office-Tourism Management & Development

Budget Summary	FY2022 Budget	% of FY2022 Budget	FY2021 Budget	FY2021 Estimate	FY2020 Actuals
Program Expenditures					
Supplies & Services	\$ 1,730,000	99 %	\$ 2,446,060	\$ 2,446,060	\$ 2,350,895
Internal Charges	10,150	1 %	9,710	9,040	11,830
Total Expenditures	1,740,150	100 %	2,455,770	2,455,100	2,362,725
Expenditures by Fund					
General Fund Portion	\$ 1,740,150	100 %	\$ 2,455,770	\$ 2,455,100	\$ 2,362,725
Funding Sources					
Allocations to Other Departments	\$ -	- %	\$ -	\$ -	\$ 590,790
Funding from General Revenues:					
Estimated Resident Generated	\$ 609,053	35 %	\$ 859,520	\$ 859,285	\$ 620,177
Estimated Visitor Generated	\$ 1,131,098	65 %	\$ 1,596,251	\$ 1,595,815	\$ 1,151,758

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.

City Manager's Office-Tourism Management & Development

Continued

FY 2021 Accomplishments

Council Priority - Sustainable Tourism: * Continued implementation of Sustainable Tourism Plan, which involved the active participation of Sedona residents, community groups, businesses and visitors.

Environment:

- * Sedona Cares Pledge: Continued promotion of the Sedona Cares Pledge (SedonaCares.com). Added new COVID-19 Pledge Point. At 500 sign ups (50% of goal).
- * Sedona Trail Keepers: Finishing 5th final year of the Sedona Trail Keepers program. \$370,000 total generated over five years with the SCCandTB matching private funds. Held special event February 2021. Will be investigating options to renew the program beginning FY22 – Trail Keepers 2.0.
- * Sustainability Certification: Encouraged business participation in the Sustainability Alliance's certification program. At 100+ certified businesses.
- * Leave No Trace: Continued partnership with Leave No Trace Center for Outdoor Ethics. Increase in educational messaging to visitors through multiple touchpoints (visitor center, collateral distribution, visitor guides, social media). Leveraging partnership with Arizona Office of Tourism through their Appreciate AZ Leave No Trace campaign (downloadable assets, stickers, brochures, posters, clean-up kits).
- * Sedona Recycle Guide and Quiz: Continued to promote through social media. Nearly 1,500 total responses to date.
- * Water Refilling Stations: Four water stations on city properties, and one at the Visitor Center in Uptown which have filled about 50,000 water bottles since July 2019.
- * EV Charging Stations: New station added to Jordan Road property. Pricing mechanism established and station in use.
- * Straw Free Sedona: Continued ongoing promotion.
- * Secret 7: Continued to promote Sedona's Secret 7 to aid in dispersing visitors.
- * Voluntourism: Maintaining calendar of voluntourism programs on VoluntourismInSedona.com to encourage visitors to give back while visiting Sedona.

Quality of Life:

- * Continued educating visitors on how to drive roundabouts and how to drive safely with bikes.
- * Build Business Support Around SIM: Continued the Locals Nite Out program to mitigate construction impacts in Uptown - held 15 events in FY21. Continued Strategies for Success educational workshops related to business success and growth with the City's Economic Development Office and the SBDC - held seven events in FY21.
- * Continued to make enhancements to WalkSedona.com, ParkInSedona.com and GetAroundSedona.com to help educate visitors on how to navigate Sedona with displayed available parking and walkability options. Promoted in hotel rooms, at Visitor Center and in collateral materials. Over 12,000 combined page views the past two fiscal years to-date (80% of goal).
- * Short Term Rentals: Brought new research platform online (KeyData) to better gauge Sedona area STR environment with real-time vacation rental market data and benchmarking.
- * Transit: The rebranding of the Verde Lynx to the Verde Shuttle is in progress. Graphics for the new buses were developed and presented to the Cottonwood City Council in November 2020 as part of an overall presentation of the Service and Marketing Plan. The presentation was shared with City of Sedona management in effort to inform future decisions with upcoming Sedona transit options. A committee was created and included: Selena Barlow with Transit Marketing, Michelle Conway with Sedona Chamber of Commerce, Karen Osburn with City of Sedona, Tricia Lewis with City of Cottonwood, and Bruce Morrow with City of Cottonwood.
- * Engaged daily with more than 315,000 fans/followers on social media outlets educating on stewardship, arts, outdoor adventure, wellness and events.
- * Managed comprehensive event calendar, SedonaEvents.com, and supported events although many were cancelled due to COVID-19.

Quality Economy:

- * COVID-19 steered much of the marketing, sales, communications and social media messaging in FY21, leveraging Adventure Safely, Mask Up and Sedona | Safe.Clean.Re

FY 2022 Objectives

Council Priority - Sustainable Tourism: Marketing and Communications

1. Pause advertising for FY22 and re-focus on visitor management and mitigation of negative aspects of high visitation.
2. Develop education campaigns to encourage visitors to adhere to sustainable tourism tenets and support sustainability and stewardship efforts.
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. Pause destination marketing for FY22 and re-focus on visitor management and mitigation of negative impacts of high visitation.

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	City Value	Benchmark	FY22 Target	FY21 Target	FY21 Estimate	FY20 Actual	FY19 Actual
Annual daily room rate for hotels (ADR)	CP04		\$232.72	\$240.00	\$250.69	\$211.82	\$233.90
Bed tax collections (in millions)	CP04		\$5.5	\$5.5	\$5.2	\$4.8	\$4.8
City sales tax collections (in millions)* includes new 0.5% sales tax implemented March 1, 2018	CP04		\$23.6*	\$23.6*	\$22.7*	\$21.4*	\$21.4*
Hotel occupancy rate	CP04		65%	71%	63%	57%	70.1%
Visitors assisted at visitor center, via email, via telephone, and via text	CP04		29000	295,000	53180	142373	293,179
Visitor Service Survey: % satisfied measured at visitor center and/or electronically	CP04		97% based on: 2017: 97%, 2018: 96%, 2019: 98%	98%	Survey on hold during COVID-19 pandemic.	Survey on hold during COVID 19 pandemic.	87% Excellent, 13% Good

CITY MANAGER'S OFFICE
Continued

EXPENDITURE SUMMARY

Cost Category	FY2022 Budget	FY2021 Budget	FY2021 Est. Actuals	FY2020 Actuals	Explanation of Changes
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General Fund

10-5220-01 - Administration

Personnel (ongoing)	\$690,860	\$489,870	\$484,770	\$481,623	Budget Increase: New City Manager; Deputy City Manager increased to 1 FTE.
Supplies & Services (ongoing)	\$42,450	\$34,580	\$17,275	\$12,388	
Direct Costs (Ongoing) Subtotal	\$733,310	\$524,450	\$502,045	\$494,011	
Internal Charges	\$(733,310)	\$(521,940)	\$(502,050)	\$(494,020)	Increase in budgeted Admin and Finance central service costs.
Administration Total	\$0	\$2,510	\$(5)	\$(9)	

10-5220-03 - Communications & Citizens Engagement

Personnel (ongoing)	\$192,670	\$193,060	\$167,180	\$156,652	Budget Decrease: Community Survey will not be conducted in FY22.
Supplies & Services (ongoing)	\$26,700	\$35,000	\$17,000	\$8,345	
Direct Costs (Ongoing) Subtotal	\$219,370	\$228,060	\$184,180	\$164,997	
Internal Charges	\$53,330	\$51,170	\$49,390	\$57,750	
Ongoing Total	\$272,700	\$279,230	\$233,570	\$222,747	
Supplies & Services (one-time)	\$0	\$0	\$16,000	\$0	
Communications & Citizens Engagement Total	\$272,700	\$279,230	\$249,570	\$222,747	

10-5220-09 - Sustainability

Personnel (ongoing)	\$222,450	\$95,100	\$94,240	\$92,527	Budget Increase: Decision Package - New position and salary increase.
Supplies & Services (ongoing)	\$359,900	\$141,400	\$118,550	\$65,487	Budget Increase - Sustainability Decision Package
Direct Costs (Ongoing) Subtotal	\$582,350	\$236,500	\$212,790	\$158,014	
Internal Charges	\$49,850	\$33,000	\$31,330	\$24,280	
Ongoing Total	\$632,200	\$269,500	\$244,120	\$182,294	
Supplies & Services (one-time)	\$10,000	\$27,000	\$17,000	\$29,516	
Capital & Debt Service	\$38,000	\$38,000	\$0	\$9,039	Electric vehicle charging station.
One-Time Total	\$48,000	\$65,000	\$17,000	\$38,555	
Sustainability Total	\$680,200	\$334,500	\$261,120	\$220,849	

CITY MANAGER'S OFFICE
Continued

EXPENDITURE SUMMARY

Cost Category	FY2022 Budget	FY2021 Budget	FY2021 Est. Actuals	FY2020 Actuals	Explanation of Changes
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10-5220-41 - Arts & Culture

Personnel (ongoing)	\$92,560	\$76,200	\$67,730	\$75,419	Budget Increase: Decision Package - Increase position to full-time.
Supplies & Services (ongoing)	<u>\$18,600</u>	<u>\$21,950</u>	<u>\$1,061</u>	<u>\$8,692</u>	
Direct Costs (Ongoing) Subtotal	\$111,160	\$98,150	\$68,791	\$84,111	
Internal Charges	<u>\$35,670</u>	<u>\$24,450</u>	<u>\$23,420</u>	<u>\$22,260</u>	
Arts & Culture Total	\$146,830	\$122,600	\$92,211	\$106,371	

10-5220-72 - Tourism Management & Development

Supplies & Services (ongoing)	\$1,730,000	\$2,446,060	\$2,446,060	\$2,350,895	Sedona Chamber of Commerce contract.
Direct Costs (Ongoing) Subtotal	\$1,730,000	\$2,446,060	\$2,446,060	\$2,350,895	
Internal Charges	<u>\$10,150</u>	<u>\$9,710</u>	<u>\$9,040</u>	<u>\$11,830</u>	
Tourism Management & Development Total	\$1,740,150	\$2,455,770	\$2,455,100	\$2,362,725	

General Fund Totals

Personnel Subtotal	\$1,198,540	\$854,230	\$813,920	\$806,221	
Supplies & Services (Ongoing) Subtotal	<u>\$2,177,650</u>	<u>\$2,678,990</u>	<u>\$2,599,946</u>	<u>\$2,445,807</u>	
Direct Costs (Ongoing) Subtotal	\$3,376,190	\$3,533,220	\$3,413,866	\$3,252,028	
Internal Charges Subtotal	<u>\$(584,310)</u>	<u>\$(403,610)</u>	<u>\$(388,870)</u>	<u>\$(377,900)</u>	
Ongoing Subtotal	\$2,791,880	\$3,129,610	\$3,024,996	\$2,874,128	
Supplies & Services (One-Time) Subtotal	\$10,000	\$27,000	\$33,000	\$29,516	
Capital & Debt Service Subtotal	<u>\$38,000</u>	<u>\$38,000</u>	<u>\$0</u>	<u>\$9,039</u>	
One-Time Subtotal	\$48,000	\$65,000	\$33,000	\$38,555	
General Fund Total	\$2,839,880	\$3,194,610	\$3,057,996	\$2,912,683	

CITY MANAGER'S OFFICE
Continued

EXPENDITURE SUMMARY

Cost Category	FY2022 Budget	FY2021 Budget	FY2021 Est. Actuals	FY2020 Actuals	Explanation of Changes
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Info Tech Internal Service Fnd

60-5220-03 - Communications & Citizens Engagement

Supplies & Services (ongoing)	\$5,140	\$4,940	\$960	\$2,439	Network fees for electric vehicle charging station.
Communications & Citizens Engagement Total	\$5,140	\$4,940	\$960	\$2,439	

Grand Totals

Personnel (Ongoing) Subtotal	\$1,198,540	\$854,230	\$813,920	\$806,221
Supplies & Services (Ongoing) Subtotal	\$2,182,790	\$2,683,930	\$2,600,906	\$2,448,246
Direct Costs (Ongoing) Subtotal	\$3,381,330	\$3,538,160	\$3,414,826	\$3,254,467
Internal Charges Subtotal	<u>\$(584,310)</u>	<u>\$(403,610)</u>	<u>\$(388,870)</u>	<u>\$(377,900)</u>
Ongoing Subtotal	\$2,797,020	\$3,134,550	\$3,025,956	\$2,876,567
Supplies & Services (One-Time) Subtotal	\$10,000	\$27,000	\$33,000	\$29,516
Capital & Debt Service Subtotal	<u>\$38,000</u>	<u>\$38,000</u>	<u>\$0</u>	<u>\$9,039</u>
One-Time Subtotal	\$48,000	\$65,000	\$33,000	\$38,555
Grand Total	\$2,845,020	\$3,199,550	\$3,058,956	\$2,915,122

CITY MANAGER'S OFFICE
Continued

POSITIONS SUMMARY

Position	FY22 FTE	FY21 FTE	FY20 FTE	FY19 FTE
Administrative Assistant	0.00	1.00	1.00	0.00
Arts and Culture Coordinator	1.00	0.75	0.75	0.75
Assist City Manager/Dir of Community Develop	0.00	0.40	0.40	0.00
Assistant to the City Manager	1.00	0.00	0.00	1.00
City Manager	1.00	1.00	1.00	1.00
Communications & Public Relations Manager	1.00	1.00	1.00	1.00
Deputy City Manager	1.00	0.00	0.00	0.00
Executive Assistant	1.00	0.00	0.00	1.00
Management Analyst	0.00	1.00	1.00	0.00
Public Relations Coordinator	1.00	1.00	0.88	0.88
Sustainability Manager	1.00	0.00	0.00	0.00
Sustainability Coordinator	1.00	1.00	1.00	1.00
Total	9.00	7.15	7.03	6.63

ALLOCATIONS SUMMARY

Position	Org Description	FY22 FTE	FY21 FTE	FY20 FTE	FY19 FTE
General Fund					
10-5220-01	Administration	4.00	3.40	3.40	3.00
10-5220-03	Communicatns/Citizen Engagemnt	2.00	2.00	1.88	1.88
10-5220-09	Sustainability	2.00	1.00	1.00	1.00
10-5220-41	Arts & Culture	1.00	0.75	0.75	0.75
General Fund Total		9.00	7.15	7.03	6.63



**City of Sedona
Decision Package
Fiscal Year 2021-22**

CM Recommended

Request Title	New Sustainability Manager Position
Department	City Manager's Office
Program	Sustainability
Funding Request Type	Personnel
Source of Funds	General Fund
Amount Requested	\$125,360
Priority	High

I. Description of Request

The Sustainability Program is seeking funds to create one new position at a range SM1 that will manage the City's growing climate and sustainability programming. This request is made to expand municipal sustainability efforts and make progress towards Council's target of reducing community-wide greenhouse gas emissions by 50% by 2030.

II. Problem/Issue

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

The Sustainability Program is currently staffed by a full-time Sustainability Coordinator and a full-time AmeriCorps volunteer. It has become clear that the current staffing does not reflect the expectations and responsibilities of the Program. The Coordinator is expected to possess technical knowledge on a wide range of topics including, transportation electrification, climate science, renewable energy, water quality, materials management, environmental toxins, and community engagement. The Coordinator is responsible for preparing, implementing, and managing an annual budget of \$336,500. Staffing the Sustainability Program with a manager aligns with the vision and priorities set by City Council; addresses the community demand for sustainability progress; and demonstrates the City's overall commitment to sustainability.

Making progress toward the City's ambitious community emissions target will require professional leadership and expertise at a manager level. It will require that all City departments prioritize decarbonization. To successfully implement the Climate Action Plan and Municipal Sustainability Plan, the Program needs additional staff support and technical expertise. If this decision package is approved, the Sustainability Manager position will be filled by the current Sustainability Coordinator. Creating this position would allow the existing Sustainability Coordinator position to implement a new community-wide energy retrofit and rebate program, assist with renewable energy projects and incentives, and track and report energy, water, fuel, and emissions in municipal operations.

III. Risk Analysis

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

In the absence of this position, the Sustainability Program will lack the capacity to implement the necessary actions to meet Council's ambitious emissions target. While some programs and projects can

be managed with consultant assistance, many of the efforts outlined in the Climate Action Plan require knowledge of the Sedona community and municipal organization. Several cities across the state have manager or director-level positions dedicated to climate action including Flagstaff, Tempe, Scottsdale, and Phoenix.

IV. Implementation

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

The Manager position will be filled by the current Sustainability Coordinator. Once the decision package is approved, recruitment will begin for the Sustainability Coordinator position. The Sustainability Manager will oversee the Sustainability Coordinator position and will be evaluated in accordance with city policies. The workload for this position will align with the Program's performance metrics.

V. Cost Savings/Revenue Enhancements

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

Additional staff would allow the Sustainability Program to be even more responsive to grant and partnership funding opportunities that align with the implementation of the Municipal Sustainability Plan and Climate Action Plan. Currently, the Program does not have the capacity to be responsive to all the opportunities available. This position would oversee programming that reduces costs and greenhouse gas emissions for residents, businesses, and the municipal organization.



**City of Sedona
Decision Package
Fiscal Year 2021-22**

CM Recommended

Request Title	Community Compost Initiatives
Department	City Manager's Office
Program	Sustainability
Funding Request Type	Other Ongoing
Source of Funds	General Fund
Amount Requested	\$16,000
Priority	Medium

I. Description of Request

The Sustainability Program is seeking funds to develop and implement food waste diversion actions identified in the Climate Action Plan. During the Climate Action Plan process, increasing access to composting facilities was identified as a high priority for residents. Diverting organic materials like food waste is considered a high impact practice for reducing greenhouse gas emissions. Examples of programming include developing a community compost drop-off pilot, hosting composting workshops, and providing composting service at City facilities and large community events.

II. Problem/Issue

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

Approximately 24 percent of municipal waste streams consist of compostable materials like food waste and yard waste. When organic materials such as food waste are entombed without oxygen in a landfill, they produce methane gas, which is a potent greenhouse gas. Methane is a flammable gas, which is also emitted through the production of coal, oil, and natural gas. When food waste is composted rather than landfilled, it can be used as a natural soil fertilizer and sequester carbon. Implementing a range of food waste diversion programs mitigates Sedona's greenhouse gas emissions while improving soil health and water retention.

III. Risk Analysis

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

Municipal governments across the country provide a range of residential composting services including curbside collection and drop-off locations. As the City of Sedona does not provide curbside trash collection, launching a curbside composting service is not feasible in the short-term. Sedona residents are familiar with the drop-off recycling model, which makes introducing a composting drop-off a practical first step.

Fayetteville, Arkansas Drop-off - <https://www.fayetteville-ar.gov/3845/Food-Waste-Compostables-Drop-Off>

Alexandria, Virginia Farmers Market Drop-off - <https://www.alexandriava.gov/FoodWaste>

Bloomington, Minnesota Food Waste Drop-off - <https://www.bloomingtonmn.gov/mnt/organics-drop>

IV. Implementation

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

To implement the community compost drop-off pilot, the City will host ten 20 gallon carts within a fenced-in location at Posse Grounds Park. The City will contract with a composting service to collect the food waste once per week. To reduce contamination and ensure the pilot program remains within budget, the program will be confined to 50 interested residents in FY 2022. These households would volunteer to participate in an 11-month pilot for determining the viability of the household/residential food scraps drop-off accessibility for Sedona residents. To participate in the pilot and receive access to the drop-off location, residents must participate in a short electronic training on acceptable materials. Performance measures used to evaluate the project would include the number of residents served, pounds of food waste composted, and associated emissions mitigated.

V. Cost Savings/Revenue Enhancements

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



**City of Sedona
Decision Package
Fiscal Year 2021-22**

CM Recommended at reduced amount of \$90,000

Request Title	Energy Retrofit And Rebate Program
Department	City Manager's Office
Program	Sustainability
Funding Request Type	Other Ongoing
Source of Funds	General Fund
Amount Requested	\$140,000
Priority	High

I. Description of Request

This decision package provides for an ongoing energy rebate and residential retrofit program for energy efficiency upgrades. Due to staffing constraints, the implementation of these programs is contingent upon successful funding of the Sustainability Manager position.

II. Problem/Issue

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

The generation of electricity has significant impacts on our environment, including air, water, and soil pollution. About 40% of all energy consumed in the U.S. is used to generate electricity to power residential homes. The majority of our electricity in Sedona comes from a mix of gas, coal, and nuclear power. The use of these fuels is associated with potent greenhouse gases and particulates linked to smog, haze, respiratory illness, and lung disease.

One way to significantly reduce energy consumption and the associated negative impacts on environmental and human health is to make homes more energy-efficient. Using energy more efficiently reduces the fuel needed to generate electricity and the resulting greenhouse gas emissions. An energy retrofit and rebate program would also support the City Council's ambitious target of achieving a 50 percent reduction in community greenhouse gas emissions by 2030. Appliance and weatherization upgrades in Sedona homes would result in cost savings to homeowners while reducing community-wide energy demand. The program would target the highest home energy consumers including, heating and cooling, appliances, and electronics. Additional rebate opportunities include electric vehicle charging stations and solar panels.

One way to significantly reduce energy consumption and the associated negative impacts on environmental and human health is to make homes more energy-efficient. Using energy more efficiently reduces the fuel needed to generate electricity and the resulting greenhouse gas emissions. An energy retrofit and rebate program would also support the City Council's ambitious target of achieving a 50 percent reduction in community greenhouse gas emissions by 2030. Appliance and weatherization upgrades in Sedona homes would result in cost savings to homeowners while reducing community-wide energy demand. The program would target the highest home energy consumers including, heating and cooling, appliances, and electronics. Additional rebate opportunities include electric vehicle charging stations and solar panels.

III. Risk Analysis

What happens if this is not done?

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

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

Without an energy retrofit and rebate program, community members will continue to live in inefficient homes and contribute to community greenhouse gas emissions, making it difficult to make progress towards the City's community emissions target. Energy retrofit and rebate programs have been implemented successfully across the state and country. Locally, the City of Flagstaff has operated a range of residential energy retrofit and rebate programs for over a decade. <https://www.flagstaff.az.gov/2912/Energy-Rebates>

IV. Implementation

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

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

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

If funded, a request for proposal would be submitted the first month of the next fiscal year. The program would be designed in collaboration with the City Attorney. 1-3 contractors would be selected, and retrofits could begin within the first quarter. This would be accompanied by community marketing about the program through social media, newsletters, and a press release, with additional information available on the City's website. Performance measures used to evaluate the project would include the number of homes served, kilowatt-hours of energy reduced, and dollars saved in energy costs annually.

V. Cost Savings/Revenue Enhancements

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

By reducing community energy use, community greenhouse gas emissions are also reduced. Economically, this can be calculated into dollars saved using the social cost of carbon. The social cost of carbon, a measure of economic harm from climate change impacts, is equal to the total damages caused by emitting one ton of carbon dioxide. Accounting for damages caused by carbon pollution, an energy retrofit and rebate program will provide significant cost savings to the municipal organization and community members. According to the American Council for an Energy-Efficient Economy, "Energy efficiency upgrades could cut energy use and emissions by about 18% for homes and 23% for commercial buildings, and smart control technologies could cut another 11% for homes and 18% for commercial buildings. Electrification of remaining loads adds an additional 13% in emissions reductions."



**City of Sedona
Decision Package
Fiscal Year 2021-22**

CM Recommended

Request Title	Sustainability Professional Services
Department	City Manager's Office
Program	Sustainability
Funding Request Type	Other Ongoing
Source of Funds	General Fund
Amount Requested	\$40,000
Priority	High

I. Description of Request

This decision package provides for an ongoing professional services budget to assist with the implementation of the City's Climate Action Plan.

II. Problem/Issue

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

During the development of the City's Climate Action Plan, City Council identified a target of reducing community greenhouse gas emissions by 50% by 2030. The Sustainability Program currently has one full-time employee and one full-time AmeriCorps volunteer. To successfully implement the Climate Action Plan and Municipal Sustainability Plan, the program needs additional technical expertise and resources. Examples of previous sustainability consultant resources include:

- Conducting an electric vehicle readiness assessment to identify which fleet vehicles are appropriate to transition to electric.
- Developing a marketing campaign to encourage community members to reduce single-use plastic.
- Developing and conducting a community engagement process for the Climate Action Plan.
- Analyzing cost and mitigation impact for proposed actions in the Climate Action Plan.

III. Risk Analysis

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

In the absence of this assistance, the Sustainability Program will lack the capacity to implement the necessary actions to meet Council's ambitious emissions target. Engaging consultants on a project basis allows the City to increase community benefits while reducing the expense associated with creating new staff positions. While some programs and projects must be managed by staff, many of the efforts outlined in the Climate Action Plan require technical expertise beyond what City staff can offer.

IV. Implementation

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

V. Cost Savings/Revenue Enhancements

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

Funding will be used throughout the fiscal year to support the implementation of the Climate Action Plan.



**City of Sedona
Decision Package
Fiscal Year 2021-22**

CM Recommended

Request Title	Municipal Sustainability Plan Projects
Department	City Manager's Office
Program	Sustainability
Funding Request Type	Other Ongoing
Source of Funds	General Fund
Amount Requested	\$50,000
Priority	Medium

I. Description of Request

This decision package provides for an ongoing maintenance and improvement budget to assist with the implementation of the City's Municipal Sustainability Plan, which was finalized in FY 2020.

II. Problem/Issue

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

During the development of the City's Climate Action Plan, City Council identified a target of reducing community greenhouse gas emissions by 50% by 2030. To make meaningful progress towards this target, the municipal organization must transition towards carbon neutrality and become a leader in sustainability. This transition requires an ongoing budget to implement the Municipal Sustainability Plan (MSP), which was finalized in FY 2020. The MSP outlined short-term actions to reduce consumption of water, energy, fuel, and materials while improving ecosystem services and climate resiliency. Infrastructure and equipment improvements include electric vehicle charging infrastructure for fleet vehicles, water bottle refill stations, all-electric maintenance equipment, solar-powered landscape bollards, and municipal building weatherization.

III. Risk Analysis

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

Maintenance and infrastructure services are necessary to protect the value of City investments. For instance, to maximize the use and value of electric fleet vehicles, staff need to ensure that there are adequate electric vehicle charging stations for City fleet vehicles.

IV. Implementation

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

Funding will be used throughout the fiscal year to support the implementation of Municipal Sustainability Plan infrastructure projects.

V. Cost Savings/Revenue Enhancements

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

Many Municipal Sustainability Plan projects, like building weatherization and maintenance equipment electrification, have a strong financial return on investment.



**City of Sedona
Decision Package
Fiscal Year 2021-22**

CM Not Recommended

Request Title	Sustainability Training
Department	City Manager's Office
Program	Sustainability
Funding Request Type	Other Ongoing
Source of Funds	General Fund
Amount Requested	\$10,000
Priority	Medium

I. Description of Request

This decision package provides funds for ongoing employee sustainability training to ensure that staff has access to current technical information related to building and transportation decarbonization, low impact development, integrated pest management, and other municipal sustainability efforts.

II. Problem/Issue

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

One of the six key goals of the Sedona Community Plan is the preservation of our unique environment. Through the City's Sustainability Program, the City has improved organizational sustainability. However, to achieve goals set in both the Climate Action Plan and the Municipal Sustainability Plan, additional City staff require sustainability training in their specific fields (e.g., maintenance, engineering, building science, stormwater, and multimodal planning). While training opportunities may vary, the purpose is to help staff understand how environmental sustainability affects their work, services, and operating strategies. Examples of possible training opportunities include green building, low impact development, transportation electrification, building electrification, sustainable procurement, and integrated pest management. By investing in staff training, the City will also be investing in the community and better integrating sustainability principles throughout all City departments.

III. Risk Analysis

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

Council has identified sustainability as a high priority. Existing sustainability projects are currently constrained to one full-time staff member. Training additional city staff members will improve performance, increase innovation, and better align City work with community goals. It will enhance the City's ability to meet set sustainability goals and be better positioned for the future. Without access to sustainability-specific training opportunities, staff will struggle to integrate sustainability values throughout the organization.

IV. Implementation

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

Staff would request the use of the funds for sustainability-specific training opportunities in their field and demonstrate the relevance of the training to meeting the City's sustainability goals. Participation in training opportunities would begin in the first quarter of FY 2022.

V. Cost Savings/Revenue Enhancements

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

Implementation of sustainability measures, as a result of sustainability-specific trainings, reduce costs and greenhouse gas emissions associated with City programming.



**City of Sedona
Decision Package
Fiscal Year 2021-22**

CM Recommended for full-time adjustment only \$20,720 - reclass to be deferred until after results of salary study

Request Title	Arts & Culture Coordinator
Department	City Manager's Office
Program	Arts & Culture
Funding Request Type	Personnel
Source of Funds	General Fund
Amount Requested	\$30,028
Priority	Medium

I. Description of Request

1. Salary adjustment at my current rate to \$16,588.00, from 30 hours part-time to 40 hours full-time.
2. Reclassification \$10,000 to a higher pay scale.

II. Problem/Issue

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

1. I am working at capacity. To continue to produce my current workload, I would need to become full-time.
2. I am at the top of my pay scale. Over the last 7 1/2 years I have continued to expand creative programming at a high level, while managing a large volume of work independently. This reclassification would allow me to take on more projects as requested, as well as integrating additional City Council suggestions into the program.

III. Risk Analysis

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

IV. Implementation

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

V. Cost Savings/Revenue Enhancements

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

CAPITAL PROJECTS DETAILS

Project Summary

Project Title:

Art in the Roundabouts

Location:

SR 179 Roundabouts

Phase: of Project #: AC-02
(If Applicable)

Ranking: Important (Could-Do)

Environmental Sustainability Project? No

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. Included in the project for FY 2022 are maquettes for community and selection committee process.

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.

	Original	Revised (if applicable)
Start Date	July 2019	July 2021
Estimated Completion Date	June 2020	June 2024



For Continuing Projects

Estimated Project Status as of June 30, 2021:

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 (if applicable):

The budget was increased for the cost of the maquettes. 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	\$0
Current Approved Total Project Budget	\$300,000
Requested Budget Increase/Decrease	\$6,000
Requested Total Project Budget	\$306,000
Estimated Expenditures through June 30, 2021	\$0
Budget Balance Remaining	\$306,000

Budget Detail

Project Cost Estimates:

Funding Status	Cost Category	Prior Years Estimate	FY2022	FY2023	FY2024	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		\$130,000	\$130,000			\$260,000
New	Public Art Purchase		\$6,000				\$6,000
Future Estimate	Public Art Purchase				\$90,000		\$90,000
Totals		\$0	\$136,000	\$170,000	\$110,000	\$0	\$416,000

Project Funding Estimates:

Funding Source	Prior Years Estimate	FY2022	FY2023	FY2024	Future Years	Project Totals
1% for Arts		\$136,000	\$170,000	\$110,000		\$416,000
Totals	\$0	\$136,000	\$170,000	\$110,000	\$0	\$416,000

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

None anticipated.

Total Operating Impacts:

	FY2022	FY2023	FY2024	Future Annual Cost
Personnel Costs				
Materials & Supplies				
Contractual Services				
Debt Service				
Revenue Offset				
Total Expenditure Impacts	\$0	\$0	\$0	\$0

Explanation of Operating Impacts:

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

GENERAL SERVICES

Mission Statement

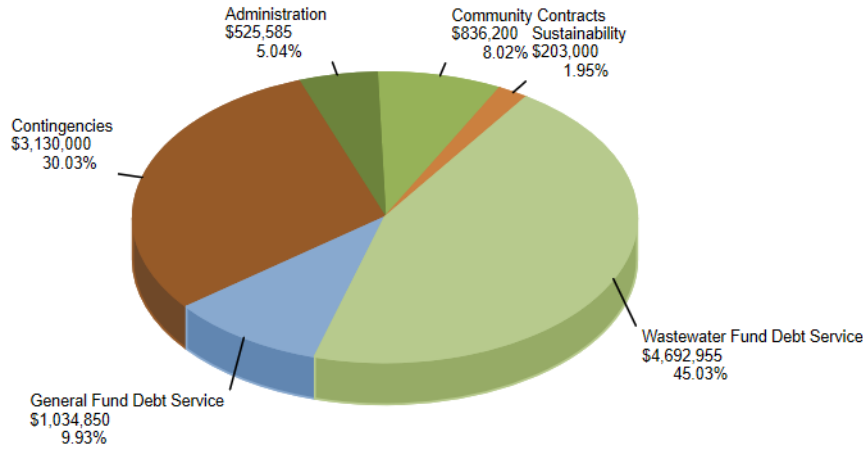
Description

The General Services Department is established as an accounting unit in order to capture the various “non-departmental” and other centralized expenses. These include service contracts with non-profits, Citywide liability and other insurances, and debt service. The debt service costs include General Fund, Development Impact Fees Funds, and Wastewater Enterprise Fund debt. Additional information on the City’s debt service can be found in the Debt Service section.

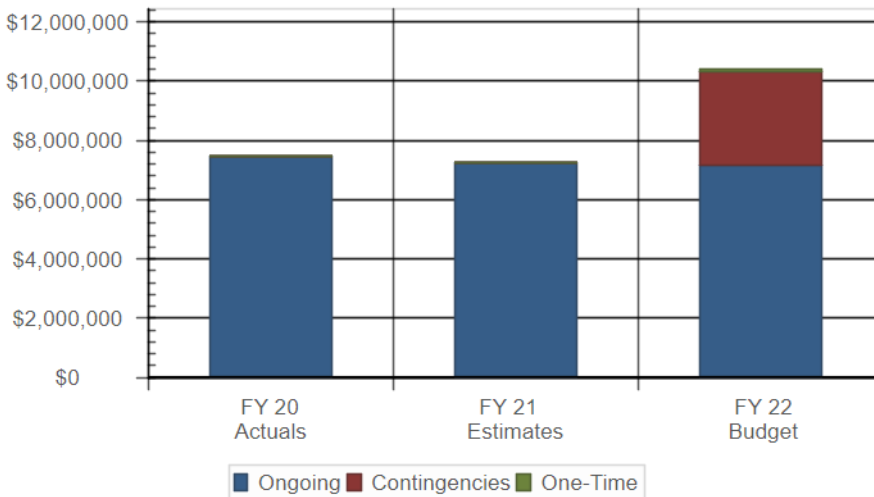
The General Services Department also includes the General Fund, Grants and Donation Funds, and Wastewater Enterprise Fund contingency budgets, which include the following:

- * \$200,000 general operating contingency (General Fund)
- * \$100,000 general operating contingency (Wastewater Enterprise Fund)
- * \$100,000 contingency for judgments (General Fund)
- * \$2,100,000 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)
- * \$1,233,520 contingency for the American Relief Plan

FY 2022 PROGRAM EXPENDITURES: \$10,422,590



FY 2020 - FY 2022 ONGOING VS. ONE-TIME EXPENDITURES



General Services-Administration

Budget Summary	FY2022 Budget	% of FY2022 Budget	FY2021 Budget	FY2021 Estimate	FY2020 Actuals
Program Expenditures					
Personnel Services	\$ (240,615)	(2)%	\$ (60,156)	\$ -	\$ -
Supplies & Services	1,785,500	17 %	1,578,050	1,496,249	1,706,526
Capital & Debt Service	5,735,925	55 %	5,733,535	5,733,385	5,731,636
Contingencies (ongoing)	3,130,000	30	2,019,440	-	-
Subtotal Direct Costs	\$10,410,810	100 %	\$ 9,270,869	\$ 7,229,634	\$ 7,438,162
Internal Charges	11,080	- %	5,760	5,450	11,360
Total Expenditures	10,421,890	100 %	9,276,629	7,235,084	7,449,522
Expenditures by Fund					
General Fund Portion	\$ 3,325,714	32 %	\$ 3,274,126	\$ 2,868,374	\$ 3,030,696
Wastewater Enterprise Fund	\$ 4,790,825	46 %	\$ 4,793,205	\$ 4,693,225	\$ 4,439,144
Other Funds Portion	\$ 2,305,351	22 %	\$ 2,354,559	\$ 2,860,291	\$ 2,952,050
Funding Sources					
Allocations to Other Departments	\$ 425,350	4.08 %	\$ 397,070	\$ 397,100	\$ 253,020
Funding from General Revenues:					
Estimated Resident Generated	\$ 3,498,789	34 %	\$ 3,107,846	\$ 2,393,294	\$ 2,518,776
Estimated Visitor Generated	\$ 6,497,751	62 %	\$ 5,771,713	\$ 4,444,690	\$ 4,677,726
Employee Time Allocation (FTEs) Budgeted	-		-		-

WORKLOAD INDICATORS	FY22 Projection	FY21 Projection	FY21 Estimate	FY20 Actual	FY19 Actual
Small grants awarded	35	19	8	19	20
Average small grant award amount	\$8,223	\$8,858	\$5,650	\$8,763	\$8,475
Total small grants awarded	\$287,800	\$168,300	\$45,200	\$166,500	\$169,500
Range of small grant awards	\$1,200 - \$21,000	\$1,200 - \$21,000	\$1,000 - 10,200	\$2,000 - \$27,000	\$1,200 - \$21,000

GENERAL SERVICES
Continued

EXPENDITURE SUMMARY

Cost Category	FY2022 Budget	FY2021 Budget	FY2021 Est. Actuals	FY2020 Actuals	Explanation of Changes
General Fund					
10-5245-01 - Administration					
Personnel (ongoing)	\$(240,615)	\$(60,156)	\$0	\$0	Vacancy savings offsets.
Supplies & Services (ongoing)	<u>\$624,200</u>	<u>\$594,100</u>	<u>\$471,540</u>	<u>\$566,077</u>	
Direct Costs (Ongoing) Subtotal	\$383,585	\$533,944	\$471,540	\$566,077	
Internal Charges	<u>\$(414,350)</u>	<u>\$(391,360)</u>	<u>\$(391,690)</u>	<u>\$(241,850)</u>	
Ongoing Total	\$(30,765)	\$142,584	\$79,850	\$324,227	
Supplies & Services (one-time)	\$121,300	\$0	\$0	\$0	Budget Increase: Small grants program.
Capital & Debt Service	<u>\$8,900</u>	<u>\$8,200</u>	<u>\$8,900</u>	<u>\$6,046</u>	Enterprise Fleet vehicle leasing program.
Administration Total	\$99,435	\$150,784	\$88,750	\$330,273	
10-5245-09 - Sustainability					
Supplies & Services (ongoing)	<u>\$203,000</u>	<u>\$175,000</u>	<u>\$200,000</u>	<u>\$203,100</u>	
Sustainability Total	\$203,000	\$175,000	\$200,000	\$203,100	
10-5245-90 - Comm Contracts - Public Safety					
Supplies & Services (ongoing)	<u>\$76,419</u>	<u>\$71,300</u>	<u>\$75,356</u>	<u>\$71,106</u>	
Comm Contracts - Public Safety Total	\$76,419	\$71,300	\$75,356	\$71,106	
10-5245-91 - Comm Contracts - Cult & Recr					
Supplies & Services (ongoing)	<u>\$506,031</u>	<u>\$485,000</u>	<u>\$498,553</u>	<u>\$484,974</u>	
Comm Contracts - Cult & Recr Total	\$506,031	\$485,000	\$498,553	\$484,974	
10-5245-92 - Comm Contracts - Health & Welf					
Supplies & Services (ongoing)	<u>\$192,850</u>	<u>\$179,800</u>	<u>\$190,000</u>	<u>\$187,770</u>	
Comm Contracts - Health & Welf Total	\$192,850	\$179,800	\$190,000	\$187,770	

GENERAL SERVICES
Continued

EXPENDITURE SUMMARY

Cost Category	FY2022 Budget	FY2021 Budget	FY2021 Est. Actuals	FY2020 Actuals	Explanation of Changes
10-5245-93 - Comm Contracts - Public Transp					
Supplies & Services (ongoing)	\$60,900	\$51,550	\$60,000	\$192,544	
Comm Contracts - Public Transp Total	\$60,900	\$51,550	\$60,000	\$192,544	
10-5246-01 - Administration					
Contingencies	\$630,000	\$844,440	\$0	\$0	
Administration Total	\$630,000	\$844,440	\$0	\$0	
10-5255-15 - Debt Service					
Capital & Debt Service	\$1,034,850	\$1,034,560	\$1,034,310	\$1,034,470	Based on debt retirement schedules
Debt Service Total	\$1,034,850	\$1,034,560	\$1,034,310	\$1,034,470	
General Fund Totals					
Personnel Subtotal	\$(240,615)	\$(60,156)	\$0	\$0	
Supplies & Services (Ongoing) Subtotal	\$1,663,400	\$1,556,750	\$1,495,449	\$1,705,571	
Direct Costs (Ongoing) Subtotal	\$1,422,785	\$1,496,594	\$1,495,449	\$1,705,571	
Internal Charges Subtotal	\$(414,350)	\$(391,360)	\$(391,690)	\$(241,850)	
Contingencies Subtotal	\$630,000	\$844,440	\$0	\$0	
Ongoing Subtotal	\$1,638,435	\$1,949,674	\$1,103,759	\$1,463,721	
Supplies & Services (One-Time) Subtotal	\$121,300	\$0	\$0	\$0	
Capital & Debt Service Subtotal	\$1,043,750	\$1,042,760	\$1,043,210	\$1,040,516	
One-Time Subtotal	\$1,165,050	\$1,042,760	\$1,043,210	\$1,040,516	
General Fund Total	\$2,803,485	\$2,992,434	\$2,146,969	\$2,504,237	

GENERAL SERVICES
Continued

EXPENDITURE SUMMARY

Cost Category	FY2022 Budget	FY2021 Budget	FY2021 Est. Actuals	FY2020 Actuals	Explanation of Changes
---------------	------------------	------------------	------------------------	-------------------	------------------------

Affordable Housing Fund

12-5246-01 - Administration

Contingencies	\$2,100,000	\$800,000	\$0	\$0	Budget Increase: Increase in affordable housing contingency.
	<u> </u>	<u> </u>	<u> </u>	<u> </u>	
Administration Total	\$2,100,000	\$800,000	\$0	\$0	

Donations & Contributions Fund

15-5245-01 - Administration

Supplies & Services (ongoing)	<u>\$800</u>	<u>\$1,300</u>	<u>\$800</u>	<u>\$955</u>	
Administration Total	\$800	\$1,300	\$800	\$955	

Operating Grants Fund

16-5245-01 - Administration

Supplies & Services (ongoing)	<u>\$0</u>	<u>\$20,000</u>	<u>\$0</u>	<u>\$0</u>	Yavapai Apache Nation Prop 202 allocation.
Administration Total	\$0	\$20,000	\$0	\$0	

16-5246-01 - Administration

Contingencies	<u>\$300,000</u>	<u>\$275,000</u>	<u>\$0</u>	<u>\$0</u>	Reinstate contingency for amount used during the current year
Administration Total	\$300,000	\$275,000	\$0	\$0	

Operating Grants Fund Totals

Supplies & Services (Ongoing) Subtotal	<u>\$0</u>	<u>\$20,000</u>	<u>\$0</u>	<u>\$0</u>	
Contingencies Subtotal	<u>\$300,000</u>	<u>\$275,000</u>	<u>\$0</u>	<u>\$0</u>	
Operating Grants Fund Total	\$300,000	\$295,000	\$0	\$0	

Wastewater Enterprise Fund

59-5246-01 - Administration

Contingencies	<u>\$100,000</u>	<u>\$100,000</u>	<u>\$0</u>	<u>\$0</u>	
Administration Total	\$100,000	\$100,000	\$0	\$0	

GENERAL SERVICES
Continued

EXPENDITURE SUMMARY

Cost Category	FY2022 Budget	FY2021 Budget	FY2021 Est. Actuals	FY2020 Actuals	Explanation of Changes
---------------	------------------	------------------	------------------------	-------------------	------------------------

59-5255-15 - Debt Service

Internal Charges	\$80	\$50	\$40	\$190	
Capital & Debt Service	<u>\$4,692,875</u>	<u>\$4,690,775</u>	<u>\$4,690,875</u>	<u>\$4,691,796</u>	
Debt Service Total	\$4,692,955	\$4,690,825	\$4,690,915	\$4,691,986	

Wastewater Enterprise Fund Totals

Internal Charges Subtotal	\$80	\$50	\$40	\$190	
Contingencies Subtotal	<u>\$100,000</u>	<u>\$100,000</u>	<u>\$0</u>	<u>\$0</u>	
Ongoing Subtotal	\$100,080	\$100,050	\$40	\$190	
Capital & Debt Service Subtotal	<u>\$4,692,875</u>	<u>\$4,690,775</u>	<u>\$4,690,875</u>	<u>\$4,691,796</u>	
Wastewater Enterprise Fund Total	\$4,792,955	\$4,790,825	\$4,690,915	\$4,691,986	

Grand Totals

Personnel (Ongoing) Subtotal	\$(240,615)	\$(60,156)	\$0	\$0	
Supplies & Services (Ongoing) Subtotal	<u>\$1,664,200</u>	<u>\$1,578,050</u>	<u>\$1,496,249</u>	<u>\$1,706,526</u>	
Direct Costs (Ongoing) Subtotal	\$1,423,585	\$1,517,894	\$1,496,249	\$1,706,526	
Internal Charges Subtotal	\$(414,270)	\$(391,310)	\$(391,650)	\$(241,660)	
Contingencies Subtotal	<u>\$3,130,000</u>	<u>\$2,019,440</u>	<u>\$0</u>	<u>\$0</u>	
Ongoing Subtotal	\$4,139,315	\$3,146,024	\$1,104,599	\$1,464,866	
Supplies & Services (One-Time) Subtotal	\$121,300	\$0	\$0	\$0	
Capital & Debt Service Subtotal	<u>\$5,736,625</u>	<u>\$5,733,535</u>	<u>\$5,734,085</u>	<u>\$5,732,312</u>	
Grand Total	\$9,997,240	\$8,879,559	\$6,838,684	\$7,197,178	

**City of Sedona
 FY 2021-22 Proposed Budget
 Service Contracts Summary**

Agency	FY 2017	FY 2018	FY 2019	FY 2020 Base Contract	FY 2020 Emergency Funding	Total FY 2020	FY 2021 Adopted	FY 2021 Restored Funding	Total FY 2021	FY 2022 Proposed	Proposed Budget Increase Over Total FY 2021
Humane Society	\$ 48,678	\$ 49,895	\$ 64,785	\$ 66,793	\$ -	\$ 66,793	\$ 66,800	\$ 4,063	\$ 70,863	\$ 71,919	\$ 1,056
Sedona Community Center	164,997	169,122	174,365	179,770	8,000	187,770	179,800	10,200	190,000	192,850	2,850
Sedona Public Library	393,932	432,000	470,392	484,974	-	484,974	485,000	13,553	498,553	506,031	7,478
Sedona Recycles	72,000	82,875	100,000	203,100	-	203,100	175,000	25,000	200,000	203,000	3,000
Verde Valley Caregivers	25,450	35,000	36,085	37,204	10,000	47,204	50,000	10,000	60,000	60,900	900
Totals	\$ 705,057	\$ 768,892	\$ 845,627	\$ 971,841	\$ 18,000	\$ 989,841	\$ 956,600	\$ 62,816	\$ 1,019,416	\$ 1,034,700	\$ 15,284

NOTE: The service contracts include provisions for increases based on the 12-month Western Region Consumer Price Index (CPI) for December. The December 2020 CPI was 1.5%, and the budget for each service contract has been increased by this percentage for FY 2022.

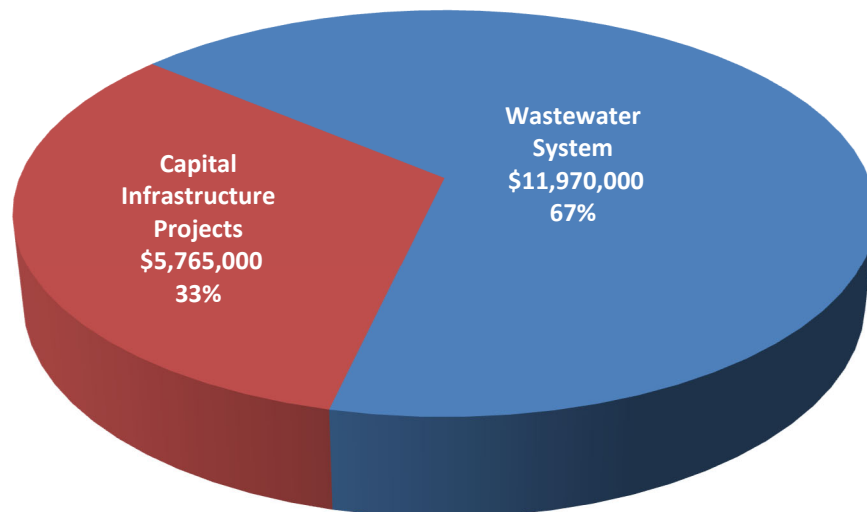
DEBT SERVICE

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 \$18 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, 2021.

Current approach is pay-as-you-go funding of capital projects. Existing bonded debt was used to fund capital projects in the past.

OUTSTANDING BONDS BY PROJECT TOTAL \$17,735,000



Bond Rating

In September 2019, Standard & Poor's (S&P) performed a rating review of the City's financial condition and raised the City's bond rating from A to AA- based on the City's stable outlook. The rating affirms a confidence in the City's financial management and its economic outlook. A high bond rating means the City is able to sell bonds to finance capital projects at lower interest rates. The rating also increases the value of existing bonds for investors.

*S&P Bond Rating:
AA-*

DEBT SERVICE

continued

Bonded Debt Repayment Summary

The table below summarizes the principal and interest payments for the 2021-22 fiscal year by bond issuance.

FY 2022 BOND PAYMENTS

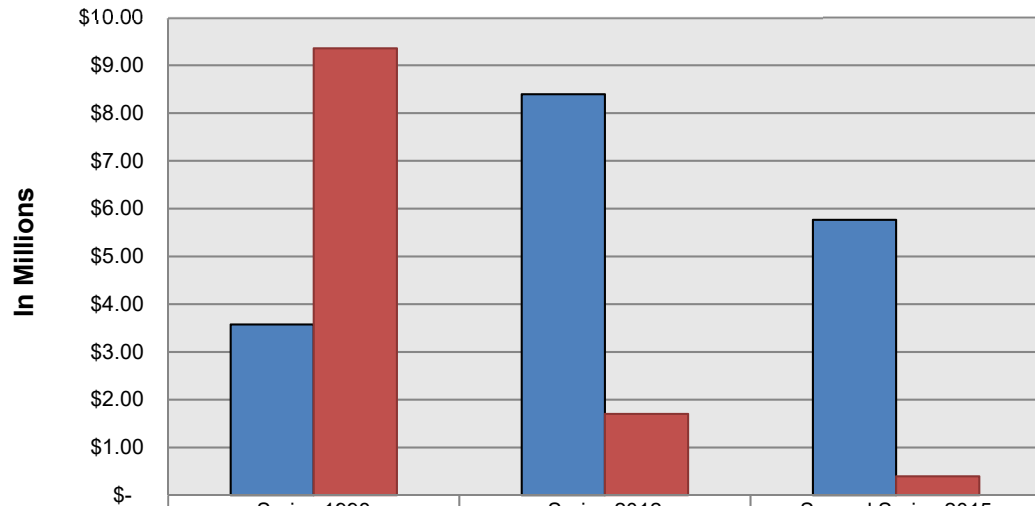
Bond Series	FY22 Principal*	FY22 Interest*	Total FY22 Payment
Series 1998**	\$ 1,255,000	\$ 3,055,000	\$ 4,310,000
Series 2012	-	377,775	377,775
Second Series 2015	920,000	111,841	1,031,841
Total Annual Payment	\$ 2,175,000	\$ 3,544,616	\$ 5,719,616

* The July 1, 2021 principal and interest payments have been accrued in the prior year. These amounts represent the principal and interest payments for January 1, 2022 and July 1, 2022.

** 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 six years, which is when all current outstanding bonds will be retired.

REMAINING BOND PRINCIPAL AND INTEREST



	Series 1998	Series 2012	Second Series 2015
Outstanding Principal	\$3.58	\$8.40	\$5.77
Remaining Interest Payments	\$9.36 *	\$1.70	\$0.40

* 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	
2021-22	\$ 920,000	\$ 111,841	\$ 1,255,000	\$ 3,432,775	\$ 5,719,616
2022-23	935,000	93,993	1,190,000	3,497,775	5,716,768
2023-24	945,000	75,854	1,130,000	3,557,775	5,708,629
2024-25	970,000	57,521	4,105,000	377,775	5,510,296
2025-26	990,000	38,703	4,290,000	193,050	5,511,753
2026-27	1,005,000	19,497	-	-	1,024,497
Total	\$5,765,000	\$ 397,409	\$11,970,000	\$11,059,150	\$29,191,559

The fiscal years 2021-22 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 lease agreements for police and fleet vehicles, a snow plow/dump truck, a street sweeper, a police camera system, and 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	General Fund		Wastewater Fund		Totals
	Principal	Interest	Principal	Interest	
2021-22	\$221,273	\$ 33,083	\$ 6,393	\$1,044	\$ 261,792
2022-23	225,683	29,411	6,393	1,044	262,531
2023-24	230,221	25,627	6,393	1,044	263,284
2024-25	202,083	16,488	2,451	400	221,422
2025-26	122,663	9,600			132,263
2026-27	34,105	6,664			40,769
2027-28	36,147	5,436			41,584
2028-29	38,281	4,135			42,416
2029-30	38,831	2,757			41,588
2030-31	37,751	1,359			39,110
Total	\$774,768	\$134,562	\$21,628	\$3,531	\$1,346,759

* Lease amounts will be finalized when fiscal year 2020-21 vehicles have been delivered. Significant delays have been experienced due to the impacts of COVID-19.

DEBT SERVICE

continued

Debt Limitations

The Arizona Constitution limits the City's bonded debt capacity (outstanding principal) to a certain percentage of the City's secondary assessed valuation for general obligation (G.O.) bonds as follows:

BONDED DEBT LIMITATIONS

Bond Purpose	Debt Limit as Percentage of Assessed Valuation of Taxable Property
General Municipal Purposes	6%
Water, Lighting, and Sewer Projects	20%
Acquisition and Development of Land for Open Space Preserves, Parks, Playgrounds, and Recreational Facilities	20%

The City's bond holdings do not include G.O. bonds and, therefore, are not subject to debt limitation. The City has no plans to issue G.O. bonds in the future.

No plans to issue G.O. bonds in the future.

Pledged Revenues

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

EXCISE TAXES PLEDGED TO REPAY REVENUE BONDS

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

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

PLEDGED REVENUE COVERAGES

Fiscal Year	Pledged Excise Tax Revenues	Principal	Interest	Total	Coverage
2021-22 (budget)	\$35,460,615	\$2,175,000	\$3,544,616	\$5,719,616	6.20
2022-23 (proj.)	36,280,100	2,125,000	3,591,768	5,716,768	6.35
2023-24 (proj.)	36,941,980	2,075,000	3,633,629	5,708,629	6.47
2024-25 (proj.)	37,571,660	5,075,000	435,296	5,510,296	6.82
2025-26 (proj.)	38,217,070	5,280,000	231,753	5,511,753	6.93
2026-27 (proj.)	38,868,950	1,005,000	19,497	1,024,497	37.94

DEBT SERVICE

continued

Pledged Revenues (cont'd)

The bond covenants require that excise tax revenues be equal to at least 1.50 times the total payments for all bonds secured by a pledge of excise tax revenues. If at any time it appears that the excise tax revenues will not be sufficient to meet this 1.50 coverage requirement, the City must either impose a new excise tax or increase the rates for taxes currently imposed to reach the 1.50 coverage requirement, to the extent permitted by law.

Projected pledged revenues far exceed coverage requirements.

Debt Service Reserves

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

In accordance with the bond covenants, the City has bond insurance in place to guarantee payments in lieu of reserve requirements.

For the City's Wastewater Enterprise Fund, the City's adopted policy requires a debt service reserve with a target equal to the average of one year of enterprise fund debt service repayment requirements for uninsured bonds. There are no uninsured bonds remaining.

Outstanding Debt Balances

The following information details the outstanding debt balances until all debt is paid, assuming no early redemptions or refinancing. The final payment is December 20, 2030.

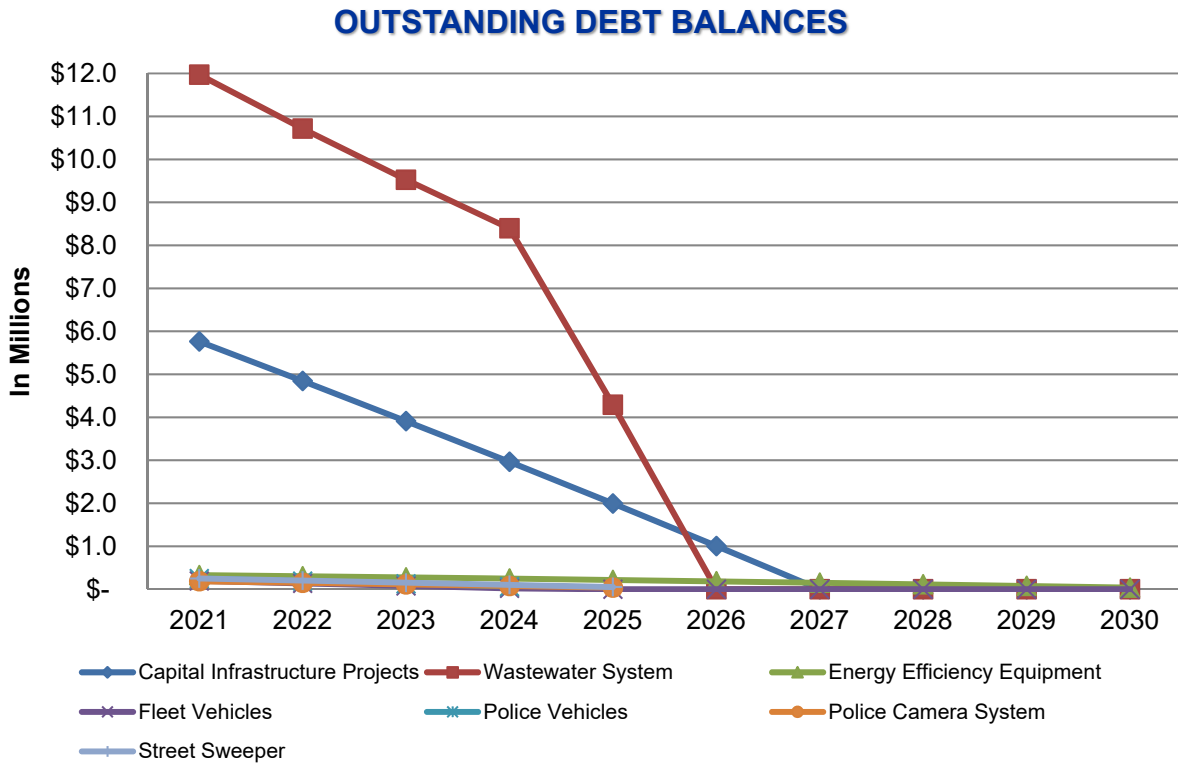
OUTSTANDING DEBT BALANCES BY FISCAL YEAR

As of July 2	Capital Infrastructure Projects	Wastewater System	Energy Efficiency Equipment	Fleet Vehicles*	Police Vehicles	Police Camera System	Street Sweeper	Totals
2021	\$5,765,000	\$11,970,000	\$327,903	\$194,735	\$250,560	\$185,261	\$250,206	\$18,943,665
2022	4,845,000	10,715,000	302,782	136,864	189,625	149,555	202,175	16,541,001
2023	3,910,000	9,525,000	276,018	78,994	127,566	113,188	153,159	14,183,925
2024	2,965,000	8,395,000	247,537	21,123	64,365	76,148	103,138	11,872,311
2025	1,995,000	4,290,000	217,263	-	-	38,423	52,092	6,592,778
2026	1,005,000	-	185,115	-	-	-	-	1,190,115
2027	-	-	151,010	-	-	-	-	151,010
2028	-	-	114,863	-	-	-	-	114,863
2029	-	-	76,582	-	-	-	-	76,582
2030	-	-	37,751	-	-	-	-	37,751
2031	-	-	-	-	-	-	-	-

* Lease amounts will be finalized when fiscal year 2020-21 vehicles have been delivered. Significant delays have been experienced due to the impacts of COVID-19.

DEBT SERVICE continued

Outstanding Debt Balances (cont'd)



The City currently is evaluating potential refinancing plans for the Series 2012 bonds. 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.

Evaluation of refunding the Series 2012 bonds is in process.



DEBT SERVICE
continued

Outstanding Debt Balances (cont'd)

The following table summarizes the status of the outstanding debt by issuance.

STATUS OF OUTSTANDING DEBT

Debt Issue	Remaining Payment Dates	Interest Rate	Remaining Principal	Remaining Interest	Status
Series 1998 Bonds	7/1/2022-2024	5.24%	\$3,575,000	\$9,355,000	Not subject to call prior to stated maturity date
Series 2012 Bonds	7/1/2025-2026	4.50%	8,395,000	1,704,150	Eligible to be called on or after 7/1/2022 without premium
Second Series 2015 Bonds	7/1/2022-2027	1.94%	5,765,000	397,409	Eligible to be called without premium
Energy Efficiency Equipment	12/20/2021-2030	3.60%	327,903	69,726	No prepayment penalty
Fleet Vehicles	FY 2022-FY 2025	4.11%-7.34%	194,735	30,721	No prepayment penalty
Police Vehicles	FY 2022-FY 2025	1.82%-1.85%	250,561	11,643	Termination penalty
Police Camera System	8/30/2021-2025	1.85%	185,261	10,408	Termination penalty
Street Sweeper	4/26/2022-2026	2.05%	250,206	15,596	Termination 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
7/1/2022	\$ 1,255,000	\$ 3,055,000	5.24%	\$ 4,310,000
7/1/2023	1,190,000	3,120,000	5.24%	4,310,000
7/1/2024	1,130,000	3,180,000	5.24%	4,310,000
Total	\$ 3,575,000	\$ 9,355,000		\$ 12,930,000

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

The only remaining portion of the bond series are capital appreciation bonds (CABs). CABs offer an investment return on an initial principal amount and are reinvested at a stated compounded rate until maturity. At maturity, the investor receives a single payment (the "maturity value") representing both the initial principal amount and the total investment return.

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

DEBT SERVICE
continued

Individual Debt Issuances (cont'd)

CITY OF SEDONA
EXCISE TAX REVENUE REFUNDING BONDS, SERIES 2012
Original Principal \$8,395,000
Issued February 8, 2012
(Wastewater Fund)

Remaining Payment Dates	Principal	Interest Rate	Interest	Total
1/1/2022	\$ -		\$ 188,887	\$ 188,887
7/1/2022	-		188,888	188,888
1/1/2023	-		188,887	188,887
7/1/2023	-		188,888	188,888
1/1/2024	-		188,887	188,887
7/1/2024	-		188,888	188,888
1/1/2025	-		188,887	188,887
7/1/2025	4,105,000	4.50%	188,888	4,293,888
1/1/2026	-		96,525	96,525
7/1/2026	4,290,000	4.50%	96,525	4,386,525
Total	\$ 8,395,000		\$ 1,704,150	\$ 10,099,150

Bond Purpose	Advance refunding of a portion of the Wastewater Municipal Property Corporation outstanding Series 1998
Subject to Call for Redemption Prior to Stated Maturity Dates?	Yes, on or after July 1, 2022, without premium
Private Placement?	No

DEBT SERVICE

continued

Individual Debt Issuances (cont'd)

CITY OF SEDONA
EXCISE TAX REVENUE REFUNDING BONDS, SECOND SERIES 2015
 Original Principal \$8,030,000
 Issued December 16, 2015
 (General Fund)

Remaining Payment Dates	Principal	Interest Rate	Interest	Total
1/1/2022	\$ -		\$ 55,920	\$ 55,920
7/1/2022	920,000	1.94%	55,921	975,921
1/1/2023	-		46,996	46,996
7/1/2023	935,000	1.94%	46,997	981,997
1/1/2024	-		37,927	37,927
7/1/2024	945,000	1.94%	37,927	982,927
1/1/2025	-		28,760	28,760
7/1/2025	970,000	1.94%	28,761	998,761
1/1/2026	-		19,351	19,351
7/1/2026	990,000	1.94%	19,352	1,009,352
1/1/2027			9,748	9,748
7/1/2027	1,005,000	1.94%	9,749	1,014,749
Total	\$ 5,765,000		\$ 397,409	\$ 6,162,409

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 MIDSTATE ENERGY LEASE

Original Principal \$373,498

Issued December 11, 2018

(General Fund)

Remaining Payment Dates	Principal	Interest Rate	Interest	Total
12/20/2021	\$ 25,121	3.60%	\$ 11,805	\$ 36,926
12/20/2022	26,764	3.60%	10,900	37,667
12/20/2023	28,481	3.60%	9,937	38,417
12/20/2024	30,275	3.60%	8,911	39,186
12/20/2025	32,147	3.60%	7,821	39,969
12/20/2026	34,105	3.60%	6,664	40,769
12/20/2027	36,147	3.60%	5,436	41,584
12/20/2028	38,281	3.60%	4,135	42,416
12/20/2029	38,831	3.60%	2,757	41,588
12/20/2030	37,751	3.60%	1,359	39,110
Total	\$ 327,903		\$ 69,726	\$ 397,629

Lease Purpose

Energy efficient equipment

Subject to Early Payoff?

Yes, no penalty

DEBT SERVICE

continued

Individual Debt Issuances (cont'd)

CITY OF SEDONA
FY 2020 ENTERPRISE FLEET LEASES
Original Principal \$257,392
Issued from October 3, 2019 to February 12, 2020
(General Fund)

Remaining Payment Dates	Principal	Interest Rate	Interest	Total
FY 2022	\$ 51,478	4.11%-7.34%	\$ 8,107	\$ 59,586
FY 2023	51,478	4.11%-7.34%	8,107	59,586
FY 2024	51,478	4.11%-7.34%	8,107	59,586
FY 2025	18,672	4.11%-7.34%	2,868	21,540
Total	\$ 173,107		\$ 27,190	\$ 200,297

Original Principal \$31,963
Issued November 18, 2019
(Wastewater Fund)

Remaining Payment Dates	Principal	Interest Rate	Interest	Total
FY 2022	\$ 6,393	6.12%	\$ 1,044	\$ 7,436
FY 2023	6,393	6.12%	1,044	7,436
FY 2024	6,393	6.12%	1,044	7,436
FY 2025	2,451	6.12%	400	2,851
Total	\$ 21,628		\$ 3,531	\$ 25,159

Lease Purpose	7 fleet vehicles and snow plow/dump truck
Subject to Early Payoff?	Yes, no penalty

DEBT SERVICE
continued

Individual Debt Issuances (cont'd)

CITY OF SEDONA
POLICE VEHICLE LEASES
Original Principal \$67,442
Issued July 30, 2020
(General Fund)

Remaining Payment Dates	Principal	Interest Rate	Interest	Total
7/30/2021	\$ 16,407	1.82%	\$ 1,227	\$ 17,634
7/30/2022	16,706	1.82%	929	17,634
7/30/2023	17,010	1.82%	625	17,634
7/30/2024	17,319	1.82%	315	17,634
Total	\$ 67,442		\$ 3,096	\$ 70,538

Original Principal \$183,119
Issued November 20, 2020
(General Fund)

Remaining Payment Dates	Principal	Interest Rate	Interest	Total
11/20/2021	\$ 44,529	1.85%	\$ 3,388	\$ 47,916
11/20/2022	45,352	1.85%	2,564	47,916
11/20/2023	46,191	1.85%	1,725	47,916
11/20/2024	47,046	1.85%	870	47,916
Total	\$ 183,119		\$ 8,547	\$ 191,665

Lease Purpose	4 police vehicles
Subject to Early Payoff?	Yes, with termination penalty

DEBT SERVICE
continued

Individual Debt Issuances (cont'd)

CITY OF SEDONA
POLICE CAMERA SYSTEM LEASE
Original Principal \$185,261
Issued August 30, 2020
(General Fund)

Remaining Payment Dates	Principal	Interest Rate	Interest	Total
8/30/2021	\$ 35,706	1.85%	\$ 3,427	\$ 39,134
8/30/2022	36,367	1.85%	2,767	39,134
8/30/2023	37,040	1.85%	2,094	39,134
8/30/2024	37,725	1.85%	1,409	39,134
8/30/2025	38,423	1.85%	711	39,134
Total	\$ 185,261		\$ 10,408	\$ 195,669

Lease Purpose	Police camera system
Subject to Early Payoff?	Yes, with termination penalty

DEBT SERVICE
continued

Individual Debt Issuances (cont'd)

CITY OF SEDONA
STREET SWEEPER LEASE
Original Principal \$250,206
Issued April 26, 2021
(General Fund)

Remaining Payment Dates	Principal	Interest Rate	Interest	Total
4/26/2022	\$ 48,031	2.05%	\$ 5,129	\$ 53,160
4/26/2023	49,016	2.05%	4,145	53,160
4/26/2024	50,021	2.05%	3,140	53,160
4/26/2025	51,046	2.05%	2,114	53,160
4/26/2026	52,092	2.05%	1,068	53,160
Total	\$ 250,206		\$ 15,596	\$ 265,802

Lease Purpose	Street Sweeper
Subject to Early Payoff?	Yes, with termination penalty

DEBT SERVICE
continued

Individual Debt Issuances (cont'd)

CITY OF SEDONA
FY 2021 ENTERPRISE FLEET LEASES*
Original Principal \$TBD
Issued from TBD
(General Fund)

Remaining Payment Dates	Principal	Interest Rate	Interest	Total
FY 2022				
FY 2023				
FY 2024				
FY 2025				
FY 2026				
Total				

Original Principal \$TBD
Issued TBD
(Wastewater Fund)

Remaining Payment Dates	Principal	Interest Rate	Interest	Total
FY 2022				
FY 2023				
FY 2024				
FY 2025				
FY 2026				
Total				

Lease Purpose	4 fleet vehicles
Subject to Early Payoff?	Yes, no penalty

* Lease amounts will be finalized when vehicles delivered. Significant delays have been experienced due to the impacts of COVID-19.

ECONOMIC DEVELOPMENT

Mission Statement

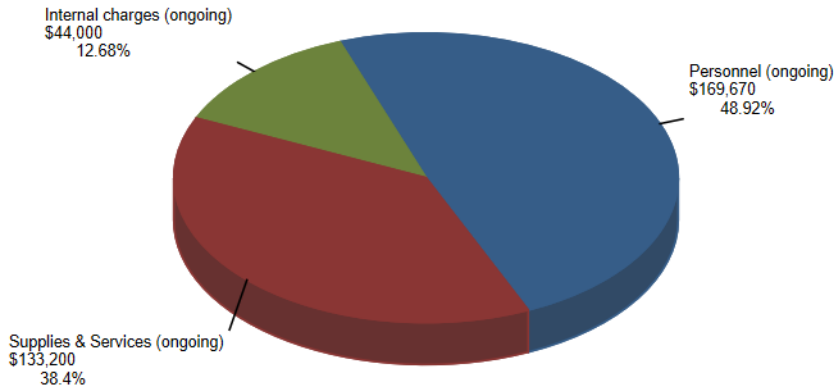
The Economic Development Department is to diversify Sedona's economy consistent with the Community Plan and Economic Diversification Strategic Plan. The diversification strategy plan consists of four key pillars that emphasize Community Development, Business Development, Economic Gardening/Entrepreneurship, and Marketing and Branding.

Description

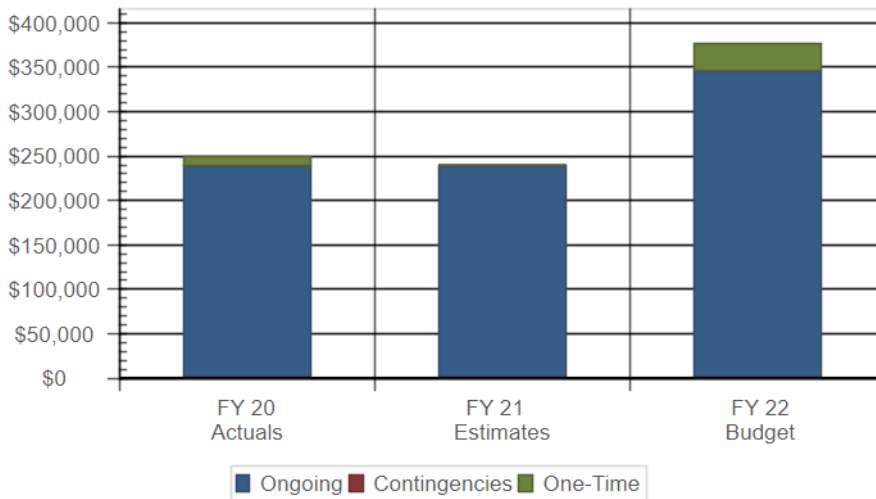
The Economic Development Department offers:

- Strategic planning and implementation of the city's economic diversification vision.
- Business assistance to local businesses inclusive of assistance with financing, business planning, and community assistance.
- Additional resources to partner organizations to help establish or grow business.
- Data and demographic information both locally and regionally.
- Advocating as the voice of the businesses while working internally with the city team.

FY 2022 PROGRAM EXPENDITURES: \$346,870



FY 2020 - FY 2022 ONGOING VS. ONE-TIME EXPENDITURES



Economic Development-Administration

Budget Summary	FY2022 Budget	% of FY2022 Budget	FY2021 Budget	FY2021 Estimate	FY2020 Actuals
Program Expenditures					
Personnel Services	\$ 169,670	45 %	\$ 160,630	\$ 159,310	\$ 161,317
Supplies & Services	163,200	43 %	133,077	47,150	59,500
Subtotal Direct Costs	\$ 332,870	88 %	\$ 293,707	\$ 206,460	\$ 220,817
Internal Charges	44,000	12 %	35,210	32,980	28,080
Total Expenditures	376,870	100 %	328,917	239,440	248,897
Expenditures by Fund					
General Fund Portion	\$ 376,870	100 %	\$ 328,917	\$ 239,440	\$ 248,897
Funding Sources					
Funding from General Revenues:					
Estimated Resident Generated	\$ 131,905	35 %	\$ 115,121	\$ 83,804	\$ 87,114
Estimated Visitor Generated	\$ 244,966	65 %	\$ 213,796	\$ 155,636	\$ 161,783
Employee Time Allocation (FTEs) Budgeted	1.00		1.00		1.00

FY 2021 Accomplishments

The majority of FY21 was primarily dedicated to being a responsive and engaged resources for businesses impacted by the pandemic. The department served as a nexus for many businesses seeking assistance during the pandemic. Additionally, the department routinely worked with regional, state, national, and other entities to regularly stay up to date on the latest information and impacts regarding businesses and business development.

- Assisted local businesses in acquiring Federal Disaster Funding. This totaled over \$3 million of Paycheck Protection Program Loans and over \$1 million of Economic Injury Disaster Loans (EIDL) and over \$100,000 in EIDL cash advances.
- Partnered and participated in multiple NAU studies of business impacts for Sedona and Coconino County.
- Worked with more than 100 local business owners this year to provide assistance, programming and networking to additional resources.
- Hosted and/or partnered to host over 25 workshops and webinars. A majority of these were in relation to economic recovery from the impacts of COVID-19.
- Started partnership to work on an economic development marketing magazine. (To be completed summer/fall of 2021)
- Formed regional broadband action teams to aid in the development of regional broadband initiatives and grant requests.
- Provided business services such as loan applications, business planning, data, sustainability certification, and access to other technical resources.
- Built capacity of the Economic Development Department through the addition of an AmeriCorps VISTA volunteer.
- The department director continues to chair the loan committee for VVREO.
- The department director was re-elected to the Northern Arizona Council of Governments (NACOG) Economic Development Council.

FY 2022 Objectives

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

Economic Development-Administration
Continued

WORKLOAD INDICATORS	FY22 Projection	FY21 Projection	FY21 Estimate	FY20 Actual	FY19 Actual
Unique website visits	800	800	650	720	720
Inquiries from businesses	50	50	100	100	55
Business visits/outreach	30	30	45	30	30
Businesses assisted with business planning	25	25	25	25	32
Business workshops/trainings hosted or partnered	10	12	25	20	10
Percentage of businesses surveyed that finding value in the workshops hosted by the city	85%	0.85	95%	100%	1

PERFORMANCE MEASURES	City Value	Benchmark	FY22 Target	FY21 Target	FY21 Estimate	FY20 Actual	FY19 Actual
Expansion and investment in targeted sector	ED02		\$100,000	\$75,000	\$175,000	\$200,000	\$150,000
Private capital investment invested by businesses served	ED02		\$250,000	\$100,000	\$450,000	\$650,000	\$250,000
Number of business loans / total value of loans	ED02		5/\$350,000	2/\$100,000	15/\$2,150,000	25/\$2,200,000	5/\$575,000
Jobs resulting from businesses served	ED02		10	10	10	15	40
Jobs created above median earnings*	ED02		8	5	8	12	30

ECONOMIC DEVELOPMENT
Continued

EXPENDITURE SUMMARY

Cost Category	FY2022 Budget	FY2021 Budget	FY2021 Est. Actuals	FY2020 Actuals	Explanation of Changes
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General Fund

10-5330-01 - Administration

Personnel (ongoing)	\$169,670	\$160,630	\$159,310	\$161,317	
Supplies & Services (ongoing)	<u>\$133,200</u>	<u>\$133,077</u>	<u>\$47,150</u>	<u>\$50,500</u>	
Direct Costs (Ongoing) Subtotal	\$302,870	\$293,707	\$206,460	\$211,817	
Internal Charges	<u>\$44,000</u>	<u>\$35,210</u>	<u>\$32,980</u>	<u>\$28,080</u>	
Ongoing Total	\$346,870	\$328,917	\$239,440	\$239,897	
Supplies & Services (one-time)	<u>\$30,000</u>	<u>\$0</u>	<u>\$0</u>	<u>\$9,000</u>	Budget Increase: Matching funds for EDA and USDA grants.
Administration Total	\$376,870	\$328,917	\$239,440	\$248,897	

Grand Totals

Personnel (Ongoing) Subtotal	\$169,670	\$160,630	\$159,310	\$161,317
Supplies & Services (Ongoing) Subtotal	<u>\$133,200</u>	<u>\$133,077</u>	<u>\$47,150</u>	<u>\$50,500</u>
Direct Costs (Ongoing) Subtotal	\$302,870	\$293,707	\$206,460	\$211,817
Internal Charges Subtotal	<u>\$44,000</u>	<u>\$35,210</u>	<u>\$32,980</u>	<u>\$28,080</u>
Ongoing Subtotal	\$346,870	\$328,917	\$239,440	\$239,897
Supplies & Services (One-Time) Subtotal	<u>\$30,000</u>	<u>\$0</u>	<u>\$0</u>	<u>\$9,000</u>
Grand Total	\$376,870	\$328,917	\$239,440	\$248,897

ECONOMIC DEVELOPMENT
Continued

POSITIONS SUMMARY

Position	FY22 FTE	FY21 FTE	FY20 FTE	FY19 FTE
Economic Development Director	1.00	1.00	1.00	1.00
Total	1.00	1.00	1.00	1.00

ALLOCATIONS SUMMARY

Position	Org Description	FY22 FTE	FY21 FTE	FY20 FTE	FY19 FTE
General Fund					
10-5330-01	Administration	1.00	1.00	1.00	1.00
General Fund Total		1.00	1.00	1.00	1.00



**City of Sedona
Decision Package
Fiscal Year 2021-22**

CM Not Recommended

Request Title	Economic Development Specialist
Department	Economic Development
Program	Administration
Funding Request Type	Personnel
Source of Funds	General Fund
Amount Requested	\$115,320
Priority	High

I. Description of Request

The economic development department is seeking funds to create a new position, Economic Development Specialist at a range SG17 to further grow and manage the city's economic diversification programming and initiatives. The Economic Development Specialist will assist in developing, implementing, and managing business development programs that helps provide a sustainable community with a diversified industry base. This position will allow the city to make more progress on the 2020 Economic Diversification Strategic Plan goals to diversify Sedona's economy. The Economic Development Specialist will have a key role in building and managing our business retention and expansion programming, managing other programming as it relates to entrepreneurship and economic gardening, and assisting with targeted industry recruitment and growth programming. This position will review business plans, perform business financial analysis, generate relevant educational and training opportunities for businesses, respond to grant funding and partnership opportunities, build and maintain strategic relationships, and support the other efforts of the department.

This position requires a professional individual with a minimum of three years of related experience and a minimum of a Bachelor's Degree economic development, business, public administration, finance, marketing, research, sustainability, planning, urban development, or a related field (or the equivalent of the aforementioned requirements).

II. Problem/Issue

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

The Economic Development Department currently has only one full-time employee and one Americorps VISTA Volunteer (VISTAs typically serve 12-month terms with the city). Diversifying Sedona's economy is necessary to the long-term health and sustainability of the community. The Economic Diversification Plan in 2020 identified numerous goals for which the city can take to make significant progress in diversifying our local economy. This includes transformative projects such broadband infrastructure improvements. The plan identified targeted industries for Sedona to foster, recruit, and support. Additionally, more targeted programs and assistance is needed for our local business retention and expansion. To advance the plan's implementation and further create the foundation for a diverse economy, the department needs more staff support and expertise.

III. Risk Analysis

What happens if this is not done?

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

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

Without this position, the Economic Development Department will not have the capacity to make significant progress on the Economic Diversification Plan. This limits the department's ability to have quality business retention and expansion programming and support; targeted industry development and recruitment; make ample strides in the broadband/connectivity goals; and be responsive to grant funding and partnership opportunities that would support the implementation of plan.

Many of economic development programs in the state and in Northern Arizona have additional staff to support similar efforts. The average salary for these positions nationally typically range from \$60,000 - \$95,000. In Arizona, the salary ranges are closer to \$55,000 - \$88,500. Recently the communities of Fountain Hills, Marana, and Mesa have hired or soon will hire Economic Development Specialists within those ranges. The targeted hiring range for the requested position will be \$55,931 - \$70,000.

IV. Implementation

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

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

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

This is an ongoing expense for the program. This position will report to the director of the department and will be evaluated in accordance with city policies. The workload for this position will align with the department's performance metrics.

V. Cost Savings/Revenue Enhancements

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

Additional staff would allow the Economic Development Department to be even more responsive to grant and partnership funding opportunities that align with the implementation of the Economic Diversification Plan. Currently, the department does not have the capacity to be responsive to all the opportunities available.

COMMUNITY DEVELOPMENT

Mission Statement

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

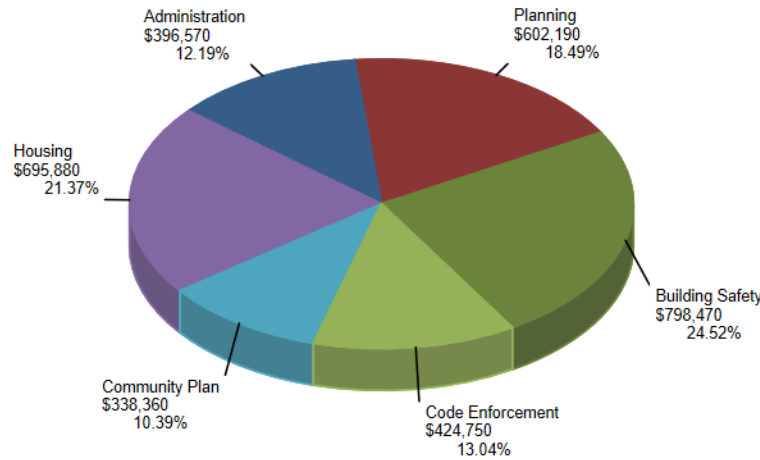
Description

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.

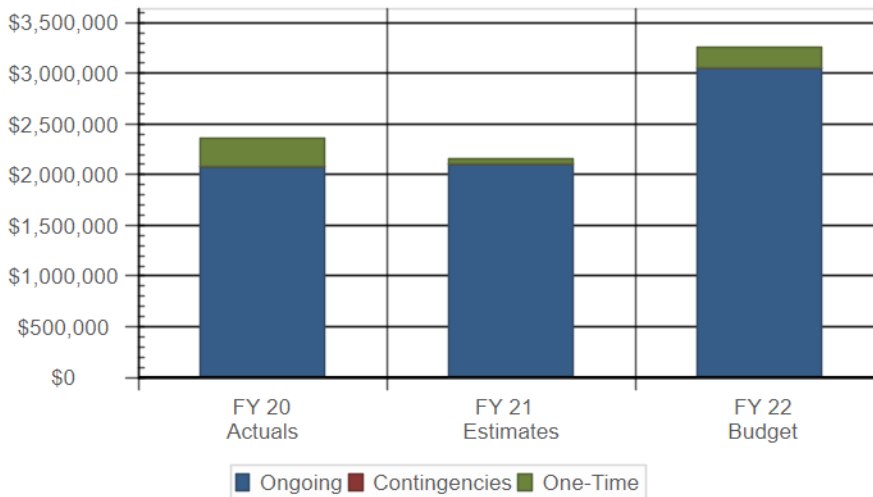
The Community Development Department is responsible for the following program areas:

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

FY 2022 PROGRAM EXPENDITURES: \$3,256,220



FY 2020 - FY 2022 ONGOING VS. ONE-TIME EXPENDITURES



Community Development - Administration

Budget Summary	FY2022 Budget	% of FY2022 Budget	FY2021 Budget	FY2021 Estimate	FY2020 Actuals
Program Expenditures					
Personnel Services	\$ 210,390	53 %	\$ 195,290	\$ 194,670	\$ 185,158
Supplies & Services	47,600	12 %	45,300	45,475	21,606
Subtotal Direct Costs	\$ 257,990	65 %	\$ 240,590	\$ 240,145	\$ 206,764
Internal Charges	138,580	35 %	83,610	79,400	85,200
Total Expenditures	396,570	100 %	324,200	319,545	291,964
Expenditures by Fund					
General Fund Portion	\$ 356,570	90 %	\$ 286,700	\$ 279,545	\$ 273,945
Other Funds Portion	\$ 40,000	10 %	\$ 37,500	\$ 40,000	\$ 18,019
Funding Sources					
Funding from General Revenues:					
Estimated Resident Generated	\$ 138,800	35 %	\$ 113,470	\$ 111,841	\$ 102,187
Estimated Visitor Generated	\$ 257,771	65 %	\$ 210,730	\$ 207,704	\$ 189,777
Employee Time Allocation (FTEs) Budgeted	1.50		1.40		1.25

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 2021 Accomplishments

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

- * Staff training completed for each program area.
- * All scheduled Commission training completed.
- * Continued 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 2022 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	FY22 Projection	FY21 Projection	FY21 Estimate	FY20 Actual	FY19 Actual
Public Meetings and Work Sessions - City Council	0	15	0	0	23
Public Meetings and Work Sessions - Planning and Zoning Commission	15	20	12	5	17
Public Meetings - Historic Preservation Commission	5	5	2	3	5
Public Meetings - Variance/Appeals	2	N/A	2	3	N/A

Community Development - Planning

Budget Summary	FY2022 Budget	% of FY2022 Budget	FY2021 Budget	FY2021 Estimate	FY2020 Actuals
Program Expenditures					
Personnel Services	\$ 329,490	55 %	\$ 362,300	\$ 344,800	\$ 395,370
Supplies & Services	62,990	10 %	59,470	27,300	11,457
Subtotal Direct Costs	\$ 392,480	65 %	\$ 421,770	\$ 372,100	\$ 406,827
Internal Charges	209,710	35 %	206,240	185,300	197,080
Total Expenditures	602,190	100 %	628,010	557,400	603,907
Expenditures by Fund					
General Fund Portion	\$ 602,190	100 %	\$ 628,010	\$ 557,400	\$ 603,907
Funding Sources					
Program Revenues	\$ 222,950	37 %	\$ 286,050	\$ 226,607	\$ 239,411
Funding from General Revenues:					
Estimated Resident Generated	\$ 132,734	22 %	\$ 119,686	\$ 115,778	\$ 127,574
Estimated Visitor Generated	\$ 246,506	41 %	\$ 222,274	\$ 215,015	\$ 236,922
Employee Time Allocation (FTEs) Budgeted	4.01		3.82		4.86

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 remained relatively consistent for the past several 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 applications as well as zoning verification letters, as potential developers seek to determine how to best utilize the limited vacant land remaining in the City.

The Planning and Zoning Commission (Commission) is the decision-making authority for conditional use permits and development review applications. The Commission makes recommendations to the City Council on such things as amendments to the Community Plan and the Land Development Code, specific planning projects, re-zonings, and subdivision requests. The planning team devotes a large proportion of its time to the preparation of materials for Commission and public review and the holding public hearings.

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

FY 2021 Accomplishments

Council Priority - Update Land Development Code:

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

Council Priority - Affordable Housing

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

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

- * Continued the Historic Resource Recognition Program and awarded the second designation to the Oak Creek Tavern.
- * Completed to phases of the repair and remodel of the Ranger Station home.

FY 2022 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 25% 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	FY22 Projection	FY21 Projection	FY21 Estimate	FY20 Actual	FY19 Actual
Community Plan Amendments	3	2	3	2	3
Zone Changes	8	5	6	5	4
Development Reviews - Major	13	8	8	5	10
Development Reviews - Minor	3	4	2	0	0
Conditional Use permits	5	8	5	3	8
Temporary Use permits	30	40	30	35	38
Sign permits, permanent	60	70	60	50	71
Film permits	9	10	7	6	9
Subdivisions	5	8	5	9	8
Minor Modifications (formerly Admin. Waiver)	3	4	2	4	5
Land Division permits	25	20	25	18	22
Variance/appeals	2	2	2	3	1
Land Development Code amendments	2	1	2	2	2
Zoning Verification Letters	20	30	20	21	15
Public Meetings and Work Sessions - City Council	15	15	15	12	23
Public Meetings and Work Sessions - Planning and Zoning Commission	15	20	12	5	17
Public Meeting - Historic Preservation Commission	5	5	2	3	5
New Landmarked Properties - Historic Preservation Commission	1	1	1	0	0
Civic Pride/Education Events - Historic Preservation Commission	1	1	1	0	1
Certificates of Appropriateness Issued - Historic Preservation Commission	1	1	1	0	0
Certificate of No Effect Issued - Historic Preservation Commission	4	4	4	4	2
Historic Recognition Awards Issued - Historic Preservation Commission	1	1	1	1	1
Education Training Exercises - Historic Preservation Commission	1	1	1	0	1
Public meetings	5	5	5	5	5

PERFORMANCE MEASURES	City Value	Benchmark	FY22 Target	FY21 Target	FY21 Estimate	FY20 Actual	FY19 Actual
Customer Survey: Percent of applicants rating overall customer service as good or excellent	GG01		100	100	100	100	100
Temporary use permits: Average days to issue	GG01		12	12	12	11	11.7
Sign permits, permanent: Average days to issue	GG01		5	5	5	5.1	5.1

Community Development-Building Safety

Budget Summary	FY2022 Budget	% of FY2022 Budget	FY2021 Budget	FY2021 Estimate	FY2020 Actuals
Program Expenditures					
Personnel Services	\$ 476,220	61 %	\$ 368,130	\$ 347,880	\$ 321,003
Supplies & Services	122,360	16 %	126,585	121,242	113,697
Subtotal Direct Costs	\$ 598,580	76 %	\$ 494,715	\$ 469,122	\$ 434,700
Internal Charges	187,280	24 %	171,540	156,630	159,760
Total Expenditures	785,860	101 %	666,255	625,752	594,460
Expenditures by Fund					
General Fund Portion	\$ 797,070	101 %	\$ 678,055	\$ 633,457	\$ 598,083
Other Funds Portion	\$ 1,400	- %	\$ 1,400	\$ 1,400	\$ 1,368
Funding Sources					
Program Revenues	\$ 236,200	30 %	\$ 390,500	\$ 221,200	\$ 227,172
Funding from General Revenues:					
Estimated Resident Generated	\$ 192,381	24 %	\$ 96,514	\$ 141,593	\$ 128,551
Estimated Visitor Generated	\$ 357,279	45 %	\$ 179,241	\$ 262,959	\$ 238,737
Employee Time Allocation (FTEs) Budgeted	4.17		3.97		3.68

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 2021 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 with 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 2022 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 buildingsafety 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	FY22 Projection	FY21 Projection	FY21 Estimate	FY20 Actual	FY19 Actual
Single-family building permits - new construction	60	60	52	53	58
Single-family permits - new construction - Total valuation	\$25,000,000	\$26,000,000	21,750,000	\$27,113,423	\$28,358,672
Single-family building permits - remodel/rehab	90	85	133	140	77
Single-family permits - remodel/rehab - Total valuation	\$4,750,000	\$4,500,000	\$5,445,000	\$8,893,878	\$4,574,711
Commercial building permits - new construction	5	2	2	4	5
Commercial building permits, new construction - Total valuation	\$5,000,000	\$5,000,000	\$205,000	\$8,082,164	\$6,500,000
Commercial building permits - remodel/rehab	50	37	52	64	55
Commercial building permits - remodel/rehab - Total valuation	\$3,000,000	\$5,500,000	\$2,900,000	\$5,950,686	\$4,884,977
Manufactured Homes building permits	6	7	4	5	5
Manufactured Homes building permits - Total valuation	\$200,000	\$425,000	\$100,000	\$225,900	\$414,000
Photovoltaic building permits	55	55	56	64	39
Photovoltaic building permits - Total valuation	\$1,350,000	\$1,250,000	\$1,440,000	\$1,810,317	\$992,800
Photovoltaic building permits - Total KW	725	725	658	705	367
Tenant Occupancy permits (CofOs)	80	75	93	55	98
Miscellaneous permits (sheds, decks, fences, pools, etc.)	180	150	188	185	183
Miscellaneous permits - Total valuation	\$4,000,000	\$1,450,000	\$4,425,000	\$3,837,638	\$1,432,878
Off-premise Sign permits	60	60	10	41	78
Temporary Sign permits	60	60	10	31	70
Right-of-Way permits	90	175	89	142	238
Wastewater permits	25	12	28	13	14
Liquor Licenses	N/A	N/A	N/A	0	94
Inspections	3,800	4,000	3,600	3,947	3,954

PERFORMANCE MEASURES	City Value	Benchmark	FY22 Target	FY21 Target	FY21 Estimate	FY20 Actual
Initial plan review: Timeframe in days - Residential permits	GG01		7.0	10	4.9	11
Initial plan review: Timeframe in days - Residential Alterations	GG01		8.0	9	5.4	6.5
Initial plan review: Timeframe in days - Commercial permits	GG01		12	17	9.0	17
Initial plan review: Timeframe in days - Photovoltaic	GG01		5.0	7	4.8	6.5
Initial plan review: Timeframe in days - Tenant Occupancy	GG01		4	4	3.4	3.6
Initial plan review: Timeframe in days - Tenant Improvements	GG01		7	7	5.9	7.2
Initial plan review: Timeframe in days - Miscellaneous permits	GG01		4	4	3.2	2.4
Internal Survey: Applicants rating overall customer service as good or excellent	GG01		90%	90%	100%	90%

Community Development-Building Safety

Continued

PERFORMANCE MEASURES	FY19 Actual
Initial plan review: Timeframe in days - Residential permits	11
Initial plan review: Timeframe in days - Residential Alterations	6.5
Initial plan review: Timeframe in days - Commercial permits	17
Initial plan review: Timeframe in days - Photovoltaic	6.5
Initial plan review: Timeframe in days - Tenant Occupancy	3.6
Initial plan review: Timeframe in days - Tenant Improvements	7.2
Initial plan review: Timeframe in days - Miscellaneous permits	2.4
Internal Survey: Applicants rating overall customer service as good or excellent	90%

Community Development-Code Enforcement

Budget Summary	FY2022 Budget	% of FY2022 Budget	FY2021 Budget	FY2021 Estimate	FY2020 Actuals
Program Expenditures					
Personnel Services	\$ 201,090	47 %	\$ 177,050	\$ 175,500	\$ 161,649
Supplies & Services	18,700	4 %	18,390	14,025	7,121
Subtotal Direct Costs	\$ 219,790	52 %	\$ 195,440	\$ 189,525	\$ 168,770
Internal Charges	204,960	48 %	193,640	176,440	178,150
Total Expenditures	424,750	99 %	389,080	365,965	346,920
Expenditures by Fund					
General Fund Portion	\$ 423,350	100 %	\$ 387,680	\$ 364,565	\$ 345,729
Other Funds Portion	\$ 1,400	0.33 %	\$ 1,400	\$ 1,400	\$ 1,191
Funding Sources					
Funding from General Revenues:					
Estimated Resident Generated	\$ 148,663	35 %	\$ 136,178	\$ 128,088	\$ 121,422
Estimated Visitor Generated	\$ 276,088	65 %	\$ 252,902	\$ 237,877	\$ 225,498
Employee Time Allocation (FTEs) Budgeted	2.25		2.20		2.20

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 2021 Accomplishments

- * Enhanced the working relationship with the City of Sedona Chief Building Official related to the International Property Maintenance Code (IPMC) and illegal building issues through cooperation in investigations.
- * Participated in code collaboration meetings with Community Development and City Attorney's Office staff to better avenues of code enforcement.
- * Gathered evidence to support an affidavit for and administrative search warrant in the investigation of a code violation case of a chronic offending property
- * Worked with City Manager's Office and identified repeat offenders of short-term rental emergency contact requirements and took enforcement action through issuing civil citations
- * Took enforcement action through issuing civil citations of a property conducting short-term rentals of apartments in violation of zoning code.
- * Improved investigation clearance times in second half of FY21 from time received to time closed.

Community Development-Code Enforcement

Continued

FY 2022 Objectives

Overall City Value - Good Governance:

- * Strengthen enforcement methods involving repeat code offenders by way of civil citations

- * Work with City Manager's Office to issue citations and adjudicate through Municipal Court, for repeat violators of short-term rental rules.

Overall City Value - Public Safety:

- * Provide proactive weed enforcement to ensure properties are maintained free of nuisances and fire hazards. Take abatement action when appropriate.

- * 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 that promotes voluntary compliance in a timely manner through prompt site inspections and/or notice of violation letters.

- * Work with Communications Office to provide education for residents, businesses and property owners and managers on key code enforcement issues (proactive messaging regarding our most common violations)

- * Work with Communications Office to develop communication strategies to inform public about new code regulations on containment of trash and trash receptacles.

- * Complete continuing education for Code Enforcement staff on building code and permit requirements.

WORKLOAD INDICATORS	FY22 Projection	FY21 Projection	FY21 Estimate	FY20 Actual	FY19 Actual
Total code cases/investigations	350	400	350	281	376
Cases resolved through voluntary compliance	250	200	240	197	197
Cases resolved through forced compliance	20	20	5	2	0
Cases unsubstantiated	75	75	75	51	63
Cases closed/miscellaneous	95	105	95	93	107

PERFORMANCE MEASURES	City Value	Benchmark	FY22 Target	FY21 Target	FY21 Estimate	FY20 Actual	FY19 Actual
Average days from complaint to first investigation	GG01		1	1	1	1	1
Average days from investigation to voluntary compliance	GG01		20	24	25	32	26
Average days from investigation to transfer to court	GG01		N/A	N/A	N/A	N/A	N/A

Community Development-Community Plan

Budget Summary	FY2022 Budget	% of FY2022 Budget	FY2021 Budget	FY2021 Estimate	FY2020 Actuals
Program Expenditures					
Personnel Services	\$ 169,320	55 %	\$ 154,340	\$ 153,950	\$ 164,060
Supplies & Services	64,650	21 %	28,650	19,700	10,002
Subtotal Direct Costs	\$ 233,970	76 %	\$ 182,990	\$ 173,650	\$ 174,062
Internal Charges	73,820	24 %	69,040	60,720	65,570
Total Expenditures	307,790	100 %	252,030	234,370	239,632
Expenditures by Fund					
General Fund Portion	\$ 338,360	110 %	\$ 252,030	\$ 234,370	\$ 239,632
Funding Sources					
Program Revenues	\$ -	- %	\$ 11,000	\$ 7,000	\$ -
Funding from General Revenues:					
Estimated Resident Generated	\$ 107,727	35 %	\$ 84,361	\$ 79,580	\$ 83,871
Estimated Visitor Generated	\$ 200,064	65 %	\$ 156,670	\$ 147,791	\$ 155,761
Employee Time Allocation (FTEs) Budgeted	1.45		1.45		1.55

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 2021 Accomplishments

Council Priority - Community Focus Area Plans Development:

- * Participation in consultant selection and project management for design of Uptown parking garage per Council direction.
- * Facilitated revisions to Schnebly CFA and Oak Creek Heritage zoning district and rezoning of properties to new district.
- * Facilitated establishment of Parking-In-Lieu Fees for Uptown.
- * The GO Sedona Pathways Plan was adopted.
- * Launched new interactive software to encourage public participation in the Uptown CFA process.

FY 2022 Objectives

Overall City Value - Good Governance:

- * Facilitate the review of Major Community Plan amendment requests for the 2021 calendar year.
- * Begin the process of updating the Sedona Community Plan in compliance with State law, drafting preliminary recommendations during this fiscal year with target adoption by June 2023.

Council Priority - Community Focus Area Plans Development:

- * CFA planning efforts: initiate plans for other identified areas as capacity and need arise (Dry Creek, Coffeepot).
- * Finalize the Uptown CFA Plan.
- * Continue to participate in project management for the design and construction of the Uptown parking garage.

WORKLOAD INDICATORS	FY22 Projection	FY21 Projection	FY21 Estimate	FY20 Actual	FY19 Actual
Public meetings (CFAs)	4	4	4	5	0
Work group meetings (CFAs)	15	30	8	0	25
Planning and Zoning Commission meetings (CFAs and Community Plan Amendments)	8	8	5	4	6
City Council meetings (CFAs and Community Plan Amendments)	4	4	4	2	3

Community Development-Housing

Budget Summary	FY2022 Budget	% of FY2022 Budget	FY2021 Budget	FY2021 Estimate	FY2020 Actuals
Program Expenditures					
Personnel Services	\$ 154,530	22 %	\$ 127,400	\$ -	\$ -
Supplies & Services	541,350	78 %	439,855	40,260	280,621
Subtotal Direct Costs	\$ 695,880	100 %	\$ 567,255	\$ 40,260	\$ 280,621
Total Expenditures	695,880	100 %	567,255	40,260	280,621
Expenditures by Fund					
Affordable Housing Fund	\$ 557,030	80 %	\$ 220,555	\$ 35,000	\$ 65,559
Operating Grants Fund	\$ 138,850	20 %	\$ 346,700	\$ 5,260	\$ 215,062
Funding Sources					
Housing	\$ 695,880	- %	\$ 567,255	\$ 40,260	\$ 280,621
Funding from General Revenues:					
Employee Time Allocation (FTEs) Budgeted	1.00		1.00		-

Housing is a program area identified as one of the City Council's current priorities and is intended to better understand existing housing conditions, explore options for the expansion and preservation of affordable homeownership and rental opportunities in Sedona; provide provisions for access to safe, decent, affordable housing; and encourage public-private partnerships in the development and creation of affordable and/or workforce housing.

FY 2021 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 2022 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	City Value	Benchmark	FY22 Target	FY21 Target	FY21 Estimate	FY20 Actual
Housing Investment: Affordable housing projects assisted with housing funds	CP08		1	1	1	N/A
Housing Production: New affordable housing units	CP08		3	3	3	N/A

Community Development-Housing

PERFORMANCE MEASURES		FY19 Actual
Housing Investment: Affordable housing projects assisted with housing funds		N/A
Housing Production: New affordable housing units		N/A



**City of Sedona
Decision Package
Fiscal Year 2021-22**

CM Recommended

Request Title	Building Safety Reorganization
Department	Community Development
Program	Building Safety
Funding Request Type	Personnel
Source of Funds	General Fund
Amount Requested	\$109,400
Priority	High

I. Description of Request

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

- * Eliminate the Plans Examiner category (Salary Range SG-14) and create a Plans Examiner I category at salary range SG-13 and a Plans Examiner II category at Salary Range SG-16. Promote one existing Permit Technician to the Plans Examiner I position/category. (Anticipated date of promotion is January 3, 2022.) The creation of the Plans Examiner II category will allow for future promotion of the Plans Examiner I position if warranted. The two new categories also allow for flexibility in future hiring if/when needed.
- * Eliminate the Building Inspector category (Salary Range SG-12) and create a Building Inspector I category at Salary Range SG-12 and a Building Inspector II category at Salary Range SG-14. Promote the existing Building Inspector to Building Inspector II upon receipt of his ICC Commercial Inspector Certification. The two new categories also allow for flexibility in future hiring if/when needed.
- * Hire a new Permit Technician (Salary Range SG-11) once the Permit Technician is promoted to Plans Examiner I.

II. Problem/Issue

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

- * Since July 9, 2017, the Plans Examiner position has been vacant due to the inability of the Department to find a qualified applicant to fill the position. As such, the bulk of the plan reviews have been performed by the Chief Building Official, thus inhibiting the CBO from fully fulfilling his administrative, public and training duties and causing additional hours to be worked to maintain City and State imposed deadlines.
- * In order to help provide timely and quality plan reviews, the Department has also been contracting with a 3rd party plan review firm.
- * As part of the previously approved reorganization of Building Safety, 2 Permit Technician positions were created and filled with the strategy of training from within to fill the vacant Plans Examiner position and to provide backup to the Building Inspector position.
- * Within FY 2022, it is anticipated that one of the Permit Technicians will have obtained the prerequisite ICC Certifications and knowledge to perform a good percentage of the residential plan reviews. However, the current Plans Examiner position requires competency in both Residential and Commercial reviews.

- * If/when a Permit Technician is promoted, it will create a void at the Permit Technician position, which will create a drop in service at the front counter and the processing of permits as experience has proven that one person alone cannot efficiently and effectively work the entry point to the Department.
- * Our current part-time (temporary as-needed contract services) Building Inspector has made statements that he may not be able to fulfill his position too much longer into the future.
- * Our current full-time Building Inspector has indicated that he is looking to retire within 2 to 3 years.
- * Nationally and locally it has been identified and proven that there is an alarming lack of new people wanting to work in the construction industry, which is where building departments typically pull from to fill positions. It is getting harder and harder to find qualified applicants, and most of our industry will be retired in 10 years. Building from within seems to be the only viable solution at this point.

III. Risk Analysis

What happens if this is not done?

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

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

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

IV. Implementation

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

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

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

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

* It is anticipated that this Permit Tech will acquire the necessary ICC Certifications and knowledge to be promoted to the Plans Examiner I position within FY 2022, allowing them to receive one-on-one training from the CBO and to concentrate solely on their knowledge and growth within the Plans Examiner position. It is anticipated that there will be at least on one year gestation period before the true benefits of the move will become evident.

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

* It is anticipated that the department's part-time temporary contract Building Inspector will leave on his own accord in the near future, and that our full-time Building Inspector will retire within 2 to 3 years. The other Permit Technician has expressed interest in becoming a Building Inspector and has been training and studying towards that end. In the short term, that individual has been, and will continue to provide, assistance to the Building Inspector on minor or low level inspections. In the long term, if that Permit Tech obtains the required certifications and knowledge, they can apply for the current Building Inspector's position when that individual leaves/retires. The transition will be made easier for through the adoption of the Building Inspector I and II positions while the salary will be more commensurate with the knowledge and experience.

* Currently, our Building Inspector of eleven years has studied for and has recently obtained the ICC Commercial Inspector Certification. Creating the Building Inspector I and II positions will allow salary room and provide a means of compensation for his new status and knowledge by obtaining the previously mentioned certification.

V. Cost Savings/Revenue Enhancements

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

* Permit Technician's salary is currently at \$24.04 per hour. If promoted the current wage plus 5% for the promotion would still fit within the proposed Salary Range for Plans Examiner I, SG-13. The promotion is not anticipated July 1, but rather Jan 1, 2022. For that reason the cost for FY22 would be half of the full-year cost.

* A promotion for the second Permit Tech is not contemplated for FY 2022. This is likely to be a request for FY23. That current salary with only a 5% promotional adjustment would also fit within the proposed Salary Range for Building Inspector I, SG-12.

* The current salary for the existing Building Inspector is \$29.48. Moving that position to the proposed Salary Range for Building Inspector II would necessitate a 5% promotional adjustment but would still fit within the recommended new range. This would be funded to occur as soon as July 1 2021 as this individual has already obtained an ICC Commercial Inspector Certification which was a requirement for the promotion to a Building Inspector II.

* Adding a new Permit Technician position would add an additional approximately \$70,000 of salary/benefits costs per year. This cost can be offset fully or partially after the first year through reductions in the allotted monies for the part-time Building Inspector (\$13,000.00 of the \$16,000.00 allotted) and the third-party plan review firm (\$64,000 of the allotted \$104,000.00). In addition, revenues are expected to increase as a FY 2021 goal to propose an increase in building permit fees, which haven't been updated since 2007, was approved and has been implemented. For this reason the additional costs are being requested as one-time and not ongoing. Again, for FY22 the one-time request will only be for 1/2 the fiscal year. The additional amount requested is \$3,500 for the cost of the wage adjustments for the promotions and \$35,000 for the full-time Permit Technician wages for 6 months of FY22.



**City of Sedona
Decision Package
Fiscal Year 2021-22**

CM Recommended

Request Title	Sedona Community Plan Update
Department	Community Development
Program	Community Plan
Funding Request Type	Personnel
Source of Funds	General Fund
Amount Requested	\$66,570
Priority	High

I. Description of Request

This request is to address the update of the Sedona Community Plan. The Sedona Community Plan is the general plan required by state law and lays the groundwork for the future and management of growth in Sedona. The Plan contains development policies, recommendations for development regulations and specific planning projects and priorities for capital needs, which certainly affect our citizens/customers quality of life. The Sedona Community Plan was last updated and voted on in 2013 / 2014. Therefore, the next update should be completed by 2024 according to Arizona state law.

II. Problem/Issue

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

It is anticipated that this next Community Plan update would be initiated in September 2021 with adoption by June 2023 and an election in November 2023. Since the 2010-14 community planning effort involved such an extensive committee-driven process resulting in a completely new Community Plan, it is anticipated that this update will primarily carry forward the current vision, goals and policy direction rather than a wholesale revision of the document, as was done with the previous effort. The focus would be on updating the Plan with some special attention given to identified key issues. Contract/part-time staff assistance is also budgeted to help facilitate this effort.

III. Risk Analysis

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

If the Community Plan is not updated, the existing Community Plan remains in effect. If the Community Plan is not re-visited and is not adopted and referred to the voters, the City would not be complying with state law and the community would be guided by an outdated, ten-year-old document; whereas, an updated Community Plan would meet statutory requirements and address updated priorities. Given that the update of the Community Plan and approval by the voters is required by the state, the City also has significant experience in updating a planning document that is supported by its citizens. Sedona’s citizens have thus far voted positively for the Community Plan by good margins in the two elections since the legislation was passed. There is a very wide range of general plan approaches in Arizona and the City’s planning approaches have typically gone beyond what most communities do in their general plan updates.

IV. Implementation

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

The proposed planning process for implementation is comprised of the following;

Background Phase: Ongoing through September 2021

*Update of land use, circulation and other information.

*Refinement of process strategy.

*Refinement of the outreach/communication strategy.

*Identification of preliminary issues and areas of focus.

*Possible work session with Planning and Zoning Commission and City Council.

Issue identification Phase: October 2021 through February 2022

*Public outreach to explain the planning process, discuss what we know (existing conditions), what has changed and priorities for further discussion (website, survey, newsletter, focus groups).

*PZ work sessions

*Consolidate community feedback.

Recommendations Phase: March through June 2022 (Preliminary Recommendations)

*Prepare initial Plan recommendations based on community input.

*Engage outreach to get feedback on preliminary recommendations (website, focus groups, newsletter, community meeting).

*PZ work sessions.

Recommendations Phase: July through November 2022 (Draft Plan)

*Create Draft Plan

*Mandated 60-day review period

*Engage outreach to review what is in the Draft Plan and get public input (website, newsletter(s), community meeting(s), letters to review agencies).

*PZ work sessions.

Public Hearings and Adoption Phase: December 2022 through June 2023

*PZ work sessions

*PZ public hearings (City-wide public notice).

*PZ final recommendations (revise draft for Council consideration).

*City Council work session(s).

*City Council public hearings (City-wide public notice).

*City Council adoption

Election Phase: July through November 7, 2023

*July 10: Begins 120-day mandated timeframe before the November 7th election. Next election date is in March 2024.

*October 5: Publicity Pamphlet mailed.

*October 12: Early ballots mailed.

*October 16: Ballots mailed.

*November 7: Election

The measurement will be the public's level of participation and engagement through the feedback received in the different stages of implementation and ultimately the ballot results.

Resources required include involvement of Community Development, Legal, Public Works, City Manager, Community Engagement, Sustainability, Economic Development, Arts & Culture and Parks & Recreation.

In-house staff also includes one full-time Community Development staff member and a part-time employee/contract worker.

Key Internal Costs (including mailing expenses)

* Newsletters would be mailed to residents and property owners to announce upcoming meetings, provide information about the status of the Plan and next steps, provide information on specific planning topics and to encourage community feedback on planning concepts. Other City-wide notifications are anticipated with the public hearing process in the following fiscal year.

* Other internal costs include materials and printing.

Contracted Costs

* Part-time/contract help to facilitate the planning effort.

* Professional designers, planners or architects with experience in preparing graphics/illustrations.

V. Cost Savings/Revenue Enhancements

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



**City of Sedona
Decision Package
Fiscal Year 2021-22**

CM Recommended as adjustment to contingency for net budget impact of \$0

Request Title	Affordable Housing Options
Department	Community Development
Program	Housing
Funding Request Type	Other Ongoing
Source of Funds	Affordable Housing Fund
Amount Requested	\$400,000
Priority	High

I. Description of Request

The decision package funds a down-payment assistance program, to be administered through a contract with Northern AZ Housing Solutions. Contingency placeholders have also been added to the budget (carried over from FY21) to appropriate the approximately \$2 million earmarked for other affordable housing initiatives, should a project be identified over the course of FY22. A staff person is also included in the FY22 base budget to facilitate various affordable housing efforts.

II. Problem/Issue

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

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

"other" category and a "none of these category," "ensure housing for those that work in Sedona" was by far the highest rated priority, garnering support from 50% of those surveyed. VVREO and Sedona ED cite lack of affordable housing as the most significant impediment to economic development and economic diversification, also Council priority goals. A housing study was recently completed and has identified the affordable housing "gap," demand for various housing options and at various "affordable" and "workforce" price points, as well as action plan strategies to consider to begin to address the gaps.

III. Risk Analysis

What happens if this is not done?

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

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

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

IV. Implementation

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

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

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

V. Cost Savings/Revenue Enhancements

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

FINANCIAL SERVICES

Mission Statement

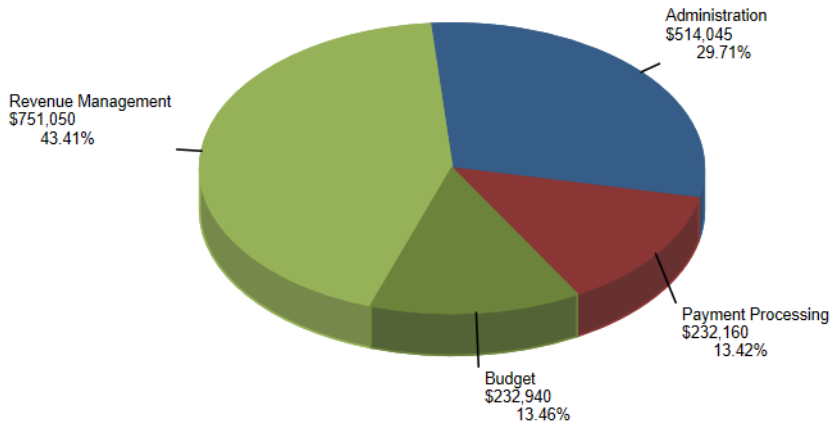
Dedicated to providing thoughtful, accurate, and timely financial services to all

Description

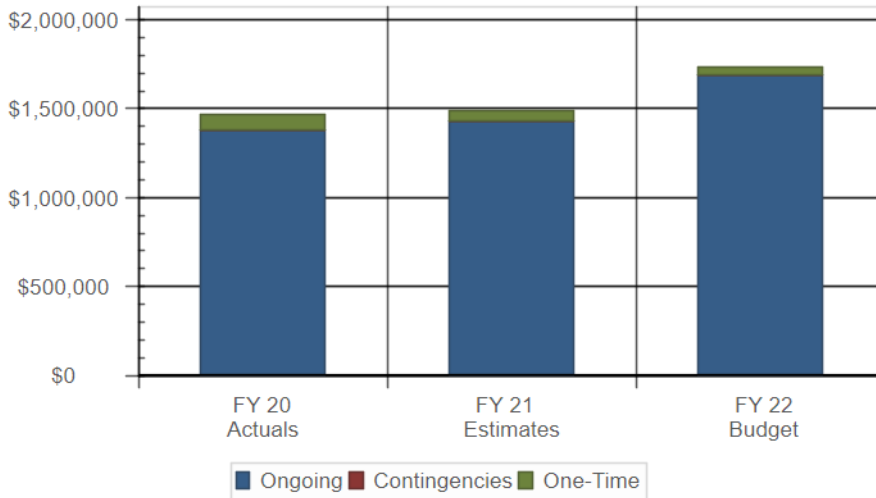
The Financial Services Department is responsible for the following program areas:

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

FY 2022 PROGRAM EXPENDITURES: \$1,730,195



FY 2020 - FY 2022 ONGOING VS. ONE-TIME EXPENDITURES



Financial Services-Administration

Budget Summary	FY2022 Budget	% of FY2022 Budget	FY2021 Budget	FY2021 Estimate	FY2020 Actuals
Program Expenditures					
Personnel Services	\$ 331,100	64 %	\$ 240,900	\$ 221,510	\$ 239,746
Supplies & Services	107,955	21 %	114,370	83,740	62,257
Subtotal Direct Costs	\$ 439,055	85 %	\$ 355,270	\$ 305,250	\$ 302,003
Internal Charges	74,990	15 %	51,360	50,050	71,810
Total Expenditures	514,045	100 %	406,630	355,300	373,813
Expenditures by Fund					
General Fund Portion	\$ 514,045	100 %	\$ 406,630	\$ 355,300	\$ 373,813
Funding Sources					
Allocations to Other Departments	\$ 514,045	100 %	\$ 406,630	\$ 355,300	\$ 373,813
Employee Time Allocation (FTEs) Budgeted	2.97	-	2.68	-	2.43

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

FY 2021 Accomplishments

Overall City Value - Fiscal Sustainability:

- * Received the Certificate of Achievement for Excellence in Financial Reporting for the Comprehensive Annual Financial Report for FY 2019 – the 21st 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.
- * Successfully transitioned to a predominantly remote work environment due to COVID-19.
- * Issued request for proposals (RFP) for audit services, facilitated work group for audit firm selection, and awarded contract.
- * Requested quotes for biennial development impact fees audit services, awarded contract, and completed audit.

FY 2022 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 2021.
- * 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.
- * Develop and implement policy for investing based on environmental, social, and governance (ESG) principles.

WORKLOAD INDICATORS	FY22 Projection	FY21 Projection	FY21 Estimate	FY20 Actual	FY19 Actual
Manual journal entries	850	825	N/A	904	834

Financial Services-Administration
Continued

PERFORMANCE MEASURES	City Value	Benchmark	FY22 Target	FY21 Target	FY21 Estimate	FY20 Actual	FY19 Actual
GFOA Certificate of Achievement in Financial Reporting	GG02		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.)	GG02		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.)	GG02		N/A	N/A	1.00% yield / 0.150% benchmark (as of 2/6/2020)	1.199% yield / 0.340% benchmark	2.044% yield / 1.940% benchmark
Bond Rating (Standard and Poors)	GG02		AA-	AA-	AA-	AA-	A
Audit findings	GG02		0	0	0	0	0
Department ongoing expenditures as percentage of total City operating expenditures	GG02		N/A	N/A	N/A	5.98%	0.0396
Internal Survey: Overall satisfaction with service and support (% of responses favorable)	GG02		95%	95%	N/A	100%	97%
Internal Survey: Satisfaction with management services (% of responses favorable)	GG02		95%	95%	N/A	99%	95%

Financial Services-Payment Processing

Budget Summary	FY2022 Budget	% of FY2022 Budget	FY2021 Budget	FY2021 Estimate	FY2020 Actuals
Program Expenditures					
Personnel Services	\$ 232,280	100 %	\$ 157,740	\$ 140,870	\$ 154,918
Supplies & Services	1,740	<1 %	1,220	1,680	1,840
Subtotal Direct Costs	\$ 234,020	100 %	\$ 158,960	\$ 142,550	\$ 156,758
Internal Charges	(1,860)	(1)%	66,710	100,900	53,777
Total Expenditures	232,160	100 %	225,670	243,450	210,535
Expenditures by Fund					
General Fund Portion	\$ 232,160	100 %	\$ 225,670	\$ 243,450	\$ 210,535
Funding Sources					
Allocations to Other Departments	\$ 232,160	100 %	\$ 225,670	\$ 243,450	\$ 210,535
Employee Time Allocation (FTEs) Budgeted	2.51	-	2.05	-	2.05

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 2021 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 2022 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	FY22 Projection	FY21 Projection	FY21 Estimate	FY20 Actual	FY19 Actual
Employee payments (total direct deposits and checks issued annually)	4200	4,160	4150	4091	3,970
W-2s issued	230	235	215	207	222
Accounts payable payments processed	4100	4,000	3,800	3947	3,783
Purchase orders issued	240	220	220	215	200
Special check runs	5	25	5	11	16

Financial Services-Payment Processing

Continued

PERFORMANCE MEASURES	City Value	Benchmark	FY22 Target	FY21 Target	FY21 Estimate	FY20 Actual	FY19 Actual
Permanent employees paid via direct deposit	GG02		100%	100%	100%	100%	100%
Cost per employee pay	GG02		\$17.00	\$17.00	\$16.00	15.75	\$15.47
Accounts payable transactions processed within 30 calendar days: Date received by various City departments to date processed by Financial Services (ICMA Benchmark 2016-2018)	GG02	79% (all) / 64% (cities under 30,000 pop.)	85%	85%	85%	0.84	80%
Purchases made via purchasing card/credit card as a percentage of all purchases (ICMA Benchmark 2016-2018)	GG02	10% (all) / 14% (cities under 30,000 pop.)	15%	6.5%	10%	8.0%	6.0%
Eligible purchasing card transactions paid with a check	GG02		10%	10%	10%	10%	15%
Purchasing card cash back awards (standard transactions)	GG02		\$20,000	\$20,000	\$0	\$16,402	\$0
Purchasing card cash back awards (Tier 1 transactions - "large ticket" transactions)	GG02		\$1,000	\$1,000	\$0	\$923	\$631
Cost per accounts payable transaction	GG02		\$26.00	\$25.00	24.5	24.07	\$23.50
Internal Survey: Satisfaction with payment processing services (% of responses favorable)	GG02		95%	95%	N/A	95%	95%

Financial Services-Budget

Budget Summary	FY2022 Budget	% of FY2022 Budget	FY2021 Budget	FY2021 Estimate	FY2020 Actuals
Program Expenditures					
Personnel Services	\$ 189,140	81 %	\$ 161,380	\$ 143,510	\$ 157,083
Supplies & Services	8,060	4 %	6,060	6,950	31,004
Subtotal Direct Costs	\$ 197,200	85 %	\$ 167,440	\$ 150,460	\$ 188,087
Internal Charges	35,740	15 %	32,600	31,720	30,870
Total Expenditures	232,940	100 %	200,040	182,180	218,957
Expenditures by Fund					
General Fund Portion	\$ 232,940	100 %	\$ 200,040	\$ 182,180	\$ 218,957
Funding Sources					
Allocations to Other Departments	\$ 232,930	100 %	\$ 200,040	\$ 180,190	\$ 218,957
Estimated Visitor Generated	\$ 7	- %	\$ -	\$ 1,294	\$ -
Employee Time Allocation (FTEs) Budgeted	1.36	-	1.07	-	1.15

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

FY 2021 Accomplishments

Overall City Value - Fiscal Sustainability:

- * Obtained the GFOA Distinguished Budget Presentation Award for FY 2020 Budget – the seventh 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 2022 Objectives

Overall City Value - Fiscal Sustainability:

- * Obtain the Government Finance Officers Association (GFOA) Distinguished Budget Presentation Award for the FY 2021 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 a budget-in-brief document for public distribution and submit to GFOA review program.

Council Priority - Permanent Base Adjustment:

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

WORKLOAD INDICATORS	FY22 Projection	FY21 Projection	FY21 Estimate	FY20 Actual	FY19 Actual
Operational budgetary organization units	285	280	260	246	242
Projects in capital improvement plan	45	55	49	50	59

PERFORMANCE MEASURES	City Value	Benchmark	FY22 Target	FY21 Target	FY21 Estimate	FY20 Actual	FY19 Actual
GFOA Distinguished Budget Presentation Award	GG02		Yes	Yes	Yes	Yes	Yes
Percentage difference in budgeted revenues to actuals	GG02		8%	10%	10%	7%	3.0%
Percentage difference in budgeted expenditures to actuals	GG02		10%	10%	20%	0.11	22.4%
Internal Survey: Satisfaction with budget services (% of responses favorable)	GG02		95%	95%	N/A	95%	95%

Financial Services-Revenue Management

Budget Summary	FY2022 Budget	% of FY2022 Budget	FY2021 Budget	FY2021 Estimate	FY2020 Actuals
Program Expenditures					
Personnel Services	\$ 251,790	34 %	\$ 232,890	\$ 242,620	\$ 209,190
Supplies & Services	373,460	50 %	350,310	346,952	333,034
Subtotal Direct Costs	\$ 625,250	83 %	\$ 583,200	\$ 589,572	\$ 542,224
Internal Charges	125,800	17 %	128,520	115,140	119,180
Total Expenditures	751,050	100 %	711,720	704,712	661,404
Expenditures by Fund					
General Fund Portion	\$ 617,690	82 %	\$ 588,390	\$ 569,307	\$ 536,708
Wastewater Enterprise Fund	\$ 133,360	18 %	\$ 123,330	\$ 135,405	\$ 124,696
Funding Sources					
Allocations to Other Departments	\$ 557,160	74 %	\$ 535,770	\$ 520,300	\$ 503,920
Program Revenues	\$ -	- %	\$ -	\$ -	\$ 1,130
Funding from General Revenues:					
Estimated Resident Generated	\$ 67,862	9 %	\$ 61,583	\$ 64,544	\$ 54,724
Estimated Visitor Generated	\$ 126,029	17 %	\$ 114,368	\$ 119,868	\$ 101,630
Employee Time Allocation (FTEs) Budgeted	3.05	-	2.83	-	3.02

The Revenue Management program includes responsibilities for utility billing, miscellaneous accounts receivable, cash receipting including some parking citations, 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 2021 Accomplishments

Overall City Value - Fiscal Sustainability:

- * Hired a consultant to perform a wastewater rate study.
- * Implemented on-line form for escrow inquiries.
- * Conducted annual training on Arizona Department of Revenue (ADOR) sales tax confidentiality rules.
- * Notified all customers on the deferral program of upcoming date to connect to the city sewer.
- * Offered the subsidy program to residential customers affected by COVID-19

FY 2022 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.
- * Implement new on-line forms wastewater applications.
- * 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	FY22 Projection	FY21 Projection	FY21 Estimate	FY20 Actual	FY19 Actual
Number of citations paid by check/cash	150	N/A	100	N/A	N/A
Number of citations paid by credit card	3372	N/A	2530	N/A	N/A
Wastewater accounts billed per month average for year	6,860	N/A	6,860	6854	N/A
Wastewater account transfers	680	680	750	624	673
Wastewater deferred connection agreements for FY21 (37 as of Jan 2021) customers are connecting every month-10 year period for deferrals is ending for most in spring of 2021)	10	N/A	37	41	N/A
Delinquent wastewater accounts and total delinquent balance FY20 actuals lower due to not adding newly delinquent accounts due to COVID-19 waiving of late fees for March-May 2020. For FY2021 sent to collections an account with large balance.	80/\$180	80/\$200K	85/\$140K	67/\$153K	74/\$185K
Parking pay station cash and coin boxes counted (closed between March 2020 and October 2020, only credit cards accepted starting in October 2020)	0	300	0	326	326
Miscellaneous receivable invoices	120	120	120	130	120
Cash receipts paid by credit card	25,000	22,500	23,936	22,553	20,632
Cash receipts paid by other electronic means-echecks, medavante, ipay	34,500	34000	33,979	33,462	32891
Cash receipts paid by cash/check (FY21 actual-including lockbox payments 14052, cash 1193, checks 4728)	19,100	N/A	19,311	19,973	N/A
Outstanding liens (FY 21 as of 01/31/21)	52	55	48	43	43

PERFORMANCE MEASURES	City Value	Benchmark	FY22 Target	FY21 Target	FY21 Estimate	FY20 Actual	FY19 Actual
Wastewater delinquency rate	GG02		28%	28%	25%	28%	28%
Wastewater customers paying electronically	GG02		74%	74%	74%	73%	73%
Process pay station cash and coin deposits within one business day (closed between March 2020 and October 2020, only credit cards accepted starting October 2020)	GG02		N/A	Yes	N/A	Yes	Yes
Accuracy of parking meter reconciliation	GG02		99.9%	99.9%	99.9%	99.4%	99.4%
Cost per cash receipt transaction	GG02		\$6.36	\$6.36	\$6.15	\$5.59	\$5.59
Internal Survey: Satisfaction with revenue management services (% of responses favorable)	GG02		95%	95%	N/A	99%	98%

FINANCIAL SERVICES
Continued

EXPENDITURE SUMMARY

Cost Category	FY2022 Budget	FY2021 Budget	FY2021 Est. Actuals	FY2020 Actuals	Explanation of Changes
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General Fund

10-5222-01 - Administration

Personnel (ongoing)	\$331,100	\$240,900	\$221,510	\$239,746	Budget Increase: Decision Package - Increase staff positions.
Supplies & Services (ongoing)	<u>\$96,455</u>	<u>\$92,370</u>	<u>\$81,740</u>	<u>\$59,270</u>	
Direct Costs (Ongoing) Subtotal	\$427,555	\$333,270	\$303,250	\$299,016	
Internal Charges	<u>\$(439,050)</u>	<u>\$(355,280)</u>	<u>\$(305,250)</u>	<u>\$(302,000)</u>	
Ongoing Total	\$(11,495)	\$(22,010)	\$(2,000)	\$(2,984)	
Supplies & Services (one-time)	<u>\$11,500</u>	<u>\$22,000</u>	<u>\$2,000</u>	<u>\$2,987</u>	
Administration Total	\$5	\$(10)	\$0	\$3	

10-5222-11 - Payment Processing

Personnel (ongoing)	\$232,280	\$157,740	\$140,870	\$154,918	Budget Increase: Decision Package - Increase staff positions.
Supplies & Services (ongoing)	<u>\$1,740</u>	<u>\$1,220</u>	<u>\$1,680</u>	<u>\$1,840</u>	
Direct Costs (Ongoing) Subtotal	\$234,020	\$158,960	\$142,550	\$156,758	
Internal Charges	<u>\$(234,010)</u>	<u>\$(158,960)</u>	<u>\$(142,520)</u>	<u>\$(158,120)</u>	
Payment Processing Total	\$10	\$0	\$30	\$(1,362)	

10-5222-14 - Budget

Personnel (ongoing)	\$189,140	\$161,380	\$143,510	\$157,083	Budget Increase: Staffing and position changes
Supplies & Services (ongoing)	<u>\$8,060</u>	<u>\$6,060</u>	<u>\$6,950</u>	<u>\$2,137</u>	
Direct Costs (Ongoing) Subtotal	\$197,200	\$167,440	\$150,460	\$159,220	
Internal Charges	<u>\$(197,190)</u>	<u>\$(167,440)</u>	<u>\$(148,470)</u>	<u>\$(188,090)</u>	
Ongoing Total	\$10	\$0	\$1,990	\$(28,870)	
Supplies & Services (one-time)	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>	<u>\$28,867</u>	
Budget Total	\$10	\$0	\$1,990	\$(3)	

10-5222-88 - Revenue Management

Personnel (ongoing)	\$251,790	\$232,890	\$242,620	\$209,190
Supplies & Services (ongoing)	<u>\$247,960</u>	<u>\$233,310</u>	<u>\$217,327</u>	<u>\$214,758</u>
Direct Costs (Ongoing) Subtotal	\$499,750	\$466,200	\$459,947	\$423,948
Internal Charges	<u>\$(439,220)</u>	<u>\$(413,580)</u>	<u>\$(410,940)</u>	<u>\$(391,160)</u>
Revenue Management Total	\$60,530	\$52,620	\$49,007	\$32,788

FINANCIAL SERVICES
Continued

EXPENDITURE SUMMARY

Cost Category	FY2022 Budget	FY2021 Budget	FY2021 Est. Actuals	FY2020 Actuals	Explanation of Changes
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General Fund Totals

Personnel Subtotal	\$1,004,310	\$792,910	\$748,510	\$760,937	
Supplies & Services (Ongoing) Subtotal	\$354,215	\$332,960	\$307,697	\$278,005	
Direct Costs (Ongoing) Subtotal	\$1,358,525	\$1,125,870	\$1,056,207	\$1,038,942	
Internal Charges Subtotal	<u>\$(1,309,470)</u>	<u>\$(1,095,260)</u>	<u>\$(1,007,180)</u>	<u>\$(1,039,370)</u>	
Ongoing Subtotal	\$49,055	\$30,610	\$49,027	\$(428)	
Supplies & Services (One-Time) Subtotal	\$11,500	\$22,000	\$2,000	\$31,854	
One-Time Subtotal	\$11,500	\$22,000	\$2,000	\$31,854	
General Fund Total	\$60,555	\$52,610	\$51,027	\$31,426	

Wastewater Enterprise Fund

59-5222-88 - Revenue Management

Supplies & Services (ongoing)	<u>\$95,500</u>	<u>\$87,000</u>	<u>\$79,625</u>	<u>\$67,967</u>	
Direct Costs (Ongoing) Subtotal	\$95,500	\$87,000	\$79,625	\$67,967	
Internal Charges	<u>\$7,860</u>	<u>\$6,330</u>	<u>\$5,780</u>	<u>\$6,420</u>	
Ongoing Total	\$103,360	\$93,330	\$85,405	\$74,387	
Supplies & Services (one-time)	<u>\$30,000</u>	<u>\$30,000</u>	<u>\$50,000</u>	<u>\$50,309</u>	
Revenue Management Total	\$133,360	\$123,330	\$135,405	\$124,696	

Wastewater Enterprise Fund Totals

Supplies & Services (Ongoing) Subtotal	<u>\$95,500</u>	<u>\$87,000</u>	<u>\$79,625</u>	<u>\$67,967</u>	
Direct Costs (Ongoing) Subtotal	\$95,500	\$87,000	\$79,625	\$67,967	
Internal Charges Subtotal	<u>\$7,860</u>	<u>\$6,330</u>	<u>\$5,780</u>	<u>\$6,420</u>	
Ongoing Subtotal	\$103,360	\$93,330	\$85,405	\$74,387	
Supplies & Services (One-Time) Subtotal	<u>\$30,000</u>	<u>\$30,000</u>	<u>\$50,000</u>	<u>\$50,309</u>	
One-Time Subtotal	\$30,000	\$30,000	\$50,000	\$50,309	
Wastewater Enterprise Fund Total	\$133,360	\$123,330	\$135,405	\$124,696	

FINANCIAL SERVICES
Continued

EXPENDITURE SUMMARY

Cost Category	FY2022 Budget	FY2021 Budget	FY2021 Est. Actuals	FY2020 Actuals	Explanation of Changes
Grand Totals					
Personnel (Ongoing) Subtotal	\$1,004,310	\$792,910	\$748,510	\$760,937	
Supplies & Services (Ongoing) Subtotal	\$449,715	\$419,960	\$387,322	\$345,972	
Direct Costs (Ongoing) Subtotal	\$1,454,025	\$1,212,870	\$1,135,832	\$1,106,909	
Internal Charges Subtotal	<u>\$(1,301,610)</u>	<u>\$(1,088,930)</u>	<u>\$(1,001,400)</u>	<u>\$(1,032,950)</u>	
Ongoing Subtotal	\$152,415	\$123,940	\$134,432	\$73,959	
Supplies & Services (One-Time) Subtotal	\$41,500	\$52,000	\$52,000	\$82,163	
Grand Total	\$193,915	\$175,940	\$186,432	\$156,122	

FINANCIAL SERVICES
Continued

POSITIONS SUMMARY

Position	FY22 FTE	FY21 FTE	FY20 FTE	FY19 FTE
Accountant	1.00	1.00	0.00	0.00
Accounting Technician I	1.00	1.00	1.00	1.00
Accounting Technician II	3.00	3.00	3.00	3.01
Administrative Assistant	1.00	0.73	0.73	0.00
Budget & Accounting Supervisor	0.00	1.00	2.00	2.00
Assistant Financial Services Director	1.00	0.00	0.00	0.00
Procurement Officer	1.00	0.00	0.00	0.00
Director of Financial Services	1.00	1.00	1.00	1.00
Lead Accounting Technician	0.00	0.00	1.00	1.00
Revenue Supervisor	1.00	1.00	0.00	0.00
Temporary City Employee	0.00	0.00	0.00	0.17
Total	10.00	8.73	8.73	8.18

ALLOCATIONS SUMMARY

Position	Org Description	FY22 FTE	FY21 FTE	FY20 FTE	FY19 FTE
General Fund					
10-5222-01	Administration	2.83	2.43	2.43	1.70
10-5222-11	Payroll	0.85	0.85	0.85	0.85
10-5222-12	Payables/Purchasing	1.75	1.20	1.20	1.20
10-5222-14	Budget	1.48	1.15	1.15	1.15
10-5222-42	Uptown Paid Parking	0.11	0.10	0.10	0.18
10-5222-88	Revenue Management	2.98	3.00	3.00	3.10
General Fund Total		10.00	8.73	8.73	8.18

(1) Temporary position.



**City of Sedona
Decision Package
Fiscal Year 2021-22**

CM Recommended

Request Title	Financial Services Department Reorganization
Department	Financial Services
Program	Administration
Funding Request Type	Personnel
Source of Funds	General Fund
Amount Requested	\$193,600
Priority	High

I. Description of Request

Reorganization of Financial Services Department to address staffing needs due to increasing workload and to improve succession planning. Increase part-time Administrative Assistant position to full-time. Reclassify Budget & Accounting Supervisor position (SM-1) to Assistant Finance Director position (SM-5). Retain current Budget & Accounting Supervisor (SM-1) and reclassify to a Procurement Officer position (SM-1). These changes add 1.5 FTEs to the Financial Services Department. This request includes one-time costs of \$5,000 for furniture and computer equipment.

II. Problem/Issue

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

The Financial Services Department has struggled with keeping up with workloads. Salaried employees regularly work extra hours in attempts to not fall further behind. Between the extra heavy loads during seasonal busy times for budget and year-end audit, there was little downtime, but even the downtime between the seasonal busy times is no longer existent. Ability to take on special projects is impacted by the existing workloads. At current staffing levels, anytime an employee is out on leave, vacation or lengthy sick leave, the remaining staff struggle with keeping up. Many positions have no one to take on their duties while they are out and are left to try to catch back up when they return to work. Several initiatives are underway that are expected to have an impact on the support required by the Department, including the new public transit system, the affordable housing program, expansion of the environmental sustainability program, expansion of the economic diversification program, etc. In addition, the Department does not have adequate staffing for a proper succession plan. In past recruitments for mid-level technical positions within the Department, few applications are received and typically the applicants do not already possess the skill level required to excel in the positions. When past recruitments have been reposted at higher-level positions, a few more applications have been received. The desire to create an adequate succession plan and ability to recruit a higher-level position with an adequate number of candidates and to address ability to obtain housing in the area, an Assistant Director position is being requested.

III. Risk Analysis

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

The Financial Services Department will continue to struggle with falling behind and not being able to keep up with workload demands.

IV. Implementation

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

The reorganization would be effective July 1.

V. Cost Savings/Revenue Enhancements

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

N/A



**City of Sedona
Decision Package
Fiscal Year 2021-22**

CM Not Recommended

Request Title	Investment Advisory & Consulting Services
Department	Financial Services
Program	Administration
Funding Request Type	Other Ongoing
Source of Funds	General Fund
Amount Requested	\$90,000
Priority	Medium

I. Description of Request

Investment advisory services to aid in the investment of City funds focused on environmental, social, and governance (ESG) values, and banking procurement consulting services to aid in the focus on ESG values. Ongoing investment advisory services are estimated at \$50,000 per year. One-time banking procurement consulting services are estimated at \$40,000 per year.

Forbes defines the 3 criteria used to evaluate investments based on ESG values as follows:

Environment - What kind of impact does a company have on the environment? This can include a company's carbon footprint, toxic chemicals involved in its manufacturing processes, and sustainability efforts that make up its supply chain.

Social - How does the company improve its social impact, both within the company and in the broader community? Social factors include everything from LGBTQ+ equality, racial diversity in both the executive suite and staff overall, and inclusion programs and hiring practices. It even looks at how a company advocates for social good in the wider world, beyond its limited sphere of business.

Governance - How does the company's board and management drive positive change? Governance includes everything from issues surrounding executive pay to diversity in leadership as well as how well that leadership responds to and interacts with shareholders.

II. Problem/Issue

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

The City Council has identified environmental sustainability as a high priority. Multiple inquiries have been received about divesting from fossil fuel investments. While the City does not invest directly in fossil fuels, inquiries have also been made about indirect investments in fossil fuels. With a broader perspective beyond fossil fuels, many believe responsible investing should be based on ESG values. The City's current adopted investment policy would need to be revised to reflect the goals related to ESG values. Decisions would need to be made regarding current investments held in the portfolio if they do not meet the goals identified. The City's checking accounts are a significant portion of its investment portfolio and may be impacted by ESG values. It is unknown when or if a formal procurement process was last held for banking services.

III. Risk Analysis

What happens if this is not done?

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

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

Investment returns may not be as great without the assistance of a professional investment advisory firm with the resources to evaluate investments based on ESG values.

IV. Implementation

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

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

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

A preferred professional firm with experience with significant ESG value-based investment advisory services and banking procurement services has been identified. Once under contract, the firm can assist with development of goals related to ESG values and revisions to the investment policy. Decisions would need to be made regarding current investments held in the portfolio if they do not meet the goals identified. Changing banking services is a significant undertaking, and the timeline for a procurement process for banking services will be dependent on staffing capacity in the Financial Services Department.

V. Cost Savings/Revenue Enhancements

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

Professional investment advisory services could improve returns on the City's portfolio. Limiting the options for investment of funds could have the potential of reducing returns on the City's portfolio; however, in some cases changing to an ESG value-based portfolio has increased returns. Many factors, including external, impact the rate of return and guarantees cannot be made.



**City of Sedona
Decision Package
Fiscal Year 2021-22**

CM Not Recommended

Request Title	Internal Control Audit
Department	Financial Services
Program	Administration
Funding Request Type	Other Onetime
Source of Funds	General Fund
Amount Requested	\$35,000
Priority	Low

I. Description of Request

This request is to hire an audit firm to perform an internal control audit.

II. Problem/Issue

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

Internal control is a process designed to provide reasonable assurance regarding the achievement of objectives: effectiveness and efficiency of operations, reliability of financial reporting, and compliance with applicable laws and regulations. Internal controls play an important role in detecting and preventing fraud and protecting the organization's resources. With the turnover in the Financial Services Department over the past several years, there have been many transitions and reorganizations of duties within the department. It is unknown when the last internal control audit was done, or if one has ever been done.

III. Risk Analysis

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

Internal controls could be missing or not working as intended and expose the city to possible inefficiencies, errors or fraud.

IV. Implementation

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

Once the transitions of duties as a result of the Financial Services Department reorganization are complete, we would proceed with the selection process for an audit firm to perform the internal control audit.

V. Cost Savings/Revenue Enhancements

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

N/A

HUMAN RESOURCES

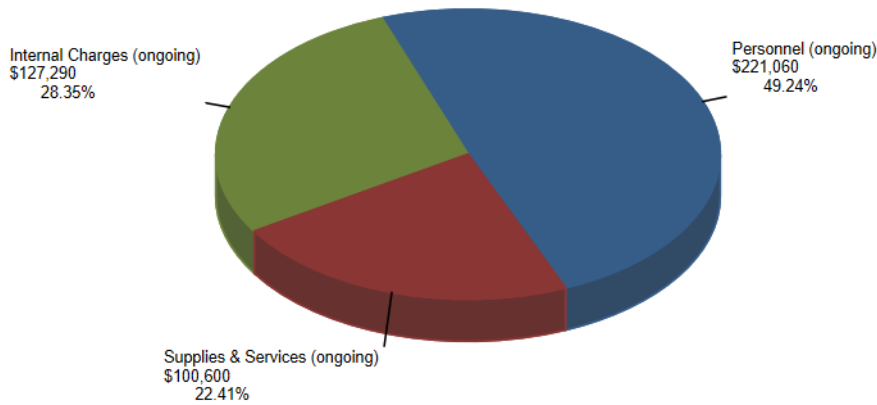
Mission Statement

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.

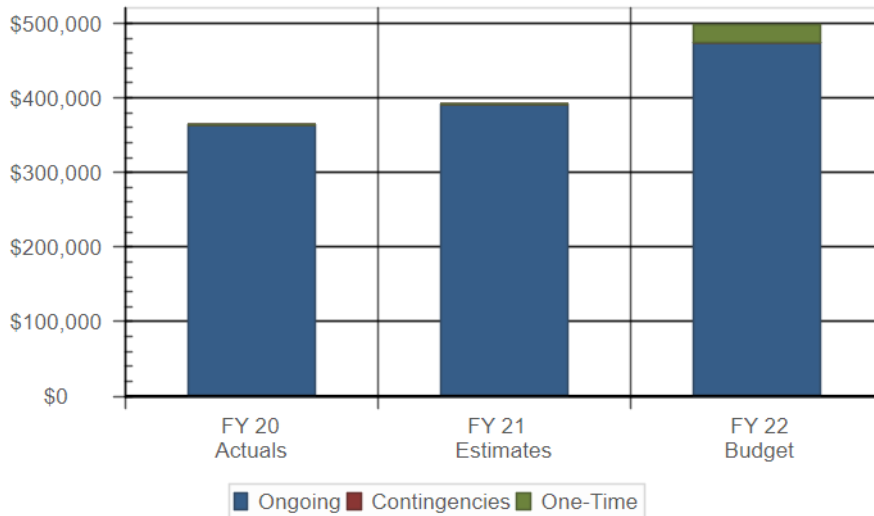
Description

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 2022 PROGRAM EXPENDITURES: \$448,950



FY 2020 - FY 2022 ONGOING VS. ONE-TIME EXPENDITURES



Human Resources-Administration

Budget Summary	FY2022 Budget	% of FY2022 Budget	FY2021 Budget	FY2021 Estimate	FY2020 Actuals
Program Expenditures					
Personnel Services	\$ 221,060	47 %	\$ 203,950	\$ 205,710	\$ 201,996
Supplies & Services	125,600	27 %	98,600	76,650	55,739
Subtotal Direct Costs	\$ 346,660	73 %	\$ 302,550	\$ 282,360	\$ 257,735
Internal Charges	127,290	27 %	118,050	109,920	105,900
Total Expenditures	473,950	101 %	420,600	392,280	363,635
Expenditures by Fund					
General Fund Portion	\$ 473,950	100 %	\$ 420,600	\$ 392,280	\$ 363,635
Funding Sources					
Allocations to Other Departments	\$ 473,940	100 %	\$ 420,640	\$ 392,290	\$ 363,580
Funding from General Revenues:					
Estimated Resident Generated	\$ 4	- %	\$ (14)	\$ (4)	\$ 19
Estimated Visitor Generated	\$ 7	- %	\$ (26)	\$ (7)	\$ 36
Employee Time Allocation (FTEs) Budgeted	2.00	-	2.00	-	2.00

FY 2021 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 Deputy City Manager, Community Development Director, Assistant PW Director/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 2022 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	FY22 Projection	FY21 Projection	FY21 Estimate	FY20 Actual	FY19 Actual
Job postings	40	40	50	48	37
Applications received and reviewed	1,000	1,000	1,300	1,100	606
Individual job interviews conducted	200	200	225	175	147
Regular new hires on-boarded	30	30	35	33	27
Workers comp injuries processed	5	5	10	8	7

PERFORMANCE MEASURES	City Value	Benchmark	FY22 Target	FY21 Target	FY21 Estimate	FY20 Actual	FY19 Actual
Email and phone call responsiveness	GG01		1-24 hours	1-24 hours	1-24 hours	1-24 hours	1-24 hours
Workers comp EMOD ratings	GG01		0.75	0.75	0.80	0.74	0.79
Total FTEs per 1,000 population (ICMA Benchmark 2016-2018)	GG01	9.1 (all) / 11.7 (cities under 30,000 pop.)	14.2	14.2	14.2	14.0	14.2
Total FTEs per 1,000 population + annualized visitor population	GG01		7.2	7.2	7.2	6.9	7.2
Employee Survey: I plan to be working here in five years: % of responses (Strongly Agree and Agree)	GG01		85%	0.68	N/A	N/A	0.667
Turnover percentages (ICMA Benchmark July 1, 2018 - June 30, 2019)	GG01	6.8% (all) / 7.5% (cities under 30,000 pop.)	8%	6%	8%	11.4%	0.095
Employee Survey: I am satisfied with our healthcare-related benefits: % of responses (Strongly Agree and Agree)	GG01		90%	0.75	N/A	N/A	0.73
Employee Survey: Employees have good working relationships with coworkers: % of responses (Strongly Agree and Agree)	GG01		94%	N/A	N/A	N/A	N/A
Employee Survey: Employees feel the City is a good place to work (Strongly Agree and Agree)	GG01		92%	N/A	N/A	N/A	N/A
Employee Survey: Employees feel their work is meaningful and understand how their job supports the city's mission: % of responses (Strongly Agree and Agree)	GG01		94%	N/A	N/A	N/A	N/A
Workers comp claims per 100 FTEs	GG01		10.3	8.1	13.6	6.8	7.8
Worker days lost to injury per 100 FTEs	GG01		20.5	10.1	34.1	28.7	20.6

HUMAN RESOURCES
Continued

EXPENDITURE SUMMARY

Cost Category	FY2022 Budget	FY2021 Budget	FY2021 Est. Actuals	FY2020 Actuals	Explanation of Changes
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General Fund

10-5221-01 - Administration

Personnel (ongoing)	\$221,060	\$203,950	\$205,710	\$201,996	
Supplies & Services (ongoing)	<u>\$100,600</u>	<u>\$98,600</u>	<u>\$76,650</u>	<u>\$55,739</u>	
Direct Costs (Ongoing) Subtotal	\$321,660	\$302,550	\$282,360	\$257,735	
Internal Charges	<u>\$(346,650)</u>	<u>\$(302,590)</u>	<u>\$(282,370)</u>	<u>\$(257,680)</u>	
Ongoing Total	\$(24,990)	\$(40)	\$(10)	\$55	
Supplies & Services (one-time)	<u>\$25,000</u>	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>	Budget Increase: Decision Package
One-Time Total	\$25,000	\$0	\$0	\$0	
Administration Total	\$10	\$(40)	\$(10)	\$55	

HUMAN RESOURCES
Continued

POSITIONS SUMMARY

Position	FY22 FTE	FY21 FTE	FY20 FTE	FY19 FTE
Human Resources Manager	1.00	1.00	1.00	1.00
Human Resources Specialist	1.00	1.00	1.00	1.00
Total	2.00	2.00	2.00	2.00

ALLOCATIONS SUMMARY

Position	Org Description	FY22 FTE	FY21 FTE	FY20 FTE	FY19 FTE
General Fund					
10-5221-01	Administration	2.00	2.00	2.00	2.00
General Fund Total		2.00	2.00	2.00	2.00



**City of Sedona
Decision Package
Fiscal Year 2021-22**

CM Recommended

Request Title	Salary Study
Department	Human Resources
Program	Administration
Funding Request Type	Other Onetime
Source of Funds	General Fund
Amount Requested	\$25,000
Priority	High

I. Description of Request

Our request for an updated salary study is necessary to maintain current and relevant information to correctly compensate the City's diverse positions. The last salary study was conducted in 2018 by an independent company that specialized in assisting us in staying current in industry norms. Due to our last survey being conducted three years ago, it is imperative that the City of Sedona maintains current and competitive wages and salaries.

II. Problem/Issue

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

Over the past several years, we have struggled to attract a large pool of highly qualified candidates. Therefore, we need to maintain the right compensation and salary plan for each position. This will better attract the top candidates to our organization and keep our highly performing and engaged staff. The City has incurred turnover from 15 to 19% over the last several years; normal and healthy turnover is under 10%.

III. Risk Analysis

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

Without an updated salary survey to professionally assist us in salary benchmarking, we could fall far behind in salaries and wages thus creating an inaccuracy in our compensation plans. The results of a compensation survey will give us insight into what the highest and lowest salaries for each role in our diverse departments.

IV. Implementation

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

Human Resources will request quotes from well-known and past salary survey companies to review our unique and standard positions and provide us a summary by late fall 2021.

V. Cost Savings/Revenue Enhancements

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

The ability to maintain current highly performing staff and attract new highly qualified talent. Costs associated with new recruitment can be extremely high depending on the position.

POLICE DEPARTMENT

Mission Statement

Our mission is to preserve the public peace through the enforcement of the law, protection of life and property, providing exceptional service, and collaborative community partnerships.

Description

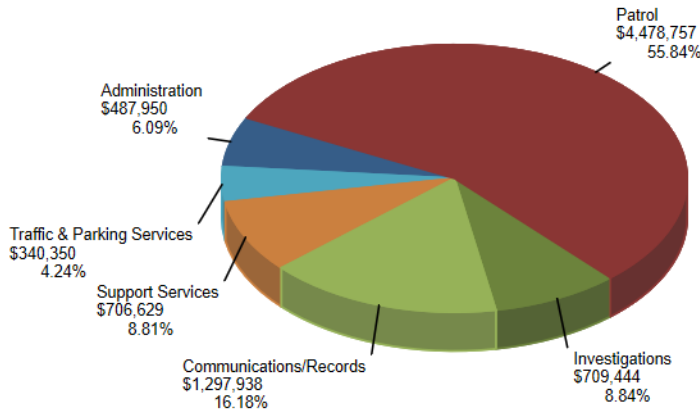
With a steadfast focus on "Selfless Service For All", we will continue to foster public trust and strengthen community relationships while striving for excellence through employee development, self-discipline, and strong leadership. Our foundational Core Values include: Community, Compassion, and Honor.

Guided by a philosophy of community policing, collaborative problem-solving, and a focus on fostering strong community partnerships, the Police 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.

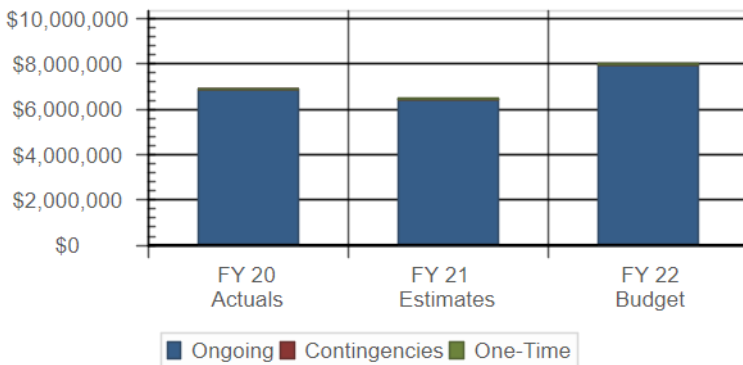
The Police Department is responsible for the following primary program areas:

- * 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 2022 PROGRAM EXPENDITURES: \$8,021,068



FY 2020 - FY 2022 ONGOING VS. ONE-TIME EXPENDITURES



Police Department - Administration

Budget Summary	FY2022 Budget	% of FY2022 Budget	FY2021 Budget	FY2021 Estimate	FY2020 Actuals
Program Expenditures					
Personnel Services	\$ 312,950	64 %	\$ 281,400	\$ 265,610	\$ 279,458
Supplies & Services	61,840	13 %	56,969	60,355	60,582
Capital & Debt Service	9,600	2 %	-	-	-
Subtotal Direct Costs	\$ 384,390	79 %	\$ 338,369	\$ 325,965	\$ 340,040
Internal Charges	103,560	21 %	91,620	85,120	93,510
Total Expenditures	487,950	100 %	429,989	411,085	433,550
Expenditures by Fund					
General Fund Portion	\$ 481,850	99 %	\$ 423,314	\$ 404,135	\$ 420,788
Other Funds Portion	\$ 6,100	1 %	\$ 6,675	\$ 6,950	\$ 12,762
Funding Sources					
Program Revenues	\$ 800	- %	\$ 200	\$ 2,600	\$ 6,279
Funding from General Revenues:					
Estimated Resident Generated	\$ 170,503	35 %	\$ 150,426	\$ 142,970	\$ 149,545
Estimated Visitor Generated	\$ 316,648	65 %	\$ 279,363	\$ 265,515	\$ 277,726
Employee Time Allocation (FTEs) Budgeted	2.00		2.00		2.00

The Police Administration program (Office of the Chief of Police) consists of the Police Chief and the Chief's Executive Assistant. The Chief's Office is responsible for essential administrative services such as the development and implementation of policy and procedure, budget planning and management, long range planning, grant development and management, coordination of all training and travel, and facility maintenance coordination. Liaisons to the City Manager and the City Council are also assigned to this program, as well as media relations and the investigations and reporting of all Department complaints and commendations.

The Administration program also focuses on quality of life issues important to the public we serve through our Police Volunteers and the Police Explorer Post. These programs and the people who staff them work tirelessly to improve our way of life in Sedona by handling lower-level calls for service and other tasks so the sworn officers stay in the field and available for calls for service.

The Sedona Police Volunteer program is comprised of local volunteers dedicated to assisting the Sedona Police Department in serving fellow members of our community and providing professional public safety services. Some of the assistance the volunteers provide are fingerprinting, vacation house watch, prisoner transport, traffic/crowd control, special events and speed monitoring. Sedona Police Volunteers serve our community and the Sedona Police Department with honesty, fairness and integrity at all times.

Sedona Police Explorer Post 7100 is a community-based policing program. We educate and involve young men and women between the ages of 14-21 in police operations and spark interest in law enforcement. Our members become involved in community activities and provide support to the police department. The Explorers program is part of the Boy Scouts of America but is distinctively different from scouting. It's developed and supervised by local organizations and provides an opportunity for young people to explore a particular career area. They meet often and learn about not only about policing, but also about decision-making, building character, leadership, anti-bullying, and personal accountability. They travel to various competitions in the Western US and apply their skills and abilities against other Explorer posts from Arizona and beyond. They also volunteer hundreds of hours of their personal time helping various non-profits and events in Sedona and the Verde Valley.

A portion of this program is paid by the Grants and Donations Funds. In addition, a portion of the program costs is allocated to the Information Technology Internal Service Fund for technology costs not managed by the Information Technology Department.

Police Department - Administration

Continued

FY 2021 Accomplishments

Overall City Value – Public:

- * Participated in the, Turkey Trot.
- * Submitted applications for grant funding to Government of Highway Safety to assist with departmental operations.
- * Continued to utilize Nextdoor to enhance communication and engagement with Sedona residents.
- * Conducted Active Attacker training for city council and provided safety tips which included covering building layouts and exit locations.
- * Fostered a collaborative relationship and localized team with Sedona Fire Department regarding enhanced emergency management practice and homeland security preparations.
- * Joined the Yavapai County Regional Field Force Team
- * Updated the SPD Policy Manual, ensuring alignment with contemporary police standards and disseminated to employees.
- * Deployed Message Trailers in response to COVID precautions, trail head parking, safety, weather and traffic messages, along with speed enforcement.
- * Launched new in-car camera system and body worn camera pilot project.
- * Launched a PD Resource Center and Substation in Uptown.
- * Implementation of COVID safety protocols and staff remained healthy throughout the pandemic.
- * Revitalized our awards and recognition program for employees.
- * Trained and deployed a new SRO.

FY 2022 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.
- * Achieve consistent full staffing levels, to optimize operations and service levels.
- * Provide leadership and wellness trainings for staff.
- * Actively train for and engage in a regional Peer Support program with Sedona Fire and other partner agencies
- * Launch pilot drone initiative.
- * Complete the regional dispatch assessment.
- * Begin and complete the two phase remodel of the PD.
- * Expand initiative for consistent bio-hazard/decontamination of PD field vehicles and holding-cells.

WORKLOAD INDICATORS	FY22 Projection	FY21 Projection	FY21 Estimate	FY20 Actual	FY19 Actual
Sworn staff trained on Critical Incident Training (CIT)/Mental Health Interactions	5	5	10	16	16
Sworn staff trained on Incident Command System/National Incident Management System (ICS/NIMS) protocols	5	5	7	1	1
Community interaction events	12	12	11	7	7

PERFORMANCE MEASURES	City Value	Benchmark	FY22 Target	FY21 Target	FY21 Estimate	FY20 Actual	FY19 Actual
Retention of sworn employees (excluding retirement)	GG03		100% (27/27)	100% (27/27)	92% (25/27)	81% (5/27)	96% (26/27)
Retention of civilian employees (excluding retirement)	GG03		94% (17/18)	94% (17/18)	94% (17/18)	71% (11/18)	73% (11/15)
Sworn personnel turnover (ICMA Benchmark 2016-2018)	GG03	4.5% (all) / 6.0% (cities under 30,000 pop.)	7.5%	7.5%	7.5%	18.52%	3.7%
Sworn police overtime as % of total sworn police compensation (ICMA Benchmark 2016-2018)	GG03	5.8% (all) / 4.8% (cities under 30,000 pop.)	4.6%	4.6%	4.6%	7.8%	7.8%
FTEs: Sworn positions per 1,000 population (ICMA Benchmark 2016-2018)	GG03	2.4 (all) / 3.4 (cities under 30,000 pop.)	2.6	2.6	2.6	2.6	2.6

Police Department - Patrol

Budget Summary	FY2022 Budget	% of FY2022 Budget	FY2021 Budget	FY2021 Estimate	FY2020 Actuals
Program Expenditures					
Personnel Services	\$ 2,834,070	63 %	\$ 2,332,180	\$ 2,369,640	\$ 2,634,614
Supplies & Services	314,130	7 %	310,050	264,590	192,200
Capital & Debt Service	130,687	3 %	73,000	189,634	189,633
Capital & Debt Service	36,000	1 %	-	-	11,000
Subtotal Direct Costs	\$ 3,314,887	74 %	\$ 2,715,230	\$ 2,823,864	\$ 3,027,447
Internal Charges	1,156,370	26 %	867,960	835,420	1,097,090
Total Expenditures	4,471,257	100 %	3,583,190	3,659,284	4,124,537
Expenditures by Fund					
General Fund Portion	\$ 4,434,907	99 %	\$ 3,510,970	\$ 3,630,584	\$ 4,103,173
Other Funds Portion	\$ 43,850	1 %	\$ 83,420	\$ 39,900	\$ 27,716
Funding Sources					
Program Revenues	\$ 12,150	- %	\$ 15,000	\$ 9,650	\$ 12,158
Funding from General Revenues:					
Estimated Resident Generated	\$ 1,560,687	35 %	\$ 1,248,867	\$ 1,277,372	\$ 1,439,333
Estimated Visitor Generated	\$ 2,898,420	65 %	\$ 2,319,324	\$ 2,372,262	\$ 2,673,046
Employee Time Allocation (FTEs) Budgeted	23.00		21.00		22.00

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 funded 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 2021 Accomplishments

Overall City Value - Public Safety:

- * Continued training for 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 for data driven policing.
- * The mobile digital speed indicator was deployed approximately 20 times in high traffic areas before June 30, 2021, to collect data and address concerns of unsafe driving.
- * Maintained budget funding to accommodate the SWAT team members.
- * Awarded a grant for select traffic enforcement program (STEP) to conduct targeted speed enforcement details paid for by GOHS.
- * Awarded a grant for targeted DUI enforcement for impaired drivers paid for by GOHS.
- * Trained each squad member on the proper and proficient deployment of our WRAP system.
- * Officers were acknowledged by the community and PD for their life-saving actions.
- * Successfully trained and deployed a motorcycle officer to assist with traffic issues.
- * New officers graduated from the academy and successfully completed field training.

Police Department - Patrol
Continued

FY 2022 Objectives

Overall City Value - Public Safety:

- * Deploy officers in Uptown and other areas as needed on bicycles and foot patrols.
- * Continue to enhance and produce the information/data available with Command Solutions from Motorola CAD/RMS System to improve deployment of resources throughout the City.
- * Recruit and hire 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, 2022, to collect data and address concerns of unsafe driving.
- * 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	Benchmark	FY22 Projection	FY21 Projection	FY21 Estimate	FY20 Actual	FY19 Actual
UCR Part I violent crimes*Criminal homicide, sexual assault, rape, robbery and aggravated assault		46	40	48	50	48
UCR Part I property crimes *Burglary, theft and arson		200	200	232	183	218
UCR Part 2 crimes*Criminal damage, disorderly conduct, drug offense, fraud, assault, domestic violence, juvenile offenses and prostitution.		500	N/A	560	539	N/A
Traffic collisions - Fatal (ICMA Benchmark 2016-2017)		0	0	0	1	1
Traffic collisions - Injury		30	30	52	55	28
Traffic collisions - Non-injury		250	200	304	241	244
Officer-initiated activity		9500	18,000	9256	9922	9,045
Warnings		1300	3,500	1170	1668	3,456
Calls for service from the community		7400	11,000	7046	6331	10,002
Citations		1800	1,300	1246	1065	931
Arrests - Misdemeanor		460	460	366	370	331
Arrests - Felony		120	120	112	94	100
Arrests - DUI(increased due to state DUI funding and Verde Valley DUI Taskforce details in FY 21)		55	80	48	65	39
Deploy mobile digital speed indicator sign in areas of reported OHV/city streets speeding or unsafe driving issues within city limits		15 deploys	15 deploys	14 deploys	10 deploys	14 deploys

PERFORMANCE MEASURES	City Value	Benchmark	FY22 Target	FY21 Target	FY21 Estimate	FY20 Actual	FY19 Actual
Maintain a response time of seven minutes or less 90% of the time to emergency calls	GG03		90%	90%	80%	90%	90%
Average response time - Priority 1 (ICMA Benchmark 2016-2018)*Collisions with injuries or death and attempted suicides	GG03	5.0 (all) / 5.1 (cities under 30,000 pop.)	5 minutes	5 minutes	6 minutes	5 minutes	5 minutes
Average response time - Priority 2*Domestic Violence, just occurred sex offenses, bomb threats, deaths and medical assists	GG03		5 minutes	5 minutes	6 minutes	6 minutes	6 minutes
Average response time - Priority 3*Collisions with no injuries, assaults, suspicious activity and abuse cases	GG03		6 minutes	6 minutes	6 minutes	7 minutes	7 minutes
Calls for service from the community per sworn FTE (ICMA Benchmark 2016-2018)	GG03	382 (all) / 391(cities under 30,000 pop.)	345	523	336	302	477
Calls for service from the community and officer initiated activity per sworn FTE	GG03		790	1,381	777	774	907
Calls for service from the community and officer initiated activity per 1,000 population	GG03		1600	2,788.5	1568	1563	1,831.4
Calls for service from the community per 1,000 population (ICMA Benchmark 2016-2018)	GG03	728 (all) / 1,249 (cities under 30,000 pop.)	700	1,057.7	678	609	961

Police Department - Patrol

Continued

PERFORMANCE MEASURES	City Value	Benchmark	FY22 Target	FY21 Target	FY21 Estimate	FY20 Actual	FY19 Actual
DUI arrests per 1,000 population (ICMA Benchmark 2016-2018)	GG03	3.4 (All) / 4.4 (cities under 30,000 pop.)	6	7.69	4.61	6.25	3.75
UCR Part I property crimes reported per 1,000 population	GG03	31.7 (all) / 31.8 (cities under 30,000 pop.)	20	20.2	22.3	17.6	20.9
UCR Part I violent crimes reported per 1,000 population	GG03	4.7 (all) / 4.5 (cities under 30,000 pop.)	4.5	3.85	4.6	4.8	4.61
UCR Part 2 crime reported per 1,000 population	GG03		50	N/A	53.85	51.83	N/A

Police Department - Investigations

Budget Summary	FY2022 Budget	% of FY2022 Budget	FY2021 Budget	FY2021 Estimate	FY2020 Actuals
Program Expenditures					
Personnel Services	\$ 538,130	76 %	\$ 468,110	\$ 261,340	\$ 194,171
Supplies & Services	52,664	7 %	52,144	53,794	28,088
Subtotal Direct Costs	\$ 590,794	83 %	\$ 520,254	\$ 315,134	\$ 222,259
Internal Charges	118,650	17 %	101,100	96,110	98,240
Total Expenditures	709,444	100 %	621,354	411,244	320,499
Expenditures by Fund					
General Fund Portion	\$ 708,344	100 %	\$ 619,974	\$ 409,844	\$ 319,679
Other Funds Portion	\$ 1,100	- %	\$ 1,380	\$ 1,400	\$ 820
Funding Sources					
Funding from General Revenues:					
Estimated Resident Generated	\$ 248,305	35 %	\$ 217,474	\$ 143,935	\$ 112,175
Estimated Visitor Generated	\$ 461,139	65 %	\$ 403,880	\$ 267,309	\$ 208,324
Employee Time Allocation (FTEs) Budgeted	2.00		2.00		2.00

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

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

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

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

FY 2021 Accomplishments

Overall City Value - Public Safety:

- * Worked with several different law enforcement agencies in multi-jurisdiction cases ranging from burglary rings, stalking, prostitution, and child pornography.
- * Exceeded the state's clearance rates for violent crimes by 54.6%.
- * Exceeded the state's clearance rates for property crimes by 17.1%.
- * Completed the transfer of all evidence data from our old Computer Aided Dispatch/Records Management System (CAD/RMS) system into Motorola Flex CAD/RMS system.
- * Selected and trained new detective.
- * Conduct two Sexual Offender Registrant compliance operations.

Police Department - Investigations

Continued

FY 2022 Objectives

Overall City Value - Public Safety:

- * Conduct two Sexual Offender Registrant compliance operations.
- * Maintain case clearance to maximum of six months, excluding complicated 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.
- * Train both detectives on advance forensic interviewing.
- * Initiate proactive field operations in conjunction with criminal investigations and crime prevention.
- * Complete backgrounds using LEAN process and in compliance with AZPOST rules.

WORKLOAD INDICATORS	FY22 Projection	FY21 Projection	FY21 Estimate	FY20 Actual	FY19 Actual
Total cases assigned (felony and misdemeanor)(Decreased due to one detective In FY 20, also handling backgrounds and training)	190	80	188	71	119
Detective initiated arrests(Due to COVID there were restriction in custody arrests)	15	32	12	7	28
Felony and misdemeanor cases sent to prosecuting attorney's office for filing charges	50	3	60	43	6
Conduct sexual offender registrant compliance operations	2	2	2	2	2

PERFORMANCE MEASURES	City Value	Benchmark	FY22 Target	FY21 Target	FY21 Estimate	FY20 Actual	FY19 Actual
Exceed annual state crime clearance rate (16.73%) for property crime (Arizona Department of Public Safety Crime Report 2019)*	GG03	26.9% (all) / 30.7% (cities under 30,000 pop.)	35% (exceeds state by 18.3%)	30% (exceeds state by 13.2%)	33.8% (exceeds state by 17.1%)	27.2% (exceeds state by 10.5%)	27.8% (exceeds state by 11.07%)
Exceed annual state crime clearance rate (38.17%) for violent crime (Arizona Department of Public Safety Crime Report 2019)*	GG03	51.9% (all) / 58.2% (cities under 30,000 pop.)	50% (exceeds state by 11.8%)	40% (exceeds state by 1.83%)	92.8% (exceeds state by 54.6%)	41.1% (exceed state by 2.93%)	52.2% (exceed state by 14.03%)
Complete investigation on all cases (including lengthy fraud cases) within six months from being assigned	GG03		90%	90%	85%	85%	85%

Police Department - Communications/Records

Budget Summary	FY2022 Budget	% of FY2022 Budget	FY2021 Budget	FY2021 Estimate	FY2020 Actuals
Program Expenditures					
Personnel Services	\$ 802,670	62 %	\$ 771,850	\$ 765,410	\$ 770,433
Supplies & Services	68,018	5 %	66,518	55,553	58,297
Subtotal Direct Costs	\$ 870,688	67 %	\$ 838,368	\$ 820,963	\$ 828,730
Internal Charges	427,250	33 %	391,890	377,940	376,130
Total Expenditures	1,297,938	100 %	1,230,258	1,198,903	1,204,860
Expenditures by Fund					
General Fund Portion	\$ 1,297,118	100 %	\$ 1,229,348	\$ 1,198,183	\$ 1,204,117
Other Funds Portion	\$ 820	- %	\$ 910	\$ 720	\$ 743
Funding Sources					
Program Revenues	\$ 4,300	- %	\$ 7,500	\$ 3,400	\$ 4,386
Funding from General Revenues:					
Estimated Resident Generated	\$ 452,773	35 %	\$ 427,965	\$ 418,426	\$ 420,166
Estimated Visitor Generated	\$ 840,865	65 %	\$ 794,793	\$ 777,077	\$ 780,308
Employee Time Allocation (FTEs) Budgeted	11.00		11.00		11.00

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

The Records Section provides first-level contact for all Police Department business and is the primary service provider for public inquiries, report releases, and other front-counter customer services. This function is responsible for processing police reports; facilitating tow hearings; collecting court bonds and administrative fees; and tracking and recording court dispositions, citations, and any other patrol related documentation. In addition, Records responds to all civil and criminal subpoenas and processes requests for the disclosure of public records. The Records Clerk verifies and inputs data into the Department's Records Management System (RMS) and various other criminal justice databases for the purpose of collection and analyses of statistical data related to state and federal reporting requirements.

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

FY 2021 Accomplishments

Overall City Value - Public Safety:

- * Updated the field training manual for communications specialist.
- * Create communications manual.
- * Reduced record request wait time from 14 days to 5 days.
- * Reduced report merging backlog from 200 reports to 150 reports.

Police Department - Communications/Records

Continued

FY 2022 Objectives

Overall City Value - Public Safety:

- * Maintain as close to 100% dispatcher employment as possible.
- * Dispatch calls to officers within 90 seconds from receiving the call.
- * Switch data reporting for the FBI from Unified Crime Reporting (UCR) to National Incident Based Reporting System (NIBRS).
- * Reduce report request time from 5 days to 3 days.
- * Reduce report merging backlog from 150 reports to 100 reports.

WORKLOAD INDICATORS	FY22 Projection	FY21 Projection	FY21 Estimate	FY20 Actual	FY19 Actual
Telephone calls received - Emergency	8,250	6,200	8,054	6,188	6,074
Telephone calls received - Non-Emergency	35,000	27,500	32,830	27,422	28,474

PERFORMANCE MEASURES	City Value	Benchmark	FY22 Target	FY21 Target	FY21 Estimate	FY20 Actual	FY19 Actual
Time to answer 9-1-1 calls(National Emergency Number Association NENA benchmark standard)	GG03	10 seconds	4 seconds	4 seconds	4 seconds	4 seconds	4 seconds
Average time to dispatch call to field unit	GG03		100 seconds	100 seconds	100 seconds	101 seconds	101 seconds
Average backlog of records merged into system once the reports are approved by a supervisor	GG03		100 cases	100 cases	150 cases	200 cases	280 cases
Average wait time for public records requests once the reports are approved by a supervisor	GG03		3 days	3 days	5 days	14 days	5 days

Police Department - Support Services

Budget Summary	FY2022 Budget	% of FY2022 Budget	FY2021 Budget	FY2021 Estimate	FY2020 Actuals
Program Expenditures					
Personnel Services	\$ 525,050	74 %	\$ 389,030	\$ 381,020	\$ 435,059
Supplies & Services	56,809	8 %	46,520	39,350	36,630
Capital & Debt Service	9,600	1 %	-	-	-
Subtotal Direct Costs	\$ 591,459	84 %	\$ 435,550	\$ 420,370	\$ 471,689
Internal Charges	115,170	16 %	104,230	100,060	95,820
Total Expenditures	706,629	99 %	539,780	520,430	567,509
Expenditures by Fund					
General Fund Portion	\$ 703,700	100 %	\$ 536,350	\$ 514,695	\$ 561,185
Other Funds Portion	\$ 2,929	- %	\$ 3,430	\$ 5,735	\$ 6,324
Funding Sources					
Funding from General Revenues:					
Estimated Resident Generated	\$ 247,320	35 %	\$ 188,923	\$ 182,151	\$ 198,628
Estimated Visitor Generated	\$ 459,309	65 %	\$ 350,857	\$ 338,280	\$ 368,881
Employee Time Allocation (FTEs) Budgeted	2.73		2.73		2.73

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 2021 Accomplishments

Overall City Value - Public Safety:

- * Continued providing data driven policing training to the staff using the crime analysis program, called Command Solutions.
- * Acquired a modular classroom with electricity and running water at the PD Firearms Range.
- * Conversations of former PD Firearms Range classroom into training simulator room.
- * Eliminated the need for paid storage facility through the acquisition of a storage container to be held at the PD Firearms Range.
- * Conducted a community police academy.
- * Deployed the SRO full time to various schools in Sedona.
- * Achieved 75% deployment rate at the high school.
- * Assisted the Sedona Fire District with fire drills at both Sedona Red Rock High School and West Sedona School campuses.
- * Identified and trained a replacement for the SRO, anticipating retirement in one year.
- * Conducted a presentation at the department's community police academy about animal safety.
- * Conducted ARS 28-3511 (impound) hearings.
- * Attended and achieved Level A of National Animal Care and Control Association (NACA) certification.

FY 2022 Objectives

Police Department - Support Services

Continued

Overall City Value - Public Safety:

- * Implement phase 2 of 4 of the radio infrastructure project that will increase radio communication in the Uptown area and along SR 179.
- * Conduct at least one Community Police Academy.
- * Create data driven policing strategies.
- * Complete inspection and enhanced audit of property and evidence to coincide with industry standards.

WORKLOAD INDICATORS	FY22 Projection	FY21 Projection	FY21 Estimate	FY20 Actual	FY19 Actual
Fire drills conducted at Sedona Red Rock High School and Junior High School	10	10	10	10	10
Fire drills conducted at West Sedona School	10	10	10	10	10
Lock-down/evacuation drills conducted at Sedona Red Rock High School and Junior High School	2	2	2	2	2
Lock-down/evacuation drills conducted at West Sedona School	2	2	2	2	2
Awareness training sessions conducted geared toward student issues/trends at Sedona Red Rock High School and Junior High School	6	6	6	6	6
Awareness training sessions conducted geared toward student issues/trends at West Sedona School	3	3	3	3	3
Crime prevention presentations conducted by SRO	3	3	3	3	3

PERFORMANCE MEASURES	City Value	Benchmark	FY22 Target	FY21 Target	FY21 Estimate	FY20 Actual	FY19 Actual
Percentage of time SRO is deployed at a school, when in session	GG03		75%	75%	75%	75%	75%

Police Department - Traffic and Parking Services

Budget Summary	FY2022 Budget	% of FY2022 Budget	FY2021 Budget	FY2021 Estimate	FY2020 Actuals
Program Expenditures					
Personnel Services	\$ 150,520	44 %	\$ 124,330	\$ 72,160	\$ 72,570
Supplies & Services	73,370	22 %	53,970	61,170	48,685
Subtotal Direct Costs	\$ 223,890	66 %	\$ 178,300	\$ 133,330	\$ 121,255
Internal Charges	116,460	34 %	102,550	99,100	121,020
Total Expenditures	340,350	100 %	280,850	232,430	242,275
Expenditures by Fund					
General Fund Portion	\$ 291,380	86 %	\$ 242,380	\$ 186,010	\$ 214,755
Other Funds Portion	\$ 48,970	14 %	\$ 38,470	\$ 46,420	\$ 27,520
Funding Sources					
Program Revenues	\$ 3,600	1 %	\$ 7,500	\$ 3,600	\$ 6,300
Funding from General Revenues:					
Estimated Resident Generated	\$ 117,863	35 %	\$ 95,673	\$ 80,091	\$ 82,591
Estimated Visitor Generated	\$ 218,888	64 %	\$ 177,678	\$ 148,740	\$ 153,384

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 2021 Accomplishments

Overall City Value - Public Safety:

- * Deployed personnel efficiently and effectively to provide timely response to parking complaints and ensure effective levels of parking enforcement.
- * Identified and developed 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.
- * Mitigating traffic parking issues at trailheads, through education, citations, tows, and traffic control.
- * Successfully transitioned from cash to credit card payments with meters in Uptown.

FY 2022 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).
- * Actively recruit and hire quality candidates to achieve 100% staffing for community service aides (CSAs).
- * Train all CSAs to handle found property calls for service.
- * Explore and assess pilot Segway program in Uptown.

WORKLOAD INDICATORS	FY22 Projection	FY21 Projection	FY21 Estimate	FY20 Actual	FY19 Actual
Parking citations written in the Uptown three-hour parking lots	600	1,950	496	1231	1,913
Parking citations written at trailhead locations.	2750	1,100	2584	811	636
Total hours worked(FY 2021, we added an extra CSA and increased their hours worked due to the increase of trailhead activity)	5500	4000	5378	3794	3794

Police Department - Parking

Continued

WORKLOAD INDICATORS	FY22 Projection	FY21 Projection	FY21 Estimate	FY20 Actual	FY19 Actual
Total time conducting Uptown activities (patrol the uptown area and interacting with the public)	600 hours	2,800 hours	462 hours	554 hours	2,194
Total time checking the trailhead areas	9,000 hours	150 hours	8,516 hours	4,535hour s	121 hours
Total time parking meter maintenance (handling money transfers to finance, paper and card issues)	15 hours	45 hours	15 hours	38 hours	40 hours
Total miscellaneous time (reports, court, checking e-mails, lunch, drive time between locations, etc.)	1,400 hours	1,250 hours	1,356 hours	655 hours	752 hours

POLICE DEPARTMENT
Continued

EXPENDITURE SUMMARY

Cost Category	FY2022 Budget	FY2021 Budget	FY2021 Est. Actuals	FY2020 Actuals	Explanation of Changes
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General Fund

10-5510-01 - Administration

Personnel (ongoing)	\$312,950	\$281,400	\$265,610	\$279,458	
Supplies & Services (ongoing)	\$53,940	\$50,294	\$52,205	\$47,820	
Direct Costs (Ongoing) Subtotal	\$366,890	\$331,694	\$317,815	\$327,278	
Internal Charges	\$103,560	\$91,620	\$85,120	\$93,510	
Ongoing Total	\$470,450	\$423,314	\$402,935	\$420,788	
Supplies & Services (one-time)	\$1,800	\$0	\$1,200	\$0	
Capital & Debt Service	\$9,600	\$0	\$0	\$0	Leased vehicles.
One-Time Total	\$11,400	\$0	\$1,200	\$0	
Administration Total	\$481,850	\$423,314	\$404,135	\$420,788	

10-5510-43 - Patrol

Personnel (ongoing)	\$2,834,070	\$2,332,180	\$2,369,640	\$2,634,614	Budget Increase: Decision Package - Reorganization
Supplies & Services (ongoing)	\$275,780	\$215,830	\$235,890	\$181,220	Budget Increase: Decision Package - Reorganization
Direct Costs (Ongoing) Subtotal	\$3,109,850	\$2,548,010	\$2,605,530	\$2,815,834	
Internal Charges	\$1,156,370	\$867,960	\$835,420	\$1,097,090	Budget Increase: Reinstated equipment reserve.
Ongoing Total	\$4,266,220	\$3,415,970	\$3,440,950	\$3,912,924	
Supplies & Services (one-time)	\$22,000	\$22,000	\$0	\$616	
Capital & Debt Service	\$146,687	\$73,000	\$189,634	\$189,633	Budget Increase: Leased vehicle payments and new vehicles.
One-Time Total	\$168,687	\$95,000	\$189,634	\$190,249	
Patrol Total	\$4,434,907	\$3,510,970	\$3,630,584	\$4,103,173	

POLICE DEPARTMENT
Continued

EXPENDITURE SUMMARY

Cost Category	FY2022 Budget	FY2021 Budget	FY2021 Est. Actuals	FY2020 Actuals	Explanation of Changes
10-5510-44 - Investigations					
Personnel (ongoing)	\$538,130	\$468,110	\$261,340	\$194,171	
Supplies & Services (ongoing)	<u>\$51,564</u>	<u>\$50,764</u>	<u>\$52,394</u>	<u>\$27,268</u>	
Direct Costs (Ongoing) Subtotal	\$589,694	\$518,874	\$313,734	\$221,439	
Internal Charges	<u>\$118,650</u>	<u>\$101,100</u>	<u>\$96,110</u>	<u>\$98,240</u>	
Ongoing Total	\$708,344	\$619,974	\$409,844	\$319,679	
Investigations Total	\$708,344	\$619,974	\$409,844	\$319,679	
10-5510-45 - Communications/Records					
Personnel (ongoing)	\$802,670	\$771,850	\$765,410	\$770,433	
Supplies & Services (ongoing)	<u>\$57,898</u>	<u>\$62,208</u>	<u>\$52,833</u>	<u>\$53,698</u>	
Direct Costs (Ongoing) Subtotal	\$860,568	\$834,058	\$818,243	\$824,131	
Internal Charges	<u>\$427,250</u>	<u>\$391,890</u>	<u>\$377,940</u>	<u>\$376,130</u>	
Ongoing Total	\$1,287,818	\$1,225,948	\$1,196,183	\$1,200,261	
Supplies & Services (one-time)	<u>\$9,300</u>	<u>\$3,400</u>	<u>\$2,000</u>	<u>\$3,856</u>	
Communications/Records Total	\$1,297,118	\$1,229,348	\$1,198,183	\$1,204,117	
10-5510-74 - Support Services					
Personnel (ongoing)	\$525,050	\$389,030	\$381,020	\$435,059	Budget Increase: Position Reclassifications and Reorganization.
Supplies & Services (ongoing)	<u>\$48,880</u>	<u>\$43,090</u>	<u>\$33,615</u>	<u>\$30,306</u>	
Direct Costs (Ongoing) Subtotal	\$573,930	\$432,120	\$414,635	\$465,365	
Internal Charges	\$115,170	\$104,230	\$100,060	\$95,820	
Supplies & Services (One-Time)	\$5,000	\$0	\$0	\$0	
Capital & Debt Service	<u>\$9,600</u>	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>	Leased vehicles
One-Time Total	\$14,600	\$0	\$0	\$0	
Support Services Total	\$703,700	\$536,350	\$514,695	\$561,185	

POLICE DEPARTMENT
Continued

EXPENDITURE SUMMARY

Cost Category	FY2022 Budget	FY2021 Budget	FY2021 Est. Actuals	FY2020 Actuals	Explanation of Changes
10-5510-81 - Traffic & Parking Services					
Personnel (ongoing)	\$150,520	\$124,330	\$72,160	\$72,570	
Supplies & Services (ongoing)	<u>\$24,400</u>	<u>\$15,500</u>	<u>\$14,750</u>	<u>\$21,165</u>	
Direct Costs (Ongoing) Subtotal	\$174,920	\$139,830	\$86,910	\$93,735	
Internal Charges	<u>\$116,460</u>	<u>\$102,550</u>	<u>\$99,100</u>	<u>\$121,020</u>	
Traffic & Parking Services Total	\$291,380	\$242,380	\$186,010	\$214,755	

General Fund Totals

Personnel Subtotal	\$5,163,390	\$4,366,900	\$4,115,180	\$4,386,305
Supplies & Services (Ongoing) Subtotal	<u>\$512,462</u>	<u>\$437,686</u>	<u>\$441,687</u>	<u>\$361,477</u>
Direct Costs (Ongoing) Subtotal	\$5,675,852	\$4,804,586	\$4,556,867	\$4,747,782
Internal Charges Subtotal	<u>\$2,037,460</u>	<u>\$1,659,350</u>	<u>\$1,593,750</u>	<u>\$1,881,810</u>
Ongoing Subtotal	\$7,713,312	\$6,463,936	\$6,150,617	\$6,629,592
Supplies & Services (One- Time) Subtotal	\$38,100	\$25,400	\$3,200	\$4,472
Capital & Debt Service Subtotal	<u>\$165,887</u>	<u>\$73,000</u>	<u>\$189,634</u>	<u>\$189,633</u>
One-Time Subtotal	<u>\$203,987</u>	<u>\$98,400</u>	<u>\$192,834</u>	<u>\$194,105</u>
General Fund Total	\$7,917,299	\$6,562,336	\$6,343,451	\$6,823,697

RICO Fund

14-5510-43 - Patrol

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

RICO Fund Totals

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

POLICE DEPARTMENT
Continued

EXPENDITURE SUMMARY

Cost Category	FY2022 Budget	FY2021 Budget	FY2021 Est. Actuals	FY2020 Actuals	Explanation of Changes
Donations & Contributions Fund					
15-5510-01 - Administration					
Supplies & Services (ongoing)	\$6,000	\$6,000	\$6,850	\$12,668	
Administration Total	\$6,000	\$6,000	\$6,850	\$12,668	
15-5510-74 - Support Services					
Supplies & Services (ongoing)	\$0	\$0	\$3,260	\$3,324	
Support Services Total	\$0	\$0	\$3,260	\$3,324	
Donations & Contributions Fund Totals					
Supplies & Services (Ongoing) Subtotal	\$6,000	\$6,000	\$10,110	\$15,992	
Donations & Contributions Fund Total	\$6,000	\$6,000	\$10,110	\$15,992	
Operating Grants Fund					
16-5510-43 - Patrol					
Supplies & Services (ongoing)	\$0	\$3,000	\$0	\$0	
Ongoing Total	\$0	\$3,000	\$0	\$0	
Personnel	\$7,500	\$11,200	\$11,200	\$6,352	Decision Package: DUI and Traffic Enforcement grants.
Supplies & Services (one-time)	\$0	\$50,000	\$25,000	\$7,400	Mid-year AGO Grant.
Capital & Debt Service	\$20,000	\$0	\$0	\$11,000	Decision Package: Grants
One-Time Total	\$27,500	\$61,200	\$36,200	\$24,752	
Patrol Total	\$27,500	\$64,200	\$36,200	\$24,752	
Info Tech Internal Service Fnd					
60-5510-01 - Administration					
Supplies & Services (ongoing)	\$100	\$675	\$100	\$94	
Administration Total	\$100	\$675	\$100	\$94	
60-5510-43 - Patrol					
Supplies & Services (ongoing)	\$11,350	\$14,220	\$3,700	\$2,964	Traffic Suite Reporting for speed signs.
Patrol Total	\$11,350	\$14,220	\$3,700	\$2,964	

POLICE DEPARTMENT
Continued

EXPENDITURE SUMMARY

Cost Category	FY2022 Budget	FY2021 Budget	FY2021 Est. Actuals	FY2020 Actuals	Explanation of Changes
60-5510-44 - Investigations					
Supplies & Services (ongoing)	\$1,100	\$1,380	\$1,400	\$820	
Investigations Total	\$1,100	\$1,380	\$1,400	\$820	
60-5510-45 - Communications/Records					
Supplies & Services (ongoing)	\$820	\$910	\$720	\$743	
Communications/Records Total	\$820	\$910	\$720	\$743	
60-5510-74 - Support Services					
Supplies & Services (ongoing)	\$2,929	\$3,430	\$2,475	\$3,000	
Support Services Total	\$2,929	\$3,430	\$2,475	\$3,000	
60-5510-81 - Traffic & Parking Services					
Supplies & Services (ongoing)	\$48,970	\$38,470	\$46,420	\$27,520	Paid parking IT system support
Traffic & Parking Services Total	\$48,970	\$38,470	\$46,420	\$27,520	
Info Tech Internal Service Fnd Totals					
Supplies & Services (Ongoing) Subtotal	\$65,269	\$59,085	\$54,815	\$35,141	

POLICE DEPARTMENT
Continued

EXPENDITURE SUMMARY

Cost Category	FY2022 Budget	FY2021 Budget	FY2021 Est. Actuals	FY2020 Actuals	Explanation of Changes
Grand Totals					
Personnel (Ongoing) Subtotal	\$5,163,390	\$4,366,900	\$4,115,180	\$4,386,305	
Supplies & Services (Ongoing) Subtotal	\$588,731	\$510,771	\$506,612	\$412,610	
Direct Costs (Ongoing) Subtotal	\$5,752,121	\$4,877,671	\$4,621,792	\$4,798,915	
Internal Charges Subtotal	<u>\$2,037,460</u>	<u>\$1,659,350</u>	<u>\$1,593,750</u>	<u>\$1,881,810</u>	
Ongoing Subtotal	\$7,789,581	\$6,537,021	\$6,215,542	\$6,680,725	
Personnel (One-Time) Subtotal	\$7,500	\$11,200	\$11,200	\$6,352	
Supplies & Services (One- Time) Subtotal	\$38,100	\$75,400	\$28,200	\$11,872	
Capital & Debt Service Subtotal	<u>\$185,887</u>	<u>\$73,000</u>	<u>\$189,634</u>	<u>\$200,633</u>	
Grand Total	\$8,021,068	\$6,696,621	\$6,444,576	\$6,899,582	

POLICE DEPARTMENT
Continued

POSITIONS SUMMARY

Position	FY22 FTE	FY21 FTE	FY20 FTE	FY19 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	2.00	1.00	1.00	1.00
Deputy Police Chief	1.00	0.00	0.00	0.00
Executive Assistant to the Chief of Police	1.00	1.00	1.00	1.00
Police Commander	0.00	2.00	2.00	2.00
Police Detective	2.00	2.00	2.00	2.00
Police Lieutenant	1.00	0.00	0.00	0.00
Police Officer	18.00	17.00	17.00	17.00
Police Records Clerk II	1.00	1.00	1.00	0.00
Police Records Technician	1.00	1.00	1.00	1.00
Police Sergeant	6.00	5.00	5.00	5.00
Police Support Services Technician	1.00	1.00	1.00	1.00
Property & Evidence Technician	0.73	0.73	0.73	0.73
Total	46.63	43.63	43.63	42.63

ALLOCATIONS SUMMARY

Position	Org Description	FY22 FTE	FY21 FTE	FY20 FTE	FY19 FTE
General Fund					
10-5510-01	Administration	2.00	2.00	2.00	2.00
10-5510-43	Patrol	23.00	21.00	22.00	21.73
10-5510-44	Investigations	2.00	2.00	2.00	2.00
10-5510-45	Communications/Records	11.00	11.00	11.00	10.00
10-5510-61	PANT Officer	1.00	1.00	0.00	0.00
10-5510-63	GIITEM Assignment	0.00	0.00	0.00	1.00
10-5510-64	Community Relations	2.00	1.00	1.00	1.00
10-5510-74	Support Services	2.73	2.73	2.73	2.00
10-5510-81	Traffic & Parking Services	2.90	2.90	2.90	2.90
General Fund Total		46.63	43.63	43.63	42.63

(1)Part-time positions.



**City of Sedona
Decision Package
Fiscal Year 2021-22**

CM Recommended

Request Title	PD Capacity Building & Succession Planning
Department	Police
Program	Patrol
Funding Request Type	Personnel
Source of Funds	General Fund
Amount Requested	\$391,585
Priority	High

I. Description of Request

The following outlines the overall proposed plan/strategy. Conversion of our existing budgeted two Commander positions into one Deputy Chief and one Lieutenant. We are currently functioning with two Lieutenants, and their existing office space would be used to accommodate this change. Addition of Community Services Aides (CSA) to our existing part-time cadre. Increase our existing coverage from three CSAs to six. The satellite PD office in Uptown would be used for these positions. While the described intention to expand our CSA cadre and adjust our organizational structure to incorporate a Deputy Chief are integral to the overall strategy, those aspects of the plan are already underway within our current FY21 budget and do not require additional funding as part of this FY22 request.

Request for the listed funding includes:
 Increase police officer staffing by two in 2021/2022, and an additional two police officers in 2022/2023 budget years. Our existing officer report writing room shared space can accommodate these additions. Add an additional Community Services Officer (CSO). We currently have one CSO who is predominately utilized for Animal Control activities. The satellite PD office in Uptown would be used for this addition, joining a shared space with our current CSO.
 Convert an existing Police Officer FTE to a Sergeant position. Existing office space would be utilized for this position.

II. Problem/Issue

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

Tourism in our world-class destination city continues to grow, which has resulted in negative impacts on traffic congestion, neighborhood parking challenges, and an overall influx of people converging upon our community. For example, such issues have been highlighted with the significant neighborhood trailhead congestion that has primarily occurred at Back O Beyond and Soldiers Pass.

Based upon the ICMA's recommended analysis for police department staffing (Rule of 60), we are currently .8 patrol officers short per shift. This translates into 1.6 patrol officers short in a 24hr period. This calculation would likely translate even higher during non-COVID times as the referenced assessment included December 2019 thru December 2020 call for service data. Additionally, the described analysis also incorporated our Traffic & K9 officers in the current number of Patrol Staff, which does not reflect an appropriately sustainable level of Patrol Staff who are primarily responsible for handling calls for service. The ICMA police staffing model relates specifically to obligated time (calls for police service), not taking into account staffing coverage needed for special events and pro-active community safety mitigation initiatives (ex. strategic traffic enforcement, directed patrols, etc.)

With traffic issues being as prolific as they are in our community, SPD should have a dedicated traffic officer(s) that is not obligated to handle day to day patrol calls. Additionally, rather than having a very response oriented patrol force, SPD should seek a level of shift staffing that creates greater opportunities for proactive problem solving and assertive community engagement (ex. Problem Oriented Policing, Bike & Foot patrols, Nuisance Abatement, etc). Increasing our police officer staffing as recommended would provide an opportunity to address the existing shortages along with creating an ability to enhance our overall level of service and effectiveness in mitigating & addressing community needs.

The spike in trailhead congestion, OHV speeding/noise remaining a persistent issue, and the frequency of community special events soon to once again resume, all of which creates significant staffing challenges in response/coverage. An additional Community Service Officer (CSO), along with retraining our existing CSO, will provide for greater targeted coverage that helps mitigate the draw from daily patrol services & reliance on overtime.

We are actively looking to hire Community Service Aides (CSA) as they provide an important resource in addressing parking and traffic challenges, while also establishing a prime position for candidates to be assessed as future quality police candidates or other full-time PD positions. Acquiring and maintaining a robust CSA program helps ensure much needed field coverage and bolsters a sustainable hiring pipeline. Effectively problem-solving and managing the described challenges necessitates the need for a broader level of supervision and coordination. Establishing an additional Sergeant position within patrol operations creates greater capacity to manage available resources, get ahead of potential neighborhood and business issues, and better collaborate with community stakeholders.

With an objective of building excellence & consistency in leadership development long-term, SPD and our community would benefit from a true hiring pipeline and succession roadmap that creates a path from an entry level employee to Chief of Police. The proposed plan is part of a long-term strategy to strengthen longevity within the PD and build necessary capacity to address the current & increasing public safety issues within our community.

III. Risk Analysis

What happens if this is not done?

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

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

Our community and local tourism activities will continue to increase without the necessary and concurrent expansion of public safety capacity, resulting in a strain on quality of life, negative safety impacts, exacerbation on a reliance of overtime, and difficulty in effectively covering the myriad of needs requiring police response/presence. Moreover, our PD team experiences the increased strain on existing resources, which can culminate in a reduction of job satisfaction and motivation, increased stress, and lack of interest in filling targeted response overtime shifts. Additionally, our current organizational structure and associated assigned duties limits our ability to broaden community focused initiatives and collaborative partnerships (ex. Traffic Management PD/TCA/CSA, Nuisance Abatement PD/Code/City Attorney, etc.), along with the establishment of a meaningful hiring pipeline and succession plan. Reliance upon willing staff to cover overtime shifts to manage needs will persist.

IV. Implementation

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

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

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

The initial plan as described would be implemented in FY 21/22, to include an assessment of effectiveness and community needs throughout the year with the intent of informing the potential proposal of further additions in FY 22/23.

The implementation would be communicated to our community through existing channels (media, social media, and meetings within the community).

We will continue to gather call and police activity data to assess overall effectiveness in mitigation and response, and staffing model review.

V. Cost Savings/Revenue Enhancements

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

The fines collected for parking citations will cover a portion of the cost of the additional CSAs that will be needed to increase service levels at the neighborhood trailhead locations.



**City of Sedona
Decision Package
Fiscal Year 2021-22**

CM Not Recommended

Request Title	Property And Evidence Inspection/Audit
Department	Police
Program	Administration
Funding Request Type	Other Onetime
Source of Funds	General Fund
Amount Requested	\$11,500
Priority	Medium

I. Description of Request

Contract with a 3rd party expert to conduct a thorough inspection and enhanced audit of our PD property and evidence, and associated practices.

The inspection would consist of a physical inspection and review of all property & evidence related facilities and infrastructure including facility design, use of space, security measures used to secure and protect the integrity and chain of custody of the evidence, and the availability and use of equipment and supplies used to properly and safely perform the responsibilities required of the property & evidence unit. The inspection findings would be compared to recognized industry standards such as the standards set by the International Association for Property and Evidence (IAPE).

The audit would be comprised of a random partial inventory of a predetermined number of items from the property & evidence inventory system (paper and/or electronic records) that consists of two steps. The first step is to audit inventory records and confirm the accuracy of the records by locating items in their storage locations based on the inventory records (inventory records compared against items in storage). The second step is to audit items from storage locations and compare audit findings against inventory records for accuracy of the placement/storage of the items (items in storage compared against inventory records). Performing both steps ensures the audit is as accurate as possible. The enhanced audit will also verify the custody of items and the accuracy of placement/location as compared to agency records but also inspects the items for compliance to agency policies and recognized industry standards for the submission and storage of evidence.

The inspection and enhanced audit would result in a comprehensive assessment report that would include findings and recommendations for compliance to industry standards.

II. Problem/Issue

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

Our PD staff take custody of lost and stolen property, contraband, property subject to forfeiture, and physical evidence that can directly or indirectly solve a crime. The integrity of these items depends upon the proper handling of the items from the moment law enforcement takes possession of them until they are legally returned to their owners, sold, destroyed, or retained for agency use.

Property and evidence rooms are not just warehouses. They must provide for the security and storage of valuable and sensitive items including cash, jewelry, firearms, and drugs. They must provide for the safe handling of biological evidence while preserving the integrity of the evidence for further analysis. They must preserve a chain of custody that allows for the admission of evidence in subsequent court proceedings. Property and evidence room personnel must also ascertain the lawful disposition of the items in their custody.

The mishandling of these items by law enforcement agencies can lead to criminal charges against officers; financial liability for the law enforcement agency; the loss or theft of property; or the damage, contamination or destruction of evidence. The mishandling of property and evidence by law enforcement agencies also reduces the public's confidence in law enforcement and, ultimately, in the integrity of the criminal justice system.

The PD has not had a full audit of property and evidence since 2016. Spot check measures are in place to verify random items, however, a full inspection and enhanced audit is in order.

III. Risk Analysis

What happens if this is not done?

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

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

Due to the importance of maintaining the integrity of evidence tied to active criminal cases and returning property to

its rightful owner or finder, the PD needs to ensure that proper, clear controls are in place and followed consistently. Without taking measures to ensure our property and evidence controls, practices, and inventory are up to industry standards, we run the risk of negative impact to ongoing investigations and criminal cases, which can also ultimately lead to a loss of public confidence and possible agency liability.

IV. Implementation

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

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

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

The contracted inspection and enhanced audit would take place before the conclusion of the 2021 calendar year. The result of the work and any recommendations will be used to inform changes/enhancements to further safeguard the sanctity of PD property & evidence and related processes.

V. Cost Savings/Revenue Enhancements

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



**City of Sedona
Decision Package
Fiscal Year 2021-22**

CM Recommended

Request Title	DUI Enforcement
Department	Police
Program	GOHS Grant
Funding Request Type	Other Onetime
Source of Funds	Operating Grants Fund
Amount Requested	\$7,500
Priority	High

I. Description of Request

To pay for officer's overtime cost/salary including the employee related expenses (ERE) for special details associated with DUI enforcement and participate in multi-agency DUI taskforce operations.

II. Problem/Issue

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

Based on the increase in tourism within our city we want to prevent DUI related collision and injuries to protect our community and others from being a victim of bad decision-making related to alcohol and drug DUIs.

III. Risk Analysis

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

If the grant is not funded, we will continue to conduct enforcement efforts to the best of our ability to ensure our community is safe from DUI drivers.

IV. Implementation

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

If the grant is funded, we will evaluate the calendar year with holidays and events to create additional staffing for enforcement purposes using grant money.

We will schedule and reimburse quarterly. The police department will meet the requirements by GOHS for tracking hours, data, and send to GOHS quarterly. Officers will sign up for these details outside their normal scheduled shifts and will be categorized on their timecards with GOHS code.

There are no matching funds required, the grant money will cover the overtime rate including the employee related expenses (EREs).

V. Cost Savings/Revenue Enhancements

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



**City of Sedona
Decision Package
Fiscal Year 2021-22**

CM Recommended

Request Title	Police Drone Program
Department	Police
Program	GOHS Grant
Funding Request Type	Other Onetime
Source of Funds	Operating Grants Fund
Amount Requested	\$20,000
Priority	Medium

I. Description of Request

The police department will be seeking a grant to start a drone program. The drone will be used for several different operations to include search and rescue, searching for fleeing subjects within the community and major collisions. All drone operators will be required to obtain and maintain a Federal Aviation Administration Part 107.

II. Problem/Issue

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

Currently, officers are searching for lost or missing people for an extended amount of time due to their limited vision. A drone can see from above and be able to search a larger area than the human eye, which would decrease the amount of time it takes to find a person, which could save a life. When a person flees from the police, officers are searching an area without knowing where the person is hiding and increasing the officer's safety issues. The drone will have to capacity to use Forward-looking Infrared (FLIR) to see a hidden subject and prevent a possible ambush . A drone can be used for major collisions to document the scene quicker to allow the scene to open for the public which would decrease the traffic congestion times.

III. Risk Analysis

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

If the decision package is not approved, we will not be seeking grant funding for the program.

IV. Implementation

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

Research will be done for law enforcement drone grants and applications for the grant will be submitted. Research for the proper drone with FLIR capacity will be done along with a training drone. Policies will be put into place and all operators will have to obtain their Federal Aviation Administration Part 107 certification before the program can start.

V. Cost Savings/Revenue Enhancements

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

CAPITAL PROJECTS DETAILS

Project Summary

Project Title:

Radio Infrastructure

Phase: of Project #:
(If Applicable)

Ranking:

Environmental Sustainability Project?

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, the Airport location and the Chapel location, which will improve the Uptown area and along most of SR 179 to the Doodle Bug area. This phase has been delayed due to numerous issues outside of our control and should be completed towards the end of FY 2021. 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 2022 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 2023, \$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 2024, \$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.

Location:

Southwest Drive Antenna

	Original	Revised (if applicable)
Start Date	July 2017	January 2019
Estimated Completion Date	June 2018	June 2024



For Continuing Projects

Estimated Project Status as of June 30, 2021:

Phase one was delayed due to COVID and the contract issue between the Airport and Sedona Fire Department, who manages the radio infrastructure, relating to the Airport antenna. All of the equipment for Phase one should be installed and ready for testing, before Phase two can start.

Explanation for Revised Project Dates and/or Project Budget (if applicable):

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	\$303,939
Current Approved Total Project Budget	\$343,939
Requested Budget Increase/Decrease	\$7,176
Requested Total Project Budget	\$351,115
Estimated Expenditures through June 30, 2021	\$251,115
Budget Balance Remaining	\$100,000

Budget Detail

Project Cost Estimates:

Funding Status	Cost Category	Prior Years Estimate	FY2022	FY2023	FY2024	Future Years	Project Totals
Carry Over	Study	\$49,990					\$49,990
Carry Over	Equipment Purchase	\$201,125	\$92,824				\$293,949
New	Equipment Purchase		\$7,176				\$7,176
Future Estimate	Equipment Purchase			\$150,000	\$500,000		\$650,000
Totals		\$251,115	\$100,000	\$150,000	\$500,000	\$0	\$1,001,115

Project Funding Estimates:

Funding Source	Prior Years Estimate	FY2022	FY2023	FY2024	Future Years	Project Totals	
Capital Reserves	\$251,115	\$100,000	\$150,000	\$500,000		\$1,001,115	
Totals		\$251,115	\$100,000	\$150,000	\$500,000	\$0	\$1,001,115

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

None anticipated.

Total Operating Impacts:

	FY2022	FY2023	FY2024	Future Annual Cost
Personnel Costs				
Materials & Supplies				
Contractual Services				
Debt Service				
Revenue Offset				
Total Expenditure Impacts	\$0	\$0	\$0	\$0

Explanation of Operating Impacts:

No additional operating costs anticipated.

CAPITAL PROJECTS DETAILS

Project Summary

Project Title:

Police Station Remodel

Phase: of Project #:
(If Applicable)

Ranking:

Environmental Sustainability Project?

Project Description:

Design and remodel existing police station, adding square footage to the original footprint from the adjacent courtyard.

A rebuild of a portion of the current police station, incorporating space from the adjacent courtyard area will provide 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 station or a remodel of the existing station. Expansion into the court administration area was considered and ultimately determined to not be necessary. The cost savings in remodeling versus a new build is significant, and a 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 into the courtyard with new locker rooms, storage. Phase 2 will be the remaining remodel work.

Location:

Police Station - City Hall 102 Roadrunner Dr, Sedona, AZ

	Original	Revised (if applicable)
Start Date	July 2018	August 2019
Estimated Completion Date	June 2021	June 2022



For Continuing Projects

Estimated Project Status as of June 30, 2021:

Project design complete.

Explanation for Revised Project Dates and/or Project Budget (if applicable):

The initial budget was for an evaluation that was reallocated to design. The full project budget including construction was later added. The budget was adjusted to account for an increase in design costs. Design to begin in FY2020, and construction to be completed in FY 2022.

Project Balance	
Original Approved Project Budget	\$20,000
Approved Budget Increases/Decreases	\$1,217,554
Current Approved Total Project Budget	\$1,237,554
Requested Budget Increase/Decrease	\$15,894
Requested Total Project Budget	\$1,253,448
Estimated Expenditures through June 30, 2021	\$182,114
Budget Balance Remaining	\$1,071,334

Budget Detail

Project Cost Estimates:

Funding Status	Cost Category	Prior Years Estimate	FY2022	FY2023	FY2024	Future Years	Project Totals
Carry Over	Design - Contracted	\$180,788					\$180,788
New							
Appropriation	Design - Contracted		\$13,620				\$13,620
Carry Over	Construction - Contracted		\$1,020,000				\$1,020,000
Carry Over	Equipment Purchase		\$15,000				\$15,000
Carry Over	Technology		\$10,000				\$10,000
Carry Over	Temporary Relocation		\$6,000				\$6,000
Carry Over	Arts Transfer	\$1,326	\$4,440				\$5,766
New							
Appropriation	Arts Transfer		\$2,274				\$2,274
Totals		\$182,114	\$1,071,334	\$0	\$0	\$0	\$1,253,448

Project Funding Estimates:

Funding Source	Prior Years Estimate	FY2022	FY2023	FY2024	Future Years	Project Totals
Development Impact Fees - Post 7/2014	\$48,190	\$362,216				\$410,406
Capital Reserves	\$133,924	\$709,118				\$843,042
Totals		\$182,114	\$1,071,334	\$0	\$0	\$1,253,448

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

None anticipated.

Total Operating Impacts:

	FY2022	FY2023	FY2024	Future Annual Cost
Personnel Costs				
Materials & Supplies				
Contractual Services		\$14,000	\$14,000	\$14,000
Debt Service				
Revenue Offset				
Total Expenditure Impacts	\$0	\$14,000	\$14,000	\$14,000

Explanation of Operating Impacts:

The new building (footprint) will have additional space to heat/cool and will have a slight increase in utility and janitorial expenses annually.

MUNICIPAL COURT

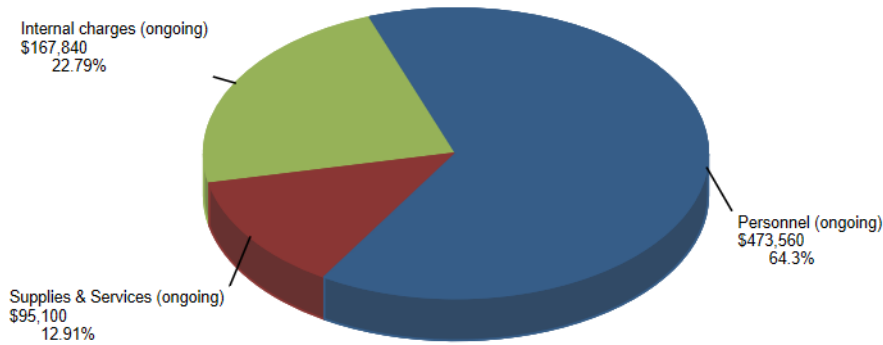
Mission Statement

To serve the community and to protect individual rights through the administration of justice. We pledge to serve each member of our community with fairness, respect and dignity.

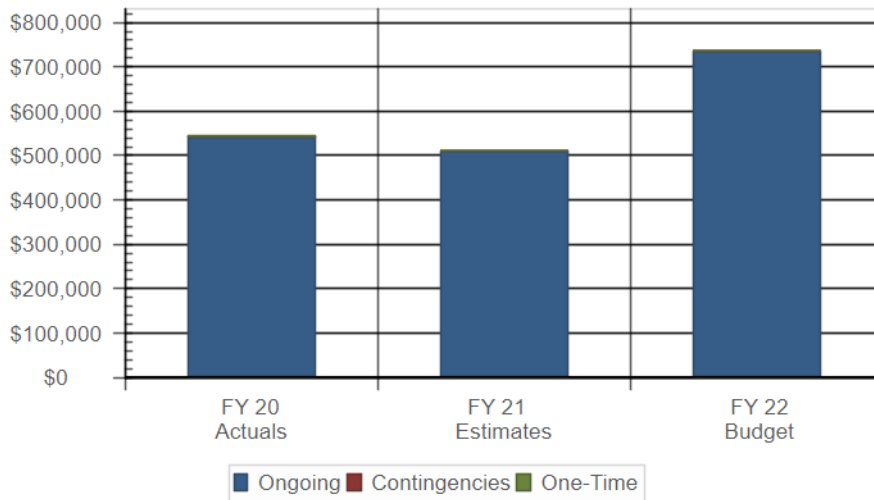
Description

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: criminal misdemeanor cases, civil and criminal traffic, parking and city code violations. The Court handles petitions for orders of protection and injunctions prohibiting harassment. The Judge also performs weddings.

FY 2022 PROGRAM EXPENDITURES: \$736,500



FY 2020 - FY 2022 ONGOING VS. ONE-TIME EXPENDITURES



Municipal Court-Administration

Budget Summary	FY2022 Budget	% of FY2022 Budget	FY2021 Budget	FY2021 Estimate	FY2020 Actuals
Program Expenditures					
Personnel Services	\$ 473,560	64 %	\$ 453,640	\$ 343,980	\$ 344,010
Supplies & Services	95,100	13 %	82,900	40,448	71,120
Subtotal Direct Costs	\$ 568,660	77 %	\$ 536,540	\$ 384,428	\$ 415,130
Internal Charges	167,840	23 %	133,840	124,190	127,360
Total Expenditures	736,500	100 %	670,380	508,618	542,490
Expenditures by Fund					
General Fund Portion	\$ 725,300	98 %	\$ 649,380	\$ 500,918	\$ 530,638
Other Funds Portion	\$ 11,200	2 %	\$ 21,000	\$ 7,700	\$ 11,852
Funding Sources					
Program Revenues	\$ 179,900	24.43 %	\$ 187,930	\$ 160,000	\$ 162,759
Funding from General Revenues:					
Estimated Resident Generated	\$ 194,810	26 %	\$ 168,858	\$ 122,016	\$ 132,906
Estimated Visitor Generated	\$ 361,790	49 %	\$ 313,593	\$ 226,602	\$ 246,825
Employee Time Allocation (FTEs) Budgeted	5.48		5.48		4.65

FY 2021 Accomplishments

Overall City Value - Good Governance:

- * Hired new City Magistrate.
- * Created, filled and trained new lead clerk position.
- * Effective management of increasing caseload.
- * Analyzed areas that are lacking efficiency and implemented new plans.
- * Initiated plan to remodel clerk's office.
- * Cross trained staff to handle all types of cases.
- * Came into compliance with records retention schedules.
- * Improved collection of outstanding fines via OSC hearings and FARE and TIP programs.
- * Clerks received training in Civil Traffic and AJACS Case Management System.
- * Judge and clerks fulfilled annual COJET training requirements.

FY 2022 Objectives

Overall City Value - Good Governance:

- * Complete relocation of court facilities and inform the public of the new location.
- * Apply for available grant funding to improve and update courtroom security.
- * Improve security measures before the public enters the courtroom.
- * Update and implement security procedures and protocols.
- * Adapt to the new remodeled courtroom.
- * Improve payment collection on outstanding receivables with emphasis on outstanding parking fines.
- * Continual training and better utilization of case management systems.
- * Maintain professional relationship with City Prosecutor's Office to continue efficient processing of case flow.
- * Complete transition to AJACS case management system.

Overall City Value - Fiscal Sustainability:

- * Improve payment collection on outstanding receivables with particular emphasis on outstanding parking fines.

Municipal Court-Administration
Continued

WORKLOAD INDICATORS	FY22 Projection	FY21 Projection	FY21 Estimate	FY20 Actual	FY19 Actual
Orders of protection and injunctions against harassment filed and processed	65	80	42	59	68
Civil traffic citation counts filed: TR1-TR5 Category	1,915	1,106	1,665	1,430	928
Civil traffic citation counts processed: TR1-TR5 Category	1,983	1,183	1,733	1,542	902
City parking citations filed	150	2,249	101	2,389	2349
City parking citations processed	250	2,144	225	2,363	2523
Criminal charges filed: R01-R89	1,200	298	734	962	246
Criminal charges processed	1,100	258	804	952	214
Non-parking City ordinance violations filed	60	22	43	25	10
Non-parking City ordinance violations processed	60	22	43	23	10

MUNICIPAL COURT
Continued

EXPENDITURE SUMMARY

Cost Category	FY2022 Budget	FY2021 Budget	FY2021 Est. Actuals	FY2020 Actuals	Explanation of Changes
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General Fund

10-5520-01 - Administration

Personnel (ongoing)	\$473,560	\$453,640	\$343,980	\$344,010	
Supplies & Services (ongoing)	\$83,900	\$61,900	\$32,748	\$57,659	Budget Increase: Legal services.
Direct Costs (Ongoing) Subtotal	\$557,460	\$515,540	\$376,728	\$401,669	
Internal Charges	\$167,840	\$133,840	\$124,190	\$127,360	
Ongoing Total	\$725,300	\$649,380	\$500,918	\$529,029	
Supplies & Services (one-time)	\$0	\$0	\$0	\$1,609	
Administration Total	\$725,300	\$649,380	\$500,918	\$530,638	

Court Restricted Revenues Fund

13-5520-48 - Court Enhancement Fees

Supplies & Services (ongoing)	\$0	\$0	\$0	\$1,124	
Court Enhancement Fees Total	\$0	\$0	\$0	\$1,124	

Operating Grants Fund

16-5520-01 - Administration

Supplies & Services (ongoing)	\$0	\$11,200	\$0	\$5,067	Court security grant.
Direct Costs (Ongoing) Subtotal	\$0	\$11,200	\$0	\$5,067	
Ongoing Total	\$0	\$11,200	\$0	\$5,067	
Administration Total	\$0	\$11,200	\$0	\$5,067	

Info Tech Internal Service Fnd

60-5520-01 - Administration

Supplies & Services (ongoing)	\$11,200	\$9,800	\$7,700	\$6,785	Budget Increase: Leased AOC computer equipment.
Direct Costs (Ongoing) Subtotal	\$11,200	\$9,800	\$7,700	\$6,785	
Administration Total	\$11,200	\$9,800	\$7,700	\$6,785	

MUNICIPAL COURT
Continued

EXPENDITURE SUMMARY

Cost Category	FY2022 Budget	FY2021 Budget	FY2021 Est. Actuals	FY2020 Actuals	Explanation of Changes
Grand Totals					
Personnel (Ongoing) Subtotal	\$473,560	\$453,640	\$343,980	\$344,010	
Supplies & Services (Ongoing) Subtotal	\$95,100	\$82,900	\$40,448	\$70,635	
Direct Costs (Ongoing) Subtotal	\$568,660	\$536,540	\$384,428	\$414,645	
Internal Charges Subtotal	\$167,840	\$133,840	\$124,190	\$127,360	
Ongoing Subtotal	\$736,500	\$670,380	\$508,618	\$542,005	
Supplies & Services (One-Time) Subtotal	\$0	\$0	\$0	\$1,609	
Grand Total	\$736,500	\$670,380	\$508,618	\$543,614	

MUNICIPAL COURT
Continued

POSITIONS SUMMARY

Position	FY22 FTE	FY21 FTE	FY20 FTE	FY19 FTE
Court Clerk	3.00	3.00	3.00	3.00
Court Security Officer	0.43	0.43	0.00	0.00
Court Administrator	1.00	1.00	1.00	1.00
Magistrate Judge	1.00	1.00	0.60	0.60
Magistrate Judge Pro Tem	<u>0.05</u>	<u>0.05</u>	<u>0.05</u>	<u>0.05</u>
Total	5.48	5.48	4.65	4.65

ALLOCATIONS SUMMARY

Position	Org Description	FY22 FTE	FY21 FTE	FY20 FTE	FY19 FTE
General Fund					
10-5520-01	Administration	5.39	5.31	4.48	4.48
10-5520-42	Uptown Paid Parking	<u>0.09</u>	<u>0.17</u>	<u>0.17</u>	<u>0.17</u>
General Fund Total		5.48	5.48	4.65	4.65

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

CAPITAL PROJECTS DETAILS

Project Summary

Project Title:
New Court Facility

Location:
55 Sinagua Drive

Phase: of **Project #:** MC-01
(If Applicable)

	Original	Revised (if applicable)
Start Date	July 2017	January 2021
Estimated Completion Date	June 2018	June 2024

Ranking: Important (Could-Do)

Environmental Sustainability Project? No

Project Description:
Establish a new court facility. The site and facility layout will be determined through a needs assessment.



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 was considered for remodel to provide this needed space and was determined to be close enough to a new build cost to make the new build more feasible. A city hall needs assessment will be conducted, which will cover court room needs and additional space needs for other departments. The results of this study will determine the new court building location and layout.

For Continuing Projects

Estimated Project Status as of June 30, 2021:
Project is temporarily on hold while a more comprehensive City Hall needs assessment is performed in FY 2022.

Project Balance	
Original Approved Project Budget	\$273,000
Approved Budget Increases/Decreases	\$390,548
Current Approved Total Project Budget	\$663,548
Requested Budget Increase/Decrease	\$775,885
Requested Total Project Budget	\$1,439,433
Estimated Expenditures through June 30, 2021	\$28,811
Budget Balance Remaining	\$1,410,622

Explanation for Revised Project Dates and/or Project Budget (if applicable):
New budget is provided to change the scope to a new court facility. This project was previously the Sinagua Courtroom Remodel. The Police Station remodel (PD-03) and a City Hall needs assessment are currently underway and will shape the future for this project, resulting in a delayed timeline.

Budget Detail

Project Cost Estimates:

Funding Status	Cost Category	Prior Years Estimate	FY2022	FY2023	FY2024	Future Years	Project Totals
Carry Over	Design - Contracted	\$18,201					\$18,201
New	Design - Contracted			\$120,000			\$120,000
Carry Over	Construction - Contracted				\$600,000		\$600,000
New	Construction - Contracted				\$600,000		\$600,000
Carry Over	Equipment Purchase				\$11,200		\$11,200
New	Equipment Purchase				\$38,800		\$38,800
Carry Over	Technology	\$10,585			\$20,084		\$30,669
New	Technology				\$9,916		\$9,916
Carry Over	Arts Transfer	\$25			\$3,453		\$3,478
New	Arts Transfer				\$7,169		\$7,169
Totals		\$28,811	\$0	\$120,000	\$1,290,622	\$0	\$1,439,433

Project Funding Estimates:

Funding Source	Prior Years Estimate	FY2022	FY2023	FY2024	Future Years	Project Totals	
Grant				\$11,200		\$11,200	
Court Restricted Revenues	\$15,716		\$120,000	\$206,588		\$342,304	
Capital Reserves	\$13,095			\$1,072,834		\$1,085,929	
Totals		\$28,811	\$0	\$120,000	\$1,290,622	\$0	\$1,439,433

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.

Total Operating Impacts:

	FY2022	FY2023	FY2024	Future Annual Cost
Personnel Costs				
Materials & Supplies	\$300	\$300	\$300	\$300
Contractual Services	\$1,200	\$1,200	\$1,200	\$1,200
Debt Service				
Revenue Offset				
Total Expenditure Impacts	\$1,500	\$1,500	\$1,500	\$1,500

Explanation of Operating Impacts:
Estimated utilities, janitorial, and maintenance supplies.

PUBLIC TRANSIT

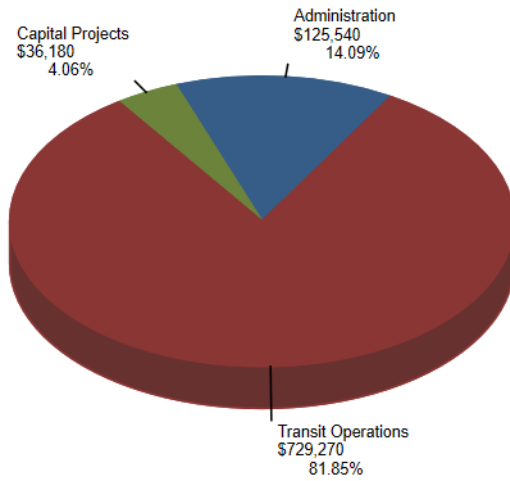
Mission Statement

To provide a quality public transportation system to the residents and visitors of Sedona.

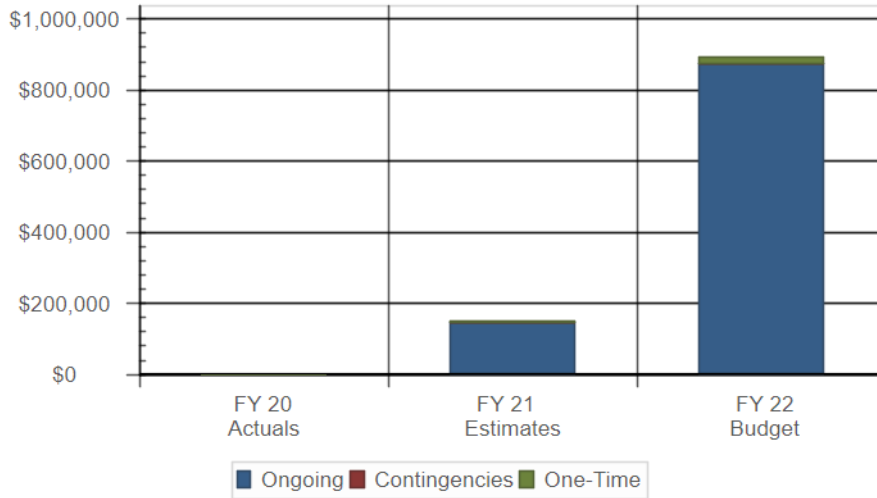
Description

The Department is responsible for the development, administration, and delivery of all public transportation services for the City.

FY 2022 PROGRAM EXPENDITURES: \$890,990



FY 2020 - FY 2022 ONGOING VS. ONE-TIME EXPENDITURES



Public Transit-Administration

Budget Summary	FY2022 Budget	% of FY2022 Budget	FY2021 Budget	FY2021 Estimate	FY2020 Actuals
Program Expenditures					
Personnel Services	\$ 100,750	80 %	\$ 95,515	\$ 32,850	\$ -
Supplies & Services	8,100	6 %	8,500	9,600	-
Subtotal Direct Costs	\$ 108,850	87 %	\$ 104,015	\$ 42,450	\$ -
Internal Charges	16,690	13 %	-	-	-
Total Expenditures	125,540	99 %	104,015	42,450	-
Expenditures by Fund					
Public Transit	\$ 125,540	100 %	\$ 104,015	\$ 42,450	\$ -
Funding Sources					
Program Revenues	\$ 66,400	52.89 %	\$ -	\$ -	\$ -
Funding from General Revenues:					
Estimated Resident Generated	\$ 20,699	16 %	\$ 36,405	\$ 14,858	\$ -
Estimated Visitor Generated	\$ 38,441	31 %	\$ 67,610	\$ 27,593	\$ -

Public Transit-Transit Operations

Budget Summary	FY2022 Budget	% of FY2022 Budget	FY2021 Budget	FY2021 Estimate	FY2020 Actuals
Program Expenditures					
Supplies & Services	\$ 677,020	93 %	\$ 2,500	\$ 7,800	\$ -
Capital & Debt Service	18,000	2 %	-	-	-
Subtotal Direct Costs	\$ 695,020	95 %	\$ 2,500	\$ 7,800	\$ -
Internal Charges	34,250	5 %	10,620	-	-
Total Expenditures	729,270	100 %	13,120	7,800	-
Expenditures by Fund					
Public Transit	\$ 729,270	100 %	\$ 2,500	\$ 7,800	\$ -
Other Funds Portion	\$ -	- %	\$ 10,620	\$ -	\$ -
Funding Sources					
Program Revenues	\$ 50,550	6.93 %	\$ -	\$ -	\$ -
Funding from General Revenues:					
Estimated Resident Generated	\$ 237,552	33 %	\$ 4,592	\$ 2,730	\$ -
Estimated Visitor Generated	\$ 441,168	60 %	\$ 8,528	\$ 5,070	\$ -

FY 2021 Accomplishments

1. Completed planned routing and time- tables for three trailhead shuttles serving the following trailheads:

- * Cathedral Rock TH
- * Cultural Park TH
- * Dry Creek TH
- * Grasshopper Point Day Use Area
- * Huckaby TH
- * Little Horse TH
- * Mescal TH
- * Soldier's Pass TH

2. USFS Special Use Permit Application completed and submitted for shuttle access to the trailheads listed above.
3. Identified locations for the interim transit operations facility and trailhead shuttle exchange.
4. RFP for purchased transportation service provider 85% complete to meet a June 1, 2021 publication date.
5. Finalized bus specifications for the trailhead shuttles and Microtransit service.
6. Microtransit simulation study underway.

FY 2022 Objectives

To develop and deploy three core fixed-route bus lines to serve the City of Sedona and the Village of Oak Creek, up to seven trailhead shuttle routes, and two routes to serve the Oak Creek Canyon area. Additionally, the Department is developing a Microtransit service to provide an on-demand shared ride option to West and Uptown Sedona, the Tlaquepaque shopping village, and the interim trail head shuttle exchange with eventual connections to the Sedona Transit Hub once it is constructed.

WORKLOAD INDICATORS	FY22 Projection	FY21 Projection	FY21 Estimate	FY20 Actual	FY19 Actual
Ridership	38,880	N/A	N/A	N/A	N/A
Passengers Per vehicle Revenue Hour	20	N/A	N/A	N/A	N/A

Public Transit-Transit Operations

Continued

PERFORMANCE MEASURES	City Value	Benchmark	FY22 Target	FY21 Target	FY21 Estimate	FY20 Actual	FY19 Actual
Miles traveled between Preventable Collisions		100,000	100,000	N/A	N/A	N/A	N/A
On Time Performance		87%	87%	N/A	N/A	N/A	N/A
Percentage of Service Delivered		100%	98%	N/A	N/A	N/A	N/A
Valid Complaints Between Passengers Carried		1,500	3,000	N/A	N/A	N/A	N/A
Cost Per Vehicle Revenue Hour		\$57	\$57	N/A	N/A	N/A	N/A
Farebox Recovery Ratio		15%	15%	N/A	N/A	N/A	N/A
Miles Traveled Between Road Calls		15,000	15,000	N/A	N/A	N/A	N/A

Public Transit-Capital Projects

Budget Summary	FY2022 Budget	% of FY2022 Budget	FY2021 Budget	FY2021 Estimate	FY2020 Actuals
Program Expenditures					
Personnel Services	\$ 33,620	93 %	\$ 31,340	\$ 11,140	\$ -
Internal Charges	2,560	7 %	-	-	-
Total Expenditures	36,180	100 %	31,340	11,140	-
Expenditures by Fund					
Public Transit	\$ 36,180	100 %	\$ 31,340	\$ 11,140	\$ -
Funding Sources					
Funding from General Revenues:					
Estimated Resident Generated	\$ 12,663	35 %	\$ 10,969	\$ 3,899	\$ -
Estimated Visitor Generated	\$ 23,517	65 %	\$ 20,371	\$ 7,241	\$ -

PUBLIC TRANSIT
Continued

EXPENDITURE SUMMARY

Cost Category	FY2022 Budget	FY2021 Budget	FY2021 Est. Actuals	FY2020 Actuals	Explanation of Changes
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Public Transit Fund

52-5610-01 - Administration

Personnel (ongoing)	\$100,750	\$95,515	\$32,850	\$0	
Supplies & Services (ongoing)	<u>\$8,100</u>	<u>\$6,000</u>	<u>\$7,100</u>	<u>\$0</u>	
Direct Costs (Ongoing) Subtotal	\$108,850	\$101,515	\$39,950	\$0	
Internal Charges	\$16,690	\$0	\$0	\$0	
Supplies & Services (one-time)	<u>\$0</u>	<u>\$2,500</u>	<u>\$2,500</u>	<u>\$0</u>	
One-Time Total	\$0	\$2,500	\$2,500	\$0	
Administration Total	\$125,540	\$104,015	\$42,450	\$0	

52-5620-93 - Transit Operations

Supplies & Services (ongoing)	<u>\$677,020</u>	<u>\$2,500</u>	<u>\$7,800</u>	<u>\$0</u>	Decision Package
Direct Costs (Ongoing) Subtotal	\$677,020	\$2,500	\$7,800	\$0	
Internal Charges	<u>\$34,250</u>	<u>\$10,620</u>	<u>\$0</u>	<u>\$0</u>	
Transit Operations Total	\$711,270	\$13,120	\$7,800	\$0	
	<u>\$18,000</u>	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>	Decision Package
Transit Operations Total	\$729,270	\$13,120	\$7,800	\$0	

52-5630-89 - Capital Projects

Personnel (ongoing)	<u>\$33,620</u>	<u>\$31,340</u>	<u>\$11,140</u>	<u>\$0</u>	
Direct Costs (Ongoing) Subtotal	\$33,620	\$31,340	\$11,140	\$0	
Internal Charges	<u>\$2,560</u>	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>	
Capital Projects Total	\$36,180	\$31,340	\$11,140	\$0	

PUBLIC TRANSIT
Continued

EXPENDITURE SUMMARY

Cost Category	FY2022 Budget	FY2021 Budget	FY2021 Est. Actuals	FY2020 Actuals	Explanation of Changes
Grand Totals					
Personnel (Ongoing) Subtotal	\$134,370	\$126,855	\$43,990	\$0	
Supplies & Services (Ongoing) Subtotal	\$685,120	\$8,500	\$14,900	\$0	
Direct Costs (Ongoing) Subtotal	\$819,490	\$135,355	\$58,890	\$0	
Internal Charges Subtotal	\$53,500	\$10,620	\$0	\$0	
Ongoing Subtotal	\$872,990	\$145,975	\$58,890	\$0	
Supplies & Services (One-Time) Subtotal	\$0	\$2,500	\$2,500	\$0	
Capital & Debt Service Subtotal	\$18,000	\$0	\$0	\$0	
One-Time Subtotal	\$18,000	\$2,500	\$2,500	\$0	
Grand Total	\$890,990	\$148,475	\$61,390	\$0	

PUBLIC TRANSIT
Continued

POSITIONS SUMMARY

Position	FY22 FTE	FY21 FTE	FY20 FTE	FY19 FTE
Transit Administrator	1.00	1.00	0.00	0.00

ALLOCATIONS SUMMARY

Position	Org Description	FY22 FTE	FY21 FTE	FY20 FTE	FY19 FTE
Public Transit					
52-5610-01	Administration	0.75	0.75	0.00	0.00
52-5630-89	Capital Projects	<u>0.25</u>	<u>0.25</u>	<u>0.00</u>	<u>0.00</u>
Public Transit Total		1.00	1.00	0.00	0.00



**City of Sedona
Decision Package
Fiscal Year 2021-22**

CM Recommended

Request Title	Trailhead Shuttle / Microtransit Project
Department	Transit Operations
Program	Public Transit
Funding Request Type	Other Ongoing
Source of Funds	Public Transit Fund
Amount Requested	\$466,770
Priority	High

I. Description of Request

This proposed project is to deploy three trailhead shuttle routes and a Microtransit on-demand shared-ride public transit service. It is intended that these services will begin in March of 2022 in support of the peak tourist season and continue to operate year-round as the first phase deployment of the City's planned public transit system.

Trailhead Shuttles:

The three trailhead shuttle routes (five medium duty buses) shall serve the following locations:

- * Cathedral Rock Trailhead
- * Dry Creek Trailhead
- * Grasshopper Point Day Use
- * Cultural Park (Gridner) Trailhead
- * Huckaby Trailhead
- * Little Horse Trailhead
- * Mescal Trailhead
- * Soldier's Pass Trailhead

The shuttles shall operate on an approximate 30 minute to 60-minute frequency from the temporary Trailhead Shuttle Exchange, which is proposed to be tentatively located at the historic Ranger Station on Brewer Rd. This site could function as an interim transit exchange until the planned transit hub can be constructed near Brewer Road and Hwy 89A.

The objective is to begin the service on Thursday March 3, 2022, which will operate Thursday through Sunday from 08:00 AM until 5:30 PM. These limited hours of operation are being recommended to control expenditures while providing service during peak traffic periods. This span of service will also offer a model that will allow the contractor to recruit and retain qualified personnel to operate the service. Additionally, the service would operate daily during specific holiday weeks to include March spring break.

Microtransit Pilot Project:
Microtransit is a relatively new type of public transit service that has been deployed successfully within several communities that have experienced similar traffic congestion issues that the City of Sedona is facing. Microtransit is defined as an App-enabled on-demand shared-ride public transportation service that utilizes the following technologies:

- * Real-time passenger scheduling and vehicle tracking via the customer's mobile App.
- * Advanced adaptive AI technology provides increased efficiency, on-time performance, and customer satisfaction.

The intent is to also begin this service in March of 2022 with three light-duty transit vans, which shall operate when the Trailhead shuttles are in service. Microtransit is intended to provide a value-added service for residents and visitors, allowing them to leave their car parked and use the service to travel to West and Uptown Sedona, the Tlaquepaque shopping village, and connect to the Trailhead Shuttle Exchange.

Staff shall continue to monitor key performance indicators (e.g., passenger boardings, on-time performance, ride duration, fare box recovery) and adjust the service accordingly. The service will operate on the same days that the Trailhead shuttles are in operation; however, the service will begin at 07:30 AM

and end at 6:00 PM. The expanded span of service will allow passengers to connect with the first outbound and last inbound trips of the trailhead shuttles. Microtransit will require that a simulation be completed beforehand to determine the quality of service that will be provided using a set number of vehicles (e.g., wait times, ride duration, etc.). The contractor runs these simulations utilizing "Big Data" (e.g., hotel occupancy heat maps, traffic, and cellular access data) to provide predictive modeling of how the system will perform before it is placed into service. This information is key to managing customer expectations so that they can plan their trips accordingly.

II. Problem/Issue

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

In January of 2020, LSC Transit Consultants Inc, in collaboration with Transit Marketing LLC, completed the Sedona Area Transit Implementation Plan. This seven-year four phase plan recommended that a series of Trailhead shuttles be deployed in conjunction with three core fixed-route bus routes. Additionally, public outreach conducted during the development of the Transit Implementation Plan found there is strong public support for the City to provide public transportation. As the parking and traffic congestion has continued to deteriorate at some of the City's most popular trailhead locations, staff believes that the City can act sooner and deploy the Trailhead shuttles to mitigate traffic in and around some of these more heavily impacted areas. The Microtransit service can also help reduce traffic congestion along the 89-A / Hwy 179 corridors in West Sedona, Uptown, and the Tlaquepaque shopping village. During the recent Counsel retreat, implementing a public transit system continued to be considered as one of the City's top priorities for FY 2022 to mitigate traffic congestion and reduce carbon emissions.

III. Risk Analysis

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

The risk of doing nothing to mitigate traffic congestion and carbon emissions will allow for the further deterioration of the City's residents' and visitors' quality of life and the health of the environment. For every mile traveled, a typical passenger vehicle emits about 411 grams of Co2 into the atmosphere ? just shy of a metric pound. Every vehicle mile not traveled due to the use of public transit is a win for the environment and the community. Public Transit in and of itself will not fully resolve these issues. Instead, it should be part of a larger strategy to lessen traffic congestion and the associated environmental impacts.

IV. Implementation

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

Implementation Timeline: The timeline for implementation, while aggressive, is intended to have these services fully operational by March of 2022. The essential tasks are listed as follows along the proposed timeline:

- * May 2021: Finalize Service Schedules, Trailhead stops, and the USFS Special Use Application. Complete Microtransit simulations / predictive modeling.
- * June 2021: Publish service provider RFP.
- * September 2021: Award service contract, Finalize Marketing Plans & Materials, Vehicle Branding design, fare policies, fare media, and pass programs.

- * November 2021: Procure vehicles, CAD / AVL communications platform, digital fare collection system.
- * March 2022: Deploy Service

Marketing & Public Outreach: Much of the public outreach was conducted during the development of the Sedona Area Transit Implementation Plan. From that effort, it was clear that residents and visitors strongly support developing a public transit service. Staff shall engage the Chamber of Commerce, the Sedona Lodging Council, local Transit and Mobility Advisory Committees, social media, and other avenues to be determined to market the new service.

Key Performance Indicators: By its nature, public transit must be data-driven to succeed. To that end, staff will continually monitor key performance indicators that include, but are not limited to:

- * Farebox recovery ratio
- * Fuel cost per mile
- * Maintenance cost per mile
- * Miles traveled between maintenance road calls
- * On-time performance
- * Overcrowding/trip denials
- * Passenger boardings / alighting(s) by service stop.
- * Passenger boardings by route & day of the week (Weekdays, Weekends)
- * Passengers per vehicle revenue hour
- * Safety: Preventable accidents per 100,000 miles traveled
- * Valid complaints between passengers carried

Upper and lower control limits shall be identified for each of these indicators. Future service adjustments and modified operating procedures shall be driven based upon an on-going analysis of this data.

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

As this is a new service for the City, there are no immediate cost savings identified with this program. However, it is anticipated that a new revenue source will become available to the City from passenger fares.

Based on industry averages, it is reasonable to expect at least 15% of the operating costs can be recovered from passenger fares; however, this is largely predicated on the amount of the fare set(s) and the number of passenger boardings on the services. While there currently exists no data to quantify this outcome, staff recommends that we begin the Trailhead and Microtransit service with the following fare structure:

- * \$5.00 for a day pass for adults aged 16 and older. Children under age 16 would ride for free.

In addition to passenger fares, support from the hospitality/tourism industry, the Chamber of Commerce, Federal and nongovernmental grants, Park-n-Ride revenues, and bus advertising could be considered as potential supplemental funding sources for some of these services.

CAPITAL PROJECTS DETAILS

Project Summary

Project Title:
Transit Maintenance/Operations Center

Phase: of **Project #:** PT-01
(If Applicable)

Ranking: Essential (Should-Do)

Environmental Sustainability Project? Yes

Project Description:

In FY 2022, a siting study will be completed, which will consider the best location for the facility, and a facility use needs assessment. This will consider the need for office space and associated facilities, the need for maintenance space considering maintenance needs beyond transit, and storage space needs. The facility design would also begin in FY 2022 and be complete in FY 2023. Construction would begin in FY 2025 and be complete in FY 2025.

The 5% contingency may need to increase if federal funds are acquired for the project.

Battery Electric Bus (BEB) chargers are also included for FY 2024.

Project Justification:

A storage and maintenance center will be needed for the new transit system. The facility will provide a location to store buses, for administrative and operations staff offices, and for a maintenance facility.

Location:
TBD

	Original	Revised (if applicable)
Start Date	July 2021	
Estimated Completion Date	June 2025	

Enhanced Transit Service – Tourism Focused

PROJECT DESCRIPTION:

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

BENEFITS:

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

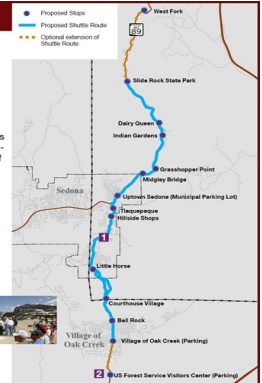
- 1 and June 4, 2017. With this strategy, a severely congested trip would be reduced from 36 minutes, to 24 minutes.
- Reduced Vehicle Emissions.

COSTS:

- Capital Costs = \$2.4 M (8 new buses and park-and-ride lot improvements).
- Operating Costs = \$460,000 / 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, 2021:

Application for grant funding submitted.

Explanation for Revised Project Dates and/or Project Budget (if applicable):

Project Balance	
Original Approved Project Budget	\$0
Approved Budget Increases/Decreases	\$0
Current Approved Total Project Budget	\$0
Requested Budget Increase/Decrease	\$16,870,000
Requested Total Project Budget	\$16,870,000
Estimated Expenditures through June 30, 2021	\$0
Budget Balance Remaining	\$16,870,000

Budget Detail

Project Cost Estimates:

Funding Status	Cost Category	Prior Years Estimate	FY2022	FY2023	FY2024	Future Years	Project Totals
New Appropriation	Study		\$60,000				\$60,000
New Appropriation	Design - Contracted		\$600,000	\$700,000			\$1,300,000
New Appropriation	Construction - Contracted				\$4,330,000	\$8,670,000	\$13,000,000
New Appropriation	Equipment Purchase					\$1,860,000	\$1,860,000
New Appropriation	Contingency				\$650,000		\$650,000
Totals		\$0	\$660,000	\$700,000	\$4,980,000	\$10,530,000	\$16,870,000

Project Funding Estimates:

Funding Source	Prior Years Estimate	FY2022	FY2023	FY2024	Future Years	Project Totals
Grant		\$480,000	\$560,000	\$3,984,000	\$8,424,000	\$13,448,000
Outside Participation				\$225,000	\$475,000	\$700,000
Transportation Sales Tax		\$180,000	\$140,000			\$320,000
Debt Financing				\$771,000	\$1,631,000	\$2,402,000
Totals	\$0	\$660,000	\$700,000	\$4,980,000	\$10,530,000	\$16,870,000

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

Grant funding from FTA would be sought. Outside participation for implementation includes cost sharing with Coconino and Yavapai Counties.

Total Operating Impacts:

	FY2022	FY2023	FY2024	Future Annual Cost
Personnel Costs				
Materials & Supplies				
Contractual Services				\$5,000
Debt Service				
Revenue Offset				
Total Expenditure Impacts	\$0	\$0	\$0	\$5,000

Explanation of Operating Impacts:

Once in operation, the facility will require on-going preventative maintenance, to be placed in our Facility Maintenance Plan. This will include paint, flooring, HVAC, on a scheduled basis. In addition, annual costs will include items such as utilities, and landscaping.

CAPITAL PROJECTS DETAILS

Project Summary

Project Title:

Location:

Phase: of **Project #:**
(If Applicable)

Ranking:

Environmental Sustainability Project?

Project Description:

In FY 2022, a siting study will be completed, which will consider the best location for the facility, and a facility use needs assessment. This will consider the need for office space and associated facilities and storage space needs. The site is anticipated to incorporate complete streets multi modal elements. The facility design would also begin in FY 2022 and be complete in FY 2023. Construction would begin in FY 2023 and be complete in FY 2024.

Project Justification:

A transit hub will be needed for the new transit system. The facility will provide a location to fuel/energize buses, provide light maintenance, disinfect, operator break room.

Enhanced Transit Service – Tourism Focused

PROJECT DESCRIPTION:

- Implement a tourist-focused bus shuttle system from Village of Oak Creek to Slide 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 69A.

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 (WCO) to the "Y". In severe congestion it takes 36 minutes. This level of severe congestion occurred on 6 days between February

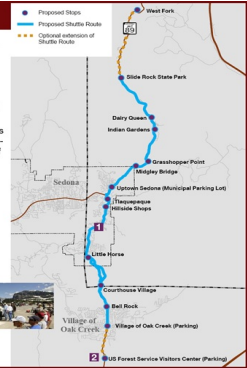
- 1 and June 4, 2017. With this strategy, a severely congested trip would be reduced from 36 minutes, to 24 minutes.
- Reduced Vehicle Emissions.

COSTS:

- Capital Costs = \$2.4 M (8 new buses and park-and-ride lot improvement).
- Operating Costs = \$460,000 / 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, 2021:

Project not yet started.

Explanation for Revised Project Dates and/or Project Budget (if applicable):

Project Balance	
Original Approved Project Budget	\$0
Approved Budget Increases/Decreases	\$0
Current Approved Total Project Budget	\$0
Requested Budget Increase/Decrease	\$3,460,000
Requested Total Project Budget	\$3,460,000
Estimated Expenditures through June 30, 2021	\$0
Budget Balance Remaining	\$3,460,000

Budget Detail

Project Cost Estimates:

Funding Status	Cost Category	Prior Years Estimate	FY2022	FY2023	FY2024	Future Years	Project Totals
New Appropriation	Study		\$30,000				\$30,000
New Appropriation	Design - Contracted		\$130,000	\$130,000			\$260,000
New Appropriation	Construction - Contracted			\$1,290,000	\$1,290,000		\$2,580,000
New Appropriation	Equipment Purchase				\$460,000		\$460,000
New Appropriation	Contingency			\$130,000			\$130,000
Totals		\$0	\$160,000	\$1,550,000	\$1,750,000	\$0	\$3,460,000

Project Funding Estimates:

Funding Source	Prior Years Estimate	FY2022	FY2023	FY2024	Future Years	Project Totals	
Grant			\$1,136,000	\$1,400,000		\$2,536,000	
Transportation Sales Tax		\$160,000	\$130,000			\$290,000	
Debt Financing			\$284,000	\$350,000		\$634,000	
Totals		\$0	\$160,000	\$1,550,000	\$1,750,000	\$0	\$3,460,000

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

Grant funding from FTA would be sought.

Total Operating Impacts:

	FY2022	FY2023	FY2024	Future Annual Cost
Personnel Costs				
Materials & Supplies				
Contractual Services				\$4,000
Debt Service				
Revenue Offset				
Total Expenditure Impacts	\$0	\$0	\$0	\$4,000

Explanation of Operating Impacts:

Once in operation, the facility will require on-going preventative maintenance, to be placed in our Facility Maintenance Plan. This will include paint, flooring, HVAC, on a scheduled basis. In addition, annual costs will include items such as utilities, and landscaping.

CAPITAL PROJECTS DETAILS

Project Summary

Project Title: Transit Bus Acquisition

Phase: of **Project #:** PT-03
(If Applicable)

Ranking: Essential (Should-Do)

Environmental Sustainability Project? Yes

Project Description:

As recommended in the Sedona-Oak Creek Canyon Transit Plan, bus acquisition will be needed for the new transit system. Acquisition is scheduled as follows:
 - FY 2022 - Trailhead route & microtransit buses
 - FY 2024 - Core routes, paratransit, additional trailhead
 - FY 2025 - OCC route, Slide Rock route buses

Project Justification:

Buses will be needed for the new transit system. The first phase of buses will be diesel fueled. Later phase buses are assumed to be electric.

Smaller sized vans (light duty passenger vans) are estimated to cost \$100,000 each for the vehicle, including technology.

Medium sized buses (medium duty coaches) are estimated to cost \$120,000 each for the vehicle, including technology.

Larger buses (heavy duty coaches) are estimated to cost \$740,000 each for the vehicle, and \$50,000 each for the technology add on, for a total of \$790,000 each.

Location: N/A

	Original	Revised (if applicable)
Start Date	July 2021	
Estimated Completion Date	June 2025	

Enhanced Transit Service – Tourism Focused

PROJECT DESCRIPTION:

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

BENEFITS:

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

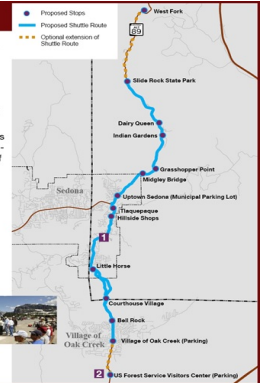
- 1 and June 4, 2017. With this strategy, a severely congested trip would be reduced from 36 minutes, to 24 minutes.
- Reduced Vehicle Emissions.

COSTS:

- Capital Costs = \$2.4 M (8 new buses and park-and-ride lot improvements).
- Operating Costs = \$460,000 / 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, 2021:

Application for grant funding submitted.

Explanation for Revised Project Dates and/or Project Budget (if applicable):

Project Balance	
Original Approved Project Budget	\$0
Approved Budget Increases/Decreases	\$0
Current Approved Total Project Budget	\$0
Requested Budget Increase/Decrease	\$1,235,000
Requested Total Project Budget	\$1,235,000
Estimated Expenditures through June 30, 2021	\$0
Budget Balance Remaining	\$1,235,000

Budget Detail

Project Cost Estimates:

Funding Status	Cost Category	Prior Years Estimate	FY2022	FY2023	FY2024	Future Years	Project Totals
New							
Appropriation	Vehicle Purchase		\$1,235,000				\$1,235,000
Future Estimate	Vehicle Purchase				\$10,200,000	\$12,200,000	\$22,400,000
Totals		\$0	\$1,235,000	\$0	\$10,200,000	\$12,200,000	\$23,635,000

Project Funding Estimates:

Funding Source	Prior Years Estimate	FY2022	FY2023	FY2024	Future Years	Project Totals
Grant		\$505,410		\$8,670,000	\$10,370,000	\$19,545,410
Transportation Sales Tax		\$729,590				\$729,590
Debt Financing				\$1,530,000	\$1,830,000	\$3,360,000
Totals		\$0	\$1,235,000	\$0	\$10,200,000	\$23,635,000

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

Grant funding from FTA will be sought.

Total Operating Impacts:

	FY2022	FY2023	FY2024	Future Annual Cost
Personnel Costs				
Materials & Supplies				
Contractual Services	\$466,770	\$466,770	\$466,770	\$7,166,770
Debt Service				
Revenue Offset				
Total Expenditure Impacts	\$466,770	\$466,770	\$466,770	\$7,166,770

Explanation of Operating Impacts:

Once in operation, the buses will require ongoing maintenance including items such as fuel, operating labor, and tire maintenance.

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.

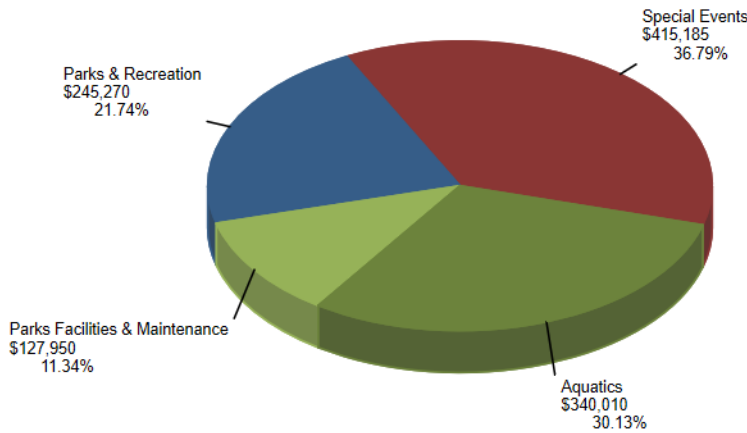
It is the culture of the Sedona Parks and Recreation Department to work within an environment of CITY PRIDE: Deliver the best Customer service, display unwavering Integrity, foster Teamwork and find ways to get to Yes! Embody Professionalism, show Respect, lead with Innovation and demonstrate Dedication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

Description

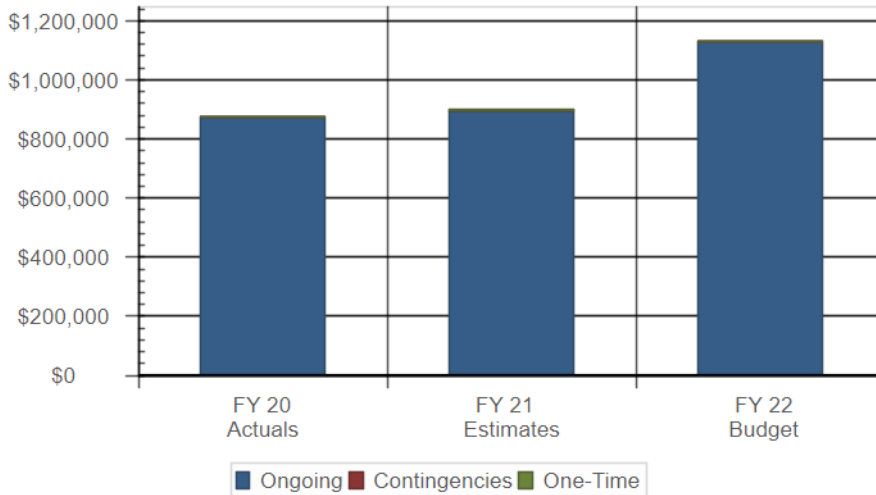
The Parks and Recreation Department is responsible for the following program areas:

- * Recreation Programs
- * Special Events
- * Aquatics Operations and Maintenance
- * Parks Facility Rentals

FY 2022 PROGRAM EXPENDITURES: \$1,128,415



FY 2020 - FY 2022 ONGOING VS. ONE-TIME EXPENDITURES



Parks & Recreation - Recreation

Budget Summary	FY2022 Budget	% of FY2022 Budget	FY2021 Budget	FY2021 Estimate	FY2020 Actuals
Program Expenditures					
Personnel Services	\$ 107,450	44 %	\$ 101,940	\$ 89,480	\$ 93,170
Supplies & Services	49,060	20 %	55,105	14,540	30,568
Subtotal Direct Costs	\$ 156,510	64 %	\$ 157,045	\$ 104,020	\$ 123,738
Internal Charges	88,760	36 %	71,780	68,410	69,910
Total Expenditures	245,270	100 %	228,825	172,430	193,648
Expenditures by Fund					
General Fund Portion	\$ 237,270	97 %	\$ 220,825	\$ 169,600	\$ 189,880
Other Funds Portion	\$ 8,000	3 %	\$ 8,000	\$ 2,830	\$ 3,768
Funding Sources					
Program Revenues	\$ 37,000	15 %	\$ 20,780	\$ 11,800	\$ 20,814
Funding from General Revenues:					
Estimated Resident Generated	\$ 72,895	30 %	\$ 72,816	\$ 56,221	\$ 60,492
Estimated Visitor Generated	\$ 135,376	55 %	\$ 135,229	\$ 104,410	\$ 112,342
Employee Time Allocation (FTEs) Budgeted	1.47	-	1.47	-	1.47

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 2021 Accomplishments

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

* Offer programming that adheres to current COVID guidelines and restrictions.

FY 2022 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	FY22 Projection	FY21 Projection	FY21 Estimate	FY20 Actual	FY19 Actual
Recreation programs	N/A	17	25	27	27
Days of programs	N/A	700	750	715	715
Independent contracts signed	N/A	20	25	28	28
Parks and recreation class/program/facility registrants	14000	18,000	N/A	8525	12,676

PERFORMANCE MEASURES	City Value	Benchmark	FY22 Target	FY21 Target	FY21 Estimate	FY20 Actual	FY19 Actual
Revenue from City programs	PR03		51035	\$69,600	25740	\$66,334	\$66,334
Parks and recreation class/program/facility registrants per 1,000 population (ICMA Benchmark 2016-2018)	PR03	1,771 (all) / 3,311 (cities under 30,000 pop.)	14000	1,800	N/A	8525	1,260

Parks & Recreation - Special Events

Budget Summary	FY2022 Budget	% of FY2022 Budget	FY2021 Budget	FY2021 Estimate	FY2020 Actuals
Program Expenditures					
Personnel Services	\$ 140,360	34 %	\$ 133,860	\$ 135,160	\$ 134,284
Supplies & Services	171,885	41 %	175,385	83,350	97,813
Capital & Debt Service	44,300	11 %	44,300	41,915	44,185
Subtotal Direct Costs	\$ 356,545	86 %	\$ 353,545	\$ 260,425	\$ 276,282
Internal Charges	58,640	14 %	52,690	49,860	48,270
Total Expenditures	415,185	100 %	406,235	310,285	324,552
Expenditures by Fund					
General Fund Portion	\$ 405,185	98 %	\$ 392,735	\$ 310,285	\$ 314,831
Other Funds Portion	\$ 10,000	2 %	\$ 13,500	\$ -	\$ 9,721
Funding Sources					
Program Revenues	\$ 12,500	3 %	\$ 6,250	\$ 1,000	\$ 2,106
Funding from General Revenues:					
Estimated Resident Generated	\$ 140,940	34 %	\$ 139,995	\$ 108,250	\$ 112,856
Estimated Visitor Generated	\$ 261,745	63 %	\$ 259,990	\$ 201,035	\$ 209,590
Employee Time Allocation (FTEs) Budgeted	1.30	-	1.35	-	1.35

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 2021 Accomplishments

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

- * Offer alternative event/programs to align with current COVID restrictions and guidelines.

Parks & Recreation - Special Events
Continued

FY 2022 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	FY22 Projection	FY21 Projection	FY21 Estimate	FY20 Actual	FY19 Actual
Days of events	N/A	21	N/A	11	33

PERFORMANCE MEASURES	City Value	Benchmark	FY22 Target	FY21 Target	FY21 Estimate	FY20 Actual	FY19 Actual
Revenue from event sponsors	PR03		10,000	13,500	N/A	11,900	34,000
Customer Satisfaction Survey: Celebration of Spring (% responses favorable)	PR03		100%	100%	N/A	N/A	95%
Customer Satisfaction Survey: Pumpkin Splash (% responses favorable)	PR03		100%	100%	N/A	94%	98%
Customer Satisfaction Survey: Breakfast with Santa (% responses favorable)	PR03		100%	100%	N/A	94%	98%

Parks & Recreation - Aquatics

Budget Summary	FY2022 Budget	% of FY2022 Budget	FY2021 Budget	FY2021 Estimate	FY2020 Actuals
Program Expenditures					
Personnel Services	\$ 183,950	54 %	\$ 198,410	\$ 176,970	\$ 114,481
Supplies & Services	19,650	6 %	20,900	22,975	16,959
Subtotal Direct Costs	\$ 203,600	60 %	\$ 219,310	\$ 199,945	\$ 131,440
Internal Charges	136,410	40 %	115,770	110,940	108,710
Total Expenditures	340,010	100 %	335,080	310,885	240,150
Expenditures by Fund					
General Fund Portion	\$ 340,010	100 %	\$ 335,080	\$ 305,885	\$ 240,150
Other Funds Portion	\$ -	- %	\$ -	\$ 5,000	\$ -
Funding Sources					
Program Revenues	\$ 35,040	10 %	\$ 36,850	\$ 31,210	\$ 36,134
Funding from General Revenues:					
Estimated Resident Generated	\$ 106,740	31 %	\$ 104,381	\$ 97,886	\$ 71,406
Estimated Visitor Generated	\$ 198,231	58 %	\$ 193,850	\$ 181,789	\$ 132,610
Employee Time Allocation (FTEs) Budgeted	4.24	-	4.84	-	4.98

Open from Memorial Day weekend through Labor Day, the Sedona Community Pool offers activities and quality programming for everyone. Amenities enjoyed at the facility include an 8 lane pool, with a 4'-7' 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 2021 Accomplishments

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

- * Opened and operated successfully during the COVID-19 pandemic. Operations were impacted across the board, including limited occupancy levels, new aggressive sanitizing protocols, health screenings for staff and guests, face mask requirement for staff and guests, adapted lifeguard trainings to align with CDC recommendations and implemented a new online reservation system and point of sale system. This challenge did not affect our ability to offer various programming, including dedicated adult lap swim, recreational swim, aquatic fitness classes and Starbabies/StarTots classes (a parent and child swim lesson program).
- * 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 to return, including manager.
- * Implemented learn to swim program that offers a curriculum of water safety and improving swimming skills.
- * Facilitated and managed the joint use of the facility by 3 swim teams, including winter months.

FY 2022 Objectives

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

- * To meet the demand for outdoor water recreation, including leisure, fitness, competition, and educational needs.
- * To provide equal opportunities for aquatic experiences to all demographics, income levels and ages.
- * To provide educational aquatic opportunities for the community linked to safety, health and wellness: The World's Largest Swimming Lesson (event designed to build awareness and generate local and national press attention about the vital importance of teaching kids to swim to help prevent drowning), Drowning Impact Awareness Month (August), water safety and trainings for the general public (water awareness, CPR, etc.).
- * To provide a clean and safe environment that fosters a sense of community for all guests and welcomes new users.
- * To provide quality programming that creates and sustains a base of users that drive program attendance and improves staffing.
- * To hire and train team members to deliver quality aquatic programs.

Parks & Recreation - Aquatics

Continued

WORKLOAD INDICATORS	FY22 Projection	FY21 Projection	FY21 Estimate	FY20 Actual	FY19 Actual
Days pool open to public	89	145	63	76	168
Swim lessons taught	100	550	77	224	426
Attendance at lap swim and open swim	7850	11,700	4137	5455	9329
Staff hired and trained for the season	20	22	20	12	18
Hours spent on staff development	66	66	66	24	71

PERFORMANCE MEASURES	City Value	Benchmark	FY22 Target	FY21 Target	FY21 Estimate	FY20 Actual	FY19 Actual
Satisfactory health inspections	PR03	100%	100%	100%	100%	100	80%
Customer Satisfaction Survey: Swim lessons (% responses favorable)	PR03		100%	100%	100%	N/A	100%

Parks & Recreation - Parks Maintenance

Budget Summary	FY2022 Budget	% of FY2022 Budget	FY2021 Budget	FY2021 Estimate	FY2020 Actuals
Program Expenditures					
Personnel Services	\$ 84,490	66 %	\$ 78,790	\$ 74,580	\$ 77,842
Supplies & Services	9,450	7 %	10,500	1,050	4,157
Subtotal Direct Costs	\$ 93,940	73 %	\$ 89,290	\$ 75,630	\$ 81,999
Internal Charges	34,010	27 %	30,930	29,830	33,040
Total Expenditures	127,950	100 %	120,220	105,460	115,039
Expenditures by Fund					
General Fund Portion	\$ 126,000	98 %	\$ 117,220	\$ 104,910	\$ 114,137
Other Funds Portion	\$ 1,950	2 %	\$ 3,000	\$ 550	\$ 902
Funding Sources					
Program Revenues	\$ 22,300	17 %	\$ 28,100	\$ 9,000	\$ 13,651
Funding from General Revenues:					
Estimated Resident Generated	\$ 36,978	29 %	\$ 32,242	\$ 33,761	\$ 35,486
Estimated Visitor Generated	\$ 68,673	54 %	\$ 59,878	\$ 62,699	\$ 65,902
Employee Time Allocation (FTEs) Budgeted	0.85	-	0.85	-	0.85

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 2021 Accomplishments

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

*Draft completed Posse Grounds Park Evaluation.

FY 2022 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	FY22 Projection	FY21 Projection	FY21 Estimate	FY20 Actual	FY19 Actual
Facility rentals processed	N/A	316	34	211	250
Rental hours	N/A	2,860	125	2550	2,000

PERFORMANCE MEASURES	City Value	Benchmark	FY22 Target	FY21 Target	FY21 Estimate	FY20 Actual	FY19 Actual
Customer Satisfaction Survey: Overall facilities (% responses favorable)	PR03		95%	95%	N/A	96%	96%

PARKS & RECREATION
Continued

EXPENDITURE SUMMARY

Cost Category	FY2022 Budget	FY2021 Budget	FY2021 Est. Actuals	FY2020 Actuals	Explanation of Changes
10-5242-23 - Recreation Programs					
Personnel (ongoing)	\$107,450	\$101,940	\$89,480	\$93,170	Current Year Under Budget: Vacancy savings.
Supplies & Services (ongoing)	<u>\$41,060</u>	<u>\$47,105</u>	<u>\$11,710</u>	<u>\$26,800</u>	
Direct Costs (Ongoing) Subtotal	\$148,510	\$149,045	\$101,190	\$119,970	
Internal Charges	<u>\$88,760</u>	<u>\$71,780</u>	<u>\$68,410</u>	<u>\$69,910</u>	
Ongoing Total	<u>\$237,270</u>	<u>\$220,825</u>	<u>\$169,600</u>	<u>\$189,880</u>	
Recreation Programs Total	\$237,270	\$220,825	\$169,600	\$189,880	
10-5242-24 - Special Events					
Personnel (ongoing)	\$140,360	\$133,860	\$135,160	\$134,284	
Supplies & Services (ongoing)	<u>\$161,885</u>	<u>\$161,885</u>	<u>\$83,350</u>	<u>\$88,092</u>	
Direct Costs (Ongoing) Subtotal	\$302,245	\$295,745	\$218,510	\$222,376	
Internal Charges	<u>\$58,640</u>	<u>\$52,690</u>	<u>\$49,860</u>	<u>\$48,270</u>	
Ongoing Total	<u>\$360,885</u>	<u>\$348,435</u>	<u>\$268,370</u>	<u>\$270,646</u>	
Capital & Debt Service	<u>\$44,300</u>	<u>\$44,300</u>	<u>\$41,915</u>	<u>\$44,185</u>	
Special Events Total	\$405,185	\$392,735	\$310,285	\$314,831	
10-5242-25 - Aquatics Operations & Maintenance					
Personnel (ongoing)	\$183,950	\$198,410	\$176,970	\$114,481	
Supplies & Services (ongoing)	<u>\$19,650</u>	<u>\$20,900</u>	<u>\$17,975</u>	<u>\$15,725</u>	
Direct Costs (Ongoing) Subtotal	\$203,600	\$219,310	\$194,945	\$130,206	
Internal Charges	<u>\$136,410</u>	<u>\$115,770</u>	<u>\$110,940</u>	<u>\$108,710</u>	
Ongoing Total	<u>\$340,010</u>	<u>\$335,080</u>	<u>\$305,885</u>	<u>\$238,916</u>	
Supplies & Services (one-time)	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>	<u>\$1,234</u>	
Aquatics Operations & Maintenance Total	\$340,010	\$335,080	\$305,885	\$240,150	
10-5242-26 - Parks Facilities & Maintenance					
Personnel (ongoing)	\$84,490	\$78,790	\$74,580	\$77,842	
Supplies & Services (ongoing)	<u>\$7,500</u>	<u>\$7,500</u>	<u>\$500</u>	<u>\$3,255</u>	
Direct Costs (Ongoing) Subtotal	\$91,990	\$86,290	\$75,080	\$81,097	
Internal Charges	<u>\$34,010</u>	<u>\$30,930</u>	<u>\$29,830</u>	<u>\$33,040</u>	
Parks Facilities & Maintenance Total	\$126,000	\$117,220	\$104,910	\$114,137	

PARKS & RECREATION
Continued

EXPENDITURE SUMMARY

Cost Category	FY2022 Budget	FY2021 Budget	FY2021 Est. Actuals	FY2020 Actuals	Explanation of Changes
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General Fund Totals

Personnel Subtotal	\$516,250	\$513,000	\$476,190	\$419,777	
Supplies & Services (Ongoing) Subtotal	\$230,095	\$237,390	\$113,535	\$133,872	
Direct Costs (Ongoing) Subtotal	\$746,345	\$750,390	\$589,725	\$553,649	
Internal Charges Subtotal	\$317,820	\$271,170	\$259,040	\$259,930	
Ongoing Subtotal	\$1,064,165	\$1,021,560	\$848,765	\$813,579	
Supplies & Services (One-Time) Subtotal	\$0	\$0	\$0	\$1,234	
Capital & Debt Service Subtotal	\$44,300	\$44,300	\$41,915	\$44,185	
One-Time Subtotal	\$44,300	\$44,300	\$41,915	\$45,419	
General Fund Total	\$1,108,465	\$1,065,860	\$890,680	\$858,998	

Donations & Contributions Fund

15-5242-23 - Recreation Programs

Supplies & Services (ongoing)	\$1,000	\$1,000	\$0	\$1,136	
Recreation Programs Total	\$1,000	\$1,000	\$0	\$1,136	

15-5242-24 - Special Events

Supplies & Services (ongoing)	\$10,000	\$13,500	\$0	\$9,253	
Special Events Total	\$10,000	\$13,500	\$0	\$9,253	

15-5242-26 - Parks Facilities & Maintenance

Supplies & Services (ongoing)	\$1,950	\$3,000	\$550	\$902	
Parks Facilities & Maintenance Total	\$1,950	\$3,000	\$550	\$902	

Donations & Contributions Fund Totals

Supplies & Services (Ongoing) Subtotal	\$12,950	\$17,500	\$550	\$11,290	
Direct Costs (Ongoing) Subtotal	\$12,950	\$17,500	\$550	\$11,290	
Donations & Contributions Fund Total	\$12,950	\$17,500	\$550	\$11,290	

PARKS & RECREATION
Continued

EXPENDITURE SUMMARY

Cost Category	FY2022 Budget	FY2021 Budget	FY2021 Est. Actuals	FY2020 Actuals	Explanation of Changes
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Info Tech Internal Service Fund

60-5242-23 - Recreation Programs

Supplies & Services (ongoing)	\$7,000	\$7,000	\$2,830	\$2,632	SportSites software maintenance costs.
Recreation Programs Total	\$7,000	\$7,000	\$2,830	\$2,632	

60-5242-25 - Aquatics

Supplies & Services (one-time)	\$0	\$0	\$5,000	\$0	One-time point of sale system.
One-Time Total	\$0	\$0	\$5,000	\$0	
Recreation Programs Total	\$0	\$0	\$5,000	\$0	

Info Tech Fund Grand Totals

Supplies & Services (ongoing)	\$7,000	\$7,000	\$2,830	\$2,632
Supplies & Services (One-Time)	\$0	\$0	\$5,000	\$0
One-Time Total	\$0	\$0	\$5,000	\$0
Info Tech Fund Total	\$7,000	\$7,000	\$7,830	\$2,632

Grand Totals

Personnel (Ongoing) Subtotal	\$516,250	\$513,000	\$476,190	\$419,777
Supplies & Services (Ongoing) Subtotal	\$250,045	\$261,890	\$116,915	\$147,794
Direct Costs (Ongoing) Subtotal	\$766,295	\$774,890	\$593,105	\$567,571
Internal Charges Subtotal	\$317,820	\$271,170	\$259,040	\$259,930
Ongoing Subtotal	\$1,084,115	\$1,046,060	\$852,145	\$827,501
Supplies & Services (One-Time) Subtotal	\$0	\$0	\$5,000	\$1,234
Capital & Debt Service Subtotal	\$44,300	\$44,300	\$41,915	\$44,185
Grand Total	\$1,128,415	\$1,090,360	\$899,060	\$872,920

PARKS & RECREATION
Continued

POSITIONS SUMMARY

Position	FY22 FTE	FY21 FTE	FY20 FTE	FY19 FTE
Administrative & Recreation Assistant	1.00	1.00	1.00	0.00
Administrative Assistant	0.00	0.00	0.00	1.00
Head Lifeguard	0.00	0.00	0.00	0.64
Lifeguard	1.09	2.21	2.11	1.92
Lifeguard Instructor	1.43	1.43	1.43	1.05
Parks and Recreation Manager	1.00	1.00	1.00	1.00
Pool Assistant Manager	0.45	0.03	0.03	0.00
Pool Manager	0.33	0.33	0.57	0.00
Recreation & Aquatics Supervisor	1.00	1.00	1.00	1.00
Recreation Assistant	0.13	0.13	0.13	0.13
Recreation Coordinator II	1.00	1.00	1.00	1.00
Referee	0.16	0.15	0.15	0.15
SAI Instructor Trainer	0.00	0.00	0.00	0.06
Scorekeeper	0.13	0.09	0.09	0.09
Water Aerobics Instructor	0.19	0.19	0.19	0.10
Total	7.91	8.56	8.70	8.14

ALLOCATIONS SUMMARY

Position	Org Description	FY22 FTE	FY21 FTE	FY20 FTE	FY19 FTE
General Fund					
10-5242-23	Parks & Recreation	1.47	1.47	1.47	1.57
10-5242-24	Special Events	1.30	1.35	1.35	1.30
10-5242-25	Aquatics	4.24	4.84	4.98	4.52
10-5242-26	Parks Facilities & Maintenance	0.85	0.85	0.85	0.65
10-5242-89	Capital Projects	0.05	0.05	0.05	0.10
General Fund Total		7.91	8.56	8.70	8.14

(1) Includes 4.56 of temporary positions



**City of Sedona
Decision Package
Fiscal Year 2021-22**

CM Not Recommended

Request Title	Recreation Coordinator
Department	Parks & Recreation
Program	Special Events
Funding Request Type	Personnel
Source of Funds	General Fund
Amount Requested	\$77,950
Priority	

I. Description of Request

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

II. Problem/Issue

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

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

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

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

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

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

III. Risk Analysis

What happens if this is not done?

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

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

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

IV. Implementation

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

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

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

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

V. Cost Savings/Revenue Enhancements

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

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

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

CAPITAL PROJECTS DETAILS

Project Summary

Project Title:
New Concession Stand

Location:
Posse Grounds Park

Phase: of **Project #:** PR-01
(If Applicable)

	Original	Revised (if applicable)
Start Date	July 2020	July 2022
Estimated Completion Date	June 2021	July 2023

Ranking: Important (Could-Do)

Environmental Sustainability Project? No

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 removed and replaced.



Project Justification:
This building has been in need of repair and remodel for many years; however, the demand for the building was not high enough to justify the budget. With the increase of special events at this facility as well as the development of the bike skills park and the 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, dog park and bike park. This restroom will support any Pavilion rentals as well during the fall/winter seasons when the Pavilion restrooms are closed. This building also serves as storage space for Little League equipment.

For Continuing Projects

Estimated Project Status as of June 30, 2021:
Project not yet scheduled to begin.

Project Balance	
Original Approved Project Budget	\$0
Approved Budget Increases/Decreases	\$0
Current Approved Total Project Budget	\$0
Requested Budget Increase/Decrease	\$0
Requested Total Project Budget	\$0
Estimated Expenditures through June 30, 2021	\$0
Budget Balance Remaining	\$0

Explanation for Revised Project Dates and/or Project Budget (if applicable):
This project has been delayed due to the economic impacts of the COVID-19 pandemic and the relative lower priority of this project compared to other more critical city infrastructure needs.

Budget Detail

Project Cost Estimates:

Funding Status	Cost Category	Prior Years Estimate	FY2022	FY2023	FY2024	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
Totals		\$0	\$0	\$379,000	\$0	\$0	\$379,000

Project Funding Estimates:

Funding Source	Prior Years Estimate	FY2022	FY2023	FY2024	Future Years	Project Totals
Summit CFD			\$379,000			\$379,000
Totals	\$0	\$0	\$379,000	\$0	\$0	\$379,000

Explanation of Outside Funding Sources (Donations, Outside Participation, Grants):
None anticipated.

Total Operating Impacts:

	FY2022	FY2023	FY2024	Future Annual Cost
Personnel Costs				
Materials & Supplies				
Contractual Services				
Debt Service				
Revenue Offset				
Total Expenditure Impacts	\$0	\$0	\$0	\$0

Explanation of Operating Impacts:
A new building will replace the existing building so operating expenses are already accounted for.

CAPITAL PROJECTS DETAILS

Project Summary

Project Title:

Restructure of Posse Grounds Park

Phase: of Project #: PR-02
(If Applicable)

Ranking: Important (Could-Do)

Environmental Sustainability Project? No

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 2023-25 are construction placeholders. Once the evaluation and options are approved, individual projects will require prioritization.

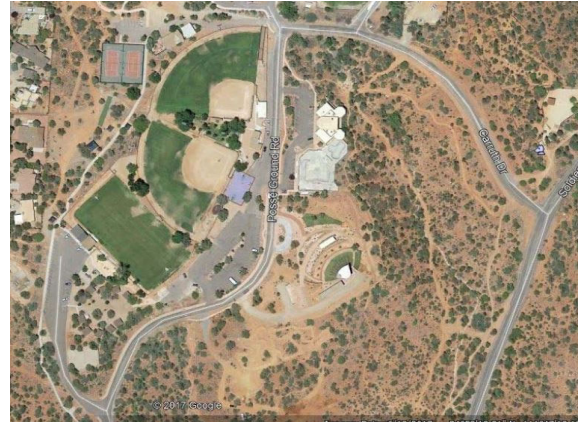
Project Justification:

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."

Location:

Posse Grounds Park

	Original	Revised (if applicable)
Start Date	July 2019	July 2019
Estimated Completion Date	June 2020	June 2025



For Continuing Projects

Estimated Project Status as of June 30, 2021:

The evaluation is complete.

Explanation for Revised Project Dates and/or Project Budget (if applicable):

The initial budget was for project evaluation only. The cost for design has been added until decision are made about the final scope of the project. 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	-\$3,130
Current Approved Total Project Budget	\$56,870
Requested Budget Increase/Decrease	\$35,202
Requested Total Project Budget	\$92,072
Estimated Expenditures through June 30, 2021	\$56,870
Budget Balance Remaining	\$35,202

Budget Detail

Project Cost Estimates:

Funding Status	Cost Category	Prior Years Estimate	FY2022	FY2023	FY2024	Future Years	Project Totals
Carry Over	Project Evaluation	\$56,870					\$56,870
New							
Appropriation	Design - Contracted		\$35,000				\$35,000
Future Estimate	Construction - Contracted			\$2,000,000	\$2,000,000		\$4,000,000
Unfunded	Construction - Contracted					\$2,000,000	\$2,000,000
New							
Appropriation	Arts Transfer		\$202				\$202
Future Estimate	Arts Transfer			\$2,881	\$19,000		\$21,881
Totals		\$56,870	\$35,202	\$2,002,881	\$2,019,000	\$2,000,000	\$6,113,953

Project Funding Estimates:

Funding Source	Prior Years Estimate	FY2022	FY2023	FY2024	Future Years	Project Totals	
Development Impact Fees - Pre 8/2014			\$1,500,000	\$100,000		\$1,600,000	
Development Impact Fees - Post 7/2014		\$14,831	\$211,874			\$226,705	
Capital Reserves	\$56,870	\$20,371	\$291,007	\$1,919,000		\$2,287,248	
Unidentified					\$2,000,000	\$2,000,000	
Totals		\$56,870	\$35,202	\$2,002,881	\$2,019,000	\$2,000,000	\$6,113,953

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

None anticipated.

Total Operating Impacts:

	FY2022	FY2023	FY2024	Future Annual Cost
Personnel Costs				
Materials & Supplies				
Contractual Services				
Debt Service				
Revenue Offset				
Total Expenditure Impacts	\$0	\$0	\$0	\$0

Explanation of Operating Impacts:

The potential for rental income is strong for an event venue. With convenience of layout, more and larger events would likely entertain renting the park. There could potentially be additional costs for water, electricity, and man hours spent on upkeep. Creating a more inviting event venue would also have an impact on the park in general. Efforts would have to be made to balance the facility for events and general park users. The operational impacts will be determined once an approach to the restructure of the park has been decided.

CAPITAL PROJECTS DETAILS

Project Summary

Project Title:
Improvements at Ranger Station - Exterior Building Improvements

Location:
Brewer Road Property

Phase: 1b of 4 **Project #:** PR-03A
(If Applicable)

	Original	Revised (if applicable)
Start Date	July 2021	
Estimated Completion Date	June 2022	

Ranking: Imperative (Must-Do)

Environmental Sustainability Project? N/A

Project Description:
This project includes exterior restoration work for the barn and house structure.



Project Justification:
The City purchased the "Old Ranger Station" at 250 Brewer Road in 2014 and has 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 2021 and will continue in FY 2022.

For Continuing Projects

Estimated Project Status as of June 30, 2021:
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 were completed on the house in FY 2021 and the barn exterior will be completed in FY 2022.

Project Balance		
Original Approved Project Budget		\$250,260
Approved Budget Increases/Decreases		\$188,244
Current Approved Total Project Budget		\$438,504
Requested Budget Increase/Decrease		\$0
Requested Total Project Budget		\$438,504
Estimated Expenditures through June 30, 2021		\$183,040
Budget Balance Remaining		\$255,464

Explanation for Revised Project Dates and/or Project Budget (if applicable):
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.

Budget Detail

Project Cost Estimates:

Funding Status	Cost Category	Prior Years Estimate	FY2022	FY2023	FY2024	Future Years	Project Totals
Carry Over	Construction - Contracted	\$183,000	\$254,000				\$437,000
Carry Over	Arts Transfer	\$40	\$1,464				\$1,504
Totals		\$183,040	\$255,464	\$0	\$0	\$0	\$438,504

Project Funding Estimates:

Funding Source	Prior Years Estimate	FY2022	FY2023	FY2024	Future Years	Project Totals
Development Impact Fees - Post 7/2014	\$2,966	\$107,632				\$110,598
Summit CFD	\$50,000					\$50,000
Fairfield CFD	\$126,000					\$126,000
Capital Reserves	\$4,074	\$147,832				\$151,906
Totals	\$183,040	\$255,464	\$0	\$0	\$0	\$438,504

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

None anticipated.

Total Operating Impacts:

	FY2022	FY2023	FY2024	Future Annual Cost
Personnel Costs				
Materials & Supplies				
Contractual Services				
Debt Service				
Revenue Offset				
Total Expenditure Impacts	\$0	\$0	\$0	\$0

Explanation of Operating Impacts:

Continued maintenance of the facilities will be needed. Costs will be covered by the existing budget.

CAPITAL PROJECTS DETAILS

Project Summary

Project Title:
Improvements at Ranger Station / Interior Restoration of House and Barn

Location:
Brewer Road Property

Phase: of **Project #:** PR-03B
(If Applicable)

	Original	Revised (if applicable)
Start Date	July 2022	
Estimated Completion Date	June 2023	

Ranking: Important (Could-Do)

Environmental Sustainability Project? No

Project Description:
This project will address the historical restoration of the interior of the house and barn.



Project Justification:
The City purchased the "Old Ranger Station" at 250 Brewer Road in 2014 and has 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. 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 2021 and will continue in FY 2023.

For Continuing Projects

Estimated Project Status as of June 30, 2021:
Project not yet scheduled to begin.

Project Balance	
Original Approved Project Budget	\$326,555
Approved Budget Increases/Decreases	-\$835
Current Approved Total Project Budget	\$325,720
Requested Budget Increase/Decrease	\$0
Requested Total Project Budget	\$325,720
Estimated Expenditures through June 30, 2021	\$0
Budget Balance Remaining	\$325,720

Explanation for Revised Project Dates and/or Project Budget (if applicable):
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.

Budget Detail

Project Cost Estimates:

Funding Status	Cost Category	Prior Years Estimate	FY2022	FY2023	FY2024	Future Years	Project Totals
Carry Over	Construction - Contracted			\$325,000			\$325,000
Carry Over	Arts Transfer			\$720			\$720
Totals		\$0	\$0	\$325,720	\$0	\$0	\$325,720

Project Funding Estimates:

Funding Source	Prior Years Estimate	FY2022	FY2023	FY2024	Future Years	Project Totals
Development Impact Fees - Post 7/2014			\$52,969			\$52,969
Summit CFD			\$60,000			\$60,000
Fairfield CFD			\$140,000			\$140,000
Capital Reserves			\$72,751			\$72,751
Totals	\$0	\$0	\$325,720	\$0	\$0	\$325,720

Explanation of Outside Funding Sources (Donations, Outside Participation, Grants):
None anticipated.

Total Operating Impacts:

	FY2022	FY2023	FY2024	Future Annual Cost
Personnel Costs				
Materials & Supplies				
Contractual Services				
Debt Service				
Revenue Offset				
Total Expenditure Impacts	\$0	\$0	\$0	\$0

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. The operational impacts will be determined once a plan for the use of the park is created.

CAPITAL PROJECTS DETAILS

Project Summary

Project Title:

Improvements at Ranger Station / Construction of Parking Lot, Landscaping, Restroom and Lawn

Location:

Brewer Road Property

Phase: of Project #:
(If Applicable)

Ranking:

Environmental Sustainability Project?

Project Description:

Construction of parking lot, restrooms, lawn, playground and central seating areas.

	Original	Revised (if applicable)
Start Date	July 2023	
Estimated Completion Date	June 2025	



Project Justification:

The City purchased the "Old Ranger Station" at 250 Brewer Road in 2014 and has 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. 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 2021 and will continue in FY 2024.

For Continuing Projects

Estimated Project Status as of June 30, 2021:

Project not yet scheduled to begin.

Explanation for Revised Project Dates and/or Project Budget (if applicable):

Project Balance		
Original Approved Project Budget		\$0
Approved Budget Increases/Decreases		\$0
Current Approved Total Project Budget		\$0
Requested Budget Increase/Decrease		\$0
Requested Total Project Budget		\$0
Estimated Expenditures through June 30, 2021		\$0
Budget Balance Remaining		\$0

Budget Detail

Project Cost Estimates:

Funding Status	Cost Category	Prior Years Estimate	FY2022	FY2023	FY2024	Future Years	Project Totals
Future Estimate	Design - Contracted				\$50,000		\$50,000
Future Estimate	Construction - Contracted				\$460,000	\$460,000	\$920,000
Future Estimate	Arts Transfer				\$1,527	\$1,642	\$3,169
Totals		\$0	\$0	\$0	\$511,527	\$461,642	\$973,169

Project Funding Estimates:

Funding Source	Prior Years Estimate	FY2022	FY2023	FY2024	Future Years	Project Totals
Development Impact Fees - Post 7/2014				\$112,293	\$120,768	\$233,061
Summit CFD				\$55,000	\$50,000	\$105,000
Fairfield CFD				\$190,000	\$125,000	\$315,000
Capital Reserves				\$154,234	\$165,874	\$320,108
Totals		\$0	\$0	\$0	\$511,527	\$461,642

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

None anticipated.

Total Operating Impacts:

	FY2022	FY2023	FY2024	Future Annual Cost
Personnel Costs				
Materials & Supplies				
Contractual Services				
Debt Service				
Revenue Offset				
Total Expenditure Impacts	\$0	\$0	\$0	\$0

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. The operational impacts will be determined once a plan for the use of the park is created.

CAPITAL PROJECTS DETAILS

Project Summary

Project Title:

Shade Structures and Playground Equipment Replacement

Phase: of Project #: PR-05
(If Applicable)

Ranking: Important (Could-Do)

Environmental Sustainability Project? No

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 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.

A design was completed in 2016 that would replace both playgrounds at Posse Grounds Park. The new playground design will be inclusive by nature to invite children of all abilities to play and imagine together. The rubberized playground surface will be ADA accessible so as to not alienate 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 playground users. These are the last two playgrounds that need to be covered in order to accomplish one of the goals in the Master Plan.

Location:

Posse Grounds Park

	Original	Revised (if applicable)
Start Date	July 2020	July 2020
Estimated Completion Date	June 2021	June 2022



For Continuing Projects

Estimated Project Status as of June 30, 2021:

Design was completed in 2016. Design updated in February 2021 by Play it Safe Inc. Received updated quote for construction in February 2021.

Explanation for Revised Project Dates and/or Project Budget (if applicable):

The initial budget was for design only. The cost for construction has been added to the project. This project was delayed due to the unexpected economic impacts of COVID-19 and the low priority of this project relative to other more critical City infrastructure.

Project Balance		
Original Approved Project Budget		\$30,630
Approved Budget Increases/Decreases		-\$6,140
Current Approved Total Project Budget		\$24,490
Requested Budget Increase/Decrease		\$442,250
Requested Total Project Budget		\$466,740
Estimated Expenditures through June 30, 2021		\$24,490
Budget Balance Remaining		\$442,250

Budget Detail

Project Cost Estimates:

Funding Status	Cost Category	Prior Years Estimate	FY2022	FY2023	FY2024	Future Years	Project Totals
Carry Over	Design - Contracted	\$24,490					\$24,490
New Appropriation	Construction - Contracted		\$400,000				\$400,000
New Appropriation	Contingency		\$40,000				\$40,000
New Appropriation	Arts Transfer		\$2,250				\$2,250
Totals		\$24,490	\$442,250	\$0	\$0	\$0	\$466,740

Project Funding Estimates:

Funding Source	Prior Years Estimate	FY2022	FY2023	FY2024	Future Years	Project Totals
Development Impact Fees - Pre 8/2014	\$24,490					\$24,490
Summit CFD		\$50,000				\$50,000
Fairfield CFD		\$165,000				\$165,000
Capital Reserves		\$227,250				\$227,250
Totals	\$24,490	\$442,250	\$0	\$0	\$0	\$466,740

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

None anticipated.

Total Operating Impacts:

	FY2022	FY2023	FY2024	Future Annual Cost
Personnel Costs				
Materials & Supplies				
Contractual Services				
Debt Service				
Revenue Offset				
Total Expenditure Impacts	\$0	\$0	\$0	\$0

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.

PUBLIC WORKS

Mission Statement

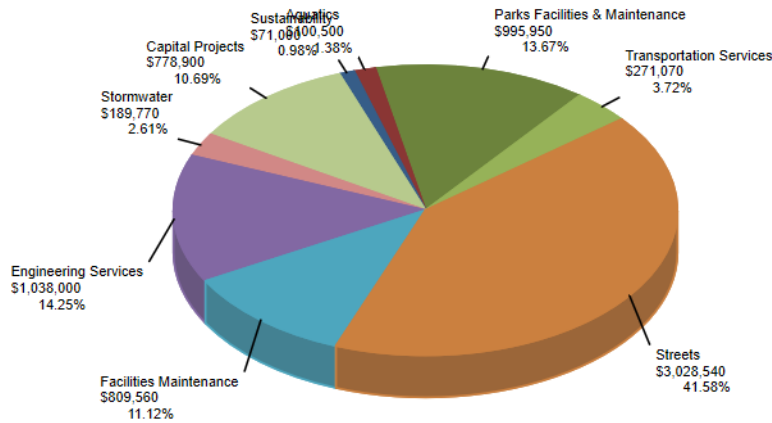
Providing a safe and enjoyable experience through cost effective, quality infrastructure and services.

Description

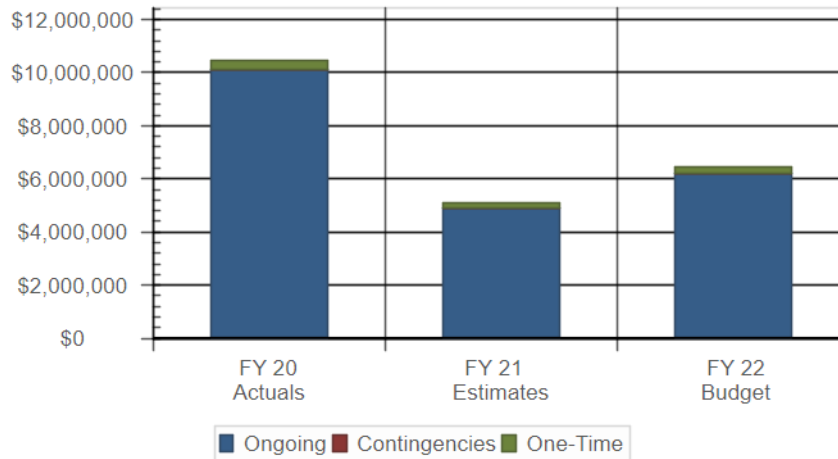
The main program areas and the services included in the Public Works Department are:

- * Engineering Services - Administrative services, office support and supplies, development review, staff training, and general professional services.
- * Streets Maintenance - Streets rehabilitation, pavement preservation, equipment and machinery operation and maintenance, utilities, landscaping, right-of-way maintenance, traffic control, drainage maintenance and multi-modal facility maintenance in the public right-of-way.
- * Facilities Maintenance - Maintenance of City buildings, service contracts, facility utilities, and facility improvements.
- * Parks Maintenance - Maintenance of parks grounds, equipment and machinery, service contracts, and utilities.
- * Aquatics Maintenance - Maintenance of community pool.
- * Stormwater Quality - Stormwater quality permit fees, professional services, and public outreach.
- * Capital Projects Management - Personnel management of capital improvement projects.
- * Transportation Services - Traffic control aid support for congestion relief traffic control operations.

FY 2022 PROGRAM EXPENDITURES: \$7,283,290



FY 2020 - FY 2022 ONGOING VS. ONE-TIME EXPENDITURES



Public Works - Sustainability

Budget Summary	FY2022 Budget	% of FY2022 Budget	FY2021 Budget	FY2021 Estimate	FY2020 Actuals
Program Expenditures					
Supplies & Services	\$ 71,000	100 %	\$ -	\$ -	\$ -
Total Expenditures	71,000	100 %	-	-	-
Expenditures by Fund					
General Fund Portion	\$ 71,000	100 %	\$ -	\$ -	\$ -
Funding Sources					
Funding from General Revenues:					
Estimated Resident Generated	\$ 24,850	35 %	\$ -	\$ -	\$ -
Estimated Visitor Generated	\$ 46,150	65 %	\$ -	\$ -	\$ -

Public Works - Aquatics

Budget Summary	FY2022 Budget	% of FY2022 Budget	FY2021 Budget	FY2021 Estimate	FY2020 Actuals
Program Expenditures					
Personnel Services	\$ 36,690	37 %	\$ 34,140	\$ 35,770	\$ 2,214,797
Supplies & Services	37,800	38 %	37,800	30,740	2,007,617
Capital & Debt Service	10,000	10 %	10,000	9,000	301,520
Subtotal Direct Costs	\$ 84,490	84 %	\$ 81,940	\$ 75,510	\$ 4,523,934
Internal Charges	16,010	16 %	12,190	11,500	1,132,237
Total Expenditures	100,500	100 %	94,130	87,010	5,656,171
Expenditures by Fund					
Funding Sources					
Program Revenues	\$ 5,040	5.01 %	\$ -	\$ 6,410	\$ 4,524
Funding from General Revenues:					
Estimated Resident Generated	\$ 33,411	33 %	\$ 32,946	\$ 28,210	\$ 1,978,076
Estimated Visitor Generated	\$ 62,049	62 %	\$ 61,185	\$ 52,390	\$ 3,673,571
Employee Time Allocation (FTEs) Budgeted	0.55		0.55		0.50

The program accounts for the maintenance of the community pool.

FY 2021 Accomplishments

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

- * Maintained the level of maintenance to allow expansion of programming and participation, in events and rentals, for the publicpool facility.
- * Updated ADA compliance at the pool parking area.
- * Replaced pool heater and chlorinator pump in FY21.

FY 2022 Objectives

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

- * Continue to build team effectiveness with the Parks and Recreation Department to provide a high level of service formaintenance of the public pool facility.

WORKLOAD INDICATORS	FY22 Projection	FY21 Projection	FY21 Estimate	FY20 Actual	FY19 Actual
Days operating and maintaining pool	365	365	365	365	231
Attendance at lap swim and open swim	7850	11,700	4137	5455	12039

PERFORMANCE MEASURES	City Value	Benchmark	FY22 Target	FY21 Target	FY21 Estimate	FY20 Actual	FY19 Actual
Health inspections passed	PR03		100%	100%	100%	100%	80%

Public Works - Parks

Budget Summary	FY2022 Budget	% of FY2022 Budget	FY2021 Budget	FY2021 Estimate	FY2020 Actuals
Program Expenditures					
Personnel Services	\$ 327,850	33 %	\$ 246,790	\$ 244,700	\$ 245,738
Supplies & Services	295,570	30 %	320,140	275,160	295,318
Capital & Debt Service	97,000	10 %	72,000	58,590	64,989
Capital & Debt Service	6,400	1 %	6,400	6,400	4,267
Subtotal Direct Costs	\$ 726,820	73 %	\$ 645,330	\$ 584,850	\$ 610,312
Internal Charges	269,130	27 %	210,270	196,220	204,852
Total Expenditures	995,950	100 %	855,600	781,070	815,164
Expenditures by Fund					
General Fund Portion	\$ 993,290	100 %	\$ 852,940	\$ 778,410	\$ 811,864
Other Funds Portion	\$ 2,660	- %	\$ 2,660	\$ 2,660	\$ 3,300
Funding Sources					
Program Revenues	\$ 4,500	0.45 %	\$ 4,600	\$ 3,800	\$ 2,929
Funding from General Revenues:					
Estimated Resident Generated	\$ 347,008	35 %	\$ 297,850	\$ 272,045	\$ 284,282
Estimated Visitor Generated	\$ 644,443	65 %	\$ 553,150	\$ 505,226	\$ 527,953
Employee Time Allocation (FTEs) Budgeted	4.79		3.79		4.18

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 2021 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 2021 included several in-house designs, WWTP Access Road, PD Shooting Range Design, and SIM 12 camera installations.
- * 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 \$8,000 per acre in FY 2021.

FY 2022 Objectives

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

- * Maintain lawn area maintenance below \$8,000 per acre in FY 2022.
- * Save \$50,000 or more due to completing in-house projects in FY 2022.
- * Continue to build in-house staff abilities.

Public Works - Parks

Continued

WORKLOAD INDICATORS	FY22 Projection	FY21 Projection	FY21 Estimate	FY20 Actual	FY19 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	\$45,909	\$46,500	\$44,713	\$45,193	\$47,416
Parks maintenance expenditure	\$570,300	\$650,730	\$551,950	\$564,800	\$516,400
In-house projects completed	10	10	5	8	6
In-house projects contractor bid amount	\$150,000	\$300,000	\$60,000	\$137,500	\$110,960
In-house projects actual cost	\$100,000	\$160,000	\$30,000	\$50,630	\$75,040

PERFORMANCE MEASURES	Benchmark	FY22 Target	FY21 Target	FY21 Estimate	FY20 Actual	FY19 Actual
Parks lawn area cost per acre		\$7,289	\$7,534	\$7,212	\$7,405	\$7,648
Savings due to in-house projects		\$50,000	\$140,000	\$30,000	\$86,870	\$35,920
Park maintenance expenditure per developed park acre (ICMA Benchmark 2016-2018)	\$5,294 (all) / \$10,120 (cities under 30,000 pop.)	\$7,844	\$9,038	\$7,666	\$7,921	\$7,173

Public Works - Engineering

Budget Summary	FY2022 Budget	% of FY2022 Budget	FY2021 Budget	FY2021 Estimate	FY2020 Actuals
Program Expenditures					
Personnel Services	\$ 688,740	66 %	\$ 649,250	\$ 614,590	\$ 657,714
Supplies & Services	64,560	6 %	63,110	53,640	39,393
Capital & Debt Service	37,080	4 %	25,200	1,280	-
Subtotal Direct Costs	\$ 790,380	76 %	\$ 737,560	\$ 669,510	\$ 697,107
Internal Charges	247,620	24 %	241,290	208,380	197,290
Total Expenditures	1,038,000	100 %	978,850	877,890	894,397
Expenditures by Fund					
General Fund Portion	\$ 714,910	69 %	\$ 658,090	\$ 578,830	\$ 606,189
Wastewater Enterprise Fund	\$ 320,680	31 %	\$ 318,350	\$ 296,650	\$ 285,178
Other Funds Portion	\$ 2,410	- %	\$ 2,410	\$ 2,410	\$ 3,030
Funding Sources					
Program Revenues	\$ 5,300	0.51 %	\$ 4,900	\$ 7,200	\$ 6,916
Funding from General Revenues:					
Estimated Resident Generated	\$ 361,445	35 %	\$ 340,883	\$ 304,742	\$ 310,618
Estimated Visitor Generated	\$ 671,255	65 %	\$ 633,068	\$ 565,949	\$ 576,863
Employee Time Allocation (FTEs) Budgeted	5.31		4.41		4.49

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

A portion of the Engineering Services program is allocated to the Wastewater Enterprise Fund and represents the Fund's share of the cost for support services. In addition, a portion of the program costs is allocated to the Information Technology Internal Service Fund for technology costs not managed by the Information Technology Department.

FY 2021 Accomplishments

Overall City Value - Good Governance:

* Maintained service in this program area, with the increase in projects and overall development.

Council Priority - Community Focus Area Plans Development:

* Supported the review and development of Community Focus Areas with the Community Development Department.

FY 2022 Objectives

Overall City Value - Good Governance:

* Continue to build team effectiveness with the Community Development Department to provide a high level of service for development services support.

Council Priority - Community Focus Area Plans Development:

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

Public Works - Engineering
Continued

WORKLOAD INDICATORS	FY22 Projection	FY21 Projection	FY21 Estimate	FY20 Actual	FY19 Actual
Building permits reviewed	450	400	437	398	354
Commercial permits reviewed	225	220	218	198	220
Blue stakes completed	3,310	3,700	3,214	3,408	2415
Advancing Sedona Quality (ASQ) projects completed	5	5	1	2	N/A

Public Works - Streets

Budget Summary	FY2022 Budget	% of FY2022 Budget	FY2021 Budget	FY2021 Estimate	FY2020 Actuals
Program Expenditures					
Personnel Services	\$ 471,380	16 %	\$ 419,830	\$ 423,680	\$ 369,632
Supplies & Services	1,930,090	64 %	1,931,296	1,667,940	1,330,959
Capital & Debt Service	\$ 166,100	5 %	\$ 61,200	\$ 53,200	\$ 88,297
Internal Charges	460,970	15 %	363,150	338,520	386,055
Total Expenditures	3,028,540	100 %	2,775,476	2,483,340	2,174,943
Expenditures by Fund					
General Fund Portion	\$ 946,040	31 %	\$ 1,565,306	\$ 1,411,858	\$ 1,246,632
Other Funds Portion	\$ 2,082,500	69 %	\$ 1,210,170	\$ 1,071,482	\$ 928,311
Funding Sources					
Funding from General Revenues:					
Estimated Resident Generated	\$ 1,059,989	35 %	\$ 971,417	\$ 869,169	\$ 761,230
Estimated Visitor Generated	\$ 1,968,551	65 %	\$ 1,804,059	\$ 1,614,171	\$ 1,413,713
Employee Time Allocation (FTEs) Budgeted	4.05		3.97		3.42

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

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

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

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

FY 2021 Accomplishments

Community Plan Circulation Goal - Provide for safe and smooth flow of traffic:

- * Provided required traffic count data and maintained NACOG funding eligibility.
- * Milled and overlaid over 1 mile of streets.
- * Applied Fractured Aggregate Surface Treatment (FAST) on streets in the Arroyo Pinon, Cedar Ridge, Doodle Bug, Mystic Hills, and Thunder Mountain Ranch Development subdivisions.
- * Completed budgeted streets rehabilitation and preservation projects, including 5.84 miles.
- * Increased the paved lane miles assessed as satisfactory.
- * Responded to 100% of storm emergencies requiring response in FY 2021.
- * 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 2022 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 2022.
- * 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	FY22 Projection	FY21 Projection	FY21 Estimate	FY20 Actual	FY19 Actual
Pavement rehabilitation cost	\$1,210,000	1150000	\$1,440,000	\$872,775	1133520
Paved lane miles of City maintained streets	177	176	175	175	175
Culverts cleaned	50	60	40	39	26
Storms responded to after normal business hours	3	3	5	2	3
Traffic control signs damaged and replaced	10	100	10	9	100
Variable Message Sign deployments	10	10	10	10	10
Christmas Trees Recycled	300	300	209	300	N/A

PERFORMANCE MEASURES	City Value	Benchmark	FY22 Target	FY21 Target	FY21 Estimate	FY20 Actual	FY19 Actual
Centerline miles of streets rehabilitation completed (average annual goal 5.0 miles)	CR02		4.7	5.8	5.8	5.5	4.3
Pavement rehabilitation cost per mile (* = cost includes CIP overlay)	CR02		\$257,447 *	\$338,103 *	\$248,276 *	\$158,686	\$228,102
Paved lane miles assessed as satisfactory as a percentage of miles assessed (ICMA Benchmark 2016-2017)	CR02	70% (all) / 67% (cities under 30,000 pop.)	75%	70%	70%	65%	65%
Paved road rehabilitation expenditures, per paved lane mile (ICMA Benchmark 2016-2017)	CR02	\$7,959 (all) / \$10,622 (cities under 30,000 pop.)	\$6,836	\$11,205	\$8,228	\$4,987	\$5,604
Maintained NACOG Funding Eligibility (provided traffic count data)	CR02		Yes	Yes	Yes	Yes	Yes
National Citizen Survey 2017: Respondents rating of quality of street repair: % Excellent or Good	CR02		N/A	N/A	N/A	48% (Similar to NCS benchmark)	48% (Similar to NCS benchmark)
Storm emergencies requiring response and responded to	CR02		100%	100%	100%	100%	100%
Variable Message Sign deployment requests completed	CR02		98%	98%	98%	100%	100%

Public Works - Stormwater

Budget Summary	FY2022 Budget	% of FY2022 Budget	FY2021 Budget	FY2021 Estimate	FY2020 Actuals
Program Expenditures					
Personnel Services	\$ 112,680	59 %	\$ 106,250	\$ 109,730	\$ 106,746
Supplies & Services	26,500	14 %	27,500	23,300	17,937
Subtotal Direct Costs	\$ 139,180	73 %	\$ 133,750	\$ 133,030	\$ 124,683
Internal Charges	50,590	27 %	44,170	40,970	45,150
Total Expenditures	189,770	100 %	177,920	174,000	169,833
Expenditures by Fund					
General Fund Portion	\$ 185,270	98 %	\$ 173,420	\$ 169,500	\$ 165,631
Other Funds Portion	\$ 4,500	2 %	\$ 4,500	\$ 4,500	\$ 4,202
Funding Sources					
Funding from General Revenues:					
Estimated Resident Generated	\$ 66,420	35 %	\$ 62,272	\$ 60,900	\$ 59,442
Estimated Visitor Generated	\$ 123,351	65 %	\$ 115,648	\$ 113,100	\$ 110,391
Employee Time Allocation (FTEs) Budgeted	1.24		1.26		1.26

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 2021 Accomplishments

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

- * Completed Pre-Monsoon Program for FY 2021.
- * Met the ADEQ requirements for Municipal Separate Storm Sewer System (MS4) compliance per ADEQ PermitNo. AZG2016-002, and our Notice of Intent with ADEQ.
- * Held 0 tabling/outreach events, interacting with 0 people. (COVID-19)
- * Presented stormwater pollution's effect in Oak Creek to one organization.
- * Held one trash pickup events within Sedona with a total of 16 volunteers, collecting 62 pounds of trash.
- * Installed 31 "NO DUMPING – Drains to Oak Creek" curb markers.
- * Maintained 17 pet waste stations throughout Sedona, collecting 3,882 pounds of feces during FY 2020.
- * City parking lots were power swept on a regular basis.

FY 2022 Objectives

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

- * Complete Pre-Monsoon Program for FY 2022.
- * 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	FY22 Projection	FY21 Projection	FY21 Estimate	FY20 Actual	FY19 Actual
Letters written to property owners regarding Pre-Monsoon Program inspection outcomes	10	10	10	0	12
Stormwater compliance inspections (active CIP projects - every two weeks)	48	40	45	27	29
CIP project post-construction Best Management Practices (BMP) inspections	18	18	18	17	19
Stormwater compliance inspections (active private development projects - every month)	60	36	72	40	4
Letters sent regarding illicit discharges to the MS4	10	5	8	6	11
Public outreach tabling events	6	6	1	5	4
Educational brochures sent to local contractors	50	54	50	45	54
Presentations to local organizations	2	2	1	1	2
Trash pickup events	2	2	1	1	2
Pounds of dog feces collected through semimonthly pet waste station maintenance	4,300	3,500	4,300	3,882	3423
Stormwater based articles in news outlets	3	3	3	4	4
Dry weather outfall monitoring inspections	61	53	57	53	61
Visual wet weather monitoring inspections	24	20	0	23	20
Analytical wet weather monitoring inspections	4	4	4	20	20
Internal inspections of City maintenance yards	18	18	18	18	6

PERFORMANCE MEASURES	City Value	Benchmark	FY22 Target	FY21 Target	FY21 Estimate	FY20 Actual	FY19 Actual
MS4 Compliant	EV01		Yes	Yes	Yes	Yes	Yes
Single family home active construction site inspections	EV01		75	75	75	86	46
Private development post-construction BMP inspections	EV01		4	8	5	4	8

Public Works - Transportation

Budget Summary	FY2022 Budget	% of FY2022 Budget	FY2021 Budget	FY2021 Estimate	FY2020 Actuals
Program Expenditures					
Personnel Services	\$ 199,490	74 %	\$ 131,620	\$ 90,630	\$ 113,714
Supplies & Services	7,400	3 %	8,500	5,970	5,492
Subtotal Direct Costs	\$ 206,890	76 %	\$ 140,120	\$ 96,600	\$ 119,206
Internal Charges	64,180	24 %	51,230	48,910	46,160
Total Expenditures	271,070	100 %	191,350	145,510	165,366
Expenditures by Fund					
General Fund Portion	\$ 271,070	100 %	\$ 191,350	\$ 145,510	\$ 165,366
Funding Sources					
Funding from General Revenues:					
Estimated Resident Generated	\$ 94,875	35 %	\$ 66,973	\$ 50,929	\$ 57,878
Estimated Visitor Generated	\$ 176,196	65 %	\$ 124,378	\$ 94,582	\$ 107,488
Employee Time Allocation (FTEs) Budgeted	3.80		2.80		2.80

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, and a new focus on managing traffic and parking issues at trailheads. A reduction in travel times and trailhead traffic and parking issues will improve the quality of life for residents and the Sedona experience for visitors.

FY 2021 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 2021.
- * Continued measuring travel time delay in FY 2021.
- * 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 12 of 13 holidays expected to have high congestion in FY 2021.
- * Began assisting with trailhead traffic and parking control.

FY 2022 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.
- * Continue developing methods and level of assistance with trailhead traffic and parking control.

Public Works - Transportation
Continued

WORKLOAD INDICATORS	FY22 Projection	FY21 Projection	FY21 Estimate	FY20 Actual	FY19 Actual
Days with traffic control on SR 89A	125	110	115	86	63
Days with traffic control on SR 179	173	140	160	118	63
Holiday weekends with delays > 30 min. – SR 89A Uptown	0	7	0	5	7
Holiday weekends with delays > 30 min. – SR 179	6	7	8	7	6
Holiday weekends with delays > 10 min. – SR 89A Cook's Hill	6	7	8	6	7
Holiday weekends with traffic control	12	13	12	10	10
Days of delays > 30 min. – SR 89A Uptown	0	30	0	25	40
Days of delays > 30 min. – SR 179	40	40	50	35	37
Days of delays > 10 min. – SR 89A Cook's Hill	50	60	60	45	56
Average peak vehicles per hour, with traffic control, vehicles traveling SB SR 89A thru Uptown (weekends, July thru November)	950	880	950	877	876
Average peak vehicles per hour, WITHOUT traffic control, vehicles traveling SB SR 89A thru Uptown (weekends, July thru November and February thru June) , based on FY18 data, no weekends without traffic control in FY20	800	800	800	800	803

PERFORMANCE MEASURES	City Value	Benchmark	FY22 Target	FY21 Target	FY21 Estimate	FY20 Actual	FY19 Actual
Number of weekends providing assistance with management of trailhead parking.	CR02		30	N/A	20	10	N/A
Traffic control operations maintained for days experiencing high congestion (> 30 min.) on SR 89A and SR 179	CR02		90%	90%	90%	86%	0.49

Public Works - Facilities Maintenance

Budget Summary	FY2022 Budget	% of FY2022 Budget	FY2021 Budget	FY2021 Estimate	FY2020 Actuals
Program Expenditures					
Personnel Services	\$ 316,120	39 %	\$ 222,990	\$ 199,390	\$ 232,398
Supplies & Services	242,620	30 %	225,610	201,660	266,199
Capital & Debt Service	\$ 155,500	20 %	\$ 155,500	\$ 130,990	\$ 194,091
Internal Charges	95,320	12 %	57,970	54,030	60,520
Total Expenditures	809,560	100 %	662,070	586,070	753,208
Expenditures by Fund					
General Fund Portion	\$ 806,910	100 %	\$ 659,570	\$ 583,570	\$ 750,716
Other Funds Portion	\$ 2,650	- %	\$ 2,500	\$ 2,500	\$ 2,492
Funding Sources					
Allocations to Other Departments	\$ 806,910	99.67 %	\$ 659,540	\$ 583,580	\$ 743,980
Program Revenues	\$ -	- %	\$ -	\$ 18	\$ 12,152
Funding from General Revenues:					
Estimated Resident Generated	\$ 928	- %	\$ 886	\$ 865	\$ (1,023)
Estimated Visitor Generated	\$ 1,723	- %	\$ 1,645	\$ 1,607	\$ (1,901)
Employee Time Allocation (FTEs) Budgeted	4.61		3.62		3.79

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

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

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

FY 2021 Accomplishments

Overall City Value - Good Governance:

- * Developed Property Management Maintenance Plan.

Overall City Value - Fiscal Sustainability:

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

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

FY 2022 Objectives

Overall City Value - Good Governance:

- * Continue to enhance Property Management Maintenance Plan.

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

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

Public Works - Facilities Maintenance
Continued

WORKLOAD INDICATORS	FY22 Projection	FY21 Projection	FY21 Estimate	FY20 Actual	FY19 Actual
Facilities maintenance cost	\$626,117	646060	\$596,251	\$671,405	580356
City maintained facilities	22	22	22	22	22
Property Manager requests submitted	450	600	225	680	354

PERFORMANCE MEASURES	City Value	Benchmark	FY22 Target	FY21 Target	FY21 Estimate	FY20 Actual	FY19 Actual
Administrative/office facilities, custodial expenditure per square foot (ICMA Benchmark 2016-2017)	GG02	\$1.67 (all) / \$1.57 (cities under 30,000 pop.)	\$1.50	0.9	\$1.46	\$1.47	0.8
Facilities cost per facility	GG02		\$28,460	29366	\$27,102	\$30,518	26380

Public Works - Capital Projects

Budget Summary	FY2022 Budget	% of FY2022 Budget	FY2021 Budget	FY2021 Estimate	FY2020 Actuals
Program Expenditures					
Personnel Services	\$ 660,190	69 %	\$ 516,250	\$ 497,990	\$ 459,008
Supplies & Services	43,115	4 %	41,730	44,671	16,141
Capital & Debt Service	6,100	1 %	-	6,100	4,303
Subtotal Direct Costs	\$ 709,405	74 %	\$ 557,980	\$ 548,761	\$ 479,452
Internal Charges	251,610	26 %	220,920	210,380	182,050
Total Expenditures	961,015	100 %	778,900	759,141	661,502
Expenditures by Fund					
General Fund Portion	\$ 771,970	80 %	\$ 606,670	\$ 613,925	\$ 566,154
Wastewater Enterprise Fund	\$ 72,525	8 %	\$ 54,810	\$ 56,086	\$ 53,693
Other Funds Portion	\$ 116,520	12 %	\$ 117,420	\$ 89,130	\$ 43,058
Funding Sources					
Funding from General Revenues:					
Estimated Resident Generated	\$ 336,355	35 %	\$ 272,615	\$ 265,699	\$ 231,526
Estimated Visitor Generated	\$ 624,660	65 %	\$ 506,285	\$ 493,442	\$ 429,976
Employee Time Allocation (FTEs) Budgeted	3.28		3.42		3.42

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

- * Drainage – Sunset Drive, easement acquisition, and Stormwater Master Plan.
- * Municipal Court – New Court Building.
- * Parks and Recreation - Ranger Station Park Improvements, Bike Skills Park Improvements.
- * Public Works – Uptown enhancements.
- * Streets and Sedona in Motion – Transportation master plan implementation projects and road overlay projects.
- * Wastewater – Collections system master plan implementation projects.

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 2021 Accomplishments

Overall City Value - Good Governance:

- * Maintained the comprehensible communication report for capital improvement project updates. See www.sedonaaz.gov/CIP.
- * Completed over 70% of budgeted capital improvement projects across multiple departments.

Council Priority - Complete Various Traffic Improvements:

- * Continued implementation of projects recommended in the Transportation Master Plan Update.
- * Completed exterior restoration work for buildings at the Ranger Station Park.
- * Began assisting with developing CIP projects for the transit program.

Public Works - Capital Projects
Continued

FY 2022 Objectives

Overall City Value - Good Governance:

- * Complete design and construction of budgeted capital improvement projects on time.

Overall City Value - Fiscal Sustainability:

- * Complete design and construction of budgeted capital improvement projects within budget.

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

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

Council Priority - Complete Various Traffic Improvements:

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

www.sedonaaz.gov/SIM.

- * Continue building restoration work for Ranger Station Park.

WORKLOAD INDICATORS	FY22 Projection	FY21 Projection	FY21 Estimate	FY20 Actual	FY19 Actual
CIP projects managed by Public Works	33	24	25	32	24
Total CIP project budgets managed by Public Works	\$15.1M	\$10.0M	\$13.9M	\$10.2M	\$8.5M
Total CIP projects completed and managed by Public Works	\$13.0M	\$11.1M	\$8.6M	\$8.9M	\$4.3M
Value of Parks and Recreation projects budgeted (not including land acquisition)	\$734,000	853000	\$548,000	\$499,000	\$429,775
Value of Streets projects budgeted	\$15.5M	\$13.4M	\$13.8M	\$9.4M	\$2.36M

PERFORMANCE MEASURES	City Value	Benchmark	FY22 Target	FY21 Target	FY21 Estimate	FY20 Actual	FY19 Actual
Percentage of CIP projects completed and managed by Public Works	GG01		78%	0.91	53%	72%	0.5
Value of projects completed / FTE	GG01		\$3.5M	\$3.4M	\$2.9M	\$2.9M	\$2.3M
Total projects completed (managed by Public Works) / FTE	GG01		7.7	8.4	8.0	8.0	1.6

PUBLIC WORKS
Continued

EXPENDITURE SUMMARY

Cost Category	FY2022 Budget	FY2021 Budget	FY2021 Est. Actuals	FY2020 Actuals	Explanation of Changes
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General Fund

10-5320-09 - Sustainability

Supplies & Services (ongoing)	\$71,000	\$0	\$0	\$0	Budget Increase: Decision Package
Sustainability Total	\$71,000	\$0	\$0	\$0	

10-5320-25 - Aquatics Operations & Maintenance

Personnel (ongoing)	\$36,690	\$34,140	\$35,770	\$29,847	
Supplies & Services (ongoing)	\$32,800	\$32,800	\$26,740	\$30,888	
Direct Costs (Ongoing) Subtotal	\$69,490	\$66,940	\$62,510	\$60,735	
Internal Charges	\$16,010	\$12,190	\$11,500	\$10,160	
Ongoing Total	\$85,500	\$79,130	\$74,010	\$70,895	
Supplies & Services (one-time)	\$5,000	\$5,000	\$4,000	\$5,290	
Capital & Debt Service	\$10,000	\$10,000	\$9,000	\$8,135	
Aquatics Operations & Maintenance Total	\$100,500	\$94,130	\$87,010	\$84,320	

10-5320-26 - Parks Facilities & Maintenance

Personnel (ongoing)	\$327,850	\$246,790	\$244,700	\$245,738	Budget Increase: Decision Package - Personnel
Supplies & Services (ongoing)	\$279,510	\$290,080	\$251,700	\$255,212	
Direct Costs (Ongoing) Subtotal	\$607,360	\$536,870	\$496,400	\$500,950	
Internal Charges	\$269,130	\$210,270	\$196,220	\$204,852	
Ongoing Total	\$876,490	\$747,140	\$692,620	\$705,802	
Supplies & Services (one-time)	\$13,400	\$27,400	\$20,800	\$36,806	
Capital & Debt Service	\$103,400	\$78,400	\$64,990	\$69,256	Decision Package - Security Cameras. Continued replacement of bollards at Sunset Park, fence replacement at Posse Grounds Park.
One-Time Total	\$116,800	\$105,800	\$85,790	\$106,062	
Parks Facilities & Maintenance Total	\$993,290	\$852,940	\$778,410	\$811,864	

PUBLIC WORKS
Continued

EXPENDITURE SUMMARY

Cost Category	FY2022 Budget	FY2021 Budget	FY2021 Est. Actuals	FY2020 Actuals	Explanation of Changes
10-5320-38 - Engineering Services					
Personnel (ongoing)	\$479,690	\$441,480	\$401,250	\$456,207	Reallocation of personnel costs.
Supplies & Services (ongoing)	<u>\$32,220</u>	<u>\$30,770</u>	<u>\$26,420</u>	<u>\$13,042</u>	
Direct Costs (Ongoing) Subtotal	\$511,910	\$472,250	\$427,670	\$469,249	
Internal Charges	\$179,720	\$172,640	\$149,880	\$136,940	
Capital & Debt Service	<u>\$23,280</u>	<u>\$13,200</u>	<u>\$1,280</u>	<u>\$0</u>	Enterprise leased vehicles program.
One-Time Total	<u>\$23,280</u>	<u>\$13,200</u>	<u>\$1,280</u>	<u>\$0</u>	
Engineering Services Total	\$714,910	\$658,090	\$578,830	\$606,189	
10-5320-39 - Streets Maintenance					
Personnel (ongoing)	\$141,610	\$419,830	\$423,680	\$369,632	Budget Decrease: Transferred budget to Fund 11.
Supplies & Services (ongoing)	\$426,350	\$777,106	\$648,558	\$454,528	Budget Decrease: Transferred budget to Fund 11.
Direct Costs (Ongoing) Subtotal	\$567,960	\$1,196,936	\$1,072,238	\$824,160	
Internal Charges	<u>\$378,080</u>	<u>\$307,170</u>	<u>\$286,420</u>	<u>\$334,175</u>	
Ongoing Total	\$946,040	\$1,504,106	\$1,358,658	\$1,158,335	
Capital & Debt Service	<u>\$0</u>	<u>\$61,200</u>	<u>\$53,200</u>	<u>\$88,297</u>	
One-Time Total	<u>\$0</u>	<u>\$61,200</u>	<u>\$53,200</u>	<u>\$88,297</u>	
Streets Maintenance Total	\$946,040	\$1,565,306	\$1,411,858	\$1,246,632	
10-5320-68 - Stormwater Quality					
Personnel (ongoing)	\$112,680	\$106,250	\$109,730	\$106,746	
Supplies & Services (ongoing)	\$22,000	\$23,000	\$18,800	\$13,735	
Internal Charges	<u>\$50,590</u>	<u>\$44,170</u>	<u>\$40,970</u>	<u>\$45,150</u>	
Ongoing Total	\$185,270	\$173,420	\$169,500	\$165,631	
Stormwater Quality Total	\$185,270	\$173,420	\$169,500	\$165,631	
10-5320-77 - Transportation Services					
Personnel (ongoing)	\$199,490	\$131,620	\$90,630	\$113,714	Budget Increase: Decision Package - Personnel
Supplies & Services (ongoing)	<u>\$7,400</u>	<u>\$8,500</u>	<u>\$5,970</u>	<u>\$5,492</u>	
Direct Costs (Ongoing) Subtotal	\$206,890	\$140,120	\$96,600	\$119,206	
Internal Charges	<u>\$64,180</u>	<u>\$51,230</u>	<u>\$48,910</u>	<u>\$46,160</u>	
Ongoing Total	<u>\$271,070</u>	<u>\$191,350</u>	<u>\$145,510</u>	<u>\$165,366</u>	
Transportation Services Total	\$271,070	\$191,350	\$145,510	\$165,366	

PUBLIC WORKS
Continued

EXPENDITURE SUMMARY

Cost Category	FY2022 Budget	FY2021 Budget	FY2021 Est. Actuals	FY2020 Actuals	Explanation of Changes
10-5320-79 - Facilities Maintenance					
Personnel (ongoing)	\$316,120	\$222,990	\$199,390	\$232,398	Budget Increase: Decision Package - Personnel.
Supplies & Services (ongoing)	<u>\$239,970</u>	<u>\$223,110</u>	<u>\$199,160</u>	<u>\$243,677</u>	
Direct Costs (Ongoing) Subtotal	\$556,090	\$446,100	\$398,550	\$476,075	
Internal Charges	<u>\$(711,590)</u>	<u>\$(601,570)</u>	<u>\$(529,550)</u>	<u>\$(683,460)</u>	
Ongoing Total	\$(155,500)	\$(155,470)	\$(131,000)	\$(207,385)	
Supplies & Services (one-time)	\$0	\$0	\$0	\$20,030	
Capital & Debt Service	<u>\$155,500</u>	<u>\$155,500</u>	<u>\$130,990</u>	<u>\$194,091</u>	
Facilities Maintenance Total	\$0	\$30	\$(10)	\$6,736	
10-5320-89 - Capital Projects Management					
Personnel (ongoing)	\$527,460	\$386,820	\$399,840	\$384,314	Budget Increase: Decision Package - Personnel.
Supplies & Services (ongoing)	<u>\$9,360</u>	<u>\$9,130</u>	<u>\$7,305</u>	<u>\$3,874</u>	
Direct Costs (Ongoing) Subtotal	\$536,820	\$395,950	\$407,145	\$388,188	
Internal Charges	\$227,550	\$210,720	\$200,680	\$172,260	
	\$1,500	\$0	\$0	\$0	
Capital & Debt Service	<u>\$6,100</u>	<u>\$0</u>	<u>\$6,100</u>	<u>\$5,706</u>	
One-Time Total	\$7,600	\$0	\$6,100	\$5,706	
Capital Projects Management Total	\$771,970	\$606,670	\$613,925	\$566,154	
General Fund Totals					
Personnel Subtotal	\$2,141,590	\$1,989,920	\$1,904,990	\$1,938,596	
Supplies & Services (Ongoing) Subtotal	<u>\$1,120,610</u>	<u>\$1,394,496</u>	<u>\$1,184,653</u>	<u>\$1,020,448</u>	
Direct Costs (Ongoing) Subtotal	\$3,262,200	\$3,384,416	\$3,089,643	\$2,959,044	
Internal Charges Subtotal	<u>\$473,670</u>	<u>\$406,820</u>	<u>\$405,030</u>	<u>\$266,237</u>	
Ongoing Subtotal	\$3,735,870	\$3,791,236	\$3,494,673	\$3,225,281	
Supplies & Services (One-Time) Subtotal	\$19,900	\$32,400	\$24,800	\$62,126	
Capital & Debt Service Subtotal	<u>\$298,280</u>	<u>\$318,300</u>	<u>\$265,560</u>	<u>\$365,485</u>	
One-Time Subtotal	\$318,180	\$350,700	\$290,360	\$427,611	
General Fund Total	\$4,054,050	\$4,141,936	\$3,785,033	\$3,652,892	
Streets Fund					

PUBLIC WORKS
Continued

EXPENDITURE SUMMARY

Cost Category	FY2022 Budget	FY2021 Budget	FY2021 Est. Actuals	FY2020 Actuals	Explanation of Changes
11-5320-39 - Streets Maintenance					
Personnel (ongoing)	\$329,770	\$0	\$0	\$0	Budget Increase: Transferred budget from General Fund.
Supplies & Services (ongoing)	\$1,499,550	\$1,150,000	\$1,015,000	\$872,776	Budget Increase: Transferred budget from General Fund.
Internal Charges	\$82,890	\$55,980	\$52,100	\$51,880	
Capital & Debt Service	\$166,100	\$0	\$0	\$0	Budget Increase: Transferred budget from General Fund. Street Sweeper and Enterprise Fleet Lease Payments.
	<u> </u>	<u> </u>	<u> </u>	<u> </u>	
One-Time Total	\$166,100	\$0	\$0	\$0	
Streets Maintenance Total	\$2,078,310	\$1,205,980	\$1,067,100	\$924,656	

Transportation Sales Tax Fund

17-5320-89 - Capital Projects Management					
Personnel (ongoing)	\$85,800	\$86,130	\$52,810	\$31,023	
Supplies & Services (ongoing)	<u>\$30,000</u>	<u>\$30,000</u>	<u>\$35,620</u>	<u>\$10,995</u>	Travel time data collection license.
Capital Projects Management Total	\$115,800	\$116,130	\$88,430	\$42,018	

Wastewater Enterprise Fund

59-5320-38 - Engineering Services					
Personnel (ongoing)	\$209,050	\$207,770	\$213,340	\$201,507	
Supplies & Services (ongoing)	<u>\$29,930</u>	<u>\$29,930</u>	<u>\$24,810</u>	<u>\$23,321</u>	
Direct Costs (Ongoing) Subtotal	\$238,980	\$237,700	\$238,150	\$224,828	
Internal Charges	<u>\$67,900</u>	<u>\$68,650</u>	<u>\$58,500</u>	<u>\$60,350</u>	
Ongoing Total	\$306,880	\$306,350	\$296,650	\$285,178	
Capital & Debt Service	\$13,800	\$12,000	\$0	\$0	Budget Increase: Current Year Under Budget:
	<u> </u>	<u> </u>	<u> </u>	<u> </u>	
One-Time Total	\$13,800	\$12,000	\$0	\$0	
Engineering Services Total	\$320,680	\$318,350	\$296,650	\$285,178	

59-5320-89 - Capital Projects Management					
Personnel (ongoing)	\$46,930	\$43,300	\$45,340	\$43,671	
Supplies & Services (ongoing)	<u>\$1,535</u>	<u>\$1,310</u>	<u>\$1,046</u>	<u>\$232</u>	
Direct Costs (Ongoing) Subtotal	\$48,465	\$44,610	\$46,386	\$43,903	
Internal Charges	<u>\$24,060</u>	<u>\$10,200</u>	<u>\$9,700</u>	<u>\$9,790</u>	
Capital Projects Management Total	\$72,525	\$54,810	\$56,086	\$53,693	

PUBLIC WORKS
Continued

EXPENDITURE SUMMARY

Cost Category	FY2022 Budget	FY2021 Budget	FY2021 Est. Actuals	FY2020 Actuals	Explanation of Changes
Wastewater Enterprise Fund Totals					
Personnel Subtotal	\$255,980	\$251,070	\$258,680	\$245,178	
Supplies & Services (Ongoing) Subtotal	\$31,465	\$31,240	\$25,856	\$23,553	
Direct Costs (Ongoing) Subtotal	\$287,445	\$282,310	\$284,536	\$268,731	
Internal Charges Subtotal	\$91,960	\$78,850	\$68,200	\$70,140	
Ongoing Subtotal	\$379,405	\$361,160	\$352,736	\$338,871	
Capital & Debt Service Subtotal	\$13,800	\$12,000	\$0	\$0	
One-Time Subtotal	\$13,800	\$12,000	\$0	\$0	
Wastewater Enterprise Fund Total	\$393,205	\$373,160	\$352,736	\$338,871	
Info Tech Internal Service Fnd					
60-5320-26 - Parks Facilities & Maintenance					
Supplies & Services (ongoing)	\$2,660	\$2,660	\$2,660	\$3,300	
Parks Facilities & Maintenance Total	\$2,660	\$2,660	\$2,660	\$3,300	
60-5320-38 - Engineering Services					
Supplies & Services (ongoing)	\$2,410	\$2,410	\$2,410	\$3,030	
Engineering Services Total	\$2,410	\$2,410	\$2,410	\$3,030	
60-5320-39 - Streets Maintenance					
Supplies & Services (ongoing)	\$4,190	\$4,190	\$4,382	\$3,655	
Streets Maintenance Total	\$4,190	\$4,190	\$4,382	\$3,655	
60-5320-68 - Stormwater Quality					
Supplies & Services (ongoing)	\$4,500	\$4,500	\$4,500	\$4,202	
Stormwater Quality Total	\$4,500	\$4,500	\$4,500	\$4,202	
60-5320-79 - Facilities Maintenance					
Supplies & Services (ongoing)	\$2,650	\$2,500	\$2,500	\$2,492	
Facilities Maintenance Total	\$2,650	\$2,500	\$2,500	\$2,492	
Info Tech Internal Service Fnd Totals					
Supplies & Services (Ongoing) Subtotal	\$17,130	\$17,550	\$17,152	\$17,719	
Info Tech Internal Service Fnd Total	\$17,130	\$17,550	\$17,152	\$17,719	

PUBLIC WORKS
Continued

EXPENDITURE SUMMARY

Cost Category	FY2022 Budget	FY2021 Budget	FY2021 Est. Actuals	FY2020 Actuals	Explanation of Changes
Grand Totals					
Personnel (Ongoing) Subtotal	\$2,813,140	\$2,327,120	\$2,216,480	\$2,214,797	
Supplies & Services (Ongoing) Subtotal	\$2,698,755	\$2,623,286	\$2,278,281	\$1,945,491	
Direct Costs (Ongoing) Subtotal	\$5,511,895	\$4,950,406	\$4,494,761	\$4,160,288	
Internal Charges Subtotal	\$648,520	\$541,650	\$525,330	\$388,257	
Ongoing Subtotal	\$6,160,415	\$5,492,056	\$5,020,091	\$4,548,545	
Supplies & Services (One-Time) Subtotal	\$19,900	\$32,400	\$24,800	\$62,126	
Capital & Debt Service Subtotal	\$478,180	\$330,300	\$265,560	\$365,485	
Grand Total	\$6,658,495	\$5,854,756	\$5,310,451	\$4,976,156	

PUBLIC WORKS
continued

POSITIONS/ALLOCATIONS SUMMARIES

Position	FY22 FTE	FY21 FTE	FY20 FTE	FY19 FTE
Administrative Assistant	1.00	0.60	0.60	0.60
Assistant Engineer	3.00	3.00	3.00	3.00
Associate Engineer	3.00	3.00	3.00	3.00
Assistant Public Works Director	1.00	0.00	0.00	0.00
Assistant Project Manager	1.00	0.00	0.00	0.00
Bike Park Maintenance Worker ⁽¹⁾	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	5.00	4.00	4.00	4.00
City Maintenance Worker II	4.00	4.00	4.00	4.00
Custodial Maintenance Worker	2.00	2.00	2.00	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	0.00	1.00	1.00	1.00
Facilities Maintenance Manager	1.00	1.00	1.00	1.00
Facilities/Administrative Manager	1.00	1.00	1.00	1.00
Facilities Maintenance Worker	1.00	0.00	0.00	0.00
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 ⁽¹⁾	2.60	2.60	2.60	2.60
Traffic Control Assistant II	1.00	0.00	0.00	0.00
Total	33.85	29.45	29.45	27.45

Org Unit	Org Description	FY22 FTE	FY21 FTE	FY20 FTE	FY19 FTE
General Fund					
10-5320-25	Aquatics	0.55	0.55	0.50	0.20
10-5320-26	Parks Facilities & Maintenance	4.92	3.79	4.18	4.28
10-5320-35	Storm Clean-Up	0.10	0.32	0.30	0.00
10-5320-36	Traffic Control	0.74	1.53	1.53	1.70
10-5320-38	Engineering Services	5.39	4.43	4.49	4.49
10-5320-39	Streets Maintenance	2.06	3.97	3.42	3.42
10-5320-42	Uptown Paid Parking	0.00	0.00	0.00	0.29
10-5320-68	Stormwater Quality	1.24	1.26	1.26	1.29
10-5320-77	Transportation Services	3.80	2.80	2.80	2.51
10-5320-79	Facilities Maintenance	4.77	3.62	3.79	1.79
10-5320-89	Capital Projects Management	3.23	3.42	3.42	3.42
11-5320-35	Storm Clean-up	0.12	0.00	0.00	0.00
11-5320-36	Traffic Control	1.05	0.00	0.00	0.00
11-5320-39	Engineering Services	<u>2.16</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
General Fund Total		30.13	25.69	25.69	23.69

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

Wastewater Enterprise Fund					
59-5320-38	Engineering Services	2.32	2.36	2.58	2.58
59-5320-89	Capital Projects Management	<u>0.40</u>	<u>0.40</u>	<u>0.40</u>	<u>0.40</u>
Wastewater Enterprise Fund Total		2.72	2.76	2.76	2.76

Grand Total 33.85 29.45 29.45 27.45

⁽¹⁾ Temporary positions



**City of Sedona
Decision Package
Fiscal Year 2021-22**

CM Recommended

Request Title	New City Maintenance Worker
Department	Public Works
Program	Parks Facilities & Maintenance
Funding Request Type	Personnel
Source of Funds	General Fund
Amount Requested	\$73,200
Priority	Medium

I. Description of Request

The department is seeking funds to acquire one new full-time position that will provide assistance with maintenance services, streets and parks maintenance, as well as the new Curbside Yard Waste Program, if approved. This request is for a new City Maintenance Worker I position.

II. Problem/Issue

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

Additional staff time is needed to assist the Maintenance Division of Public Works. The area of coverage would be with Streets/Parks Maintenance.

III. Risk Analysis

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

New facilities continue to be added, which require maintenance. In order to maintain level of service, maintenance services will need additional staff. This position would assist with new park facilities (Ranger Station Park, Bike Park, proposed Curbside Yard Waste Program, etc.) new ST&PS facilities, and new streets facilities. Some tasks include weeding, weekend coverage, in-house projects, and street sweeping.

IV. Implementation

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

This position would be filled in early FY22, contingent upon the approval of the Curbside Yard Waste Program.

V. Cost Savings/Revenue Enhancements

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

By providing this additional staff assistance, it is anticipated that contracted work would decrease in several areas including weed removal, in-house effort, and minor pavement operations. As a conservative

estimate, we believe this cost savings to be \$15,000 annually. Adding this position would also allow the staffing needed for the Curbside Yard Waste Program. The staff demand is mainly related to the mulching needed for the collected yard waste material.



**City of Sedona
Decision Package
Fiscal Year 2021-22**

CM Recommended

Request Title	Curbside Yard Waste Collection
Department	Public Works
Program	Sustainability
Funding Request Type	Other Ongoing
Source of Funds	General Fund
Amount Requested	\$71,000
Priority	Medium

I. Description of Request

Begin offering annual curbside yard waste collection citywide. During the development of the City's Climate Action Plan, City Council identified a target of reducing community greenhouse gas emissions by 50% by 2030. In the Plan, implementing annual yard waste collection is identified as one of the high impact practices to reduce emissions. Approximately 24 percent of municipal waste streams are made up of compostable materials like yard waste and food waste. When organic materials, such as food and yard waste (grass clippings, leaves, brush, etc.), rot in the landfill ? they break down anaerobically (without oxygen) and create large amounts of methane. This flammable greenhouse gas is the same as emitted through the production of coal, oil, and natural gas. In contrast, composted yard waste can be used as a natural soil fertilizer in municipal operations.

II. Problem/Issue

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

In 2019 the city collected tree damage debris, as a snowstorm with rare levels of accumulation resulted in significant tree damage citywide. From this effort many residents expressed a desire to have an annual curbside yard waste collection citywide.

III. Risk Analysis

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

Based on the 2019 tree debris collection effort, costs are anticipated to be approximately \$70,000 annually. The annual cost is projected for future years with inflation. The estimated cost could be overestimated if the 2019 level of effort was inflated due to deferred maintenance being necessary due storm damage. However, the estimate could be underestimated if the routine nature of an annual program will result in a higher level of effort due to residents ability to schedule work, and the ability to advertise the effort in advance.

IV. Implementation

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

The collection is anticipated to occur at the end of winter and prior to spring of the fiscal year.

V. Cost Savings/Revenue Enhancements

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

Some cost for this effort is expected to be offset by a reduction in the pre-monsoon program cost. Considering the curbside effort will take away the need for residents to haul yard waste, the pre-monsoon program effort and cost will be reduced by requiring less debris haul off.



**City of Sedona
Decision Package
Fiscal Year 2021-22**

CM Recommended

Request Title	Full Time Traffic Control Assistant II
Department	Public Works
Program	Transportation Services
Funding Request Type	Personnel
Source of Funds	General Fund
Amount Requested	\$72,970
Priority	High

I. Description of Request

The department is seeking funds to acquire one new full-time Traffic Control Assistant position. The position would supervise field operations, and take lead in TCA trailhead monitoring.

II. Problem/Issue

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

We continue to have difficulty filling vacant TCA positions. This position is one of the lowest paid positions in the city, challenging field conditions make the position less desirable, and the positions are part time without benefits. Adding this position will help ensure a portion of the team is easier to fill, create a formal field operations supervisor. In addition, additional assistance is needed for trailhead monitoring. This position would take lead in the TCA side of this effort.

III. Risk Analysis

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

The proposed position would have a higher pay rate, benefits, and be full time. We believe this would allow a position in the program that will be easier to fill. It will allow additional weekly time to assist with trailhead monitoring. Also, this would allow succession to be built into the program, as this position can be trained to manage the program if vacancy occurs.

IV. Implementation

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

This position would be filled in early FY22.

V. Cost Savings/Revenue Enhancements

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

This position would take the place of current needs being filled by full time staff on over time pay. However, we are also looking to add staff to the program so, overall the program would not net savings.



**City of Sedona
Decision Package
Fiscal Year 2021-22**

CM Not Recommended

Request Title	Custodial Maintenance Worker
Department	Public Works
Program	Facilities Maintenance
Funding Request Type	Personnel
Source of Funds	General Fund
Amount Requested	\$73,050
Priority	Medium

I. Description of Request

To perform routine custodial and cleaning tasks in assigned areas of public buildings, city facilities, parks, and related duties as required.

II. Problem/Issue

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

With the proposed transit facility and uptown parking garage, increased custodial services will be necessary to continue providing the expected level of service currently maintained.

III. Risk Analysis

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

If this request is denied, lack of custodial services could potentially cause public complaints, as well as deterioration of the facility.

IV. Implementation

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

Approval of this position would prevent hardship on the community by having clean and pleasant public restrooms.

V. Cost Savings/Revenue Enhancements

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

Cost savings would be provided in the form of facilities maintenance costs lowered due to custodial maintenance upkeep.



**City of Sedona
Decision Package
Fiscal Year 2021-22**

CM Recommended

Request Title	Facilities Maintenance Worker
Department	Public Works
Program	Facilities Maintenance
Funding Request Type	Personnel
Source of Funds	General Fund
Amount Requested	\$73,260
Priority	High

I. Description of Request

Provide maintenance, improvements, and support to the Facilities Maintenance Manager as it relates to the day-to-day operations of maintaining city facilities while being mindful of cost of operations.

II. Problem/Issue

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

Currently there is a Facilities Maintenance Manager as the sole individual responsible for repairs and maintenance of all city facilities. With the proposed transit facilities and uptown parking garage, assistance would be provided to the current Manager.

III. Risk Analysis

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

If this request is denied, lack of maintenance will cause facility deterioration and greater costs in the long term. Providing assistance to the Facilities Maintenance Manager will provide faster turnaround time for repairs.

IV. Implementation

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

Approval of this position would provide much needed assistance to the Facilities Maintenance Manager in addressing repairs to city facilities and allow for Manager to assist with project management on larger city projects.

V. Cost Savings/Revenue Enhancements

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

Cost savings would be provided in the form of maintaining all facilities on a regular basis, which would prevent larger repair costs long term.



**City of Sedona
Decision Package
Fiscal Year 2021-22**

CM Recommended

Request Title	Assistant Project Manager
Department	Public Works
Program	Capital Projects Management
Funding Request Type	Personnel
Source of Funds	General Fund
Amount Requested	\$97,120
Priority	High

I. Description of Request

This position would assist with capital project management. It would not be a trained engineer but would be experienced with project management.

II. Problem/Issue

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

Assistance is needed with project management. Staff are currently at capacity with the number of projects being managed. This position could manage the projects that are less technically complex and can rely on other staff for technical review. This would allow more projects to be completed. Initially this position would focus on smaller projects in areas like parks and recreation, and shared use paths.

III. Risk Analysis

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

Not funding this position would result in staff remaining at the current level and restricted to the current level of project management capacity.

IV. Implementation

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

The position would be advertised July 2021.

V. Cost Savings/Revenue Enhancements

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

Although funding this position would increase annual costs, it would all staff to complete priorities



**City of Sedona
Decision Package
Fiscal Year 2021-22**

CM Recommended at \$20,300 -
offset for \$10,000 savings

Request Title	Trailer Boom Lift
Department	Public Works
Program	Streets Maintenance
Funding Request Type	Other Onetime
Source of Funds	Streets Fund
Amount Requested	\$30,300
Priority	High

I. Description of Request

This request includes new equipment to be used for reaching high areas.

II. Problem/Issue

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

We currently rent a boom truck when one is needed, or use our scissor lift when the ground is level enough to allow (which is not often). This equipment is typically needed for hanging banners, installing signs, and maintaining lighting, traffic signals and cameras. With this funding staff would purchase a trailer boom rather than renting a boom truck. With this equipment acquisition staffs level of service in this area would increase due to the ability to respond without the need to procure equipment or a contractor.

III. Risk Analysis

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

If this request is denied, staff would need to rely on the availability of contractors or equipment rental for repairs or installations for signals, banners, light poles etc. Current annual related costs are \$10,000.00.

IV. Implementation

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

The equipment would be purchased in early FY21. The equipment will benefit those in the public staff assists with holiday decorations, banners, signs, etc. The benefit provided by acquiring this equipment will be realized each year as staff is able to more timely assist with needs in this area.

V. Cost Savings/Revenue Enhancements

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

Current annual related costs are \$10,000. Considering our current focus on expanding transportation facilities, annual savings is likely to increase as our need for this type of equipment increases.



**City of Sedona
Decision Package
Fiscal Year 2021-22**

CM Recommended

Request Title	Video Cameras
Department	Public Works
Program	Parks Facilities & Maintenance
Funding Request Type	IT Related
Source of Funds	General Fund
Amount Requested	\$25,000
Priority	High

I. Description of Request

Purchase and install 5 video cameras at the following locations: 2 cameras for concession stand restroom, 1 for Recreational Center restroom, 1 for Community pool, 1 for Sunset Park restroom. The cameras would be placed at the exterior of the restroom buildings.

II. Problem/Issue

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

Ongoing vandalism and damage to city facilities used by the public. The restrooms are locked from 6 p.m. to 6 a.m. generally, adjusted by daylight hours. Often users will prop the door open with a stone to keep the door open, knowing it will auto lock. Soap dispensers, stall doors, toilet seats, and changing stations are damaged. The vandalism has a negative impact on visitors and the image of the city.

III. Risk Analysis

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

If this request is denied, City facilities will continue to deteriorate from damage caused by vandalism without the lack of a deterrent.

IV. Implementation

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

The purchase and installation of the video cameras would be completed in FY22 at each location. With this implementation, the intent is to be able to prosecute those causing the damage. Recently there was vandalism at the Sedona Hub, the perpetrator was apprehended and charged with a crime due to photos taken by the camera installed at this location.

V. Cost Savings/Revenue Enhancements

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

Cost savings would come in the form of reduced man hours and materials needed to repair damage to facilities, custodial clean-up, and less time for investigative work from the Police Department. There have been approximately 12 vandalism occurrences with approximately \$3,000 in damages.

CAPITAL PROJECTS DETAILS

Project Summary

Project Title:

Uptown Enhancements

Phase: of Project #: PW-01
(If Applicable)

Ranking: Important (Could-Do)

Environmental Sustainability Project? No

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.

Location:

Uptown

	Original	Revised (if applicable)
Start Date	July 2018	July 2018
Estimated Completion Date	June 2019	June 2021



For Continuing Projects

Estimated Project Status as of June 30, 2021:

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 (if applicable):

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	-\$204,148
Current Approved Total Project Budget	\$195,852
Requested Budget Increase/Decrease	\$0
Requested Total Project Budget	\$195,852
Estimated Expenditures through June 30, 2021	\$195,852
Budget Balance Remaining	\$0

Budget Detail

Project Cost Estimates:

Funding Status	Cost Category	Prior Years Estimate	FY2022	FY2023	FY2024	Future Years	Project Totals
Carry Over	Construction - Contracted	\$195,852					\$195,852
Future Estimate	Construction - Contracted			\$200,000			\$200,000
Future Estimate	Public Art Purchase			\$50,000			\$50,000
	Totals	\$195,852	\$0	\$250,000	\$0	\$0	\$445,852

Project Funding Estimates:

Funding Source	Prior Years Estimate	FY2022	FY2023	FY2024	Future Years	Project Totals
1% for Arts			\$50,000			\$50,000
Paid Parking Revenue	\$195,852		\$200,000			\$395,852
Totals	\$195,852	\$0	\$250,000	\$0	\$0	\$445,852

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

None anticipated.

Total Operating Impacts:

	FY2022	FY2023	FY2024	Future Annual Cost
Personnel Costs				
Materials & Supplies				
Contractual Services		\$5,000	\$5,000	\$5,000
Debt Service				
Revenue Offset				
Total Expenditure Impacts	\$0	\$5,000	\$5,000	\$5,000

Explanation of Operating Impacts:

Maintenance of new sidewalks / paths, and new lighting.

CAPITAL PROJECTS DETAILS

Project Summary

Project Title:

Recycle Drop Off Locations

Phase: of Project #: PW-02
(If Applicable)

Ranking: Important (Could-Do)

Environmental Sustainability Project? Yes

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.

Location:

Three sites TBD

	Original	Revised (if applicable)
Start Date	July 2018	July 2022
Estimated Completion Date	June 2019	June 2023



For Continuing Projects

Estimated Project Status as of June 30, 2021:

Project not yet scheduled to begin.

Explanation for Revised Project Dates and/or Project Budget (if applicable):

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	\$0
Current Approved Total Project Budget	\$138,200
Requested Budget Increase/Decrease	\$0
Requested Total Project Budget	\$138,200
Estimated Expenditures through June 30, 2021	\$0
Budget Balance Remaining	\$138,200

Budget Detail

Project Cost Estimates:

Funding Status	Cost Category	Prior Years Estimate	FY2022	FY2023	FY2024	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
Totals		\$0	\$0	\$138,200	\$0	\$0	\$138,200

Project Funding Estimates:

Funding Source	Prior Years Estimate	FY2022	FY2023	FY2024	Future Years	Project Totals
Capital Reserves			\$138,200			\$138,200
Totals	\$0	\$0	\$138,200	\$0	\$0	\$138,200

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

None anticipated.

Total Operating Impacts:

	FY2022	FY2023	FY2024	Future Annual Cost
Personnel Costs				
Materials & Supplies				
Contractual Services				
Debt Service				
Revenue Offset				
Total Expenditure Impacts	\$0	\$0	\$0	\$0

Explanation of Operating Impacts:

Sedona Recycles, Inc. will be responsible for any maintenance needed.

CAPITAL PROJECTS DETAILS

Project Summary

Project Title:

Sign Shop

Location:

2070 Contractors Road

Phase: of Project #: PW-03
(If Applicable)

Ranking: Important (Could-Do)

Environmental Sustainability Project? N/A

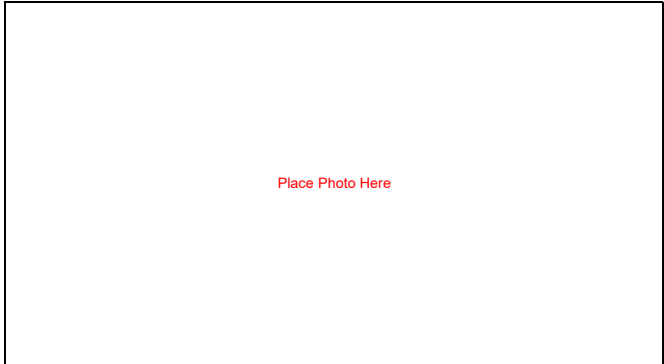
Project Description:

This project would include building a sign shop at the Contractors Road maintenance facility. The existing garage will need to be remodeled to include adding HVAC, work benches, shelving, installing a wall and door. Equipment would be acquired as well.

Project Justification:

By having a sign shop we would save on expenditures we currently have with vendors for signs and posts, and logo decals for vehicles. In addition, the time it takes to order and acquire signs/decals would be significantly reduced. With new ST&PS facilities, and street improvements, being constructed, as well as need for parking control, our need for new signs increases each year.

	Original	Revised (if applicable)
Start Date	July 2022	
Estimated Completion Date	June 2023	



For Continuing Projects

Estimated Project Status as of June 30, 2021:

Project not yet scheduled to begin.

Explanation for Revised Project Dates and/or Project Budget (if applicable):

Project Balance	
Original Approved Project Budget	\$0
Approved Budget Increases/Decreases	\$0
Current Approved Total Project Budget	\$0
Requested Budget Increase/Decrease	\$0
Requested Total Project Budget	\$0
Estimated Expenditures through June 30, 2021	\$0
Budget Balance Remaining	\$0

Budget Detail

Project Cost Estimates:

Funding Status	Cost Category	Prior Years Estimate	FY2022	FY2023	FY2024	Future Years	Project Totals
Future Estimate	Design - Contracted			\$10,000			\$10,000
Future Estimate	Construction - Contracted			\$50,000			\$50,000
Future Estimate	Equipment Purchase			\$80,000			\$80,000
	Totals	\$0	\$0	\$140,000	\$0	\$0	\$140,000

Project Funding Estimates:

Funding Source	Prior Years Estimate	FY2022	FY2023	FY2024	Future Years	Project Totals
Capital Reserves			\$140,000			\$140,000
Totals	\$0	\$0	\$140,000	\$0	\$0	\$140,000

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

None anticipated.

Total Operating Impacts:

	FY2022	FY2023	FY2024	Future Annual Cost
Personnel Costs				
Materials & Supplies		-\$37,000	-\$37,000	-\$37,000
Contractual Services				
Debt Service				
Revenue Offset				
Total Expenditure Impacts	\$0	-\$37,000	-\$37,000	-\$37,000

Explanation of Operating Impacts:

So far in FY 2021, just over \$74,000 has been spent on signs and posts. This includes operating and capital project costs. We expect to save approximately 50% on the cost of acquiring signs annually.

CAPITAL PROJECTS DETAILS

Project Summary

Project Title: Facilities Study

Location: City Hall

Phase: of **Project #:** PW-04
(If Applicable)

	Original	Revised (if applicable)
Start Date	July 2021	
Estimated Completion Date	June 2022	

Ranking: Essential (Should-Do)

Environmental Sustainability Project? N/A

Project Description:
This study will include determining future office space needs for departments currently operating at city hall.



Project Justification:
A city hall needs assessment is needed in order to help determine future office space needs for departments currently operating at city hall. This information will be used to determine the space needs for the new Court Building and the space at city hall that will be available once the court building is complete. The last city hall needs assessment was completed in 2007. This needs to be updated due to significant changes in departments and levels of staff.

For Continuing Projects

Estimated Project Status as of June 30, 2021:
Project not yet started.

Project Balance	
Original Approved Project Budget	\$0
Approved Budget Increases/Decreases	\$0
Current Approved Total Project Budget	\$0
Requested Budget Increase/Decrease	\$50,000
Requested Total Project Budget	\$50,000
Estimated Expenditures through June 30, 2021	\$0
Budget Balance Remaining	\$50,000

Explanation for Revised Project Dates and/or Project Budget (if applicable):

Budget Detail

Project Cost Estimates:

Funding Status	Cost Category	Prior Years Estimate	FY2022	FY2023	FY2024	Future Years	Project Totals
New							
Appropriation	Study		\$50,000				\$50,000
	Totals	\$0	\$50,000	\$0	\$0	\$0	\$50,000

Project Funding Estimates:

Funding Source	Prior Years Estimate	FY2022	FY2023	FY2024	Future Years	Project Totals
Capital Reserves		\$50,000				\$50,000
Totals	\$0	\$50,000	\$0	\$0	\$0	\$50,000

Explanation of Outside Funding Sources (Donations, Outside Participation, Grants):
None anticipated.

Total Operating Impacts:

	FY2022	FY2023	FY2024	Future Annual Cost
Personnel Costs				
Materials & Supplies				
Contractual Services				
Debt Service				
Revenue Offset				
Total Expenditure Impacts	\$0	\$0	\$0	\$0

Explanation of Operating Impacts:
Any impacts to operational costs will be determined once the study is complete.

CAPITAL PROJECTS DETAILS

Project Summary

Project Title:
 Sedona in Motion Unspecified Projects

Location:
 Various

Phase: of **Project #:**
(If Applicable)

	Original	Revised (if applicable)
Start Date		
Estimated Completion Date		

Ranking:

Environmental Sustainability Project?

Project Description:

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

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

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. The projects delayed or deferred may be in any category, not just Sedona in Motion.



Project Justification:

N/A

For Continuing Projects

Estimated Project Status as of June 30, 2021:
 N/A

Project Balance	
Original Approved Project Budget	\$0
Approved Budget Increases/Decreases	\$0
Current Approved Total Project Budget	\$0
Requested Budget Increase/Decrease	\$0
Requested Total Project Budget	\$0
Estimated Expenditures through June 30, 2021	\$0
Budget Balance Remaining	\$0

Explanation for Revised Project Dates and/or Project Budget (if applicable):

Budget Detail

Project Cost Estimates:

Funding Status	Cost Category	Prior Years Estimate	FY2022	FY2023	FY2024	Future Years	Project Totals
Carry Over	Contingency		-\$3,405,750	-\$13,202,531	-\$3,668,649	\$20,276,930	\$0
Future Estimate	Contingency			\$300,000	\$300,000		\$600,000
Totals		\$0	-\$3,405,750	-\$12,902,531	-\$3,368,649	\$20,276,930	\$600,000

Project Funding Estimates:

Funding Source	Prior Years Estimate	FY2022	FY2023	FY2024	Future Years	Project Totals
Transportation Sales Tax		-\$3,405,750	-\$4,700,000	\$300,000	\$8,405,750	\$600,000
Capital Reserves				-\$3,668,649	\$3,668,649	\$0
Debt Financing			-\$8,202,531		\$8,202,531	\$0
Totals	\$0	-\$3,405,750	-\$12,902,531	-\$3,368,649	\$20,276,930	\$600,000

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

None anticipated.

Total Operating Impacts:

	FY2022	FY2023	FY2024	Future Annual Cost
Personnel Costs				
Materials & Supplies				
Contractual Services				
Debt Service				
Revenue Offset				
Total Expenditure Impacts	\$0	\$0	\$0	\$0

Explanation of Operating Impacts:

Operating impacts will be determined as projects are identified.

CAPITAL PROJECTS DETAILS

Project Summary

Project Title:
Uptown Northbound Improvements

Location:
Uptown (SR 89A)

Phase: of **Project #:** SIM-01b
(If Applicable)

	Original	Revised (if applicable)
Start Date	March 2021	
Estimated Completion Date	June 2022	

Ranking: Essential (Should-Do)

Environmental Sustainability Project? No

Project Description:
This project will provide further data collection, modeling, and analysis to identify strategies that will help alleviate northbound congestion. Construction budget is included in FY 2022 for projects that may result from the analysis.

Project Justification:
While southbound delay has been drastically reduced with the completion of SIM-01, northbound congestion appears to have worsened. This project will identify strategies to help alleviate northbound congestion through Uptown that often spills back to the "Y" roundabout and creates congestion for northbound SR 179, and northbound SR 89A coming down Cooks Hill.

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 Schnebley Road (NOT Schnebley 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 Schnebley Road.

For Continuing Projects

Estimated Project Status as of June 30, 2021:
Study / analysis will be complete.

Project Balance	
Original Approved Project Budget	\$0
Approved Budget Increases/Decreases	\$0
Current Approved Total Project Budget	\$0
Requested Budget Increase/Decrease	\$535,000
Requested Total Project Budget	\$535,000
Estimated Expenditures through June 30, 2021	\$75,000
Budget Balance Remaining	\$460,000

Explanation for Revised Project Dates and/or Project Budget (if applicable):

Budget Detail

Project Cost Estimates:

Funding Status	Cost Category	Prior Years Estimate	FY2022	FY2023	FY2024	Future Years	Project Totals
New Appropriation	Design - Contracted	\$75,000	\$60,000				\$135,000
New Appropriation	Construction - Contracted		\$400,000				\$400,000
Totals		\$75,000	\$460,000	\$0	\$0	\$0	\$535,000

Project Funding Estimates:

Funding Source	Prior Years Estimate	FY2022	FY2023	FY2024	Future Years	Project Totals
Transportation Sales Tax	\$75,000	\$460,000				\$535,000
Totals	\$75,000	\$460,000	\$0	\$0	\$0	\$535,000

Explanation of Outside Funding Sources (Donations, Outside Participation, Grants):
None anticipated.

Total Operating Impacts:

	FY2022	FY2023	FY2024	Future Annual Cost
Personnel Costs				
Materials & Supplies				
Contractual Services				
Debt Service				
Revenue Offset				
Total Expenditure Impacts	\$0	\$0	\$0	\$0

Explanation of Operating Impacts:
Impacts to operational costs will be identified once a strategy has been determined.

CAPITAL PROJECTS DETAILS

Project Summary

Project Title:
Uptown Parking Garage

Phase: of **Project #:** SIM-03a
(If Applicable)

Ranking: Essential (Should-Do)

Environmental Sustainability Project? No

Project Description:

This project is associated with Strategy 3 of the City's 2017 TMP. The project involves the Design and Development (FYs 2021 and 2022) of a new parking garage on Forest Road consistent with the Uptown Sedona Parking Facility, Needs, Siting and Design Concept Assessment report by Walter P Moore. Construction of the project is anticipated for FYs 2023 and 2024.

Project Justification:

The City's 2017 TMP indicates a lack of awareness for existing parking as well as a need for additional parking in the Uptown area. In 2019 the City commissioned a study to assess existing and future parking conditions in Uptown. The study examined demand, adequacy of current parking, locations for additional parking, and parking layout concepts. The study concluded that additional parking inventory along with parking management changes will be needed to accommodate future parking demand. Of the locations evaluated for additional parking the study's author(s) recommended the North Forest Road site, finding the site to be the most advantageous.

Location:
N/A

	Original	Revised (if applicable)
Start Date	August 2017	December 2017
Estimated Completion Date	December 2017	April 2023

Uptown Sedona Parking Improvements

PROJECT DESCRIPTION:
 Expand parking areas either through additional parking lots, on-street parking, or a new parking garage.
 Enhance signs that provide directions to city parking lots.

BENEFITS:
 • Less congestion related to searching for parking.

COSTS:
 • A new parking structure would cost between \$5M and \$15M depending on the size and design.

TRADEOFFS:
 • Parking structure could impact views.
 • Additional parking in Uptown brings more vehicles and traffic into the Uptown area.

For Continuing Projects

Estimated Project Status as of June 30, 2021:
Design will be approximately 25% complete.

Explanation for Revised Project Dates and/or Project Budget (if applicable):
Design budget reflects current contract value as approved by the City Council in November 2020. The construction budget reflects latest opinion of cost from the Uptown Sedona Parking Facility, Needs, Siting and Design Concept Assessment. Schedule as revised to include the projected timeline for construction.

Project Balance	
Original Approved Project Budget	\$14,356,700
Approved Budget Increases/Decreases	\$0
Current Approved Total Project Budget	\$14,356,700
Requested Budget Increase/Decrease	\$217,230
Requested Total Project Budget	\$14,573,930
Estimated Expenditures through June 30, 2021	\$1,218,880
Budget Balance Remaining	\$13,355,050

Budget Detail

Project Cost Estimates:

Funding Status	Cost Category	Prior Years Estimate	FY2022	FY2023	FY2024	Future Years	Project Totals
Carry Over	Land Acquisition	\$898,880					\$898,880
Carry Over	Design - Contracted	\$300,000	\$795,595	\$422,455			\$1,518,050
Carry Over	Construction - Contracted	\$20,000	\$147,000	\$11,772,770			\$11,939,770
New Appropriation	Construction - Contracted			\$217,230			\$217,230
Totals		\$1,218,880	\$942,595	\$12,412,455	\$0	\$0	\$14,573,930

Project Funding Estimates:

Funding Source	Prior Years Estimate	FY2022	FY2023	FY2024	Future Years	Project Totals	
Paid Parking Revenue	\$898,880					\$898,880	
Transportation Sales Tax	\$320,000	\$942,595	\$2,190,000			\$3,452,595	
Debt Financing			\$10,222,455			\$10,222,455	
Totals		\$1,218,880	\$942,595	\$12,412,455	\$0	\$0	\$14,573,930

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

None anticipated.

Total Operating Impacts:

	FY2022	FY2023	FY2024	Future Annual Cost
Personnel Costs				
Materials & Supplies				
Contractual Services			\$68,000	\$68,000
Debt Service		\$580,000	\$580,000	\$580,000
Revenue Offset		-\$100,000	-\$100,000	-\$100,000
Total Expenditure Impacts	\$0	\$480,000	\$548,000	\$548,000

Explanation of Operating Impacts:

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:

Uptown One Way Streets/Parking

 Phase: of Project #: SIM-03b
(If Applicable)

Ranking: Important (Could-Do)

Environmental Sustainability Project?
 No

Project Description:

This project is associated with Strategy 3 of the City's 2017 TMP. The project involves the 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.

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 somewhere within the Uptown area. The conversion of Van Deren, Wilson, and Smith Road between Forest Road and Schnebly Road to one-way street couplets would allow one lane to be inexpensively converted to additional on-street parking.

Location:

N/A

	Original	Revised (if applicable)
Start Date	August 2017	July 2023
Estimated Completion Date	December 2017	June 2024

Uptown Sedona Parking Improvements

PROJECT DESCRIPTION:

- Expand parking areas either through additional parking lots, on-street parking, or a new parking garage.
- Enhance signs that provide directions to city parking lots.

BENEFITS:

- Less congestion related to searching for parking.

COSTS:

- A new parking structure would cost between \$5M and \$15M depending on the size and design.

TRADEOFFS:

- Parking structure could impact views.
- Additional parking in Uptown brings more vehicles and traffic into the Uptown area.

For Continuing Projects

Estimated Project Status as of June 30, 2021:

Concept design, and one-way capacity analysis completed.

Explanation for Revised Project Dates and/or Project Budget (if applicable):

Estimated increase in costs due to delayed implementation of this project. The schedule was 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	\$38,900
Current Approved Total Project Budget	\$150,000
Requested Budget Increase/Decrease	\$0
Requested Total Project Budget	\$150,000
Estimated Expenditures through June 30, 2021	\$0
Budget Balance Remaining	\$150,000

Budget Detail

Project Cost Estimates:

Funding Status	Cost Category	Prior Years Estimate	FY2022	FY2023	FY2024	Future Years	Project Totals
Carry Over	Design - Contracted				\$50,000		\$50,000
Carry Over	Construction - Contracted				\$100,000		\$100,000
Totals		\$0	\$0	\$0	\$150,000	\$0	\$150,000

Project Funding Estimates:

Funding Source	Prior Years Estimate	FY2022	FY2023	FY2024	Future Years	Project Totals
Transportation Sales Tax				\$150,000		\$150,000
Totals		\$0	\$0	\$0	\$150,000	\$150,000

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

None anticipated

Total Operating Impacts:

	FY2022	FY2023	FY2024	Future Annual Cost
Personnel Costs				
Materials & Supplies				\$2,000
Contractual Services				
Debt Service				
Revenue Offset				
Total Expenditure Impacts	\$0	\$0	\$0	\$2,000

Explanation of Operating Impacts:

Material costs for additional signage and striping. Average annual costs for maintaining signage and striping would be minimal at approximately \$2,000 per year.

CAPITAL PROJECTS DETAILS

Project Summary

Project Title:
Wayfinding Signage

Phase: of **Project #:**
(If Applicable)

Ranking:

Environmental Sustainability Project?

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.

Location:
Citywide

	Original	Revised (if applicable)
Start Date	July 2018	July 2018
Estimated Completion Date	June 2021	June 2023

Uptown Sedona Parking Improvements

1 POSSIBLE NEW PARKING LOT OR PARKING GARAGE

2 ENHANCED WAY-FINDING THROUGHOUT

Public Parking
■ Existing Off-Street Parking
■ Existing On-Street Parking

PROJECT DESCRIPTION:

- Expand parking areas either through additional parking lots, on-street parking, or a new parking garage.
- Enhance signs that provide directions to city parking lots.

BENEFITS:

- Less congestion related to searching for parking.

COSTS:

- A new parking structure would cost between \$5M and \$15M depending on the size and design.

TRADEOFFS:

- Parking structure could impact views.
- Additional parking in Uptown brings more vehicles and traffic into the Uptown area.

For Continuing Projects

Estimated Project Status as of June 30, 2021:

A portion of City-wide wayfinding signage is expected to be installed.

Explanation for Revised Project Dates and/or Project Budget (if applicable):

The remainder of this project has been deferred until additional staff capacity is available to manage this project.

Project Balance	
Original Approved Project Budget	\$453,000
Approved Budget Increases/Decreases	-\$151,779
Current Approved Total Project Budget	\$301,221
Requested Budget Increase/Decrease	\$0
Requested Total Project Budget	\$301,221
Estimated Expenditures through June 30, 2021	\$57,941
Budget Balance Remaining	\$243,280

Budget Detail

Project Cost Estimates:

Funding Status	Cost Category	Prior Years Estimate	FY2022	FY2023	FY2024	Future Years	Project Totals
Carry Over	Design - Contracted	\$1,623					\$1,623
Carry Over	Construction - Contracted	\$55,317		\$241,780			\$297,097
Carry Over	Construction - In-House	\$427					\$427
Carry Over	Arts Transfer	\$574		\$1,500			\$2,074
Totals		\$57,941	\$0	\$243,280	\$0	\$0	\$301,221

Project Funding Estimates:

Funding Source	Prior Years Estimate	FY2022	FY2023	FY2024	Future Years	Project Totals
Transportation Sales Tax			\$243,280			\$243,280
Capital Reserves	\$57,941					\$57,941
Totals		\$57,941	\$0	\$243,280	\$0	\$301,221

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

None anticipated.

Total Operating Impacts:

	FY2022	FY2023	FY2024	Future Annual Cost
Personnel Costs				
Materials & Supplies		\$2,000	\$2,000	\$2,000
Contractual Services				
Debt Service				
Revenue Offset				
Total Expenditure Impacts	\$0	\$2,000	\$2,000	\$2,000

Explanation of Operating Impacts:

Materials are for signage maintenance.

CAPITAL PROJECTS DETAILS

Project Summary

Project Title:
Pedestrian Crossing at Tlaquepaque

Location:
SR 179 at Tlaquepaque

Phase: of **Project #:** SIM-04c
(If Applicable)

	Original	Revised (if applicable)
Start Date	July 2018	July 2018
Estimated Completion Date	June 2023	October 2022

Ranking: Essential (Should-Do)

Environmental Sustainability Project? Yes

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.

Adding additional northbound and southbound travel lanes from Schnebly Hill roundabout through the "Y"

PROJECT DESCRIPTION:

- Schnebly Hill Road roundabout is expanded to 2 lanes.
- SR 179 from Schnebly Hill roundabout to the Y is expanded to 2 lanes in each direction.
- A pedestrian tunnel or bridge is added at Tlaquepaque, replacing the existing crosswalk.
- Addition of separated right-turn lane towards southbound 179 and separated right-turn lane towards Uptown.

BENEFITS:

- With no traffic, it takes 12 minutes to travel from Bell Rock Blvd (VOC) to the "Y". In severe congestion it takes 36 minutes. This level of severe congestion occurred on 6 days between February 1 and June 4, 2017. With this strategy, a severely congested trip would be reduced from 36 minutes, to 24 minutes.

COSTS:

- Total estimated cost is \$8.9M.

TRADEOFFS

- Bike lanes and sidewalks reduced from 8 feet to 5 feet each.
- Center medians (and landscaping) reduced in width.
- Possible reduction in travel lane from 12' to 11' (equal to lanes on 69A).
- Possible impact to trees/landscaping (limited to areas closest to the roadway).

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, 2021:
Final design is estimated to be 100% complete.

Project Balance	
Original Approved Project Budget	\$2,261,135
Approved Budget Increases/Decreases	-\$81,748
Current Approved Total Project Budget	\$2,179,387
Requested Budget Increase/Decrease	\$104,074
Requested Total Project Budget	\$2,283,461
Estimated Expenditures through June 30, 2021	\$464,601
Budget Balance Remaining	\$1,818,860

Explanation for Revised Project Dates and/or Project Budget (if applicable):
The project budget for design was increased to accommodate changes needed in the design for unforeseen existing conditions and to accommodate post construction services. Project timeline was moved forward because the project was identified as a higher priority.

Budget Detail

Project Cost Estimates:

Funding Status	Cost Category	Prior Years Estimate	FY2022	FY2023	FY2024	Future Years	Project Totals
Carry Over	Land Acquisition		\$25,000				\$25,000
Carry Over	Design - Contracted	\$380,057					\$380,057
New	Design - Contracted	\$82,014	\$22,060				\$104,074
Carry Over	Construction - Contracted		\$1,300,000	\$471,800			\$1,771,800
Carry Over	Arts Transfer	\$2,530					\$2,530
Totals		\$464,601	\$1,347,060	\$471,800	\$0	\$0	\$2,283,461

Project Funding Estimates:

Funding Source	Prior Years Estimate	FY2022	FY2023	FY2024	Future Years	Project Totals
Transportation Sales Tax	\$209,006	\$1,347,060	\$471,800			\$2,027,866
Capital Reserves	\$255,595					\$255,595
Totals		\$464,601	\$1,347,060	\$471,800	\$0	\$2,283,461

Explanation of Outside Funding Sources (Donations, Outside Participation, Grants):
None anticipated.

Total Operating Impacts:

	FY2022	FY2023	FY2024	Future Annual Cost
Personnel Costs				
Materials & Supplies				
Contractual Services		\$6,500	\$6,500	\$6,500
Debt Service				
Revenue Offset				
Total Expenditure Impacts	\$0	\$6,500	\$6,500	\$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.

CAPITAL PROJECTS DETAILS

Project Summary

Project Title: Ranger/SR 179 Intersection Improvements

Location: Ranger Road/SR 179

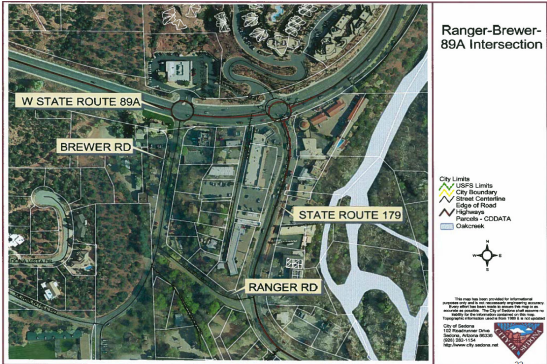
Phase: of **Project #:** SIM-04e
(If Applicable)

	Original	Revised (if applicable)
Start Date	July 2022	
Estimated Completion Date	June 2024	

Ranking: Essential (Should-Do)

Environmental Sustainability Project? N/A

Project Description:
The project would include signal preemption to allow buses turning northbound SR 179 to Ranger Road. In addition, a SB Ranger Road to SR 179 slip/auxiliary lane will need to be considered.



Project Justification:
This project is identified in the Transit Plan, to improve access for buses to the proposed Transit Hub location.

For Continuing Projects

Estimated Project Status as of June 30, 2021:
Project not yet scheduled to begin.

Project Balance	
Original Approved Project Budget	\$0
Approved Budget Increases/Decreases	\$0
Current Approved Total Project Budget	\$0
Requested Budget Increase/Decrease	\$0
Requested Total Project Budget	\$0
Estimated Expenditures through June 30, 2021	\$0
Budget Balance Remaining	\$0

Explanation for Revised Project Dates and/or Project Budget (if applicable):

Budget Detail

Project Cost Estimates:

Funding Status	Cost Category	Prior Years Estimate	FY2022	FY2023	FY2024	Future Years	Project Totals
Future Estimate	Design - Contracted			\$75,000	\$22,500		\$97,500
Future Estimate	Construction - Contracted				\$750,000		\$750,000
Totals		\$0	\$0	\$75,000	\$772,500	\$0	\$847,500

Project Funding Estimates:

Funding Source	Prior Years Estimate	FY2022	FY2023	FY2024	Future Years	Project Totals	
Development Impact Fees - Post			\$33,471	\$344,750		\$378,221	
Transportation Sales Tax			\$41,529	\$427,750		\$469,279	
Totals		\$0	\$0	\$75,000	\$772,500	\$0	\$847,500

Explanation of Outside Funding Sources (Donations, Outside Participation, Grants):
None anticipated.

Total Operating Impacts:

	FY2022	FY2023	FY2024	Future Annual Cost
Personnel Costs				
Materials & Supplies				
Contractual Services				
Debt Service				
Revenue Offset				
Total Expenditure Impacts	\$0	\$0	\$0	\$0

Explanation of Operating Impacts:
Impacts to operational costs are expected to be minimal and to be absorbed in existing budget authority.

CAPITAL PROJECTS DETAILS

Project Summary

Project Title:

Portal Lane to Ranger Road Connection

 Phase: of Project #: SIM-05a
(If Applicable)

Ranking: Imperative (Must-Do)

 Environmental Sustainability Project? No

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.

Location:

Portal Lane

	Original	Revised (if applicable)
Start Date	July 2017	July 2017
Estimated Completion Date	June 2018	June 2022

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 Schnebly Hill roundabout, reducing SR 179 congestion.
- With no traffic, it takes 12 minutes to travel from Bell Rock Blvd (NCC) 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 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, 2021:

Design is complete.

Explanation for Revised Project Dates and/or Project Budget (if applicable):

Construction budget updated to reflect 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 in order to procure necessary access easement.

Project Balance

Original Approved Project Budget	\$763,600
Approved Budget Increases/Decreases	-\$82,374
Current Approved Total Project Budget	\$681,226
Requested Budget Increase/Decrease	\$0
Requested Total Project Budget	\$681,226
Estimated Expenditures through June 30, 2021	\$56,226
Budget Balance Remaining	\$625,000

Budget Detail

Project Cost Estimates:

Funding Status	Cost Category	Prior Years Estimate	FY2022	FY2023	FY2024	Future Years	Project Totals
Carry Over	Design - Contracted	\$55,895					\$55,895
Carry Over	Construction - Contracted		\$625,000				\$625,000
Carry Over	Arts Transfer	\$331					\$331
Totals		\$56,226	\$625,000	\$0	\$0	\$0	\$681,226

Project Funding Estimates:

Funding Source	Prior Years Estimate	FY2022	FY2023	FY2024	Future Years	Project Totals
Development Impact Fees - Post	\$16,361	\$278,924				\$295,285
Transportation Sales Tax	\$6,395	\$346,076				\$352,471
Capital Reserves	\$33,470					\$33,470
Totals		\$56,226	\$625,000	\$0	\$0	\$681,226

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

None anticipated.

Total Operating Impacts:

	FY2022	FY2023	FY2024	Future Annual Cost
Personnel Costs				
Materials & Supplies				
Contractual Services		\$2,000	\$8,000	\$2,000
Debt Service				
Revenue Offset				
Total Expenditure Impacts	\$0	\$2,000	\$8,000	\$2,000

Explanation of Operating Impacts:

Increased operating and maintenances costs related to additional infrastructure, including pavement management (i.e. crack sealing, surface treatments), pavement striping, and signage maintenance. A seal coat would be required in FY 2024 for approximately \$8,000.

CAPITAL PROJECTS DETAILS

Project Summary

Project Title:

Forest Road Connection

Phase: of Project #: SIM-05b
(If Applicable)

Ranking: Imperative (Must-Do)

Environmental Sustainability Project? No

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.

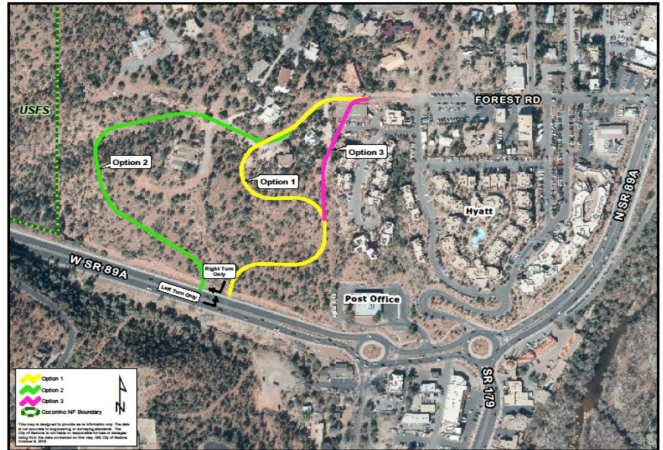
Project Justification:

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.

Location:

Forest Road

	Original	Revised (if applicable)
Start Date	December 2017	December 2017
Estimated Completion Date	June 2020	October 2022



For Continuing Projects

Estimated Project Status as of June 30, 2021:

Final design is expected to be 100% complete.

Explanation for Revised Project Dates and/or Project Budget (if applicable):

Construction budget was revised consistent with the most recent cost data from the consultant. Land Acquisition cost increased to reflect consideration of one full parcel acquisition by the City. Project delayed due to design modifications and stakeholder design coordination.

Project Balance	
Original Approved Project Budget	\$1,321,200
Approved Budget Increases/Decreases	\$1,823,860
Current Approved Total Project Budget	\$3,145,060
Requested Budget Increase/Decrease	\$3,248,086
Requested Total Project Budget	\$6,393,146
Estimated Expenditures through June 30, 2021	\$1,865,651
Budget Balance Remaining	\$4,527,495

Budget Detail

Project Cost Estimates:

Funding Status	Cost Category	Prior Years Estimate	FY2022	FY2023	FY2024	Future Years	Project Totals
Carry Over	Study	\$36,894					\$36,894
Carry Over	Land Acquisition	\$400,000					\$400,000
New							
Appropriation	Land Acquisition	\$1,200,000					\$1,200,000
Carry Over	Design - Contracted	\$227,645	\$68,000	\$12,000			\$307,645
Carry Over	Construction - Contracted		\$2,399,409				\$2,399,409
New	Construction - Contracted		\$954,961	\$1,093,125			\$2,048,086
Carry Over	Arts Transfer	\$1,112					\$1,112
Totals		\$1,865,651	\$3,422,370	\$1,105,125	\$0	\$0	\$6,393,146

Project Funding Estimates:

Funding Source	Prior Years Estimate	FY2022	FY2023	FY2024	Future Years	Project Totals
Development Impact Fees - Post	\$811,114	\$1,527,331	\$493,194			\$2,831,639
Transportation Sales Tax	\$905,334	\$1,895,039	\$611,931			\$3,412,304
Capital Reserves	\$149,203					\$149,203
Totals		\$1,865,651	\$3,422,370	\$1,105,125	\$0	\$6,393,146

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

None anticipated.

Total Operating Impacts:

	FY2022	FY2023	FY2024	Future Annual Cost
Personnel Costs				
Materials & Supplies				
Contractual Services	\$5,000	\$5,000		
Debt Service				
Revenue Offset				
Total Expenditure Impacts	\$5,000	\$5,000	\$0	\$0

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:

Los Abridados to Brewer Connection

 Phase: of Project #: SIM-05c
(If Applicable)

Ranking: Essential (Should-Do)

 Environmental Sustainability Project? No

Project Description:

Construction of new roadway improvements to connect the Los Abridados lodging driveway, through the Ranger Station Park, and connect to Brewer Road. This would be a one-way exit to allow vehicles that are travelling to West Sedona or Uptown to avoid U-turns at the Schnebly Hill Road roundabout and reduce northbound SR 179 congestion.

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.

Location:

Ranger Station Park (Brewer Road)

	Original	Revised (if applicable)
Start Date	October 2020	
Estimated Completion Date	September 2021	

Major Neighborhood Connections

PROJECT DESCRIPTION:

- 1 Make Portal Lane one-way in to Tlaquepaque / Los Abridados 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 Schnebly Hill roundabout, reducing SR 179 congestion.
- With no traffic, it takes 12 minutes to travel from Bell Rock Blvd (VCC) 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 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, 2021:

Design complete.

Explanation for Revised Project Dates and/or Project Budget (if applicable):

Project Balance

Original Approved Project Budget	\$0
Approved Budget Increases/Decreases	\$0
Current Approved Total Project Budget	\$0
Requested Budget Increase/Decrease	\$165,000
Requested Total Project Budget	\$165,000
Estimated Expenditures through June 30, 2021	\$15,000
Budget Balance Remaining	\$150,000

Budget Detail

Project Cost Estimates:

Funding Status	Cost Category	Prior Years Estimate	FY2022	FY2023	FY2024	Future Years	Project Totals
New							
Appropriation	Design - Contracted	\$15,000					\$15,000
New							
Appropriation	Construction - Contracted		\$150,000				\$150,000
	Totals	\$15,000	\$150,000	\$0	\$0	\$0	\$165,000

Project Funding Estimates:

Funding Source	Prior Years Estimate	FY2022	FY2023	FY2024	Future Years	Project Totals
Development Impact Fees - Post	\$6,694	\$44,628				\$51,322
Outside Participation		\$50,000				\$50,000
Transportation Sales Tax	\$8,306	\$55,372				\$63,678
Totals	\$15,000	\$150,000	\$0	\$0	\$0	\$165,000

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

Los Abridados has committed to contributing \$50,000 towards the construction of the project.

Total Operating Impacts:

	FY2022	FY2023	FY2024	Future Annual Cost
Personnel Costs				
Materials & Supplies				
Contractual Services		\$2,000	\$8,000	\$2,000
Debt Service				
Revenue Offset				
Total Expenditure Impacts	\$0	\$2,000	\$8,000	\$2,000

Explanation of Operating Impacts:

Increased operating and maintenances costs related to additional infrastructure, including pavement management (i.e. crack sealing, surface treatments), pavement striping, and signage maintenance. A seal coat would be required in FY 2024 for approximately \$8,000.

CAPITAL PROJECTS DETAILS

Project Summary

Project Title:
Ranger Road / Brewer Road Intersection & Ranger Ext Improvements

Location:
Ranger Road / Brewer Road

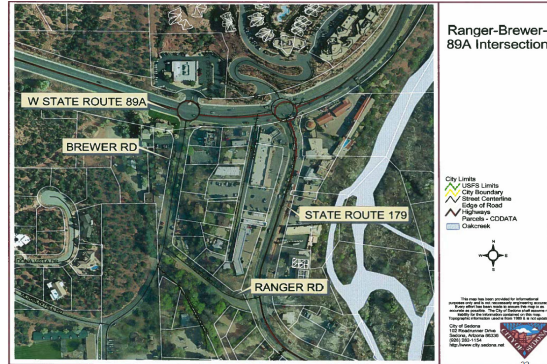
Phase: of **Project #:** SIM-05d
(If Applicable)

	Original	Revised (if applicable)
Start Date	July 2021	
Estimated Completion Date	June 2023	

Ranking: Essential (Should-Do)

Environmental Sustainability Project? N/A

Project Description:
This project consists of a study, design, and construction to improve the existing Ranger Road/Brewer Road intersection and extension of Ranger Road to the proposed Transit Hub location.



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, 2021:
Project not yet started.

Project Balance	
Original Approved Project Budget	\$0
Approved Budget Increases/Decreases	\$0
Current Approved Total Project Budget	\$0
Requested Budget Increase/Decrease	\$2,949,300
Requested Total Project Budget	\$2,949,300
Estimated Expenditures through June 30, 2021	\$0
Budget Balance Remaining	\$2,949,300

Explanation for Revised Project Dates and/or Project Budget (if applicable):

Budget Detail

Project Cost Estimates:

Funding Status	Cost Category	Prior Years Estimate	FY2022	FY2023	FY2024	Future Years	Project Totals
New Appropriation	Design - Contracted		\$261,000	\$78,300			\$339,300
New Appropriation	Construction - Contracted			\$2,610,000			\$2,610,000
Totals		\$0	\$261,000	\$2,688,300	\$0	\$0	\$2,949,300

Project Funding Estimates:

Funding Source	Prior Years Estimate	FY2022	FY2023	FY2024	Future Years	Project Totals
Development Impact Fees - Post		\$116,479	\$1,199,731			\$1,316,210
Transportation Sales Tax		\$144,521	\$1,488,569			\$1,633,090
Totals		\$0	\$261,000	\$2,688,300	\$0	\$2,949,300

Explanation of Outside Funding Sources (Donations, Outside Participation, Grants):
None anticipated.

Total Operating Impacts:

	FY2022	FY2023	FY2024	Future Annual Cost
Personnel Costs				
Materials & Supplies				
Contractual Services		\$3,000	\$10,000	\$3,000
Debt Service				
Revenue Offset				
Total Expenditure Impacts	\$0	\$3,000	\$10,000	\$3,000

Explanation of Operating Impacts:
Crack sealing, fog seal, pavement markings, drainage, signs, and sewer maintenance.

CAPITAL PROJECTS DETAILS

Project Summary

Project Title:

Posse Ground Parking Improvements & Soldiers Pass Shared Use Path

Phase: of Project #: SIM-11b
(If Applicable)

Ranking: Important (Could-Do)

Environmental Sustainability Project? Yes

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.

Location:

Posse Grounds Park & Soldiers Pass Road

	Original	Revised (if applicable)
Start Date	February 2019	February 2019
Estimated Completion Date	June 2021	June 2022



For Continuing Projects

Estimated Project Status as of June 30, 2021:

Design completed.

Explanation for Revised Project Dates and/or Project Budget (if applicable):

Budget estimate was updated after development of a design cost estimate. The prior budget amount was based on the preliminary planning level estimate. Construction delays due to staff capacity and other higher priorities taking precedence.

Project Balance	
Original Approved Project Budget	\$674,680
Approved Budget Increases/Decreases	\$9,050
Current Approved Total Project Budget	\$683,730
Requested Budget Increase/Decrease	\$357,089
Requested Total Project Budget	\$1,040,819
Estimated Expenditures through June 30, 2021	\$90,819
Budget Balance Remaining	\$950,000

Budget Detail

Project Cost Estimates:

Funding Status	Cost Category	Prior Years Estimate	FY2022	FY2023	FY2024	Future Years	Project Totals
Carry Over	Design - Contracted	\$90,068					\$90,068
Carry Over	Construction - Contracted		\$592,911				\$592,911
New Appropriation	Construction - Contracted		\$357,089				\$357,089
Carry Over	Arts Transfer	\$751					\$751
	Totals	\$90,819	\$950,000	\$0	\$0	\$0	\$1,040,819

Project Funding Estimates:

Funding Source	Prior Years Estimate	FY2022	FY2023	FY2024	Future Years	Project Totals
Transportation Sales Tax	\$15,000	\$950,000				\$965,000
Capital Reserves	\$75,819					\$75,819
Totals	\$90,819	\$950,000	\$0	\$0	\$0	\$1,040,819

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

None anticipated.

Total Operating Impacts:

	FY2022	FY2023	FY2024	Future Annual Cost
Personnel Costs				
Materials & Supplies				
Contractual Services		\$10,000	\$10,000	\$10,000
Debt Service				
Revenue Offset				
Total Expenditure Impacts	\$0	\$10,000	\$10,000	\$10,000

Explanation of Operating Impacts:

Additional operational and maintenance costs related to added infrastructure. Additional personnel time related to managing additional facilities/infrastructure 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
(If Applicable)

	Original	Revised (if applicable)
Start Date	February 2019	July 2019
Estimated Completion Date	June 2019	June 2022

Ranking: Important (Could-Do)

Environmental Sustainability Project? Yes

Project Description:
This project would provide a shared use pathway connection from Navoti Drive to White Bear Road and Dry Creek 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-ounce 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, 2021:
Design completed.

Project Balance	
Original Approved Project Budget	\$156,550
Approved Budget Increases/Decreases	\$39,400
Current Approved Total Project Budget	\$195,950
Requested Budget Increase/Decrease	\$357,989
Requested Total Project Budget	\$553,939
Estimated Expenditures through June 30, 2021	\$49,939
Budget Balance Remaining	\$504,000

Explanation for Revised Project Dates and/or Project Budget (if applicable):
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.

Budget Detail

Project Cost Estimates:

Funding Status	Cost Category	Prior Years Estimate	FY2022	FY2023	FY2024	Future Years	Project Totals
Carry Over	Design - Contracted	\$49,445					\$49,445
New Appropriation	Design - Contracted		\$4,000				\$4,000
Carry Over	Construction - Contracted		\$146,011				\$146,011
New Appropriation	Construction - Contracted		\$353,989				\$353,989
Carry Over	Arts Transfer	\$494					\$494
Totals		\$49,939	\$504,000	\$0	\$0	\$0	\$553,939

Project Funding Estimates:

Funding Source	Prior Years Estimate	FY2022	FY2023	FY2024	Future Years	Project Totals
Transportation Sales Tax		\$504,000				\$504,000
Capital Reserves	\$49,939					\$49,939
Totals		\$49,939	\$504,000	\$0	\$0	\$553,939

Explanation of Outside Funding Sources (Donations, Outside Participation, Grants):
None anticipated.

Total Operating Impacts:

	FY2022	FY2023	FY2024	Future Annual Cost
Personnel Costs				
Materials & Supplies				
Contractual Services			\$3,000	\$3,000
Debt Service				
Revenue Offset				
Total Expenditure Impacts	\$0	\$0	\$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:

Thunder Mountain/Sanborn Shared Use Path and Drainage Improvements

 Phase: of Project #: SIM-11g
(If Applicable)

Ranking: Essential (Should-Do)

 Environmental Sustainability Project? Yes

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 was designed during FY 2020 and is being constructed during FY 2021 and FY2022. The project also involved 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 is necessary to accommodate the shared use path as it continues east of Andante to Coffee Pot Drive. The drainage portion of the project was designed in FY 2020, and construction of the drainage improvements took place during FY 2020 as well. The drainage improvements between Rhapsody and Andante are within the Dry Creek Drainage Basin, and the drainage capacity was increased. The FY 2022 design expense is for construction phase services.

Project Justification:

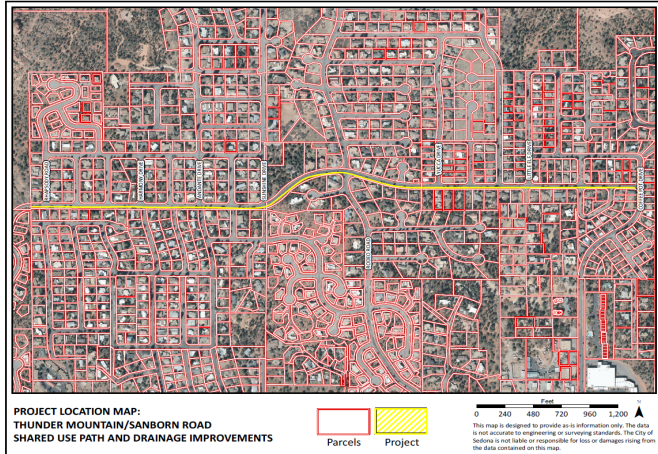
The Transportation Master Plan, Strategy 11, Walking and Bicycling Facilities, indicates that these improvements collectively encourage residents and visitors to leave their cars parked and engage in more walking and bicycling. This also provides more comfort and safety for bicyclists and pedestrians.

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 was the final upstream piece of the Harmony/Windsong drainage project, and it was necessary to make full use of the existing capacity of the Harmony/Windsong system. Other drainage related work was necessary to accommodate the shared use path as it continues east to Coffee Pot Drive.

Location:

Thunder Mountain Road and Sanborn Drive

	Original	Revised (if applicable)
Start Date	July 2019	July 2019
Estimated Completion Date	June 2021	August 2021



For Continuing Projects

Estimated Project Status as of June 30, 2021:

This project is expected to be 90% complete.

Explanation for Revised Project Dates and/or Project Budget (if applicable):

Additional appropriation for construction was necessary based on having the design and associated engineer's opinion of probable cost completed. Due to the budget impacts from COVID-19, YCFCD was only able to fund \$85,000 for this project during FY 2021. Delay in completion due to minor delays in construction timeline.

Project Balance	
Original Approved Project Budget	\$2,312,570
Approved Budget Increases/Decreases	\$391,485
Current Approved Total Project Budget	\$2,704,055
Requested Budget Increase/Decrease	\$330,254
Requested Total Project Budget	\$3,034,309
Estimated Expenditures through June 30, 2021	\$2,724,309
Budget Balance Remaining	\$310,000

Budget Detail

Project Cost Estimates:

Funding Status	Cost Category	Prior Years Estimate	FY2022	FY2023	FY2024	Future Years	Project Totals
Carry Over	Design - Contracted	\$204,083	\$10,000				\$214,083
Carry Over	Construction - Contracted	\$2,476,863					\$2,476,863
New Appropriation	Construction - Contracted	\$30,254	\$300,000				\$330,254
Carry Over	Arts Transfer	\$13,109					\$13,109
Totals		\$2,724,309	\$310,000	\$0	\$0	\$0	\$3,034,309

Project Funding Estimates:

Funding Source	Prior Years Estimate	FY2022	FY2023	FY2024	Future Years	Project Totals
Yavapai County Flood Control	\$290,000					\$290,000
Development Impact Fees - Pre 8/2014	\$72,343					\$72,343
Development Impact Fees - Post 7/2014	\$4,856					\$4,856
Transportation Sales Tax	\$951,525	\$310,000				\$1,261,525
Capital Reserves	\$1,405,585					\$1,405,585
Totals	\$2,724,309	\$310,000	\$0	\$0	\$0	\$3,034,309

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

None anticipated.

Total Operating Impacts:

	FY2022	FY2023	FY2024	Future Annual Cost
Personnel Costs				
Materials & Supplies				
Contractual Services		\$2,500	\$2,500	\$2,500
Debt Service				
Revenue Offset				
Total Expenditure Impacts	\$0	\$2,500	\$2,500	\$2,500

Explanation of Operating Impacts:

Additional operational and maintenance costs related to added infrastructure. Additional recurring maintenance costs related to materials and supplies for a concrete pathway, curb replacement, weed control, 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

Phase: of Project #: SIM-11h
(If Applicable)

Ranking: Important (Could-Do)

Environmental Sustainability Project? Yes

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:

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.

This project will provide a safe walkway for residents and tourists 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.

Location:

Chapel Road

	Original	Revised (if applicable)
Start Date	July 2019	August 2019
Estimated Completion Date	June 2020	June 2022



For Continuing Projects

Estimated Project Status as of June 30, 2021:

Design is complete.

Explanation for Revised Project Dates and/or Project Budget (if applicable):

Construction budget was carried over to FY 2022 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	\$5,834
Current Approved Total Project Budget	\$629,034
Requested Budget Increase/Decrease	\$7,565
Requested Total Project Budget	\$636,599
Estimated Expenditures through June 30, 2021	\$69,599
Budget Balance Remaining	\$567,000

Budget Detail

Project Cost Estimates:

Funding Status	Cost Category	Prior Years Estimate	FY2022	FY2023	FY2024	Future Years	Project Totals
Carry Over	Design - Contracted	\$68,910					\$68,910
New Appropriation	Design - Contracted		\$7,000				\$7,000
Carry Over	Construction - Contracted		\$559,435				\$559,435
New Appropriation	Construction - Contracted		\$565				\$565
Carry Over	Arts Transfer	\$689					\$689
Totals		\$69,599	\$567,000	\$0	\$0	\$0	\$636,599

Project Funding Estimates:

Funding Source	Prior Years Estimate	FY2022	FY2023	FY2024	Future Years	Project Totals
Transportation Sales Tax		\$567,000				\$567,000
Capital Reserves	\$69,599					\$69,599
Totals		\$69,599	\$567,000	\$0	\$0	\$636,599

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

None anticipated.

Total Operating Impacts:

	FY2022	FY2023	FY2024	Future Annual Cost
Personnel Costs				
Materials & Supplies				
Contractual Services		\$3,000	\$3,000	\$3,000
Debt Service				
Revenue Offset				
Total Expenditure Impacts	\$0	\$3,000	\$3,000	\$3,000

Explanation of Operating Impacts:

Additional operational and maintenance costs related to added infrastructure. Additional personnel time related to managing additional facilities/infrastructure 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:
Pinon Drive Shared Use Path

Location:
Pinon Drive and 89A

Phase: of **Project #:** SIM-11j
(If Applicable)

	Original	Revised (if applicable)
Start Date	July 2021	
Estimated Completion Date	July 2021	

Ranking: Important (Could-Do)

Environmental Sustainability Project? Yes

Project Description:
This project would provide a shared use pathway connection from SR 89A along Pinon Drive to Cedar Lane.



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, 2021:
Design is complete.

Project Balance	
Original Approved Project Budget	\$0
Approved Budget Increases/Decreases	\$0
Current Approved Total Project Budget	\$0
Requested Budget Increase/Decrease	\$331,425
Requested Total Project Budget	\$331,425
Estimated Expenditures through June 30, 2021	\$16,425
Budget Balance Remaining	\$315,000

Explanation for Revised Project Dates and/or Project Budget (if applicable):
The project has been delayed due to lack of staff availability.

Budget Detail

Project Cost Estimates:

Funding Status	Cost Category	Prior Years Estimate	FY2022	FY2023	FY2024	Future Years	Project Totals
New Appropriation	Design - Contracted	\$16,425					\$16,425
New Appropriation	Construction - Contracted		\$315,000				\$315,000
Totals		\$16,425	\$315,000	\$0	\$0	\$0	\$331,425

Project Funding Estimates:

Funding Source	Prior Years Estimate	FY2022	FY2023	FY2024	Future Years	Project Totals
Development Impact Fees - Pre 8/2014	\$16,425					\$16,425
Transportation Sales Tax		\$315,000				\$315,000
Totals		\$16,425	\$315,000	\$0	\$0	\$331,425

Explanation of Outside Funding Sources (Donations, Outside Participation, Grants):
None expected.

Total Operating Impacts:

	FY2022	FY2023	FY2024	Future Annual Cost
Personnel Costs				
Materials & Supplies				
Contractual Services		\$1,000	\$1,000	\$1,000
Debt Service				
Revenue Offset				
Total Expenditure Impacts	\$0	\$1,000	\$1,000	\$1,000

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 Pathway, Thunder Mtn to Two Fences

Location:
Dry Creek Road

Phase: of **Project #:** SIM-11m
(If Applicable)

	Original	Revised (if applicable)
Start Date	July 2021	
Estimated Completion Date	June 2023	

Ranking: Essential (Should-Do)

Environmental Sustainability Project? Yes

Project Description:
This project would include installing a shared use path along Dry Creek Road to extend the portion of the path already completed in FY 2021.



Project Justification:
This is a part of the ST&PS system, and recommended in the updated Trails and Pathways Master Plan. Completing this segment would provide a safe multi-modal facility for the full length of Dry Creek Road. This is an area that experiences high volumes of bicycle use.

For Continuing Projects

Estimated Project Status as of June 30, 2021:
Project not yet started.

Project Balance	
Original Approved Project Budget	\$0
Approved Budget Increases/Decreases	\$0
Current Approved Total Project Budget	\$0
Requested Budget Increase/Decrease	\$1,400,000
Requested Total Project Budget	\$1,400,000
Estimated Expenditures through June 30, 2021	\$0
Budget Balance Remaining	\$1,400,000

Explanation for Revised Project Dates and/or Project Budget (if applicable):

Budget Detail

Project Cost Estimates:

Funding Status	Cost Category	Prior Years Estimate	FY2022	FY2023	FY2024	Future Years	Project Totals
New Appropriation	Design - Contracted		\$100,000				\$100,000
New Appropriation	Construction - Contracted			\$1,300,000			\$1,300,000
Totals		\$0	\$100,000	\$1,300,000	\$0	\$0	\$1,400,000

Project Funding Estimates:

Funding Source	Prior Years Estimate	FY2022	FY2023	FY2024	Future Years	Project Totals
Transportation Sales Tax		\$100,000	\$1,300,000			\$1,400,000
Totals		\$0	\$100,000	\$1,300,000	\$0	\$1,400,000

Explanation of Outside Funding Sources (Donations, Outside Participation, Grants):
None anticipated.

Total Operating Impacts:

	FY2022	FY2023	FY2024	Future Annual Cost
Personnel Costs				
Materials & Supplies				
Contractual Services		\$2,500	\$2,500	\$2,500
Debt Service				
Revenue Offset				
Total Expenditure Impacts	\$0	\$2,500	\$2,500	\$2,500

Explanation of Operating Impacts:
Once constructed the facility will require ongoing maintenance. This includes surface material, striping, and signing.

CAPITAL PROJECTS DETAILS

Project Summary

Project Title:
Travel Information System

Phase: of **Project #:** SIM-12a
(If Applicable)

Ranking: Important (Could-Do)

Environmental Sustainability Project? No

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.

Location:
N/A

	Original	Revised (if applicable)
Start Date	August 2017	July 2018
Estimated Completion Date	February 2018	June 2022

Traveler Information

SIGNAGE OPTION
Orix Rotary 4 MI (10 min) Sedona
15 MI (20 min) Sedona
Falmouth 15 MI (10 min) Sedona

EXAMPLE SOUTHBOUND MESSAGE
SEDONA
60 MIN DELAY IN OAK CREEK CANYON

EXAMPLE NORTHBOUND MESSAGE
SEDONA
VIA SR 179: 90 MIN
VIA SR 260 / SR 89A: 47 MIN

PROJECT DESCRIPTION:

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

BENEFITS:

- With no traffic, it takes 12 minutes to travel from Bell Rock Blvd (VOC) to the "Y." In severe congestion it takes 36 minutes. This level of severe congestion occurred on 6 days between February 1 and June 4, 2017. With this strategy, a severely congested trip would be reduced from 36 minutes, to 26 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, 2021:

Coordinating with ADOT.

Explanation for Revised Project Dates and/or Project Budget (if applicable):

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	\$448,301
Current Approved Total Project Budget	\$599,301
Requested Budget Increase/Decrease	\$0
Requested Total Project Budget	\$599,301
Estimated Expenditures through June 30, 2021	\$99,301
Budget Balance Remaining	\$500,000

Budget Detail

Project Cost Estimates:

Funding Status	Cost Category	Prior Years Estimate	FY2022	FY2023	FY2024	Future Years	Project Totals
Carry Over	Construction - Contracted		\$500,000				\$500,000
Carry Over	Technology	\$99,301					\$99,301
	Totals	\$99,301	\$500,000	\$0	\$0	\$0	\$599,301

Project Funding Estimates:

Funding Source	Prior Years Estimate	FY2022	FY2023	FY2024	Future Years	Project Totals
Development Impact Fees - Post 7/2014	\$288	\$30,000				\$30,288
Transportation Sales Tax		\$470,000				\$470,000
Capital Reserves	\$99,013					\$99,013
Totals	\$99,301	\$500,000	\$0	\$0	\$0	\$599,301

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

None anticipated.

Total Operating Impacts:

	FY2022	FY2023	FY2024	Future Annual Cost
Personnel Costs				
Materials & Supplies				
Contractual Services				
Debt Service				
Revenue Offset				
Total Expenditure Impacts	\$0	\$0	\$0	\$0

Explanation of Operating Impacts:

Maintenance and operational costs of DMS boards will be covered by ADOT. The operational costs for the annual license cost to continue to collect travel time data are already included in the operating budget.

CAPITAL PROJECTS DETAILS

Project Summary

Project Title:

Traffic Video Cameras

Phase: of Project #: SIM-12b
(If Applicable)

Ranking: Important (Could-Do)

Environmental Sustainability Project? No

Project Description:

Cameras will provide real-time video monitoring and evaluation of current traffic congestion at key locations. Information Technology to help evaluate options for mid-block camera data connections and service and equipment required to post photos to city website.

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.

Location:

Citywide

	Original	Revised (if applicable)
Start Date	October 2018	October 2018
Estimated Completion Date	June 2021	June 2022



For Continuing Projects

Estimated Project Status as of June 30, 2021:

Three new video cameras have been installed.

Explanation for Revised Project Dates and/or Project Budget (if applicable):

The budget was increased to allow for additional new cameras. Project completion extended to account for added cameras.

Project Balance		
Original Approved Project Budget		\$47,470
Approved Budget Increases/Decreases		\$1,022
Current Approved Total Project Budget		\$48,492
Requested Budget Increase/Decrease		\$0
Requested Total Project Budget		\$48,492
Estimated Expenditures through June 30, 2021		\$21,492
Budget Balance Remaining		\$27,000

Budget Detail

Project Cost Estimates:

Funding Status	Cost Category	Prior Years Estimate	FY2022	FY2023	FY2024	Future Years	Project Totals
Carry Over	Design - Contracted	\$6,518	\$12,000				\$18,518
Carry Over	Construction - Contracted	\$14,761	\$15,000				\$29,761
Carry Over	Arts Transfer	\$213					\$213
	Totals	\$21,492	\$27,000	\$0	\$0	\$0	\$48,492

Project Funding Estimates:

Funding Source	Prior Years Estimate	FY2022	FY2023	FY2024	Future Years	Project Totals
Transportation Sales Tax		\$27,000				\$27,000
Capital Reserves	\$21,492					\$21,492
Totals	\$21,492	\$27,000	\$0	\$0	\$0	\$48,492

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

None anticipated.

Total Operating Impacts:

	FY2022	FY2023	FY2024	Future Annual Cost
Personnel Costs				
Materials & Supplies				
Contractual Services				
Debt Service				
Revenue Offset				
Total Expenditure Impacts	\$0	\$0	\$0	\$0

Explanation of Operating Impacts:

None anticipated.

CAPITAL PROJECTS DETAILS

Project Summary

Project Title:
Improvements to Back-O-Beyond Road, Low Water Crossing (Yavapai County)

Location:
Back O' Beyond Road

Phase: of **Project #:** SD-03
(If Applicable)

	Original	Revised (if applicable)
Start Date	July 2021	
Estimated Completion Date	June 2023	

Ranking: Important (Could-Do)

Environmental Sustainability Project? No

Project Description:
Development of plans, specifications, and cost estimate to eliminate one low water crossing along Back O' Beyond Road. Corps of Engineers' requirements will be determined, and right-of-way needs will be defined.



Project Justification:
This project will develop a design and costs to improve public road ingress and egress for the Cathedral Rock Trailhead parking area and some private residential parcels. During large monsoon storms, this area is routinely isolated. From a public safety standpoint, trailhead parking area ingress and egress is important. This project provides drainage improvements not shown in the 2005 Stormwater Master Plan.

For Continuing Projects

Estimated Project Status as of June 30, 2021:
Project not yet started.

Project Balance	
Original Approved Project Budget	\$0
Approved Budget Increases/Decreases	\$0
Current Approved Total Project Budget	\$0
Requested Budget Increase/Decrease	\$723,000
Requested Total Project Budget	\$723,000
Estimated Expenditures through June 30, 2021	\$0
Budget Balance Remaining	\$723,000

Explanation for Revised Project Dates and/or Project Budget (if applicable):

Budget Detail

Project Cost Estimates:

Funding Status	Cost Category	Prior Years Estimate	FY2022	FY2023	FY2024	Future Years	Project Totals
New Appropriation	Land Acquisition		\$20,000				\$20,000
New Appropriation	Design - Contracted		\$125,000				\$125,000
New Appropriation	Construction - Contracted			\$575,000			\$575,000
New Appropriation	Arts Transfer		\$250	\$2,750			\$3,000
Totals		\$0	\$145,250	\$577,750	\$0	\$0	\$723,000

Project Funding Estimates:

Funding Source	Prior Years Estimate	FY2022	FY2023	FY2024	Future Years	Project Totals
Yavapai County Flood Control		\$100,000	\$300,000			\$400,000
Capital Reserves		\$45,250	\$277,750			\$323,000
Totals		\$0	\$145,250	\$577,750	\$0	\$723,000

Explanation of Outside Funding Sources (Donations, Outside Participation, Grants):
None anticipated.

Total Operating Impacts:

	FY2022	FY2023	FY2024	Future Annual Cost
Personnel Costs				
Materials & Supplies		\$500	\$500	\$500
Contractual Services				
Debt Service				
Revenue Offset				
Total Expenditure Impacts	\$0	\$500	\$500	\$500

Explanation of Operating Impacts:
The operating expenditures account for costs related to debris removal, erosion repair, etc.

CAPITAL PROJECTS DETAILS

Project Summary

Project Title:
Stormwater Drainage Easements Acquisition

Location:
City-Wide

Phase: of **Project #:** SD-09
(If Applicable)

	Original	Revised (if applicable)
Start Date	July 2016	
Estimated Completion Date	June 2031	

Ranking: Essential (Should-Do)

Environmental Sustainability Project? Yes

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 2023 for acquisition of easements for upcoming drainage projects.

For Continuing Projects

Estimated Project Status as of June 30, 2021:

This is an ongoing budget item used to obtain easements as needed.

Project Balance	
Original Approved Project Budget	\$72,500
Approved Budget Increases/Decreases	-\$16,239
Current Approved Total Project Budget	\$56,261
Requested Budget Increase/Decrease	\$0
Requested Total Project Budget	\$56,261
Estimated Expenditures through June 30, 2021	\$56,261
Budget Balance Remaining	\$0

Explanation for Revised Project Dates and/or Project Budget (if applicable):

This is an ongoing budget item used to obtain easements as needed.

Budget Detail

Project Cost Estimates:

Funding Status	Cost Category	Prior Years Estimate	FY2022	FY2023	FY2024	Future Years	Project Totals
Carry Over	Land Acquisition	\$56,261					\$56,261
Future Estimate	Land Acquisition			\$50,000	\$50,000		\$100,000
Unfunded	Land Acquisition					\$350,000	\$350,000
Totals		\$56,261	\$0	\$50,000	\$50,000	\$350,000	\$506,261

Project Funding Estimates:

Funding Source	Prior Years Estimate	FY2022	FY2023	FY2024	Future Years	Project Totals	
Development Impact Fees - Pre	\$37,006					\$37,006	
Development Impact Fees - Post	\$13,755					\$13,755	
Capital Reserves	\$5,500		\$50,000	\$50,000		\$105,500	
Unidentified					\$350,000	\$350,000	
Totals		\$56,261	\$0	\$50,000	\$50,000	\$350,000	\$506,261

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

None anticipated.

Total Operating Impacts:

	FY2022	FY2023	FY2024	Future Annual Cost
Personnel Costs				
Materials & Supplies				
Contractual Services				
Debt Service				
Revenue Offset				
Total Expenditure Impacts	\$0	\$0	\$0	\$0

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

Phase: of Project #:
(If Applicable)

Ranking:

Environmental Sustainability Project?

Project Description:

In FY 2020, we began an update of the 2005 Stormwater Master Plan (Phase 1). Phase 1 included looking at facility improvements and priorities. This also accounted for the infrastructure completed since the 2005 Plan was complete and included public outreach to identify new problem areas.

In FY 2021, we have continued 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 is being 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 \$300,000 budget amount from YCFCD during FY2023 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.

Location:

City-Wide

	Original	Revised (if applicable)
Start Date	July 2017	July 2019
Estimated Completion Date	June 2022	June 2022



For Continuing Projects

Estimated Project Status as of June 30, 2021:

Phase 2 of the Stormwater Master Plan Update will be complete.

Explanation for Revised Project Dates and/or Project Budget (if applicable):

It was decided that the best approach for the Stormwater Master Plan Update was 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.

Due to the budget impacts from COVID, YCFCD was not able to provide any funding for this project during FY 2021. 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	-\$21,466
Current Approved Total Project Budget	\$378,534
Requested Budget Increase/Decrease	\$0
Requested Total Project Budget	\$378,534
Estimated Expenditures through June 30, 2021	\$178,534
Budget Balance Remaining	\$200,000

Budget Detail

Project Cost Estimates:

Funding Status	Cost Category	Prior Years Estimate	FY2022	FY2023	FY2024	Future Years	Project Totals
Carry Over	Master Plan	\$178,534	\$200,000				\$378,534
Future Estimate	Construction - Contracted			\$300,000	\$300,000		\$600,000
Unfunded	Construction - Contracted					\$2,100,000	\$2,100,000
Unfunded	Arts Transfer					\$21,000	\$21,000
Totals		\$178,534	\$200,000	\$300,000	\$300,000	\$2,121,000	\$3,099,534

Project Funding Estimates:

Funding Source	Prior Years Estimate	FY2022	FY2023	FY2024	Future Years	Project Totals	
Yavapai County Flood Control	\$70,000	\$200,000	\$300,000	\$300,000		\$870,000	
Capital Reserves	\$108,534					\$108,534	
Unidentified					\$2,121,000	\$2,121,000	
Totals		\$178,534	\$200,000	\$300,000	\$300,000	\$2,121,000	\$3,099,534

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

None anticipated.

Total Operating Impacts:

	FY2022	FY2023	FY2024	Future Annual Cost
Personnel Costs				
Materials & Supplies				
Contractual Services				
Debt Service				
Revenue Offset				
Total Expenditure Impacts	\$0	\$0	\$0	\$0

Explanation of Operating Impacts:

Operating impacts will be determined when the projects have been identified.

CAPITAL PROJECTS DETAILS

Project Summary

Project Title:

Sanborn Drive/Thunder Mountain Road Overlay

Phase: of Project #:
(If Applicable)

Ranking:

Environmental Sustainability Project?

Project Description:

This project will consist of a 2-inch 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).

Location:

From Rhapsody Road to Coffee Pot Drive

	Original	Revised (if applicable)
Start Date	July 2018	December 2016
Estimated Completion Date	August 2018	August 2021



For Continuing Projects

Estimated Project Status as of June 30, 2021:

Construction will be approximately 75% complete.

Explanation for Revised Project Dates and/or Project Budget (if applicable):

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 timeline has been extended from June 2021 to August 2021.

Project Balance		
Original Approved Project Budget		\$738,820
Approved Budget Increases/Decreases		\$244,788
Current Approved Total Project Budget		\$983,608
Requested Budget Increase/Decrease		\$0
Requested Total Project Budget		\$983,608
Estimated Expenditures through June 30, 2021		\$731,108
Budget Balance Remaining		\$252,500

Budget Detail

Project Cost Estimates:

Funding Status	Cost Category	Prior Years Estimate	FY2022	FY2023	FY2024	Future Years	Project Totals
Carry Over	Design - Contracted	\$177,369					\$177,369
Carry Over	Construction - Contracted	\$550,000	\$250,000				\$800,000
Carry Over	Arts Transfer	\$3,739	\$2,500				\$6,239
Totals		\$731,108	\$252,500	\$0	\$0	\$0	\$983,608

Project Funding Estimates:

Funding Source	Prior Years Estimate	FY2022	FY2023	FY2024	Future Years	Project Totals
Grant	\$353,454					\$353,454
Capital Reserves	\$377,654	\$252,500				\$630,154
Totals	\$731,108	\$252,500	\$0	\$0	\$0	\$983,608

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.

Total Operating Impacts:

	FY2022	FY2023	FY2024	Future Annual Cost
Personnel Costs				
Materials & Supplies				
Contractual Services	\$3,000	\$3,000	\$20,000	\$3,000
Debt Service				
Revenue Offset				
Total Expenditure Impacts	\$3,000	\$3,000	\$20,000	\$3,000

Explanation of Operating Impacts:

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

CAPITAL PROJECTS DETAILS

Project Summary

Project Title:

Shelby Drive Roadway Improvements

 Phase: of Project #:
(If Applicable)

 Ranking:

 Environmental Sustainability Project?
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.

Location:

Shelby Drive / Sunset Drive

	Original	Revised (if applicable)
Start Date	July 2020	July 2020
Estimated Completion Date	June 2021	September 2021



For Continuing Projects

Estimated Project Status as of June 30, 2021:

Construction will be approximately 50% complete.

Explanation for Revised Project Dates and/or Project Budget (if applicable):

Based on bids received, construction budget needs to be increased. Right-of-way acquisition delayed the start of construction.

Project Balance	
Original Approved Project Budget	\$1,800,875
Approved Budget Increases/Decreases	\$0
Current Approved Total Project Budget	\$1,800,875
Requested Budget Increase/Decrease	\$273,928
Requested Total Project Budget	\$2,074,803
Estimated Expenditures through June 30, 2021	\$817,578
Budget Balance Remaining	\$1,257,225

Budget Detail

Project Cost Estimates:

Funding Status	Cost Category	Prior Years Estimate	FY2022	FY2023	FY2024	Future Years	Project Totals
Carry Over	Design - Contracted	\$161,463					\$161,463
Carry Over	Construction - Contracted	\$650,000	\$976,072				\$1,626,072
New Appropriation	Construction - Contracted		\$273,928				\$273,928
Carry Over	Arts Transfer	\$6,115	\$7,225				\$13,340
Totals		\$817,578	\$1,257,225	\$0	\$0	\$0	\$2,074,803

Project Funding Estimates:

Funding Source	Prior Years Estimate	FY2022	FY2023	FY2024	Future Years	Project Totals
Grant	\$200,000	\$300,000				\$500,000
Capital Reserves	\$617,578	\$729,725				\$1,347,303
Wastewater Revenues		\$227,500				\$227,500
Totals		\$817,578	\$1,257,225	\$0	\$0	\$2,074,803

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 Highway User Revenue Fund.

Total Operating Impacts:

	FY2022	FY2023	FY2024	Future Annual Cost
Personnel Costs				
Materials & Supplies	\$3,000	\$3,000	\$10,000	\$3,000
Contractual Services				
Debt Service				
Revenue Offset				
Total Expenditure Impacts	\$3,000	\$3,000	\$10,000	\$3,000

Explanation of Operating Impacts:

Crack sealing, fog seal, pavement markings, drainage, signs, and sewer maintenance.

CAPITAL PROJECTS DETAILS

Project Summary

Project Title:
Back O' Beyond Rd & Trailhead Safety Improvements

Location:
Back O' Beyond Rd

Phase: of **Project #:** ST-07
(If Applicable)

	Original	Revised (if applicable)
Start Date		
Estimated Completion Date		

Ranking: Essential (Should-Do)

Environmental Sustainability Project? N/A

Project Description:
Safety Improvements along Back O' Beyond Road and at the city's Cathedral Trailhead Parking Lot. Along the road shoulder buildup is needed as well as guardrail. At the parking lot, a one-way aisle connection is needed between the two parking lots, to provide a safe turn around.



Project Justification:
These improvements are needed to improve safety.

For Continuing Projects

Estimated Project Status as of June 30, 2021:
Project not yet started.

Project Balance	
Original Approved Project Budget	\$0
Approved Budget Increases/Decreases	\$0
Current Approved Total Project Budget	\$0
Requested Budget Increase/Decrease	\$277,750
Requested Total Project Budget	\$277,750
Estimated Expenditures through June 30, 2021	\$0
Budget Balance Remaining	\$277,750

Explanation for Revised Project Dates and/or Project Budget (if applicable):

Budget Detail

Project Cost Estimates:

Funding Status	Cost Category	Prior Years Estimate	FY2022	FY2023	FY2024	Future Years	Project Totals
New Appropriation	Design - In-House		\$25,000				\$25,000
New Appropriation	Construction - Contracted		\$250,000				\$250,000
New Appropriation	Arts Transfer		\$2,750				\$2,750
Totals		\$0	\$277,750	\$0	\$0	\$0	\$277,750

Project Funding Estimates:

Funding Source	Prior Years Estimate	FY2022	FY2023	FY2024	Future Years	Project Totals
Capital Reserves		\$277,750				\$277,750
Totals		\$0	\$277,750	\$0	\$0	\$277,750

Explanation of Outside Funding Sources (Donations, Outside Participation, Grants):
None anticipated.

Total Operating Impacts:

	FY2022	FY2023	FY2024	Future Annual Cost
Personnel Costs				
Materials & Supplies				
Contractual Services		\$1,000	\$1,000	\$1,000
Debt Service				
Revenue Offset				
Total Expenditure Impacts	\$0	\$1,000	\$1,000	\$1,000

Explanation of Operating Impacts:
Ongoing maintenance will be needed for pavement, signs, striping, and guardrail.

CAPITAL PROJECTS DETAILS

Project Summary

Project Title:
Forest/Ranger/SR 89A Intersection Improvements

Location:
SR 89A & Brewer Road

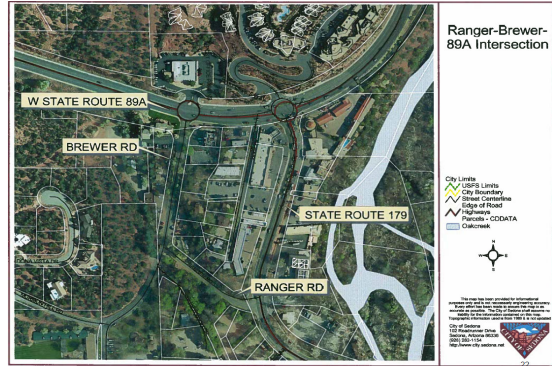
Phase: of **Project #:** ST-08
(If Applicable)

	Original	Revised (if applicable)
Start Date	July 2021	
Estimated Completion Date	June 2024	

Ranking: Important (Could-Do)

Environmental Sustainability Project? N/A

Project Description:
This project will include a new roundabout at a new Forest/Ranger/SR 89A intersection, a new bus lane on SR 89A and modifications to the Brewer Roundabout.



Project Justification:
The improvements are identified in the Transit Plan and are necessary to provide adequate access to the Transit Hub.

For Continuing Projects

Estimated Project Status as of June 30, 2021:
Project not yet started.

Project Balance	
Original Approved Project Budget	\$0
Approved Budget Increases/Decreases	\$0
Current Approved Total Project Budget	\$0
Requested Budget Increase/Decrease	\$60,000
Requested Total Project Budget	\$60,000
Estimated Expenditures through June 30, 2021	\$0
Budget Balance Remaining	\$60,000

Explanation for Revised Project Dates and/or Project Budget (if applicable):

Budget Detail

Project Cost Estimates:

Funding Status	Cost Category	Prior Years Estimate	FY2022	FY2023	FY2024	Future Years	Project Totals
New Appropriation	Study		\$60,000				\$60,000
Future Estimate	Design - In-House			\$450,000			\$450,000
Future Estimate	Construction - Contracted				\$4,500,000		\$4,500,000
Future Estimate	Arts Transfer			\$4,500	\$45,000		\$49,500
Totals		\$0	\$60,000	\$454,500	\$4,545,000	\$0	\$5,059,500

Project Funding Estimates:

Funding Source	Prior Years Estimate	FY2022	FY2023	FY2024	Future Years	Project Totals	
Capital Reserves		\$60,000	\$454,500	\$4,545,000		\$5,059,500	
Totals		\$0	\$60,000	\$454,500	\$4,545,000	\$0	\$5,059,500

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

None anticipated.

Total Operating Impacts:

	FY2022	FY2023	FY2024	Future Annual Cost
Personnel Costs				
Materials & Supplies				
Contractual Services				
Debt Service				
Revenue Offset				
Total Expenditure Impacts	\$0	\$0	\$0	\$0

Explanation of Operating Impacts:

Once the improvements are implemented, ongoing maintenance will be required for pavement, striping, signing, and sidewalk improvements. Impact of operational costs will be identified after the scope of the project has been determined.

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

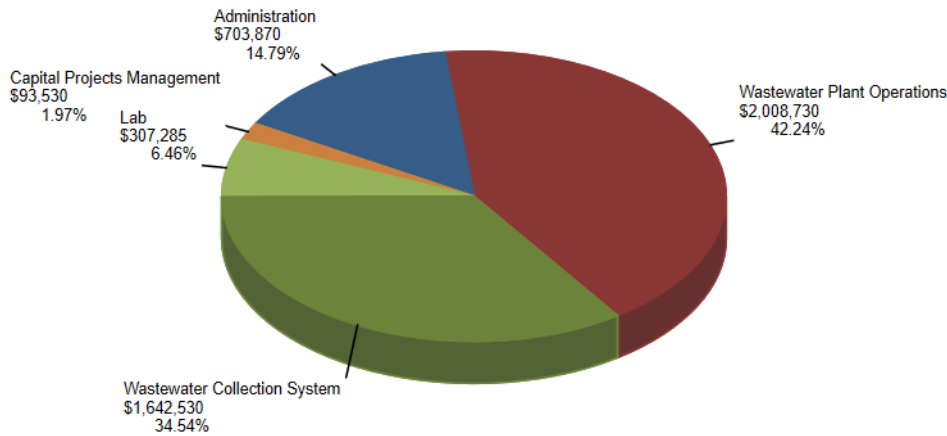
The Wastewater Department is responsible for the day-to-day operations of the wastewater collection system, treatment facility, and disposal of A+ quality treated effluent. The Wastewater Department works collaboratively with several City departments who assist in the administration, operation, and expansion 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 provides construction inspection of capital improvements projects, blue-staking, plan reviews, and capacity fee determinations related to connections to the collection system.

The Wastewater Department consists of the following program areas:

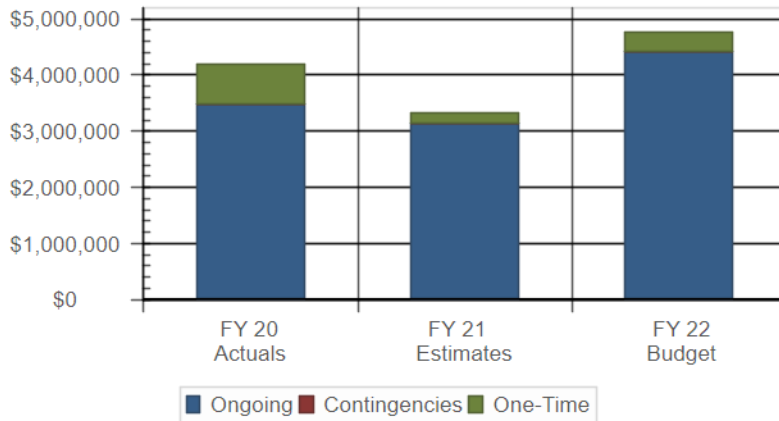
- * Administration
- * Collection System
- * Plant Operations
- * Lab
- * Wastewater Capital Projects

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 2022 PROGRAM EXPENDITURES: \$4,755,945



FY 2020 - FY 2022 ONGOING VS. ONE-TIME EXPENDITURES



Wastewater Dept-Administration

Budget Summary	FY2022 Budget	% of FY2022 Budget	FY2021 Budget	FY2021 Estimate	FY2020 Actuals
Program Expenditures					
Personnel Services	\$ 191,520	27 %	\$ 177,580	\$ 178,430	\$ 175,658
Supplies & Services	41,870	6 %	41,250	33,145	44,764
Capital & Debt Service	18,000	3 %	-	-	396
Subtotal Direct Costs	\$ 251,390	36 %	\$ 218,830	\$ 211,575	\$ 220,818
Internal Charges	452,480	64 %	435,750	418,860	385,780
Total Expenditures	703,870	100 %	654,580	630,435	606,598
Expenditures by Fund					
Wastewater Enterprise Fund	\$ 703,870	100 %	\$ 654,580	\$ 630,435	\$ 606,598
Funding Sources					
Program Revenues	\$ 703,870	100.00 %	\$ 654,580	\$ 630,435	\$ 606,598
Funding from General Revenues:					
Employee Time Allocation (FTEs) Budgeted	1.95		1.95		1.95

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 Director of Wastewater, 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 provides project management duties related to wastewater CIP projects, while the Public Works Department provides inspection services during construction of CIP projects.

Wastewater Dept-Administration
Continued

FY 2021 Accomplishments

Community Plan Environment Goal – Preserve and protect the natural environment

- *Maintained active membership in the Arizona Water Association and participated in organizing educational opportunities for wastewater operators throughout the state.
- *Revised and updated the Emergency Response Plan, Respiratory Protection Program, and Lock Out Tag Out Program.
- *Developed a new Electrical Safety Program.
- *Developed a “Sewer Hotline” for citizens to report sewer problems such as backups, spills or odor issues.
- *Completed all required regulatory quarterly, semi-annual, and annual reports on time.
- *Obtained a Type V General Permit for Air Curtain Incinerators, to dispose of cattails cut during wetlands maintenance.
- *Obtained a Type 3 Reclaimed Water Agent Permit.
- *Developed a Collection System Capacity, Management, Operation, and Maintenance Manual (CMOM) 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

- *Actively managed 30+ service contracts with vendors for work varying from waste disposal to technical support.
- *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.
- *Implemented an inventory/tool checkout process to avoid unnecessary purchases of additional tools for each department program.
- *Improved record keeping of resident calls/issues, inspections and performance data for performance measures.
- *Conducted a monthly Lunch and Learn program to offer training on wastewater treatment, laboratory processes, collection system work, and computer skills.

FY 2022 Objectives

Overall City Value – Fiscal Sustainability

- *Process purchase transactions with the goal of having 90% of invoices and p-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.
- *Continue to implement means to collect and track data for a more transparent presentation of performance measures.
- *Continue to develop a cross-training program between collections and treatment operations.
- *Continue to participate in STEAM events at local school districts
- *Develop an Education and Outreach Program
- *Actively participate in Advance Sedona Quality
- *Become a member of AZWARN; a statewide mutual aid assistance program for utilities

WORKLOAD INDICATORS	FY22 Projection	FY21 Projection	FY21 Estimate	FY20 Actual	FY19 Actual
Tours given	6	6	1	3	3
Safety training sessions	12	8	10	6	5
Safety Talks	12	24	9	15	16
Cross-training sessions (Lunch and Learn)	12	12	4	8	9
Regulatory compliance reports submitted	12	10	11	11	15

Wastewater Dept-Administration

Continued

PERFORMANCE MEASURES	City Value	Benchmark	FY22 Target	FY21 Target	FY21 Estimate	FY20 Actual	FY19 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.)	GG02	46.4	\$61.11	\$61.11	\$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.)	GG02	33.68	\$47.52	\$47.52	\$47.52	\$47.52	\$47.52

Wastewater Dept-Capital Projects Management

Budget Summary	FY2022 Budget	% of FY2022 Budget	FY2021 Budget	FY2021 Estimate	FY2020 Actuals
Program Expenditures					
Personnel Services	\$ 76,670	82 %	\$ 81,460	\$ 75,300	\$ 79,774
Internal Charges	16,860	18 %	16,870	16,250	15,080
Total Expenditures	93,530	100 %	98,330	91,550	94,854
Expenditures by Fund					
Wastewater Enterprise Fund	\$ 93,530	100 %	\$ 98,330	\$ 91,550	\$ 94,854
Funding Sources					
Program Revenues	\$ 93,530	100.00 %	\$ 98,330	\$ 91,550	\$ 94,854
Funding from General Revenues:					
Employee Time Allocation (FTEs) Budgeted	0.70		0.70		0.70

The Director of Wastewater oversees the Wastewater Capital Projects Management program and provides project management 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 2021 Accomplishments

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

- * Accelerated and completed design of the SR179 Sewer Main Upsize Project
- * Completed a Request for Qualifications, awarded a contract to Carollo Engineers, and began design on the Major Lift Station Upgrades Project.
- * Accelerated and completed improvements to the 179 Lift Station.

FY 2022 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.
- * Complete Ph. 2 of the SR179 Sewer Main Upsize Project.

WORKLOAD INDICATORS	FY22 Projection	FY21 Projection	FY21 Estimate	FY20 Actual	FY19 Actual
Total CIP projects	7	5	3	3	4
Percentage of CIP projects managed by Public Works	0%	0%	0%	33%	50%
Percentage of CIP projects managed by Wastewater	100%	100%	100%	67%	50%
Active CIP contracts in planning or design phase (includes professional services during construction)	2	4	1	1	3
Total design projects completed (includes professional services during construction)	\$350,000	\$477,600	\$100,000	\$247,188	\$437,150
Total change orders for design phase (including professional services during construction)	\$0	\$0	\$0	\$27,074	\$2,715
Active CIP contracts in construction phase	5	4	2	2	3
Total construction projects completed	\$2,457,800	\$3,045,600	\$1,528,500	\$3,402,725	\$1,007,600
Total change orders for construction phase	\$147,500	\$180,000	\$272,477	\$87,375	\$52,440

Wastewater Dept-Capital Projects Management

Continued

PERFORMANCE MEASURES	City Value	Benchmark	FY22 Target	FY21 Target	FY21 Estimate	FY20 Actual	FY19 Actual
Average percentage of change orders to original contract amount for design phase (including professional services during construction)	GG02		0%	0%	0%	10.9%	0.9%
Average percentage of change orders to original contract amount for construction phase	GG02		6%	5.9%	17.8%	2.6%	2.7%

Wastewater Dept-Plant Operations

Budget Summary	FY2022 Budget	% of FY2022 Budget	FY2021 Budget	FY2021 Estimate	FY2020 Actuals
Program Expenditures					
Personnel Services	\$ 508,410	25 %	\$ 479,400	\$ 423,950	\$ 413,699
Supplies & Services	917,710	46 %	891,423	758,580	600,823
Capital & Debt Service	36,700	2 %	66,647	30,700	186,389
Subtotal Direct Costs	\$ 1,462,820	73 %	\$ 1,437,470	\$ 1,213,230	\$ 1,200,911
Internal Charges	545,910	27 %	171,030	162,860	483,240
Total Expenditures	2,008,730	100 %	1,608,500	1,376,090	1,684,151
Expenditures by Fund					
Wastewater Enterprise Fund	\$ 2,008,730	100 %	\$ 1,608,500	\$ 1,376,090	\$ 1,684,151
Funding Sources					
Program Revenues	\$ 2,008,730	100.00 %	\$ 1,608,500	\$ 1,376,090	\$ 1,684,151
Funding from General Revenues:					
Employee Time Allocation (FTEs) Budgeted	4.50		4.50		4.50

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, grit removal), secondary treatment (activated sludge, secondary clarification), tertiary treatment (rotating disk 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 2021 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.

FY 2022 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.
- * Perform regular maintenance of plant equipment to maintain efficient operation
- * Send one operator per year to Hach Water Information Management Solution (Hach WIMS) training.

Wastewater Dept-Plant Operations

Continued

WORKLOAD INDICATORS	FY22 Projection	FY21 Projection	FY21 Estimate	FY20 Actual	FY19 Actual
Annual average influent flow (millions of gallons)	430	420	431	395	419
Average daily influent flow (million gallons per day)	1.20	1.15	1.172	1.080	1.15
Volume of treated effluent sent to wetlands (million gallons)	90	75	88	64	52
Amount spent for wetlands maintenance	\$31,000	\$25,000	\$26,500	\$18,232	\$20,000
Volume of treated effluent sent to injection wells (million gallons)	75	118	74	46	90
Amount spent for injection well maintenance	\$64,700	\$58,000	\$48,000	\$53,477	\$40,000
Volume of treated effluent sent to irrigation (million gallons)	200	200	196	250	231
Amount spent for irrigation maintenance	\$46,000	\$56,000	\$33,000	\$21,974	\$40,100
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	0.25	0	0.14	0.07
Amount of biosolids processed (wet tons)	1,000	1,000	850	815	1,113
Amount of biosolids disposed (dry tons)	250	200	250	254	230

PERFORMANCE MEASURES	City Value	Benchmark	FY22 Target	FY21 Target	FY21 Estimate	FY20 Actual	FY19 Actual
ADEQ reportable APP Violations	EV01		5	5	4	3	7
ADEQ reportable APP Violations: Violations preventable(something could have been done to stop violation, i.e. result of operator error)	EV01		0	0	1	0	2
ADEQ reportable APP Violations: Major violations(something that resulted in penalty, notice of violation, fine or consent judgement)	EV01		0	0	0	0	0
ADEQ - Off-site discharges	EV01		0	0	0	0	0
Cost per million gallons for wetlands	EV01		\$344	\$330	\$301	\$285	\$385
Cost per million gallons for injection wells	EV01		\$862	N/A	\$648	\$1,163	N/A
Cost per million gallons for irrigation	EV01		\$230	\$280	\$168	\$88	\$174
On-the-job injuries resulting in worker's compensation	GG01		0	0	0	0	0

Wastewater Dept-Collection Systems

Budget Summary	FY2022 Budget	% of FY2022 Budget	FY2021 Budget	FY2021 Estimate	FY2020 Actuals
Program Expenditures					
Personnel Services	\$ 460,370	28 %	\$ 423,250	\$ 318,840	\$ 370,690
Supplies & Services	589,630	36 %	572,150	465,740	347,411
Capital & Debt Service	92,100	6 %	83,400	53,250	466,494
Subtotal Direct Costs	\$ 1,142,100	70 %	\$ 1,078,800	\$ 837,830	\$ 1,184,595
Internal Charges	500,430	30 %	145,920	138,060	388,790
Total Expenditures	1,642,530	100 %	1,224,720	975,890	1,573,385
Expenditures by Fund					
Wastewater Enterprise Fund	\$ 1,642,530	100 %	\$ 1,224,720	\$ 975,890	\$ 1,573,385
Funding Sources					
Program Revenues	\$ 1,642,530	100.00 %	\$ 1,224,720	\$ 975,890	\$ 1,573,385
Funding from General Revenues:					
Employee Time Allocation (FTEs) Budgeted	4.40		4.40		4.40

This program consists of a Chief Collections Operator and three collections operators who are responsible for managing the collection and transportation of domestic sewage through a wastewater collection system, which is comprised of sewer pipes and lift stations, to the Wastewater Reclamation Plant (WWRP) for treatment. In addition operators are responsible for conducting CCTV assessments of the entire collection system at least once every 5 years, including videoing, reviewing, coding defects, and scheduling repairs. The collections system consists of approximately 5,600 connections, 110 miles of gravity sewer pipes, 1,950 manholes, and 17 lift stations.

FY 2021 Accomplishments

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

- * Developed an in-house CCTV program.
- * Completed repairs to piping and coatings at the 179 Lift Station.
- * Maintained regulatory compliance, achieving zero deficiencies during an ADEQ inspection of the collection system.
- * Performed all scheduled preventative maintenance at each of the 17 lift stations.
- * Completed Ph. 2 of the WWRP Interceptor Line Assessment to obtain sewer main conditions between City limits and the WWRP.

FY 2022 Objectives

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

- * Maintain regulatory compliance.
- * Continue to improve preventative maintenance program.
- * Continue with the implementation of 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	FY22 Projection	FY21 Projection	FY21 Estimate	FY20 Actual	FY19 Actual
Service calls (odor complaints, broken manhole covers, etc.)	>20	15	17	13	13
Emergency callouts (sewer is actively spilling into the environment)	>10	3	12	2	2
Sewer inquiries (questions about sewer location or availability)	25	20	25	29	32
Grease trap inspections	135	135	50	105	96

PERFORMANCE MEASURES	City Value	Benchmark	FY22 Target	FY21 Target	FY21 Estimate	FY20 Actual	FY19 Actual
ADEQ reportable collection system incidents (sewer spills over 50 gallons)	EV01		>3	3	4	3	1
ADEQ reportable collection systems incidents resulting in penalty, notice of violation, fine, or consent agreement	EV01		0	0	0	0	0
On-the-job injuries resulting in worker's compensation	GG01		0	0	0	0	0
Percentage of service calls that are the City of Sedona's responsibility (problem exists in the City's sewer lines or is a result of operator error)	GG01		>40%	0.2	46%	57%	0.38
Percentage of emergency callouts that are the City of Sedona's responsibility (spill is a result of a problem in the City sewer system or operator error)	GG01		>40%	0	30%	0%	0

Wastewater Dept-Laboratory

Budget Summary	FY2022 Budget	% of FY2022 Budget	FY2021 Budget	FY2021 Estimate	FY2020 Actuals
Program Expenditures					
Personnel Services	\$ 143,970	47 %	\$ 129,040	\$ 109,600	\$ 120,807
Supplies & Services	102,815	33 %	108,565	93,580	77,811
Capital & Debt Service	13,500	4 %	12,000	-	-
Subtotal Direct Costs	\$ 260,285	85 %	\$ 249,605	\$ 203,180	\$ 198,618
Internal Charges	47,000	15 %	40,640	38,800	33,830
Total Expenditures	307,285	99 %	290,245	241,980	232,448
Expenditures by Fund					
Wastewater Enterprise Fund	\$ 307,285	100 %	\$ 290,245	\$ 241,980	\$ 232,448
Funding Sources					
Program Revenues	\$ 307,285	100.00 %	\$ 290,245	\$ 241,980	\$ 232,448
Funding from General Revenues:					
Employee Time Allocation (FTEs) Budgeted	1.45		1.45		1.45

The wastewater laboratory is responsible for sampling, testing, and reporting of water quality data required by the Arizona Department of Environmental Quality (ADEQ). The Regulatory Compliance Specialist oversees lab operations, while the lab tests are conducted primarily by the Lab Technician, with assistance from the Regulatory Compliance Specialist and qualified Plant Operators. Water quality testing methods and certifications are regulated by the Arizona Department of Health Services (AZDHS). Lab results are inputted into the Hach Water Information Management Solution database and are reported to ADEQ on ADEQ's Self Monitoring Report Forms on a quarterly, semi-annual, and annual basis. The laboratory also performs numerous tests on samples from all stages of the treatment process; those test results are used to make operational decisions on process control to ensure a high quality of effluent is maintained, which also helps the Department maintain permit compliance with ADEQ.

FY 2021 Accomplishments

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

- * Achieved 100% passing rate for all laboratory performance evaluation studies. In these studies, samples are provided from an outside source, all analysts test the samples, and the results are sent to the company that provided the samples. The company determines whether or not the analysts pass the performance evaluation
- * Renewed laboratory license through the Arizona Department of Health Services
- * Revised the Laboratory Quality Assurance Plan and Lab Safety Plan.
- * Developed a Compliance Sampling Book to ensure all ADEQ required sampling is completed without permit deficiencies occurring.
- * Completed 100% of required daily, monthly, quarterly, and semi-annual samples and tests.
- * Accurately reported results of all lab tests required by ADEQ.
- * Updated the following Laboratory Standard Operating Procedures as needed.
- * Repaired laboratory fume hood to provide a safe working environment to perform lab testing
- * Conducted water quality testing on Oak Creek

Wastewater Dept-Laboratory

Continued

FY 2022 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 collected
- * Follow professional methods for testing procedures

WORKLOAD INDICATORS	FY22 Projection	FY21 Projection	FY21 Estimate	FY20 Actual	FY19 Actual
Number of ADEQ required compliance samples analyzed in-house	365	N/A	365	365	N/A
Number of ADEQ required compliance samples collected and sent to a contract laboratory for testing	87	N/A	87	87	N/A
Number of lab tests completed to provide data to monitor and adjust the wastewater treatment process to ensure quality, clean water is discharged back into the environment	>763	N/A	636	689	N/A

PERFORMANCE MEASURES	City Value	Benchmark	FY22 Target	FY21 Target	FY21 Estimate	FY20 Actual	FY19 Actual
AZDHS annual inspection deficiencies	EV01		>5	0	4	N/A	4
AZDHS annual inspection recommendations	EV01		>5	0	1	N/A	2
% completed of all compliance samples required by ADEQ to be analyzed	EV01		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.)	EV01		100%	100%	100%	100%	100%

Wastewater
Continued

EXPENDITURE SUMMARY

Cost Category	FY2022 Budget	FY2021 Budget	FY2021 Est. Actuals	FY2020 Actuals	Explanation of Changes
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Wastewater Enterprise Fund

59-5250-01 - Administration

Personnel (ongoing)	\$191,520	\$177,580	\$178,430	\$175,658	
Supplies & Services (ongoing)	<u>\$41,570</u>	<u>\$39,750</u>	<u>\$31,645</u>	<u>\$35,949</u>	
Direct Costs (Ongoing) Subtotal	\$233,090	\$217,330	\$210,075	\$211,607	
Internal Charges	<u>\$452,480</u>	<u>\$435,750</u>	<u>\$418,860</u>	<u>\$385,780</u>	
Ongoing Total	\$685,570	\$653,080	\$628,935	\$597,387	
Supplies & Services (one-time)	\$300	\$1,500	\$1,500	\$8,815	
Capital & Debt Service	<u>\$18,000</u>	<u>\$0</u>	<u>\$0</u>	<u>\$396</u>	
One-Time Total	\$18,300	\$1,500	\$1,500	\$9,211	
Administration Total	\$703,870	\$654,580	\$630,435	\$606,598	

59-5252-89 - Capital Projects Management

Personnel (ongoing)	\$76,670	\$81,460	\$75,300	\$79,774	
Internal Charges	<u>\$16,860</u>	<u>\$16,870</u>	<u>\$16,250</u>	<u>\$15,080</u>	
Capital Projects Management Total	\$93,530	\$98,330	\$91,550	\$94,854	

59-5253-55 - Plant Operations

Personnel (ongoing)	\$508,410	\$479,400	\$423,950	\$413,699	
Supplies & Services (ongoing)	\$851,210	\$809,423	\$721,960	\$578,654	Changing to guaranteed proprietary UV bulbs instead of after market UV bulbs.
Direct Costs (Ongoing) Subtotal	\$1,359,620	\$1,288,823	\$1,145,910	\$992,353	
Internal Charges	<u>\$545,910</u>	<u>\$171,030</u>	<u>\$162,860</u>	<u>\$483,240</u>	Budget Increase: Reinstated equipment reserve.
Ongoing Total	\$1,905,530	\$1,459,853	\$1,308,770	\$1,475,593	
Supplies & Services (one-time)	\$66,500	\$82,000	\$36,620	\$22,169	
Capital & Debt Service	<u>\$36,700</u>	<u>\$66,647</u>	<u>\$30,700</u>	<u>\$186,389</u>	
Plant Operations Total	\$2,008,730	\$1,608,500	\$1,376,090	\$1,684,151	

**Wastewater
Continued**

EXPENDITURE SUMMARY

Cost Category	FY2022 Budget	FY2021 Budget	FY2021 Est. Actuals	FY2020 Actuals	Explanation of Changes
59-5253-56 - Collection System					
Personnel (ongoing)	\$460,370	\$423,250	\$318,840	\$370,690	
Supplies & Services (ongoing)	<u>\$488,630</u>	<u>\$494,650</u>	<u>\$413,240</u>	<u>\$327,500</u>	
Direct Costs (Ongoing) Subtotal	\$949,000	\$917,900	\$732,080	\$698,190	
Internal Charges	<u>\$500,430</u>	<u>\$145,920</u>	<u>\$138,060</u>	<u>\$388,790</u>	Budget Increase: Reinstated major maintenance reserve.
Ongoing Total	\$1,449,430	\$1,063,820	\$870,140	\$1,086,980	
Supplies & Services (one-time)	\$101,000	\$77,500	\$52,500	\$19,911	Budget Increase: Pump station maintenance services and sewer line repair.
Capital & Debt Service	<u>\$92,100</u>	<u>\$83,400</u>	<u>\$53,250</u>	<u>\$466,494</u>	
One-Time Total	\$193,100	\$160,900	\$105,750	\$486,405	
Collection System Total	\$1,642,530	\$1,224,720	\$975,890	\$1,573,385	
59-5253-66 - Lab					
Personnel (ongoing)	\$143,970	\$129,040	\$109,600	\$120,807	
Supplies & Services (ongoing)	<u>\$93,315</u>	<u>\$92,365</u>	<u>\$85,380</u>	<u>\$73,360</u>	
Direct Costs (Ongoing) Subtotal	\$237,285	\$221,405	\$194,980	\$194,167	
Internal Charges	<u>\$47,000</u>	<u>\$40,640</u>	<u>\$38,800</u>	<u>\$33,830</u>	
Ongoing Total	\$284,285	\$262,045	\$233,780	\$227,997	
Supplies & Services (one-time)	\$9,500	\$16,200	\$8,200	\$4,451	
Capital & Debt Service	<u>\$13,500</u>	<u>\$12,000</u>	<u>\$0</u>	<u>\$0</u>	
One-Time Total	\$23,000	\$28,200	\$8,200	\$4,451	
Lab Total	\$307,285	\$290,245	\$241,980	\$232,448	

Wastewater
Continued

EXPENDITURE SUMMARY

Cost Category	FY2022 Budget	FY2021 Budget	FY2021 Est. Actuals	FY2020 Actuals	Explanation of Changes
Grand Totals					
Personnel (Ongoing) Subtotal	\$1,380,940	\$1,290,730	\$1,106,120	\$1,160,628	
Supplies & Services (Ongoing) Subtotal	\$1,474,725	\$1,436,188	\$1,252,225	\$1,015,463	
Direct Costs (Ongoing) Subtotal	\$2,855,665	\$2,726,918	\$2,358,345	\$2,176,091	
Internal Charges Subtotal	<u>\$1,562,680</u>	<u>\$810,210</u>	<u>\$774,830</u>	<u>\$1,306,720</u>	
Ongoing Subtotal	\$4,418,345	\$3,537,128	\$3,133,175	\$3,482,811	
Supplies & Services (One- Time) Subtotal	\$177,300	\$177,200	\$98,820	\$55,346	
Capital & Debt Service Subtotal	\$160,300	\$162,047	\$83,950	\$653,279	
One-Time Subtotal	<u>\$337,600</u>	<u>\$339,247</u>	<u>\$182,770</u>	<u>\$708,625</u>	
Grand Total	\$4,755,945	\$3,876,375	\$3,315,945	\$4,191,436	

WASTEWATER
continued

POSITIONS/ALLOCATIONS SUMMARIES

Position	FY22 FTE	FY21 FTE	FY20 FTE	FY19 FTE
Administrative Assistant	1.00	1.00	1.00	1.00
CCTV Van Operator	1.00	1.00	1.00	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	0.00	1.00
Plant Chemist	0.00	0.00	0.00	1.00
Wastewater Manager	1.00	1.00	1.00	0.00
WW Collections Operator - Entry	0.00	0.00	0.00	1.00
WW Collections Operator I	1.00	1.00	1.00	0.00
WW Collections Operator II	1.00	1.00	1.00	0.00
WW Collections Operator III	1.00	1.00	1.00	1.00
WW Lab Technician	1.00	1.00	1.00	0.00
WW Plant Mechanic/Electrician	1.00	1.00	1.00	1.00
WW Plant Operator - Entry	0.00	0.00	0.00	2.00
WW Plant Operator I	0.00	0.00	0.00	2.00
WW Plant Operator II	1.00	1.00	1.00	0.00
WW Plant Operator III	1.00	1.00	1.00	0.00
WW Regulatory Compliance Specialist	1.00	1.00	1.00	0.00
Total	13.00	13.00	13.00	12.00

Org Unit	Org Description	FY22 FTE	FY21 FTE	FY20 FTE	FY19 FTE
Wastewater Enterprise Fund					
59-5250-01	Administration	1.95	1.95	1.95	1.65
59-5252-89	Capital Projects Management	0.70	0.70	0.70	0.55
59-5253-55	Plant Operations	4.50	4.50	4.50	5.40
59-5253-56	Collection System	4.40	4.40	4.40	3.40
59-5253-66	Lab	1.45	1.45	1.45	1.00
Wastewater Enterprise Fund Total		13.00	13.00	13.00	12.00

CAPITAL PROJECTS DETAILS

Project Summary

Project Title:
WW Collection System Improvements - SR179 Sewer Main Replacement

Phase: of **Project #:**
(If Applicable)

Ranking:

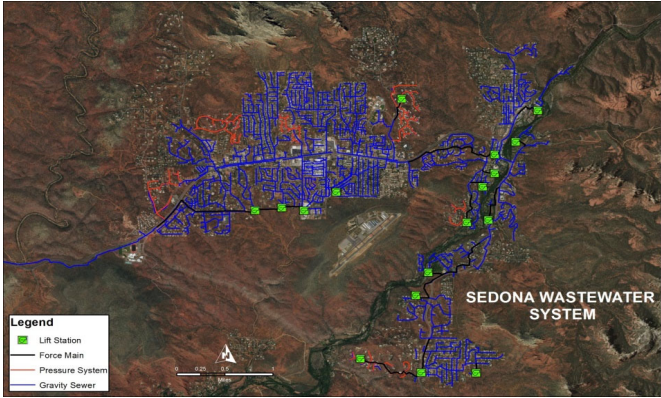
Environmental Sustainability Project?

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.

Location:
SR 179 between Copper Cliffs Drive and Schnebly Hill Roundabout; Oak Creek pedestrian

	Original	Revised (if applicable)
Start Date	January 2019	April 2020
Estimated Completion Date	June 2019	June 2022



For Continuing Projects

Estimated Project Status as of June 30, 2021:
Construction is estimated to be 75% complete.

Explanation for Revised Project Dates and/or Project Budget (if applicable):
During the design phase, the Construction Manager at Risk Contractor completed an evaluation of the constructability, which lead to having to complete the project using an open-trench method of construction. This increased costs for traffic control, excavation, and sewer by-passing. In December 2019, Council approved an increase to the construction budget; an additional appropriation is included for FY 2021 for project change orders and construction phase design costs. Delays in the ADOT permitting process led to a delay in the start of construction until April 2020.

Project Balance	
Original Approved Project Budget	\$690,000
Approved Budget Increases/Decreases	\$1,363,148
Current Approved Total Project Budget	\$2,053,148
Requested Budget Increase/Decrease	\$236,600
Requested Total Project Budget	\$2,289,748
Estimated Expenditures through June 30, 2021	\$1,771,248
Budget Balance Remaining	\$518,500

Budget Detail

Project Cost Estimates:

Funding Status	Cost Category	Prior Years Estimate	FY2022	FY2023	FY2024	Future Years	Project Totals
Carry Over	Design - Contracted	\$96,725	\$18,500				\$115,225
Carry Over	Construction - Contracted	\$1,674,523	\$263,400				\$1,937,923
New Appropriation	Construction - Contracted		\$236,600				\$236,600
Totals		\$1,771,248	\$518,500	\$0	\$0	\$0	\$2,289,748

Project Funding Estimates:

Funding Source	Prior Years Estimate	FY2022	FY2023	FY2024	Future Years	Project Totals
Wastewater Revenues	\$1,771,248	\$518,500				\$2,289,748
Totals		\$1,771,248	\$518,500	\$0	\$0	\$2,289,748

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

None anticipated.

Total Operating Impacts:

	FY2022	FY2023	FY2024	Future Annual Cost
Personnel Costs				
Materials & Supplies				
Contractual Services				
Debt Service				
Revenue Offset				
Total Expenditure Impacts	\$0	\$0	\$0	\$0

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

Phase: of **Project #:**
(If Applicable)

Ranking:

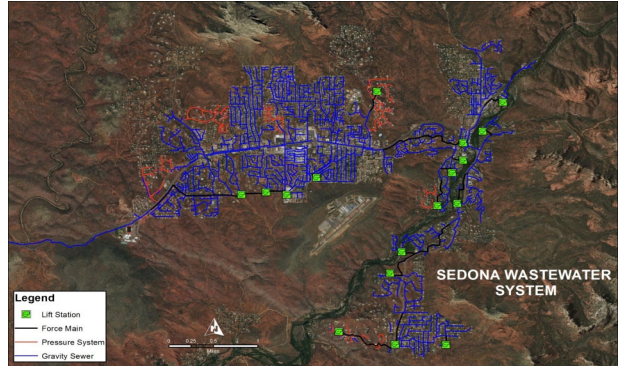
Environmental Sustainability Project?

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.

Location:
Sewer force main between the Brewer Road lift station and Airport Road

	Original	Revised (if applicable)
Start Date	July 2019	July 2021
Estimated Completion Date	June 2021	June 2022



For Continuing Projects

Estimated Project Status as of June 30, 2021:
Project not yet started.

Explanation for Revised Project Dates and/or Project Budget (if applicable):
Funding for the design phase for this project was removed. The project was not completed in FY 2021 due to COVID restrictions on spending for the first half of the year and staff workload during the second half of FY 2021.

Project Balance	
Original Approved Project Budget	\$190,000
Approved Budget Increases/Decreases	-\$90,000
Current Approved Total Project Budget	\$100,000
Requested Budget Increase/Decrease	\$0
Requested Total Project Budget	\$100,000
Estimated Expenditures through June 30, 2021	\$0
Budget Balance Remaining	\$100,000

Budget Detail

Project Cost Estimates:

Funding Status	Cost Category	Prior Years Estimate	FY2022	FY2023	FY2024	Future Years	Project Totals
Carry Over	Construction - Contracted		\$100,000				\$100,000
Totals		\$0	\$100,000	\$0	\$0	\$0	\$100,000

Project Funding Estimates:

Funding Source	Prior Years Estimate	FY2022	FY2023	FY2024	Future Years	Project Totals
Wastewater Revenues		\$100,000				\$100,000
Totals	\$0	\$100,000	\$0	\$0	\$0	\$100,000

Explanation of Outside Funding Sources (Donations, Outside Participation, Grants):
None anticipated.

Total Operating Impacts:

	FY2022	FY2023	FY2024	Future Annual Cost
Personnel Costs				
Materials & Supplies				
Contractual Services				
Debt Service				
Revenue Offset				
Total Expenditure Impacts	\$0	\$0	\$0	\$0

Explanation of Operating Impacts:
No additional operating impacts are anticipated for this project.

CAPITAL PROJECTS DETAILS

Project Summary

Project Title:

WW Collection System Improvements - Misc. Rehabs/Replacements

Phase: of Project #:
(If Applicable)

Ranking:

Environmental Sustainability Project?

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.

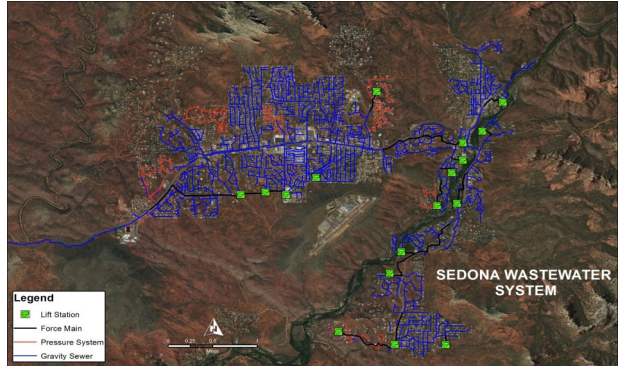
Project Justification:

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.

Location:

Foothills Drive, El Camino Road, Northview Road, Lazy Bear Estates

	Original	Revised (if applicable)
Start Date	July 2021	July 2021
Estimated Completion Date	June 2022	June 2023



For Continuing Projects

Estimated Project Status as of June 30, 2021:

Project not yet started.

Explanation for Revised Project Dates and/or Project Budget (if applicable):

Construction delayed from FY 2022 to FY 2023 due to staff capacity.

Project Balance	
Original Approved Project Budget	\$0
Approved Budget Increases/Decreases	\$0
Current Approved Total Project Budget	\$0
Requested Budget Increase/Decrease	\$390,000
Requested Total Project Budget	\$390,000
Estimated Expenditures through June 30, 2021	\$0
Budget Balance Remaining	\$390,000

Budget Detail

Project Cost Estimates:

Funding Status	Cost Category	Prior Years Estimate	FY2022	FY2023	FY2024	Future Years	Project Totals
New Appropriation	Design - Contracted		\$40,000				\$40,000
New Appropriation	Construction - Contracted			\$350,000			\$350,000
Totals		\$0	\$40,000	\$350,000	\$0	\$0	\$390,000

Project Funding Estimates:

Funding Source	Prior Years Estimate	FY2022	FY2023	FY2024	Future Years	Project Totals
Wastewater Revenues		\$40,000	\$350,000			\$390,000
Totals	\$0	\$40,000	\$350,000	\$0	\$0	\$390,000

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

None anticipated.

Total Operating Impacts:

	FY2022	FY2023	FY2024	Future Annual Cost
Personnel Costs				
Materials & Supplies				
Contractual Services				
Debt Service				
Revenue Offset				
Total Expenditure Impacts	\$0	\$0	\$0	\$0

Explanation of Operating Impacts:

There are no additional operating impacts resulting from this project.

CAPITAL PROJECTS DETAILS

Project Summary

Project Title:
WW Collection System Improvements - Future Collections Projects

Location:
N/A

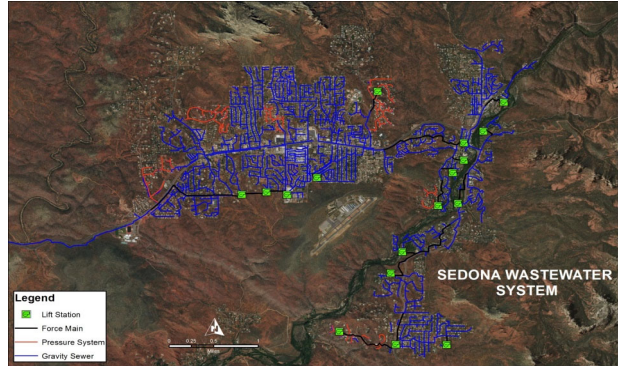
Phase: of **Project #:**
(If Applicable)

	Original	Revised (if applicable)
Start Date	July 2022	
Estimated Completion Date	June 2023	

Ranking:

Environmental Sustainability Project?

Project Description:
This project will include future repairs, rehabilitation, and/or replacements of collection system piping or lift stations.



Project Justification:
Majority of the sewer collection system is nearing 30 years old. As the Wastewater Department continues its annual sewer video (CCTV) evaluations and completes more in-depth condition assessments of the sewer interceptor, it is likely that rehabilitation or replacement of sewer pipes will be necessary. Additionally, many of the lift stations are also nearing 20-30 years old and may need repairs and/or replacement within the next 10 years.

For Continuing Projects

Estimated Project Status as of June 30, 2021:
Project not yet scheduled to begin.

Project Balance	
Original Approved Project Budget	\$0
Approved Budget Increases/Decreases	\$0
Current Approved Total Project Budget	\$0
Requested Budget Increase/Decrease	\$0
Requested Total Project Budget	\$0
Estimated Expenditures through June 30, 2021	\$0
Budget Balance Remaining	\$0

Explanation for Revised Project Dates and/or Project Budget (if applicable):

Budget Detail

Project Cost Estimates:

Funding Status	Cost Category	Prior Years Estimate	FY2022	FY2023	FY2024	Future Years	Project Totals
Future Estimate	Design - Contracted			\$100,000			\$100,000
Future Estimate	Construction - Contracted			\$1,035,000			\$1,035,000
Totals		\$0	\$0	\$1,135,000	\$0	\$0	\$1,135,000

Project Funding Estimates:

Funding Source	Prior Years Estimate	FY2022	FY2023	FY2024	Future Years	Project Totals
Wastewater Revenues			\$1,135,000			\$1,135,000
Totals		\$0	\$0	\$1,135,000	\$0	\$1,135,000

Explanation of Outside Funding Sources (Donations, Outside Participation, Grants):
None anticipated.

Total Operating Impacts:

	FY2022	FY2023	FY2024	Future Annual Cost
Personnel Costs				
Materials & Supplies				
Contractual Services				
Debt Service				
Revenue Offset				
Total Expenditure Impacts	\$0	\$0	\$0	\$0

Explanation of Operating Impacts:
No additional operational impacts are anticipated due to this project.

CAPITAL PROJECTS DETAILS

Project Summary

Project Title:
WW Collection System Improvements - Major Lift Station Upgrades

Location:
N/A

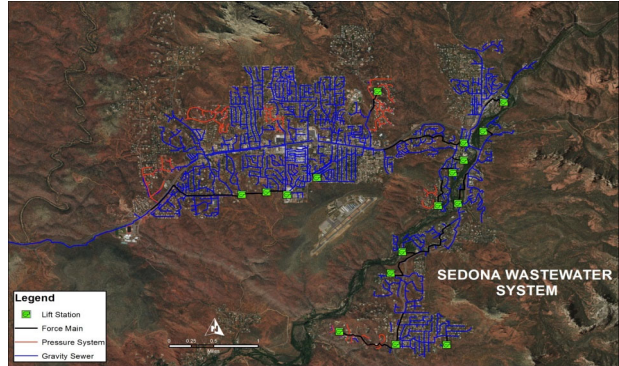
Phase: of **Project #:**
(If Applicable)

	Original	Revised (if applicable)
Start Date	July 2020	
Estimated Completion Date	June 2022	

Ranking:

Environmental Sustainability Project?

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, 2021:

Project Balance	
Original Approved Project Budget	\$960,000
Approved Budget Increases/Decreases	\$0
Current Approved Total Project Budget	\$960,000
Requested Budget Increase/Decrease	\$172,000
Requested Total Project Budget	\$1,132,000
Estimated Expenditures through June 30, 2021	\$30,000
Budget Balance Remaining	\$1,102,000

Explanation for Revised Project Dates and/or Project Budget (if applicable):
Increased construction budget by 20% to account for an increase in material pricing, and for the additional scope of work.

Budget Detail

Project Cost Estimates:

Funding Status	Cost Category	Prior Years Estimate	FY2022	FY2023	FY2024	Future Years	Project Totals
Carry Over	Design - Contracted	\$30,000	\$70,000				\$100,000
Carry Over	Construction - Contracted		\$750,000				\$750,000
New Appropriation	Construction - Contracted		\$172,000				\$172,000
Carry Over	Contingency		\$110,000				\$110,000
Totals		\$30,000	\$1,102,000	\$0	\$0	\$0	\$1,132,000

Project Funding Estimates:

Funding Source	Prior Years Estimate	FY2022	FY2023	FY2024	Future Years	Project Totals
Wastewater Revenues	\$30,000	\$1,102,000				\$1,132,000
Totals	\$30,000	\$1,102,000	\$0	\$0	\$0	\$1,132,000

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

Total Operating Impacts:

	FY2022	FY2023	FY2024	Future Annual Cost
Personnel Costs				
Materials & Supplies				
Contractual Services				
Debt Service				
Revenue Offset				
Total Expenditure Impacts	\$0	\$0	\$0	\$0

Explanation of Operating Impacts:
Energy savings are anticipated with new equipment. Until the equipment is specified, the savings cannot be quantified. An evaluation of potential savings will be included with the design.

CAPITAL PROJECTS DETAILS

Project Summary

Project Title: WW Collection System Improvement - Juniper Lane Extension

Location: Juniper Lane

Phase: of **Project #:** WW-01H
(If Applicable)

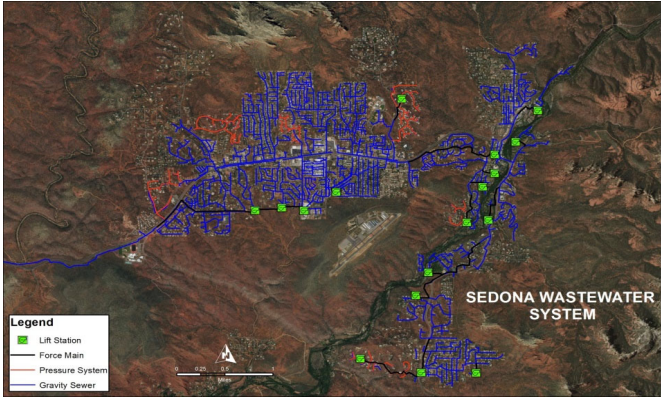
Ranking: Important (Could-Do)

Environmental Sustainability Project? N/A

Project Description:
This project would install approximately 200 linear feet of 8-inch sewer main in Juniper Lane, which would complete a required portion of sewer main in order to activate an existing dryline in the SR179 right of way.

Project Justification:
In 2011, in conjunction with the SR179 Realignment Project, an 8-inch dryline sewer was installed for future use. In order to make the dryline active, approximately 200 linear feet of sewer will need to be installed in Juniper Lane to tie the dryline into the active collection system. The extension would allow for the potential connection of up to 31 properties, 9 of which are undeveloped. Developed properties are currently served with private septic systems. Property owners looking to develop have approached the City with interest in connecting to sewer over installing a septic system. There is a potential for cost sharing or fair share reimbursement agreements with property owners wishing to connect. In addition, deferment agreements for properties currently on septic would be required for future connection.

	Original	Revised (if applicable)
Start Date	July 2021	
Estimated Completion Date	June 2022	



For Continuing Projects

Estimated Project Status as of June 30, 2021:
Project not yet started.

Explanation for Revised Project Dates and/or Project Budget (if applicable):

Project Balance	
Original Approved Project Budget	\$0
Approved Budget Increases/Decreases	\$0
Current Approved Total Project Budget	\$0
Requested Budget Increase/Decrease	\$60,000
Requested Total Project Budget	\$60,000
Estimated Expenditures through June 30, 2021	\$0
Budget Balance Remaining	\$60,000

Budget Detail

Project Cost Estimates:

Funding Status	Cost Category	Prior Years Estimate	FY2022	FY2023	FY2024	Future Years	Project Totals
New Appropriation	Construction - Contracted		\$60,000				\$60,000
Totals		\$0	\$60,000	\$0	\$0	\$0	\$60,000

Project Funding Estimates:

Funding Source	Prior Years Estimate	FY2022	FY2023	FY2024	Future Years	Project Totals
Wastewater Revenues		\$60,000				\$60,000
Totals	\$0	\$60,000	\$0	\$0	\$0	\$60,000

Explanation of Outside Funding Sources (Donations, Outside Participation, Grants):
Cost sharing or fair share reimbursement agreements may be possible.

Total Operating Impacts:

	FY2022	FY2023	FY2024	Future Annual Cost
Personnel Costs				
Materials & Supplies				
Contractual Services				
Debt Service				
Revenue Offset				
Total Expenditure Impacts	\$0	\$0	\$0	\$0

Explanation of Operating Impacts:
Impacts to operational costs would be minimal and expected to be within existing budget capacity.

CAPITAL PROJECTS DETAILS

Project Summary

Project Title:
SCADA System and Configuration Upgrade

Location:
N/A

Phase: of **Project #:**
(If Applicable)

Ranking:

Environmental Sustainability Project?

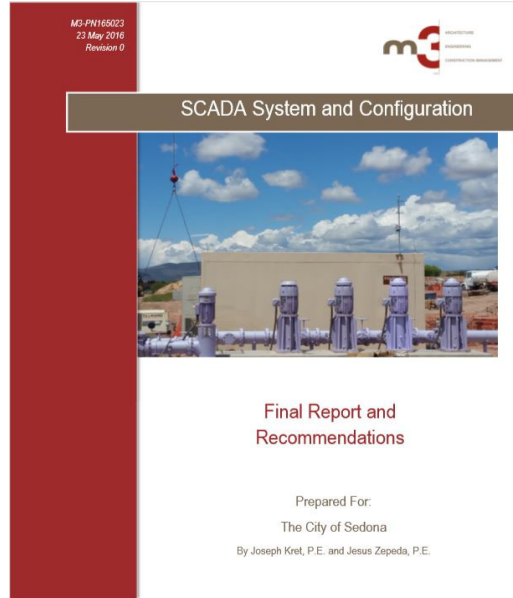
	Original	Revised (if applicable)
Start Date	July 2017	July 2021
Estimated Completion Date	June 2019	June 2022

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, 2021:

Project not yet scheduled to begin.

Explanation for Revised Project Dates and/or Project Budget (if applicable):

The budget was increased due to increases in costs due to delays in project start. Project delayed to accommodate budget constraints and staff workload.

Project Balance		
Original Approved Project Budget		\$185,000
Approved Budget Increases/Decreases		\$125,000
Current Approved Total Project Budget		\$310,000
Requested Budget Increase/Decrease		\$0
Requested Total Project Budget		\$310,000
Estimated Expenditures through June 30, 2021		\$0
Budget Balance Remaining		\$310,000

Budget Detail

Project Cost Estimates:

Funding Status	Cost Category	Prior Years Estimate	FY2022	FY2023	FY2024	Future Years	Project Totals
Carry Over	Equipment Purchase			\$310,000			\$310,000
	Totals	\$0	\$0	\$310,000	\$0	\$0	\$310,000

Project Funding Estimates:

Funding Source	Prior Years Estimate	FY2022	FY2023	FY2024	Future Years	Project Totals
Wastewater Revenues			\$310,000			\$310,000
Totals	\$0	\$0	\$310,000	\$0	\$0	\$310,000

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

None anticipated.

Total Operating Impacts:

	FY2022	FY2023	FY2024	Future Annual Cost
Personnel Costs				
Materials & Supplies				
Contractual Services				
Debt Service				
Revenue Offset				
Total Expenditure Impacts	\$0	\$0	\$0	\$0

Explanation of Operating Impacts:

No additional operating costs are anticipated.

CAPITAL PROJECTS DETAILS

Project Summary

Project Title:

WWRP Odor Control Upgrades

 Phase: of Project #:
(If Applicable)

 Ranking:
Environmental Sustainability Project?

Project Description:

This project is for upgrades to the existing odor control unit, as recommended by the 2017 WWRP Odor Control Evaluation Basis of Design Report.

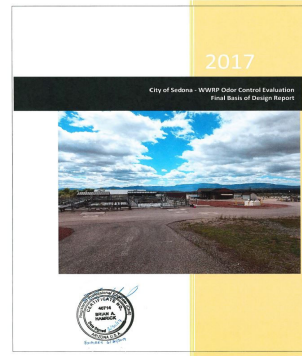
Project Justification:

The existing odor control unit at the WWRP is rated for a flow of 0.9 million gallons per day. Current average daily flows of 1.2 million gallons per day exceed this rating. The project will implement upgrades to the odor control unit, as identified and recommended by the 2017 WWRP Odor Control Evaluation Basis of Design Report.

Location:

Wastewater Reclamation Plant

	Original	Revised (if applicable)
Start Date	February 2017	February 2017
Estimated Completion Date	June 2019	June 2025



For Continuing Projects

Estimated Project Status as of June 30, 2021:

The odor control study was completed in FY 2017. The project is on hold until FY 2024.

Explanation for Revised Project Dates and/or Project Budget (if applicable):

Construction has been split between FY24 and FY25. Project delayed due to staff capacity and other higher priority projects taking precedence.

Project Balance

Original Approved Project Budget	\$25,000
Approved Budget Increases/Decreases	-\$340
Current Approved Total Project Budget	\$24,660
Requested Budget Increase/Decrease	\$0
Requested Total Project Budget	\$24,660
Estimated Expenditures through June 30, 2021	\$24,660
Budget Balance Remaining	\$0

Budget Detail

Project Cost Estimates:

Funding Status	Cost Category	Prior Years Estimate	FY2022	FY2023	FY2024	Future Years	Project Totals
Carry Over	Project Evaluation	\$24,660					\$24,660
Future Estimate	Design - Contracted				\$55,000		\$55,000
Future Estimate	Construction - Contracted				\$130,000	\$150,000	\$280,000
Totals		\$24,660	\$0	\$0	\$185,000	\$150,000	\$359,660

Project Funding Estimates:

Funding Source	Prior Years Estimate	FY2022	FY2023	FY2024	Future Years	Project Totals	
Wastewater Revenues	\$24,660			\$185,000	\$150,000	\$359,660	
Totals		\$24,660	\$0	\$0	\$185,000	\$150,000	\$359,660

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

None anticipated.

Total Operating Impacts:

	FY2022	FY2023	FY2024	Future Annual Cost
Personnel Costs				
Materials & Supplies				\$9,300
Contractual Services				
Debt Service				
Revenue Offset				
Total Expenditure Impacts	\$0	\$0	\$0	\$9,300

Explanation of Operating Impacts:

Annual replacement of media for the new unit.

CAPITAL PROJECTS DETAILS

Project Summary

Project Title:
 WWRP Reservoir Liner Replacement

Location:
 Wastewater Reclamation Plant

Phase: of **Project #:**
(If Applicable)

	Original	Revised (if applicable)
Start Date	July 2020	July 2020
Estimated Completion Date	June 2021	June 2022

Ranking:

Environmental Sustainability Project?

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, 2021:
 Project not yet started.

Project Balance	
Original Approved Project Budget	\$1,050,000
Approved Budget Increases/Decreases	\$0
Current Approved Total Project Budget	\$1,050,000
Requested Budget Increase/Decrease	\$0
Requested Total Project Budget	\$1,050,000
Estimated Expenditures through June 30, 2021	\$0
Budget Balance Remaining	\$1,050,000

Explanation for Revised Project Dates and/or Project Budget (if applicable):
 Project delayed due to budget constraints and staffing capacity.

Budget Detail

Project Cost Estimates:

Funding Status	Cost Category	Prior Years Estimate	FY2022	FY2023	FY2024	Future Years	Project Totals
Carry Over	Design - Contracted		\$50,000				\$50,000
Carry Over	Construction - Contracted		\$1,000,000				\$1,000,000
Totals		\$0	\$1,050,000	\$0	\$0	\$0	\$1,050,000

Project Funding Estimates:

Funding Source	Prior Years Estimate	FY2022	FY2023	FY2024	Future Years	Project Totals
Wastewater Revenues		\$1,050,000				\$1,050,000
Totals		\$0	\$1,050,000	\$0	\$0	\$1,050,000

Explanation of Outside Funding Sources (Donations, Outside Participation, Grants):
 None anticipated.

Total Operating Impacts:

	FY2022	FY2023	FY2024	Future Annual Cost
Personnel Costs				
Materials & Supplies				
Contractual Services				
Debt Service				
Revenue Offset				
Total Expenditure Impacts	\$0	\$0	\$0	\$0

Explanation of Operating Impacts:
 Operating costs are not anticipated to increase and may decrease after improvements are completed.

CAPITAL PROJECTS DETAILS

Project Summary

Project Title:
 WWRP Drying Beds Replacement

Location:
 Wastewater Reclamation Plant

Phase: of **Project #:**
(If Applicable)

	Original	Revised (if applicable)
Start Date	July 2021	July 2022
Estimated Completion Date	June 2022	June 2024

Ranking:

Environmental Sustainability Project?

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, 2021:
 Project not yet scheduled to begin.

Project Balance	
Original Approved Project Budget	\$0
Approved Budget Increases/Decreases	\$0
Current Approved Total Project Budget	\$0
Requested Budget Increase/Decrease	\$0
Requested Total Project Budget	\$0
Estimated Expenditures through June 30, 2021	\$0
Budget Balance Remaining	\$0

Explanation for Revised Project Dates and/or Project Budget (if applicable):
 Project delayed due to budget constraints and staffing capacity.

Budget Detail

Project Cost Estimates:

Funding Status	Cost Category	Prior Years Estimate	FY2022	FY2023	FY2024	Future Years	Project Totals
Future Estimate	Design - Contracted			\$150,000			\$150,000
Future Estimate	Construction - Contracted				\$1,500,000		\$1,500,000
Totals		\$0	\$0	\$150,000	\$1,500,000	\$0	\$1,650,000

Project Funding Estimates:

Funding Source	Prior Years Estimate	FY2022	FY2023	FY2024	Future Years	Project Totals	
Wastewater Revenues			\$150,000	\$1,500,000		\$1,650,000	
Totals		\$0	\$0	\$150,000	\$1,500,000	\$0	\$1,650,000

Explanation of Outside Funding Sources (Donations, Outside Participation, Grants):
 None anticipated.

Total Operating Impacts:

	FY2022	FY2023	FY2024	Future Annual Cost
Personnel Costs				
Materials & Supplies				
Contractual Services				
Debt Service				
Revenue Offset				
Total Expenditure Impacts	\$0	\$0	\$0	\$0

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

 Phase: of Project #:
(If Applicable)

 Ranking:

 Environmental Sustainability Project?
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.

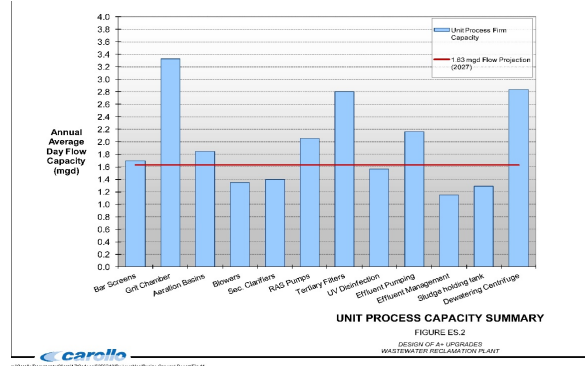
Project Justification:

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.

Location:

Wastewater Reclamation Plant

	Original	Revised (if applicable)
Start Date	July 2022	
Estimated Completion Date	June 2027	



For Continuing Projects

Estimated Project Status as of June 30, 2021:

Project not yet scheduled to begin.

Explanation for Revised Project Dates and/or Project Budget (if applicable):

Project Balance	
Original Approved Project Budget	\$0
Approved Budget Increases/Decreases	\$0
Current Approved Total Project Budget	\$0
Requested Budget Increase/Decrease	\$0
Requested Total Project Budget	\$0
Estimated Expenditures through June 30, 2021	\$0
Budget Balance Remaining	\$0

Budget Detail

Project Cost Estimates:

Funding Status	Cost Category	Prior Years Estimate	FY2022	FY2023	FY2024	Future Years	Project Totals
Future Estimate	Design - Contracted			\$60,000		\$170,000	\$230,000
Future Estimate	Construction - Contracted				\$600,000	\$1,700,000	\$2,300,000
Totals		\$0	\$0	\$60,000	\$600,000	\$1,870,000	\$2,530,000

Project Funding Estimates:

Funding Source	Prior Years Estimate	FY2022	FY2023	FY2024	Future Years	Project Totals	
Wastewater Revenues			\$60,000	\$600,000	\$1,870,000	\$2,530,000	
Totals		\$0	\$0	\$60,000	\$600,000	\$1,870,000	\$2,530,000

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

None anticipated.

Total Operating Impacts:

	FY2022	FY2023	FY2024	Future Annual Cost
Personnel Costs				
Materials & Supplies				
Contractual Services				
Debt Service				
Revenue Offset				
Total Expenditure Impacts	\$0	\$0	\$0	\$0

Explanation of Operating Impacts:

To be determined - the operating impacts would be dependent on the media installed as part of the upgrades (diffusers, UV lights, etc.).

CAPITAL PROJECTS DETAILS

Project Summary

Project Title:
Wastewater Master Plan Update

Location:
Citywide

Phase: of **Project #:**
(If Applicable)

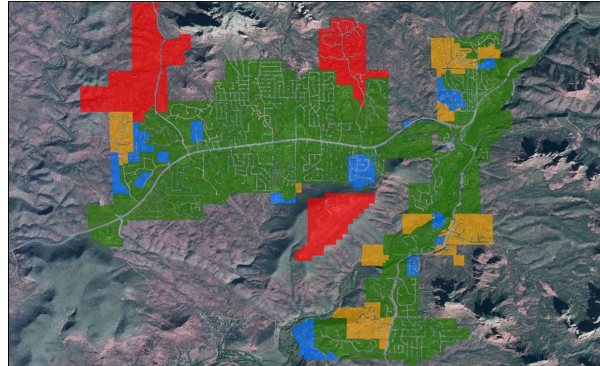
	Original	Revised (if applicable)
Start Date	July 2022	
Estimated Completion Date	June 2023	

Ranking:

Environmental Sustainability Project?

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, 2021:

Project not yet scheduled to begin.

Project Balance	
Original Approved Project Budget	\$0
Approved Budget Increases/Decreases	\$0
Current Approved Total Project Budget	\$0
Requested Budget Increase/Decrease	\$0
Requested Total Project Budget	\$0
Estimated Expenditures through June 30, 2021	\$0
Budget Balance Remaining	\$0

Explanation for Revised Project Dates and/or Project Budget (if applicable):

Budget Detail

Project Cost Estimates:

Funding Status	Cost Category	Prior Years Estimate	FY2022	FY2023	FY2024	Future Years	Project Totals
Future Estimate	Master Plan			\$100,000		\$100,000	\$200,000
Totals		\$0	\$0	\$100,000	\$0	\$100,000	\$200,000

Project Funding Estimates:

Funding Source	Prior Years Estimate	FY2022	FY2023	FY2024	Future Years	Project Totals
Wastewater Revenues			\$100,000		\$100,000	\$200,000
Totals	\$0	\$0	\$100,000	\$0	\$100,000	\$200,000

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

None anticipated.

Total Operating Impacts:

	FY2022	FY2023	FY2024	Future Annual Cost
Personnel Costs				
Materials & Supplies				
Contractual Services				
Debt Service				
Revenue Offset				
Total Expenditure Impacts	\$0	\$0	\$0	\$0

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:
Area 4 Valve Vault Upgrade

Location:
N/A

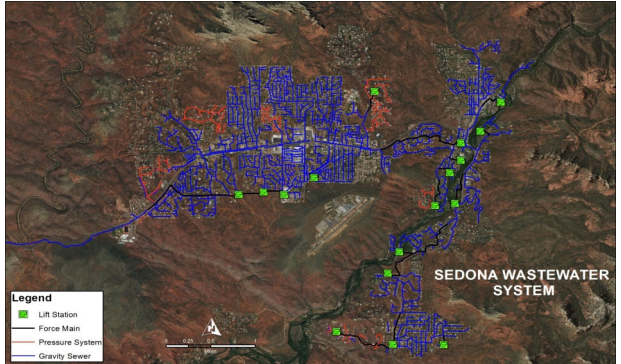
Phase: of **Project #:** WW-14
(If Applicable)

	Original	Revised (if applicable)
Start Date	July 2021	
Estimated Completion Date	June 2022	

Ranking: Essential (Should-Do)

Environmental Sustainability Project? N/A

Project Description:
This project will replace the existing slide gate that provides level control to the area 4 pump station with a motor operated valve.



Project Justification:
Water level in the area 4 pump station is controlled by a custom fabricated motor operated slide gate that was originally installed in the 1990s. The slide gate has worn to a point that it will not close completely, resulting in water continually flowing into the overflow when pumps are not operating. If the slide gate is stuck in the open position, an offsite discharge would result in a permit violation and potential for flooding of downstream properties along Forest Service Road 525 exist.

For Continuing Projects

Estimated Project Status as of June 30, 2021:
Project not yet started.

Project Balance	
Original Approved Project Budget	\$0
Approved Budget Increases/Decreases	\$0
Current Approved Total Project Budget	\$0
Requested Budget Increase/Decrease	\$65,000
Requested Total Project Budget	\$65,000
Estimated Expenditures through June 30, 2021	\$0
Budget Balance Remaining	\$65,000

Explanation for Revised Project Dates and/or Project Budget (if applicable):
This project was originally proposed as a decision package during the FY 2021 budget process and was not approved due to the anticipated financial impacts of COVID-19. The problem persists and increases in material and labor costs have resulted in the project cost exceeding \$50,000, thus requiring the need for a capital project.

Budget Detail

Project Cost Estimates:

Funding Status	Cost Category	Prior Years Estimate	FY2022	FY2023	FY2024	Future Years	Project Totals
New Appropriation	Construction - Contracted		\$65,000				\$65,000
Totals		\$0	\$65,000	\$0	\$0	\$0	\$65,000

Project Funding Estimates:

Funding Source	Prior Years Estimate	FY2022	FY2023	FY2024	Future Years	Project Totals
Wastewater Revenues		\$65,000				\$65,000
Totals	\$0	\$65,000	\$0	\$0	\$0	\$65,000

Explanation of Outside Funding Sources (Donations, Outside Participation, Grants):
None anticipated.

Total Operating Impacts:

	FY2022	FY2023	FY2024	Future Annual Cost
Personnel Costs				
Materials & Supplies				
Contractual Services				
Debt Service				
Revenue Offset				
Total Expenditure Impacts	\$0	\$0	\$0	\$0

Explanation of Operating Impacts:
No increase to existing operational costs anticipated.

INFORMATION TECHNOLOGY

Mission Statement

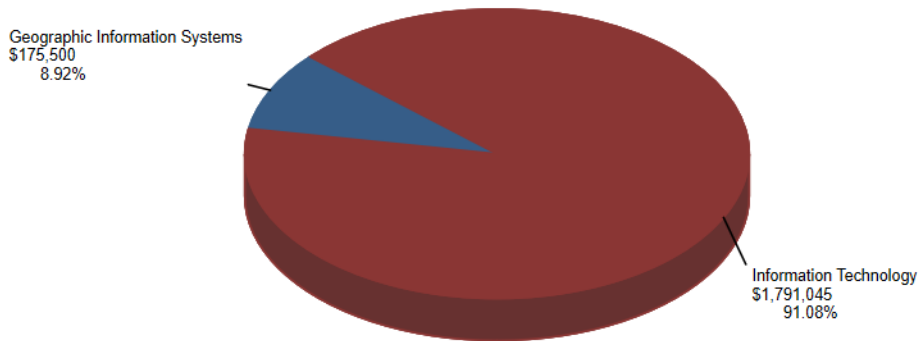
- * Provide reliable state-of-the-art technologies that empower City staff to be successful.
- * Be prepared for future organizational needs and changes.
- * Use sound judgment in identifying and recommending reasonable solutions.

Description

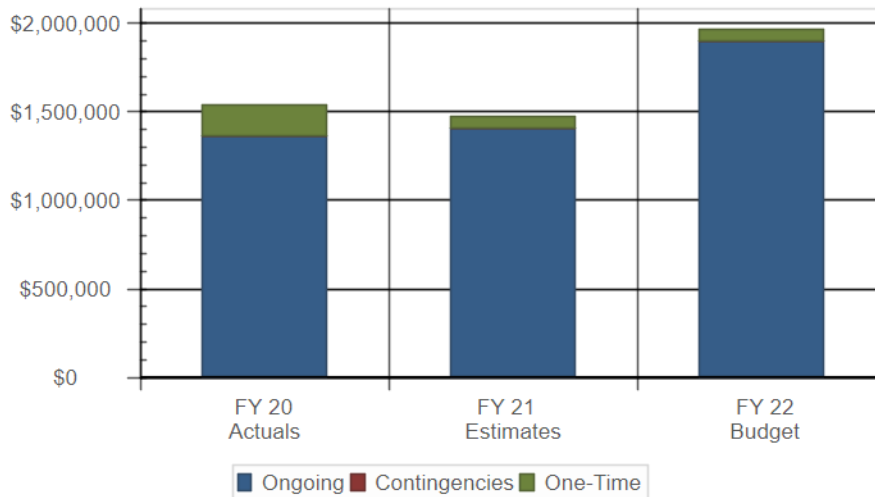
The Information Technology Department is responsible for the following program areas:

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

FY 2022 PROGRAM EXPENDITURES: \$1,966,545



FY 2020 - FY 2022 ONGOING VS. ONE-TIME EXPENDITURES



Information Technology-Geographic Information Systems

Budget Summary	FY2022 Budget	% of FY2022 Budget	FY2021 Budget	FY2021 Estimate	FY2020 Actuals
Program Expenditures					
Personnel Services	\$ 127,940	73 %	\$ 123,490	\$ 122,190	\$ 122,734
Supplies & Services	25,910	15 %	26,000	20,950	18,345
Subtotal Direct Costs	\$ 153,850	88 %	\$ 149,490	\$ 143,140	\$ 141,079
Internal Charges	21,650	12 %	18,500	17,190	17,670
Total Expenditures	175,500	100 %	167,990	160,330	158,749
Expenditures by Fund					
Funding Sources					
Program Revenues	\$ 400	0.23 %	\$ 700	\$ 400	\$ 503
Funding from General Revenues:					
Estimated Resident Generated	\$ 61,285	35 %	\$ 58,552	\$ 55,976	\$ 55,386
Estimated Visitor Generated	\$ 113,815	65 %	\$ 108,739	\$ 103,955	\$ 102,860

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

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

FY 2021 Accomplishments

Overall City Value - Good Governance:

- * Updated building footprints specific attributes
- * Updated placement of street centerlines
- * Updated placement of manholes and sewer lines
- * Completed GIS requests for staff and the public
- * Covid related: PD Health Survey monitoring/tacking their health

FY 2022 Objectives

Overall City Value - Good Governance:

- * Update online GIS map for the public
- * Update online GIS map for Police Dept
- * Update street centerlines with county and state 911 standards
- * Update placement of building footprints lines

WORKLOAD INDICATORS	FY22 Projection	FY21 Projection	FY21 Estimate	FY20 Actual	FY19 Actual
Active GIS layers supported	190	190	190	190	190
GIS requests	240	240	240	237	237

PERFORMANCE MEASURES	City Value	Benchmark	FY22 Target	FY21 Target	FY21 Estimate	FY20 Actual	FY19 Actual
Public access to GIS information (web page hits)	GG01		5,000	5,000	5,000	6,794	6,794
GIS problem/issue reports	GG01		2	2	2	0	0

Information Technology-Information Technology Services

Budget Summary	FY2022 Budget	% of FY2022 Budget	FY2021 Budget	FY2021 Estimate	FY2020 Actuals
Program Expenditures					
Personnel Services	\$ 510,390	30 %	\$ 490,260	\$ 479,940	\$ 478,326
Supplies & Services	859,625	51 %	714,333	631,505	529,772
Subtotal Direct Costs	\$ 1,370,015	81 %	\$ 1,204,593	\$ 1,111,445	\$ 1,008,098
Internal Charges	326,330	19 %	104,320	96,680	281,820
Total Expenditures	1,696,345	99 %	1,308,913	1,208,125	1,289,918
Expenditures by Fund					
Wastewater Enterprise Fund	\$ 64,915	4 %	\$ 71,690	\$ 61,445	\$ 90,992
Other Funds Portion	\$ 1,726,130	102 %	\$ 1,367,174	\$ 1,254,230	\$ 1,287,320
Funding Sources					
Funding from General Revenues:					
Estimated Resident Generated	\$ 593,721	35 %	\$ 458,120	\$ 422,844	\$ 451,471
Estimated Visitor Generated	\$ 1,102,624	65 %	\$ 850,793	\$ 785,281	\$ 838,447
Employee Time Allocation (FTEs) Budgeted	4.00	-	4.00	-	4.00

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.

FY 2021 Accomplishments

Overall City Value - Good Governance:

- * Third Factor Authentication
- * Upgraded security and lean processed door locks at the hub
- * Installed security camera at the shooting range
- * Designed and implemented the next level of disaster recovery
- * Improved security through network segmentation
- * Replaced the Police Department's in-car and body camera system
- * Worked with Wastewater on their Sewer Hotline
- * Transmission and storage of CJJ between the Police Department and City Attorney's Office
- * Police Department's substation
- * Created a document review application for the Police Department
- * Created a service to email/warn users when their password is about to expire with a link to supporting self help documents
- * Covid related: Implemented softphones for remote work
- * Covid related: Implemented mobile data devices for remote work
- * Covid related: Upgraded virtual private network (VPN) security
- * Covid related: Designed and implemented SharePoint sites

Information Technology-Information Technology Services

Continued

FY 2022 Objectives

Overall City Value - Good Governance:Overall City Value - Good Governance:

- * Refresh desktops that are due with mobile computers
- * Refresh City Complex WiFi to latest standards
- * Continue to the next level of disaster recovery
- * Continue system consolidation saving the City money
- * Work with Public Works and Community Development on IT needs for the uptown parking garage
- * Work with Public Works and Community Development on technology needs for the transit center
- * Work toward consolidating the uptown parking garage, transit center, uptown camera's, and possibly the Police Department's substation into one localized wide area network (WAN) to be connected back to the City Complex, potentially saving tens of thousands of dollars over the next few years alone
- * Increase City remote work capability

WORKLOAD INDICATORS	Benchmark	FY22 Projection	FY21 Projection	FY21 Estimate	FY20 Actual	FY19 Actual
Unique major software systems		130	130	127	120	120
Unique network devices (core network)		15	15	12	99	99
Unique other systems		20	20	15	132	132
Unique server systems (unique technologies)		2	2	2	74	74
End points served		300	300	300	328	328
	5.7 (all) / 8.3 (cities under 30,000 pop.)	7.89	7.89	7.89	9.96	9.96
Help Desk requests per end point (ICMA Benchmark 2016-2018)						
Help Desk requests received		4000	4000	4000	3268	3268
SQL databases/total size		70/500GB	70/500GB	70/497GB	64/370GB	64/370GB

PERFORMANCE MEASURES	City Value	Benchmark	FY22 Target	FY21 Target	FY21 Estimate	FY20 Actual	FY19 Actual
% of Help Desk requests resolved within 4 Hours (ICMA Benchmark 2016-2018)	GG01	64% (all) / 75% (cities under 30,000 pop.)	85%	85%	84.8%	80.28	80.28
IT expenditures per end point served (ICMA Benchmark 2016-2018)	GG01	\$3,112 (all) / \$2,573 (cities under 30,000 pop.)	\$4,093	\$4,093	\$5,110	\$3,239	\$3,239
IT expenditures per FTE	GG01		\$12,000	\$12,000	\$10,155	\$6,493	\$6,493
Internal Survey: Approachability (% of responses favorable)	GG01		100%	100%	100%	100%	100%
Internal Survey: Product quality (% of responses favorable)	GG01		100%	100%	100%	98%	98%
Internal Survey: Project support (% of responses favorable)	GG01		100%	100%	100%	98%	98%
Internal Survey: Response timeliness (% of responses favorable)	GG01		100%	100%	100%	100%	100%
Internal Survey: Technical skills (% of responses favorable)	GG01		100%	100%	100%	100%	100%

INFORMATION TECHNOLOGY
Continued

EXPENDITURE SUMMARY

Cost Category	FY2022 Budget	FY2021 Budget	FY2021 Est. Actuals	FY2020 Actuals	Explanation of Changes
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Wastewater Enterprise Fund

59-5224-21 - Administration

Supplies & Services (ongoing)	\$60,755	\$64,830	\$54,905	\$49,962	SCADA and WMS system support.
Direct Costs (Ongoing) Subtotal	\$60,755	\$64,830	\$54,905	\$49,962	
Internal Charges	\$4,160	\$3,860	\$3,540	\$4,630	
Ongoing Total	\$64,915	\$68,690	\$58,445	\$54,592	
Supplies & Services (one-time)	\$0	\$3,000	\$3,000	\$2,768	
Capital & Debt Service	\$0	\$0	\$0	\$33,632	
One-Time Total	\$0	\$3,000	\$3,000	\$36,400	
Administration Total	\$64,915	\$71,690	\$61,445	\$90,992	

Info Tech Internal Service Fnd

60-5224-20 - Geographic Information Systems

Personnel (ongoing)	\$127,940	\$123,490	\$122,190	\$122,734	
Supplies & Services (ongoing)	\$25,910	\$26,000	\$20,950	\$18,345	
Direct Costs (Ongoing) Subtotal	\$153,850	\$149,490	\$143,140	\$141,079	
Internal Charges	\$21,650	\$18,500	\$17,190	\$17,670	
Ongoing Total	\$175,500	\$167,990	\$160,330	\$158,749	
Capital & Debt Service	\$0	\$0	\$0	\$0	
Geographic Information Systems Total	\$175,500	\$167,990	\$160,330	\$158,749	

INFORMATION TECHNOLOGY
Continued

EXPENDITURE SUMMARY

Cost Category	FY2022 Budget	FY2021 Budget	FY2021 Est. Actuals	FY2020 Actuals	Explanation of Changes
60-5224-21 - Information Technology Services					
Personnel (ongoing)	\$510,390	\$490,260	\$479,940	\$478,326	
Supplies & Services (ongoing)	\$770,205	\$634,470	\$562,700	\$393,151	Increase in licenses required, addition of new programs such as Zoom, increases in maintenance agreements, more frequent replacements of Surfaces, increase in the number of employees needing Surfaces for remote work.
Direct Costs (Ongoing) Subtotal	\$1,280,595	\$1,124,730	\$1,042,640	\$871,477	
Internal Charges	\$322,170	\$100,460	\$93,140	\$277,190	Budget Increase: Reinstated equipment replacement reserve.
Ongoing Total	\$1,602,765	\$1,225,190	\$1,135,780	\$1,148,667	
Supplies & Services (one-time)	\$28,665	\$12,033	\$10,900	\$83,891	
Capital & Debt Service	\$94,700	\$129,951	\$107,550	\$54,763	
One-Time Total	\$123,365	\$141,984	\$118,450	\$138,654	
Information Technology Services Total	\$1,726,130	\$1,367,174	\$1,254,230	\$1,287,321	

Info Tech Internal Service Fnd Totals

Personnel Subtotal	\$638,330	\$613,750	\$602,130	\$601,060
Supplies & Services (Ongoing) Subtotal	\$856,870	\$725,300	\$638,555	\$461,458
Direct Costs (Ongoing) Subtotal	\$1,495,200	\$1,339,050	\$1,240,685	\$1,062,518
Internal Charges Subtotal	\$347,980	\$122,820	\$113,870	\$299,490
Ongoing Subtotal	\$1,843,180	\$1,461,870	\$1,354,555	\$1,362,008
Supplies & Services (One-Time) Subtotal	\$28,665	\$15,033	\$13,900	\$86,659
Capital & Debt Service Subtotal	\$94,700	\$129,951	\$107,550	\$88,395
One-Time Subtotal	\$123,365	\$144,984	\$121,450	\$175,054
Info Tech Internal Service Fnd Total	\$1,966,545	\$1,606,854	\$1,476,005	\$1,537,062

INFORMATION TECHNOLOGY
Continued

EXPENDITURE SUMMARY

Cost Category	FY2022 Budget	FY2021 Budget	FY2021 Est. Actuals	FY2020 Actuals	Explanation of Changes
Grand Totals					
Personnel (Ongoing) Subtotal	\$638,330	\$613,750	\$602,130	\$601,060	
Supplies & Services (Ongoing) Subtotal	\$856,870	\$725,300	\$638,555	\$461,458	
Direct Costs (Ongoing) Subtotal	\$1,495,200	\$1,339,050	\$1,240,685	\$1,062,518	
Internal Charges Subtotal	\$347,980	\$122,820	\$113,870	\$299,490	
Ongoing Subtotal	\$1,843,180	\$1,461,870	\$1,354,555	\$1,362,008	
Supplies & Services (One-Time) Subtotal	\$28,665	\$15,033	\$13,900	\$86,659	
Capital & Debt Service Subtotal	\$94,700	\$129,951	\$107,550	\$88,395	
Grand Total	\$1,966,545	\$1,606,854	\$1,476,005	\$1,537,062	

INFORMATION TECHNOLOGY
Continued

POSITIONS SUMMARY

Position	FY22 FTE	FY21 FTE	FY20 FTE	FY19 FTE
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	1.00
PC Support/Help Desk Technician	1.00	1.00	1.00	1.00
System Administrator	1.00	1.00	1.00	1.00
Total	5.00	5.00	5.00	5.00

ALLOCATIONS SUMMARY

Position	Org Description	FY22 FTE	FY21 FTE	FY20 FTE	FY19 FTE
Info Tech Internal Service Fnd					
60-5224-20	Geographic Information Systems	1.00	1.00	1.00	1.00
60-5224-21	Information Technology	4.00	4.00	4.00	4.00
Info Tech Internal Service Fnd Total		5.00	5.00	5.00	5.00
Grand Total		5.00	5.00	5.00	5.00

CAPITAL PROJECTS DETAILS

Project Summary

Project Title:
Citywide Business Software

Phase: of **Project #:** IT-01
(If Applicable)

Ranking: Essential (Should-Do)

Environmental Sustainability Project? No

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.

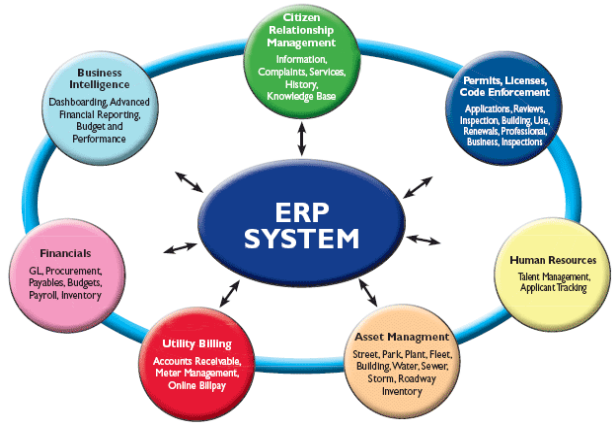
This request is to budget for funds to replace this outdated system with a more comprehensive program that utilizes current technologies, better addresses the varied organizational needs, enhances the City's overall efficiencies and provides for better customer service. General components of a replacement 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.

Location:
Citywide System

	Original	Revised (if applicable)
Start Date	April 2019	April 2019
Estimated Completion Date	June 2021	June 2023

Enterprise Resource Planning (ERP) System



For Continuing Projects

Estimated Project Status as of June 30, 2021:
Due to staffing constraints, the project has been delayed.

Explanation for Revised Project Dates and/or Project Budget (if applicable):
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	\$0
Current Approved Total Project Budget	\$1,000,000
Requested Budget Increase/Decrease	\$0
Requested Total Project Budget	\$1,000,000
Estimated Expenditures through June 30, 2021	\$0
Budget Balance Remaining	\$1,000,000

Budget Detail

Project Cost Estimates:

Funding Status	Cost Category	Prior Years Estimate	FY2022	FY2023	FY2024	Future Years	Project Totals
Carry Over	Technology		\$200,000	\$800,000			\$1,000,000
Totals		\$0	\$200,000	\$800,000		\$0	\$1,000,000

Project Funding Estimates:

Funding Source	Prior Years Estimate	FY2022	FY2023	FY2024	Future Years	Project Totals
Capital Reserves		\$200,000	\$800,000			\$1,000,000
Totals	\$0	\$200,000	\$800,000		\$0	\$1,000,000

Explanation of Outside Funding Sources (Donations, Outside Participation, Grants):
None anticipated.

Total Operating Impacts:

	FY2022	FY2023	FY2024	Future Annual Cost
Personnel Costs				
Materials & Supplies				
Contractual Services				
Debt Service				
Revenue Offset				
Total Expenditure Impacts	\$0	\$0	\$0	\$0

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.

CITY ATTORNEY'S OFFICE

Mission Statement

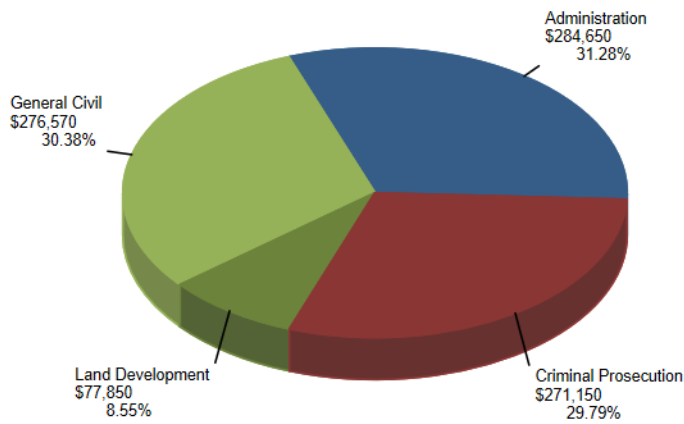
The department strives to provide quality legal advice and services to the City Council, City departments and commissions. To vigorously prosecute criminal cases in a fair manner that leads to just results.

Description

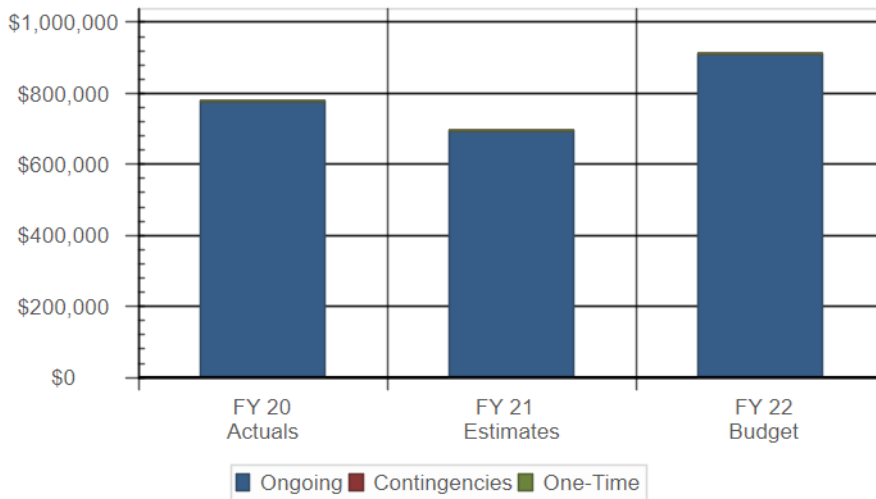
The City Attorney's Office provides internal services to City departments and personnel in several program areas:

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

FY 2022 PROGRAM EXPENDITURES: \$910,220



FY 2020 - FY 2022 ONGOING VS. ONE-TIME EXPENDITURES



City Attorney's Office-Administration

Budget Summary	FY2022 Budget	% of FY2022 Budget	FY2021 Budget	FY2021 Estimate	FY2020 Actuals
Program Expenditures					
Personnel Services	\$ 131,550	46 %	\$ 156,620	\$ 145,160	\$ 142,982
Supplies & Services	115,000	40 %	115,000	13,700	23,255
Subtotal Direct Costs	\$ 246,550	86 %	\$ 271,620	\$ 158,860	\$ 166,237
Internal Charges	38,100	14 %	35,650	33,840	34,620
Total Expenditures	284,650	100 %	307,270	192,700	200,857
Expenditures by Fund					
General Fund Portion	\$ 184,650	65 %	\$ 207,270	\$ 192,700	\$ 190,374
Wastewater Enterprise Fund	\$ 100,000	35 %	\$ 100,000	\$ -	\$ -
Other Funds Portion	\$ -	- %	\$ -	\$ -	\$ 10,483
Funding Sources					
Allocations to Other Departments	\$ 184,640	64.87 %	\$ 207,230	\$ 192,690	\$ 192,380
Program Revenues	\$ -	- %	\$ -	\$ -	\$ 119
Funding from General Revenues:					
Estimated Resident Generated	\$ 35,004	12 %	\$ 35,014	\$ 4	\$ 2,925
Estimated Visitor Generated	\$ 65,007	23 %	\$ 65,026	\$ 7	\$ 5,433
Employee Time Allocation (FTEs) Budgeted	0.77	-	0.89	-	0.89

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

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

FY 2021 Accomplishments

FY 21 Accomplishments

- Successfully transitioned a new City Attorney; established and maintained effective relationships with City departments.
- Acted as the City's designated public lobbyist representing the City's interest in State legislation.
- Drafted and assisted in implementation of new ordinances covering: service of civil citations, recreational marijuana, and solid waste removal and containment.
- Contracted with outside attorneys to fill the vacant Assistant City Attorney's duties on an as-needed basis resulting in cost savings.

FY 2022 Objectives

FY 22 Objectives

- Continue to engage in legislative activity and strengthen the City's position on significant issues.
- Update short-term vacation rental ordinance based on staff requests and any new legislation.
- Work with Community Development to continue resolving high profile code enforcement issues.
- Review City Code for possible areas of revision, including City's noise ordinance and wastewater system connections.
- Convert the vacant Assistant City Attorney position to .5FTE and continue to use outside contract attorneys as-needed to fill that role.

City Attorney's Office-Administration
Continued

WORKLOAD INDICATORS	FY22 Projection	FY21 Projection	FY21 Estimate	FY20 Actual	FY19 Actual
City Council agenda bill items reviewed	84	88	50	52	150
Ordinances processed	15	13	25	14	7
Resolutions processed	32	29	25	35	36
Public meetings attended	54	54	50	52	59
Contracts reviewed	148	175	124	150	171
Legal opinions provided	223	316	188	133	327

PERFORMANCE MEASURES	City Value	Benchmark	FY22 Target	FY21 Target	FY21 Estimate	FY20 Actual	FY19 Actual
Internal Survey: Confidence in legal services provided to City staff and officials (% responses favorable)	GG01		98%	97%	95%	97%	95%
Internal Survey: Accessibility or approachability of legal department staff to City staff and officials (% responses favorable)	GG01		100%	97%	95%	97%	95%
Internal Survey: Communication with City staff and officials (% responses favorable)	GG01		100%	90%	94%	87%	92%
Internal Survey: Effectiveness of legal department to achieve its goals (% responses favorable)	GG01		100%	93%	100%	93%	91%

City Attorney's Office-Criminal Prosecution

Budget Summary	FY2022 Budget	% of FY2022 Budget	FY2021 Budget	FY2021 Estimate	FY2020 Actuals
Program Expenditures					
Personnel Services	\$ 217,620	80 %	\$ 205,630	\$ 203,680	\$ 182,718
Supplies & Services	2,700	1 %	2,700	1,200	11,250
Subtotal Direct Costs	\$ 220,320	81 %	\$ 208,330	\$ 204,880	\$ 193,968
Internal Charges	50,830	19 %	46,020	43,660	42,960
Total Expenditures	271,150	100 %	254,350	248,540	236,928
Expenditures by Fund					
General Fund Portion	\$ 271,150	100 %	\$ 254,350	\$ 248,540	\$ 236,928
Funding Sources					
Funding from General Revenues:					
Estimated Resident Generated	\$ 94,903	35 %	\$ 89,023	\$ 86,989	\$ 82,925
Estimated Visitor Generated	\$ 176,248	65 %	\$ 165,328	\$ 161,551	\$ 154,003
Employee Time Allocation (FTEs) Budgeted	1.65	-	1.65	-	1.65

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

FY 2021 Accomplishments

FY 21 Accomplishments

- Successfully transitioned a new City Prosecutor; established effective working relationships with Sedona Police Department and the Sedona Municipal Court.
- Prosecuted a total of 476 cases, consisting of 68 Driving Under the Influence (DUI) cases, 42 crimes involving drugs or controlled substances, 134 criminal traffic matters, 232 criminal misdemeanor matters.
- Initiated a program for real-time training of officers on operational matters.
- Assisted Code Enforcement Officers develop administrative search warrant procedure including an administrative search warrant and affidavit template.

FY 2022 Objectives

FY 22 Objectives

- Continue to vigorously and fairly prosecute all criminal misdemeanor cases.
- Explore innovative methods of achieving justice for the community.
- Identify areas for enhanced training of law enforcement personnel.
- Initiate a program for real-time training of officers on operational matters.

WORKLOAD INDICATORS	FY22 Projection	FY21 Projection	FY21 Estimate	FY20 Actual	FY19 Actual
Criminal cases filed	334	264	476	263	264
Provide an annual case law update to Police Department	4	6	2	5	6
Hours of training provided to Police Department on operational matters	11	8.2	20	7.0	6

City Attorney's Office-Criminal Prosecution

Continued

PERFORMANCE MEASURES	City Value	Benchmark	FY22 Target	FY21 Target	FY21 Estimate	FY20 Actual	FY19 Actual
Internal Survey: Effectiveness of City Prosecutor to review and charge matters (% responses favorable)	GG03		86%	85%	81%	86%	83%
Internal Survey: Quality of prosecutions litigated by City Prosecutor (% responses favorable)	GG03		87%	81%	92%	86%	73%
Internal Survey: Satisfaction of plea agreements negotiated by City Prosecutor (% responses favorable)	GG03		81%	73%	92%	74%	66%
Internal Survey: Satisfaction with level of justice achieved on matters resolved by City Prosecutor (% responses favorable)	GG03		78%	72%	81%	73%	73%
Internal Survey: Confidence in representation by City Prosecutor to the organization (% responses favorable)	GG03		92%	87%	86%	88%	82%

City Attorney's Office-Land Development

Budget Summary	FY2022 Budget	% of FY2022 Budget	FY2021 Budget	FY2021 Estimate	FY2020 Actuals
Program Expenditures					
Personnel Services	\$ 61,240	79 %	\$ 75,950	\$ 35,560	\$ 68,295
Internal Charges	16,610	21 %	17,390	16,520	16,760
Total Expenditures	77,850	100 %	93,340	52,080	85,055
Expenditures by Fund					
General Fund Portion	\$ 77,850	100 %	\$ 93,340	\$ 52,080	\$ 85,055
Funding Sources					
Allocations to Other Departments	\$ 77,850	99.98 %	\$ 108,350	\$ 52,080	\$ 85,050
Funding from General Revenues:					
Estimated Resident Generated	\$ -	- %	\$ (5,254)	\$ -	\$ 2
Estimated Visitor Generated	\$ -	- %	\$ (9,757)	\$ -	\$ 3
Employee Time Allocation (FTEs) Budgeted	0.34	-	0.60	-	0.60

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

FY 2021 Accomplishments

FY 21 Accomplishments

- Assisted in the development and review of the Schnebly Community Focus Area.
- Assisted in the development and review of the Oak Creek Heritage zoning district.
- Worked with City staff to review and update the Land Development Code.
- Attended all Planning and Zoning Commission meetings to ensure legal questions were accurately answered.
- Continued litigation of the special action appeal of the Arizona Water Company's conditional use permit case.

FY 2022 Objectives

FY 22 Objectives

- Assist with the development and review of the Uptown Community Focus Area.
- Continue to assist Code Enforcement activity on properties that are in violation of the Land Development Code or City Code.
- Enter new license agreement with Suddenlink and update the City's cable communications code.
- Monitor land use legislation and provide advice on impacts to the City.
- Assist with the new revisions to the Sedona Land Development Code.
- Continue to staff Planning and Zoning Commission meetings.

WORKLOAD INDICATORS	FY22 Projection	FY21 Projection	FY21 Estimate	FY20 Actual	FY19 Actual
Planning and zoning matters reviewed	24	18	22	26	24

City Attorney's Office-General Civil

Budget Summary	FY2022 Budget	% of FY2022 Budget	FY2021 Budget	FY2021 Estimate	FY2020 Actuals
Program Expenditures					
Personnel Services	\$ 116,030	42 %	\$ 136,860	\$ 107,110	\$ 124,150
Supplies & Services	130,000	47 %	90,000	70,000	103,921
Subtotal Direct Costs	\$ 246,030	89 %	\$ 226,860	\$ 177,110	\$ 228,071
Internal Charges	30,540	11 %	27,130	25,570	25,820
Total Expenditures	276,570	100 %	253,990	202,680	253,891
Expenditures by Fund					
General Fund Portion	\$ 276,570	100 %	\$ 253,990	\$ 202,680	\$ 253,891
Funding Sources					
Allocations to Other Departments	\$ 276,570	100.00 %	\$ 238,980	\$ 202,680	\$ 253,890
Funding from General Revenues:					
Estimated Resident Generated	\$ -	- %	\$ 5,254	\$ -	\$ -
Estimated Visitor Generated	\$ -	- %	\$ 9,757	\$ -	\$ 1
Employee Time Allocation (FTEs) Budgeted	0.78	-	0.90	-	0.90

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

FY 2021 Accomplishments

FY 21 Accomplishments

- Managed the work of outside counsel on outstanding litigation matters, including matters handled by the Arizona Municipal Risk Retention Pool.
- Monitored bankruptcy petitions involving the City of Sedona.
- Assisted City departments in resolving various claims against the City.
- Managed and tracked claims expenditures.

FY 2022 Objectives

FY 22 Objectives

- Continue to improve efficiencies in managing claims management.
- Work with the Risk Pool on collaborative efforts to raise awareness on risk related issues.
- Manage the work of outside legal counsel on outstanding litigation matters.
- Develop a Risk Management program to oversee and mitigate organizational risk.

WORKLOAD INDICATORS	FY22 Projection	FY21 Projection	FY21 Estimate	FY20 Actual	FY19 Actual
Claims and suits against City	10	12	8	15	7
Claims against City resolved without litigation	8	10	7	11	7
Traffic accidents involving City vehicles	23	18	30	11	27
Claims regarding property damage to City property	16	16	20	7	20

City Attorney's Office-General Civil

Continued

PERFORMANCE MEASURES	City Value	Benchmark	FY22 Target	FY21 Target	FY21 Estimate	FY20 Actual	FY19 Actual
Internal Survey: Satisfaction with quality of City's legal representation on claims against City (% responses favorable)	GG01		90%	90%	88%	92%	85%
Internal Survey: Appropriate results achieved in defending and resolving claims against City (% responses favorable)	GG01		87%	87%	86%	88%	82%

CITY ATTORNEY'S OFFICE
Continued

EXPENDITURE SUMMARY

Cost Category	FY2022 Budget	FY2021 Budget	FY2021 Est. Actuals	FY2020 Actuals	Explanation of Changes
General Fund					
10-5230-01 - Administration					
Personnel (ongoing)	\$131,550	\$156,620	\$145,160	\$142,982	Budget Decrease: Reduced the Assistant City Attorney position to half time.
Supplies & Services (ongoing)	\$15,000	\$15,000	\$13,700	\$12,772	
Direct Costs (Ongoing) Subtotal	\$146,550	\$171,620	\$158,860	\$155,762	
Internal Charges	\$(146,540)	\$(171,580)	\$(158,850)	\$(157,760)	
Administration Total	\$10	\$40	\$10	\$(2,006)	
10-5230-17 - Criminal Prosecution					
Personnel (ongoing)	\$217,620	\$205,630	\$203,680	\$182,718	
Supplies & Services (ongoing)	\$2,700	\$2,700	\$1,200	\$11,250	
Direct Costs (Ongoing) Subtotal	\$220,320	\$208,330	\$204,880	\$193,976	
Internal Charges	\$50,830	\$46,020	\$43,660	\$42,960	
Ongoing Total	\$271,150	\$254,350	\$248,540	\$236,928	
10-5230-18 - Land Development					
Personnel (ongoing)	\$61,240	\$75,950	\$35,560	\$68,295	Budget Decrease: Reduced the Assistant City Attorney position to half time. Current Year Under Budget: Vacancy Savings
Direct Costs (Ongoing) Subtotal	\$61,240	\$75,950	\$35,560	\$68,303	
Internal Charges	\$(61,240)	\$(90,960)	\$(35,560)	\$(68,290)	
Land Development Total	\$0	\$(15,010)	\$0	\$5	
10-5230-19 - General Civil					
Personnel (ongoing)	\$116,030	\$136,860	\$107,110	\$124,150	Budget Decrease: Reduced the Assistant City Attorney position to half time. Current Year Under Budget: Vacancy Savings
Supplies & Services (ongoing)	\$130,000	\$90,000	\$70,000	\$103,921	
Direct Costs (Ongoing) Subtotal	\$246,030	\$226,860	\$177,110	\$228,079	
Internal Charges	\$(246,030)	\$(211,850)	\$(177,110)	\$(228,070)	
General Civil Total	\$0	\$15,010	\$0	\$1	

CITY ATTORNEY'S OFFICE
Continued

EXPENDITURE SUMMARY

Cost Category	FY2022 Budget	FY2021 Budget	FY2021 Est. Actuals	FY2020 Actuals	Explanation of Changes
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General Fund Totals

Personnel Subtotal	\$526,440	\$575,060	\$491,510	\$518,145	
Supplies & Services (Ongoing) Subtotal	\$147,700	\$107,700	\$84,900	\$127,943	
Direct Costs (Ongoing) Subtotal	\$674,140	\$682,760	\$576,410	\$646,088	
Internal Charges Subtotal	<u>\$(402,980)</u>	<u>\$(428,370)</u>	<u>\$(327,860)</u>	<u>\$(411,160)</u>	
Ongoing Subtotal	\$271,160	\$254,390	\$248,550	\$234,928	

Wastewater Enterprise Fund

59-5230-01 - Administration

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

Information Technology Fund

60-5230-01 - Administration

Supplies & Services (ongoing)	\$0	\$0	\$0	\$10,483
Direct Costs (Ongoing) Subtotal	\$0	\$0	\$0	\$10,491
Administration Total	\$0	\$0	\$0	\$10,483

Grand Totals

Personnel (Ongoing) Subtotal	\$526,440	\$575,060	\$491,510	\$518,145
Supplies & Services (Ongoing) Subtotal	\$247,700	\$207,700	\$84,900	\$138,426
Direct Costs (Ongoing) Subtotal	\$774,140	\$782,760	\$576,410	\$656,571
Internal Charges Subtotal	<u>\$(402,980)</u>	<u>\$(428,370)</u>	<u>\$(327,860)</u>	<u>\$(411,160)</u>
Ongoing Subtotal	\$371,160	\$354,390	\$248,550	\$245,411

CITY ATTORNEY'S OFFICE
Continued

POSITIONS SUMMARY

Position	FY22 FTE	FY21 FTE	FY20 FTE	FY19 FTE
Assistant City Attorney	1.50	2.00	2.00	1.00
Associate Attorney	0.00	0.00	0.00	1.00
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>0.04</u>
Total	3.54	4.04	4.04	4.04

ALLOCATIONS SUMMARY

Position	Org Description	FY22 FTE	FY21 FTE	FY20 FTE	FY19 FTE
General Fund					
10-5230-01	Administration	0.77	0.89	0.89	0.89
10-5230-17	Criminal Prosecution	1.65	1.65	1.65	1.65
10-5230-18	Land Development	0.34	0.60	0.60	0.60
10-5230-19	General Civil	<u>0.78</u>	<u>0.90</u>	<u>0.90</u>	<u>0.90</u>
General Fund Total		3.54	4.04	4.04	4.04

(1) Temporary position.

CITY COUNCIL

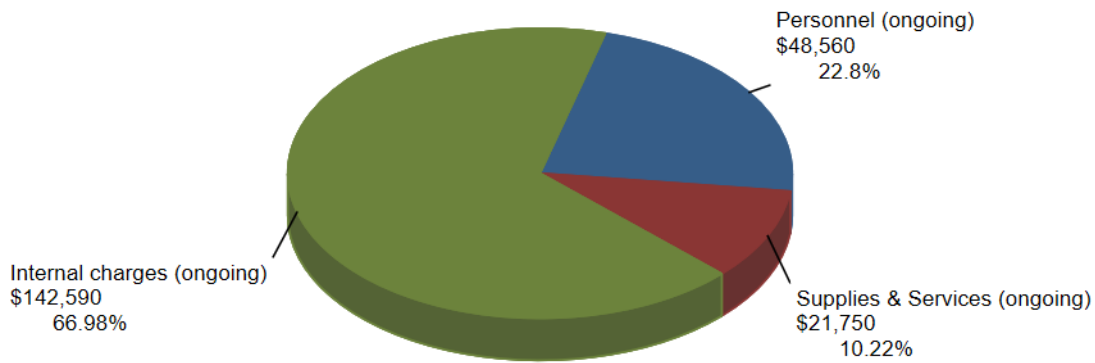
Mission Statement

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.

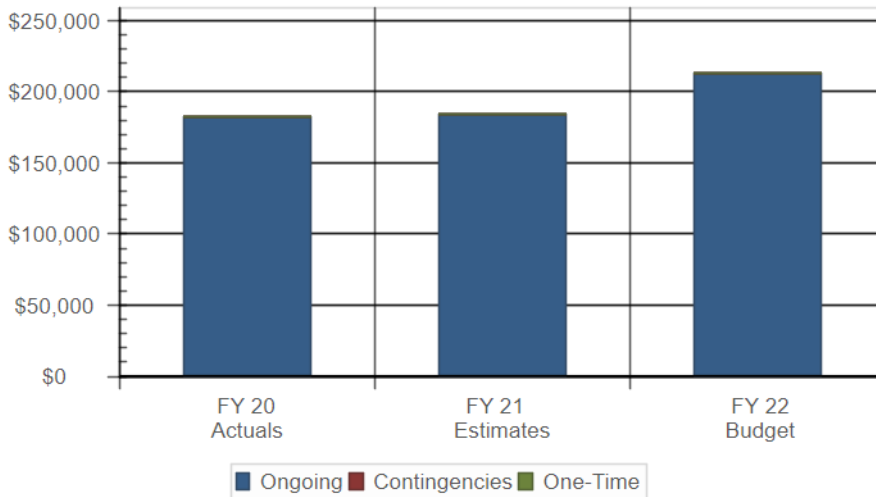
Description

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 2022 PROGRAM EXPENDITURES: \$212,900



FY 2020 - FY 2022 ONGOING VS. ONE-TIME EXPENDITURES



City Council-Administration

Budget Summary	FY2022 Budget	% of FY2022 Budget	FY2021 Budget	FY2021 Estimate	FY2020 Actuals
Program Expenditures					
Personnel Services	\$ 48,560	23 %	\$ 48,200	\$ 44,410	\$ 47,888
Supplies & Services	21,750	10 %	17,175	8,990	11,527
Subtotal Direct Costs	\$ 70,310	33 %	\$ 65,375	\$ 53,400	\$ 59,415
Internal Charges	142,590	67 %	139,820	130,420	122,590
Total Expenditures	212,900	101 %	205,195	183,820	182,005
Expenditures by Fund					
General Fund Portion	\$ 212,900	100 %	\$ 205,195	\$ 183,820	\$ 182,005
Funding Sources					
Funding from General Revenues:					
Estimated Resident Generated	\$ 74,515	35 %	\$ 71,818	\$ 64,337	\$ 63,702
Estimated Visitor Generated	\$ 138,385	65 %	\$ 133,377	\$ 119,483	\$ 118,303
Employee Time Allocation (FTEs) Budgeted	7.00	-	7.00	-	7.00

FY 2021 Accomplishments

Overall City Value - Fiscal Sustainability:

* Approved a balanced budget.

Council Priorities:

* Continued improvements to storm water drainage system.

* Hosted the 11th Annual Citizens Academy.

* Reviewed, approved, and completed some of the Sedona In Motion transportation projects.

* Approved updates to the Community Development fee schedule.

* Responded to COVID-19 pandemic including collaboration with other government agencies, implementation of restrictions, and community outreach and aid.

FY 2022 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.

* Continued working 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.

* Evaluate solutions for parking congestion on streets near trailheads.

WORKLOAD INDICATORS	FY22 Projection	FY21 Projection	FY21 Estimate	FY20 Actual	FY19 Actual
City Council communications reviewed	135	130	140	112	150
Public meetings held	50	50	50	50	59
Hours spent in City Council meetings	150	150	150	128	168

City Council-Administration

PERFORMANCE MEASURES	City Value	Benchmark	FY22 Target	FY21 Target	FY21 Estimate	FY20 Actual	FY19 Actual
Expenditures per capita: All General Fund services (ICMA Benchmark 2016-2018)	GG02	\$879 (all) / \$1,131 (cities under 30,000 pop.)	\$1,856	\$1,856	\$1,856	\$1,735	\$1,735
Expenditures per capita + annualized visitor population: All General Fund services	GG02		\$948	\$948	\$948	\$849	\$849

CITY COUNCIL
Continued

EXPENDITURE SUMMARY

Cost Category	FY2022 Budget	FY2021 Budget	FY2021 Est. Actuals	FY2020 Actuals	Explanation of Changes
General Fund					
10-5210-01 - Administration					
Personnel (ongoing)	\$48,560	\$48,200	\$44,410	\$47,888	Current Year Under Budget: A former Councilor stopped his monthly stipend for approximately half the fiscal year.
Supplies & Services (ongoing)	<u>\$21,750</u>	<u>\$17,175</u>	<u>\$8,990</u>	<u>\$11,527</u>	Reinstated League Conference costs.
Direct Costs (Ongoing) Subtotal	\$70,310	\$65,375	\$53,400	\$59,415	
Internal Charges	<u>\$142,590</u>	<u>\$139,820</u>	<u>\$130,420</u>	<u>\$122,590</u>	
Administration Total	\$212,900	\$205,195	\$183,820	\$182,005	

CITY COUNCIL
Continued

POSITIONS SUMMARY

Position	FY22 FTE	FY21 FTE	FY20 FTE	FY19 FTE
Councilor	5.00	5.00	5.00	5.00
Mayor	1.00	1.00	1.00	1.00
Vice-Mayor	1.00	1.00	1.00	1.00
Total	7.00	7.00	7.00	7.00

ALLOCATIONS SUMMARY

Position	Org Description	FY22 FTE	FY21 FTE	FY20 FTE	FY19 FTE
General Fund					
10-5210-01	Administration	7.00	7.00	7.00	7.00
General Fund Total		7.00	7.00	7.00	7.00

CITY CLERK'S OFFICE

Mission Statement

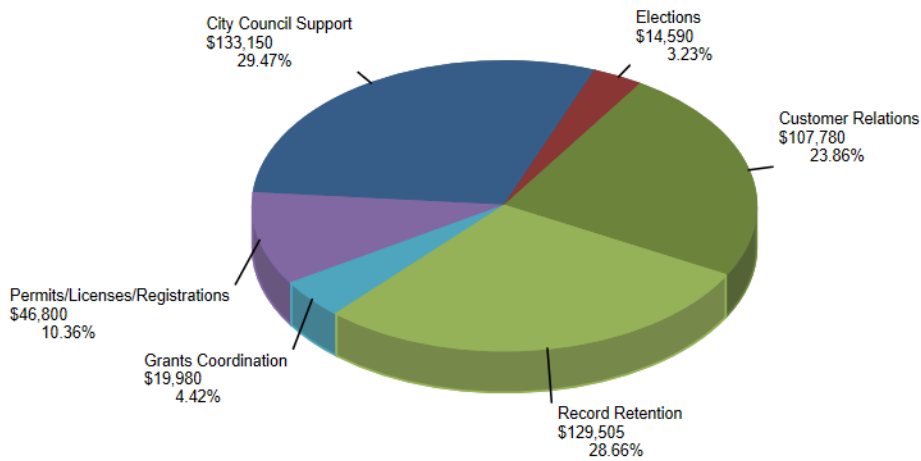
To provide exceptional service to the Mayor and City Council, the public, and City staff so that all may be guaranteed fair and impartial elections and open access to information and the legislative process.

Description

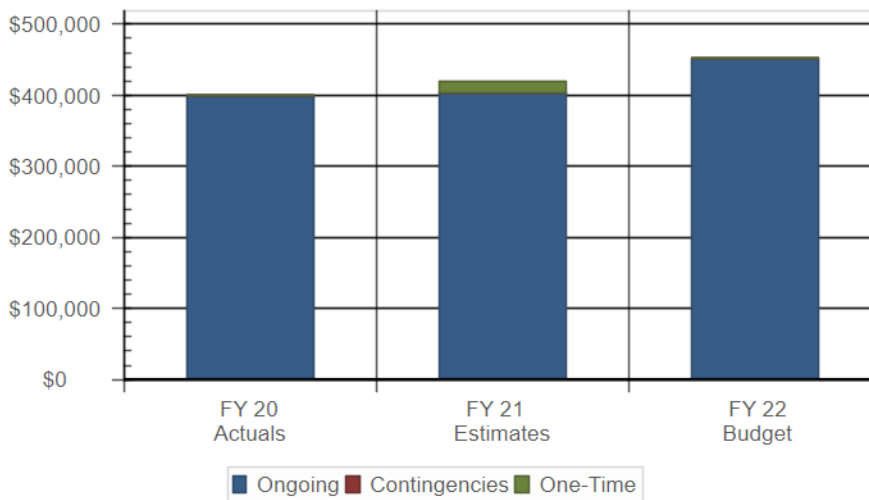
The City Clerk's Department is responsible for the following program areas:

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

FY 2022 PROGRAM EXPENDITURES: \$451,805



FY 2020 - FY 2022 ONGOING VS. ONE-TIME EXPENDITURES



City Clerk's Office - Council Support

Budget Summary	FY2022 Budget	% of FY2022 Budget	FY2021 Budget	FY2021 Estimate	FY2020 Actuals
Program Expenditures					
Personnel Services	\$ 80,220	60.25 %	\$ 74,890	\$ 74,760	\$ 74,402
Supplies & Services	15,000	11.27 %	15,000	14,000	13,644
Subtotal Direct Costs	\$ 95,220	71.51 %	\$ 89,890	\$ 88,760	\$ 88,046
Internal Charges	37,930	28.49 %	34,860	33,120	32,440
Total Expenditures	133,150	100.00 %	124,750	121,880	120,486
Expenditures by Fund					
General Fund Portion	\$ 133,150	100.00 %	\$ 124,750	\$ 121,880	\$ 120,486
Funding Sources					
Funding from General Revenues:					
Estimated Resident Generated	\$ 46,603	35.00 %	\$ 43,663	\$ 42,658	\$ 42,170
Estimated Visitor Generated	\$ 86,548	65.00 %	\$ 81,088	\$ 79,222	\$ 78,316
Employee Time Allocation (FTEs) Budgeted	0.73	-	0.73	-	0.73

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 2021 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 2022 Objectives

Overall City Value - Good Governance:

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

WORKLOAD INDICATORS	FY22 Projection	FY21 Projection	FY21 Estimate	FY20 Actual	FY19 Actual
City Council agendas posted	50	50	50	50	59
City Council communications reviewed	140	130	140	112	150
City Council meetings attended with minutes completed	50	50	50	50	59
Hours spent in City Council meetings	150	150	150	128	168
Ordinances processed	10	10	12	8	7
Resolutions processed	25	25	25	19	36

City Clerk's Office - Elections

Budget Summary	FY2022 Budget	% of FY2022 Budget	FY2021 Budget	FY2021 Estimate	FY2020 Actuals
Program Expenditures					
Personnel Services	\$ 9,230	63.26 %	\$ 8,640	\$ 8,550	\$ 8,528
Supplies & Services	1,000	6.85 %	28,300	15,662	862
Subtotal Direct Costs	\$ 10,230	70.12 %	\$ 36,940	\$ 24,212	\$ 9,390
Internal Charges	4,360	29.88 %	3,800	3,570	3,370
Total Expenditures	14,590	99.99 %	40,740	27,782	12,760
Expenditures by Fund					
General Fund Portion	\$ 14,590	100.00 %	\$ 40,740	\$ 27,782	\$ 12,760
Funding Sources					
Program Revenues	\$ -	- %	\$ -	\$ 10	\$ -
Funding from General Revenues:					
Estimated Resident Generated	\$ 5,107	35.00 %	\$ 14,259	\$ 9,720	\$ 4,466
Estimated Visitor Generated	\$ 9,484	65.00 %	\$ 26,481	\$ 18,052	\$ 8,294
Employee Time Allocation (FTEs) Budgeted	0.09	-	0.09	-	0.09

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

FY 2021 Accomplishments

Overall City Value - Good Governance:

- * Served as an early voting location for Coconino County.
- * Provided ballot drop boxes for Coconino and Yavapai Counties.
- * Ensured filing and posting of campaign finance filings.
- * Coordinated Primary Election for City Council.

FY 2022 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.
- * Prepare packets for City Council candidates.
- * Prepare for Alternative Expenditure Limitation election.

WORKLOAD INDICATORS	FY22 Projection	FY21 Projection	FY21 Estimate	FY20 Actual	FY19 Actual
City elections	0	2	1	0	2

City Clerk's Office - Elections

Continued

PERFORMANCE MEASURES	City Value	FY22 Target	FY21 Target	FY21 Estimate	FY20 Actual	FY19 Actual
Cost of Primary Election for City Council	GG02	0	13850	15615	0	0
Cost of General Election for City Council.	GG02	0	13600	0	0	0
Cost of Alternative Expenditure Limitation and Primary Election for City Council.	GG02	300	0	0	0	22132
Cost of General Election for Citizen Initiative for a Permanent Base Adjustment.	GG02	0	0	0	0	15115

City Clerk's Office - Customer Relations

Budget Summary	FY2022 Budget	% of FY2022 Budget	FY2021 Budget	FY2021 Estimate	FY2020 Actuals
Program Expenditures					
Personnel Services	\$ 69,750	64.72 %	\$ 65,350	\$ 65,200	\$ 64,918
Internal Charges	38,030	35.28 %	34,520	32,630	32,990
Total Expenditures	107,780	100.00 %	99,870	97,830	97,908
Expenditures by Fund					
General Fund Portion	\$ 107,780	100.00 %	\$ 99,870	\$ 97,830	\$ 97,908
Funding Sources					
Allocations to Other Departments	\$ 107,780	100.00 %	\$ 99,870	\$ 97,830	\$ 97,900
Funding from General Revenues:					
Estimated Resident Generated	\$ -	- %	\$ -	\$ -	\$ 3
Estimated Visitor Generated	\$ -	- %	\$ -	\$ -	\$ 5
Employee Time Allocation (FTEs) Budgeted	0.91	-	0.91	-	0.91

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 2021 Accomplishments

Overall City Value - Good Governance:

- * Acted as a gatekeeper for the Sedona Citizens Connect and enhanced messaging to reporting parties.
- * Assisted customers remotely during the COVID-19 pandemic through use of virtual phones.

Overall City Value - Fiscal Sustainability:

- * Delivered claims to the City Attorney's Office in a timely fashion.

FY 2022 Objectives

Overall City Value - Good Governance:

- * Act as the gatekeeper for the Sedona Citizens Connect, monitor issues for completion, suggest enhancements, and look for ways to increase usage by citizens.
- * Assist customers by phone and in person in a timely and courteous fashion.

Overall City Value - Fiscal Sustainability:

- * Deliver claims to the City Attorney's Office in a timely fashion.

WORKLOAD INDICATORS	FY22 Projection	FY21 Projection	FY21 Estimate	FY20 Actual	FY19 Actual
Sedona Citizens Connect issues processed	165	150	165	180	159

PERFORMANCE MEASURES	City Value	FY22 Target	FY21 Target	FY21 Estimate	FY20 Actual	FY19 Actual
Sedona Citizens Connect average days to close an issue	GG01	17	11	18	18	11

City Clerk's Office - Records Management

Budget Summary	FY2022 Budget	% of FY2022 Budget	FY2021 Budget	FY2021 Estimate	FY2020 Actuals
Program Expenditures					
Personnel Services	\$ 57,010	44.02 %	\$ 53,690	\$ 53,310	\$ 56,282
Supplies & Services	14,645	11.31 %	13,365	6,559	7,737
Subtotal Direct Costs	\$ 71,655	55.33 %	\$ 67,055	\$ 59,869	\$ 64,019
Internal Charges	57,850	44.67 %	54,820	50,220	50,740
Total Expenditures	129,505	100.00 %	121,875	110,089	114,759
Expenditures by Fund					
General Fund Portion	\$ 129,505	100.00 %	\$ 121,875	\$ 110,089	\$ 114,759
Funding Sources					
Allocations to Other Departments	\$ 129,500	100.00 %	\$ 121,900	\$ 110,080	\$ 114,750
Funding from General Revenues:					
Estimated Resident Generated	\$ 2	- %	\$ (9)	\$ 3	\$ 3
Estimated Visitor Generated	\$ 3	- %	\$ (16)	\$ 6	\$ 6
Employee Time Allocation (FTEs) Budgeted	0.68	-	0.68	-	0.81

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 2021 Accomplishments

Overall City Value - Good Governance:

* Fulfilled 100% of the records requests received in a timely manner.

FY 2022 Objectives

Overall City Value - Good Governance:

* Continue improvements to the records archive and management system.

* Ensure records requests are fulfilled in a timely manner.

WORKLOAD INDICATORS	FY22 Projection	FY21 Projection	FY21 Estimate	FY20 Actual	FY19 Actual
Records requests processed	200	150	130	157	257

City Clerk's Office - Permits, Licenses, Registrations

Budget Summary	FY2022 Budget	% of FY2022 Budget	FY2021 Budget	FY2021 Estimate	FY2020 Actuals
Program Expenditures					
Personnel Services	\$ 33,020	70.56 %	\$ 30,850	\$ 30,860	\$ 27,382
Supplies & Services	2,000	4.27 %	2,000	2,000	-
Subtotal Direct Costs	\$ 35,020	74.83 %	\$ 32,850	\$ 32,860	\$ 27,382
Internal Charges	11,780	25.17 %	11,370	10,830	9,250
Total Expenditures	46,800	100.00 %	44,220	43,690	36,632
Expenditures by Fund					
General Fund Portion	\$ 46,800	100.00 %	\$ 44,220	\$ 43,690	\$ 36,632
Funding Sources					
Program Revenues	\$ 56,375	120.46 %	\$ 57,300	\$ 56,175	\$ 53,885
Funding from General Revenues:					
Estimated Resident Generated	\$ (3,351)	(7.16)%	\$ (4,578)	\$ (4,370)	\$ (6,039)
Estimated Visitor Generated	\$ (6,224)	(13.30)%	\$ (8,502)	\$ (8,115)	\$ (11,214)
Employee Time Allocation (FTEs) Budgeted	0.34	-	0.34	-	0.21

This program area includes business licenses, liquor license and special event applications, civil union registrations, and peddler/solicitor permits.

FY 2021 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.

FY 2022 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.

City Clerk's Office - Permits, Licenses, Registrations

Continued

WORKLOAD INDICATORS	FY22 Projection	FY21 Projection	FY21 Estimate	FY20 Actual	FY19 Actual
Business license renewals issued	1235	1225	1235	1262	N/A
Temporary business licenses issued	90	150	80	100	N/A
New business licenses issued	115	100	120	111	N/A
Home-based business licenses	250	240	250	198	N/A
Closed business licenses	90	150	90	77	N/A
Special event liquor licenses	0	35	0	43	37
Liquor licenses	12	10	15	14	17
Civil union registrations	2	5	3	6	18
Peddler/solicitor permits	2	2	3	1	3

PERFORMANCE MEASURES	City Value	FY22 Target	FY21 Target	FY21 Estimate	FY20 Actual	FY19 Actual
Business licenses processed within 30 days		100%	100%	100%	N/A	N/A
Correctly submitted business license renewals received by December 31st and processed by December 31st		100%	N/A	100%	N/A	N/A

City Clerk's Office - Grants Coordination

Budget Summary	FY2022 Budget	% of FY2022 Budget	FY2021 Budget	FY2021 Estimate	FY2020 Actuals
Program Expenditures					
Personnel Services	\$ 12,010	60 %	\$ 11,200	\$ 11,120	\$ 11,129
Supplies & Services	1,500	8 %	1,500	1,200	1,195
Subtotal Direct Costs	\$ 13,510	68 %	\$ 12,700	\$ 12,320	\$ 12,324
Internal Charges	6,470	32 %	5,820	5,500	5,300
Total Expenditures	19,980	100 %	18,520	17,820	17,624
Expenditures by Fund					
General Fund Portion	\$ 19,980	100 %	\$ 18,520	\$ 17,820	\$ 17,624
Funding Sources					
Funding from General Revenues:					
Estimated Resident Generated	\$ 6,993	35 %	\$ 6,482	\$ 6,237	\$ 6,168
Estimated Visitor Generated	\$ 12,987	65 %	\$ 12,038	\$ 11,583	\$ 11,456
Employee Time Allocation (FTEs) Budgeted	0.13	-	0.13	-	0.13

This program area includes identifying grant opportunities, ensuring adherence to grant terms, and grant follow-up.

FY 2021 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 2022 Objectives

Overall City Value - Fiscal Sustainability:

- * Identify grant opportunities and share with appropriate staff members.
- * Assist with grant follow-up.
- * Ensure data is entered into the Grants Tracking System.

WORKLOAD INDICATORS	FY22 Projection	FY21 Projection	FY21 Estimate	FY20 Actual	FY19 Actual
Grants awarded	5	5	2	5	3

CITY CLERK'S OFFICE
Continued

EXPENDITURE SUMMARY

Cost Category	FY2022 Budget	FY2021 Budget	FY2021 Est. Actuals	FY2020 Actuals	Explanation of Changes
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General Fund

10-5240-05 - City Council Support

Personnel (ongoing)	\$80,220	\$74,890	\$74,760	\$74,402	
Supplies & Services (ongoing)	<u>\$15,000</u>	<u>\$15,000</u>	<u>\$14,000</u>	<u>\$13,644</u>	
Direct Costs (Ongoing) Subtotal	\$95,220	\$89,890	\$88,760	\$88,046	
Internal Charges	<u>\$37,930</u>	<u>\$34,860</u>	<u>\$33,120</u>	<u>\$32,440</u>	
City Council Support Total	\$133,150	\$124,750	\$121,880	\$120,486	

10-5240-06 - Elections

Personnel (ongoing)	\$9,230	\$8,640	\$8,550	\$8,528	
Supplies & Services (ongoing)	<u>\$700</u>	<u>\$850</u>	<u>\$50</u>	<u>\$693</u>	
Direct Costs (Ongoing) Subtotal	\$9,930	\$9,490	\$8,600	\$9,221	
Internal Charges	<u>\$4,360</u>	<u>\$3,800</u>	<u>\$3,570</u>	<u>\$3,370</u>	
Ongoing Total	\$14,290	\$13,290	\$12,170	\$12,591	
Supplies & Services (one-time)	\$300	\$27,450	\$15,612	\$169	Budget Decrease: General and Primary elections.
Elections Total	\$14,590	\$40,740	\$27,782	\$12,760	

10-5240-07 - Customer Relations

Personnel (ongoing)	\$69,750	\$65,350	\$65,200	\$64,918	
Internal Charges	<u>\$(69,750)</u>	<u>\$(65,350)</u>	<u>\$(65,200)</u>	<u>\$(64,910)</u>	
Customer Relations Total	\$0	\$0	\$0	\$8	

10-5240-08 - Records Management

Personnel (ongoing)	\$57,010	\$53,690	\$53,310	\$56,282	
Supplies & Services (ongoing)	<u>\$14,645</u>	<u>\$13,365</u>	<u>\$6,559</u>	<u>\$7,737</u>	
Direct Costs (Ongoing) Subtotal	\$71,655	\$67,055	\$59,869	\$64,019	
Internal Charges	<u>\$(71,650)</u>	<u>\$(67,080)</u>	<u>\$(59,860)</u>	<u>\$(64,010)</u>	
Records Management Total	\$5	\$(25)	\$9	\$9	

CITY CLERK'S OFFICE
Continued

EXPENDITURE SUMMARY

Cost Category	FY2022 Budget	FY2021 Budget	FY2021 Est. Actuals	FY2020 Actuals	Explanation of Changes
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10-5240-10 - Permits, Licenses, & Registrations

Personnel (ongoing)	\$33,020	\$30,850	\$30,860	\$27,382	
Supplies & Services (ongoing)	\$2,000	\$2,000	\$2,000	\$0	
Internal Charges	<u>\$11,780</u>	<u>\$11,370</u>	<u>\$10,830</u>	<u>\$9,250</u>	
Permits, Licenses, & Registrations Total	\$46,800	\$44,220	\$43,690	\$36,632	

10-5240-16 - Grants Coordination

Personnel (ongoing)	\$12,010	\$11,200	\$11,120	\$11,129	
Supplies & Services (ongoing)	<u>\$1,500</u>	<u>\$1,500</u>	<u>\$1,200</u>	<u>\$1,195</u>	
Direct Costs (Ongoing) Subtotal	\$13,510	\$12,700	\$12,320	\$12,324	
Internal Charges	<u>\$6,470</u>	<u>\$5,820</u>	<u>\$5,500</u>	<u>\$5,300</u>	
Grants Coordination Total	\$19,980	\$18,520	\$17,820	\$17,624	

Grand Totals

Personnel (Ongoing) Subtotal	\$261,240	\$244,620	\$243,800	\$242,641	
Supplies & Services (Ongoing) Subtotal	<u>\$33,845</u>	<u>\$32,715</u>	<u>\$23,809</u>	<u>\$23,269</u>	
Direct Costs (Ongoing) Subtotal	\$295,085	\$277,335	\$267,609	\$265,910	
Internal Charges Subtotal	<u>\$(80,860)</u>	<u>\$(76,580)</u>	<u>\$(72,040)</u>	<u>\$(78,560)</u>	
Ongoing Subtotal	\$214,225	\$200,755	\$195,569	\$187,350	
Supplies & Services (One-Time) Subtotal	<u>\$300</u>	<u>\$27,450</u>	<u>\$15,612</u>	<u>\$169</u>	
Grand Total	\$214,525	\$228,205	\$211,181	\$187,519	

CITY CLERK'S OFFICE
Continued

POSITIONS SUMMARY

Position	FY22 FTE	FY21 FTE	FY20 FTE	FY19 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	0.88	0.87
Total	2.88	2.88	2.88	2.87

ALLOCATIONS SUMMARY

Position	Org Description	FY22 FTE	FY21 FTE	FY20 FTE	FY19 FTE
General Fund					
10-5240-05	City Council Support	0.73	0.73	0.73	0.80
10-5240-06	Elections	0.09	0.09	0.09	0.09
10-5240-07	Customer Relations	0.91	0.91	0.91	0.82
10-5240-08	Records Management	0.68	0.68	0.81	0.66
10-5240-09	Sustainability	0.00	0.00	0.00	0.18
10-5240-10	Permits/Licenses/Registrations	0.34	0.34	0.21	0.24
10-5240-16	Grants Coordination	0.13	0.13	0.13	0.08
General Fund Total		2.88	2.88	2.88	2.87

(1) Part-time position.