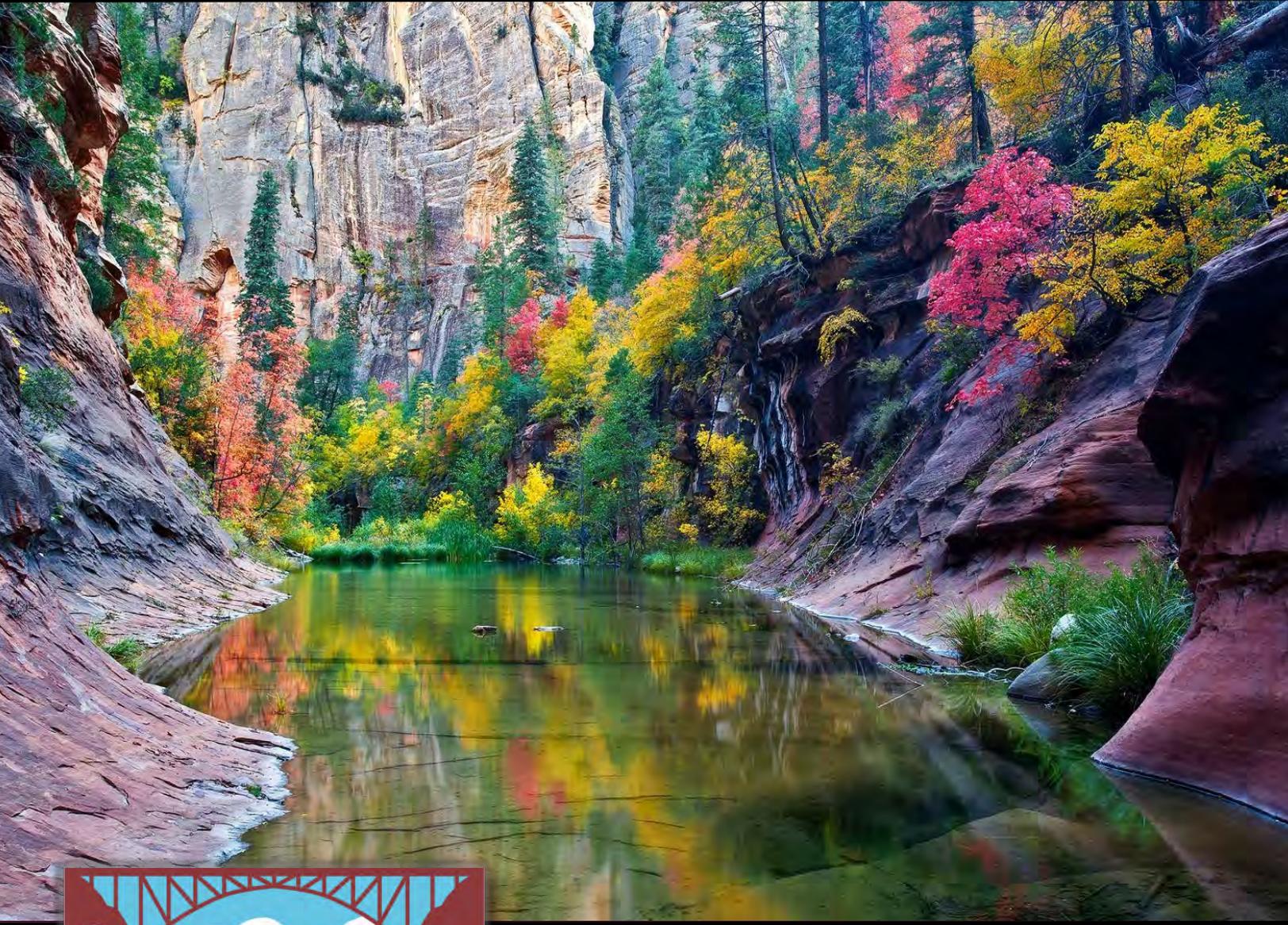


ANNUAL BUDGET



Tentative Budget

FISCAL YEAR 2021-2022
CITY OF SEDONA, AZ

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Overall Summaries

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	\$1,649,515	\$52,102,500
One-Time Revenues	\$171,400	\$0	\$0	\$1,892,860	\$0	\$400,000	\$160,460	\$0	\$985,410	\$307,456	\$75,365	\$3,992,951
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	\$2,238,630	\$4,009,580	\$838,180	\$544,020	\$690	\$1,102,360	\$7,238,886	\$1,724,880	\$56,395,451
Expenditures												
Ongoing Expenditures	\$21,426,589	\$2,006,860	\$557,030	\$24,750	\$115,800	\$0	\$0	\$0	\$872,290	\$5,103,835	\$1,925,764	\$32,032,918
One-Time Expenditures	\$748,280	\$70,000	\$0	\$166,350	\$0	\$0	\$0	\$0	\$18,000	\$340,300	\$126,365	\$1,469,295
Capital Improvement Projects	\$0	\$0	\$0	\$0	\$0	\$11,005,020	\$3,401,375	\$136,000	\$2,170,000	\$3,163,000	\$0	\$19,875,395
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	\$550,000	\$0	\$2,100,000	\$2,026,510	\$0	\$0	\$0	\$0	\$0	\$100,000	\$0	\$4,776,510
Total Expenditures	\$23,379,319	\$2,076,860	\$2,657,030	\$2,217,610	\$115,800	\$11,005,020	\$3,401,375	\$136,000	\$3,060,290	\$12,789,360	\$1,854,179	\$62,692,843
Net Revenues/Expenditures	\$14,193,836	(\$1,044,970)	(\$2,563,850)	\$21,020	\$3,893,780	(\$10,166,840)	(\$2,857,355)	(\$135,310)	(\$1,957,930)	(\$5,550,474)	(\$129,299)	(\$6,297,392)
Transfers and Other Financing Sources (Uses)												
Transfer from other funds	\$0	\$0	\$2,296,330	\$0	\$0	\$9,377,913	\$200	\$23,355	\$1,957,930	\$3,300,000	\$48,970	\$17,004,698
Transfer to other funds	(\$10,219,500)	\$0	\$0	\$0	(\$6,761,843)	(\$23,355)	\$0	\$0	\$0	\$0	\$0	(\$17,004,698)
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)	(\$10,219,500)	\$0	\$2,296,330	\$0	(\$6,761,843)	\$9,354,558	\$200	\$23,355	\$1,957,930	\$3,300,000	\$48,970	\$0
Beginning Fund Balances	\$20,691,475	\$1,545,202	\$2,449,227	\$400,848	\$6,436,735	\$11,578,895	\$3,103,928	\$172,241	\$0	\$17,403,394	\$953,255	\$64,735,200
Ending Fund Balances												
Operating Reserve	\$6,603,868	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$1,791,135	\$0	\$8,395,003
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
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	\$6,575,915	\$200,232	\$2,181,707	\$421,868	\$1,651,563	\$7,946,817	(\$3,244,466)	(\$159,714)	\$0	\$9,644,772	\$312,704	\$25,531,398
Total Ending Fund Balances	\$24,665,811	\$500,232	\$2,181,707	\$421,868	\$3,568,672	\$10,766,613	\$246,773	\$60,286	\$0	\$15,152,920	\$872,926	\$58,437,808

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 for traffic improvements		\$2,946,208		\$2,946,208
Increase for implementation of transit system	\$699,640	\$500,000		\$1,199,640
Real estate/land acquisition for strategic protection of the City's future development		\$1,850,000		\$1,850,000
Contingency for American Relief Plan Act (ARPA) monies - expected to be used for affordable housing program	\$1,726,510			\$1,726,510
Increase in Affordable Housing Fund	\$1,636,475			\$1,636,475
Evaluation of Dells land for potential uses (such as affordable housing, economic diversification, etc.)	\$75,000			\$75,000
Expansion and increases for Police Department operations (including positions to address staffing shortages in patrol, increase responsiveness for dealing with parking and traffic issues, and address gaps in leadership for proper succession planning)	\$586,387			\$586,387
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
Assumption for Tourism Bureau budget reduction	(\$346,060)			(\$346,060)
Assumption for Tourism Bureau contingency reduction	(\$294,440)			(\$294,440)
Expansion of sustainability program (including curbside yard waste program)	\$492,360			\$492,360
Expansion of Public Works Department operations (including positions to address staffing gaps for maintenance of parks, streets, and facilities, as well as traffic control coverage gaps and gaps in engineering project management)	\$361,850			\$361,850
Expansion of Community Development Department operations (including positions to address staffing shortages for building safety plan reviews and inspections)	\$109,400			\$109,400
Expansion of Financial Services Department operations (including positions to address staffing shortages related to expanded City service levels and creation of a centralized procurement process to better manage City purchasing and contract management needs)	\$193,600			\$193,600
Mandated update to Community Plan	\$66,570			\$66,570
Other position adjustment/addition and salary study to address competitiveness in recruitment and retention	\$88,880			\$88,880
Other increases in wages (combination of FY 2021 pay adjustments not budgeted and budgeted FY 2022 merit adjustments) and increases in employee benefit costs	\$376,511			\$376,511
Increase in capital lease payments (including new court facility)	\$317,067			\$317,067
Net decrease in other CIP projects		(\$526,690)		(\$526,690)
Other miscellaneous changes	(\$156,272)			(\$156,272)
FY 2022 Proposed Budget	\$42,817,448	\$19,875,395	\$9,000,000	\$71,692,843
% Increase	19%	32%	∞	40%

Comparison to FY 2020 (Pre-COVID)

FY 2020 Adopted Budget	\$37,462,193	\$13,954,437	\$0	\$51,416,630
FY 2022 Proposed Budget	\$42,817,448	\$19,875,395	\$9,000,000	\$71,692,843
% Increase	14%	42%	∞	39%
2-Year Average	7%	21%	∞	20%

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	\$2,296,330	\$4,350,000	\$200	\$ -	\$ 224,000	\$3,300,000	\$48,970	\$10,219,500
Transportation Sales Tax Fund	-	5,027,913	-	-	1,733,930	-	-	6,761,843
Capital Improvements Fund	-	-	-	23,355	-	-	-	23,355
Totals	\$2,296,330	\$9,377,913	\$200	\$23,355	\$1,957,930	\$3,300,000	\$48,970	\$17,004,698

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 Affordable Housing (one-time)** – During the fiscal year 2020-21 budget process, it was assumed the fiscal year 2018-19 General Fund surplus would be needed to cover revenue losses as a result of COVID-19. Since the surplus was not needed and a surplus was also incurred for fiscal year 2019-20, the allocation of the combined fiscal years 2018-19 and 2019-20 was directed during the fiscal year 2021-22 budget process. A portion of the surplus, \$1,796,330, was directed to be transferred to the Affordable Housing Fund to accelerate the implementation of housing program.
- 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 Real Estate/Land Acquisition (one-time)** – As previously discussed, during the fiscal year 2020-21 budget process, it was assumed the fiscal year 2018-19 General Fund surplus would be needed to cover revenue losses as a result of COVID-19. Since the surplus was not needed and a surplus was also incurred for fiscal year 2019-20, the allocation of the combined fiscal years 2018-19 and 2019-20 was directed during the fiscal year 2021-22 budget process. A portion of the surplus, \$1,850,000, was directed to be transferred to the Capital Improvements Fund for acquisition of real estate and/or land to be used for strategic protection of the City’s future development.
- 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.

INTER-FUND TRANSFERS

continued

- **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 Verde Lynx (ongoing)** – In accordance with an intergovernmental agreement (IGA) between the City of Cottonwood and City of Sedona, the City of Cottonwood bills the City of Sedona for the grant matching costs for the Verde Lynx, a public transit line managed and operated by the City of Cottonwood that connects Sedona and Cottonwood. All public transit costs have been consolidated in the Public Transit Enterprise Fund; however, the funding comes from unrestricted revenues in the General Fund. The fiscal year 2021-22 budget includes a transfer of \$224,000 from the General Fund to the Public Transit Enterprise Fund to cover the grant matching requirement.
- **Funding for Sedona-Owned Public Transit System (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 \$549,340 for operating costs and \$1,184,590 for capital improvement costs from the Transportation Sales Tax Fund to the Public Transit Enterprise Fund.
- **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.

INTER-FUND TRANSFERS

continued

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 were approved and adopted in City Council Resolution No. 2020-03. The approved future subsidies are as follows:

FUTURE 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

SUMMARY OF FULL-TIME EQUIVALENTS BY FUND

Fiscal Year	General Fund	Streets Fund	Affordable Housing Fund	Transp. Sales Tax Fund	Public Transit Fund	Waste-water Fund	Info. Tech. Fund	Totals
FY2020	129.19	-	-	1.00	-	15.76	5.00	150.95
FY2021	129.00	-	1.00	1.00	1.00	15.76	5.00	152.76
FY2022	136.65	3.33	1.00	1.00	1.00	15.79	5.00	163.77

SUMMARY OF FULL-TIME EQUIVALENTS BY DEPARTMENT

Department	FY2020	FY2021	FY2022
City Council	7.00	7.00	7.00
City Manager's Office ⁽¹⁾	7.03	7.15	9.00
Human Resources	2.00	2.00	2.00
Financial Services ⁽²⁾	8.73	8.73	10.00
Information Technology	5.00	5.00	5.00
City Attorney's Office ⁽³⁾	4.04	4.04	3.54
City Clerk's Office	2.88	2.88	2.88
Parks & Recreation ⁽⁴⁾	8.70	8.56	8.91
Community Development ⁽⁵⁾	13.84	13.84	14.48
Public Works ⁽⁶⁾	29.45	29.45	33.85
Economic Development	1.00	1.00	1.00
Police ⁽⁷⁾	43.63	43.63	46.63
Municipal Court	4.65	5.48	5.48
Public Transit	-	1.00	1.00
Wastewater	13.00	13.00	13.00
Total	150.95	152.76	163.77

⁽¹⁾The increase in the City Manager's Office was due to the addition of a Sustainability Manager position, reclassification of the partial allocation of the Assistant City Manager/Director of Community Development position to a full-time Deputy City Manager position, and the increase in the Arts & Culture Coordinator position from part-time to full-time.

⁽²⁾The increase in the Financial Services Department was due to the addition of an Assistant Financial Services Director position and the increase in the Administrative Assistant position from part-time to full-time.

⁽³⁾The decrease in the City Attorney's Office was due to the decrease in the Assistant City Attorney position to allow for additional contracted legal services.

⁽⁴⁾The increase in the Parks & Recreation Department was due to the addition of a Recreation Coordinator I position net of adjustments for seasonal positions, including a decrease in lifeguards due to the shortened season.

⁽⁵⁾The increase in the Community Development Department was due to the addition of a Plans Examiner II position and a temporary employee for the Community Plan update, reclassification of the partial allocation of the Assistant City Manager/Director of Community Development position to a full-time Director of Community Development position, and the elimination of the Assistant Community Development Director position.

⁽⁶⁾The increase in the Public Works Department was due to the addition of an Assistant Project Manager position, a City Maintenance Worker I position, a Facilities Maintenance Worker position, and a Traffic Control Assistant II position, as well as the increase in the Administrative Assistant position from part-time to full-time.

⁽⁷⁾The increase in the Police Department was due to the addition of two Police Officer positions and a Community Service Officer position, as well as the reclassification of a Police Officer position to a Police Sergeant position.

POSITION LIST/FULL-TIME EQUIVALENTS

continued

POSITION LIST

Department/Authorized Position	FY2020	FY2021	FY2022	Change from FY2021
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 Community Developmnet (G	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 & 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
Adminstrative 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

continued

POSITION LIST

Department/Authorized Position	FY2020	FY2021	FY2022	Change from FY2021
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	-
Recreation Coordinator I (GF)	-	-	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	8.91	0.35

POSITION LIST/FULL-TIME EQUIVALENTS
continued

POSITION LIST

Department/Authorized Position	FY2020	FY2021	FY2022	Change from FY2021
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

continued

POSITION LIST

Department/Authorized Position	FY2020	FY2021	FY2022	Change from FY2021
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

continued

POSITION LIST

Department/Authorized Position	FY2020	FY2021	FY2022	Change from FY2021
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

continued

POSITION LIST

Department/Authorized Position	FY2020	FY2021	FY2022	Change from FY2021
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	136.65	7.65
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	163.77	11.01

(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

FY 2022 Staffing Changes

The City staffing changes were based on analyses of departmental needs and funding allocations. The fiscal year 2021-22 budget includes the following changes:

- Eleven full-time positions were added:
 - A Sustainability Manager position was added to the City Manager's Office to accelerate the City's sustainability program.
 - An Assistant Financial Services Director position was added to the Financial Services Department to address staffing gaps in expanded City service levels and improve succession planning.
 - A Recreation Coordinator I position was added to the Parks & Recreation Department to address staffing gaps in expanded City service levels.

POSITION LIST/FULL-TIME EQUIVALENTS

continued

FY 2022 Staffing Changes (cont'd)

- A Plans Examiner II position was added to the Community Development Department to address staffing shortages for building safety plan reviews.
- An Assistant Project Manager position was added to the Public Works Department to address staffing shortages and project management needs that do not require a trained engineer.
- A City Maintenance Worker I position was added to the Public Works Department to address staffing gaps in expanded City service levels, including the curbside yard waste program that will be initiated in fiscal year 2021-22.
- A Facilities Maintenance Worker position was created in the Public Works Department to address staffing gaps in expanded City service levels.
- A Traffic Control Assistant II position was created in the Public Works Department to address staffing gaps in managing in increased traffic levels.
- Two Police Officer positions were added to the Police Department to address staffing gaps in patrol operations and to increase responsiveness for dealing with traffic issues.
- A Community Service Officer position was added to the Police Department to increase responsiveness for dealing with parking issues and support with traffic issues.
- Two positions were increased from part-time to full-time:
 - The Arts & Culture Coordinator position was increased from part-time to full-time to address the demands of the position.
 - The Administrative Assistant position in the Financial Services Department was increased from part-time to full-time to address staffing gaps in expanded City service levels.
- One position was decreased from full-time to part-time:
 - An Assistant Attorney position was decreased from full-time to part-time to allow for additional contracted legal services.
- One temporary position was added:
 - A temporary position was added to the Community Development Department to assist with the mandated update of the Community Plan.
- Three positions were restructured:
 - The Budget & Accounting Supervisor position in the Financial Services Department was restructured to a Procurement Officer position to create a centralized procurement process to better manage City purchasing and contract management needs.
 - The Building Inspector position in the Community Development Department was restructured to a Building Inspector II position.
 - A Police Officer position in the Police Department was restructured to a Police Sergeant position.
- During fiscal year 2020-21, the City Council authorized staffing changes to address the workload pressures due to significant turnover and difficulties with recruiting due to impacts of COVID-19, lack of adequate local workforce, and affordability of housing. As a result, the following changes were made subsequent to the fiscal year 2020-21 budget adoption:
 - The Assistant City Manager/Director of Community Development position was restructured to a Deputy City Manager position.
 - The Management Analyst position in the City Manager's Office was restructured to an Assistant to the City Manager position.
 - The Administrative Assistant position in the City Manager's Office was restructured to an Executive Assistant position.

POSITION LIST/FULL-TIME EQUIVALENTS

continued

FY 2022 Staffing Changes (cont'd)

- The Assistant Director of Community Development position was eliminated to allow for a Director of Community Development position.
- A Senior Planner position in the Community Development Department was restructured to a Planning Manager position.
- A Senior Planner position in the Community Development Department was restructured to a Principal Planner position.
- The Engineering Supervisor position in the Public Works Department was restructured to an Assistant Director of Public Works position.
- The Administrative Assistant position in the Public Works Department was increased from part-time to full-time to address staffing gaps in expanded City service levels.
- A Police Commander position in the Police Department was restructured to a Deputy Police Chief position.
- A Police Commander position in the Police Department was restructured to a Police Lieutenant position.
- Other adjustments included adjustments to the hours of some part-time and temporary positions.

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	\$ -	\$ -	\$ 7,710	\$ 57,230	\$ 68,870	\$ -	\$ 1,870	\$ 4,370	\$ 140,050
City Manager's Office	(853,710)	25,190	91,830	72,060	30,240	1,420	20,100	34,310	(578,580)
Human Resources	10,250	(473,670)	18,400	40,370	43,200	4,260	3,000	7,530	(346,670)
Financial Services	46,150	27,630	(1,600,990)	139,630	32,430	4,260	16,280	32,870	(1,301,750)
Information Technology	25,630	15,810	70,400	-	-	140	12,790	24,180	148,940
City Attorney's Office	20,890	11,500	35,660	35,000	(538,640)	1,420	8,500	22,520	(403,170)
City Clerk's Office	15,600	9,280	17,130	48,120	21,600	(237,200)	3,610	40,860	(81,030)
Parks & Recreation	149,560	26,460	67,770	46,680	-	1,970	10,400	18,140	320,970
General Services	-	-	3,450	3,500	-	-	(425,350)	-	(418,400)
Community Development	75,050	44,280	116,490	193,260	142,720	141,910	21,640	72,510	807,790
Public Works	167,540	99,140	335,930	174,070	115,710	68,230	143,900	(571,290)	533,700
Economic Development	5,360	3,340	19,730	6,680	-	-	3,040	5,510	46,350
Police	235,850	145,890	293,390	742,310	37,960	10,340	92,830	218,580	1,777,030
Municipal Court	32,160	18,330	36,780	20,650	-	-	7,650	58,820	174,340
Public Transit	-	3,350	34,900	4,200	-	-	6,300	4,050	52,800
Wastewater	69,670	43,470	451,420	133,260	45,910	3,160	73,440	27,020	847,350
Totals	\$ -	\$ -	\$ -	\$1,717,020	\$ -	\$ -	\$ -	\$ -	\$1,717,020

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

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	\$6,110,925	\$5,554,534	10%	\$4,958,914	23%	\$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	\$2,170,946	\$1,987,050	9%	\$1,764,294	23%	\$222,756	\$1,771,681	\$1,799,461	\$1,771,086
Economic Development	\$2,402,870	\$2,739,767	-12%	\$2,652,520	-9%	\$87,247	\$2,562,714	\$2,364,731	\$2,334,456
Health & Welfare	\$1,150,200	\$592,300	94%	\$602,790	91%	(\$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	\$487,230	\$672,510	-28%	\$733,890	-34%	(\$61,380)	\$603,500	\$667,814	\$808,898
Contingencies	\$550,000	\$844,440	-35%	\$0	∞	\$844,440	\$0	\$0	\$0
Total Ongoing Expenditures	\$21,976,589	\$20,458,998	7%	\$18,418,075	19%	\$2,040,923	\$18,743,537	\$18,008,374	\$17,405,351
Net Ongoing	\$15,425,166	\$3,706,112	316%	\$16,702,565	-8%	\$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	(\$466,670)	(\$147,450)	216%	(\$108,512)	330%	\$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	(\$1,579,120)	(\$1,257,810)	26%	(\$1,091,261)	45%	\$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	(\$2,296,330)	(\$200,000)	1048%	(\$200,000)	1048%	\$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	(\$4,350,000)	(\$2,165,000)	101%	(\$4,213,600)	3%	(\$2,048,600)	(\$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 Public Transit Fund	(\$224,000)	\$0	∞	\$0	∞	\$0	\$0	\$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	(\$10,219,500)	(\$6,037,840)	69%	(\$8,132,860)	26%	(\$2,095,020)	(\$6,489,762)	(\$6,816,575)	(\$9,799,314)
Beginning Fund Balance	\$20,691,475	\$11,696,653	77%	\$13,245,531	56%	\$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*	\$6,603,868	\$6,118,351	8%	\$6,118,351	8%	\$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	\$0	\$0	N/A	\$160,678	-100%	\$160,678	\$2,310,678	\$2,310,678	\$0
FY20 Surplus to be Allocated	\$0	\$0	N/A	\$3,485,643	-100%	\$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	\$6,575,915	\$972,297	576%	\$0	∞	(\$972,297)	\$0	\$0	\$0
Total Ending Fund Balances	\$24,665,811	\$8,074,615	205%	\$20,691,475	19%	\$12,616,860	\$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	\$81,440	\$55,980	45%	\$52,100	56%	\$3,880	\$51,880	\$51,726	\$47,972
Total Ongoing Expenditures	\$2,006,860	\$1,205,980	66%	\$1,067,100	88%	\$138,880	\$924,656	\$1,032,566	\$1,181,500
Net Ongoing	(\$974,970)	(\$272,920)	257%	\$15,620	-6342%	\$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	\$200,232	\$889,785	-77%	\$1,424,464	-86%	\$534,679	\$1,164,276	\$699,196	(\$41,009)
Total Ending Fund Balances	\$500,232	\$1,010,523	-50%	\$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	\$2,296,330	\$200,000	1048%	\$200,000	1048%	\$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	\$2,181,707	\$1,294,744	69%	\$2,449,227	-11%	\$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	\$1,892,860	\$442,900	327%	\$41,460	4466%	(\$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	(\$2,026,510)	(\$275,000)	637%	\$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 \$1,726,510 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	(\$1,733,930)	\$0	∞	(\$61,390)	2724%	(\$61,390)	\$0	\$0	\$0
Net Transfers	(\$6,761,843)	(\$6,179,632)	9%	(\$4,187,399)	61%	\$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	\$1,651,563	\$140,350	1077%	\$339,232	387%	\$198,882	\$761,462	\$4,044,079	\$1,044,816
Total Ending Fund Balances	\$3,568,672	\$3,096,136	15%	\$6,436,735	-45%	\$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	(\$1,900,000)	(\$345,000)	451%	(\$2,213,600)	-14%	(\$1,868,600)	(\$60,538)	\$0	\$0
Sedona in Motion Projects	(\$5,758,579)	(\$6,498,693)	-11%	(\$3,295,592)	75%	\$3,203,101	(\$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	(\$10,605,020)	(\$10,974,178)	-3%	(\$6,858,135)	55%	\$4,052,662	(\$7,274,257)	(\$4,304,475)	(\$3,801,856)
Transfers:									
Transfer from General Fund	\$4,350,000	\$2,165,000	101%	\$4,213,600	3%	\$2,048,600	\$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	\$9,354,558	\$8,306,524	13%	\$8,321,743	12%	\$15,219	\$2,908,355	\$1,832,857	\$5,188,814
Beginning Fund Balance	\$11,578,895	\$9,671,279	20%	\$9,899,847	17%	\$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	\$7,946,817	\$4,453,689	78%	\$8,814,959	-10%	\$4,361,270	\$5,258,474	\$6,688,192	\$7,954,357
Total Ending Fund Balances	\$10,766,613	\$7,217,625	49%	\$11,578,895	-7%	\$4,361,270	\$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	(\$2,916,696)	(\$859,358)	239%	(\$193,325)	1409%	\$666,033	(\$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	(\$3,240,915)	(\$980,617)	230%	\$1,754	-184873%	\$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	\$3,103,928	\$2,544,345	22%	\$2,723,500	14%	\$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	(\$3,244,466)	\$-	∞	\$621,887	-622%	\$621,887	\$1,319,083	\$824,796	\$2,670,392
Total Ending Fund Balances	\$246,773	\$1,772,668	-86%	\$3,103,928	-92%	\$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	\$52,800	\$0	∞	\$0	∞	\$0	\$0	\$0	\$0
Total Ongoing Expenditures	\$872,290	\$135,351	544%	\$58,890	1381%	\$76,461	\$0	\$0	\$0
Net Ongoing	(\$755,340)	(\$135,351)	458%	(\$58,890)	1183%	\$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	(\$2,170,000)	\$0	∞	\$0	∞	\$0	\$0	\$0	\$0
Net One-Time Revenues/Expenditures	(\$1,202,590)	(\$2,500)	48004%	(\$2,500)	48004%	\$0	\$0	\$0	\$0
Transfers:									
Transfer from General Fund	\$224,000	\$0	∞	\$0	∞	\$0	\$0	\$0	\$0
Transfer from Transportation Sales Tax Fund	\$1,733,930	\$0	∞	\$61,390	2724%	\$61,390	\$0	\$0	\$0
Net Transfers	\$1,957,930	\$0	∞	\$61,390	3089%	\$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	\$215,305	\$226,830	-5%	\$215,885	0%	\$10,945	\$161,952	\$153,522	\$203,889
Human Resources	\$52,570	\$45,100	17%	\$42,370	24%	\$2,730	\$39,460	\$38,775	\$43,684
Financial Services	\$203,650	\$179,230	14%	\$163,580	24%	\$15,650	\$196,690	\$139,790	\$158,520
Utility Billing	\$381,170	\$362,530	5%	\$346,445	10%	\$16,085	\$321,807	\$379,368	\$325,772
General Services	\$79,030	\$75,810	4%	\$75,980	4%	(\$170)	\$49,970	\$42,722	\$66,052
City Manager	\$84,250	\$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	\$156,680	\$162,170	-3%	\$48,610	222%	\$113,560	\$52,520	\$55,929	\$70,681
Facilities Maintenance	\$31,160	\$29,010	7%	\$26,980	15%	\$2,030	\$29,560	\$61,649	\$72,666
Total Ongoing Expenditures	\$5,177,835	\$4,296,358	21%	\$3,640,001	42%	\$656,357	\$3,955,445	\$4,035,373	\$3,928,512
Net Ongoing	\$1,753,595	\$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	\$9,644,772	\$9,483,554	2%	\$11,634,356	-17%	(\$2,150,802)	\$12,163,310	\$14,429,652	\$5,685,902
Total Ending Fund Balances	\$15,152,920	\$15,866,024	-4%	\$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	\$1,641,655	\$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	\$1,649,515	\$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	\$144,830	\$118,960	22%	\$110,330	31%	\$8,630	\$116,910	\$312,200	\$339,074
Total Ongoing Expenditures	\$1,790,614	\$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	\$75,365	\$75,734	0%	\$57,200	32%	(\$18,534)	\$138,654	\$222,121	\$195,365
One-Time Expenditures:									
Information Technology Services	(\$75,365)	(\$75,734)	0%	(\$52,200)	44%	\$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 Projects

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
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	\$179,085	\$1,071,334	\$0	\$0	\$0	\$1,071,334
PD - Police Subtotal				\$430,200	\$1,171,334	\$150,000	\$500,000	\$0	\$1,821,334
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	\$1,350,000	\$0	\$10,200,000	\$12,200,000	\$23,750,000
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	\$2,170,000	\$2,250,000	\$16,930,000	\$22,730,000	\$44,080,000
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
Real Estate/Land Acquisition	Capital Reserves	Essential (Should-Do)	PW-05	\$2,150,000	\$1,850,000	\$0	\$0	\$0	\$1,850,000
PW - Public Works Subtotal				\$2,345,852	\$1,900,000	\$528,200	\$0	\$0	\$2,428,200

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	(\$3,808,630)	(\$12,782,531)	(\$2,078,027)	\$19,269,188	\$600,000
Uptown Northbound Improvements	Restricted & Capital Reserves	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	\$1,219,016	\$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	\$265,651	\$5,022,370	\$1,105,125	\$0	\$0	\$6,127,495
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	\$1,352,880	\$0	\$0	\$0	\$1,352,880
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)				\$5,225,319	\$8,675,275	\$5,513,429	-\$1,155,527	\$22,529,188	\$35,562,365
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	\$559,739	\$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				\$1,377,317	\$1,847,475	\$454,500	\$4,545,000	\$0	\$6,846,975
Subtotal Non-Wastewater Projects (excluding projects not funded)				\$10,170,246	\$17,178,250	\$13,501,480	\$23,810,000	\$47,157,243	\$101,646,973

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 Improvements - 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)				\$17,473,853	\$20,113,750	\$15,606,480	\$26,095,000	\$54,840,837	\$116,656,067
Total Projects Not Funded				\$0	\$0	\$0	\$0	\$20,027,999	\$20,027,999
Grand Totals Funded and Unfunded				\$17,473,853	\$20,113,750	\$15,606,480	\$26,095,000	\$74,868,836	\$136,684,066

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					\$4,669,796	\$2,374,208	\$4,790,207	\$3,207,306	\$15,041,517
Coconino County Flood Control					\$0	\$0	\$0	\$290,000	\$290,000
Debt Financing					\$0	\$2,423,924	\$2,651,000	\$11,543,531	\$16,618,455
Development Impact Fees - Post 7/2014					\$3,401,376	\$1,991,239	\$457,043	\$1,121,459	\$6,971,117
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	\$14,054,000	\$18,794,000	\$35,829,410
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					\$6,893,168	\$1,917,109	\$877,750	\$12,068,630	\$21,756,657
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					\$20,113,750	\$15,606,480	\$26,095,000	\$74,868,836	\$136,684,066
Project Funding Status Summary									
Carry Over					\$9,318,156	\$1,583,694	-\$2,228,027	\$24,428,126	\$33,101,949
New Appropriation					\$10,795,594	\$8,476,405	\$6,730,000	\$10,530,000	\$36,531,999
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					\$20,113,750	\$15,606,480	\$26,095,000	\$74,868,836	\$136,684,066

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	\$65,527	\$153,610	\$256,043
Construction - Contracted					\$15,590,250	\$24,273,705	\$15,980,000	\$35,823,359	\$91,667,314
Contingency					-\$3,658,630	-\$12,632,531	-\$1,428,027	\$19,555,248	\$1,836,060
Design - Contracted					\$2,421,775	\$1,814,755	\$177,500	\$3,353,619	\$7,767,649
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	\$960,000	\$1,860,000	\$3,492,000
Land Acquisition					\$3,495,000	\$50,000	\$50,000	\$1,485,000	\$5,080,000
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	\$0	\$0	\$1,010,000
Temporary Relocation					\$6,000	\$0	\$0	\$0	\$6,000
Vehicle Purchase					\$1,350,000	\$0	\$10,200,000	\$12,400,000	\$23,950,000
TOTALS BY CATEGORY					\$20,113,750	\$15,606,480	\$26,095,000	\$74,868,836	\$136,684,066

Summary of Project Costs Managed by Public Works PMs

Total Project Costs					\$20,113,750	\$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					(\$1,350,000)	\$0	(\$10,200,000)		
PW-02 Recycle Drop Off Locations (managed by Victor)					\$0	(\$138,200)	\$0		
PW-05 Real Estate/Land Acquisition					(\$1,850,000)	\$0	\$0		
SIM-03c Wayfinding Signage (managed by Victor)					\$0	(\$243,280)	\$0		
SIM-05b Forest Road Connection (land acquisition portion)					(\$1,600,000)	\$0	\$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 Manager by Public Works PMs					\$11,000,000	\$12,000,000	\$13,000,000		

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.

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

Project Justification:

This project will enhance the City's image as a city animated by the arts, where public art may be enjoyed by residents and visitors. The roundabouts along SR 179 and SR 89A are highly visible. There are four remaining roundabouts on SR 179 that have yet to have art placed.



For Continuing Projects

Estimated Project Status as of June 30, 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.

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.

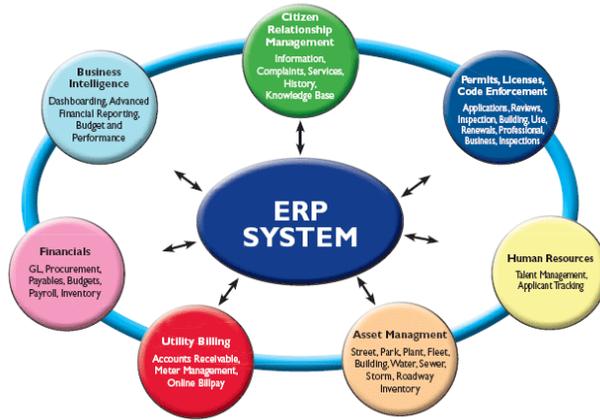
This request is to budget for funds to replace this outdated system with a more comprehensive program that utilizes current technologies, better addresses the varied organizational needs, enhances the City's overall efficiencies and provides for better customer service. General components of a replacement 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	\$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	\$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.

CAPITAL PROJECTS DETAILS

Project Summary

Project Title:
New Concession Stand

Location:
Posse Grounds Park

Phase: of **Project #:** PR-01
(If Applicable)

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.

	Original	Revised (if applicable)
Start Date	July 2020	July 2022
Estimated Completion Date	June 2021	July 2023



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

Location:
Posse Grounds Park

Phase: of **Project #:** PR-02
(If Applicable)

	Original	Revised (if applicable)
Start Date	July 2019	July 2019
Estimated Completion Date	June 2020	June 2025

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."

For Continuing Projects

Estimated Project Status as of June 30, 2021:
The evaluation is complete.

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

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.

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

 Phase: of Project #:
(If Applicable)

 Ranking:

 Environmental Sustainability Project?
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.

Location:

Brewer Road Property

	Original	Revised (if applicable)
Start Date	July 2021	
Estimated Completion Date	June 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.

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.

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

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	\$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.

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.

	Original	Revised (if applicable)
Start Date	July 2023	
Estimated Completion Date	June 2025	



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 the COVID-19 situation and the low priority of this project relative to other more critical City

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	\$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.

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							
Appropriation	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	\$1,214,525
Current Approved Total Project Budget	\$1,234,525
Requested Budget Increase/Decrease	\$15,894
Requested Total Project Budget	\$1,250,419
Estimated Expenditures through June 30, 2021	\$179,085
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	\$177,789					\$177,789
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	\$1,296	\$4,440				\$5,736
New							
Appropriation	Arts Transfer		\$2,274				\$2,274
Totals		\$179,085	\$1,071,334	\$0	\$0	\$0	\$1,250,419

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	\$130,895	\$709,118				\$840,013
Totals		\$179,085	\$1,071,334	\$0	\$0	\$1,250,419

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.

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 2024 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:

1 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.

2 Park-and-Ride lot near Red Rock Ranger Station; additional steps 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 (BdC) (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 (3 new buses and park-and-ride lot improvements).
- Operating Costs = \$480,000 / 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: Transit Hub

Location: Brewer Road Property

Phase: of **Project #:** PT-02
(If Applicable)

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

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 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 State Rock State Park. Buses would run every 15 to 20 minutes, 8 am to 6 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 88k.

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 Red 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 24 minutes.

Reduced Vehicle Emissions.

COSTS:

- Capital Costs = \$2.4 M (\$ 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:

- Droping 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 will 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:

- 1 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.
- 2 Park-and-Ride lot near Red Rock Ranger Station; additional steps 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 Red 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 (3 new buses and park-and-ride lot improvements).
- Operating Costs = \$480,000 / 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	\$1,350,000
Requested Total Project Budget	\$1,350,000
Estimated Expenditures through June 30, 2021	\$0
Budget Balance Remaining	\$1,350,000

Budget Detail

Project Cost Estimates:

Funding Status	Cost Category	Prior Years Estimate	FY2022	FY2023	FY2024	Future Years	Project Totals
New							
Appropriation	Vehicle Purchase		\$1,350,000				\$1,350,000
Future Estimate	Vehicle Purchase				\$10,200,000	\$12,200,000	\$22,400,000
Totals		\$0	\$1,350,000	\$0	\$10,200,000	\$12,200,000	\$23,750,000

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		\$844,590				\$844,590
Debt Financing				\$1,530,000	\$1,830,000	\$3,360,000
Totals		\$0	\$1,350,000	\$0	\$10,200,000	\$23,750,000

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.

CAPITAL PROJECTS DETAILS

Project Summary

Project Title:
Uptown Enhancements

Location:
Uptown

Phase: of **Project #:** PW-01
(If Applicable)

	Original	Revised (if applicable)
Start Date	July 2018	July 2018
Estimated Completion Date	June 2019	June 2021

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.

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.

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

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.

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.

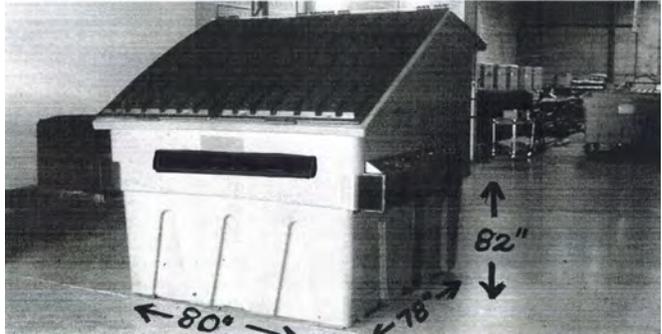
Project Justification:

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	\$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)

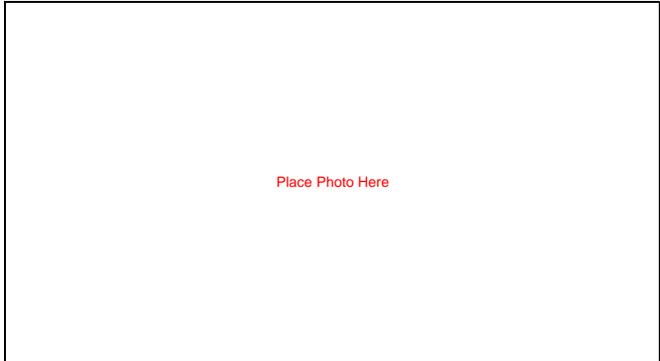
Ranking: Important (Could-Do)

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.

	Original	Revised (if applicable)
Start Date	July 2022	
Estimated Completion Date	June 2023	



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.

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)

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.

	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	\$50,000
Requested Total Project Budget	\$50,000
Estimated Expenditures through June 30, 2021	\$0
Budget Balance Remaining	\$50,000

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:
Real Estate/Land Acquisition

Phase: of **Project #:** PW-05
(If Applicable)

Ranking: Essential (Should-Do)

Environmental Sustainability Project? No

Project Description:
Purchase of real estate/land for the purpose of strategic protection of the City's future development.

Project Justification:
Real estate/land acquired can be leased and limited to uses authorized by the City.

Location:
To be determined

	Original	Revised (if applicable)
Start Date	June 2021	
Estimated Completion Date	June 2023	



For Continuing Projects

Estimated Project Status as of June 30, 2021:
One parcel purchased.

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	\$4,000,000
Requested Total Project Budget	\$4,000,000
Estimated Expenditures through June 30, 2021	\$2,150,000
Budget Balance Remaining	\$1,850,000

Budget Detail

Project Cost Estimates:

Funding Status	Cost Category	Prior Years Estimate	FY2022	FY2023	FY2024	Future Years	Project Totals
New							
Appropriation	Land Acquisition	\$2,150,000	\$1,850,000				\$4,000,000
Totals		\$2,150,000	\$1,850,000	\$0	\$0	\$0	\$4,000,000

Project Funding Estimates:

Funding Source	Prior Years Estimate	FY2022	FY2023	FY2024	Future Years	Project Totals
Capital Reserves	\$2,150,000	\$1,850,000				\$4,000,000
Totals	\$2,150,000	\$1,850,000	\$0	\$0	\$0	\$4,000,000

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:
To be determined - will depend on the parcel and any lease agreements entered into. Any undeveloped land with sewer availability will be incur annual fees of \$367.

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		-\$3,808,630	-\$13,082,531	-\$2,378,027	\$19,269,188	\$0
Future Estimate	Contingency			\$300,000	\$300,000		\$600,000
Totals			\$0	-\$3,808,630	-\$12,782,531	-\$2,078,027	\$19,269,188

Project Funding Estimates:

Funding Source	Prior Years Estimate	FY2022	FY2023	FY2024	Future Years	Project Totals
Transportation Sales Tax		-\$3,808,630	-\$4,700,000	\$300,000	\$8,808,630	\$600,000
Capital Reserves				-\$2,378,027	\$2,378,027	\$0
Debt Financing			-\$8,082,531		\$8,082,531	\$0
Totals		\$0	-\$3,808,630	-\$12,782,531	-\$2,078,027	\$19,269,188

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)

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.

	Original	Revised (if applicable)
Start Date	March 2021	
Estimated Completion Date	June 2022	

Uptown Sedona Roadway Improvements

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 Barr).
- 4 Construct a roundabout at the south end (Jordan Road) of Uptown on SR 89A.
- 5 Create one-way access from 89A to free parking via Schnebly Road (NOT Schnebly Hill Road, see #5 on map above).

BENEFITS:

- With no traffic, it takes 7 minutes to travel from the Trout Farm to the Y. In severe congestion it takes 42 minutes. This level of severe congestion occurred on 7 days between February 1 and June 4, 2017. With this strategy, a severely congested trip would be reduced from 42 minutes, to 15 minutes.
- Raised median reduces turning movement conflicts and uncontrolled pedestrian crossings.
- Roundabouts facilitate U-turns and serve to keep vehicles consistently moving at safe speeds.

COSTS:

- Total estimated cost is \$3.6M.

TRADEOFFS:

- Lengthy disruption from construction.
- Possible lots of some landscape area, seating and sidewalk at Jordan Road to expand roadway.
- Expands two lanes of traffic to three, impacting pedestrian crossings and overall character in Uptown.
- Possible added traffic near Schnebly Road.

For Continuing Projects

Estimated Project Status as of June 30, 2021:
Study / analysis will be 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	\$535,000
Requested Total Project Budget	\$535,000
Estimated Expenditures through June 30, 2021	\$75,000
Budget Balance Remaining	\$460,000

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
Development Impact Fees - Post	\$33,471	\$205,288				\$238,759
Transportation Sales Tax	\$41,529	\$254,712				\$296,241
Totals		\$75,000	\$460,000	\$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

Location:
N/A

Phase: of **Project #:** SIM-03a
(If Applicable)

	Original	Revised (if applicable)
Start Date	August 2017	December 2017
Estimated Completion Date	December 2017	April 2023

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.

Uptown Sedona Parking Improvements

PROJECT DESCRIPTION:
 1. Expand parking areas either through additional parking lots, on-street parking, or a new parking garage.
 2. 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 \$6M and \$16M depending on the size and design.

TRADEOFFS:
 • Parking structure could impact views.
 • Additional parking in Uptown brings more vehicles and traffic into the Uptown area.

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

Signage:
 P LOT 1
 P PAY PARKING
 P FREE PARKING

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.

For Continuing Projects

Estimated Project Status as of June 30, 2021:
Design will be approximately 25% complete.

Project Balance	
Original Approved Project Budget	\$14,356,700
Approved Budget Increases/Decreases	\$136
Current Approved Total Project Budget	\$14,356,836
Requested Budget Increase/Decrease	\$217,230
Requested Total Project Budget	\$14,574,066
Estimated Expenditures through June 30, 2021	\$1,219,016
Budget Balance Remaining	\$13,355,050

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 was revised to include the projected timeline for construction.

Budget Detail

Project Cost Estimates:		Out of Bala		Out of Balance			
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		\$1,219,016	\$942,595	\$12,412,455	\$0	\$0	\$14,574,066 Out of Balance

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		-\$75,000	-\$100,000	-\$100,000
Total Expenditure Impacts	\$0	\$505,000	\$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

Location:
N/A

Phase: of **Project #:** SIM-03b
(If Applicable)

	Original	Revised (if applicable)
Start Date	August 2017	July 2023
Estimated Completion Date	December 2017	June 2024

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.

Uptown Sedona Parking Improvements

PROJECT DESCRIPTION:
 1. Expand parking areas either through additional parking lots, on-street parking, or a new parking garage.
 2. Enhance signs that provide directions to city parking lots.

BENEFITS:
 • Less congestion related to searching for parking.

COSTS:
 • A new parking structure would cost between \$5M and \$15M depending on the size and design.

TRADEOFFS:
 • Parking structure could impact views.
 • Additional parking in Uptown brings more vehicles and traffic into the Uptown area.

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

Signage:
 LOT 1
 PAY PARKING
 FREE PARKING

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.

For Continuing Projects

Estimated Project Status as of June 30, 2021:
 Concept design, and one-way capacity analysis completed.

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

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.

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	\$0	\$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

Location:
Citywide

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.

	Original	Revised (if applicable)
Start Date	July 2018	July 2018
Estimated Completion Date	June 2021	June 2023

Uptown Sedona Parking Improvements

PROJECT DESCRIPTION:
 1. Expand parking areas either through additional parking lots, on-street parking, or a new parking garage.
 2. Enhance signs that provide directions to city parking lots.

BENEFITS:
 - Less congestion related to searching for parking.

COSTS:
 - A new parking structure would cost between \$5M and \$15M depending on the size and design.

TRADEOFFS:
 - Parking structure could impact views.
 - Additional parking in Uptown brings more vehicles and traffic into the Uptown area.

Signage Examples:
 - LOT 1
 - PAY PARKING
 - FREE PARKING

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	-\$152,180
Current Approved Total Project Budget	\$300,820
Requested Budget Increase/Decrease	\$0
Requested Total Project Budget	\$300,820
Estimated Expenditures through June 30, 2021	\$57,941
Budget Balance Remaining	\$242,879

Budget Detail

Project Cost Estimates:		Out of Bala		Out of Balance			
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	\$173		\$1,500			\$1,673
	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	\$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

 Phase: of Project #: SIM-04c
(If Applicable)

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.

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.

Location:

SR 179 at Tlaquepaque

	Original	Revised (if applicable)
Start Date	July 2018	July 2018
Estimated Completion Date	June 2023	October 2022



For Continuing Projects

Estimated Project Status as of June 30, 2021:

Final design is estimated to be 100% complete.

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.

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

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							
Appropriation	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 Alamos 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 Schnieby Hill roundabout, reducing SR 179 congestion.
- With no traffic, it takes 12 minutes to travel from Bell Rock Blvd (W02) to the "Y". In severe congestion it takes 30 minutes. This level of severe congestion occurred on 8 days between February 1 and June 4, 2017. With this strategy, a severely congested trip would be reduced from 30 minutes, to 30 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	\$265,651
Budget Balance Remaining	\$6,127,495

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						
Appropriation	Construction - Contracted		\$954,961	\$1,093,125			\$2,048,086
Carry Over	Arts Transfer	\$1,112					\$1,112
Totals		\$265,651	\$5,022,370	\$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	\$97,068	\$2,241,378	\$493,194			\$2,831,640
Transportation Sales Tax	\$19,380	\$2,780,992	\$611,931			\$3,412,303
Capital Reserves	\$149,203					\$149,203
Totals		\$265,651	\$5,022,370	\$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 Abrigados 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 Abrigados 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 Abrigados 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 (WCC) 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	\$165,000

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

Los Abrigados 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	\$759,969
Requested Total Project Budget	\$1,443,699
Estimated Expenditures through June 30, 2021	\$90,819
Budget Balance Remaining	\$1,352,880

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		\$759,969				\$759,969
Carry Over	Arts Transfer	\$751					\$751
	Totals	\$90,819	\$1,352,880	\$0	\$0	\$0	\$1,443,699

Project Funding Estimates:

Funding Source	Prior Years Estimate	FY2022	FY2023	FY2024	Future Years	Project Totals
Transportation Sales Tax	\$15,000	\$1,352,880				\$1,367,880
Capital Reserves	\$75,819					\$75,819
Totals	\$90,819	\$1,352,880	\$0	\$0	\$0	\$1,443,699

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-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 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	Design - Contracted		\$4,000				\$4,000
Carry Over	Construction - Contracted		\$146,011				\$146,011
New	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:

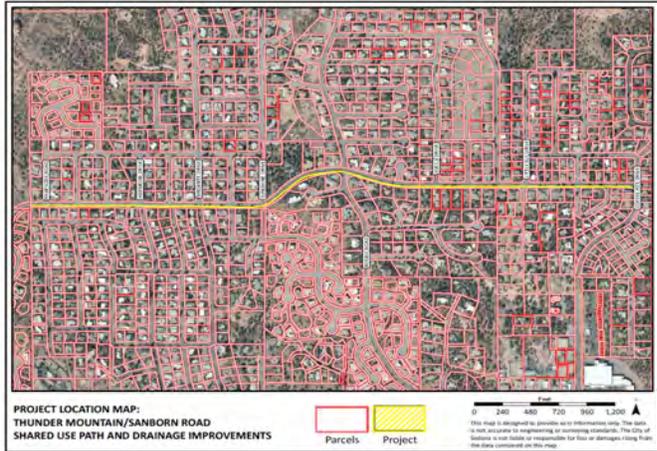
The Transportation Master Plan, Strategy 11, Walking and Bicycling Facilities, indicates that these improvements collectively encourage residents and visitors to leave their cars parked and engage in more walking and bicycling. This also provides more comfort and safety for bicyclists and pedestrians.

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	\$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

Phase: of Project #: SIM-11j
(If Applicable)

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.

Location:

Pinon Drive and 89A

	Original	Revised (if applicable)
Start Date	July 2021	
Estimated Completion Date	July 2021	



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):

The project has been delayed due to lack of staff availability.

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

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

Location:
N/A

Phase: of **Project #:** SIM-12a
(If Applicable)

	Original	Revised (if applicable)
Start Date	August 2017	July 2018
Estimated Completion Date	February 2018	June 2022

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.

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 travel 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.

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

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.

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

Location:
Citywide

Phase: of **Project #:** SIM-12b
(If Applicable)

	Original	Revised (if applicable)
Start Date	October 2018	October 2018
Estimated Completion Date	June 2021	June 2022

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.

For Continuing Projects

Estimated Project Status as of June 30, 2021:
Three new video cameras have been installed.

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

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.

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)

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.

	Original	Revised (if applicable)
Start Date	July 2016	
Estimated Completion Date	June 2031	



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.

Explanation for Revised Project Dates and/or Project Budget (if applicable):

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

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

Location:
City-Wide

Phase: 2 of 3 **Project #:** SD-10
(If Applicable)

	Original	Revised (if applicable)
Start Date	July 2017	July 2019
Estimated Completion Date	June 2022	June 2022

Ranking: Essential (Should-Do)

Environmental Sustainability Project? Yes

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.

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

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	\$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

Location:
Shelby Drive / Sunset Drive

Phase: of **Project #:** ST-04
(If Applicable)

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

Ranking: Essential (Should-Do)

Environmental Sustainability Project? No

Project Description:
This project would consist of converting the existing private portion of Shelby Drive to a public street. This project assumes the necessary right-of-way would be donated. The improvements would include new base course and asphalt, curb/gutter, sidewalk, and utility/drainage improvements.



Project Justification:
The existing road is in disrepair. This segment of Shelby connects two public roadways so its connectivity is crucial. Improvements to the roadway would allow for potential redevelopment consistent with the Sunset CFA plan.

For Continuing Projects

Estimated Project Status as of June 30, 2021:
Construction will be approximately 50% complete.

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

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.

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				
Debt Service				
Revenue Offset				
Total Expenditure Impacts	\$0	\$0	\$0	\$0

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.

CAPITAL PROJECTS DETAILS

Project Summary

Project Title:
WW Collection System Improvements - SR179 Sewer Main Replacement

Phase: of **Project #:** WW-01B
(If Applicable)

Ranking: Imperative (Must-Do)

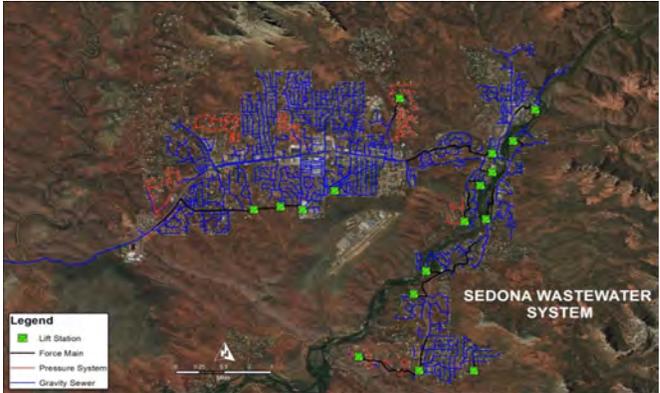
Environmental Sustainability Project? No

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 of 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.

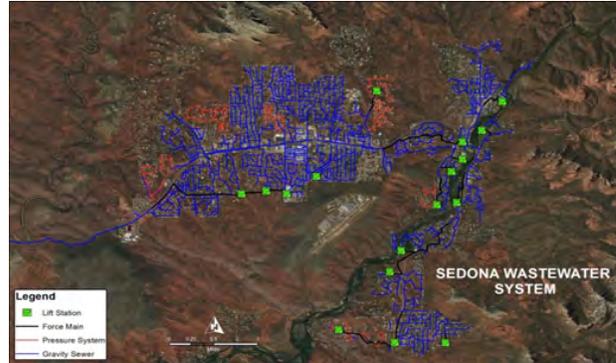
Project Justification:

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

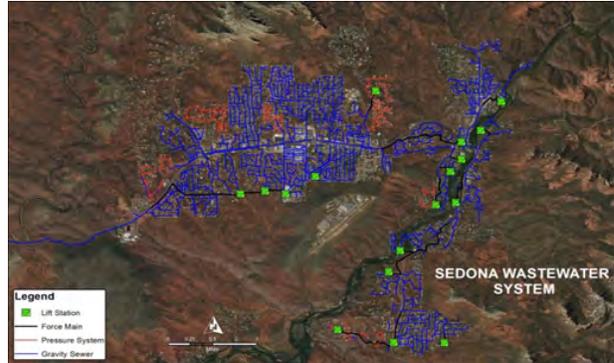
Phase: of **Project #:**
(If Applicable)

	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	\$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

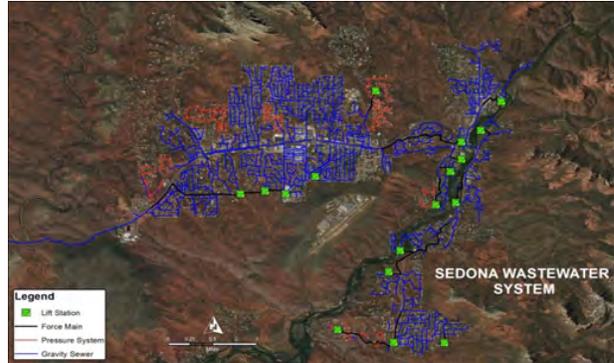
Phase: of **Project #:**
(If Applicable)

	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:
Design in process.

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	\$1,132,000

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:
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 Improvements - Juniper Lane Extension

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.

Location:
Juniper Lane

	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

Phase: of **Project #:**
(If Applicable)

Ranking:

Environmental Sustainability Project?

Project Description:

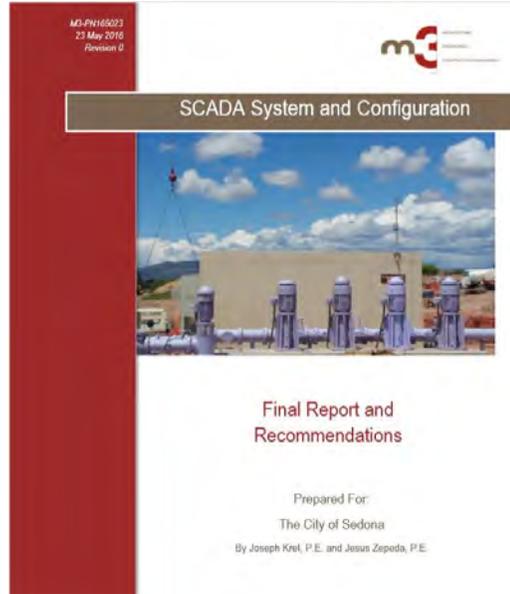
Supervisory Control And Data Acquisition (SCADA) is an essential function of wastewater operations, as it is the computerized control system for operating and monitoring plant processes. The intent of this project is to upgrade SCADA system components and thereby assure appropriate long-term functionality 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.

Location:
N/A

	Original	Revised (if applicable)
Start Date	July 2017	July 2021
Estimated Completion Date	June 2019	June 2022



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.

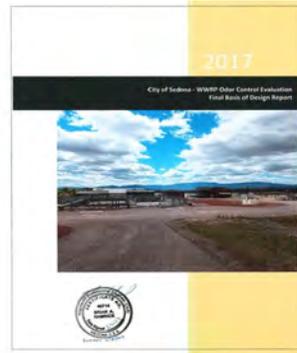
Project Justification:

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

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 2021
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

Location:

Wastewater Reclamation Plant

 Phase: of Project #:
(If Applicable)

 Ranking:

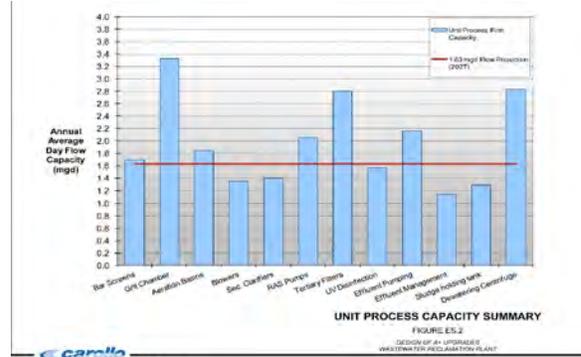
 Environmental Sustainability Project?
Project Description:

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.

	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

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

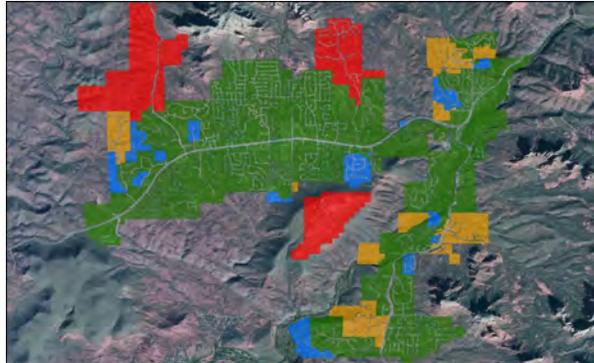
Phase: of **Project #:**
(If Applicable)

	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

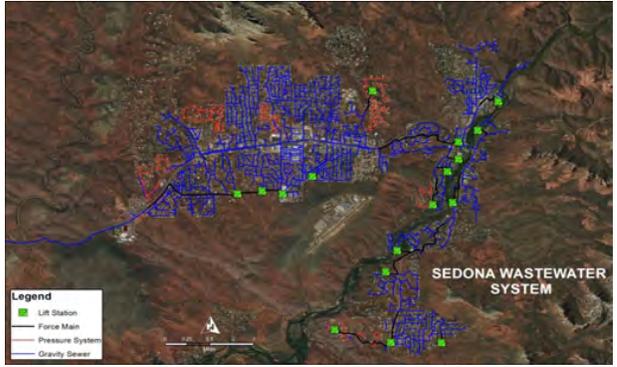
Phase: of **Project #:** WW-14
(If Applicable)

	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:

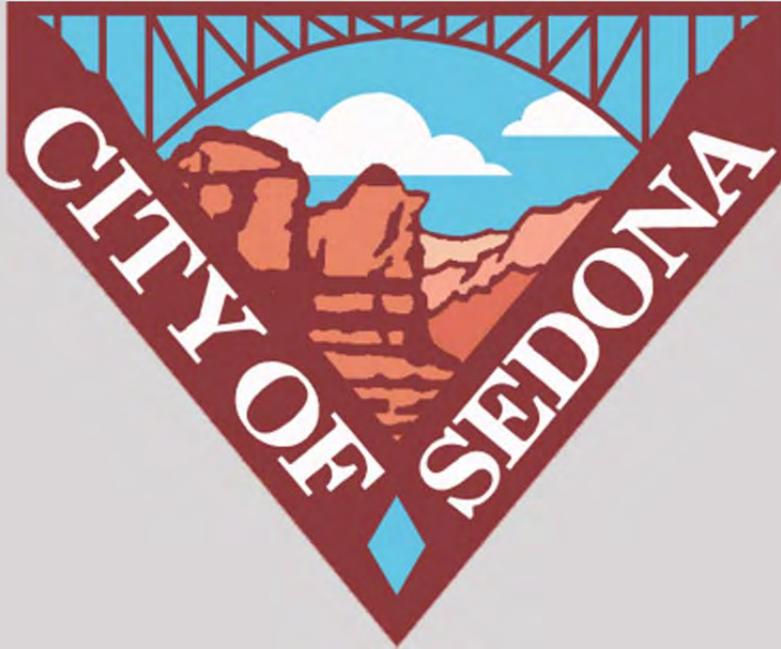
Funding Source	Prior Years Estimate	FY2022	FY2023	FY2024	Future Years	Project Totals
Wastewater Revenues		\$65,000				\$65,000
Totals	\$0	\$65,000	\$0	\$0	\$0	\$65,000

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.



Departmental Budgets

CITY COUNCIL

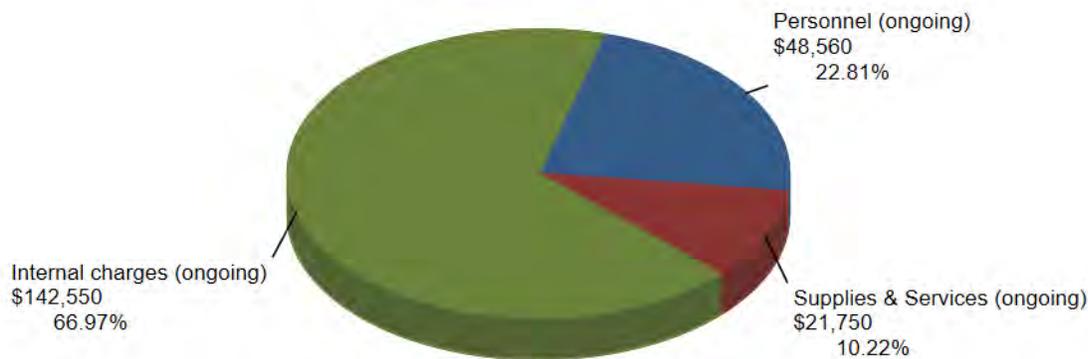
Mission Statement

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

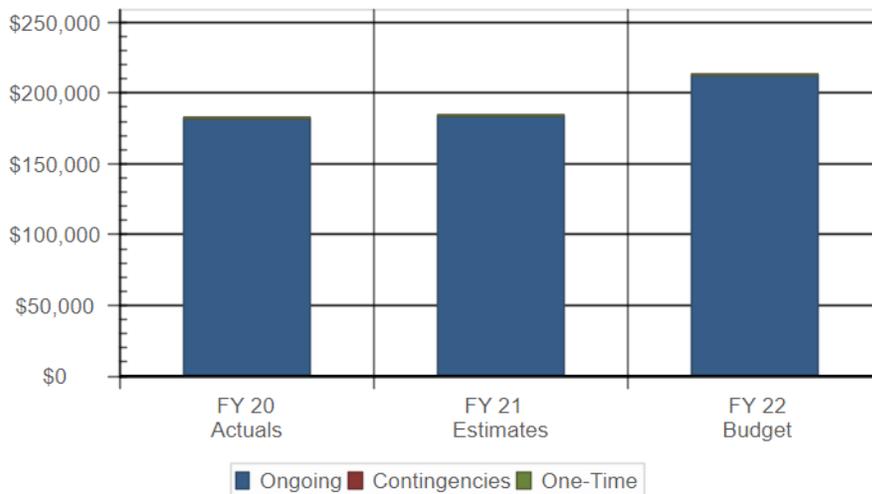
Description

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

FY 2022 PROGRAM EXPENDITURES: \$212,860



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	142,550	67 %	139,820	130,420	122,590
Total Expenditures	212,860	101 %	205,195	183,820	182,005
Expenditures by Fund					
General Fund Portion	\$ 212,860	100 %	\$ 205,195	\$ 183,820	\$ 182,005
Funding Sources					
Funding from General Revenues:					
Estimated Resident Generated	\$ 74,501	35 %	\$ 71,818	\$ 64,337	\$ 63,702
Estimated Visitor Generated	\$ 138,359	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>\$142,550</u>	<u>\$139,820</u>	<u>\$130,420</u>	<u>\$122,590</u>	
Administration Total	\$212,860	\$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 MANAGER'S OFFICE

Mission Statement

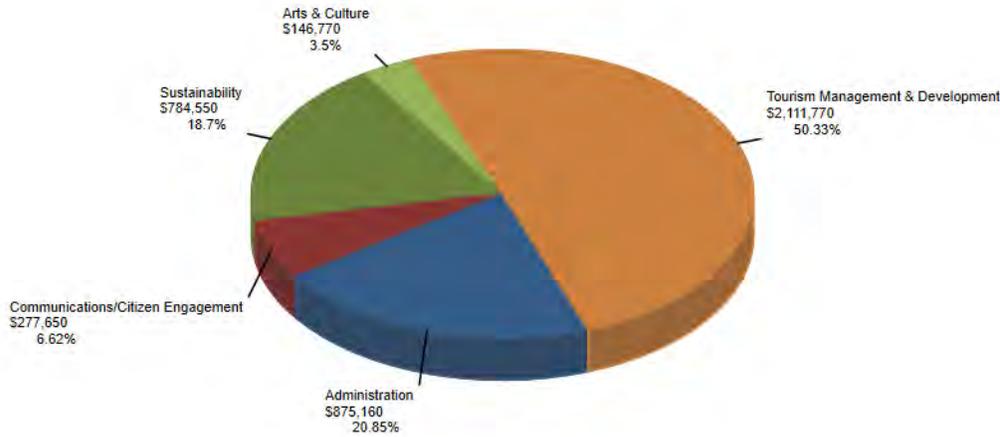
To assist departments and City Council in meeting performance goals by fostering an organizational environment that encourages a commitment to teamwork and delivery of quality municipal services to external customers (residents) and internal customers (employees).

Description

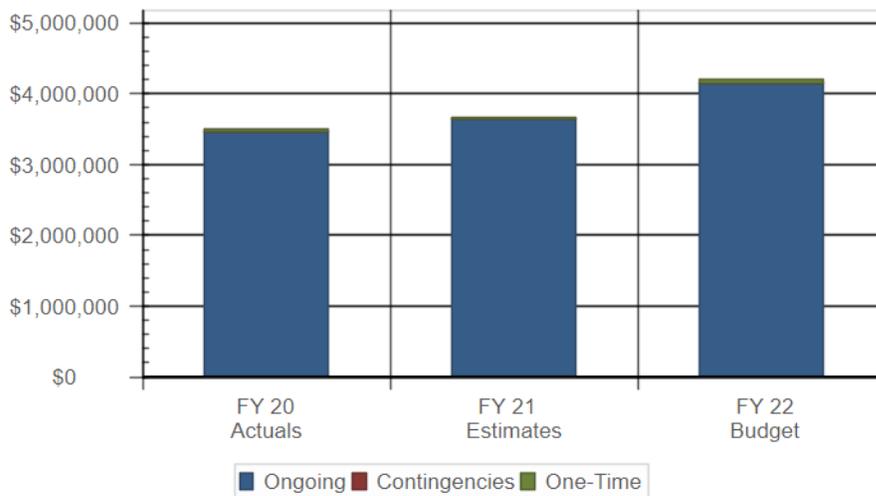
The City Manager's Office is responsible for the following program areas:

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

FY 2022 PROGRAM EXPENDITURES: \$4,195,900



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	141,850	16 %	114,400	108,620	96,770
Total Expenditures	875,160	100 %	638,850	610,665	590,781
Expenditures by Fund					
General Fund Portion	\$ 875,160	100 %	\$ 638,850	\$ 610,665	\$ 590,781
Funding Sources					
Allocations to Other Departments	\$ 875,150	100 %	\$ 612,580	\$ 609,740	\$ 590,790
Funding from General Revenues:					
Estimated Resident Generated	\$ 4	- %	\$ 9,195	\$ 324	\$ (3)
Estimated Visitor Generated	\$ 7	- %	\$ 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:

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

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	53,140	19 %	51,170	49,390	57,750
Total Expenditures	277,650	100 %	284,170	250,530	225,186
Expenditures by Fund					
General Fund Portion	\$ 272,510	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	\$ 97,178	35 %	\$ 99,460	\$ 87,686	\$ 78,815
Estimated Visitor Generated	\$ 180,473	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	28 %	\$ 95,100	\$ 94,240	\$ 92,527
Supplies & Services	469,900	60 %	168,400	135,550	95,003
Capital & Debt Service	38,000	5 %	38,000	-	9,039
Subtotal Direct Costs	\$ 730,350	93 %	\$ 301,500	\$ 229,790	\$ 196,569
Internal Charges	54,200	7 %	33,000	31,330	24,280
Total Expenditures	784,550	100 %	334,500	261,120	220,849
Expenditures by Fund					
General Fund Portion	\$ 784,550	100 %	\$ 334,500	\$ 261,120	\$ 220,849
Funding Sources					
Allocations to Other Departments	\$ -	- %	\$ -	\$ -	\$ 590,790
Funding from General Revenues:					
Estimated Resident Generated	\$ 274,593	35 %	\$ 117,075	\$ 91,392	\$ (129,479)
Estimated Visitor Generated	\$ 509,958	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 the Municipal Sustainability Plan within the context of the Climate Action 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	8770 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	35,610	24 %	24,450	23,420	22,260
Total Expenditures	146,770	100 %	122,600	92,211	106,371
Expenditures by Fund					
General Fund Portion	\$ 146,770	100 %	\$ 122,600	\$ 92,211	\$ 106,371
Funding Sources					
Funding from General Revenues:					
Estimated Resident Generated	\$ 51,370	35 %	\$ 42,910	\$ 32,274	\$ 37,230
Estimated Visitor Generated	\$ 95,401	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	\$ 2,100,000	99 %	\$ 2,446,060	\$ 2,446,060	\$ 2,350,895
Internal Charges	11,770	1 %	9,710	9,040	11,830
Total Expenditures	2,111,770	100 %	2,455,770	2,455,100	2,362,725
Expenditures by Fund					
General Fund Portion	\$ 2,111,770	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	\$ 739,120	35 %	\$ 859,520	\$ 859,285	\$ 620,177
Estimated Visitor Generated	\$ 1,372,651	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.Ready programs.
- * Executed the FY21 Destination Recovery Plan to ensure the resiliency of Sedona's visitor economy by targeting a quality visitor who would stay longer and spend more in the community rather than simply bringing more visitors. Targeted high value visitors who share stewardship ethos, value the arts and have an annual household income of \$150,000+ and \$200,000+ in target markets of Phoenix, Los Angeles and San Diego. Campaign was paused, markets were adjusted, and messaging was altered throughout FY21 as required by the ever-evolving conditions related to the pandemic in an effort to keep the Sedona community safe. Campaign generated paid impressions of 50,000,000 (down from 114,000,000 FY20).
- * Distributed press releases and assisted 200 travel media professionals (down from 228 FY20) resulting in stories worth \$120 million in advertising value.
- * Assisted 100 professional meeting planners (down from 250 FY20) at virtual tradeshow and sales missions.
- * Reached out to 150 travel trade industry professionals (down from 524 FY20) through virtual meetings and tradeshow producing approximately 600 service request referrals (down from 635 FY20).
- * Extended the Experience Sedona Guide and Destination Event Planner release schedule from March 2021 to August 2021, giving the SCC&TB additional months to distribute the full number of guides that printed prior to COVID-19 (275,000 and 5,000, respectively). Due to the pandemic, the number of requested guides dropped in volume, and therefore the SCC&TB choose to use the guides for five months longer than normal.

Visitor Experience:

- * Assisted more than 53,000 visitors in-person at the Visitor Center, via email, and via telephone (down from 280,000 FY20). COVID-19 severely impacted walk-in traffic at the Visitor Center as visitors chose to stay distant and not interact with staff.
- * Managed 80 local volunteers. Many did not work at the Visitor Center due to COVID-19's particular impact on the elderly. Those volunteers who did work donated 985 hours (compared to 11,500 FY20) with a value of \$26,792.
- * Led the Sedona Verde Valley Tourism Council's marketing of the region to potential visitors.
- * Enhanced the National Geographic geo-tourism website content. Over 475,000 website page views since June 2015 launch.
- * Updated SedonaVerdeValley.org regional destination website content. Over 55,000 website page views since July 2016 launch.

City Manager's Office-Tourism Management & Development

Continued

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.

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		\$7.0	\$5.5	\$6.4	\$4.2	\$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		290,000	295,000	53,180	142,373	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
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	\$(733,300)	\$(521,940)	\$(502,050)	\$(494,020)	Increase in budgeted Admin and Finance central service costs.
Administration Total	\$10	\$2,510	\$(5)	\$(9)	
10-5220-03 - Communications & Citizens Engagement					
Personnel (ongoing)	\$192,670	\$193,060	\$167,180	\$156,652	
Supplies & Services (ongoing)	\$26,700	\$35,000	\$17,000	\$8,345	Budget Decrease: Community Survey will not be conducted in FY22.
Direct Costs (Ongoing) Subtotal	\$219,370	\$228,060	\$184,180	\$164,997	
Internal Charges	\$53,140	\$51,170	\$49,390	\$57,750	
Ongoing Total	\$272,510	\$279,230	\$233,570	\$222,747	
Supplies & Services (one-time)	\$0	\$0	\$16,000	\$0	
Communications & Citizens Engagement Total	\$272,510	\$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)	\$459,900	\$141,400	\$118,550	\$65,487	Budget Increase - Sustainability Decision Package plus additional \$100,000 per Council.
Direct Costs (Ongoing) Subtotal	\$682,350	\$236,500	\$212,790	\$158,014	
Internal Charges	\$54,200	\$33,000	\$31,330	\$24,280	
Ongoing Total	\$736,550	\$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	\$784,550	\$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
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>\$35,610</u>	<u>\$24,450</u>	<u>\$23,420</u>	<u>\$22,260</u>	
Arts & Culture Total	\$146,770	\$122,600	\$92,211	\$106,371	
10-5220-72 - Tourism Management & Development					
Supplies & Services (ongoing)	\$2,100,000	\$2,446,060	\$2,446,060	\$2,350,895	Sedona Chamber of Commerce contract.
Direct Costs (Ongoing) Subtotal	\$2,100,000	\$2,446,060	\$2,446,060	\$2,350,895	
Internal Charges	<u>\$11,770</u>	<u>\$9,710</u>	<u>\$9,040</u>	<u>\$11,830</u>	
Tourism Management & Development Total	\$2,111,770	\$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>\$2,647,650</u>	<u>\$2,678,990</u>	<u>\$2,599,946</u>	<u>\$2,445,807</u>	
Direct Costs (Ongoing) Subtotal	\$3,846,190	\$3,533,220	\$3,413,866	\$3,252,028	
Internal Charges Subtotal	<u>\$(578,580)</u>	<u>\$(403,610)</u>	<u>\$(388,870)</u>	<u>\$(377,900)</u>	
Ongoing Subtotal	\$3,267,610	\$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	\$3,315,610	\$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	\$2,652,790	\$2,683,930	\$2,600,906	\$2,448,246
Direct Costs (Ongoing) Subtotal	\$3,851,330	\$3,538,160	\$3,414,826	\$3,254,467
Internal Charges Subtotal	<u>\$(578,580)</u>	<u>\$(403,610)</u>	<u>\$(388,870)</u>	<u>\$(377,900)</u>
Ongoing Subtotal	\$3,272,750	\$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	\$3,320,750	\$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

HUMAN RESOURCES

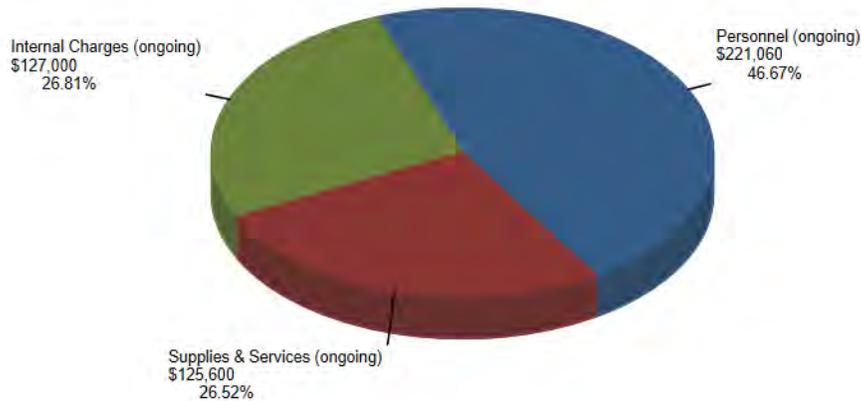
Mission Statement

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.

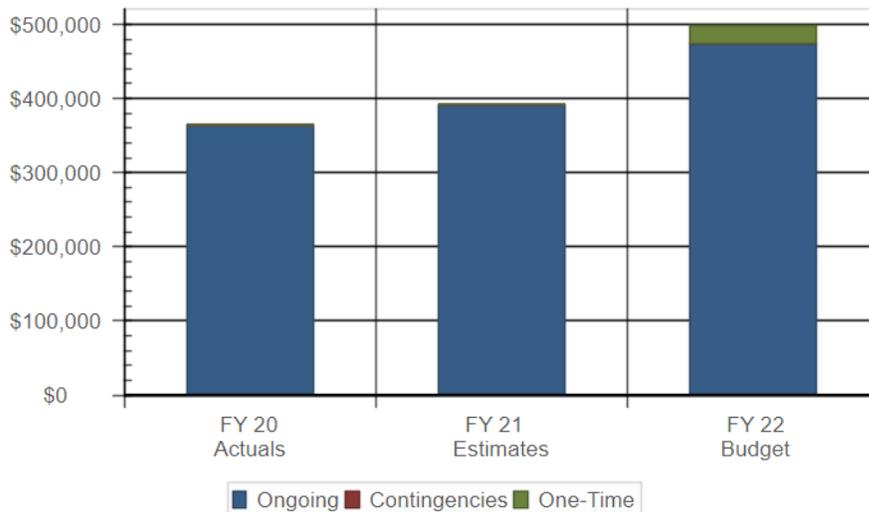
Description

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: \$473,660



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	127,000	27 %	118,050	109,920	105,900
Total Expenditures	473,660	100 %	420,600	392,280	363,635
Expenditures by Fund					
General Fund Portion	\$ 473,660	100 %	\$ 420,600	\$ 392,280	\$ 363,635
Funding Sources					
Allocations to Other Departments	\$ 473,670	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>\$(346,670)</u>	<u>\$(302,590)</u>	<u>\$(282,370)</u>	<u>\$(257,680)</u>	
Ongoing Total	\$(25,010)	\$(40)	\$(10)	\$55	
Supplies & Services (one-time)	<u>\$25,000</u>	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>	Budget Increase: Salary Study.
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

FINANCIAL SERVICES

Mission Statement

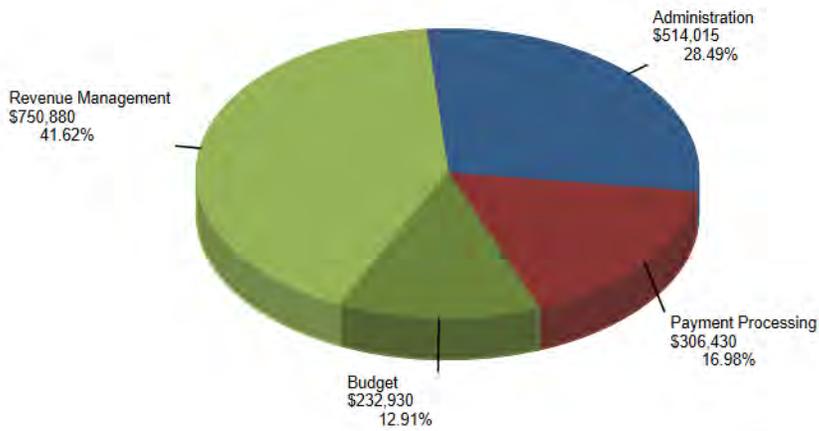
Dedicated to providing thoughtful, accurate, and timely financial services to all

Description

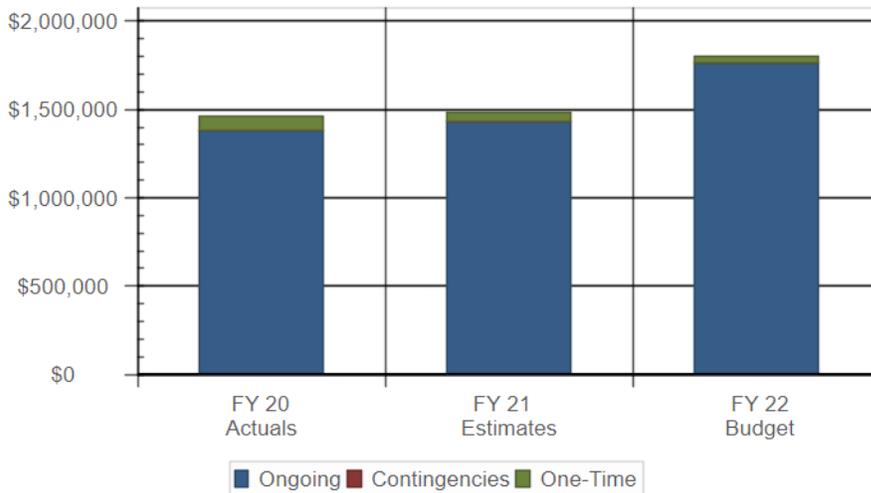
The Financial Services Department is responsible for the following program areas:

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

FY 2022 PROGRAM EXPENDITURES: \$1,804,255



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	74,960	15 %	51,360	50,050	71,810
Total Expenditures	514,015	100 %	406,630	355,300	373,813
Expenditures by Fund					
General Fund Portion	\$ 514,015	100 %	\$ 406,630	\$ 355,300	\$ 373,813
Funding Sources					
Allocations to Other Departments	\$ 514,015	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	76 %	\$ 157,740	\$ 140,870	\$ 154,918
Supplies & Services	1,740	<1 %	1,220	1,680	1,840
Subtotal Direct Costs	\$ 234,020	76 %	\$ 158,960	\$ 142,550	\$ 156,758
Internal Charges	72,410	24 %	66,710	100,900	53,777
Total Expenditures	306,430	100 %	225,670	243,450	210,535
Expenditures by Fund					
General Fund Portion	\$ 306,430	76 %	\$ 225,670	\$ 243,450	\$ 210,535
Funding Sources					
Allocations to Other Departments	\$ 306,430	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	35,730	15 %	32,600	31,720	30,870
Total Expenditures	232,930	100 %	200,040	182,180	218,957
Expenditures by Fund					
General Fund Portion	\$ 232,930	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	\$ -	- %	\$ -	\$ 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	125,630	17 %	128,520	115,140	119,180
Total Expenditures	750,880	100 %	711,720	704,712	661,404
Expenditures by Fund					
General Fund Portion	\$ 617,610	82 %	\$ 588,390	\$ 569,307	\$ 536,708
Wastewater Enterprise Fund	\$ 133,270	18 %	\$ 123,330	\$ 135,405	\$ 124,696
Funding Sources					
Allocations to Other Departments	\$ 557,120	74 %	\$ 535,770	\$ 520,300	\$ 503,920
Program Revenues	\$ -	- %	\$ -	\$ -	\$ 1,130
Funding from General Revenues:					
Estimated Resident Generated	\$ 67,816	9 %	\$ 61,583	\$ 64,544	\$ 54,724
Estimated Visitor Generated	\$ 125,944	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
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)	\$96,455	\$92,370	\$81,740	\$59,270	
Direct Costs (Ongoing) Subtotal	\$427,555	\$333,270	\$303,250	\$299,016	
Internal Charges	\$(439,060)	\$(355,280)	\$(305,250)	\$(302,000)	
Ongoing Total	\$(11,505)	\$(22,010)	\$(2,000)	\$(2,984)	
Supplies & Services (one-time)	\$11,500	\$22,000	\$2,000	\$2,987	
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)	\$1,740	\$1,220	\$1,680	\$1,840	
Direct Costs (Ongoing) Subtotal	\$234,020	\$158,960	\$142,550	\$156,758	
Internal Charges	\$(234,000)	\$(158,960)	\$(142,520)	\$(158,120)	
Payment Processing Total	\$20	\$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)	\$8,060	\$6,060	\$6,950	\$2,137	
Direct Costs (Ongoing) Subtotal	\$197,200	\$167,440	\$150,460	\$159,220	
Internal Charges	\$(197,200)	\$(167,440)	\$(148,470)	\$(188,090)	
Ongoing Total	\$0	\$0	\$1,990	\$(28,870)	
Supplies & Services (one-time)	\$0	\$0	\$0	\$28,867	
Budget Total	\$0	\$0	\$1,990	\$(3)	
10-5222-88 - Revenue Management					
Personnel (ongoing)	\$251,790	\$232,890	\$242,620	\$209,190	
Supplies & Services (ongoing)	\$247,960	\$233,310	\$217,327	\$214,758	
Direct Costs (Ongoing) Subtotal	\$499,750	\$466,200	\$459,947	\$423,948	
Internal Charges	\$(439,260)	\$(413,580)	\$(410,940)	\$(391,160)	
Revenue Management Total	\$60,490	\$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>\$(1,309,520)</u>	<u>\$(1,095,260)</u>	<u>\$(1,007,180)</u>	<u>\$(1,039,370)</u>	
Ongoing Subtotal	\$49,005	\$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	\$60,505	\$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>\$7,770</u>	<u>\$6,330</u>	<u>\$5,780</u>	<u>\$6,420</u>	
Ongoing Total	\$103,270	\$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	\$133,270	\$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>\$7,770</u>	<u>\$6,330</u>	<u>\$5,780</u>	<u>\$6,420</u>	
Ongoing Subtotal	\$103,270	\$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	\$133,270	\$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>\$(1,301,750)</u>	<u>\$(1,088,930)</u>	<u>\$(1,001,400)</u>	<u>\$(1,032,950)</u>	
Ongoing Subtotal	\$152,275	\$123,940	\$134,432	\$73,959	
Supplies & Services (One-Time) Subtotal	\$41,500	\$52,000	\$52,000	\$82,163	
Grand Total	\$193,775	\$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 ATTORNEY'S OFFICE

Mission Statement

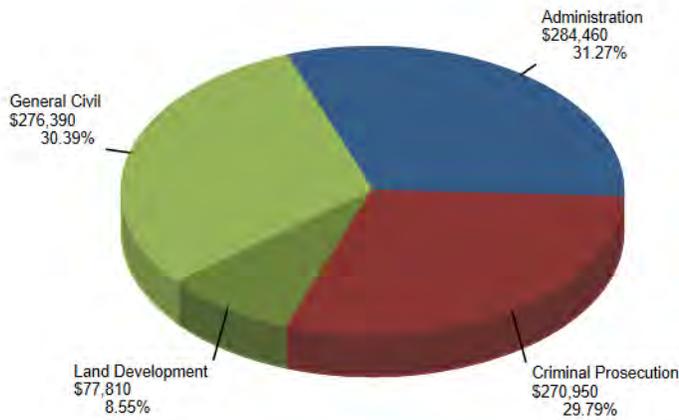
The department strives to provide quality legal advice and services to the City Council, City departments and commissions. To vigorously prosecute criminal cases in a fair manner that leads to just results.

Description

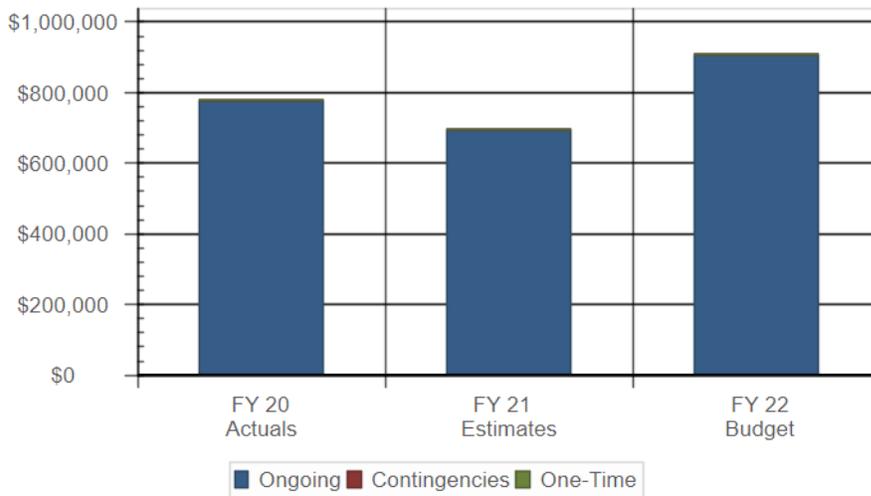
The City Attorney's Office provides internal services to City departments and personnel in several program areas:

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

FY 2022 PROGRAM EXPENDITURES: \$909,610



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	37,910	14 %	35,650	33,840	34,620
Total Expenditures	284,460	100 %	307,270	192,700	200,857
Expenditures by Fund					
General Fund Portion	\$ 184,460	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	\$ 184,450	64.84 %	\$ 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	50,630	19 %	46,020	43,660	42,960
Total Expenditures	270,950	100 %	254,350	248,540	236,928
Expenditures by Fund					
General Fund Portion	\$ 270,950	100 %	\$ 254,350	\$ 248,540	\$ 236,928
Funding Sources					
Funding from General Revenues:					
Estimated Resident Generated	\$ 94,833	35 %	\$ 89,023	\$ 86,989	\$ 82,925
Estimated Visitor Generated	\$ 176,118	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	16,570	21 %	17,390	16,520	16,760
Total Expenditures	77,810	100 %	93,340	52,080	85,055
Expenditures by Fund					
General Fund Portion	\$ 77,810	100 %	\$ 93,340	\$ 52,080	\$ 85,055
Funding Sources					
Allocations to Other Departments	\$ 77,800	99.97 %	\$ 108,350	\$ 52,080	\$ 85,050
Funding from General Revenues:					
Estimated Resident Generated	\$ 4	- %	\$ (5,254)	\$ -	\$ 2
Estimated Visitor Generated	\$ 7	- %	\$ (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	30,360	11 %	27,130	25,570	25,820
Total Expenditures	276,390	100 %	253,990	202,680	253,891
Expenditures by Fund					
General Fund Portion	\$ 276,390	100 %	\$ 253,990	\$ 202,680	\$ 253,891
Funding Sources					
Allocations to Other Departments	\$ 276,390	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

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	\$50,630	\$46,020	\$43,660	\$42,960	
Ongoing Total	\$270,950	\$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	\$(61,230)	\$(90,960)	\$(35,560)	\$(68,290)	
Land Development Total	\$10	\$(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>\$(403,170)</u>	<u>\$(428,370)</u>	<u>\$(327,860)</u>	<u>\$(411,160)</u>	
Ongoing Subtotal	\$270,970	\$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>\$(403,170)</u>	<u>\$(428,370)</u>	<u>\$(327,860)</u>	<u>\$(411,160)</u>
Ongoing Subtotal	\$370,970	\$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	0.04	0.04	0.04	0.04
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	0.78	0.90	0.90	0.90
General Fund Total		3.54	4.04	4.04	4.04

(1) Temporary position.

CITY CLERK'S OFFICE

Mission Statement

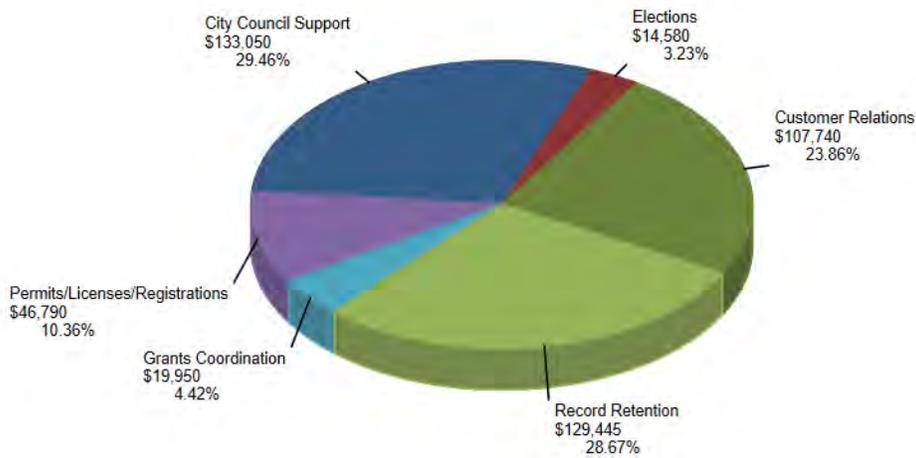
To provide exceptional service to the Mayor and City Council, the public, and City staff so that all may be guaranteed fair and impartial elections and open access to information and the legislative process.

Description

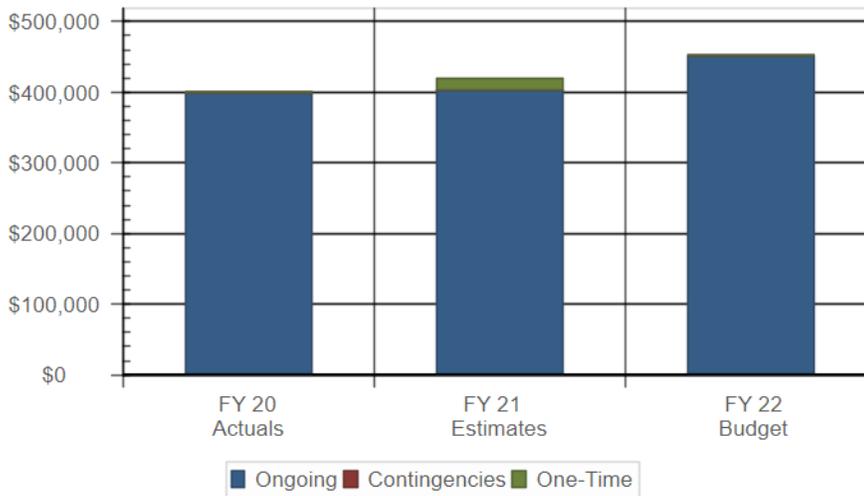
The City Clerk's Department is responsible for the following program areas:

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

FY 2022 PROGRAM EXPENDITURES: \$451,555



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	60.29 %	\$ 74,890	\$ 74,760	\$ 74,402
Supplies & Services	15,000	11.27 %	15,000	14,000	13,644
Subtotal Direct Costs	\$ 95,220	71.57 %	\$ 89,890	\$ 88,760	\$ 88,046
Internal Charges	37,830	28.43 %	34,860	33,120	32,440
Total Expenditures	133,050	100.00 %	124,750	121,880	120,486
Expenditures by Fund					
General Fund Portion	\$ 133,050	100.00 %	\$ 124,750	\$ 121,880	\$ 120,486
Funding Sources					
Funding from General Revenues:					
Estimated Resident Generated	\$ 46,568	35.00 %	\$ 43,663	\$ 42,658	\$ 42,170
Estimated Visitor Generated	\$ 86,483	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	63.31 %	\$ 8,640	\$ 8,550	\$ 8,528
Supplies & Services	1,000	6.86 %	28,300	15,662	862
Subtotal Direct Costs	\$ 10,230	70.16 %	\$ 36,940	\$ 24,212	\$ 9,390
Internal Charges	4,350	29.84 %	3,800	3,570	3,370
Total Expenditures	14,580	100.00 %	40,740	27,782	12,760
Expenditures by Fund					
General Fund Portion	\$ 14,580	100.00 %	\$ 40,740	\$ 27,782	\$ 12,760
Funding Sources					
Program Revenues	\$ -	- %	\$ -	\$ 10	\$ -
Funding from General Revenues:					
Estimated Resident Generated	\$ 5,103	35.00 %	\$ 14,259	\$ 9,720	\$ 4,466
Estimated Visitor Generated	\$ 9,477	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	64.74 %	\$ 65,350	\$ 65,200	\$ 64,918
Internal Charges	37,990	35.26 %	34,520	32,630	32,990
Total Expenditures	107,740	100.00 %	99,870	97,830	97,908
Expenditures by Fund					
General Fund Portion	\$ 107,740	100.00 %	\$ 99,870	\$ 97,830	\$ 97,908
Funding Sources					
Allocations to Other Departments	\$ 107,750	100.00 %	\$ 99,870	\$ 97,830	\$ 97,900
Funding from General Revenues:					
Estimated Resident Generated	\$ (4)	- %	\$ -	\$ -	\$ 3
Estimated Visitor Generated	\$ (7)	(0.01)%	\$ -	\$ -	\$ 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	44.04 %	\$ 53,690	\$ 53,310	\$ 56,282
Supplies & Services	14,645	11.31 %	13,365	6,559	7,737
Subtotal Direct Costs	\$ 71,655	55.36 %	\$ 67,055	\$ 59,869	\$ 64,019
Internal Charges	57,790	44.64 %	54,820	50,220	50,740
Total Expenditures	129,445	100.00 %	121,875	110,089	114,759
Expenditures by Fund					
General Fund Portion	\$ 129,445	100.00 %	\$ 121,875	\$ 110,089	\$ 114,759
Funding Sources					
Allocations to Other Departments	\$ 129,450	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	70.57 %	\$ 30,850	\$ 30,860	\$ 27,382
Supplies & Services	2,000	4.27 %	2,000	2,000	-
Subtotal Direct Costs	\$ 35,020	74.85 %	\$ 32,850	\$ 32,860	\$ 27,382
Internal Charges	11,770	25.15 %	11,370	10,830	9,250
Total Expenditures	46,790	100.00 %	44,220	43,690	36,632
Expenditures by Fund					
General Fund Portion	\$ 46,790	100.00 %	\$ 44,220	\$ 43,690	\$ 36,632
Funding Sources					
Program Revenues	\$ 56,375	120.49 %	\$ 57,300	\$ 56,175	\$ 53,885
Funding from General Revenues:					
Estimated Resident Generated	\$ (3,355)	(7.17)%	\$ (4,578)	\$ (4,370)	\$ (6,039)
Estimated Visitor Generated	\$ (6,230)	(13.31)%	\$ (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	6,440	32 %	5,820	5,500	5,300
Total Expenditures	19,950	100 %	18,520	17,820	17,624
Expenditures by Fund					
General Fund Portion	\$ 19,950	100 %	\$ 18,520	\$ 17,820	\$ 17,624
Funding Sources					
Funding from General Revenues:					
Estimated Resident Generated	\$ 6,983	35 %	\$ 6,482	\$ 6,237	\$ 6,168
Estimated Visitor Generated	\$ 12,968	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>\$37,830</u>	<u>\$34,860</u>	<u>\$33,120</u>	<u>\$32,440</u>	
City Council Support Total	\$133,050	\$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>\$4,350</u>	<u>\$3,800</u>	<u>\$3,570</u>	<u>\$3,370</u>	
Ongoing Total	\$14,280	\$13,290	\$12,170	\$12,591	
Supplies & Services (one-time)	\$300	\$27,450	\$15,612	\$169	Budget Decrease: General and Primary elections.
Elections Total	\$14,580	\$40,740	\$27,782	\$12,760	

10-5240-07 - Customer Relations

Personnel (ongoing)	\$69,750	\$65,350	\$65,200	\$64,918	
Internal Charges	<u>\$(69,760)</u>	<u>\$(65,350)</u>	<u>\$(65,200)</u>	<u>\$(64,910)</u>	
Customer Relations Total	\$(10)	\$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>\$(71,660)</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>\$11,770</u>	<u>\$11,370</u>	<u>\$10,830</u>	<u>\$9,250</u>	
Permits, Licenses, & Registrations Total	\$46,790	\$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>\$6,440</u>	<u>\$5,820</u>	<u>\$5,500</u>	<u>\$5,300</u>	
Grants Coordination Total	\$19,950	\$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>\$(81,030)</u>	<u>\$(76,580)</u>	<u>\$(72,040)</u>	<u>\$(78,560)</u>	
Ongoing Subtotal	\$214,055	\$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	\$214,355	\$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.

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.

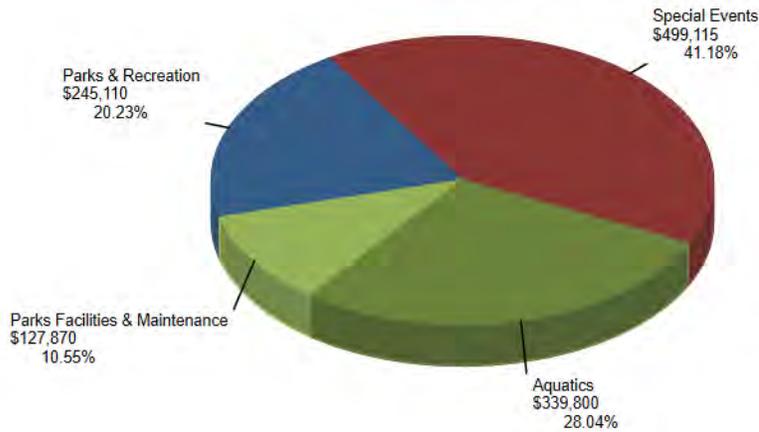
It is the culture of the Sedona Parks and Recreation Department to work within an environment of CITY PRIDE: Deliver the best Customer service, display unwavering Integrity, foster Teamwork and find ways to get to Yes! Embody Professionalism, show Respect, lead with Innovation and demonstrate Dedication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

Description

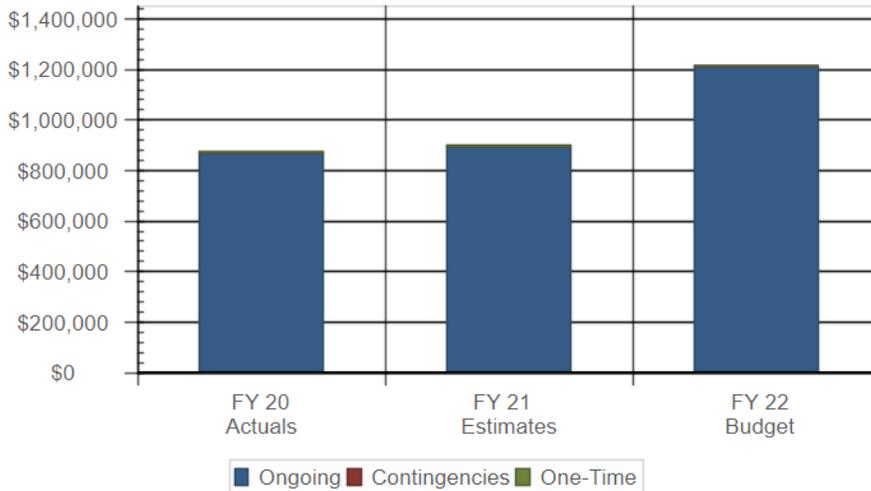
The Parks and Recreation Department is responsible for the following program areas:

- * Recreation Programs
- * Special Events
- * Aquatics Operations and Maintenance
- * Parks Facility Rentals

FY 2022 PROGRAM EXPENDITURES: \$1,211,895



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	88,600	36 %	71,780	68,410	69,910
Total Expenditures	245,110	100 %	228,825	172,430	193,648
Expenditures by Fund					
General Fund Portion	\$ 237,110	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	\$ 72,839	30 %	\$ 72,816	\$ 56,221	\$ 60,492
Estimated Visitor Generated	\$ 135,272	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	\$ 220,690	44 %	\$ 133,860	\$ 135,160	\$ 134,284
Supplies & Services	171,885	34 %	175,385	83,350	97,813
Capital & Debt Service	44,300	9 %	44,300	41,915	44,185
Subtotal Direct Costs	\$ 436,875	88 %	\$ 353,545	\$ 260,425	\$ 276,282
Internal Charges	62,240	12 %	52,690	49,860	48,270
Total Expenditures	499,115	100 %	406,235	310,285	324,552
Expenditures by Fund					
General Fund Portion	\$ 489,115	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	\$ 170,315	34 %	\$ 139,995	\$ 108,250	\$ 112,856
Estimated Visitor Generated	\$ 316,300	63 %	\$ 259,990	\$ 201,035	\$ 209,590
Employee Time Allocation (FTEs) Budgeted	2.30	-	1.35	-	1.35

Sedona Parks and Recreation Department provides a multitude of special events to serve the interests and needs of residents. 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
- * Fall Festival
- * 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	136,200	40 %	115,770	110,940	108,710
Total Expenditures	339,800	100 %	335,080	310,885	240,150
Expenditures by Fund					
General Fund Portion	\$ 339,800	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	\$ 106,666	31 %	\$ 104,381	\$ 97,886	\$ 71,406
Estimated Visitor Generated	\$ 198,094	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	33,930	27 %	30,930	29,830	33,040
Total Expenditures	127,870	100 %	120,220	105,460	115,039
Expenditures by Fund					
General Fund Portion	\$ 125,920	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	\$ 36,950	29 %	\$ 32,242	\$ 33,761	\$ 35,486
Estimated Visitor Generated	\$ 68,621	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>\$88,600</u>	<u>\$71,780</u>	<u>\$68,410</u>	<u>\$69,910</u>	
Ongoing Total	\$237,110	\$220,825	\$169,600	\$189,880	
Recreation Programs Total	\$237,110	\$220,825	\$169,600	\$189,880	
10-5242-24 - Special Events					
Personnel (ongoing)	\$220,690	\$133,860	\$135,160	\$134,284	Budget Increase: New Recreation Coordinator position.
Supplies & Services (ongoing)	<u>\$161,885</u>	<u>\$161,885</u>	<u>\$83,350</u>	<u>\$88,092</u>	
Direct Costs (Ongoing) Subtotal	\$382,575	\$295,745	\$218,510	\$222,376	
Internal Charges	<u>\$62,240</u>	<u>\$52,690</u>	<u>\$49,860</u>	<u>\$48,270</u>	
Ongoing Total	\$444,815	\$348,435	\$268,370	\$270,646	
Capital & Debt Service	<u>\$44,300</u>	<u>\$44,300</u>	<u>\$41,915</u>	<u>\$44,185</u>	
Special Events Total	\$489,115	\$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>\$136,200</u>	<u>\$115,770</u>	<u>\$110,940</u>	<u>\$108,710</u>	
Ongoing Total	\$339,800	\$335,080	\$305,885	\$238,916	
Supplies & Services (one-time)	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>	<u>\$1,234</u>	
Aquatics Operations & Maintenance Total	\$339,800	\$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>\$33,930</u>	<u>\$30,930</u>	<u>\$29,830</u>	<u>\$33,040</u>	
Parks Facilities & Maintenance Total	\$125,920	\$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
General Fund Totals					
Personnel Subtotal	\$596,580	\$513,000	\$476,190	\$419,777	
Supplies & Services (Ongoing) Subtotal	\$230,095	\$237,390	\$113,535	\$133,872	
Direct Costs (Ongoing) Subtotal	\$826,675	\$750,390	\$589,725	\$553,649	
Internal Charges Subtotal	\$320,970	\$271,170	\$259,040	\$259,930	
Ongoing Subtotal	\$1,147,645	\$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	\$1,191,945	\$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	\$596,580	\$513,000	\$476,190	\$419,777	
Supplies & Services (Ongoing) Subtotal	\$250,045	\$261,890	\$116,915	\$147,794	
Direct Costs (Ongoing) Subtotal	\$846,625	\$774,890	\$593,105	\$567,571	
Internal Charges Subtotal	\$320,970	\$271,170	\$259,040	\$259,930	
Ongoing Subtotal	\$1,167,595	\$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	\$1,211,895	\$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	1.00	0.00	0.00	0.00
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	8.91	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	2.30	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		8.91	8.56	8.70	8.14

(1) Includes 4.56 of temporary positions

GENERAL SERVICES

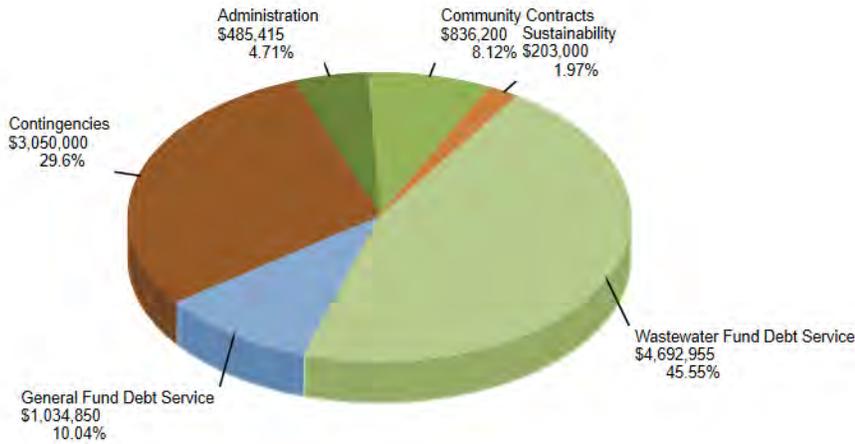
Mission Statement

Description

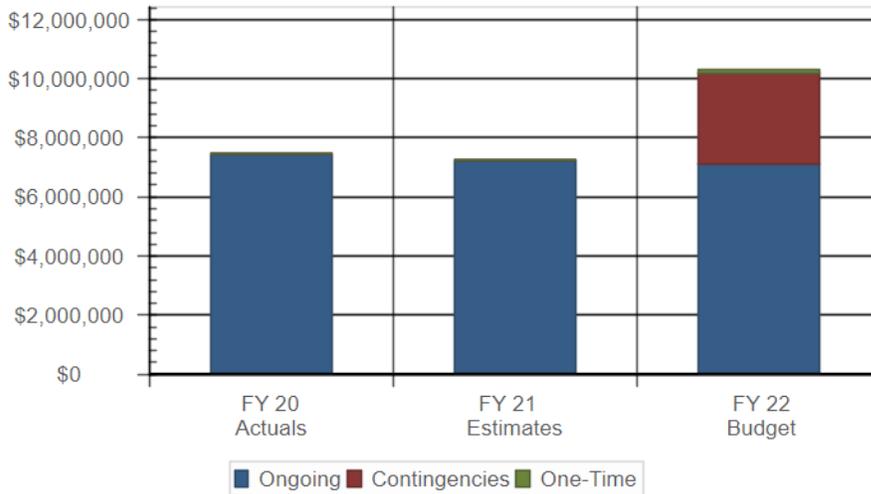
The General Services Department is established as an accounting unit in order to capture the various “non-departmental” and other centralized expenses. These include service contracts with non-profits, Citywide liability and other insurances, and debt service. The debt service costs include General Fund,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

- * \$200,000 general operating contingency (General Fund)
- * \$100,000 general operating contingency (Wastewater Enterprise Fund)
- * \$100,000 contingency for judgments (General Fund)
- * \$330,000 contingency for SCCandTB contract (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)
- * \$1,726,510 contingency for the American Relief Plan Act (Grants and Donations Funds)

FY 2022 PROGRAM EXPENDITURES: \$10,302,420



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	\$ (280,785)	(3)%	\$ (60,156)	\$ -	\$ -
Supplies & Services	1,785,500	17 %	1,578,050	1,496,249	1,706,526
Capital & Debt Service	5,735,925	56 %	5,733,535	5,733,385	5,731,636
Contingencies (ongoing)	3,050,000	30	2,019,440	-	-
Subtotal Direct Costs	\$10,290,640	100 %	\$ 9,270,869	\$ 7,229,634	\$ 7,438,162
Internal Charges	11,080	- %	5,760	5,450	11,360
Total Expenditures	10,301,720	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	47 %	\$ 4,793,205	\$ 4,693,225	\$ 4,439,144
Other Funds Portion	\$ 2,185,181	21 %	\$ 2,234,389	\$ 2,740,121	\$ 2,831,880
Funding Sources					
Allocations to Other Departments	\$ 425,350	4.13 %	\$ 397,070	\$ 397,100	\$ 253,020
Funding from General Revenues:					
Estimated Resident Generated	\$ 3,456,730	34 %	\$ 3,107,846	\$ 2,393,294	\$ 2,518,776
Estimated Visitor Generated	\$ 6,419,641	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	26	19	8	19	20
Average small grant award amount	\$10,500	\$8,858	\$5,650	\$8,763	\$8,475
Total small grants awarded	\$275,000	\$168,300	\$45,200	\$166,500	\$169,500
Range of small grant awards	\$3,500 - \$25,000	\$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)	\$(280,785)	\$(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	\$343,415	\$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	\$(70,935)	\$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	\$59,265	\$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)	<u>\$60,900</u>	<u>\$51,550</u>	<u>\$60,000</u>	<u>\$192,544</u>	
Comm Contracts - Public Transp Total	\$60,900	\$51,550	\$60,000	\$192,544	
10-5246-01 - Administration					
Contingencies	<u>\$550,000</u>	<u>\$844,440</u>	<u>\$0</u>	<u>\$0</u>	
Administration Total	\$550,000	\$844,440	\$0	\$0	
10-5255-15 - Debt Service					
Capital & Debt Service	<u>\$1,034,850</u>	<u>\$1,034,560</u>	<u>\$1,034,310</u>	<u>\$1,034,470</u>	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	\$(280,785)	\$(60,156)	\$0	\$0	
Supplies & Services (Ongoing) Subtotal	<u>\$1,663,400</u>	<u>\$1,556,750</u>	<u>\$1,495,449</u>	<u>\$1,705,571</u>	
Direct Costs (Ongoing) Subtotal	\$1,382,615	\$1,496,594	\$1,495,449	\$1,705,571	
Internal Charges Subtotal	\$(414,350)	\$(391,360)	\$(391,690)	\$(241,850)	
Contingencies Subtotal	<u>\$550,000</u>	<u>\$844,440</u>	<u>\$0</u>	<u>\$0</u>	
Ongoing Subtotal	\$1,518,265	\$1,949,674	\$1,103,759	\$1,463,721	
Supplies & Services (One- Time) Subtotal	\$121,300	\$0	\$0	\$0	
Capital & Debt Service Subtotal	<u>\$1,043,750</u>	<u>\$1,042,760</u>	<u>\$1,043,210</u>	<u>\$1,040,516</u>	
One-Time Subtotal	\$1,165,050	\$1,042,760	\$1,043,210	\$1,040,516	
General Fund Total	\$2,683,315	\$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
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Affordable Housing Fund

12-5246-01 - Administration

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

Donations & Contributions Fund

15-5245-01 - Administration

Supplies & Services (ongoing)	\$800	\$1,300	\$800	\$955	
Administration Total	\$800	\$1,300	\$800	\$955	

Operating Grants Fund

16-5245-01 - Administration

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

16-5246-01 - Administration

Contingencies	\$300,000	\$275,000	\$0	\$0	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	\$0	\$20,000	\$0	\$0	
Contingencies Subtotal	\$300,000	\$275,000	\$0	\$0	
Operating Grants Fund Total	\$300,000	\$295,000	\$0	\$0	

Wastewater Enterprise Fund

59-5246-01 - Administration

Contingencies	\$100,000	\$100,000	\$0	\$0	
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
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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	\$(280,785)	\$(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	\$1,383,415	\$1,517,894	\$1,496,249	\$1,706,526	
Internal Charges Subtotal	\$(414,270)	\$(391,310)	\$(391,650)	\$(241,660)	
Contingencies Subtotal	<u>\$3,050,000</u>	<u>\$2,019,440</u>	<u>\$0</u>	<u>\$0</u>	
Ongoing Subtotal	\$4,019,145	\$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	\$9,877,070	\$8,879,559	\$6,838,684	\$7,197,178	

COMMUNITY DEVELOPMENT

Mission Statement

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

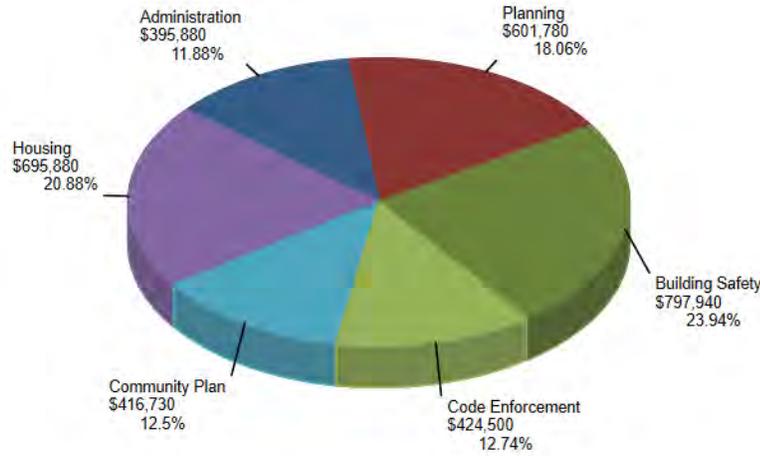
Description

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.

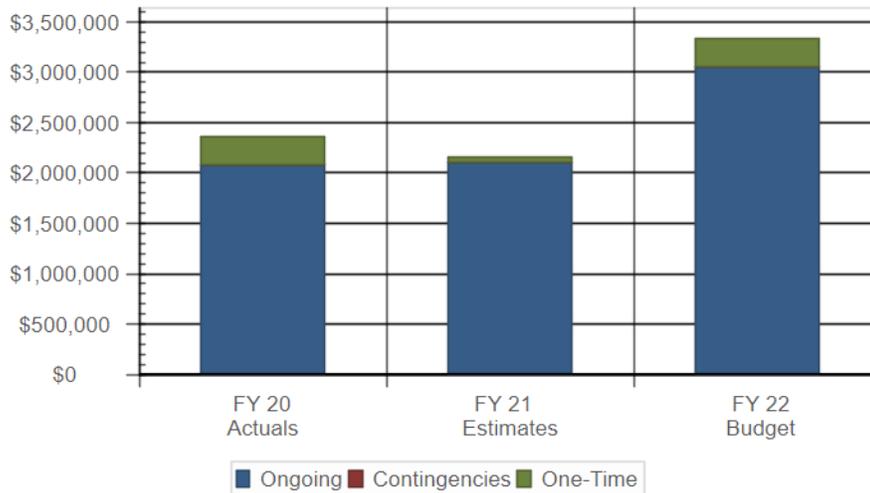
The Community Development Department is responsible for the following program areas:

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

FY 2022 PROGRAM EXPENDITURES: \$3,332,710



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	137,890	35 %	83,610	79,400	85,200
Total Expenditures	395,880	100 %	324,200	319,545	291,964
Expenditures by Fund					
General Fund Portion	\$ 355,880	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	\$ 138,558	35 %	\$ 113,470	\$ 111,841	\$ 102,187
Estimated Visitor Generated	\$ 257,322	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	209,300	35 %	206,240	185,300	197,080
Total Expenditures	601,780	100 %	628,010	557,400	603,907
Expenditures by Fund					
General Fund Portion	\$ 601,780	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	\$ 132,591	22 %	\$ 119,686	\$ 115,778	\$ 127,574
Estimated Visitor Generated	\$ 246,240	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	186,750	24 %	171,540	156,630	159,760
Total Expenditures	785,330	100 %	666,255	625,752	594,460
Expenditures by Fund					
General Fund Portion	\$ 796,540	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	\$ 192,196	24 %	\$ 96,514	\$ 141,593	\$ 128,551
Estimated Visitor Generated	\$ 356,935	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	204,710	48 %	193,640	176,440	178,150
Total Expenditures	424,500	100 %	389,080	365,965	346,920
Expenditures by Fund					
General Fund Portion	\$ 423,100	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	\$ 148,575	35 %	\$ 136,178	\$ 128,088	\$ 121,422
Estimated Visitor Generated	\$ 275,925	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	44 %	\$ 154,340	\$ 153,950	\$ 164,060
Supplies & Services	139,650	36 %	28,650	19,700	10,002
Subtotal Direct Costs	\$ 308,970	80 %	\$ 182,990	\$ 173,650	\$ 174,062
Internal Charges	77,190	20 %	69,040	60,720	65,570
Total Expenditures	386,160	100 %	252,030	234,370	239,632
Expenditures by Fund					
General Fund Portion	\$ 416,730	108 %	\$ 252,030	\$ 234,370	\$ 239,632
Funding Sources					
Program Revenues	\$ -	- %	\$ 11,000	\$ 7,000	\$ -
Funding from General Revenues:					
Estimated Resident Generated	\$ 135,156	35 %	\$ 84,361	\$ 79,580	\$ 83,871
Estimated Visitor Generated	\$ 251,004	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

COMMUNITY DEVELOPMENT
Continued

EXPENDITURE SUMMARY

Cost Category	FY2022 Budget	FY2021 Budget	FY2021 Est. Actuals	FY2020 Actuals	Explanation of Changes
General Fund					
10-5310-01 - Administration					
Personnel (ongoing)	\$210,390	\$195,290	\$194,670	\$185,158	
Supplies & Services (ongoing)	<u>\$7,600</u>	<u>\$7,800</u>	<u>\$5,475</u>	<u>\$3,587</u>	
Direct Costs (Ongoing) Subtotal	\$217,990	\$203,090	\$200,145	\$188,745	
Internal Charges	\$137,890	\$83,610	\$79,400	\$85,200	Budget Increase: Increase in budgeted Admin, Finance, and Facilities central services costs.
Administration Total	\$355,880	\$286,700	\$279,545	\$273,945	
10-5310-31 - Planning					
Personnel (ongoing)	\$329,490	\$362,300	\$344,800	\$395,370	
Supplies & Services (ongoing)	<u>\$62,990</u>	<u>\$59,470</u>	<u>\$27,300</u>	<u>\$11,457</u>	
Direct Costs (Ongoing) Subtotal	\$392,480	\$421,770	\$372,100	\$406,827	
Internal Charges	<u>\$209,300</u>	<u>\$206,240</u>	<u>\$185,300</u>	<u>\$197,080</u>	
Ongoing Total	\$601,780	\$628,010	\$557,400	\$603,907	
10-5310-32 - Building Safety					
Personnel (ongoing)	\$476,220	\$368,130	\$347,880	\$321,003	Budget Increase: Decision Package - Building Safety Reorganization.
Supplies & Services (ongoing)	<u>\$120,960</u>	<u>\$125,185</u>	<u>\$119,842</u>	<u>\$112,329</u>	
Direct Costs (Ongoing) Subtotal	\$597,180	\$493,315	\$467,722	\$433,332	
Internal Charges	<u>\$186,750</u>	<u>\$171,540</u>	<u>\$156,630</u>	<u>\$159,760</u>	
Ongoing Total	\$783,930	\$664,855	\$624,352	\$593,092	
Capital & Debt Service	\$12,610	\$13,200	\$9,105	\$4,991	Enterprise leased vehicles replacement program.
One-Time Total	\$12,610	\$13,200	\$9,105	\$4,991	
Building Safety Total	\$796,540	\$678,055	\$633,457	\$598,083	
10-5310-33 - Code Enforcement					
Personnel (ongoing)	\$201,090	\$177,050	\$175,500	\$161,649	Budget Increase: Position reallocations.
Supplies & Services (ongoing)	<u>\$17,300</u>	<u>\$16,990</u>	<u>\$12,625</u>	<u>\$5,930</u>	
Direct Costs (Ongoing) Subtotal	\$218,390	\$194,040	\$188,125	\$167,579	
Internal Charges	<u>\$204,710</u>	<u>\$193,640</u>	<u>\$176,440</u>	<u>\$178,150</u>	
Ongoing Total	\$423,100	\$387,680	\$364,565	\$345,729	
Code Enforcement Total	\$423,100	\$387,680	\$364,565	\$345,729	

COMMUNITY DEVELOPMENT
Continued

EXPENDITURE SUMMARY

Cost Category	FY2022 Budget	FY2021 Budget	FY2021 Est. Actuals	FY2020 Actuals	Explanation of Changes
10-5310-67 - Community Plan					
Personnel (ongoing)	\$169,320	\$154,340	\$153,950	\$164,060	
Supplies & Services (ongoing)	<u>\$28,650</u>	<u>\$28,650</u>	<u>\$19,700</u>	<u>\$10,002</u>	
Direct Costs (Ongoing) Subtotal	\$197,970	\$182,990	\$173,650	\$174,062	
Internal Charges	\$77,190	\$69,040	\$60,720	\$65,570	
Personnel (One-Time)	\$30,570	\$0	\$0	\$0	Budget Increase: Decision package - Community Plan.
Supplies & Services (one-time)	\$111,000	\$0	\$0	\$0	Budget Increase: Decision package - Community Plan; Dells CFA assessment.
Community Plan Total	\$416,730	\$252,030	\$234,370	\$239,632	
General Fund Totals					
Personnel Subtotal	\$1,386,510	\$1,257,110	\$1,216,800	\$1,227,240	
Supplies & Services (Ongoing) Subtotal	<u>\$237,500</u>	<u>\$238,095</u>	<u>\$184,942</u>	<u>\$143,305</u>	
Direct Costs (Ongoing) Subtotal	\$1,624,010	\$1,495,205	\$1,401,742	\$1,370,545	
Internal Charges Subtotal	<u>\$815,840</u>	<u>\$724,070</u>	<u>\$658,490</u>	<u>\$685,760</u>	
Ongoing Subtotal	\$2,439,850	\$2,219,275	\$2,060,232	\$2,056,305	
Personnel (One-Time) Subtotal	\$30,570	\$0	\$0	\$0	
Supplies & Services (One-Time) Subtotal	\$111,000	\$0	\$0	\$0	
Capital & Debt Service	<u>\$12,610</u>	<u>\$13,200</u>	<u>\$9,105</u>	<u>\$4,991</u>	
One-Time Subtotal	\$154,180	\$13,200	\$9,105	\$4,991	
General Fund Total	\$2,594,030	\$2,232,475	\$2,069,337	\$2,061,296	
Affordable Housing Fund					
12-5310-59 - Administration					
Personnel (ongoing)	\$154,530	\$127,400	\$0	\$0	Housing Manager position.
Supplies & Services (ongoing)	<u>\$402,500</u>	<u>\$72,600</u>	<u>\$0</u>	<u>\$0</u>	Decision Package - Affordable Housing.
Direct Costs (Ongoing) Subtotal	\$557,030	\$200,000	\$0	\$0	
Supplies & Services (One-Time)	<u>\$0</u>	<u>\$20,555</u>	<u>\$35,000</u>	<u>\$65,559</u>	Housing Study.
One-Time Total	\$0	\$20,555	\$35,000	\$65,559	
Administration Total	\$557,030	\$220,555	\$35,000	\$65,559	

COMMUNITY DEVELOPMENT
Continued

EXPENDITURE SUMMARY

Cost Category	FY2022 Budget	FY2021 Budget	FY2021 Est. Actuals	FY2020 Actuals	Explanation of Changes
Operating Grants Fund					
16-5310-59 - Housing					
Supplies & Services (One-Time)	\$138,850	\$346,700	\$5,260	\$215,062	CDBG Grant.
Housing Total	\$138,850	\$346,700	\$5,260	\$215,062	
Info Tech Internal Service Fund					
60-5310-01 - Administration					
Supplies & Services (ongoing)	\$40,000	\$37,500	\$40,000	\$18,019	Short-term rental tracking and monitoring software.
Administration Total	\$40,000	\$37,500	\$40,000	\$18,019	
60-5310-32 - Building Safety					
Supplies & Services (ongoing)	\$1,400	\$1,400	\$1,400	\$1,368	
Building Safety Total	\$1,400	\$1,400	\$1,400	\$1,368	
60-5310-33 - Code Enforcement					
Supplies & Services (ongoing)	\$1,400	\$1,400	\$1,400	\$1,191	
Code Enforcement Total	\$1,400	\$1,400	\$1,400	\$1,191	
Info Tech Internal Service Fund Totals					
Supplies & Services (Ongoing) Subtotal	\$42,800	\$40,300	\$42,800	\$20,578	
Info Tech Internal Service Fund Total	\$42,800	\$40,300	\$42,800	\$20,578	
Grand Totals					
Personnel (Ongoing) Subtotal	\$1,541,040	\$1,384,510	\$1,216,800	\$1,227,240	
Supplies & Services (Ongoing) Subtotal	\$682,800	\$350,995	\$227,742	\$163,883	
Direct Costs (Ongoing) Subtotal	\$2,223,840	\$1,735,505	\$1,444,542	\$1,391,123	
Internal Charges Subtotal	\$815,840	\$724,070	\$658,490	\$685,760	
Ongoing Subtotal	\$3,039,680	\$2,459,575	\$2,103,032	\$2,076,883	
Supplies & Services (One-Time) Subtotal	\$249,850	\$367,255	\$40,260	\$280,621	
Personnel (One-Time) Subtotal	\$30,570	\$0	\$0	\$0	
Capital & Debt Service Subtotal	\$12,610	\$13,200	\$9,105	\$4,991	
One-Time Subtotal	\$293,030	\$380,455	\$49,365	\$285,612	
Grand Total	\$3,332,710	\$2,840,030	\$2,152,397	\$2,362,495	

COMMUNITY DEVELOPMENT
Continued

POSITIONS SUMMARY

Position	FY22 FTE	FY21 FTE	FY20 FTE	FY19 FTE
Administrative Assistant	1.00	1.00	1.00	1.00
Assist City Manager/Dir of Community Develop	0.00	0.60	0.60	0.00
Assistant Community Development Director	0.00	1.00	1.00	1.00
Associate Planner	1.00	1.00	1.00	1.00
Building Inspector	1.00	1.00	1.00	1.00
Building Inspector II	1.00	0.00	0.00	0.00
Building Permits Technician	2.00	2.00	2.00	2.00
Chief Building Official	1.00	1.00	1.00	1.00
Code Enforcement Officer	1.00	1.00	1.00	1.00
Director of Community Development	1.00	0.00	0.00	1.00
Housing Manager	1.00	1.00	0.00	0.00
Planning Manager	1.00	0.00	0.00	0.00
Plans Examiner II	1.00	0.00	0.00	0.00
Senior Code Enforcement Officer	1.00	1.00	1.00	1.00
Senior Planner	1.00	3.00	3.00	3.00
Temporary City Employee	0.48	0.24	0.24	0.24
Total	14.48	13.84	12.84	13.24

ALLOCATIONS SUMMARY

Position	Org Description	FY22 FTE	FY21 FTE	FY20 FTE	FY19 FTE
General Fund					
10-5310-01	Administration	1.75	1.40	1.25	1.20
10-5310-31	Planning	3.85	3.82	3.86	3.28
10-5310-32	Building Safety	3.78	3.97	3.68	3.18
10-5310-33	Code Enforcement	2.30	2.20	2.20	2.45
10-5310-62	Historic Preservation Commission	0.25	0.00	0.30	0.35
10-5310-67	Community Plan	1.55	1.45	1.55	1.46
10-5310-71	Planning & Zoning Commission	0.00	0.00	0.00	1.32
General Fund Total		13.48	12.84	12.84	13.24

Position	Org Description	FY22 FTE	FY21 FTE	FY20 FTE	FY19 FTE
Affordable Housing Fund					
12-5310-59	Housing	1.00	1.00	0.00	0.00
Affordable Housing Fund Total		1.00	1.00	0.00	0.00
Grand Total		14.48	13.84	12.84	13.24

(1) Temporary position.

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

PUBLIC WORKS

Mission Statement

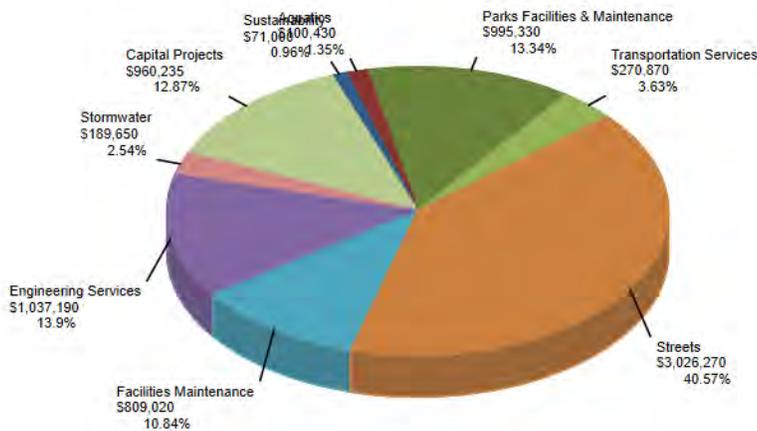
Providing a safe and enjoyable experience through cost effective, quality infrastructure and services.

Description

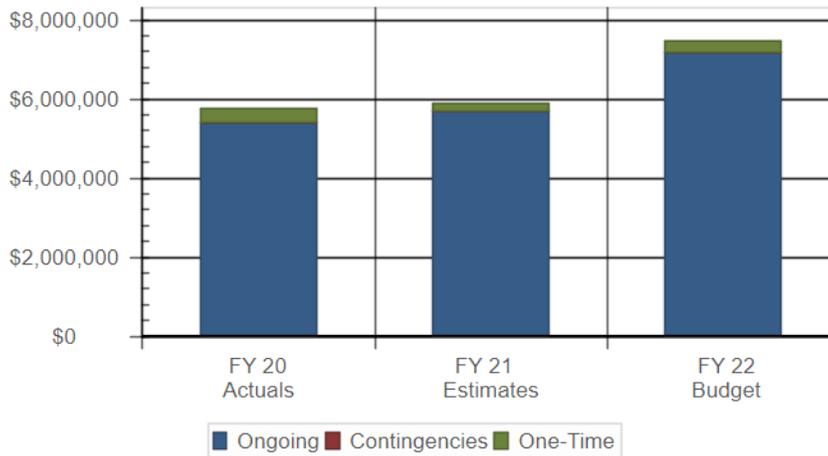
The main program areas and the services included in the Public Works Department are:

- * Engineering Services - Administrative services, office support and supplies, development review, stafftraining, and general professional services.
- * Streets Maintenance - Streets rehabilitation, pavement preservation, equipment and machinery operationand maintenance, utilities, landscaping, right-of-way maintenance, traffic control, drainage maintenanceand multi-modal facility maintenance in the public right-of-way.
- * Facilities Maintenance - Maintenance of City buildings, service contracts, facility utilities, and facilityimprovements.
- * Parks Maintenance - Maintenance of parks grounds, equipment and machinery, service contracts, andutilities.
- * Aquatics Maintenance - Maintenance of community pool.
- * Stormwater Quality - Stormwater quality permit fees, professional services, and public outreach.
- * Capital Projects Management - Personnel management of capital improvement projects.
- * Transportation Services - Traffic control aid support for congestion relief traffic control operations.

FY 2022 PROGRAM EXPENDITURES: \$7,459,995



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	15,940	16 %	12,190	11,500	1,132,237
Total Expenditures	100,430	100 %	94,130	87,010	5,656,171
Expenditures by Fund					
Funding Sources					
Program Revenues	\$ 5,040	5.02 %	\$ -	\$ 6,410	\$ 4,524
Funding from General Revenues:					
Estimated Resident Generated	\$ 33,387	33 %	\$ 32,946	\$ 28,210	\$ 1,978,076
Estimated Visitor Generated	\$ 62,004	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 public pool 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	268,510	27 %	210,270	196,220	204,852
Total Expenditures	995,330	100 %	855,600	781,070	815,164
Expenditures by Fund					
General Fund Portion	\$ 992,670	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	\$ 346,791	35 %	\$ 297,850	\$ 272,045	\$ 284,282
Estimated Visitor Generated	\$ 644,040	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	246,810	24 %	241,290	208,380	197,290
Total Expenditures	1,037,190	100 %	978,850	877,890	894,397
Expenditures by Fund					
General Fund Portion	\$ 714,310	69 %	\$ 658,090	\$ 578,830	\$ 606,189
Wastewater Enterprise Fund	\$ 320,470	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	\$ 361,162	35 %	\$ 340,883	\$ 304,742	\$ 310,618
Estimated Visitor Generated	\$ 670,729	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	458,700	15 %	363,150	338,520	386,055
Total Expenditures	3,026,270	100 %	2,775,476	2,483,340	2,174,943
Expenditures by Fund					
General Fund Portion	\$ 945,220	31 %	\$ 1,565,306	\$ 1,411,858	\$ 1,246,632
Other Funds Portion	\$ 2,081,050	69 %	\$ 1,210,170	\$ 1,071,482	\$ 928,311
Funding Sources					
Funding from General Revenues:					
Estimated Resident Generated	\$ 1,059,195	35 %	\$ 971,417	\$ 869,169	\$ 761,230
Estimated Visitor Generated	\$ 1,967,076	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	50,470	27 %	44,170	40,970	45,150
Total Expenditures	189,650	100 %	177,920	174,000	169,833
Expenditures by Fund					
General Fund Portion	\$ 185,150	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	\$ 66,378	35 %	\$ 62,272	\$ 60,900	\$ 59,442
Estimated Visitor Generated	\$ 123,273	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	63,980	24 %	51,230	48,910	46,160
Total Expenditures	270,870	100 %	191,350	145,510	165,366
Expenditures by Fund					
General Fund Portion	\$ 270,870	100 %	\$ 191,350	\$ 145,510	\$ 165,366
Funding Sources					
Funding from General Revenues:					
Estimated Resident Generated	\$ 94,805	35 %	\$ 66,973	\$ 50,929	\$ 57,878
Estimated Visitor Generated	\$ 176,066	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	94,780	12 %	57,970	54,030	60,520
Total Expenditures	809,020	100 %	662,070	586,070	753,208
Expenditures by Fund					
General Fund Portion	\$ 806,370	100 %	\$ 659,570	\$ 583,570	\$ 750,716
Other Funds Portion	\$ 2,650	-	\$ 2,500	\$ 2,500	\$ 2,492
Funding Sources					
Allocations to Other Departments	\$ 806,370	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	250,830	26 %	220,920	210,380	182,050
Total Expenditures	960,235	100 %	778,900	759,141	661,502
Expenditures by Fund					
General Fund Portion	\$ 771,450	80 %	\$ 606,670	\$ 613,925	\$ 566,154
Wastewater Enterprise Fund	\$ 72,265	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	\$ 336,082	35 %	\$ 272,615	\$ 265,699	\$ 231,526
Estimated Visitor Generated	\$ 624,153	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: Curbside Yard Waste Collection.
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	\$15,940	\$12,190	\$11,500	\$10,160
Ongoing Total	\$85,430	\$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	\$100,430	\$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	\$268,510	\$210,270	\$196,220	\$204,852	
Ongoing Total	\$875,870	\$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	\$992,670	\$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	\$179,120	\$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	\$23,280	\$13,200	\$1,280	\$0	
Engineering Services Total	\$714,310	\$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>\$377,260</u>	<u>\$307,170</u>	<u>\$286,420</u>	<u>\$334,175</u>	
Ongoing Total	\$945,220	\$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	\$0	\$61,200	\$53,200	\$88,297	
Streets Maintenance Total	\$945,220	\$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>\$50,470</u>	<u>\$44,170</u>	<u>\$40,970</u>	<u>\$45,150</u>	
Ongoing Total	\$185,150	\$173,420	\$169,500	\$165,631	
Stormwater Quality Total	\$185,150	\$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>\$63,980</u>	<u>\$51,230</u>	<u>\$48,910</u>	<u>\$46,160</u>	
Ongoing Total	\$270,870	\$191,350	\$145,510	\$165,366	
Transportation Services Total	\$270,870	\$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	\$227,030	\$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	\$771,450	\$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>\$470,720</u>	<u>\$406,820</u>	<u>\$405,030</u>	<u>\$266,237</u>	
Ongoing Subtotal	\$3,732,920	\$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	\$4,051,100	\$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	\$81,440	\$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>\$166,100</u>	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>	
One-Time Total	\$166,100	\$0	\$0	\$0	
Streets Maintenance Total	\$2,076,860	\$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>\$67,690</u>	<u>\$68,650</u>	<u>\$58,500</u>	<u>\$60,350</u>	
Ongoing Total	\$306,670	\$306,350	\$296,650	\$285,178	
Capital & Debt Service	<u>\$13,800</u>	<u>\$12,000</u>	<u>\$0</u>	<u>\$0</u>	
One-Time Total	\$13,800	\$12,000	\$0	\$0	
Engineering Services Total	\$320,470	\$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>\$23,800</u>	<u>\$10,200</u>	<u>\$9,700</u>	<u>\$9,790</u>	
Capital Projects Management Total	\$72,265	\$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	\$91,490	\$78,850	\$68,200	\$70,140	
Ongoing Subtotal	\$378,935	\$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	\$392,735	\$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	\$643,650	\$541,650	\$525,330	\$388,257	
Ongoing Subtotal	\$6,155,545	\$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	\$6,653,625	\$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		<u>2.72</u>	<u>2.76</u>	<u>2.76</u>	<u>2.76</u>

Grand Total 33.85 29.45 29.45 27.45

⁽¹⁾ Temporary positions

ECONOMIC DEVELOPMENT

Mission Statement

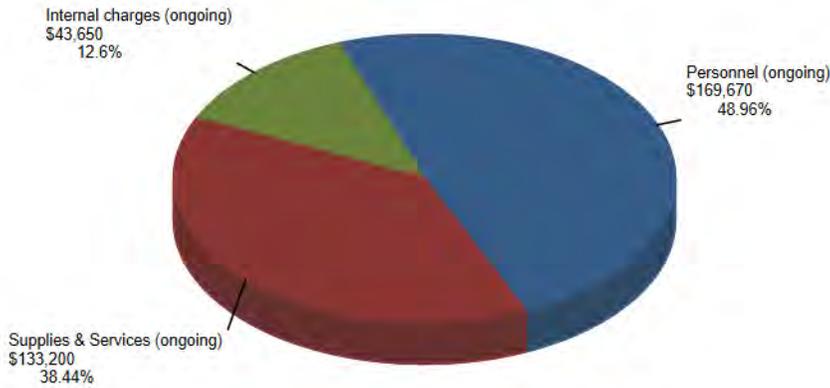
The Economic Development Department is to diversify Sedona's economy consistent with the Community Plan and Economic Diversification Strategic Plan. The diversification strategy plan consists of four key pillars that emphasize Community Development, Business Development, Economic Gardening/Entrepreneurship,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

Description

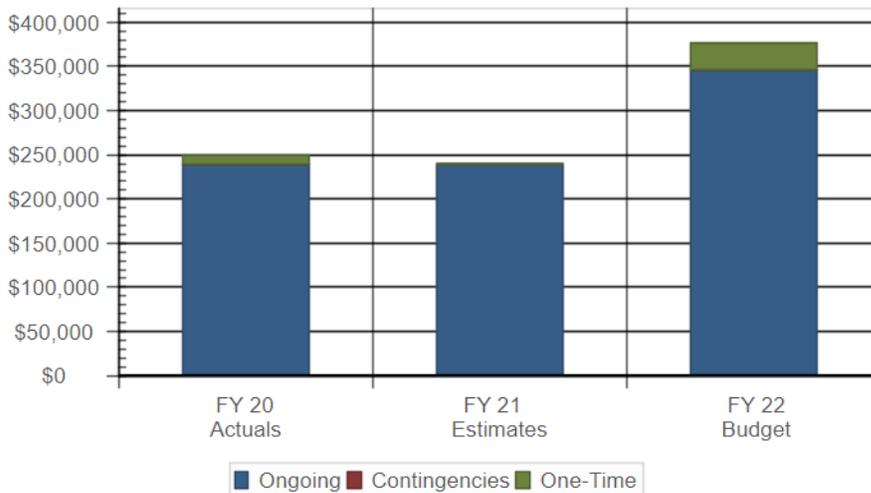
The Economic Development Department offers:

- 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: \$346,520



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	43,650	12 %	35,210	32,980	28,080
Total Expenditures	376,520	100 %	328,917	239,440	248,897
Expenditures by Fund					
General Fund Portion	\$ 376,520	100 %	\$ 328,917	\$ 239,440	\$ 248,897
Funding Sources					
Funding from General Revenues:					
Estimated Resident Generated	\$ 131,782	35 %	\$ 115,121	\$ 83,804	\$ 87,114
Estimated Visitor Generated	\$ 244,738	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>\$43,650</u>	<u>\$35,210</u>	<u>\$32,980</u>	<u>\$28,080</u>	
Ongoing Total	\$346,520	\$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	\$376,520	\$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>\$43,650</u>	<u>\$35,210</u>	<u>\$32,980</u>	<u>\$28,080</u>	
Ongoing Subtotal	\$346,520	\$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	\$376,520	\$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

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

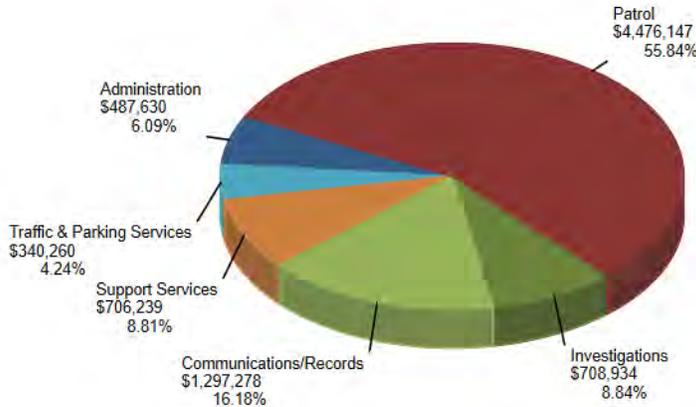
With a steadfast focus on "Selfless Service For All", we will continue to foster public trust and strengthen community relationships while striving for excellence through employee development, self-discipline, and strong leadership. Our foundational Core Values include: Community, Compassion, and Honor.

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.

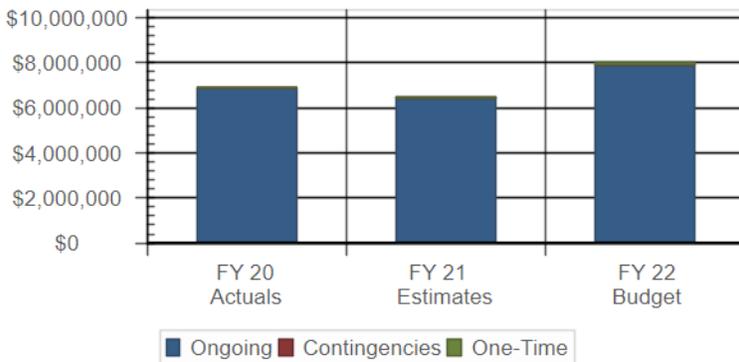
The Police Department is responsible for the following primary program areas:

- * 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: \$8,016,488



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	103,240	21 %	91,620	85,120	93,510
Total Expenditures	487,630	100 %	429,989	411,085	433,550
Expenditures by Fund					
General Fund Portion	\$ 481,530	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	\$ 170,391	35 %	\$ 150,426	\$ 142,970	\$ 149,545
Estimated Visitor Generated	\$ 316,440	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 attending training on Critical Incident Training (CIT)/Mental Health Interactions	5	5	10	16	16
Sworn staff attending training 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	1,153,760	26 %	867,960	835,420	1,097,090
Total Expenditures	4,468,647	100 %	3,583,190	3,659,284	4,124,537
Expenditures by Fund					
General Fund Portion	\$ 4,432,297	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	\$ 1,559,774	35 %	\$ 1,248,867	\$ 1,277,372	\$ 1,439,333
Estimated Visitor Generated	\$ 2,896,723	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	118,140	17 %	101,100	96,110	98,240
Total Expenditures	708,934	100 %	621,354	411,244	320,499
Expenditures by Fund					
General Fund Portion	\$ 707,834	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	\$ 248,127	35 %	\$ 217,474	\$ 143,935	\$ 112,175
Estimated Visitor Generated	\$ 460,807	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	426,590	33 %	391,890	377,940	376,130
Total Expenditures	1,297,278	100 %	1,230,258	1,198,903	1,204,860
Expenditures by Fund					
General Fund Portion	\$ 1,296,458	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	\$ 452,542	35 %	\$ 427,965	\$ 418,426	\$ 420,166
Estimated Visitor Generated	\$ 840,436	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	114,780	16 %	104,230	100,060	95,820
Total Expenditures	706,239	100 %	539,780	520,430	567,509
Expenditures by Fund					
General Fund Portion	\$ 703,310	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	\$ 247,184	35 %	\$ 188,923	\$ 182,151	\$ 198,628
Estimated Visitor Generated	\$ 459,055	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	116,370	34 %	102,550	99,100	121,020
Total Expenditures	340,260	100 %	280,850	232,430	242,275
Expenditures by Fund					
General Fund Portion	\$ 291,290	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	\$ 117,831	35 %	\$ 95,673	\$ 80,091	\$ 82,591
Estimated Visitor Generated	\$ 218,829	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	\$103,240	\$91,620	\$85,120	\$93,510	
Ongoing Total	\$470,130	\$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	\$481,530	\$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	\$1,153,760	\$867,960	\$835,420	\$1,097,090	Budget Increase: Reinstated equipment reserve.
Ongoing Total	\$4,263,610	\$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	\$4,432,297	\$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>\$118,140</u>	<u>\$101,100</u>	<u>\$96,110</u>	<u>\$98,240</u>	
Ongoing Total	\$707,834	\$619,974	\$409,844	\$319,679	
Investigations Total	\$707,834	\$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>\$426,590</u>	<u>\$391,890</u>	<u>\$377,940</u>	<u>\$376,130</u>	
Ongoing Total	\$1,287,158	\$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	\$1,296,458	\$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	\$114,780	\$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	\$703,310	\$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>\$116,370</u>	<u>\$102,550</u>	<u>\$99,100</u>	<u>\$121,020</u>	
Traffic & Parking Services Total	\$291,290	\$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>\$2,032,880</u>	<u>\$1,659,350</u>	<u>\$1,593,750</u>	<u>\$1,881,810</u>
Ongoing Subtotal	\$7,708,732	\$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>\$181,887</u>	<u>\$73,000</u>	<u>\$189,634</u>	<u>\$189,633</u>
One-Time Subtotal	<u>\$219,987</u>	<u>\$98,400</u>	<u>\$192,834</u>	<u>\$194,105</u>
General Fund Total	\$7,928,719	\$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>\$2,032,880</u>	<u>\$1,659,350</u>	<u>\$1,593,750</u>	<u>\$1,881,810</u>	
Ongoing Subtotal	\$7,785,001	\$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>\$201,887</u>	<u>\$73,000</u>	<u>\$189,634</u>	<u>\$200,633</u>	
Grand Total	\$8,032,488	\$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.

MUNICIPAL COURT

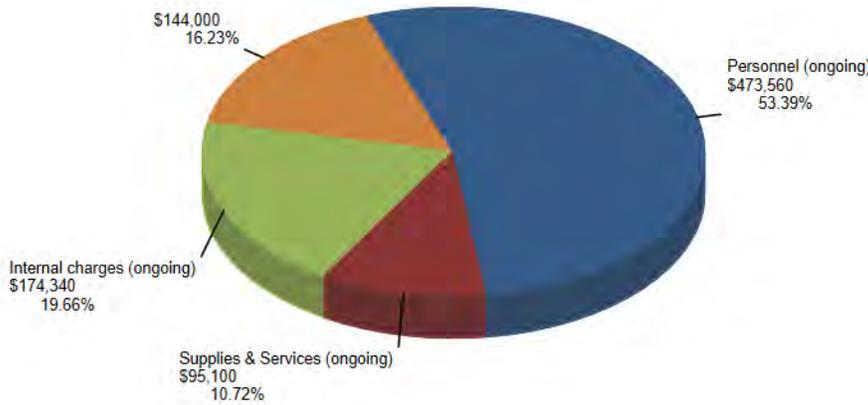
Mission Statement

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.

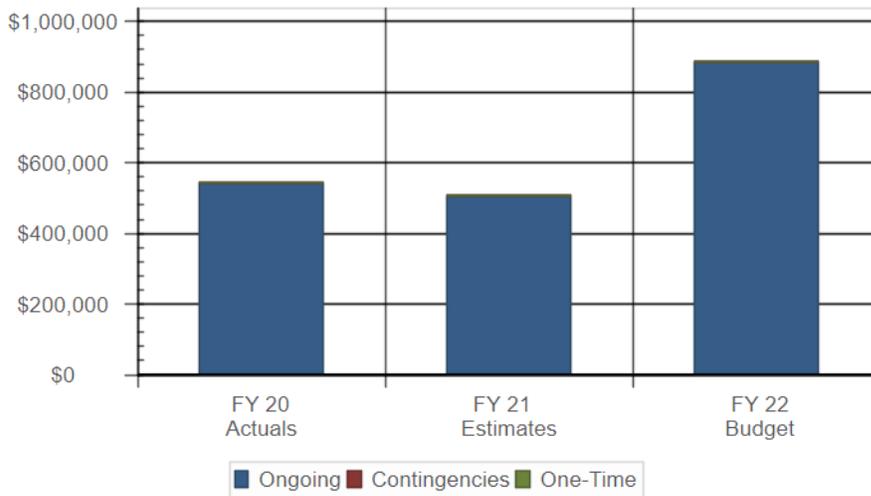
Description

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: \$887,000



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	53 %	\$ 453,640	\$ 343,980	\$ 344,010
Supplies & Services	95,100	11 %	82,900	40,448	71,120
Capital & Debt Service	144,000	16 %	-	-	-
Subtotal Direct Costs	\$ 712,660	80 %	\$ 536,540	\$ 384,428	\$ 415,130
Internal Charges	174,340	20 %	133,840	124,190	127,360
Total Expenditures	887,000	100 %	670,380	508,618	542,490
Expenditures by Fund					
General Fund Portion	\$ 875,800	99 %	\$ 649,380	\$ 500,918	\$ 530,638
Other Funds Portion	\$ 11,200	1 %	\$ 21,000	\$ 7,700	\$ 11,852
Funding Sources					
Program Revenues	\$ 179,900	20.28 %	\$ 187,930	\$ 160,000	\$ 162,759
Funding from General Revenues:					
Estimated Resident Generated	\$ 247,485	28 %	\$ 168,858	\$ 122,016	\$ 132,906
Estimated Visitor Generated	\$ 459,615	52 %	\$ 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	\$174,340	\$133,840	\$124,190	\$127,360	
Ongoing Total	\$731,800	\$649,380	\$500,918	\$529,029	
Supplies & Services (one-time)	\$0	\$0	\$0	\$1,609	
Capital & Debt Service	\$144,000	\$0	\$0	\$0	Annual lease for new Court building.
Administration Total	\$875,800	\$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	\$174,340	\$133,840	\$124,190	\$127,360	
Ongoing Subtotal	\$743,000	\$670,380	\$508,618	\$542,005	
Supplies & Services (One-Time) Subtotal	\$0	\$0	\$0	\$1,609	
Capital & Debt Service	\$144,000	\$0	\$0	\$0	
Grand Total	\$887,000	\$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.

PUBLIC TRANSIT

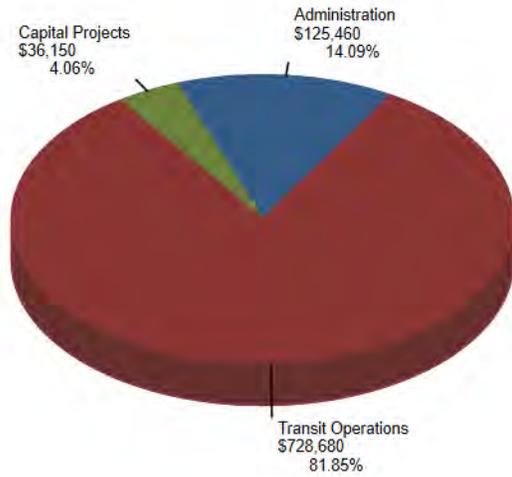
Mission Statement

To provide a quality public transportation system to the residents and visitors of Sedona.

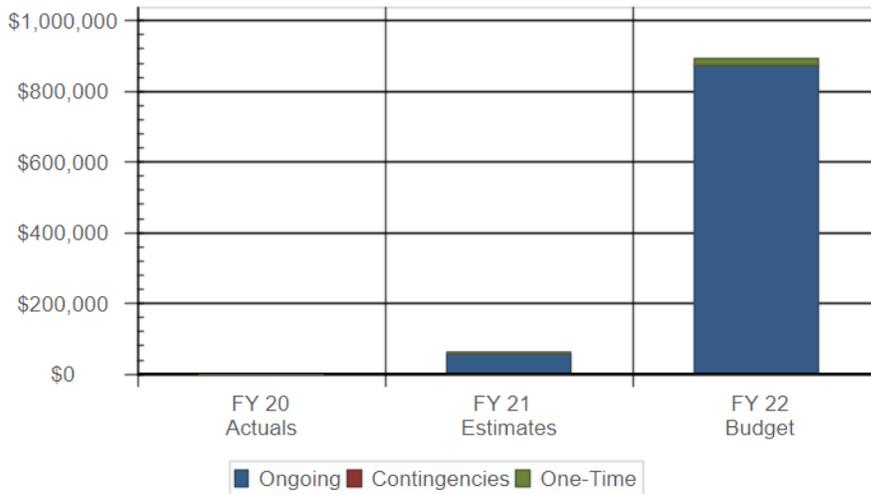
Description

The Department is responsible for the development, administration, and delivery of all public transportation services for the City.

FY 2022 PROGRAM EXPENDITURES: \$890,290



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	16,610	13 %	-	-	-
Total Expenditures	125,460	100 %	104,015	42,450	-
Expenditures by Fund					
Public Transit	\$ 125,460	100 %	\$ 104,015	\$ 42,450	\$ -
Funding Sources					
Program Revenues	\$ 66,400	52.93 %	\$ -	\$ -	\$ -
Funding from General Revenues:					
Estimated Resident Generated	\$ 20,671	16 %	\$ 36,405	\$ 14,858	\$ -
Estimated Visitor Generated	\$ 38,389	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	33,660	5 %	10,620	-	-
Total Expenditures	728,680	100 %	13,120	7,800	-
Expenditures by Fund					
Public Transit	\$ 728,680	100 %	\$ 2,500	\$ 7,800	\$ -
Other Funds Portion	\$ -	- %	\$ 10,620	\$ -	\$ -
Funding Sources					
Program Revenues	\$ 50,550	6.94 %	\$ -	\$ -	\$ -
Funding from General Revenues:					
Estimated Resident Generated	\$ 237,345	33 %	\$ 4,592	\$ 2,730	\$ -
Estimated Visitor Generated	\$ 440,785	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.

Public Transit-Transit Operations

Continued

WORKLOAD INDICATORS	Benchmark	FY22 Projection	FY21 Projection	FY21 Estimate	FY20 Actual	FY19 Actual
Ridership	166,640 (FTA National Transit Database)	38,880	N/A	N/A	N/A	N/A
Passengers Per vehicle Revenue Hour	20 (FTA National Transit Database)	20	N/A	N/A	N/A	N/A

PERFORMANCE MEASURES	City Value	Benchmark	FY22 Target	FY21 Target	FY21 Estimate	FY20 Actual	FY19 Actual
Miles traveled between Preventable Collisions		100,000 (FTA National Transit Database)	100,000	N/A	N/A	N/A	N/A
On Time Performance		87% (FTA National Transit Database)	87%	N/A	N/A	N/A	N/A
Percentage of Service Delivered		100% (FTA National Transit Database)	98%	N/A	N/A	N/A	N/A
Passengers Carried Between Valid Complaints		1,500 (FTA National Transit Database)	3,000	N/A	N/A	N/A	N/A
Cost Per Vehicle Revenue Hour		\$57 (FTA National Transit Database)	\$57	N/A	N/A	N/A	N/A
Farebox Recovery Ratio		15% (FTA National Transit Database)	15%	N/A	N/A	N/A	N/A
Miles Traveled Between Road Calls		15,000 (FTA National Transit Database)	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	2,530	7 %	-	-	-
Total Expenditures	36,150	100 %	31,340	11,140	-
Expenditures by Fund					
Public Transit	\$ 36,150	100 %	\$ 31,340	\$ 11,140	\$ -
Funding Sources					
Funding from General Revenues:					
Estimated Resident Generated	\$ 12,653	35 %	\$ 10,969	\$ 3,899	\$ -
Estimated Visitor Generated	\$ 23,498	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	\$16,610	\$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	\$125,460	\$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>	Trailhead Shuttle/Microtransit Project
Direct Costs (Ongoing) Subtotal	\$677,020	\$2,500	\$7,800	\$0	
Internal Charges	<u>\$33,660</u>	<u>\$10,620</u>	<u>\$0</u>	<u>\$0</u>	
Transit Operations Total	\$710,680	\$13,120	\$7,800	\$0	
	<u>\$18,000</u>	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>	Trailhead Shuttle/Microtransit Project
Transit Operations Total	\$728,680	\$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>\$2,530</u>	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>	
Capital Projects Total	\$36,150	\$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	\$52,800	\$10,620	\$0	\$0	
Ongoing Subtotal	\$872,290	\$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	\$890,290	\$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

(1) Temporary position.

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

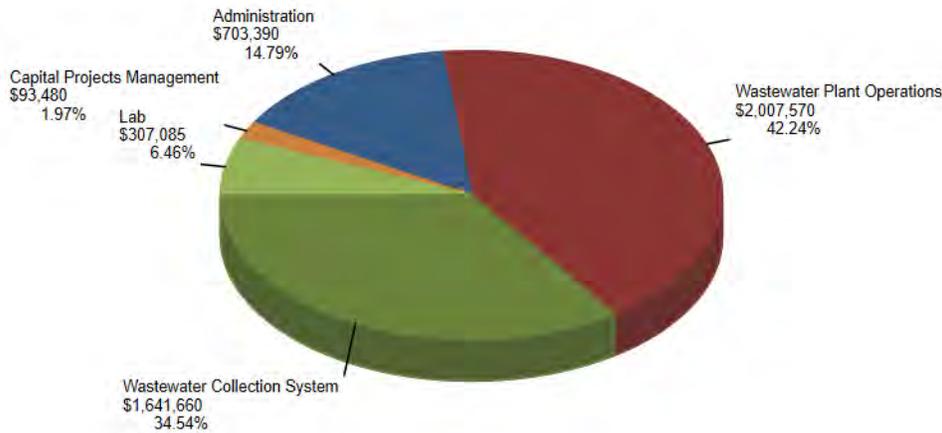
The Wastewater Department is responsible for the day-to-day operations of the wastewater collection system, treatment facility, and disposal of A+ quality treated effluent. The Wastewater Department works collaboratively with several City departments who assist in the administration, operation, and expansion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

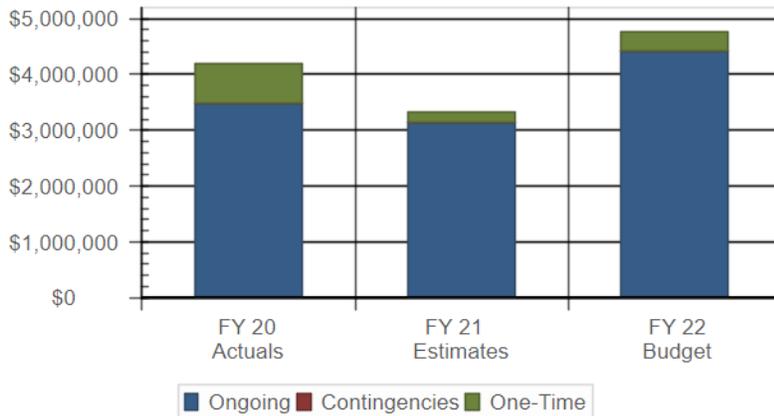
- * Administration
- * Collection System
- * Plant Operations
- * Lab
- * Wastewater Capital Projects

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: \$4,753,185



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	452,000	64 %	435,750	418,860	385,780
Total Expenditures	703,390	100 %	654,580	630,435	606,598
Expenditures by Fund					
Wastewater Enterprise Fund	\$ 703,390	100 %	\$ 654,580	\$ 630,435	\$ 606,598
Funding Sources					
Program Revenues	\$ 703,390	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	16,810	18 %	16,870	16,250	15,080
Total Expenditures	93,480	100 %	98,330	91,550	94,854
Expenditures by Fund					
Wastewater Enterprise Fund	\$ 93,480	100 %	\$ 98,330	\$ 91,550	\$ 94,854
Funding Sources					
Program Revenues	\$ 93,480	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	544,750	27 %	171,030	162,860	483,240
Total Expenditures	2,007,570	100 %	1,608,500	1,376,090	1,684,151
Expenditures by Fund					
Wastewater Enterprise Fund	\$ 2,007,570	100 %	\$ 1,608,500	\$ 1,376,090	\$ 1,684,151
Funding Sources					
Program Revenues	\$ 2,007,570	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	499,560	30 %	145,920	138,060	388,790
Total Expenditures	1,641,660	100 %	1,224,720	975,890	1,573,385
Expenditures by Fund					
Wastewater Enterprise Fund	\$ 1,641,660	100 %	\$ 1,224,720	\$ 975,890	\$ 1,573,385
Funding Sources					
Program Revenues	\$ 1,641,660	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	46,800	15 %	40,640	38,800	33,830
Total Expenditures	307,085	99 %	290,245	241,980	232,448
Expenditures by Fund					
Wastewater Enterprise Fund	\$ 307,085	100 %	\$ 290,245	\$ 241,980	\$ 232,448
Funding Sources					
Program Revenues	\$ 307,085	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 DEPT
Continued

EXPENDITURE SUMMARY

Cost Category	FY2022 Budget	FY2021 Budget	FY2021 Est. Actuals	FY2020 Actuals	Explanation of Changes
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>\$452,000</u>	<u>\$435,750</u>	<u>\$418,860</u>	<u>\$385,780</u>	
Ongoing Total	\$685,090	\$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	\$703,390	\$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>\$16,810</u>	<u>\$16,870</u>	<u>\$16,250</u>	<u>\$15,080</u>	
Capital Projects Management Total	\$93,480	\$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>\$544,750</u>	<u>\$171,030</u>	<u>\$162,860</u>	<u>\$483,240</u>	Budget Increase: Reinstated equipment reserve.
Ongoing Total	\$1,904,370	\$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	\$2,007,570	\$1,608,500	\$1,376,090	\$1,684,151	

WASTEWATER DEPT
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>\$499,560</u>	<u>\$145,920</u>	<u>\$138,060</u>	<u>\$388,790</u>	Budget Increase: Reinstated major maintenance reserve.
Ongoing Total	\$1,448,560	\$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	\$1,641,660	\$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>\$46,800</u>	<u>\$40,640</u>	<u>\$38,800</u>	<u>\$33,830</u>	
Ongoing Total	\$284,085	\$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	\$307,085	\$290,245	\$241,980	\$232,448	

WASTEWATER DEPT
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>\$1,559,920</u>	<u>\$810,210</u>	<u>\$774,830</u>	<u>\$1,306,720</u>	
Ongoing Subtotal	\$4,415,585	\$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	\$4,753,185	\$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

INFORMATION TECHNOLOGY

Mission Statement

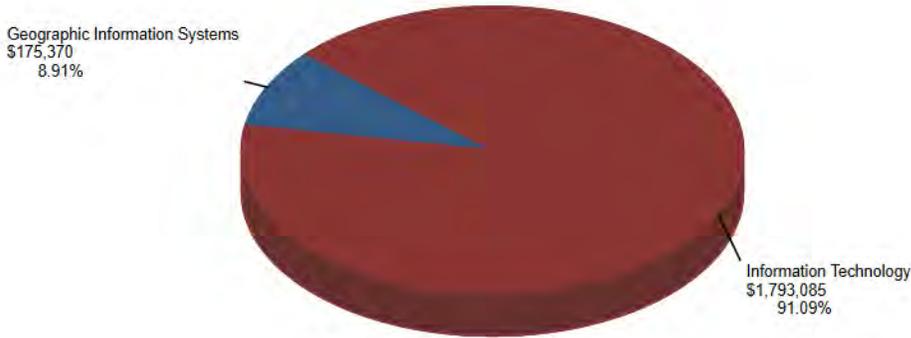
- * Provide reliable state-of-the-art technologies that empower City staff to be successful.
- * Be prepared for future organizational needs and changes.
- * Use sound judgment in identifying and recommending reasonable solutions.

Description

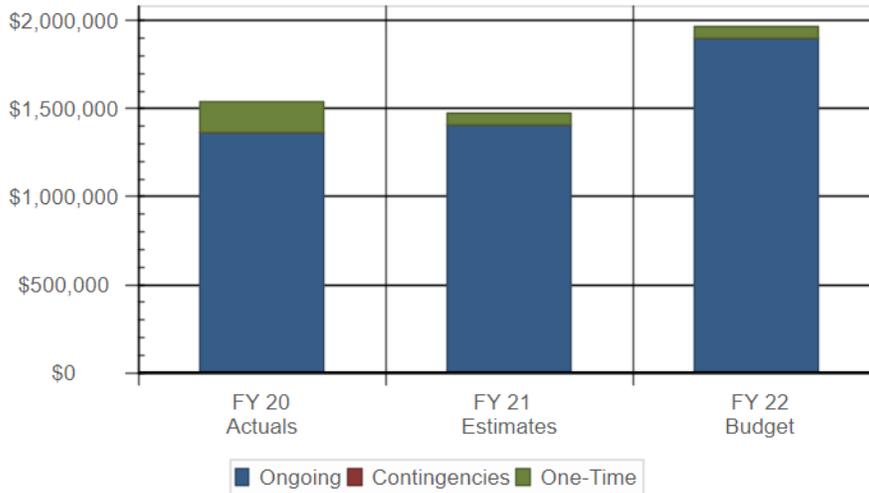
The Information Technology Department is responsible for the following program areas:

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

FY 2022 PROGRAM EXPENDITURES: \$1,968,455



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	21,520	12 %	18,500	17,190	17,670
Total Expenditures	175,370	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	\$ 61,240	35 %	\$ 58,552	\$ 55,976	\$ 55,386
Estimated Visitor Generated	\$ 113,731	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	28 %	\$ 490,260	\$ 479,940	\$ 478,326
Supplies & Services	957,325	53 %	714,333	631,505	529,772
Subtotal Direct Costs	\$ 1,467,715	82 %	\$ 1,204,593	\$ 1,111,445	\$ 1,008,098
Internal Charges	325,370	18 %	104,320	96,680	281,820
Total Expenditures	1,793,085	99 %	1,308,913	1,208,125	1,289,918
Expenditures by Fund					
Wastewater Enterprise Fund	\$ 64,865	4 %	\$ 71,690	\$ 61,445	\$ 90,992
Other Funds Portion	\$ 1,728,220	96 %	\$ 1,367,174	\$ 1,254,230	\$ 1,287,321
Funding Sources					
Funding from General Revenues:					
Estimated Resident Generated	\$ 627,580	35 %	\$ 458,120	\$ 422,844	\$ 451,471
Estimated Visitor Generated	\$ 1,165,505	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		132	132	132	120	120
Unique network devices (core network)		99	99	99	99	99
Unique other systems		118	118	118	132	132
Unique server systems (unique technologies)		93	93	93	74	74
End points served		316	316	316	328	328
	5.7 (all) / 8.3 (cities under 30,000 pop.)	13.2	13.2	13.2	9.96	9.96
Help Desk requests per end point (ICMA Benchmark 2016-2018)		4172	4172	4172	3268	3268
Help Desk requests received						
SQL databases/total size		77/528GB	77/528GB	77/528GB	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	\$4,110	\$3,860	\$3,540	\$4,630	
Ongoing Total	\$64,865	\$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	\$64,865	\$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	\$21,520	\$18,500	\$17,190	\$17,670	
Ongoing Total	\$175,370	\$167,990	\$160,330	\$158,749	
Capital & Debt Service	\$0	\$0	\$0	\$0	
Geographic Information Systems Total	\$175,370	\$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)	\$773,205	\$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	\$1,283,595	\$1,124,730	\$1,042,640	\$871,477	
Internal Charges	\$321,260	\$100,460	\$93,140	\$277,190	Budget Increase: Reinstated equipment replacement reserve.
Ongoing Total	\$1,604,855	\$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	\$1,728,220	\$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	\$859,870	\$725,300	\$638,555	\$461,458
Direct Costs (Ongoing) Subtotal	\$1,498,200	\$1,339,050	\$1,240,685	\$1,062,518
Internal Charges Subtotal	\$346,890	\$122,820	\$113,870	\$299,490
Ongoing Subtotal	\$1,845,090	\$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	\$1,968,455	\$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	\$859,870	\$725,300	\$638,555	\$461,458	
Direct Costs (Ongoing) Subtotal	\$1,498,200	\$1,339,050	\$1,240,685	\$1,062,518	
Internal Charges Subtotal	\$346,890	\$122,820	\$113,870	\$299,490	
Ongoing Subtotal	\$1,845,090	\$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	\$1,968,455	\$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