

AGENDA



8:00 A.M.

CITY COUNCIL BUDGET WORK SESSION

WEDNESDAY, MAY 18 & THURSDAY, MAY 19, 2022

NOTES:

- Meeting room is wheelchair accessible. American Disabilities Act (ADA) accommodations are available upon request. Please phone 928-282-3113 at least two (2) business days in advance.
- City Council Meeting Agenda Packets are available on the City's website at:

www.SedonaAZ.gov

THE MEETING CAN BE VIEWED LIVE ON THE CITY'S WEBSITE AT WWW.SEDONAAZ.GOV OR ON CABLE CHANNEL 4.

GUIDELINES FOR PUBLIC COMMENT

PURPOSE:

- To allow the public to provide input to the City Council on a particular subject scheduled on the agenda.
- This is not a question/answer session.
- The decision to receive Public Comment during Work Sessions/Special City Council meetings is at the discretion of the Mayor.

PROCEDURES:

- Fill out a "Comment Card" and deliver it to the City Clerk.
- When recognized, use the podium/microphone.
- State your:
 1. Name and
 2. City of Residence
- Limit comments to **2 MINUTES**.
- Submit written comments to the City Clerk.

1. CALL TO ORDER/PLEDGE OF ALLEGIANCE/MOMENT OF SILENCE

2. ROLL CALL

3. SPECIAL BUSINESS

Work Session regarding City of Sedona budget for Fiscal Year 2022/2023. **The Council may take action to give direction regarding amendments or changes to the proposed City budget or Capital Improvements Plan.**

- a. Public Comment: Public comment on all budget items will be taken at the outset of the meeting. Each person commenting will have a maximum of two minutes. The entire period for the public comment will not exceed thirty minutes.
- b. An introduction to and overview of the 2022/2023 Fiscal Year Budget process will be presented and discussed.
- c. An overview of departmental budgets will be presented and reviewed with any departments requested by the City Council.
- d. An overview of the overall City budget and strategic budget issues for FY 2022/2023 will be presented and discussed.
- e. An overview of the Fund Summaries will be presented and discussed.
- f. An overview of the Capital Improvements Plan will be presented and discussed.
- g. Recap and review of overall budget, decision packages, capital improvement projects, and financial impacts will be presented and discussed.
- h. Items not completed on Wednesday, May 18, 2022, will be carried over to Thursday, May 19, 2022 beginning at 8:00 a.m.

4. EXECUTIVE SESSION

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

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

5. ADJOURNMENT

Posted: 05/12/2022

By: DJ

JoAnne Cook, CMC
City Clerk

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

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

**CITY COUNCIL CHAMBERS
102 ROADRUNNER DRIVE, SEDONA, AZ**

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

ANNUAL BUDGET



CITY OF SEDONA
FISCAL YEAR 2022/23

Proposed Budget

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BUDGET BOOK LAYOUT

The budget books are organized as follows:

- Tab 1 PowerPoint Presentation – Hard copies of the PowerPoint presentation will be provided to Council members at the meeting on April 20. This tab has been provided as a placeholder.
- Tab 2 Overview – This section includes the budget memo that provides an overview of the FY 2023 Proposed Budget and areas that Council may wish to provide further direction.
- Tab 3 Community Input – This section includes the following input received from the community regarding desired services and service levels:
 - Summary of the community budget survey results (pages CI-1 through CI-53)
- Tab 4 Overall Summaries – This section includes several summary schedules and other information applicable to the overall budget:
 - Summary of all funds for the FY 2023 Proposed Budget that includes revenues, expenditures, transfers and other financing sources and uses, and beginning and ending fund balances (page SUM-1)
 - Summary of overall budget changes for FY 2023 compared to FY 2022 (page SUM-2)
 - Summary of inter-fund transfers (pages SUM-3 through SUM-4)
 - Summary of all positions/full-time equivalents (FTEs) with comparisons to prior years (pages SUM-5 through SUM-12)
 - Summary of all Budget Carryover requests (page SUM-13)
 - Summary of all Decision Package requests (page SUM-14)
 - Description and explanation of internal charges, including indirect cost allocations and contributions to reserves (pages SUM-15 through SUM-18)
- Tab 5 Fund Summaries – This section includes summaries of each City fund that include revenues, expenditures, transfers and other financing sources and uses, and beginning and ending fund balances:
 - General Fund summary (pages FUNDS-1 through FUNDS-3)
 - Streets Fund summary (page FUNDS-4)
 - Affordable Housing Fund summary (page FUNDS-5)
 - Grants, Donations, & Restricted Funds summary (pages FUNDS-6 through FUNDS-7)
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 - Wastewater Enterprise Fund summary (pages FUNDS-13 through FUNDS-14)
 - Information Technology Internal Service Fund summary (page FUNDS-15)

BUDGET BOOK LAYOUT

continued

- Tab 6 Capital Improvement Projects – This section includes the 10-year Capital Improvement Plan (CIP) budget:
 - Priority definitions used for ranking CIP projects (page CIP-1)
 - Summary of all CIP projects included in the 10-year plan (pages CIP-2 through CIP-6)
 - Summary of CIP project budget changes (page CIP-7 through CIP-8)
 - Capital projects detail sheets for only those projects included in the first three funded years have been included in each individual department section.

- Tabs 7-22 Individual Department Budgets – Each of the department budgets are organized in a similar fashion. Pages are numbered separately for each section. Each department’s budget includes the following:
 - Overall department narrative – Each department narrative is organized similarly with some variations of this general structure. These generally include the following:
 - Department’s mission statement
 - Description of the department
 - Pie chart of the FY 2023 Proposed Budget expenditures by program
 - Graph of ongoing vs. one-time expenditures for FY 2021 actuals, FY 2022 estimates, and FY 2023 Proposed Budget

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

 - FY 2022 accomplishments for the program

 - FY 2023 objectives for the program

BUDGET BOOK LAYOUT

continued

- Workload indicators and/or performance measures, which include the following:
 - Benchmarks when available – most are from ICMA
 - Projections/targets for FY 2023
 - Projections/targets for FY 2022 determined in last year's budget process
 - Current estimates of results for FY 2022
 - Actual results for FY 2021 and FY 2020
- Decision packages requested by the department, if any
- Capital improvement projects requested by the department, if any



FY 2023 Proposed Budget Memo

To: Mayor Moriarty & City Council
Thru: Karen Osburn, City Manager
Joanne Keene, Deputy City Manager
From: Cherie R. Wright, Director of Financial Services
Subject: Submittal of Fiscal Year 2022-23 Proposed Budget
Date: May 14, 2022

We are pleased to submit to the City Council the Fiscal Year (FY) 2023 Proposed Budget. This memo is intended to cover all the key highlights of the budget.

Some of the noteworthy items discussed include:

- Significant increases in capital improvement costs
- Potential debt financing for real estate/land acquisition
- Increases to the public transit program for full-year cost of trailhead shuttles and implementation of the micro-transit services
- Implementation of the salary study
- Reduction in budget amount for Sedona Chamber of Commerce & Tourism Bureau (SCC&TB) agreement
- Significant surpluses to be allocated to the highest priorities
- Significant increases in sales and bed tax revenues
- Loans to certain funds to cover deficits
- Allocation of Sedona in Motion (SIM) projects to capital reserves due to inadequate balances in Transportation Sales Tax Fund
- Significant community input

In addition, there are several Decision Packages recommended. Further details are available in the remainder of the budget book.

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

Budget Summary

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

Total proposed Operating budget is \$48,310,010.
Total proposed Capital Improvement budget is \$62,114,550.

COMPARISON OF BASE AND TOTAL EXPENDITURES TO PRIOR YEAR (In Thousands)

	FY 2022 Budget	FY 2023 Base	Incr./ (Decr.)	%	Decision Packages	Total FY 2023 Proposed
Ongoing:						
Personnel	\$15,867	\$17,180	\$1,313	8%	\$973	\$18,153
Operations	14,201	16,032	1,831	13%	272	14,021
Subtotal Operational Costs – Ongoing	30,068	33,212	3,144	10%	1,244	34,457
One-Time:						
Personnel	38	121	83	218%	3	124
Operations	2,273	2,613	340	15%	508	3,121
Subtotal Operational Costs – One-Time	2,311	2,734	423	18%	511	3,245
Subtotal All Operational Costs	32,379	35,947	3,568	11%	1,755	37,702
Capital Improvement Projects ¹	19,844	62,115	42,271	213%	-	62,115
Debt Service	5,830	7,813	1,986	34%	-	7,813
Contingencies	4,641	2,795	(1,846)	(40%)	-	2,795
Grand Totals	\$62,693	\$108,669	\$45,976	73%	\$1,755	\$110,424

The FY 2023 base budget includes the following changes:

- **Base Operational Costs (increase 11%)** – Personnel costs increased due to pay adjustments, salary study adjustments and changes in insurance and pension rates. Other operating costs increased largely due to implementation of the transit system for a full year of trailhead shuttles and the initiation of the micro-transit program.
- **Capital Improvement Projects (increase 213%)** – The increase is largely due to the increases in traffic improvements including the construction of the Uptown parking garage, increases in wastewater capital infrastructure needs, and an increase for real estate/land acquisition for strategic protection of the City’s future development.
- **Debt Service (increase 34%)** – The increase is largely due to the bonds issued in March 2022 for Sedona in Motion projects and a placeholder for possible debt related to real estate/land acquisition.
- **Base Contingencies (decrease 40%)** – The decrease is due to the reduction of the placeholder for expenditure of the American Rescue Plan Act (ARPA) funding, reduction of the placeholder for expenditure of affordable housing program funds, and elimination of the contingency for the Tourism Bureau contract.

Largest increase is in
Capital Improvement
Projects.

Further discussion on the budget changes begins on page 5 of this memo.

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

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

COMPARISON OF TOTAL OTHER FINANCING USES BUDGET TO PRIOR YEAR

(In Thousands)

	FY 2022 Budget	FY 2023 Proposed	Increase/ (Decrease)	%
Payment to Refunded Bond Escrow Agent	\$9,000	\$ -	\$(9,000)	(100%)

State statutes require budgeting for certain Other Financing Sources (Uses).² The prior year budget included a refunding of the Series 2012 Bonds. No refunding is expected for FY 2023.

Balanced Budget

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

Proposed budget is balanced.

TOTAL FUNDING SOURCES AND USES

(In Thousands)

FY 2023 Proposed Budget	Revenues & Other Sources (Uses) of Funds	Expenditures
Total Revenues and Expenditures	\$80,052	\$110,425
Plus: Use of Accumulated Balances		
Streets Fund – Use of funding received in prior years for dedicated purposes	547	-
Affordable Housing Fund – Use of funding received in prior years for dedicated purposes	856	-
Grants, Donations & Restricted Funds – Use of funding received in prior years for dedicated purposes	1,793	-
Transportation Sales Tax Fund – Net use of accumulated balances set aside for anticipated capital projects and implementation of public transit system	5,668	-
Capital Improvements Fund – Net of use of accumulated balances set aside for anticipated capital project costs	27,702	-
Development Impact Fee Funds – Use of accumulated balances set aside for funding of capital projects restricted to funding of growth-related projects	4,726	-
Art in Public Places Fund – Use of accumulated balances set aside for funding of capital projects dedicated to funding of public art	323	-
Wastewater Enterprise Fund – Use of accumulated balances set aside for anticipated capital project costs	4,252	-
Total Use of Accumulated Balances	45,869	-
Less: Additions to Accumulated Balances		
General Fund – Addition to reserves and surplus balances available to be assigned	15,248	-
Information Technology Internal Service Fund – Addition to reserves	248	-
Total Additions to Accumulated Balances	15,496	-
Totals	\$110,425	\$110,425

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

Pending Budgetary Items

The following is a summary of some of the pending budgetary items:

- **Allocation of surplus balances** – The FY 2021 General Fund actual surplus was \$12.2 million. Based on the Council-adopted Fund Balance Policy, surpluses are designated or appropriated in the next budget cycle.³ Council may also choose to allocate projected surpluses for FY 2022 (\$15.6 million) and FY 2023 (\$14.7 million). Some suggestions for utilizing these surpluses are:
 - Cover shortage for projected capital reserve needs (less annual transfer amount of \$2.5 million to be made in FY 2024) of \$9.1 million for FY 2024; however, this is dependent on whether monies budgeted for real estate/land acquisition in PW-05 are spent as budgeted
 - Set aside for a projected loan of \$2.6 million to the Development Impact Fees Funds for FY 2024
 - Transfer to Capital Improvements Fund for projected capital reserve needs (less annual transfer amount of \$2.5 million to be made in FY 2025) of \$10.7 million for FY 2025
 - Transfer to Affordable Housing Fund
 - Transfer to Public Transit Fund
 - Reserve for other Council priorities such as the sustainability program or economic diversification program
 - Pay down unfunded the Public Safety Personnel Retirement System (PSPRS) liability (\$5.8 million as of June 30, 2021)

Surpluses could be used for any combination of these options or other options not on the list. The Policy identifies the highest priority for use of surpluses to eliminate shortfalls in other funds.

- **Sedona Chamber of Commerce & Tourism Bureau (SCC&TB) Agreement** – The FY 2023 Proposed Base Budget may need to be updated once negotiations are complete for the Sedona Chamber of Commerce & Tourism Bureau (SCC&TB) agreement.
- **American Rescue Plan Act (ARPA)** – The FY 2020 Proposed Base Budget includes a contingency amount of \$1.0 million, allocation of \$1.9 million to wastewater capital improvements, and \$494,000 for the City's portion of the Final Mile broadband contribution. ARPA monies must be obligated by December 31, 2024.
- **Congressionally Directed Funding** – Applications have been submitted for the transit operations & maintenance facility design, the Forest Road extension, and the major lift stations upgrades. No assumptions of funding awards have been included at this time.
- **Coconino County ARPA Funding** – Coconino County has offered grants of ARPA funding. Applications have been submitted for the evacuation modeling project and additional trailhead shuttles. No assumptions have been included of awards.

³ See pages 6-7 of the Fund Balance Policy available at <https://www.sedonaaz.gov/your-government/departments/financial-services/financial-policies>.

Significant Budgetary Changes

Salary and benefit changes

- Each year, we typically use the December Western Region CPI to adjust the pay scale. For December 2021, the CPI was 7.1%. The adjustment to the pay scale has been capped at 5%. But, there were very significant changes from the salary study with many positions moving one to two ranges, and a separate Police Department pay scale not tied to the overall City pay scale was created. All employees will be shifted to a July 1 evaluation date, and a review is being conducted of where everyone is within their range and how they compare to others within the same range. High performers will be bumped up if it seems they are too low in the range compared to others. As a placeholder, overall increases of 10% have been included for smaller departments and 8% for larger departments that always have vacancy savings.
- To help account for any excess in the blanket pay adjustment increases, the estimated vacancy savings offset was increased from approximated \$240,000 to \$500,000.
- Medical insurance rates increased approximately 6%.
- The Arizona State Retirement System (ASRS) contribution rates decreased from 12.41% of wages to 12.17%.
- While the Public Safety Personnel Retirement System (PSPRS) minimum contribution rates changed from 37.07% of wages to 34.47%, the level-funding approach is continued in the FY 2023 Proposed Budget. The level-funding has been increased from \$1.0 million to \$1.1 million. In addition, the budget includes an assumption of Prop 207 funding to supplement the payment toward the PSPRS unfunded liability. The level-funding calculations will be reviewed again each year with updated data during the annual budget process.
- The City's worker's compensation rates are not expected to change for FY 2023.
- A schedule of the positions and full-time equivalency with a comparison to prior years has been included in the Overall Summaries section on pages SUM-5 through SUM-12.

FY 2023 includes implementation of the salary study.

PSPRS level-funding included at \$1.1M.

Operations changes

- The FY 2023 Proposed Budget reflects the recommendations of the work group regarding the agreement with the Sedona Chamber of Commerce & Tourism Bureau (SCC&TB). The SCC&TB budget is approximately \$570,000 less than the prior year. The amount may need to be revised once negotiations with SCC&TB are complete.
- Transit operating costs were increased by \$1.4 million to reflect a full year of trailhead shuttle costs and the implementation of the micro-transit service.
- Vehicle fuel costs were increased approximately \$204,000 for FY 2023 based on an analysis of year-to-date costs and projected increases in gasoline and diesel rates.

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

- Indirect cost allocations for Information Technology costs increased approximately \$566,000 as a result of increases in equipment replacement costs, an added position, and corrections to prior year calculations.
- Lease payments increased approximately \$143,000 primarily for lease purchase agreements for trailhead shuttles and micro-transit vehicles.

Capital Improvement Projects changes

- The Capital Improvement Projects budget includes \$24.3 million of projects carried over from FY 2022 either as a result of project delays for a variety of reasons or because the project was planned for multiple years. Approximately \$37.8 million is included for projects programmed to begin in FY 2023 or added costs for projects already started. The following table summarizes the FY 2023 budget amounts by category.

FY 2023 CAPITAL IMPROVEMENT PROJECTS BY CATEGORY
(In Thousands)

	Carryover	New Appropriation	Proposed Budget
Arts & Culture	\$ 302	\$ 58	\$ 361
Municipal Court	102	-	102
Parks & Recreation	136	489	625
Police	132	994	1,126
Public Transit	954	75	1,029
Public Works	50	20,160	20,210
Sedona in Motion (SIM)	20,324	9,417	29,741
Storm Drainage	648	392	1,040
Streets & Transportation	-	450	450
Sustainability	-	120	120
Wastewater	1,692	5,618	7,310
Grand Totals	\$24,341	\$37,774	\$62,115

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

Debt Service changes

- The budgeted debt service expenditures are based on the debt retirement schedules for the outstanding bond issues. A Debt Service narrative has been included in the General Services departmental budget section.
- The Series 2022 Bonds payment included for FY 2023 is \$1.2 million.
- The placeholder for potential bonds issued for real estate/land acquisition is \$1.0 million.

Contingencies changes

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

FY 2023 CONTINGENCIES BY TYPE

(In Thousands)

	FY 2023 Proposed	FY 2022 Budget	Increase/ (Decrease)
General Operating – General Fund	\$ 200	\$ 125	\$ 75
General Operating – Wastewater Fund	100	100	-
Judgements	100	100	-
Affordable Housing	850	2,100	(1,250)
ARPA Funding	1,045	1,727	(682)
Unknown Grants	500	239	261
SCC&TB Contract	-	250	(250)
Grand Totals	\$2,795	\$4,641	\$(1,846)

- The general operating contingency for the General Fund was reinstated to \$200,000. FY 2022 included a transfer of contingency of \$75,000 for a legislative advocate.
- The contingency for the Affordable Housing Fund was decreased to balance of the fund to allow for maximum ability to move forward with housing program initiatives.
- The contingency for the ARPA funding is based on the balance of funding not yet allocated.
- The unknown grants contingency was increased from the annual amount of \$300,000 to \$500,000. FY 2022 included a transfer of contingency of \$61,000 for a grant to purchase two motorcycles.
- The contingency for the Tourism Bureau contract of \$250,000 was eliminated for FY 2023.

Capital Improvement Projects

The Capital Improvements Plan (CIP) has been mostly balanced with anticipated funding and available reserves for the first three years of the plan.⁴ The plan has been presented with details for the first three funded years, with the remaining seven years of the 10-year plan consolidated in one column as “Future Years.” For the remaining seven years, primarily restricted funding sources have been identified with unrestricted funding sources identified for some projects that will be begin in earlier years. See the Capital Improvement Projects section, pages CIP-2 through CIP-6 for a summary of the projects included.

The 10-year plan is summarized in the following table.

⁴ See the Reserves section of this memo starting on page 12 for discussion regarding potential loans to the Development Impact Fees Funds and the Art in Public Places Fund, as well as additional funding needed for the Capital Improvements Fund.

10-YEAR CAPITAL IMPROVEMENT PLAN⁵

(In Thousands)

	Projects Proposed	Estimated Net Carryover to Following Year ⁶	Proposed Budget
FY 2023	\$ 62,453	\$ -	\$ 62,453
FY 2024	20,944	-	20,944
FY 2025	11,717	-	11,717
Future Years ⁷	58,492	-	58,492
Grand Totals	\$153,606	\$ -	\$153,606

The following table summarizes the funding sources identified for the FY 2023 projects.

FY 2023 CAPITAL IMPROVEMENT PROJECTS BY FUNDING SOURCE⁸

(In Thousands)

	Projects Proposed	Estimated Net Carryover to Following Year ⁹	Proposed Budget
Capital Reserves ¹⁰	\$14,159	\$ -	\$14,159
Debt Financing ¹¹	28,471		28,471
Transportation Sales Tax	8,493	-	8,493
Wastewater Reserves and Equipment Replacement Reserve	5,396	-	5,396
Development Impact Fees	2,764	-	2,764
Grants	2,121	-	2,121
1% for Arts	361	-	361
Community Facilities Districts	303	-	303
Yavapai County Flood Control	300	-	300
Court Restricted Revenues	85		85
Grand Totals	\$62,453	\$ -	\$62,453

Of the \$62.5M CIP budget, only \$19.6M funded by capital and wastewater reserves.

The following table summarizes the FY 2023 projects by how they are managed.

⁵ Includes the full Capital Improvement Plan including projects funded by the Community Facilities Districts.

⁶ Typically, estimations of project balances not completed as of year-end and carried over to the following fiscal year are entered as offsets to the budget totals. Due to the significance of projects and uncertainty of how much could be carried over, no offsets are included for the FYs 2023-2032 CIP.

⁷ Includes \$20.5 million of unfunded projects. Many of these projects can be partially funded with restricted funding sources. Approximately \$1.4 million of restricted funding sources are anticipated to be available, leaving \$19.2 million with no funding source identified.

⁸ The debt financing covers a portion of the costs for the Uptown parking garage, pedestrian crossing at Oak Creek, Forest Road extension, and potential real estate/land acquisition.

⁹ The carryovers were assumed to be SIM projects as was done in prior years' budgets. The actual carryovers may vary depending on the projects delayed.

¹⁰ Due to inadequate balances in the Transportation Sales Tax Fund, \$1.9 million of the costs for the Uptown parking garage have been budgeted as funded with capital reserves.

¹¹ Assumes the \$25 million from the bonds issued in March 2022 will be fully spent by June 30, 2023.

FY 2023 CAPITAL IMPROVEMENT PROJECTS BY HOW MANAGED

(In Thousands)

	Projects Proposed	Estimated Net Carryover to Following Year	Proposed Budget
Managed by Public Works engineers	\$34,215	\$ -	\$34,215
Managed by Wastewater Dept	7,310	-	7,310
Managed by consultants and other City staff	20,928	-	20,928
Grand Totals	\$62,453	\$ -	\$62,453

Of the \$62.5M CIP budget, \$28.2M is over and above projects managed by Public Works engineers.

CIP Priorities

Departments were given instructions to use the definitions included in the Capital Improvement Projects section, page CIP-1, of the budget book when ranking projects. Several changes were made to the definitions from the prior year and a red-line version has been provided.

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

Several changes made to CIP priority definitions.

Decision Packages

The FY 2023 Proposed Budget includes the recommended Decision Packages. A list of all of the Decision Package requests has been included in the Overall Summaries section on page SUM-14. The list includes comments regarding the recommendations of the City Manager. Each Decision Package request form is included in the applicable department budget section.

Carryover Requests

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

The Proposed Budget includes \$78,040 of General Fund budgeted operating projects, \$20,000 of Grants, Donations, & Restricted Funds budgeted operating projects, \$18,000 of Public Transit Enterprise Fund budgeted operating projects, \$167,500 of Wastewater Enterprise Fund budgeted operating projects, and \$23,600 of Information Technology Internal Service Fund budgeted operating projects to be carried over to FY 2023. A schedule has been included in the Overall Summaries section on page SUM-13 detailing each of these carryovers.

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

Internal Charges

The Proposed Budget includes a cost category labeled internal charges. These costs include indirect cost allocations, equipment replacement reserve funding, and wastewater major maintenance reserve funding. For more detailed discussion of the internal charges, see the Internal Charges Descriptions in the Overall Summaries section on pages SUM-15 through SUM-18.

Revenues and Other Financing Sources

The increases and decreases in the FY 2023 Proposed Revenue and Other Financing Sources Budget are as follows:

COMPARISON OF TOTAL REVENUES AND OTHER FINANCING SOURCES TO PRIOR YEAR

(In Thousands)

	FY 2023 Proposed	FY 2022 Budget	Increase/ (Decrease)	%
Revenues				
City Sales Taxes	\$36,570	\$27,971	\$8,599	31%
Bed Taxes	10,232	7,029	3,203	46%
State Shared Revenues	5,301	4,313	988	23%
Other Intergovernmental	2,537	5,135	(2,598)	(51%)
Wastewater Charges for Services	6,248	6,047	201	3%
Other Miscellaneous	8,638	7,061	1,577	22%
Contingent Revenues	500	239	261	109%
Subtotal Revenues	\$70,026	\$57,795	\$12,230	21%
Other Financing Sources				
Bonds Issued	10,000	9,000	(1,000)	10%
Grand Totals	\$80,026	\$66,795	\$11,230	17%

City Sales & Bed Taxes

Sedona has experienced a significant influx of tourism in addition to significant inflationary increases creating the highest level of sales and bed tax revenues for the first 9 months of the fiscal year ever experienced. The comparison of sales and bed tax revenues to last year and current year budget projections as of March 2022 are as follows:

*Sales and bed tax
as of March 2022
exceed prior
historical levels.*

INCREASES IN CITY SALES & BED TAX REVENUES AS OF MARCH 2022

(In Thousands)

	Over FY 2022 Budget	%	Over FY 2021 Actuals	%
City Sales Taxes	\$3,972	20%	\$4,419	23%
Bed Taxes	1,508	31%	1,534	32%
Grand Totals	\$5,479	22%	\$5,954	25%

The projections for FY 2022 are based on data through February 2022 and the following assumptions for the remainder of the fiscal year:

- Sales tax for March-June was projected to be 15% higher than last year.
- Bed tax for March-June was projected to be 20% higher than last year.

The projected increases for FY 2023 are as follows:

**ASSUMED FY 2023 INCREASES
CITY SALES & BED TAX REVENUES**
(In Thousands)

	FY 2023 Projection	FY 2022 Estimate	Increase	%
City Sales Taxes	\$36,570	\$33,820	\$2,750	8%
Bed Taxes	10,232	9,302	930	10%
Grand Totals	\$46,802	\$43,122	\$3,680	9%

*Sales tax
projected 8%
higher and bed
tax projected
10% higher than
FY 2022.*

State Shared Revenues

While projected at 24% higher than the FY 2022 budget amount, state shared sales taxes are projected at a 4% increase compared to FY 2022 estimates. This was based on an assumed reduced share of the pie¹², but a larger pie.

The FY 2023 state shared income taxes will be based on 2021 income taxes. The FY 2022 state shared income taxes are projected to increase significantly compared to FY 2022 estimates based on a substantial increase in the pie, projected by the State at 46%.

State share gas tax (HURF monies) are projected as flat compared to FY 2023 estimates but 26% higher than the FY 2022 budget amount. While have gasoline prices increased substantially, a conservative estimate was used in case of a drop in gasoline prices, a reduction in fuel usage as more vehicles are replaced with hybrid and electric, and Sedona's reduced share of the pie.

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

Other Intergovernmental

*FY23 includes the
second half of ARPA
funding of \$1.7M.*

The FY 2023 Proposed Budget includes the second half of American Rescue Plan Act (ARPA) monies of \$1.7 million. While Congressionally Directed Funding of \$1.4 million was included in the FY 2022 Budget and funding has been requested for FY 2023, no assumptions of funding awards have been included at this time. In addition, grants for the transit system of approximately \$1.0 million were included in the FY 2022 Budget; however, the FY 2023 Proposed Budget only includes a projection of approximately \$360,000.

Wastewater Charges for Services

The FY 2023 Proposed Budget does not include any assumptions for rate increases and just the normal adjustments to accounts for changes in rate categories. Based on long-range forecasts and assumptions of increased construction and equipment costs, it is possible that rate increases will be needed in the next year or two. The plan is to complete the wastewater rate study as soon as staff capacity is available.

Please see the Wastewater Enterprise Fund in the Fund Summaries on pages FUNDS-13 through FUNDS-14 for the amounts budgeted and projected.

¹² Since Sedona's population has decreased while the population of other municipalities in the State have increased, Sedona's share of the state shared revenues is reduced.

Other Miscellaneous

Other Charges for Services. Internal charges for the Information Technology Fund are estimated approximately \$566,000 higher than the FY 2022 budget as a result of increases in equipment replacement costs, an added position, and corrections to prior year calculations.

Capacity Fees. Capacity fees are estimated approximately \$452,000 higher than FY 2022 budget. This is based on rough estimates of possible projects and the new capacity fee rate structure.

Contingent Revenues

The contingent revenue of \$500,000 is an offset for the contingency in the Grants & Donations Funds to allow for expenditures related to any new grants or donations received.

Other Financing Sources

The FY 2022 budget included \$9.0 million for the issuance of refunding bonds to refinance the Series 2012 Bonds for a savings of approximately \$732,000. The FY 2023 Proposed Budget includes \$10.0 million for the potential issuance of bonds for real estate/land acquisition.

FY 2023 includes \$10M for potential bond issuance.

Fund Transfers

The Proposed Budget includes regular ongoing transfers between funds similar to prior years. The following one-time transfer was also included:

- Transfer \$1.9 million of ARPA funding from the Grants, Donations & Restricted Funds to the Wastewater Fund.

Additional information on fund transfers can be found in the Overall Summaries section on pages SUM-3 through SUM-4.

Reserves

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

All policy reserves are fully funded.

General Fund (total \$9.0 million)

- Operating Reserve (\$7.2 million) – This reserve is fully funded at 30% of the total adopted budgeted operating expenditures of the General Fund budget.
- Equipment Replacement Reserve (\$1.5 million) – This reserve is fully funded based on the policy requirement, which requires funding for the year to be calculated based on the annual amount of the allocation. The policy includes no provision for a “make-up” of past annual allocations before the reserve was created. It was anticipated that reserve levels would build over time. If Council chose to fund the prior years before the reserve was created, this would mean adding approximately \$669,000 to the reserve.
- Reserve for Loans (\$66k) – As discussed in the FY 2020 budget process, Council directed staff to move forward with all of the remaining roundabouts and rely on loans to the Art in Public Places Fund to cover any deficits. If capital improvement projects funded with capital reserves progress as budgeted, there will be more than sufficient monies in the Art in Public Places Fund in FY 2024 to repay the loan.

Paid parking revenues will not fully cover debt service costs. Gradual increases in rates recommended to offset the portion that would need to be covered by other General Fund revenues.

- Net Paid Parking Revenue Balance (\$280k) – The policy allows for other assignments of fund balances. There are no targets for the balance of the net paid parking revenues pledged to improvements in Uptown; however, future net paid parking revenues would be used to cover a portion of the debt service payments for the Uptown parking garage. It is projected that net paid parking revenues will cover the full amount of the debt service payments through FY 2026. When principal payments begin in FY 2027, net paid parking revenues are estimated to be short by approximately \$550,000 per year. There have been no increases in paid parking rates since the program began in June 2017. Gradual increases in rates starting as soon as possible will help offset the portion to be covered by other General Fund revenues.

After these reserves, there remains approximately \$42.5 million available in the General Fund. Of that amount, \$12.2 million represents actual surplus balances from FY 2021 discussed on page 4 of this memo.

The surpluses for FY 2022 and FY 2023 are projected amounts. Our past practice has been to wait until actual surplus balances are known prior to allocating those amounts. However, if Council would prefer to see a portion of these surpluses allocated now, we estimate that the actual surpluses would be plus or minus \$1-\$3 million each year.

Streets Fund (\$361k)

- Streets Fund Reserve (\$300k) – The average streets rehabilitation/pavement preservation costs are approximately \$1.1 million per year based on a target of an average of 4.5-5.0 miles per year. Each year, the number of miles maintained may vary based on economies of scale by performing streets maintenance in sections that make the most sense. The estimated highest cost in one year is approximately \$1.4 million. The difference in estimated highest cost and estimated average annual costs is approximately \$300,000.
- Equipment Replacement Reserve (\$61k) – This reserve is fully funded based on the policy requirement, which requires funding for the year to be calculated based on the annual amount of the allocation. The policy includes no provision for a “make-up” of past annual allocations before the reserve was created. It was anticipated that reserve levels would build over time. If Council chose to fund the prior years before the reserve was created, this would mean adding approximately \$351,000 to the reserve.

Affordable Housing Fund (\$3.9 million)

- Reserve for Loans (\$3.9 million) – This includes a projected \$3.5 million of the \$4.2 million Sunset Lofts loan to be made as of June 30, 2023. The remaining \$750,000 is expected to be loaned early in FY 2024. Also, included is \$400,000 for down payment assistance loans projected to be made in FY 2022. If additional loans will be made during FY 2023, this amount will need to be increased. A contingency budget of up to \$810,000 and can be used toward additional loans in FY 2023.

Up to \$810,000 of the contingency budget can be used toward additional down payment assistance loans.

After this reserve, the balance is a deficit of approximately \$39,000. Since the department summaries were sent out before the reconciliation process was complete, the contingency placeholder has not yet been reduced to reflect the available balance of the fund.

Currently, there are no targets for the fund balance. Once the housing program is more fully developed, staff may bring forward recommendations for reserve policies if deemed appropriate.

Grants, Donations, & Restricted Funds

The balance in the Grants, Donations & Restricted Funds is restricted to the purposes for which the monies were received: \$240,000 for court restricted purposes, \$23,000 for police programs, \$58,000 for various purposes specified by donations, and \$27,000 for Prop 207 monies designated for payment toward unfunded PSPRS liability. These balances will automatically carryover to the following fiscal year.

Transportation Sales Tax Fund

The tax has been committed by Council ordinance to transportation projects and related administrative and operational costs. The remaining fund balance will be insufficient to cover the capital project costs of \$2.8 million in the next fiscal year; however, revenues projected for FY 2024 will be sufficient to cover these costs.

SIM tax insufficient to cover project costs. Projected \$1.9M in FY23 and projected \$7.0M in FY24 will need to be paid with capital reserves.

In order to bring the costs within the fund balances available for FY 2023, a projected \$1.9 million of projects have been budgeted as a portion paid from capital reserves instead of the SIM tax for FY 2023:

- SIM-03a Uptown Parking Garage – \$1,919,000

In order to bring the costs within the fund balances available for FY 2024, a projected \$7.0 million of SIM projects have been budgeted as a portion paid from capital reserves instead of the SIM tax for FY 2024:

- SIM-03a Uptown Parking Garage – \$2,525,000
- SIM-04e Ranger/SR 179 Intersection Improvements – \$733,410
- SIM-05a Portal Lane to Brewer Road Connection – \$279,630
- SIM-11m Dry Creek Road Pathway, 89A to Two Fences – \$1,414,000
- SIM-11n Harmony Shared-Use Path and Drainage Improvements – \$404,000
- PW-05 Real Estate/Land Acquisition – \$1,600,000 (potential transit shuttle exchange and/or park-n-ride property)

After this reserve, the balance is a deficit of approximately \$15,000. Since the CIP schedules were sent out before the reconciliation process was complete, an additional adjustment to reclassify CIP expenditures to capital reserves funding will be needed to keep the balance positive. However, since CIP projects frequently do not move forward as quickly as budgeted, the extent of the deficit may not occur and the use of capital reserves funding for Sedona in Motion (SIM) projects may not be needed to the extent budgeted.

Capital Improvements Fund (\$13.2 million)

A portion of the balance in the Capital Improvements Fund is set aside to meet anticipated capital project costs in the next fiscal year. Other capital project costs are anticipated to be covered by other restricted funding sources. The remaining fund balance will be insufficient to cover \$11.6 million of the capital project costs in the next fiscal year. Of this amount, \$2.5 million can be covered by the annual transfer from the General Fund. The remaining \$9.1 million will need to be covered by an allocation of

\$9.1 million will be needed to cover FY 2024 capital project costs.

General Fund surpluses, an increase in the General Fund transfer in FY 2024, or issuance of debt financing.

Development Impact Fees Funds

Loan to DIF Funds will likely be necessary in FY 2024.

The balance in the Development Impact Fees (DIF) Funds is restricted to the purposes for which the monies were received. The remaining balance is insufficient by \$2.6 million to cover the anticipated CIP costs in FY 2024. The DIF fee study is based on assumptions of fee collections over a 10-year period. Since many of the DIF funded projects are front-loaded in the early portion of the 10-year period, a portion of the fees covering these costs will not be available until after costs are incurred. Loans may be necessary to cover deficit balances. Since CIP projects frequently do not move forward as quickly as budgeted, the extent of the deficits may not be as significant as they appear. It is projected that there will be more than sufficient surplus available in the General Fund in FY 2024 to cover the deficit in this fund.

Art in Public Places Fund

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

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

Public Transit Enterprise Fund

Change to fund balance policy for Public Transit Fund recommended.

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

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

Wastewater Enterprise Fund (total \$4.6 million)

- Operating Reserve (\$1.6 million) – This reserve is fully funded at 33.3% of the total adopted budgeted operating expenses of the fund.
- Capital Reserve (\$1.5 million) – This balance is set aside to meet anticipated capital project costs in the next fiscal year.
- Equipment Replacement Reserve (\$1.0M) – This reserve is fully funded based on the policy requirement, which requires funding for the year to be calculated based on the annual amount of the allocation. The policy includes no provision for a “make-up” of past annual allocations. If Council chose to fund the prior years before the reserve was created, this would mean adding approximately \$818,000 to the reserve.
- Major Maintenance Reserve (\$468k) – This reserve is fully funded based on the policy requirement, which requires an annual allocation of major maintenance costs over the life of the anticipated maintenance need.

After these reserves, there remains approximately \$8.3 million available in the Wastewater Enterprise Fund. The wastewater rate study is being developed with the assumption that the surplus balances will be utilized to eliminate the need for rate increases for as long as possible. With increases in construction and equipment costs, it is anticipated that a rate increase will be needed in the next year or two.

Information Technology Internal Service Fund (total \$959k)

- Equipment Replacement Reserve (\$959k) – This reserve is fully funded.

After these reserves, there remains approximately \$452,000 available in the Information Technology Internal Service Fund. Each year, the Information Technology indirect cost allocations are calculated to recover the full costs of the program based on budget amounts with the intent that any excess generated by budget savings be added to the reserve.

Revenue Forecasts

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

Community Budget Survey

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

The survey results have been included in the Community Input section of the budget book. The following summarizes the results of the 437 complete responses (down from last year's 510 complete responses):

1. Workforce housing – 71% support additional funding for the program.
2. Sustainability – 62% support continuing to prioritize funding in this area.
3. Additional shared-use paths (SUPs) and sidewalks – ranking of projects:
 - 1) Extension of Dry Creek Road SUP to SR 89A
 - 2) Andante neighborhood SUP or sidewalk
 - 3) Coffee Pot Drive SUP or sidewalk
 - 4) Mountain Shadows SUP or sidewalk
 - 5) No additional SUPs or sidewalks are needed
4. Existing shared-use paths (SUPs) used by respondents¹³:
 - 1) Thunder Mountain/Sanborn – 51%
 - 2) Sunset Park – 44%
 - 3) Tlaquepaque to Back 'O Beyond/Indian Cliffs – 39%
 - 4) Dry Creek from Two Fences to Forest Road 152 – 28%

¹³ For those respondents who had not used the SUPs, 266 comments were received. Numerous comments included just hadn't had an opportunity to use the SUPs yet, SUPs not in an area they would use, prefer trails, prefer driving, weren't aware of the SUPs, concern about tourists, and concerns about safety.

5. Property acquisition – 78% support strategic property acquisition with ranking of uses as follows:

- 1) Open space preservation
- 2) Tactical uses – transit, roadways, workforce housing
- 3) Community gathering spaces
- 4) Secure strategic locations with use to be determined

6. Ranking of priorities:

- 1) Workforce housing
- 2) Sustainability
- 3) Broadband
- 4) Shared-use paths and sidewalks
- 5) Property acquisition

There were 247 of the respondents who included additional comments. Numerous comments were related to the tourism levels, including traffic and increases in neighborhoods, short-term rentals, the Tourism Bureau contract, public transit, OHVs, preferences for resident use of trailheads, and over use of trails. Other comments were related to workforce housing, airport concerns, shared-use paths, open space preservation, homeless issues, land acquisition, community center, and focus on resident needs.

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

Budget Calendar

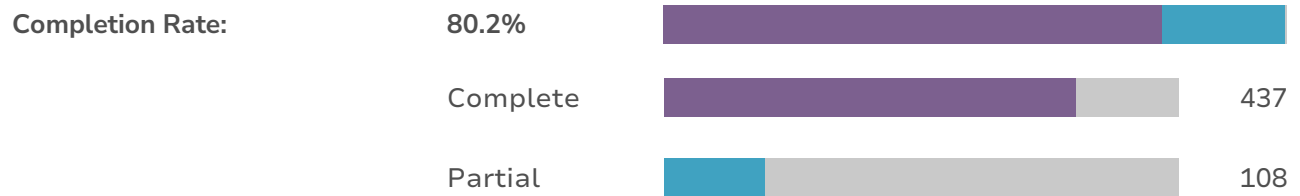
The remainder of the budget process has been scheduled as follows.

FY 2023 BUDGET PROCESS COUNCIL MEETINGS

	Dates	Legal Requirement
Tentative City Budget Adoption	June 28, 2022	Must be no later than 3 rd Monday in July
Tentative CFD Budget Adoption	June 28, 2022	Must be no later than July 15
Final City Budget Adoption	August 9, 2022	Must be in a special meeting
Final CFD Budget Adoption	August 9, 2022	Must be no later than October 1

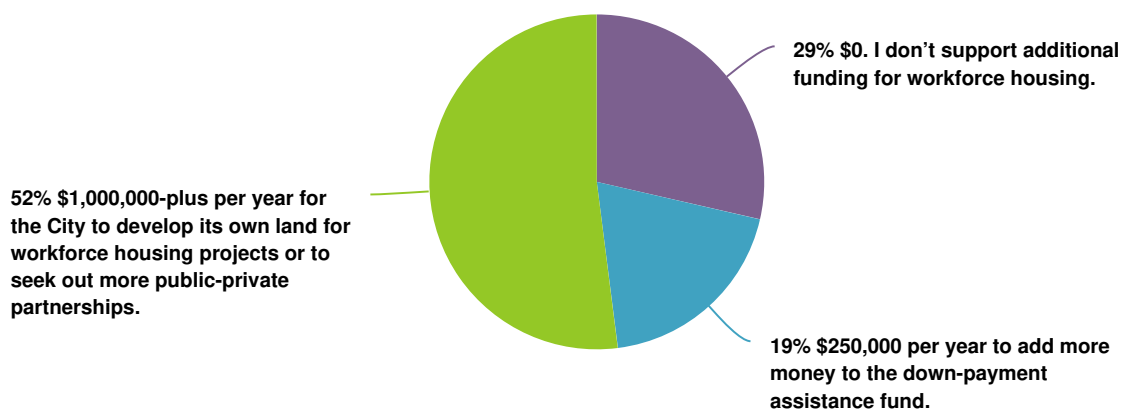
Report for Budget Survey Fiscal Year 2023

Response Counts



Totals: 545

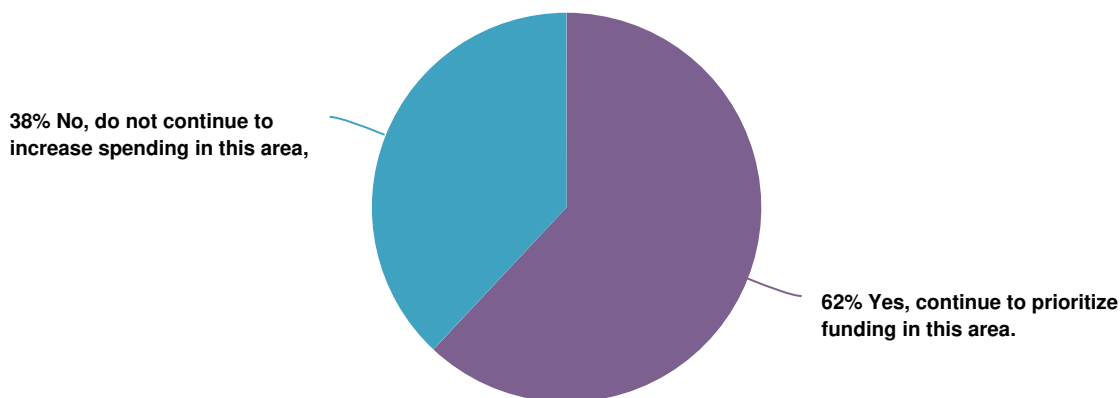
1. Workforce Housing Workforce housing continues to be one of the biggest issues facing Sedona. Because of this, the City completed three major initiatives: The hiring of a shared housing manager with the City of Cottonwood. A down payment assistance program to help Sedona workforce purchase a home in the Verde Valley. A public-private partnership with Sunset Lofts, LLC for the development of a 46-unit apartment complex dedicated to local workforce. However additional projects could be pursued in 2022. Question at hand Recognizing the more that is allocated towards this topic, the faster the City can complete projects, what level of funding do you support to tackle workforce issues?



Value	Percent	Responses
\$0. I don't support additional funding for workforce housing.	28.6%	134
\$250,000 per year to add more money to the down-payment assistance fund.	19.4%	91
\$1,000,000-plus per year for the City to develop its own land for workforce housing projects or to seek out more public-private partnerships.	52.0%	244

Totals: 469

2. Sustainability In 2021, the City adopted the Climate Action Plan, setting a community-wide goal of reducing Sedona emissions by 50 percent by the year 2030. In 2021, the City accomplished 16 sustainability initiatives, including: Partnered with local governments to launch the Northern Arizona Solar Co-op, offering rooftop solar to 227 businesses and homeowners across the region. Completed the Green Fleet Plan to electrify the City’s vehicle fleet. Kept 12,900 pounds of hazardous and 11,438 pounds of electronics waste out of landfills at the Household Hazardous Waste and Electronics Collection event. The CAP includes 50 actions over five sectors that the City and partners will take to reduce greenhouse gas emissions and adapt to climate change, and will require significant City funding. Question at hand Do you support continued aggressive climate action initiatives even if it means spending \$1 million a year or more?



Value	Percent	Responses
Yes, continue to prioritize funding in this area.	62.0%	289
No, do not continue to increase spending in this area,	38.0%	177

Totals: 466

3. Shared-use Paths and Sidewalks There are several shared-used pathways and sidewalks throughout Sedona that have been recently completed or are currently under design or construction including Dry Creek Road, Thunder Mountain/Sanborn roads, Chapel Road, Soldiers Pass Road, Navoti Drive to Dry Creek Road, and the new Forest Road connection. On average, a shared-use path/sidewalk costs \$1 million per mile. Question at hand Of the following, please rank where you see the greatest need for additional shared-used pathways or sidewalks.

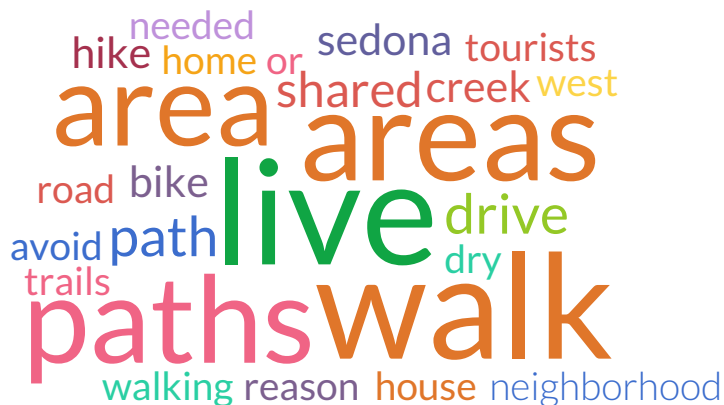
Item	Overall Rank	Rank Distribution	Score	No. of Rankings
Extension of Dry Creek Road shared-use path down to 89A	1		972	257
Andante neighborhood shared-use path or sidewalk	2		918	260
Coffee Pot Drive shared-use path or sidewalk	3		913	250
Mountain Shadows Road shared-use path or sidewalk	4		704	236
No additional shared-use paths or sidewalks are needed	5		671	205

Lowest Rank Highest Rank

4. Shared-use path usage Question at hand Which shared-use paths have you used?

	Yes	No	Responses
Dry Creek Road (from Two Fence Trail to Forest Road 152) Count Row %	113 27.8%	293 72.2%	406
Thunder Mountain/Sanborn roads Count Row %	210 51.0%	202 49.0%	412
Sunset Park Count Row %	185 44.2%	234 55.8%	419
179 (Tlaquepaque to Back 'O Beyond/Indian Cliffs Road) Count Row %	165 39.5%	253 60.5%	418
Totals Total Responses			419

5. If you answered no, why not?



ResponseID	Response
12	do not frequent that area
13	Haven't had the chance to use Dry Creek yet
14	Not near my residence
16	not geographically desirable
17	just haven't had the need to walk in those areas....yet
19	It's for tourists mainly
20	No need for them. The city is destroying its neighborhoods and quality of life.
21	The cement is too hard on the body to walk on. I use the trails.
23	Nt interested in those paths.
25	I don't work on that end of dry Creek Road I typically park my vehicle Atefeh Canyon Trail head.
26	Not in the area
28	I drive where I need to go
33	I don't use them because I'm trying to navigate through town in my vehicle. I don't bike or walk around town.

ResponseID Response

35 didnt know about them

36 Not walking in those area's

38 I am rarely in those areas.

43 No need, the path is way too short.

46 we either drive or do not travel those areas

47 no parking at the start

50 Haven't had the opportunity

51 We don't go where all the massive crowds are.

56 We live in West Sedona and the other paths are not near.

58 wasnt aware there was one off tlaqupaqe but biking to there from uptown is not ideal and a parking garage will make that connection to get to on bike more difficult

59 Usually driving

62 I don't live in any of those areas

64 Don't hike out there often anymore because of the high degree of use

65 I hike strenuous trails 3 times a week, yet these paths do not service any hike I like. I so think that a path from 89a to the new path at Two fences has the potential to help IF the tourists can be educated and no parking is enforced. Worth all that??

67 No need

68 I think there are more important issues

70 N/A

71 Do not walk in those areas

72 Don't go in those areas as they are to busy.

74 I live off Schnebly Hill don't use those paths.

78 I drive to trailheads for hiking. Do not walk on these roads.

ResponseID Response

85 Not convenient

87 Not in my neighborhood

88 Lack of parking and no need based on where I live.

89 I don't live in these areas.

93 too far from my house

95 The shared use paths are the best! Thanks for investing in them.

96 sanborn/thunder mountain is completed sunset park not as important as the 2 yes

97 I literally despise going near Tlaquepaque.

101 Paths not close to where I live.

107 No need to

108 not aware of them

111 Not in an area that is close to my home and easily accessible

112 Do not visit those areas

113 No knowledge of them

114 have not used these paths

115 Not in my area

119 Dry creek road is the furthest shared use path from my home so I rarely get that far on my bike. If there was a shared use path over RR Crossing or near there, I might not drive my car when I need to get out to the dry creek road area

122 1 & 3 don't hike there, 2 more direct route home, 4 didn't know it was there

123 Too much traffic to bike 179

125 Why? They aren't needed

127 74. Can't walk distances.

128 Just haven't gotten to them yet, but I will

ResponseID Response

130 New to town. So much to do!

131 have not visited those areas.

133 I didn't know they existed.

135 dont live in the area. would definitely use if nearby

138 I avoid Dry Creek Rd at all costs because of the ridiculous amount of tourist traffic on it.

139 Not convenient, don't ride bikes

143 I avoid shared use paths. Too dangerous

144 not a hiker

145 not of interest to me

146 Not a priority

148 Not a priority

149 We don't live near 179

150 Always too busy

155 Too far to walk to those locations

157 No need for paths

158 don't drive in those areas

160 haven't been walking

161 Timing is always off

162 I just have not gotten over there yet.

163 We hike in the back country. And quite frankly, you have not defined what a shared use path is.

165 We hike on the trails near our house in West Sedona. Rather than building shared use paths I would rather see cars restricted to local residents. It seems like a better use of tax \$ and would keep noisy off-road vehicles and jeep tours out of formerly quiet residential neighbourhoods where it was safe to walk on the road.

ResponseID Response

167 I live in VOC, no path to connect to the current paths. WE need a path from VOC to Back O Beyond!

169 too far away

170 Not needed

172 too busy?

174 drove to those places

175 Have not needed to walk these areas

176 Have not had the chance.

178 Don't live near there.

179 Dry Creek shared use should go to 89A

180 The shared use paths being planned are disruptive to neighborhoods and encourage tourists to walk/bike in residential neighborhoods. Please stop encouraging tourists to travel in our neighborhoods. The Sanborn path is a prime example of a path that disrupted the area for little gain.

181 Don't live, walk or bike those areas.

184 Prefer hiking on forest trails.

185 Not needed by me. The dry creek trail near fr152 seems to be a waste of money

186 Not enough time

187 I've just not had the opportunity to. However, I drive past a Dry Creek one often and think it is a great asset to the community. Thank you

189 Have not made it there.

190 We live in the Chapel area and all of the "No" areas are in residential areas of West Sedona and not convenient to us.

192 Need shared-use paths on the south side of 89A

193 don't walk much except in my neighborhood

194 Haven't spent time walking there

ResponseID Response

197 Just not around to it

198 Cost

204 Beyond our walking range.

207 I do not walk in those areas.

208 Didn't want to

210 Have not been to those places recently but would use the paths if I did.

211 no need

214 Uptown resident

217 No interest and don't live adjacent to any of these

220 Not visited that area

223 just haven't been there

225 working

226 83 years old

230 Better hiking with fewer tourists closer to my home.

231 Have not had a reason to be in those areas

233 I never see that much foot traffic and work as a local delivery driver. Likewise I saw many social media posts from local residents stating the shared use paths made walking more dangerous.

234 No need.

235 Not used enough

236 No need for me to walk there.

240 Not necessary.

241 Too many tourists driving around not paying attention to go too far from home.

242 Dry Creek is primarily for tourists

ResponseID Response

243 Haven't walked the no's

246 Did not know of them

248 Avoid high use areas due to crowds.

251 Didn't know finished

253 Don't live or use that area.

254 Too far from my house

256 dont live near there

258 Chapel Rd?????

259 health issues-balance

260 Too many tourists on weekends and holidays

264 Haven't needed them.

267 I live in West Sedona and don't have a bike so I usually just use the paths near me. I walk the Thunder Mountain/Sanborn path at least 5 times a week!

270 I simply have not used it

272 Shared use paths are completely idiotic in Sedona! With over 200 trails, people don't really want to walk along the road. Due to the heavy amount of rock and gravel in the bike paths, it's unsafe to use a "road bike" and mountain bikes are made to handle dirt trails! The comment regrading walking applies to mountain bikes as well. Stop wasting money on projects that are not well thought out, where only a very small group of people would benefit. Maybe cool your jets and see how many people actually use these roadways, before you piss away more of the taxpayers money.

276 Have not been in the specified area

277 not yet

278 There's no continuous shared path to safely get to existing shared paths.

283 What is the point of a shared use path I have to drive to get to? I have used the one on 179 because it is walkable from my house. Also, it is a reasonable shared use solution as opposed to what is proposed for Chapel Rd.

288 Handicapped

ResponseID Response

289 Haven't been there in a while

290 Haven't gotten around to using Sunset yet

293 Have to get their fea

295 I have never had a need to use them

296 I live in West Sedona

297 As a local I know to stay away from the FR152 area, lol. Pretty much the same with Back O' Beyond.

298 Not had a chance to yet.

299 I DON'T DRIVE, CAN'T GET THERE.

301 have you actually asked the residents of the areas if this is what they want?

303 Haven't had the opportunity

305 Didnt know about it

308 pedestrians and cyclists do not belong on the same pathway. Cyclists should ride the road in vehicular fashion.

309 I didn't know they were there and they don't quite take me where i need to go

313 Haven't gotten around to it. There are so many trails in the area

315 I'm just not in that area very often

317 no need. There are trails everywhere

321 I drive everywhere

323 I use the ones in my neighborhood.

329 I like them, just don't use them.

331 not in my neighborhood

332 Opportunity/time

335 I hike, don't walk the roads so much

336 Because I didn't go there

ResponseID Response

337 Parking mostly

338 Have no reason to use them and see very little usage on the 179 path

339 do not live in those areas

344 Do not live near these locations

345 not near my home

346 Had no need for it

348 I do not walk in any of these places

349 i hike elsewhere

350 When I walk, it's usually a hike in the wilderness. Enough shared pathways that reduce homeowners' land due to easements. Public transportation is much more useful to reducing emissions and major traffic jams.

357 Don't live in that neighborhood

358 They haven't been where I wanted to go yet

361 Two many tourists

362 not in my area

363 Limited Physical Activity

364 They are not areas that I am interested in using.

365 avoid Tlaquepaque

372 I haven't seen a map or brochure

374 I use the paths that are closest to my home, which is near coffee pot road

375 Dont go to those places much

377 Not in the area where I exercise

380 doesn't connect to lower on Dry Creek

383 I have not had the opportunity to

385 destroyed the neighborhood

ResponseID Response

387	Hike but do not walk or bike in those areas. Too far away.
394	I'm not a tourist
395	We try to go to very popular trails when we're expecting low numbers of visitors.
396	Our house is by Thunder Mtn
398	Avoid area because of congestion
400	I stay away from tourist congestion.
401	It's not in my neighborhood.
403	i don't go there
404	I would rather hike in our forests among our red rocks!
406	I don't bike and I don't walk in those areas
407	Not in that area very often due to traffic
408	No one who lives here wants to go to the tourists nightmare there
409	not in Sedona due to Covid
410	Not near my house
411	They are useless for me
412	Didn't go over there
413	No need to use them
414	Too Busy
416	Haven't had a need to.
417	We avoid the area. To congested area to get to
418	Haven't gotten around to it yet. Live in the Village so use more here than in West Sedona.
423	Haven't been there

ResponseID Response

424 Not a hiker. Used to go on many tiny dirt paths when I was a child, but with all the tourists inundating them, I have no desire to go near them.

427 That is not the area of town I live and walk in.

430 Use path walking distance from home

431 Avoid those areas

432 No need to use it.

433 I don't have the physical ability to use these paths but I think they're very important for our community.

440 avoiding crowds and traffic

442 no reason to use them

443 Not enough time

444 distance from home

446 I don't ride a bike, and I hike trails

450 Don't need to.

454 I live in West Sedona and more commonly use paths close to my home.

455 No need to walk with the road on 179

456 I live in Uptown and don't walk the neighborhoods in West Sedona.

462 Haven't needed to

463 Haven't been able to yet

464 Where are you supposed to park to even use that path?

466 Seldom walk along any of these areas.

468 construction

470 Have never had the reason to

471 Haven't had the reason too

473 Never needed to

ResponseID Response

476 Not needed

477 No one walks. This will ruin little neighborhoods. We are not Atlanta.

479 Do not live within easy proximity

480 To touristy

482 Don't want to walk along a busy highway

483 will wait until I'm not sick

484 Don't wander in those areas.

487 Haven't had the chsnce

488 Drive to work, stores

490 Very dangerous

493 Just moved here

494 These paths are not accessible to me unless I drive to their location

497 age n arthritis

498 Haven't explored that area yet

499 Dry Creek road hasn't had a safe enough path to feel like taking it with all of the tourists not paying full attention.

503 Those aren't areas I normally walk in.

504 not in my area

505 Didn't need to utilize them

519 I don't use that area

522 Disability

524 Cyclists and pedestrians on the same sidewalk are dangerous. Pedestrians occasionally do not pay attention and walk in front of cyclists resulting in accidents. It is safer to widen the road an provide narrow lane for cyclists.

529 Haven't used them

ResponseID Response

531 cause i drive

532 not aware of some

533 Because I live in Oak creek Canyon and work in Tlaquepaque.

534 I have had no reason to use these.

535 Haven't used

539 just have not gotten around to it yet, but will!

541 prefer to drive

542 Do live near them.

544 Overcrowding

545 Use paths within proximity to my residence in west sedona

546 I don't live close to those roads

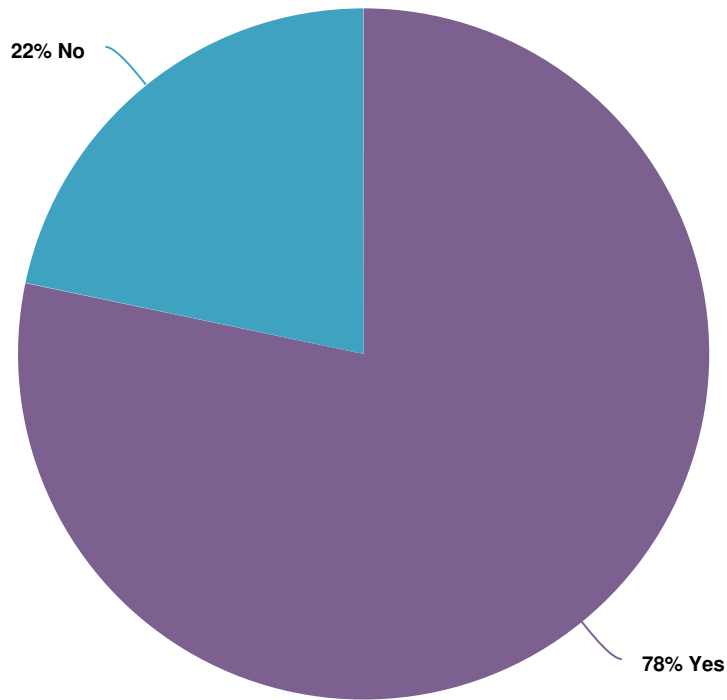
547 I don't live close to those roads

548 Not located near my neighborhood

550 Didn't know they existed.

551 Too far

6. Property Acquisition In recent years, the City acquired property in Sedona for uses like a transit hub, parking garage and transit park/ride location. In Fiscal Year 2022, the City earmarked \$4 million for possible property acquisition. The question at hand Do you see value in the City continuing to secure strategic pieces of property for future community uses?



Value	Percent	Responses
Yes	78.3%	339
No	21.7%	94






Totals: 433

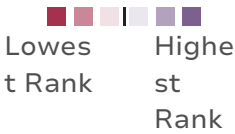
7. If so, please rank the following possible uses in order of priority.

Item	Overall Rank	Rank Distribution	Score	No. of Rankings
Open space preservation	1		1,157	364
Tactical uses such as transit, roadways and workforce housing	2		964	324
Community gathering spaces	3		733	322
To secure strategic locations (with use to be determined)	4		592	295

Lowest Rank Highest Rank

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

Item	Overall Rank	Rank Distribution	Score	No. of Rankings
Workforce housing	1		1,345	364
Sustainability	2		1,175	357
Government subsidy to bring high-speed Internet (broadband) to Sedona	3		1,113	366
Shared-use paths and sidewalks	4		1,052	359
Property acquisition	5		891	345



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



ResponseID Response

14 Give full time residents permanently attached vehicle stickers that provide access to special parking places at trailheads and Uptown parking lots. Provide transit pickup stops near neighborhoods. Copy Scottsdale laws regarding short term rentals. Continue defunding of tourism advertising and promotion.

15 Help preserve open space. Don't let it overdevelop like Flagstaff. More walking/bike baths for non-vehicular travel. Fast track the Forest Rd. extension and the pedestrian walkway at Tlaquepaque to avoid the slowdown on 179 and congestion.

19 We are destroying the life of local residents by opening more and more quiet neighbourhoods to busy tourism. For example the idea of the Shuttle exchange program, where you create parking lots in quiet neighbourhoods, is a nightmare for these communities. It's totally unnecessary to sacrifice new communities to solve the traffic/parking issue. Adding parking areas for the shuttle program next to the Church of Red Rocks on Bowstring Dr. is a very dangerous precedent that should be blocked by the City and City Counsel. No reason to put a new parking lot for tourists in an area that is not next to any trailhead. It's a bad idea, that will open every neighbourhood to the risk of becoming a tourist attraction and a traffic center. Please solve development and traffic challenges in a reasonable manner, without creating new issues for new neighbourhoods.

20 Prioritize quality of life for residents. 1) More must be done to manage airport and air traffic danger, pollution and nuisances. Stop prioritizing the destruction of neighborhoods. 2) The city is well aware the transit program will not improve traffic. Stop destroying our neighborhoods. There must be a special pass for full-time residents to park at trailheads if it ends up being restricted for shuttles (which could be filled with tourists from everywhere

ResponseID

Response

restricted for streets (which could be used with tourists from everywhere who could have COVID). 3) Chamber Tourism funding and marketing should be suspended. This will create a more reasonable balance between tourism and quality of life. Sedona has already been discovered and the unreasonably excess funding contributes to the excess demand and overtourism that supports short term rentals and destroys quality of life. The city is responsible for the STR problem in this respect. 4) The city should more aggressively manage and fine short-term rental violations (trash ordinance etc). 5) The city should aggressively manage and fine Dark Sky violations and preserve the night sky. Positions have been created for everything else, why not that? 6) The airport should be annexed or better influenced with the county. The airport has bright white lights added to the runway that project outward into and across the neighborhoods and skies steadily for several night-early morning hours when there is rain or snow. These bright white lights are visible for miles and miles - never previously necessary, why now? It lights up the entire night sky and into neighborhoods for miles. 7) Air traffic and noise is uncontrolled and outrageous. The airport manager is deaf to all complaints. Military flights in particular create flagrant pollution and nuisances and are the easiest to manage. Stop the airport gas refueling service. 8) Broadband internet should be a very high priority. 9) I support affordable work-force housing but not the way it is currently being implemented. 10) The city should purchase land to preserve against development. 11) I support sustainability after getting other priorities in order first - start with the city facilities. 12) Developers should not be given incentives to build initiatives into developments that support housing workforce or sustainability. That should be a cost to develop in Sedona. They should also pay all costs to expand infrastructure to facilitate their use and impact for/on utilities - water, sewage. Residents should not have to pay for the increased use and expansion they necessitate. 13) More should be done to keep the community safe from COVID. Why weren't there more vaccination clinics sooner? Why isn't there a drive-thru PCR testing partnership? 14) Sedona residents still consist of a majority of senior citizens - more must be done to provide more accessibility, especially for vision and hearing challenged - more accessible and simple user interface for website and the way surveys are conducted and participation available by phone. 15) Do more in partnership with the senior community center. 16) Fully fund and staff the community pool and other services used and prioritized by full-time residents. 17) While the city is looking at affordable work-force housing, what about senior housing which arguably has an equivalent need? 18) The city needs to fund trash cleanup of trails and 89a even outside its boundaries. 19) I support strict enforcement and policing of areas where homeless people are congregating and camping. No sleeping in vehicles should be allowed in our neighborhoods, streets or trailheads. 20) Residents should not have to pay for hiking rescues. 21) What is being done to try to preserve community services like medical. Doctors and other providers are disappearing. 22) Taxes should be used to offset resident expenses, or provide a rebate to full-time residents for the adverse impact of tourism on quality of life.

21

Way too may tourists. Why are not the local businesses contributing to the housing issue. I don't think the Govt should be involved at this point. It is way beyond fixing and everything you are doing is just a band aid you the City looks good.

ResponseID Response

23 Habitat preservation, environmental stewardship, a carrying capacity study and strategic partnerships with the forest service to curtail ATV, Jeep and human overuse and destruction are the number one issues.

25 I really think that the sidewalk on Rodeo Road should be continued all the way up to Sanborn. It's very odd that it was never completed and it would make for a nice loop for some people who can't walk the larger connection loops that you have set up.

26 No

28 Demo the roundabouts uptown. put the stoplight back in so the light can be controlled at peak times the way Forest Rd. is. CREATE A ROAD TO BYPASS UPTOWN NORTH AND SOUTH.

33 I would like to know what funding is allocated for enforcement of Airbnb/vacation rental property compliance, inspections and complaints. Also, where does the tax revenue for these properties go in the City budget?

34 We need better traffic control...pave schnebly rd to the I17. Complete throughfare from Sedona to VOC bypassing the circles. Install traffic light sensors at intersections for better traffic light control.

36 Workforce housing can and should be built in the Verde valley not necessary in Sedona Nothing wrong with a short commute

40 The city of Sedona has "big city" issues like polluted water ways, hunger and homelessness! Very small investments in these sectors could go a long way to becoming a true "humane society." What will matter to future generations is not the money made in SEDONA, but the quality of life given consideration, ALL LIFE, not just the lives with votes and \$\$\$.

41 Protect community gathering spaces and events, lobby to limit STRs to owner occupied and ADU. Create codes that limit or make permitting of additional hotels cost prohibitive. Bring the outdoor event venue back for big concerts at the former Cultural Park or like location. Reduce and or eliminate ATVs on public land. Promote and reward water conservation by working w our local private water company to figure that out. If shuttle systems are put in place for trails, a pass for local workers and/or residents should be in place to bypass the shuttle system, perhaps with local trail pass, annual suggested fee of \$35.

43 Rid the city of ATV's that pollute and destroy our our town. In 30 years of residency this has been the most dangerous impact on the land and community. Ban ATV's now!

ResponseID Response

- 46 Sedona is a very clean, safe, well ran town. Basic traffic circle navigation rules and a public awareness program. Many visitors have no clue how to navigate them. Continued investments in Parking & shuttles
- 47 I like the idea of Sedona working with neighboring communities on the workforce housing; perhaps working on improving transit system/add ride vouchers for those commuting to and from Sedona. Add consideration for bike path Sedona/Cottonwood? Keep TH parking for FT residents. Can any incentives be given landlords who choose to offer a long term rental for workforce vs STR??
- 51 Top priority should be to limit short term rentals so workers could go back to renting and live in Sedona.
- 52 Whatever is done, do it right.
- 56 Sedona needs additional shared use pathways.
- 58 Please don't confuse my YES votes for a blank check. I'm ok with the city spending money on property and projects if there is real inclusion and planning with the community. I love the idea of the city buying the Cultural Park if the design and development includes the voices of Sedona not just a select few assigned to a committee.
- 61 Need to improve roads for biking safely, not just new paths, like safer crossings of 89, bike lanes, etc.
- 62 Sedona should continue to deallocate funds from destination marketing. Internet users already get all of the information they need about Sedona without bed tax dollars going to such advertising.
- 64 I'm happy with the way theCity is working hard to cope with the high degree of traffic, tourism. I do wish the all terrain vehicles could be more limited, as I think that's a so destructive. But next survey, right?
- 65 The city should monitor use of the new shared paths and publish the findings. I commonly see absolutely no one using the paths. I hope that's anecdotal info only. Empirical evaluation of path usage should completed before the \$1m per mile of path is even suggested. Furthermore, I oppose the spending of \$ on affordable housing until it is know which of these programs are actually getting results in providing WORK FORCE housing.
- 69 What happened to the bridge from Tlaquepaque to Tlaquepaque north or the underpass? This is a huge traffic problem.
- 70 Please stop AirBnBs from taking over Sedona. The Tlaquepaque underpass will not be used without major inconvenience for tourists.

ResponseID Response

71 I am gravely concerned about the degradation to wildlife and open spaces. To me, keeping these from being destroyed and sustainability are priorities. As for workforce housing, unfortunately I see it being snapped up by people who would love to live in Sedona, but who are not necessarily the workers we need. I fear it will be taken advantage of and will not solve our problems. Hey, ALL of us would love a break in housing costs! It isn't fair to the rest of us to subsidize a small percentage of the population (who, again, might not be the ones who wind up living there). The businesses that cater to tourists should be required collectively to pay for this. It isn't the city's responsibility.

73 All of these budget items are minor compared to solving our traffic issues and I recommend staying focused on TRAFFIC SOLUTIONS before starting other large efforts. I support trailhead transit but do not support a transit center near the "Y". I support a project to increase the use of existing transit options before spending millions on capital projects with the assumption they will be used.

74 Yes I believe in order for this community to grow we need a plan of action for traffic. The City of Sedona is more worried about money from bed tax and tourism, than they are about the citizens of this community getting around in its city. City of Sedona has been studying traffic for as long as I been here, which has been since 1998. I have not seen speaking out has done any good, you do not listen period. The City of Sedona is all about the money!! Not improvements.

77

81 Give preferential parking stickers and reserved parking for permanent residents at trailheads that you will be closing. Locals should be able to park at the trailheads even when they are closed during transit operation. Continue defunding tourism marketing. Pass rules similar to what Scottsdale recently did with regards to Short Term Rentals. Support Citizens of Sedona more than tourists.

84 Your budget should have a lot more funds for affordable housing. 1% is shameful

85 Fixing traffic issues is more important than anything mentioned except sustainability. The City currently has no projects to alleviate backup on Cooks Hill heading into roundabouts.

ResponseID Response

88	<p>I first moved to Sedona in 1960 when my parents opened an apartment building in uptown. I've seen unbelievable changes, and I cringe at the density of buildings, especially in the uptown area. However, it is not up to me to deny others the extraordinary experience of living in this beautiful area. It is a fine line to balance density with needs for housing. Short-term rentals cut into the availability of affordable housing, but who decides which property owners get to use their property for generating income? Balance in all things is hard, but when we have such a desirable area hard decisions must be made, including budgetary decisions. For example, how many people use the shared pathways? Is this the best use of funding, considering the urgency of affordable housing? Thank you.</p>
92	<p>Quit expanding tourism and use of off road atvs!</p>
93	<p>Workforce housing and shared use paths ARE sustainability issues, so prioritizing those will have multiple benefits. If I could only pick one priority to emphasize out of all those listed it would be workforce housing without hesitation.</p>
95	<p>All of these programs are subsidized. Why do you just refer to broadband as utilizing a government subsidies?</p>
97	<p>I believe we should be looking at acquiring Cultural Park to create a public recreation area and trailhead access point.</p>
98	<p>no</p>
101	<p>Finish your projects. Use the land that you have already acquired. Help with rent assistance for City Employees until housing available.</p>
103	<p>No</p>
105	<p>Let's get housing done for our workforce, police, firemen, teachers, workers, families. Example: I know of a fireman that drives from Cave Creek to Sedona...a pharmacist that comes in from Payson.</p>
107	<p>City needs to explore more programs that focus on future droughts and wildfire prevention. Conditions are getting worse in the west. All it takes is a massive wildfire to destroy our beloved Sedona. ICF construction should be more encouraged due to being more fireproof.</p>
108	<p>Why is there no attempt to fix the traffic problem caused by the crosswalk at Telaquepaque ?</p>

ResponseID Response

111 Still Sedona faces too many complicated and complex issues. This survey does not logically solve the major issues first. The functions of the City must be solved before further growth is allowed. Setting smaller goals that have sustainable growth patterns rather than expanding in all sectors may be best. Solve your major issues first and then give time for the area to adjust to the changes before taking on more major projects or adding more homes to an already stressed area. The density is increasing far too much for this city and the single road servicing all residents is limiting. The ability for transit for residents and visitors must be addressed first and all future projects, whether hotel, motel, increased density housing, retail, restaurant buildings, or other buildings should be paused.

112 Add to police and fire budget. Sedona police are under staffed and under equipped to police Sedona and it's growing homeless population and traffic increases.

114 Expand parking available at trailheads. West Fork for example has plenty of room for expansion and could provide more paid parking spaces instead of people parking off the roadway. Parking off the road is fine and the only alternative, but not great. Please allow more people to enjoy this great location and collect the fee instead. I often would love to go hike here but know there is never enough parking available.

118 Only purchase property to preserve open spaces. The Cultural Park is a property that could be purchased and returned to its original state, or eventually sell it to the college for expansion?

121 The safety of residents & visitors depends upon more sidewalks and shared use paths. While mountain biking trails are desirable, safe places for pedestrians and bicycles to ride is imperative in my view--there are too many individuals driving while distracted, loss or impaired.

122 Can you purchase some small parcels too? We live on Mission Rd and the last vacant lot connecting our neighborhood to Posse Ground has built out, but people still cut through it on bikes and on foot, frustrating the new owners to the point they've put up signs. But there's a great path off Sugarloaf that tucks in between two houses that is so lovely and small. What about little single-lane pieces like that vs an entire .3 acre lot of something that's so \$\$\$\$. That would stretch the budget exponentially while giving people what they want most, which is more direct access to trails. Had that lot on Mission had 1/20th even purchased to reserve as a public path, that would have kept us from the extra 15 minutes of walking along the street each way we now add to hikes to get to a place formerly out our back door.

123 I think the city needs to look at increasing the age diversity of the population through whatever means necessary

ResponseID Response

125 Drop workforce housing. The truth is that if you are a minimum wage worker - you can't afford to live in Sedona. No one has a right to live here - you have a right to live where you can afford. Stop the urban spread and conserve open space. No additional hotels, resorts or space is needed.

126 I am pleased to see the City taking pro active steps to secure land for strategic uses. In doing so the City can assist our workforce while holding to the highest standards of what is known as the 15min city with walkable and transit accessibility to City amenities a priority. I am in support of mixed use housing, and Sedona In Motion. Thank you!

127 We need workforce housing more than anything else in this town. It's time for the elite to realize the people who clean their toilets and manicure their yards need places to live!

128 The bike lane on 89A is too dangerous. As it approaches the Y, it simply disappears, without a place to ride up on the curb. This is a place for a shared use pathway (wider sidewalk.

129 the housing market does not need govt intervention to work

130 Option should have been given for priorities for land acquisition to be for low-income housing projects Options should have been given to direct funds to low-income housing projects

131 no

133 My wife and I use the dirt path next to Soldier's Pass Road (Sunrise Trail) every other day with our e-bikes (class 1). It is one of the best assets for us here in Sedona. Please make sure this path is adequately maintained (it has numerous ruts and is damaged by overuse as it has some overlap with the Mountain Bike Course in Posse Ground Park).

139 Workforce housing should be outside the city limits of Sedona in the bus line. Do not use expensive property for low cost housing. Sustainability budget is too high.

142 As a homeowner and taxpayer I am against any city money promoting the expansion of further tourism. Tourism is important to our community, but further expansion will further damage the quality of life that attracted us here due to the prevalence of AirBnBs and traffic

145 Affordable housing is a major issue for teachers and other middle class individuals who don't qualify for other assistance.

149 The transit hub planned for Brewer seems as though it would actually bring MORE congestion to that area. We definitely need more affordable housing for our workers.

ResponseID Response

151 The windfall of revenue the city received in 2021 was a once-in-a-generation event made possible primarily b/c CA was shut down while AZ was open. Please don't spend it all too quickly.

153 START making residents who work and live in Sedona (year-round) a priority and STOP making tourism your main focus.

154 Look for ways to reduce costs of wastewater management. Investments in reducing energy use across town operations will pay for themselves over time. Workforce housing targeting our teachers and others will add value to the community. Otherwise, we may lose the schools to Cottonwood.

156 This survey had portions I couldn't get to respond to my attempts to answer.

157 Quit spending money on useless projects. Get on with the projects in SIM that are going to make a significant difference in the disastrous traffic situation. Your climate change initiative is a complete joke!

160 I couldn't rank priorities, I guess I did something wrong. How do you ensure low housing rentals such as at the Pinon Lofts were provided to renters? Sadly Pinon Lofts percent of low income housing was reduced by the time the contract was finally settled. Who checks to ensure provided low income housing?

161 When government does something, it usually cost the taxpayers. Also, Sedona is special because of it's size. Don't change it or it will literally only be a tourist mega site.

163 Put monies into lobbying the state government to stop the insanity of short-term rentals which are destroying some neighborhoods.

165 As the current owners of a house in West Sedona that has been in the family since 1978, we would like to see Sedona become a unqie place of quiet reflection and meditation. Right now it seems destined to become just another typical noisy crowded tourist destination.This does not mean we are against tourists. Just a different kind of tourist. And a town that aims to have limited travel by automobile. (Cars could be left at the 'gates to Sedona) Those who want more ACTION could go to other centres ie Cottonwood. The truth is, It really should have been made a National Park because the geology is so unique. We should all keep that in mind for future generations.

166 Secure funds by adding a much higher tax rate on Pink Jeep and ATV rental tickets!

167 We need a shared-use path from Village of Oak Creek connecting to Back O Beyond for folks that would like to commute between Sedona and VOC via electric bike, foot, etc. Gets people moving, gets cars OFF the road

ResponseID Response

170 Large shared use paths in residential neighborhoods are disruptive and negatively impact the residents. Sidewalks are much more appropriate.

174 no

177 I am not a big proponent of asking the citizenry what they think. First of all too many don't think about the city as a whole. There are too many "not in my backyard" people in Sedona. The view of too many is very narrow. 179 is a very good example of the citizenry getting involved, not seeing the big picture, using the not in my backyard approach, and basically not thinking past their own self-serving interest. Workforce housing is the most important topic to be addressed and it has to happen fast. Preventing pedestrian crossing of 179 around Tlaquepaque from Ranger Road to the round-about should have been done years ago. Who cares about Wendy Lipman? Extension of Forest Road, another big priority. The city needs to be more vocal about the short-term rental situation. It is a huge bad deal for Sedona that the governor has dropped on us and nobody is screaming every day against it and putting it in the face of the governor. Minimizing the tourist attraction. Look at all the problems that exist in Sedona and it boils down to too many tourists. I have nothing against tourists but we don't have the infrastructure to deal with it properly and in a way that it makes it enjoyable for the citizenry to happily welcome them.

179 Sedona needs a community recreation center similar to the one in Cottonwood

180 Please focus on the residents and how to mute the impact of the massive tourist influx. I know too many people who have moved from Sedona because the beloved town is turning into an amusement park. Maybe the city staff doesn't all live here, but the residents do and despite what the paper says, most of the residents are not spoiled rich people with 10 homes. Please remember who actually lives here and help us keep Sedona a wonderful place to live and a wonderful community.

181 Workforce housing is not a problem. Workforce AVAILABILITY is the problem and there are several other ways to deal with the problem than just housing like better wages, better training, and better transportation. The city continues to pursue things like sustainability and transit with no form of evaluation system in place to really measure if these efforts are accomplishing anything at all except PR and spending money. Until there are good systematic monitoring and evaluation processes in place, we are just running around in the dark.

182 thank you for your hard work

183 Focus / priority for residents and NOT the guests of vacation rental units or tourists

ResponseID Response

184 Preserve the open spaces! Sedona is small enough not to waste money on Green Technology. Also, it is very common to commute to work in Southern California. I drove 23 miles one way to my job for 30 years. Council has bought into the politically correct notion of entitlement for service workers to be subsidized to live in Sedona, as if it is an average town. It would be silly if I was a restaurant/hotel worker in Beverly Hills, whining about how I couldn't afford to live there! It's ridiculous to expect to be subsidized to live in an affluent area!

185 Use the land by the water treatment plant as vehicle parking and shuttle bus pick up. Move the OHV rentals to that area. Encourage a non competitive business with city stores such as Costco or maybe a bike company(ie Trek) to help defer cost.

188 Control use of ATVs! Limit use of over used trailheads like devils bridge

189 I did not see a question about support for the Chamber. I want to see the Chamber contact cancelled IMMEDIATELY! I believe it has no place in our community government!!

190 I know this will be controversial with the city and the chamber of commerce but I would like to see 100% or at least a majority of the Economic Development budget go towards workforce housing. After all, it is our business community that will most likely benefit the most from the subsidized housing. Yes, as a retired resident, I will benefit by having employees at the stores I shop at and such but I have options like shopping elsewhere if I had to, the businesses need employees more than I do. The we do not need more visitors (we're inundated), we need to put this part of the budget towards fixing a problem that exists not attracting more visitors.

194 Sustainability and protecting our workforce should be TOP priority when thinking about the future of Sedona. Greed has taken over this city and the effects of that are shown in the lack of community and affordable living. We need short term rentals to be restricted. Only the currently residing Sedona citizens should be allowed to have airbnbs, vrbos, etc. Not full time residents of other cities.

201 Please continue to focus more on saving and enhancing Sedona's wilderness and forests/natural resources and WAY LESS on supporting businesses/services that are destructive to them (such as ATV, helicopter tours, etc.) Our natural resources are why people come to live and play. Enacting noise ordinances (for off road and on-road vehicles and helicopter tours, etc.); providing enforcement of speed limit laws (especially along 179 as drivers leave VOC and head north); enforcing limits to trails to prevent overcrowding and destruction of natural resources, etc. should be a priority so Sedona will remain an attractive destination for locals and visitors alike. Thank you.

ResponseID Response

204 Would like to see some attention and service given to full time residents. Resurfaced drainage ditches in front of homes, more collections of hard to dispose of items, covered pool with full time life guard. Just some suggestions. Let us know that we have some value as a permanent community.

205 Why don't you buy up hotels that are not doing good for low income housing for workers in Sedona

208 The City's focus has to be more on its residents rather than tourists. Half the problems Sedona faces is caused by mass tourism. If you check residents would rather pay property tax if it lessened the invasion of our town.

210 My biggest issues are traffic congestion and noise pollution from off-road vehicles with little to no muffler systems.

214 The fire evacuation route from Uptown is inadequate and should be a priority for the city. Off-road vehicles use our city streets but do not adhere to sound emission laws. Mufflers must be required for all street vehicles and be enforced. Businesses should be responsible for their finding/maintaining their workforce and can subsidize their worker's housing if needed. It is not our city's responsibility. Teachers and other essential workers' housing should be subsidized if necessary. Incentivize local residents with tax breaks to rent long term to essential workers instead of running an ABNB. Residents first, not businesses. Hospitality corporations can afford to set aside housing for their workers. It is not the responsibility of the city of Sedona to subsidize corporations and businesses.

217 The chamber of commerce should be funding workforce housing issues, not residents!

219 Though the parking crisis at hiking trails is evident, I'm stunned that the City has purchased 4 shuttles before determining a plan for when/where/how to use them and w/o an agreement to coordinate with USFS.

220 Money spent should be focused on the residents.

223 I truly believe the City needs to be looking more at the residents than the tourists. By the number of residents that fled the city it should reflect in how the city isn't doing anything to help the residents. I love Sedona, but how much more do residents have to put up with? Raising the tax for us because of tourism dollars? Why not suggest and work with more HOA's so many HOA's don't allow STR's? Yes, traffic is a HUGE issue, we need connecting roads, I have never in my life been in a "city" that doesn't have connecting ways, God forbid an emergency happen where we would all need to get out! I was stuck in my car for 8 hours during the New Years Eve storm some years ago because there was no way to get around, nor did the City have the right equipment.

ResponseID Response

- 225 We have a housing and traffic issue. A Million dollars for housing is not enough to make a different.
- 227 Like to see a real effort in taking care of animals and allocating funds for their protection in the parks. You also need to provide a community center for the homeless
- 228 If the city goes to electric vehicles, does the city realize that there's not enough electricity in the world for all electric vehicles coming - coal will be used. The Sedona in Motion putting connecting roads in quiet neighbors is WRONG THINKING. "Sustainability" is WRONG THINKING - making even more pollution. What, nothing about COVID? Remove ALL mandates and masks - which keeps citizens from attending city sponsored events. 5G has nothing to do with the internet and all towers should be removed from Sedona.
- 230 Seems odd that this survey does not address the funding going directly to the Chamber. Scottsdale residents are given an opportunity to vote on this type of funding while Sedona residents are forced to accept anything that the Council and Chamber thinks is best. No transparency. . .no accountability. This is a huge issue for many residents, continuing to ignore it will not make it go away.
- 234 The funding for sustainability is a waste. The uptown parking garage is a good idea. A transportation hub will make things worse - it will bring congestion to the most crowded place in town. Affordable housing in Sedona is not something the city can manage. The workers need to commute, like everyone else. I used to commute 90 minutes each way in a high-cost area, for 30 years - it is now a fact of life that cannot be avoided. City employees such as police etc could get a subsidy toward housing costs if desiring to live in Sedona (but not if living outside Sedona). For those working in the private sector, the local merchants should get together to provide stipends out of their own funds to help attract employees. To alleviate traffic instead of putting a hub right in the middle of a congested area - which will just make things worse - the city could provide a free local trolley from uptown to Tlaquepaque then continuing to West Sedona (Library area) for tourists or locals on foot, stopping on demand at restaurants/shops etc. Perhaps also to the airport could also be an option. One trolley in each direction every 15 minutes should be adequate during peak season. The COC needs to completely stop encouraging tourism - especially for day trippers from Phoenix, but also out of town visitors. Sedona is now known well enough that more advertising is not needed and counterproductive. The number of off-road vehicles needs to be limited - there are far too many and the city should not be giving permits to these businesses, except on a limited basis. They are noisy, destroy the environment, and those that are driven by tourists are dangerous (I feel that professional tours such as those provided by Pink Jeep Tours et al are OK).

ResponseID Response

236 The city should acquire vacant land to prevent hotels from buying it up. Even if it's left empty. Parks with benches could be created, like Greyback at the foot of Dry Creek Rd. We need more community gathering places.

239 I urge the city to find innovative, safe ways for people to walk and bike throughout Sedona. Please place a greater emphasis on non-car modes of travel.

241 Yeah, the number of tourists in this town is getting ridiculous! They are ruining everything that makes Sedona, Sedona. The traffic is horrible and the town is full of people that don't care about anyone but themselves. You can't even hike without obnoxious people crowding the trails. I have hiked Sedona for decades and they have ruined the experience. They are disrespectful to the land and they are disrespectful to those of us that live here. The amount of campers and squatters taking up and abusing the wild spaces is astounding! Bill Grey Rd has become a small city of squatters and campers living there for months and months at a time. They are decimating the landscape with garbage and even leaving buckets and buckets of human waste in the washes. They and their dogs and their activities are disturbing the wildlife and making those of us that actually pay taxes here not able to enjoy our homeland. You talk about sustainability? It's laughable when you have the visitors center volunteers telling people to go out there because it's free. It's not free! And they cannot live out there forever! The ATVs have to stop! I have had tourists through gravel and dust on me on purpose never mind it's annoying to hear them constantly when you want to enjoy nature. I used to be a member of the Chamber of Commerce but will not longer support any group that encourages this type of destruction to my hometown. My parents got married on Airport Mesa and this is not why people move to Sedona. You and the Chamber of Commerce have turned a sacred place into a Nature's Disneyland. It's disgusting. Start there instead of stupid sidewalks for tourists to walk on.

242 Workforce housing did not all for multiple choices. We support down payment assistance also. We would support sidewalks rather than multiuser paths in neighborhoods.

248 Need to look at outlying places for parking and transit hubs in order to mitigate traffic in town.

250 Get alternative crossing built between Tlaquepaque shopping area's (179) and Brewer access to Los Abrigagos.

251 Please don't add another parking garage, the first one is a bad idea two is just a really bad idea.

ResponseID Response

252 The city has the ability to fund all of these priorities. If there is doubt, add additional taxes to AirBnB properties. We, as a city should be leveraging these rentals to fund the city and modernize it. Also, when are the new Sedona entrance signs being installed? The public was asked about those at least 2 years ago now.

253 Be clear about the ROI on projects that contribute to our tax base and those that make residents comfortable. You're current stance warns critics not fans. I like the live streamed meetings but the audio is HORRIBLE.

254 We need the proposed dedicated pickleball courts at Posse Grounds to be built asap. Developo public walkway along Oak Creek in Uptown Extend hike/bike pathway from Thunder Mtn to Posse Grounds Fix traffic problem at the "Y"

255 More funding for pool to keep its open

256 Government subsidies of workforce housing to support business is socialism. Climate Action Plan is a joke, window dressing to please the liberals.

267 We need more bikeable/walkable streets and public transit!

268 Please - no more tinkering. Use tax dollars for tasks such as road maintenance, police and fire services, and safety, which is why I think taxes are assessed. If we have enough money to do other projects, such as the options presented here, you could lower taxes, and also we would not need to put in more hotels in order to get income for the city. One project you should definitely fund is managing AB&Bs - we can't keep them from being here, but we sure can monitor them, register them, and tax them as businesses. We need that more than roundabout art. Stay safe.

270 Don't give the Chamber of Commerce any funding! It's a private organization that should be supported by its members not those of us who live here.

272 None of these projects should continue as they only benefit a handful of people. They are misleading the locals and the City Council and staff need to be stopped! Defund the Chamber of Commerce and get rid of the hostile, offensive chamber president! If they can't provide services that attract businesses to pay dues to support their lame organization, then, like any other organization, they will cease to exist. STOP the traffic hub! NO ONE IS GOING TO USE IT! It's going to increase the traffic gridlock in uptown! Mixed-use pathways are ridiculous in a place that has over 200 hiking trails! Why would anyone walk near the road? Why would mountain bikers ride on your lame path? Why not build Olympic swimming pools along Oak Creek? Just STOP sticking your nose in areas that are none of your business! Stop buying land! You're not very good at it! You always pay a lot more than a property is worth. Who's your Realtor? They totally suck or they're dishonest!

ResponseID Response

278 If you want Sedona to be a thriving community the government must look at ways to promote affordable housing and good-paying, non-tourism-based businesses. Priorities need to be based on the people who keep Sedona a functioning town, not based on the retirees with the loudest voices.

279 Sedona could work on creating partnerships with some of the local resorts to work on the issue of employee housing. We could take a note from other communities with high tourist populations and offer an incentive like free trail passes to attract more workforce and house them very inexpensively in buildings that the resorts could perhaps help to fund. Also creating some sort of shuttle that is free for local workforce to use, but runs often enough to cater to the tourist community and help cut down on traffic would be wise.

281 I am a local resident and have lived in Sedona since 1986. I love living here. Of course change will happen, but I feel we must as resident protect Sedona's wildlife and natural beauty. Figuring out traffic and providing walk paths for tourists and residence to use will help improve our home.

282 I am a resident and local business owner. The lack of available employees has impacted my business in a negative manner. Looking forward, I don't see this changing unless major investments in workforce housing is allocated for this.

283 *Shared use pathways are a good idea but they seem to favor tourists more than residents. Proposed trailhead for Chapel Rd will be a net negative (direct negative impact on private landowners along Chapel, loss of open space, increase of pavement and traffic) for the Chapel area residents and will end up being overflow parking for the Chapel. *Transit hubs are a good idea, but locating them near Tlaquepaque or in more central locations is kind of pointless unless there are hubs further out (near ranger station on 179 or near the wastewater treatment facility on 89A). * I see a trend of land being sold subject to deed restrictions or zoning, only to have things reversed upon request of the new owner— causes a credibility issue when govt is saying...don't worry, we have zoning or restrictions. * Efforts on curbing short term rentals are critical— sense of community is being destroyed and short term rentals are having a direct impact on affordability for workforce housing. And, while it is great that the city is making efforts to help with down payments, private employers need to step up and take more responsibility. The private employers directly benefit from the efforts of the workforce. * More communication to potentially affected neighbors of future projects is necessary. I live near Chapel and while I knew there were plans for a shared use pathway, a recent notice to our HOA was the first time I saw the scope of what is planned, that a trailhead was planned and that it was starting imminently. It's great that a Q&A is planned for the end of the month, but this seems like a fair accompli and I don't get a warm fuzzy that my input really matters at this late date. Input from stakeholders should have been sought before it got to this point (and it needs to be communication alerting stakeholders— not everyone has the time to search the city websites looking for what might be coming in the future.).

ResponseID Response

287 I have lived here for 5 years and as usual am amazed that all of Sedona's day to day focus remains on tourism. Residents' needs are ignored by Sedona govt. Do something about the blasted STRs and you won't need to fund housing for workers.

288 I couldn't rate the options as the survey didn't let me. The city should not be giving any money to the Chamber. And I didn't see last year's allocation in the original graphic. It appears to be hidden. The Chamber should fund itself by dues from its members. Sedona is on everyone's top list of places to go. We don't need new hotels -- the city is going to run short of water in 40 years. Affordable workforce housing is the city's biggest need. We need places for people who work here to live here so that there are people to man the restaurants, shops, and hotels that already exist. Let the Chamber fund its own visitors center. Sedona teachers and police and affordable housing employee should be able to find places to live. That a teacher is living in her car while you fund the Chamber is immoral!

289 More money to trail organizations, hire some parks and recreation officers to help with trails being trashed and graffitied.

293 Zero to tourism 50% getting rid of STR If it does not build community and benefit us residents it should be scrapped. We are disappearing from the equation and it's a disgrace.

295 I worry about the future of Sedona as a community...the increase in housing being made available for short term rental use rather than for residents to live is not sustainable and will ultimately be to the detriment of Sedona. We have to go figure out a way to maintain our community while still allowing for tourism.

297 Same ol', same ol'. Traffic, destruction of the forest due to knuckleheads, housing, etc. It would be next to impossible to put the ketchup back in the bottle on this, but man o man we need to find a way to kill AirBnb et al in this town. Your efforts are appreciated and I would like to get involved to the degree that I can. Please advise avenues on how to do so.

299 STOP ADVERTISING SEDONA TO LOCAL, STATE, OUT OF STATE AND INTERNATIONAL TOURISTS = ZERO \$...NOT \$1. TOO MANY PEOPLE KNOW ALREADY.

301 Yes this survey is so limiting there are many questions that none of the given selections are what residents want. It appears the survey is written to agree with the city's agenda of what they want to happen , again the residents are consulted to the already established agenda.

ResponseID Response

302 Reverse Econ Dev. with Housing budget. Sedona needs lie not in generating more tourism when a majority of weekends the police have calls stacked and waiting plus fire is overwhelmed and frequently out of ambulances. Chamber of commerce should be all volunteer for the same reason, no more money wasted when they will come as they have for years. I have photos of me as a kid in the canyon 1962. Wasn't this congested prior to 2010.

303 More attention should be paid to preserving the beauty of Sedona & to improve the quality of life for the locals. Limit development

305 Paved biking trails without cars are essential here. Needing safe traveling by bikes for adults and children.

306 The city needs to address the issue of second home owners, investment properties, and short term rentals. This is what truly is ruining neighborhoods and community. Why do you think Big Park Elementary School closed? Stop pandering to tourism and prostitute g our beloved home out to the next developer.

308 It would be great if the City of Sedona focused on improving the town for the residents and to not cater to the tourists so much. I would like to see Sedona keep the small town atmosphere and charm. Send Mr. Weber back to California. He does not understand Sedona and our issues. I am not sure why you think that he is so great!!???? I think that most residents could do his job better than he does, in my humble opinion. You asked! Thank you for the chance to share my views.

309 Thank you for involving us in these surveys. Sedona is a fantastic place to live, thank you for all you do. I'd love to see the dry creek pathway connect to the thunder mountain walkway, that would be fantastic.

313 Develop a vibrant venue that can support business growth surrounding it in the south side of Sedona or near Dry Creek

316 The city should cease funding of the Chamber of Commerce. With 750 members, they should be self supporting. Residents will get along just fine with fewer businesses.

317 We need to attract more families and the cultural park purchase is a bad decision. Use the land you already own by treatment plant

319 deal with the traffic. complete the tlaquepaque tunnel. deal with the trash and graffiti that plague us because of all the increase in tourism. Reduce chamber of commerce budget.

ResponseID Response

321 The number of loud small planes, helicopters and ATVs has dramatically increased and impacted the "feel" of Sedona for the worse. I understand Sedona would give up \$4 million in state funding if they put limits on ATVs on city streets. I think it's worth it!!! And: buy the airport, limit the flights. (I know, that one is laughably ridiculous!)

323 Putting up a disk golf course in the forest property is against every environmental sustainability precept we have. The players are destroying the areas off the existing trail system and damaging trees by breaking limbs to get errant disks landing in trees.

324 I recommend that the City continue to partner with the Chamber and Tourism Bureau to help manage the ever-increasing number of visitors. I suggest that the City clearly utilize SMART Goals to clearly and efficiently communicate the valued services the Chamber is providing to the City and the Community. This could go a long way to dispel the misinformation being communicated.

326 Instead of paying to build workforce housing, the city could encourage homeowners to create ADUs earmarked for local workers by allowing those that agree to such to use an expedited permit process and loosening of setbacks etc. For example, we have a GIANT RV garage that the previous owners built, but we have no plans for an RV. It was built directly on the property line though, so making it an ADU is not permissible from what I understand. We would be glad to create an loft in there and rent it out long term to a local worker, if the city were to not only allow it but encourage such behavior. Thats not to say people should convert their main garage then park on the street, but if they have a large lot or a studio that could be converted to an ADU I think the city could make that easier in exchange for guaranteed long term rental use. It is also not really the city's problem its the business's problem and they need to find ways to make people want to drive from Cottonwood like better pay and benefits. It seems like tax payers are subsidizing restaurants and hotels and their patrons if tax money is going to house employees.

327 1) Improved signage on how roundabouts should function, specifically as they exit Highway 17 at 179, explaining its not a stop but yield, will improve flow. 2) Look at a trolley system, think SF street cars, that would run down middle of 179 with exit points at trail heads, where travelers can get on/off all day reducing traffic congestion.

ResponseID Response

336 Ninety percent of Americans commute to work from where they live. Why is the city involved in subsidized housing? Subsidizing housing with taxpayer dollars to provide housing for local businesses that don't pay a wage high enough for employees to live in this area. Why should taxpayers foot the bill for businesses that don't pay enough for people to live in the immediate area? There is plenty of lower cost housing within minutes of Sedona. For the City to purchase prime real estate to provide lower cost housing should not be allowed in the city charter. Let the market forces prevail to provide the solutions to these problems. The city should not spend tens of millions of dollars on this quest to solve a market based problem. The City should stick to the business of managing city issues and get out of the real estate business.

340 Focus on protecting our permanent residential neighborhoods. We need full time residents who care about the city and volunteer to keep a vibrant community. That includes our workers. This can not be just a tourist town.

342 Defund the Chamber

344 What is the concern of the city to spend millions of dollars on walkways when we desperately need ways to relieve vehicular traffic

345 Sedona needs a Community Recreation Center similar to the center in Cottonwood

346 Focus on what we already have instead of what we don't.

348 Not at this time

350 We NEED FEWER vehicles on the road in our tiny town. Funds toward VISITOR transportation is a must! Transit for residents and between Sedona & Cottonwood will also help with emissions and traffic backing up from the Hyatt to Coffee Pot Drive.

351 low income housing to provide a workforce for the resorts hotels restaurants gallery's are the not responsibility of our tax dollars. building more resorts equates to higher traffic more congestion a poor quality of life for older population in our community. Changing the rules for air bnb will not lower house prices but if that city ordinance passes maybe you should disqualify any household from haven a second home in sedona that sits empty 10 months per year.

352 put funds aside to fight ATV's and corporations buying up houses for Airbnb

358 Many towns have trails that run along washes and drainages. It seems this would be a good way for Sedona to add to our shared use pathways.

ResponseID Response

- 363 Pam opposed to zoning changes to allow two-story my apartment-style units where only single level units had been approved. Reason: the objection is to increase the resident capacity within Sedona city limits. Any impacts on traffic caused by increased residential housing must be avoided. It is already enough will best in the traffic areas from steadily increasing visitor flows.
- 364 There is a tendency to react to what is happening in the now, instead of anticipating what will be happening in the future. The level of tourism that we are seeing now will not, cannot be sustained. No one has every had this amount of tourism - all of the national parks are overrun as well. When the world returns to pre-pandemic normalcy, so will the level of tourism. To make large changes (adding parking lots) in neighborhoods to accommodate the level of tourists that we are seeing now is faulty. Take smaller steps first, allow them the time to work and become routine. Such as - utilizing the use of the shuttles, providing easy access parking areas like at Church of the Red Rocks, and added safe walking/biking to popular spots to encourage less vehicle use - these are all better, long term solutions that can support the tourism without ruining the area with more pavement, the removal of trees and public toilets. If, after several years, there is still a great need for more parking, then build the parking lots. I would hope that Sedona - as a Mecca for outdoor activity - would encourage alternative modes of getting to these popular spots other than another parking lot.
- 365 Just because the city has an excess of funds, doesn't mean you have to spend it on leftist goals of climate change and workforce housing. (Socialism)
- 367 Keep up the good work you are doing!thank you for your service
- 368 Survey was interrupted so this is a partial do over. Travel walkways a total waste of funds. City council's way of showing they actually do something
- 371 Land banking is ridiculous. If the city wants the residents to embrace the CAP than the city should lead. Have the city employees take the bus to work from outlying communities. Yes, the city can subsidies the bus cost.
- 377 We need larger park and ride area on edge of city as a part of transit hubs. It works well in other tourist-oriented small towns. We need to prioritize affordable housing for workers and limit severely short-term rentals.
- 385 The city is far beyond repair. The brewer road Hub expansion is going to be a disaster. Greed, lack of qualified leadership has turned Sedona into an overcrowded suburb of LA
- 386 You guys are doing a terrible job.

ResponseID Response

387 If the short term rental issue was addressed, more workforce housing could be available. Perhaps putting in place some type of requirement that property purchased cannot displace current residents such as San Francisco has in place. Pro and cons to this but it could help to address workforce housing. Shared use paths seem to be focused on tourists just as transit and land purchases to date seem to be.

388 Develop a public transit program

390 Please don't build a parking deck/garage on Forest Road in Uptown.

394 How about AFFORDABLE housing! How about two lanes through uptown so we don't have to wait in traffic for 45minutes to get home from work, which is only 5 miles. Leaving trailheads open to local residents only and using shuttles for tourist. Limiting ATV activity! They have no respect for the land and it's locals. Stop supporting tourism when your town's infrastructure is slowly crumbling. People don't want to drive from cottonwood or flag staff to work in Sedona, that's why colonies can't find workers, and most of their workers are being housed by the employer! Why make Sedona into Disney land? It's ruining out lands and one day no one will want to come here because of that. How about we use Sedona as an educational experience, rather than a consumer lifestyle!

395 I appreciate the efforts of our city leaders to determine what is most important to the local citizens. Workforce housing is desperately needed as well as affordable housing for the elderly. Make it happen please!

400 Traffic and OHV's are the biggest issues to address.

403 Govt has NO BUSINESS getting involved in property acquisition. If businesses want to pay workers more so they can afford on site housing, they have that option, or there's plenty of housing options within commute distance.

404 Traffic improvement was left out. Perhaps because plans are already in place. But it sure is the major problem our citizens face. Besides addressing that, I would love to see more space, indoors or outdoors for community gatherings & music festivals

405 The City of Boulder acquired property surrounding the town to preserve and protect. It is one of the best planned and managed cities in the West. Sedona should take note.

408 I do not support the taxpayers having to fund housing. If that's the case all residents should receive funding towards their homes. Not all of us are rich that live here and own homes here. Let the businesses do that if they want. But if you tax me for it I will sue the hell out of you as will many others.

ResponseID Response

409 As the present owners of a family home since 1978, we have seen Sedona change from a place of quiet contemplation, dazzling natural beauty and not much to do other than walking or hiking to, unfortunately, a congested, noisy tourism destination which wants to offer all things to all visitors. While some of the changes have been welcome additions, eg SIFF, and the number of restaurants, many haven't. PLEASE RE-FOCUS as soon as possible. Make Sedona a destination which emphasizes peace and QUIET, with amenities aimed at restoring the visitors' mental and physical balance. And it goes without saying, that all visitors will leave their automobiles in supervised parking lots at the city's 'gates'. I heard an environmentalist comment, (can't remember who or where) "Get rid of the cars, and everything else will fall into place." It is probably true.

411 Building larger parking lots and a shuttle service are idiotic. I'm a resident and cannot believe the amount of trail parking that our town has created. There is disregard for the residents, trails evidenced by the degradation of rock and natural landscape that is slowly eroding the trail system.. Bikes come in packs of 12 - 15 or more (recently a Soldiers Pass trail) and bounce down edges of long-standing land. Its out of control. Bikes at the very least should be on different trails than hikers. Its imperative that the number of people are limited by the parking available. This is total stupidity if you think that there has been education about respecting the "sustainaability" of Sedona. No one I talk to has ever heard of this respect-the-land notion that the Chamber says they have promoted. STOP the number of people using the land or it will be destroyed. Look at other beautiful places that have had to find ways to preserve the natural beauty. ie. no permit to park, no hike. There is no reinforcement of Red Rock Passes on the trails. There is no respect for the trail system with people constantly going off trails to "find a cave". this taxes our ER people who end up with emergencies. The degree of disregard by our officials to manage and control the overuse is negligent. I love this community and it is suffering at your hand.

413 Sedona should be using more money to provide affordable housing that does not tie residents to work for an employer in order to get such house, ie. Enchantment Resort Housing. Sedona needs to focus on sustainability and environmental education to all tourism. As well as focusing on providing housing IN Sedona not just the Verde Valley. Most of the people working in Sedona do not even get to live close to their work because of no affordable housing in town.

414 Support families living in Sedona and attract families to move here.

ResponseID Response

416 You hear negative comments all the time regarding funding the Chamber of Commerce and Tourism Bureau. I am in favor of funding the Chamber organization. With all the complaints about tourism this organization is the only one with a mitigation plan. We now have to manage the tourism situation and whose going to do it if it isn't for Candace and her team. I'm a resident and a small business owner and City Council seems to only want to listen to the noisy negative residents. We need to continue to guide tourism the way we see it rather than blindly thinking its going to go away because you choose not to fund marketing. I ask you this question. Are you willing to risk losing the next election because you stand for what the majority wants or are you going to listen to the noisy few that refuse to accept change. Without marketing, we get a visitor that doesn't take care of our Sedona. When the Chamber can market this area they are specific and focus on the traveler that will recreate responsibly, stay longer and spend more in our community. If you take that away we are gonna continue to see the riff raff.

417 There should be atv paths off the public roads. Assigned areas that don't cause damage or pollution. Solve the speeding problem on main roads

418 We live in the Village and during Spring break and tourist season, the traffic into and out of Sedona goes from 18 minutes to about an hour and twenty minutes. Unfortunately I do not have a solution to resolve this other than to build another road to bypass 179 into town, realizing the negative effects that would cause for people living near whatever corridor that might be. I know this has been addressed many times with the "bucket" being kicked down that proverbial road, but it is only getting worse for local citizens. I am hoping something can be done in my lifetime to alleviate the situation.

421 I would like to see more bicycle racks in and around town. And more bicycle paths developed to promote more bicycle use in order to help with traffic.

424 The city of Sedona is cutting its own throat with the overwhelming tourist industry.... ruining this old little town.I am not anti-tourist, but I am anti non-controlled tourism. Enough is enough.

425 It continues to puzzle me and other long-time residents I hike with that reducing the traffic snarls get only lip service. Talk is cheap. Your planners know what could be done.... why don't you do it? Of all the "priorities" I just voted for/against, none of them has the kind of impact on our daily life & enjoyment as does the fact that it takes half an hour to get through town, or 45 minutes to drive from VOC to Uptown.

426 Do NOT widen 179 to four lanes. Studies over the past fifty years show that larger roadway systems invite more traffic. Press this fact on ADOT and county supervisors.

430 Some questions not answered as not obvious if benefits community or to entice more and more visitors

ResponseID Response

- 431 Save the beauty of Sedona, stop building or at least put height restrictions. The new buildings in Oak Creek are blocking the mountain views.
- 432 Being in the Restaurant business and hotel business the 37 years that I have lived in city limits, The Chamber is a vital partner and needs to stay funded to provide the services the business need in the community.
- 433 We need a more sophisticated traffic light control system and a redesign of the "Y". West Sedona needs more pedestrian crossings on 89A and an improved streetscape.
- 435 CONSTRUCT and MAINTAIN PUBLIC RESTROOMS! It is so frustrating and embarrassing that visitors cannot even find a restroom, and business owners are left to contend with the situation.
- 440 Sedona is crippled by its infrastructure and lack of affordable housing, which everyone is quick to complain about. Yet those same voices grow even louder at the mere hint of inconvenience or manifested infringement. "We need apartments, but don't build them anywhere I can see them... we need alternate routes, but don't pave paradise..." If someone is good enough to cook your meal or brace your broken arm, they are good enough to be your neighbor. And unless you want to continue to be trapped inside your neighborhood all weekend, a few roads that skirt relatively short stretches of a million-acre plus national forest aren't going to turn Sedona into a big yellow Joni Mitchell song.
- 441 Stop wasting the money on tourism. Set a limit on tourism, start enforcing parking bans (where tourists just park wherever). Hire some rangers and start enforcing parking/trashing with fines which can then be used for tourism. Stop giving just a select amount of businesses the rights to operate in Sedona and stop destroying natural areas.
- 443 The more government spending allocated, the more local or personal control is lost.
- 446 A lot more money needs to be spent for transit to trailheads.
- 447 Sustainability in those priorities are green washing. Developers need to be encouraged to create sustainable project with incentives and not by the hard hand of code. This would help with not only carbon offset, but potentially with housing if incentivized correctly.

ResponseID Response

450 We need to put the "TOURIST" needs on the back-burner. No more hotels, short-term rentals and noisy ATV's. The residents are suffering daily with traffic congestion, noisy neighborhoods from "outsiders" who don't care about anything but their fun, destruction of our beautiful land by the same as mentioned above. Quality of life in Sedona is almost extinct because of the greed and uncaring of those who just see Sedona as a money opportunity. Needs to stop or you will have a town with no infrastructure because the tourists and "outsiders" will be the only groups here on a short-term basis. They do not build infrastructure.. When you have 9,600 residents and over 2 million tourist per year you have already created and allowed a non-livable situation.

451 I believe it's time to focus on our community, family, children and adults. 20, 30, 40 years ago we had so much more community. The loss of the Cultural park, outdoor music in local restaurants, closing down 89A for parades, adult baseball leagues, the teen center, Big Park School, stopping "The Heart of Sedona" project that the city wants to turn into a parking lot, and the loss of so many wonderful teachers starting with an uneducated Superintendent. We have waited too long to stop STR While other cities have been successful. The city has given 10-12 business licenses for ATV rentals, saying there was nothing they could do. But I also believe we can change all of this with the right leadership.

454 I am part owner of a small high tech scientific consulting company. we serve national and international clients through internet communications. Making Sedona more attractive to companies like our will lesson your dependency on tourism.

455 Focus on locals before tourists.

456 No additional comments.

457 Fix traffic issues around the two roundabouts! I'm a local and it sucks except early mornings.

462 The #1 need for Sedona is to find a way to forge through with a new access from South of the city through to 89 either to the West or East of the city. In my estimation 40% of Sedona's traffic are vehicles that are not actually coming to Sedona but merely passing though.

463 No more "projects!" Buy it and let it be for the wild animals. No more jeep tours, sandrails, four runners, or human trails. Just free open space for the natural wildlife. ♡📄

ResponseID Response

- 464 Does it make sense to have a dedicated lot/campground for seasonal van life/camper parking? These could be seasonal workers like CamperForce (Amazon's program). The van-lifers are here anyway, give them a place to park so the police don't have to make them move all the time? It's a little disturbing taking my kids to the park and having them see people "showering" in the bathrooms while we're playing, making loud music, etc.
- 466 Work force housing is critical! We need affordable, convenient housing options if as business owners we can continue to staff and keep our businesses open. Who is looking at an alternate road from the Village to 89A west of Sedona. To say this is "impossible" simply means our leaders have given up. This is not impossible and would alleviate so many traffic issues. Get it done! Don't give up!
- 468 Put any Pickle Courts north of the tennis courts.
- 471 I am not sure how this survey was made but I could not accurately answer all the questions. I could not order anything. I am not sure if others are having this issue. Also, regarding the workforce issue. It would have been nice to have a space to add other solutions. I believe it is an issue but do not exactly feel like the solutions provided are what I would support.
- 476 Stop throwing our \$\$ away on more studies. Focus on quality of life issues for RESIDENTS. Vastly restrict the ATV traffic. That is THE MOST sustainable issue. Stop destroying our land. Do not allow 5G or any other towers or such in our city. Get younger people who have children on City Council and Chamber. The City should NOT get involved in development of affordable housing in any way. This survey is terribly misleading and so broad-based as to be illogical. Council and CofC need more transparency.
- 477 There is an over involvement of Chamber of commerce in City Council decisions. City Council appears to be out of touch with the residents of the community. There seems to be an emphasis on delegitimizing the importance of the residents. There is an over use of Sustainability and Climate change verbiage regarding those things, based less on fact and more on arousing emotional responses. Why is talking care of the off road vehicles not addressed as much as the climate change boogie man agenda? The OHA are an actual issue that needs imitate addressing. This City Council seems to be coming up is coming up with solutions without defining the problems, while also ignoring the voice of the current full time residents. What are the numbers of the lower resident in Sedona? Where is the study that suggests that affordable housing is needed? Sedona already has issue with over-density, who believes is a good idea to bring more residents into a small area with this idea of "affordable housing"? More people in a small space will cause more congestion and stress of infrastructure. If you really care about affordable housing, then lid the short term rentals.

ResponseID Response

479 I am supportive of a continued focus on affordable housing, but I am not supportive of a huge outlay of tax dollars to acquire land for this purpose. I think tax breaks for those willing to acquire and develop the land is more appropriate than the city trying to do it all. That said, I'm not sure what really constitutes "affordable housing" and who is meant to be the targeted population. I think that incentives to attract and retain young families might be the best angle. We need to keep our school population intact and growing. I also support sustainability efforts and other things mentioned—in theory. But I feel as though the spending priorities should be on preserving the best place to live for residents. This doesn't mean ignoring the environment, but it does mean funding transit priorities, community spaces and programs that bring residents together. I also think that more money should be given to enforcement of ordinances (including those that need to be passed) regulating short term rentals similarly to how it has been done in other AZ communities, such as Scottsdale. We can have a pristine environment, but if it's filled with frustrated residents, the city will continue to struggle against itself. There is a general feeling that the spending priorities dance around core issues/concerns.

480 Taxpayer dollars should not be used to buy housing for others. Otherwise all residents will need a kickback of all funds. Fix the damn Airbnb problem and that fixes the damn housing issue. Stop stealing from the people. We have had enough. And we are voting you ALL out.

485 Explaining to the public what you plan to do and when work begins, followed by progress updates, is necessary.

488 Please cut back the funding to the Chamber. We do not need to advertise. The town is overflowing with tourists.

489 The sustainability agenda is an extension of UN Agenda 2030, which is supported by the World Economic Forum. This is an agenda that uses catch phrases like sustainability, but in actuality it's an agenda for control, in the form of smart cities and the AI social credit system. Not to mention when you plug an electric car into an outlet, you are drawing energy from an APS coal energy plant off of the I-40 east of Winslow. Look into the mining and production of electrically powered car batteries, there's nothing sustainable about it. Look beyond the veil and use some common sense instead of the force fed manipulative agenda shoved down the throats of humanity by the media and their globalist controllers.

490 Have you thought about requiring local vendors, contractors, and suppliers for budget items? Maybe the allocation is less 30% if routed out of state, less 15% if routed out of county, and 100% if a local business is used. The challenge is not to immediately grant thousands of exceptions for old favorite vendors.

ResponseID Response

491 Most of the city budget comes from tourism but the city official are NOT fully supportive of tourism. We could do so much with more money between transportation, sidewalk, bike lane, roads improvements. However, cutting marketing efforts is very short-sided.

492 Tourism is our lifeblood. We need to protect and preserve Sedona's beauty above all else - no beauty-no business. Preserve open space! Support safe, stand alone cycleways and walkways to cut back on auto traffic. Fund public transport to popular trailheads. Enforce keeping Sedona beautiful!

497 For a very attractive town, Sedona has no There There - no real central gathering space - That said, my personal interests would be served by attention to enhancing the lives of longer-term residents. Businesses will invest in the visitor experience.

499 Thank you for prioritizing workforce housing and high-speed internet, both of which are massively important to the Millennial generation who wishes to work here professionally.

502 the last question was toughest. they're all top priority.

503 The City's budget has grown appreciably in the last few years and seems dependent on revenue from tourists, yet little funding seems to be directed at mitigating the impact of tourism on residents and the quality of life. Our city council used to consider themselves stewards of the land but not so anymore. Extensive community planning in past years recognized and supported basic principles which no longer seem to matter. I realize many of those basic principles have been negated because of short-term rentals - there are no longer residential areas, they have all become commercial districts. I am disappointed that projects which could help mitigate the impact of tourism - such as public transportation by which people could actually negotiate the area without use of cars and increased parking so people could actually leave their cars - have been so slow to develop.

504 Electric vehicles are all well and good; you do realize that the majority of electricity is generated with fossil fuels

505 Sedona should be focusing more of its assets to build affordable housing all rent capped to be affordable based odd the cost of living in Sedona. After all the cost of living in Sedona is more than it is in Denver, and since the city hasn't raised wages rent caps must be implemented for those struggling to okay for housing. The city should not force workers into workforce housing such as what Enchantment has provided because of all the stipulations surrounding such housing.

507 Respect the speed limits. This survey was filled out on paper by a Spanish speaking resident. The digital results were uploaded by Sustainability Program staff.

ResponseID Response

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516 The Chamber of Commerce has been detrimental to the residents quality of life. The proof is Sedona is the only City in the area including the Verde Valley that has a declining population. The only thing growing in Sedona is cost of government. 50% increase in city staff since 2012.

517 Quit giving money to the Chamber of Commerce to advertise Sedona. This is my first priority.

518 Listen to residents. Cancel all the chamber contracts and take them off the city website. Stop making it the city versus residents. Stop giving our city away.

ResponseID Response

524 1: Solve traffic bottlenecks: the two Y's traffic circles, Tlaquepaque crossing, Uptown 89A backups. 2: Work towards limiting and regulating Short-Term Rentals 3: Solve trailhead overcrowding which leads to litter, human feces, graffiti, trail damage, roadside damage, ATV disruption/damage, etc. 4: Protect from overuse that which is special to Sedona: natural beauty, trails, flora, fauna, quiet, dark skies. Tourism volume has exceeded Sedona's natural sustainability. 6: Crime Reduction Public Safety and Emergency Preparedness are essential. 7: The Council should work on programs which it can have a direct and measurable impact on. Climate Change cannot be solved by Sedona - it's a global problem; Work Force Housing is a local business issue - let businesses solve it. It is unfair to ask residents to pay taxes to subsidize a local business problem. Notwithstanding and because Sedona is a desirable place to live, land is too expensive to profitably develop the number of low-income multi-family housing units to have an impact on the problem. Sedona's cost of living is high as compared to other nearby areas. It is more economic for all concerned to collaborate with nearby communities which have a lower cost of living and less expensive land to solve the work-force housing problem.

526 HALT ALL MARKETING UNTIL TRAFFIC IS UNDER CONTROL.

527 West Sedona and Uptown seem to dominate the projects. When is the City going to do more for those of us who live down the 179 corridor. Why is there no mention of the huge budget for the Chamber of Commerce. We don't need more marketing and tourist services. That money would be better used on infrastructure.

529 Do not spend Sedona govt \$\$ On any of these priorities.

532 Stop allowing more development uptown/on the creek. Sustainability efforts don't seem genuine. For workforce housing, do not rely on public funds. Schools deserve it more. Sedona will always have tourists - defund the CoC.

533 I live at the Trout Farm, just outside of city limits. I live there in part for financial reasons. I am also a Tlaquepaque business owner, I find it frustrating that I am not allowed to vote on a government that has so much impact on my life, my business and livelihood. I have lived in the Sedona environs for 34 years and am dismayed at the destruction of neighborhoods and community. I have always made my living from tourists, but the current emphasis on tourism is highly questionable. I certainly do not condone the actions of the chamber, nor your financial support of same. I've heard community rhetoric for decades and observed only degradation of community, environment and quality of life. I have completely lost respect for Sedona City Government.

534 Invest the remainder of the bed tax above the .5% bed tax into something for the benefit of residents, like a recreation center. Cottonwood has a rec. center why don't we?

ResponseID Response

535 Stop funding the chamber of commerce

539 would like to see a shift in perspective --- Sedona is not simply a "tourist town". Sedona is a small city that has been able to adopt tourism as its leading enterprise. As such, the City of Sedona can manage tourism. If a group of businesses have joined together, named themselves a "chamber" and want to take advantage of tourist dollars, their combined influence should not out-weigh the voices of Sedona residents. The City of Sedona needs to welcome (and not marginalize) a strong, and independent resident group to help balance the interests of local commerce, tourists and the residents themselves.

540 no

541 If you are bringing broadband internet in, make sure it is wired fiber optic to each premises and does not create radiation hazards or noise on our streets.

543 WE have a great city council and Mayor and city staff dedicated to moving our city forward with equity and reduced carbon foot print with plans for preparedness and resilience. lets continue the momentum with EV 's charging and getting our PV benefiting us from the treatment plant and apply for grants for updating electrical infrastructure and staff for electrification.

546 Regulate ABBs and do more to enforce it! Stop project on Brewer road !

547 Make a park at Brewer like it's supposed to be! Better regulations and follow through on ABBs

550 Quit allowing more building of new retail space, at least until all available spaces are filled. Use funds to acquire land to leave open, for both wildlife and preservation of our scenic beauty.

551 Continue to be citizen concerned not just tourist

FUND SUMMARIES

All Funds

	General Fund	Streets Fund	Affordable Housing Fund	Grants, Donations & Restricted 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	\$49,000,940	\$1,315,400	\$86,500	\$115,900	\$5,293,400	\$430,800	\$465,780	\$1,900	\$254,750	\$7,861,290	\$2,182,500	\$67,009,160
One-Time Revenues	\$10	\$0	\$0	\$1,788,780	\$0	\$0	\$147,960	\$0	\$190,740	\$305,900	\$109,600	\$2,542,990
Contingent Revenues	\$0	\$0	\$0	\$500,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$500,000
Total Revenues	\$49,000,950	\$1,315,400	\$86,500	\$2,404,680	\$5,293,400	\$430,800	\$613,740	\$1,900	\$445,490	\$8,167,190	\$2,292,100	\$70,052,150
Expenditures												
Ongoing Expenditures	\$22,531,160	\$2,244,320	\$352,960	\$84,850	\$151,310	\$0	\$0	\$0	\$2,174,860	\$5,800,330	\$2,198,130	\$35,537,920
One-Time Expenditures	\$1,575,440	\$134,860	\$240,000	\$553,000	\$0	\$0	\$45,000	\$0	\$255,470	\$370,450	\$118,600	\$3,292,820
Capital Improvement Projects	\$0	\$0	\$0	\$101,000	\$0	\$48,252,260	\$5,061,240	\$360,650	\$1,029,400	\$7,310,000	\$0	\$62,114,550
Debt Service	\$2,657,590	\$0	\$0	\$0	\$377,270	\$0	\$233,890	\$0	\$0	\$4,541,410	\$0	\$7,810,160
Equipment Replacement Reserve Contributions	(\$246,990)	(\$60,920)	\$0	\$0	\$0	\$0	\$0	\$0	\$0	(\$219,590)	(\$228,500)	(\$756,000)
Major Maintenance Reserve Contributions	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	(\$369,890)	\$0	(\$369,890)
Contingency	\$300,000	\$0	\$850,000	\$1,545,000	\$0	\$0	\$0	\$0	\$0	\$100,000	\$0	\$2,795,000
Total Expenditures	\$26,817,200	\$2,318,260	\$1,442,960	\$2,283,850	\$528,580	\$48,252,260	\$5,340,130	\$360,650	\$3,459,730	\$17,532,710	\$2,088,230	\$110,424,560
Net Revenues/Expenditures	\$22,183,750	(\$1,002,860)	(\$1,356,460)	\$120,830	\$4,764,820	(\$47,821,460)	(\$4,726,390)	(\$358,750)	(\$3,014,240)	(\$9,365,520)	\$203,870	(\$40,372,410)
Transfers and Other Financing Sources (Uses)												
Transfer from other funds	\$0	\$455,500	\$500,000	\$0	\$0	\$10,154,670	\$0	\$35,320	\$3,014,240	\$5,114,000	\$43,950	\$19,317,680
Transfer to other funds	(\$6,935,360)	\$0	\$0	(\$1,914,000)	(\$10,433,000)	(\$35,320)	\$0	\$0	\$0	\$0	\$0	(\$19,317,680)
Bonds Issued	\$0	\$0	\$0	\$0	\$0	\$10,000,000	\$0	\$0	\$0	\$0	\$0	\$10,000,000
Net Transfers and Other Financing Sources (Uses)	(\$6,935,360)	\$455,500	\$500,000	(\$1,914,000)	(\$10,433,000)	\$20,119,350	\$0	\$35,320	\$3,014,240	\$5,114,000	\$43,950	\$10,000,000
Beginning Fund Balances	\$36,280,426	\$908,289	\$4,667,041	\$2,136,798	\$5,653,141	\$29,344,360	\$5,353,190	\$257,557	\$0	\$17,152,169	\$1,162,866	\$102,915,837
Ending Fund Balances												
Operating Reserve	\$7,162,374	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$1,640,487	\$0	\$8,802,861
Streets Fund Reserve	\$0	\$300,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$300,000
Restricted Capital Reserve	\$0	\$0	\$0	\$0	\$2,757,810	\$13,197,630	\$3,221,960	\$0	\$0	\$1,535,000	\$0	\$20,712,400
Equipment Replacement Reserve	\$1,541,389	\$60,920	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$1,004,348	\$958,696	\$3,565,353
Major Maintenance Reserve	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$468,176	\$0	\$468,176
Reserve for Loans	\$65,873	\$0	\$3,850,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$3,915,873
FY21 Surplus to be Allocated	\$12,196,596	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$12,196,596
Estimated FY22 Surplus to be Allocated	\$15,612,635	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$15,612,635
Parking Revenue Pledged to Uptown Improvement	\$279,648	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$279,648
Remaining Available Fund Balance	\$14,670,301	\$9	(\$39,419)	\$343,628	(\$2,772,849)	(\$11,555,380)	(\$2,595,160)	(\$65,873)	\$0	\$8,252,638	\$451,990	\$6,689,885
Total Ending Fund Balances	\$51,528,816	\$360,929	\$3,810,581	\$343,628	(\$15,039)	\$1,642,250	\$626,800	(\$65,873)	\$0	\$12,900,649	\$1,410,686	\$72,543,427

SUMMARY OF OVERALL BUDGET CHANGES

All Funds

	Operating Budget	CIP Budget	Debt Refinancing Budget	Totals
Comparison to FY 2022 Adopted				
FY 2022 Adopted Budget	\$42,817,448	\$19,875,395	\$9,000,000	\$71,692,843
<u>Significant Changes:</u>				
No refunding of debt planned for FY 2023	(\$102,000)		(\$9,000,000)	(\$9,102,000)
Increase for traffic improvements including construction of the Uptown parking garage		\$21,065,975		\$21,065,975
Increase for implementation of transit system	\$1,540,040	(\$1,140,600)		\$399,440
Increase for real estate/land acquisition for strategic protection of the City's future development		\$18,170,000		\$18,170,000
Increase for wastewater capital infrastructure needs		\$4,374,500		\$4,374,500
Increase in debt service for bonds issued for Sedona in Motion projects and a placeholder for possible debt related to real estate/land acquisition	\$1,980,435			\$1,980,435
Recommended Decision Packages	\$1,754,990			\$1,754,990
Increases in personnel costs for pay adjustments, salary study adjustments, and change in insurance and pension rates	\$1,372,935			\$1,372,935
Net decrease in other CIP projects		(\$230,720)		(\$230,720)
Other miscellaneous changes	(\$1,053,838)			(\$1,053,838)
FY 2023 Proposed Budget	\$48,310,010	\$62,114,550	\$0	\$110,424,560
% Change	13%	213%	∞	54%

INTER-FUND TRANSFERS

FY 2023 INTER-FUND TRANSFERS

Transfers Out	Transfers In							
	Streets Fund	Affordable Housing Fund	Capital Improvements Fund	Art in Public Places Fund	Public Transit Enterprise Fund	Wastewater Enterprise Fund	Info. Tech. Internal Service Fund	Totals
General Fund	\$455,500	\$500,000	\$ 2,500,000	\$ -	\$ 235,910	\$3,200,000	\$43,950	\$ 6,935,360
Grants, Donations & Restricted Funds						1,914,000		1,914,000
Transportation Sales Tax Fund	-	-	7,654,670		2,778,330	-	-	10,433,000
Capital Improvements Fund	-	-	-	35,320	-	-	-	35,320
Totals	\$455,500	\$500,000	\$10,154,670	\$35,320	\$3,014,240	\$5,114,000	\$43,950	\$19,317,680

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

- **Streets Fund Shortfall (ongoing)** – The revenues of the Streets Fund are insufficient to cover the estimated annual costs. The annual transfer is projected at \$455,500 for fiscal year 2022-23 and is based on maintaining a reserve balance for streets rehabilitation/pavement preservation.
- **Funding for Affordable Housing (ongoing)** – The annual transfer to provide funding for the Affordable Housing Fund for fiscal year 2022-23 is \$500,000. 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.
- **Funding for Capital Projects (ongoing)** – The annual transfer to provide funding for the Capital Improvements Fund for fiscal year 2022-23 is \$2,500,000. The City relies on General Fund monies as a significant source for capital improvement project needs.
- **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 2022-23 budget projects a transfer of \$7,654,670 from the Transportation Sales Tax Fund to the Capital Improvements Fund to cover those costs.
- **1% for Arts (ongoing)** – Council policy requires 1% of all capital projects budgets to be designated for art in public places. A total of \$35,320 was budgeted in the Capital Improvements Program for transfer to the Art in Public Places Fund for this purpose.
- **Funding for Verde Shuttle (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 Shuttle, 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 2022-23 budget includes a transfer of \$235,910 from the General Fund to the Public Transit Enterprise Fund to cover the grant matching requirement.

INTER-FUND TRANSFERS

continued

- **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 2022-23 budget projects a transfer of \$1,939,670 for operating costs and \$838,660 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 \$3,200,000 for fiscal year 2022-23 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.
- **Wastewater Subsidy (one-time)** – The fiscal year 2022-23 budget includes a projected need of \$1,914,000 of American Rescue Plan Act (ARPA) funding to support capital improvement needs.
- **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, and a transfer of \$43,950 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 \$133 million of city sales taxes.

Since FY 1989, the Wastewater Enterprise Fund has been subsidized with over \$133 million of city sales taxes.

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

A new rate study is in process that plans to continue the gradual reduction of the subsidy until fully eliminated once the Wastewater Fund debt is paid off. The future subsidies proposed in the rate study 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 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
FY2021	129.04	-	1.00	1.00	1.00	15.78	5.00	152.82
FY2022	136.21	3.88	1.00	1.00	1.00	15.68	5.00	163.77
FY2023	145.32	4.35	1.00	1.00	1.50	17.08	6.00	176.25

SUMMARY OF FULL-TIME EQUIVALENTS BY DEPARTMENT

Department	FY2021	FY2022	FY2023
City Council	7.00	7.00	7.00
City Manager's Office ⁽¹⁾	7.15	10.00	14.20
Human Resources	2.00	2.00	2.00
Financial Services ⁽²⁾	8.73	10.00	11.24
City Attorney's Office	4.04	3.54	3.54
City Clerk's Office ⁽³⁾	2.88	2.88	2.92
Parks & Recreation ⁽⁴⁾	8.56	8.91	9.05
Community Development ⁽⁵⁾	13.90	13.48	13.97
Public Works ⁽⁶⁾	29.45	33.85	35.65
Economic Development	1.00	1.00	1.00
Police ⁽⁷⁾	43.63	46.63	47.63
Municipal Court ⁽⁸⁾	5.48	5.48	5.55
Public Transit ⁽⁹⁾	1.00	1.00	1.50
Wastewater ⁽¹⁰⁾	13.00	13.00	15.00
Information Technology ⁽¹¹⁾	5.00	5.00	6.00
Total	152.82	163.77	176.25

⁽¹⁾Increase in City Manager's Office was due to addition of Webmaster position, Sustainability Coordinator position, Short-Term Rental Specialist position, and Housing Coordinator position, as well as a partial allocation of the reclassified Assistant City Manager/Director of Public Works position.

⁽²⁾Increase in Financial Services was due to addition of Budget & Financial Analyst position and a temporary city employee position.

⁽³⁾Increase in City Clerk's Office was due to addition of a temporary city employee position.

⁽⁴⁾Increase in Parks & Recreation was due to adjustments for seasonal positions.

⁽⁵⁾Increase in Community Development was due to a planned training overlap of 6-months for an incoming Building Inspector prior to the retirement of the current Building Inspector.

⁽⁶⁾Increase in Public Works was due to addition of Grants Analyst position split with Public Transit and Custodial Maintenance Worker position, as well as increase in part-time Traffic Control Assistant hours, net of a partial allocation of the reclassified Assistant City Manager/Director of Public Works position.

⁽⁷⁾Increase in Police was due to addition of Communications Specialist position.

⁽⁸⁾Increase in Municipal Court was due to increase in part-time Court Security Officer hours.

⁽⁹⁾Increase in Public Transit was due to addition of Grants Analyst position split with Public Works.

⁽¹⁰⁾Increase in Wastewater was due to addition of Wastewater Inspector position and Preventative Maintenance Technician position.

⁽¹¹⁾Increase in Information Technology was due to addition of IT Help Desk/Systems Engineer position.

POSITION LIST/FULL-TIME EQUIVALENTS

continued

POSITION LIST

Department/Authorized Position	FY2021	FY2022	FY2023	Change from FY2022
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 Public Works (GF)	-	-	0.20	0.20
Assistant City Manager/Director of Community Development (GF)	0.40	-	-	-
Housing Manager (AHF)	-	1.00	1.00	-
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	-
Webmaster (GF)	-	-	1.00	1.00
Management Analyst (GF)	1.00	-	-	-
Arts & Culture Coordinator (GF)	0.75	1.00	1.00	-
Public Relations Coordinator (GF)	1.00	1.00	1.00	-
Sustainability Coordinator (GF)	1.00	1.00	2.00	1.00
Short-Term Rental Specialist (GF)	-	-	1.00	1.00
Housing Coordinator (GF)	-	-	1.00	1.00
Executive Assistant (GF)	-	1.00	1.00	-
Administrative Assistant (GF)	1.00	-	-	-
City Manager's Office Total	7.15	10.00	14.20	4.20
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)	1.00	-	-	-
Procurement Officer (GF)	-	1.00	1.00	-
Accounting Supervisor (GF)	-	-	1.00	1.00
Accountant III (GF)	1.00	1.00	-	(1.00)
Budget & Financial Analyst (GF)	-	-	1.00	1.00
Revenue Supervisor (GF)	1.00	1.00	1.00	-
Accountant I (GF)	-	-	1.00	1.00
Accounting Technician II (GF)	3.00	3.00	3.00	-
Accounting Technician I (GF)	1.00	1.00	-	(1.00)
Administrative Assistant (GF)	0.73	1.00	1.00	-
Temporary City Employee (GF)	-	-	0.24	0.24
Financial Services Total	8.73	10.00	11.24	1.24

POSITION LIST/FULL-TIME EQUIVALENTS

continued

POSITION LIST

Department/Authorized Position	FY2021	FY2022	FY2023	Change from FY2022
City Attorney's Office				
City Attorney (GF)	1.00	1.00	1.00	-
Assistant City Attorney (GF)	2.00	1.50	1.50	-
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	3.54	3.54	-
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	-
Temporary City Employee (GF)	-	-	0.04	0.04
City Clerk's Office Total	2.88	2.88	2.92	0.04
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	2.00	1.00
Recreation Assistant (GF)	0.13	0.13	0.20	0.07
Pool Manager (GF)	0.33	0.33	0.31	(0.02)
Pool Assistant Manager (GF)	0.03	0.45	0.51	0.06
Lifeguard Instructor (GF)	1.43	1.43	-	(1.43)
Lifeguard (GF)	2.21	1.09	1.37	0.28
Swim Instructor (GF)	-	-	1.30	1.30
Aqua Fitness Instructor (GF)	0.19	0.19	0.04	(0.15)
Scorekeeper/Umpires/Referees (GF)	0.24	0.29	0.32	0.03
Parks & Recreation Total	8.56	8.91	9.05	0.14
Community Development				
Assistant City Manager/Director of CommDev (GF)	0.60	-	-	-
Director of Community Development (GF)	-	1.00	1.00	-
Assistant Community Development Director (GF)	1.00	-	-	-
Housing Manager (AHF)	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	1.00	1.00	-
Associate Planner (GF)	1.00	1.00	1.00	-
Building Inspector II (GF)	-	1.00	1.50	0.50
Plans Examiner II (GF)	-	1.00	1.00	-
Senior Code Enforcement Officer (GF)	1.00	1.00	1.00	-
Building Inspector I (GF)	1.00	-	-	-
Code Enforcement Officer (GF)	1.00	1.00	1.00	-
Building Permits Technician (GF)	2.00	2.00	2.00	-
Administrative Assistant (GF)	1.00	1.00	1.00	-
Temporary City Employee (GF)	0.30	0.48	0.47	(0.01)
Community Development Total	13.90	13.48	13.97	0.49

POSITION LIST/FULL-TIME EQUIVALENTS

continued

POSITION LIST

Department/Authorized Position	FY2021	FY2022	FY2023	Change from FY2022
Public Works				
Assistant City Manager/Director of Public Works (GF)	-	-	0.71	0.71
Assistant City Manager/Director of Public Works (SF)	-	-	0.05	0.05
Assistant City Manager/Director of Public Works (WWF)	-	-	0.04	0.04
Director of Public Works/City Engineer (GF)	0.93	0.88	-	(0.88)
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	-	-	-
Engineering Supervisor (WWF)	0.10	-	-	-
Associate Engineer (GF)	2.60	2.50	2.60	0.10
Associate Engineer (SF)	-	-	0.25	0.25
Associate Engineer (TSTF)	0.90	-	1.00	1.00
Associate Engineer (WWF)	0.50	0.50	0.15	(0.35)
City Maintenance Manager (GF)	0.91	0.76	0.76	-
City Maintenance Manager (SF)	-	0.15	0.15	-
City Maintenance Manager (WWF)	0.09	0.09	0.09	-
Assistant Engineer (GF)	1.87	1.97	1.95	(0.02)
Assistant Engineer (TSTF)	0.10	1.00	-	(1.00)
Assistant Engineer (WWF)	0.03	0.03	0.05	0.02
Grants Analyst (GF)	-	-	0.50	0.50
Chief Engineering Inspector (GF)	0.50	0.50	0.50	-
Chief Engineering Inspector (WWF)	0.50	0.50	0.50	-
Facilities/Administrative Manager (GF)	0.81	0.78	-	(0.78)
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	0.36	0.36	-
Right-of-Way Supervisor (SF)	-	0.58	0.58	-
Right-of-Way Supervisor (WWF)	0.06	0.06	0.06	-
Facilities Maintenance Supervisor (GF)	0.95	0.91	0.95	0.04
Facilities Maintenance Supervisor (SF)	-	0.04	0.05	0.01
Facilities Maintenance Supervisor (WWF)	0.05	0.05	-	(0.05)
Assistant Project Manager (GF)	-	1.00	1.00	-
Right-of-Way Specialist (GF)	0.94	0.24	0.24	-
Right-of-Way Specialist (SF)	-	0.70	0.70	-
Right-of-Way Specialist (WWF)	0.06	0.06	0.06	-
Bike Park Maintenance Worker (GF)	0.25	0.25	0.25	-
Public Works Administrative Supervisor (GF)	-	-	0.97	0.97
Public Works Administrative Supervisor (SF)	-	-	0.03	0.03
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)	3.80	2.54	6.47	3.93
City Maintenance Worker II (SF)	-	1.26	2.20	0.94
City Maintenance Worker II (WWF)	0.20	0.20	0.33	0.13
Facilities Maintenance Worker (GF)	-	1.00	1.00	-
Administrative Assistant (GF)	0.60	0.91	0.91	-
Administrative Assistant (SF)	-	0.09	0.09	-
City Maintenance Worker I (GF)	3.87	4.14	-	(4.14)
City Maintenance Worker I (SF)	-	0.73	-	(0.73)
City Maintenance Worker I (WWF)	0.13	0.13	-	(0.13)
Custodial Maintenance Worker (GF)	2.00	2.00	3.00	1.00
Traffic Control Assistant II (GF)	-	1.00	1.00	-
Traffic Control Assistant (GF)	2.60	2.60	3.10	0.50
Public Works Total	29.45	33.85	35.65	1.80

POSITION LIST/FULL-TIME EQUIVALENTS

continued

POSITION LIST

Department/Authorized Position	FY2021	FY2022	FY2023	Change from FY2022
Economic Development				
Economic Development Director (GF)	1.00	1.00	1.00	-
Economic Development Total	1.00	1.00	1.00	-
Police				
Chief of Police (GF)	1.00	1.00	1.00	-
Deputy Police Chief (GF)	-	1.00	1.00	-
Police Commander (GF)	2.00	-	-	-
Police Lieutenant (GF)	-	1.00	1.00	-
Police Sergeant (GF)	5.00	6.00	6.00	-
Police Detective (GF)	2.00	2.00	2.00	-
Police Officer (GF)	17.00	18.00	18.00	-
Communication/Records Supervisor (GF)	1.00	1.00	1.00	-
Communications Specialist (GF)	7.00	7.00	8.00	1.00
Community Service Officer (GF)	1.00	2.00	2.00	-
Executive Assistant (GF)	1.00	1.00	1.00	-
Police Records Clerk 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	-
Police Records Technician (GF)	1.00	1.00	1.00	-
Community Service Aides (GF)	2.90	2.90	2.90	-
Police Total	43.63	46.63	47.63	1.00
Municipal Court				
Magistrate Judge (GF)	1.00	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	0.50	0.07
Municipal Court Total	5.48	5.48	5.55	0.07
Public Transit				
Transit Administrator (PTF)	1.00	1.00	1.00	-
Grants Analyst (PTF)	-	-	0.50	0.50
Public Transit Total	1.00	1.00	1.50	0.50



POSITION LIST/FULL-TIME EQUIVALENTS

continued

POSITION LIST

Department/Authorized Position	FY2021	FY2022	FY2023	Change from FY2022
Wastewater				
Director of Wastewater (WWF)	1.00	1.00	1.00	-
WW Regulatory Compliance Specialist (WWF)	1.00	1.00	1.00	-
Chief Collections Operator (WWF)	1.00	1.00	1.00	-
Chief Plant Operator (WWF)	1.00	1.00	1.00	-
Mechanic/Electrician (WWF)	1.00	1.00	1.00	-
Collections Operator III (WWF)	1.00	1.00	1.00	-
Wastewater Inspector (WWF)	-	-	1.00	1.00
Lab Technician (WWF)	1.00	1.00	1.00	-
Plant Operator III (WWF)	1.00	1.00	1.00	-
Collections Operator II (WWF)	1.00	1.00	1.00	-
Plant Operator II (WWF)	1.00	1.00	1.00	-
Collections/Camera Operator I (WWF)	-	-	1.00	1.00
Collections 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	-
Preventative Maintenance Technician (WWF)	-	-	1.00	1.00
Wastewater Total	13.00	13.00	15.00	2.00
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 Help Desk/Systems Engineer (ITF)	-	-	1.00	1.00
IT Support/Help Desk Technician (ITF)	1.00	1.00	1.00	-
Information Technology Total	5.00	5.00	6.00	1.00
City-Wide Totals				
General Fund	129.04	136.21	145.32	9.11
Streets Fund	-	3.88	4.35	0.47
Affordable Housing Fund	1.00	1.00	1.00	-
Transportation Sales Tax Fund	1.00	1.00	1.00	-
Public Transit Fund	1.00	1.00	1.50	0.50
Wastewater Fund	15.78	15.68	17.08	1.40
Information Technology Fund	5.00	5.00	6.00	1.00
Total City Full-Time Equivalents	152.82	163.77	176.25	12.48

(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

POSITION LIST/FULL-TIME EQUIVALENTS

continued

FY 2023 Staffing Changes

The City staffing changes were based on analyses of departmental needs and funding allocations. The fiscal year 2022-22 budget includes the following changes:

- Ten full-time positions were added:
 - A Webmaster position was added to the City Manager's Office to centralize the management of website maintenance and development.
 - A Short-Term Rental Specialist position was added to the City Manager's Office to coordinate all City processes related to monitoring the Short-Term Rental program.
 - A Housing Coordinator position was added to the City Manager's Office to support the Housing Manager and the initiatives of the Housing program.
 - A Budget & Financial Analyst position was added to the Financial Services Department to address staffing gaps in expanded City service levels and improve succession planning.
 - A Grants Analyst position was added and split between the Public Works and Public Transit Departments to better pursue potential grant opportunities and manage the significant grant compliance requirements.
 - A Custodial Maintenance Worker position was added to the Public Works Department to address staffing shortages for increased service needs.
 - A Communications Specialist position was added to the Police Department to address increased demands for dispatch needs.
 - A Wastewater Inspector position was added to the Wastewater Department to increase capacity to cover the needs of the grease trap inspection program, as well as other wastewater operational and capital project inspection needs.
 - A Preventative Maintenance Technician position was added to the Wastewater Department to assist and apprentice with the Mechanic/Electrician position.
 - An IT Help Desk/Systems Engineer position was added to the Information Technology Department to address staffing shortages for increased service needs.
- A temporary 6-month overlap of the retiring Building Inspector with the incoming Building Inspector was included on the Community Development Department to assist with the training and transition of the position.
- Hours were increased for the part-time Traffic Control Assistant positions to address increased needs during times of higher tourism.
- Two temporary positions were added:
 - A temporary position was added to the Financial Services Department to assist with the workload backlogs and training of the incoming Revenue Supervisor as a result of the retirement of the former Revenue Supervisor.
 - A temporary position was added to the City Clerk's Office to assist with the training of the incoming City Clerk as a result of the retirement of the former City Clerk.
- During fiscal year 2021-22, the City Council authorized staffing changes to address the workload pressures due to significant turnover and difficulties with recruiting, lack of adequate local workforce, and affordability of housing. As a result, the following changes were made subsequent to the fiscal year 2021-22 budget adoption:
 - The Director of Public Works/City Engineer was promoted to Assistant City Manager/Director of Public Works.
 - The City Council authorized funding in the Sustainability program to be determined later if consultant services or an added position would be best to accelerate program initiatives. An additional Sustainability Coordinator position was subsequently added.

POSITION LIST/FULL-TIME EQUIVALENTS

continued

FY 2022 Staffing Changes (cont'd)

- The Accountant III position in the Financial Services Department was restructured to an Accounting Supervisor position.
- An Accounting Technician II position in the Financial Services Department was restructured to an Accountant I position.
- The Accounting Technician I position in the Financial Services Department was restructured to an Accounting Technician II position.
- The Recreation Coordinator I position in the Parks & Recreation Department was restructured to an Administrative & Recreation Assistant position.
- An Assistant Engineer position in the Public Works Department was restructured to an Associate Engineer position.
- The Facilities/Administrative Manager position in the Public Works Department was restructured to a Public Works Administrative Supervisor position.
- Five City Maintenance Worker I positions in the Public Works Department were restructured to City Maintenance Worker II positions.
- The hours were increased for the Court Security Officer position in the Municipal Court to address increased needs anticipated with the relocation of the Court to a separate facility.
- The CCTV Van Operator position in the Wastewater Department was restructured to a Collections/Camera Operator I position.
- Other adjustments included adjustments to the hours of some part-time and temporary positions.

City of Sedona
FY 2022-23 Proposed Budget
Summary of Carryover Requests - Operating Budget

Department	Program	Description	FY Approved	Status	Amount
General Fund					
City Manager's Office	Sustainability	Renewable energy purchase	FY 2021	Not started	\$ 12,500
City Manager's Office	Sustainability	Renewable site analysis and contract review	FY 2021	Not started	10,000
City Manager's Office	Sustainability	Electric vehicle charging infrastructure	FY 2021	Not started	38,000
General Services	Administration	Remaining unspent portion of Small Grants balance from FY 2021	FY 2021	Portion of carryover due to COVID-19 has been awarded	17,540
General Fund Total					\$ 78,040
Grants & Donations Funds					
Police	Grants	Drone program	FY 2022	Grant funding not yet identified	\$ 20,000
Grants & Donations Funds Total					\$ 20,000
Public Transit Enterprise Fund					
Information Technology	Info. Tech. Services	Micro-transit Intelligent Transit System (ITS) platform	FY 2022	Bid awarded	\$ 18,000
Public Transit Enterprise Fund Total					\$ 18,000
Wastewater Enterprise Fund					
Wastewater	Administration	Slip line sewer lateral for Admin Building	FY 2022	Not started	\$ 10,000
Wastewater	Plant Operations	WIMS training & development	FY 2021	Not started	5,000
Wastewater	Plant Operations	PLC 4 rack upgrade	FY 2022	Not started	15,000
Wastewater	Collections	Poco generator replacement	FY 2022	Not started	75,000
Wastewater	Collections	Northview generator install	FY 2021	Not started	25,000
Wastewater	Collections	Arc Flash study update	FY 2022	Not started	25,000
Wastewater	Lab	Lab fume hood motor replacement & relocation (plus additional appropriation of \$28,000)	FY 2021	Not started	12,000
Wastewater	Lab	Lab lighting	FY 2022	Not started	500
Wastewater Enterprise Fund Total					\$ 167,500
Information Technology Internal Service Fund					
Information Technology	Info. Tech. Services	Refresh small managed switches	FY 2022	Not started	\$ 5,100
Information Technology	Info. Tech. Services	Refresh wireless network upgrade	FY 2021	In process	2,500
Information Technology	Info. Tech. Services	Refresh catalyst switches (plus additional appropriation of \$5,800)	FY 2021	Not started	16,000
Information Technology Internal Service Fund Total					\$ 23,600
Grand Total					\$ 307,140

City of Sedona
 FY 2022-23 Proposed Budget
 Summary of Decision Package Requests

Personnel Requests

Department	Description	Priority	FTEs	One-Time Costs	Ongoing Costs	Total Request	CM Recommendation	FTEs	One-Time	Ongoing	Total Recommended
General Fund											
City Manager's Office	Public Relations Professional Services	High		\$ -	\$ 75,000	\$ 75,000	Recommended		\$ -	\$ 75,000	\$ 75,000
City Manager's Office	New Webmaster Position	High	1.0	5,600	115,680	121,280	Recommended	1.0	5,600	115,680	121,280
City Manager's Office	Environmental Impact Assessment - OHVs	High		75,000	-	75,000	Recommended		75,000	-	75,000
City Manager's Office	Energy Efficiency Upgrades & Monitoring Technology	High		85,000	-	85,000	Recommended		85,000	-	85,000
City Manager's Office	Home Hazardous Waste Expansion to Partner Cities	High		-	12,000	12,000	Recommended		-	12,000	12,000
City Manager's Office	Green Procurement Audit & Surveying	High		10,000	-	10,000	Recommended		10,000	-	10,000
City Manager's Office	Short-Term Rental Specialist	High	1.0	12,500	90,960	103,460	Recommended	1.0	12,500	90,960	103,460
Financial Services	Budget & Financial Analyst Position	High	1.0	16,100	107,470	123,570	Recommended	1.0	16,100	107,470	123,570
Financial Services	Internal Control Audit	Low		50,000	-	50,000	Not recommended at this time		-	-	-
Financial Services	Investment Advisory & Consulting Services	Low		40,000	50,000	90,000	Not recommended at this time		-	-	-
General Services	Grant Writing Professional Services	High		-	75,000	75,000	Recommended		-	75,000	75,000
General Services	Sedona Historical Society Provider Agreement	Medium		-	75,000	75,000	Recommended		-	75,000	75,000
General Services	Translation/Interpretation Services	Medium		-	10,000	10,000	Recommended at reduced amount		-	5,000	5,000
General Services	Community Engagement	Medium		-	25,000	25,000	Recommended at reduced amount		-	10,000	10,000
Public Works	Custodial Maintenance Worker	High	1.0	-	64,050	64,050	Recommended	1.0	-	64,050	64,050
Police	Communication Specialist	High	1.0	500	98,450	98,950	Recommended	1.0	500	98,450	98,950
Police	Capacity Building & Succession Planning Phase 2	High	3.0	59,510	414,070	473,580	Not recommended at this time	0.0	-	-	-
General Fund Total			8.0	\$ 354,210	\$ 1,212,680	\$ 1,566,890		5.0	\$ 204,700	\$ 728,610	\$ 933,310
Affordable Housing Fund											
City Manager's Office	New Housing Position	High	1.0	\$ 8,600	\$ 84,380	\$ 92,980	Recommended	1.0	\$ 8,600	\$ 84,380	\$ 92,980
City Manager's Office	Housing Programs - STR>LTR Rental Incentives	High		480,000	-	480,000	Recommended at 1/2		240,000	-	240,000
Affordable Housing Fund Total			1.0	\$ 488,600	\$ 84,380	\$ 572,980		1.0	\$ 248,600	\$ 84,380	\$ 332,980
Grants & Donations Funds											
Police	VMS Speed and Message Trailer	High		\$ 24,000	\$ -	\$ 24,000	Recommended if grant funding received		\$ 24,000	\$ -	\$ 24,000
Police	DUI Enforcement	High	0.0	2,500	-	2,500	Recommended if grant funding received	0.0	2,500	-	2,500
Grants & Donations Funds Total			0.0	\$ 26,500	\$ -	\$ 26,500		0.0	\$ 26,500	\$ -	\$ 26,500
Public Transit Fund											
Transit	Grants Coordinator	High	1.0	\$ 3,900	\$ 107,590	\$ 111,490	Recommended	1.0	\$ 3,900	\$ 107,590	\$ 111,490
Wastewater Fund											
Wastewater	Wastewater Inspector	Medium	1.0	\$ 12,600	\$ 99,690	\$ 112,290	Recommended	1.0	\$ 12,600	\$ 99,690	\$ 112,290
Wastewater	Preventative Maintenance Technician	Medium	1.0	3,600	79,520	83,120	Recommended	1.0	3,600	79,520	83,120
Wastewater Fund Total			2.0	\$ 16,200	\$ 179,210	\$ 195,410		2.0	\$ 16,200	\$ 179,210	\$ 195,410
Information Technology Fund											
Information Technology	IT HelpDesk/Systems Engineering Position	High	1.0	\$ 10,600	\$ 144,700	\$ 155,300	Recommended	1.0	\$ 10,600	\$ 144,700	\$ 155,300
Grand Total			13.0	\$ 900,010	\$ 1,728,560	\$ 2,628,570		10.0	\$ 510,500	\$ 1,244,490	\$ 1,754,990

INTERNAL CHARGES

The fiscal year 2022-23 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	\$ -	\$ -	\$ 6,730	\$ 92,160	\$ 70,760	\$ -	\$ 2,580	\$ 7,790	\$ 180,020
City Manager's Office	(911,190)	40,860	92,090	136,740	31,230	11,550	28,130	66,840	(503,760)
Human Resources	9,460	(484,220)	20,770	60,520	44,620	4,890	2,790	11,610	(329,560)
Financial Services	56,750	31,030	(1,900,900)	188,230	32,490	6,660	18,700	27,127	(1,539,920)
City Attorney's Office	23,950	10,010	25,470	26,700	(538,520)	3,110	8,010	23,150	(418,120)
City Clerk's Office	19,340	8,300	16,320	52,610	22,310	(229,990)	5,280	33,550	(72,280)
Parks & Recreation	98,140	26,530	50,860	72,110	-	-	6,790	21,290	275,720
General Services	-	-	-	-	-	-	(543,840)	-	(543,840)
Community Development	83,420	40,870	77,390	202,200	139,650	137,400	19,540	81,180	781,660
Public Works	204,130	101,910	301,990	272,230	111,710	43,260	186,320	(703,910)	517,640
Economic Development	4,910	2,930	23,390	16,630	-	-	5,630	6,260	59,750
Police	245,310	139,260	237,130	889,800	38,580	10,630	102,210	305,340	1,968,260
Municipal Court	53,980	16,230	30,870	45,030	-	-	6,910	67,580	220,600
Public Transit	9,820	5,850	59,010	16,190	-	-	15,240	9,550	115,660
Wastewater	73,600	43,880	899,870	211,650	47,170	12,490	120,460	19,470	1,428,590
Information Technology	28,380	16,560	59,020	-	-	-	15,250	23,170	142,380
Totals	\$ -	\$ -	\$ -	\$ 2,282,800	\$ -	\$ -	\$ -	\$ -	\$ 2,282,800

INTERNAL CHARGES

continued

Equipment Replacement Reserves and Major Maintenance Reserve

The fiscal year 2022-23 budget includes set-asides for equipment replacement reserves and a wastewater major maintenance reserve. 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.

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	\$ 2,510	\$ -
Parks & Recreation	7,480	-
General Services	4,070	-
Community Development	4,400	-
Public Works	83,410	-
Police	205,310	-
Municipal Court	730	-
Wastewater	219,590	369,890
Information Technology	228,500	-
Totals	\$756,000	\$369,890



FUND SUMMARIES

continued

General Fund

	FY2023 Budget	FY2022 Budget	FY2023 Incr. over FY2022	FY2022 Est. Actuals	FY2023 Incr. over FY2022 Est.	FY2022 Est. over/ (under) budget	FY2021 Actuals	FY2020 Actuals	FY2019 Actuals
Ongoing Revenues									
City Sales Taxes	\$31,360,000	\$23,985,700	31%	\$29,003,000	8%	\$5,017,300	\$23,972,811	\$17,315,576	\$18,419,630
Bed Taxes	\$10,232,000	\$7,029,300	46%	\$9,302,000	10%	\$2,272,700	\$7,150,999	\$4,160,184	\$4,788,239
In Lieu Fees	\$539,400	\$525,200	3%	\$526,700	2%	\$1,500	\$515,335	\$502,647	\$486,937
Franchise Fees	\$857,900	\$851,800	1%	\$850,600	1%	(\$1,200)	\$883,456	\$809,674	\$810,916
State Shared Sales Taxes	\$1,439,000	\$1,163,600	24%	\$1,387,000	4%	\$223,400	\$1,199,926	\$1,067,529	\$1,039,635
Urban Revenue Sharing	\$1,762,000	\$1,349,000	31%	\$1,289,000	37%	(\$60,000)	\$1,477,587	\$1,336,465	\$1,251,688
Vehicle License Taxes	\$752,700	\$775,900	-3%	\$775,300	-3%	(\$600)	\$795,420	\$664,581	\$662,935
Other Intergovernmental	\$50,950	\$50,810	0%	\$51,200	0%	\$390	\$62,163	\$20,464	\$15,920
Licenses and Permits	\$448,280	\$334,275	34%	\$471,870	-5%	\$137,595	\$385,953	\$313,929	\$381,501
Charges for Services	\$984,850	\$845,560	16%	\$932,100	6%	\$86,540	\$667,167	\$635,598	\$871,444
Fines and Forfeitures	\$303,690	\$208,300	46%	\$296,840	2%	\$88,540	\$360,370	\$181,052	\$214,738
Other Revenues	\$270,170	\$259,960	4%	\$203,130	33%	(\$56,830)	\$153,818	\$318,925	\$413,322
Total Ongoing Revenues	\$49,000,940	\$37,379,405	31%	\$45,088,740	9%	\$7,709,335	\$37,625,005	\$27,326,624	\$29,356,905
Ongoing Expenditures									
General Government	\$6,796,020	\$5,905,785	15%	\$5,785,030	17%	\$120,755	\$4,930,744	\$5,155,549	\$4,874,077
Public Safety	\$7,460,350	\$6,826,446	9%	\$6,461,350	15%	\$365,096	\$5,335,626	\$5,708,695	\$5,630,373
Public Works & Streets	\$2,129,890	\$1,827,770	17%	\$1,836,750	16%	(\$8,980)	\$1,826,544	\$1,853,177	\$1,998,140
Culture & Recreation	\$2,570,740	\$2,159,176	19%	\$2,086,220	23%	\$72,956	\$1,566,298	\$1,689,894	\$1,799,461
Economic Development	\$1,858,180	\$2,402,870	-23%	\$2,358,150	-21%	\$44,720	\$2,636,155	\$2,562,714	\$2,364,731
Health & Welfare	\$1,398,250	\$1,283,880	9%	\$1,017,690	37%	\$266,190	\$716,945	\$669,367	\$471,415
Public Transportation	\$63,950	\$60,900	5%	\$60,900	5%	\$0	\$60,000	\$192,544	\$202,363
Indirect Cost Allocations	\$253,780	\$487,230	-48%	\$726,950	-65%	(\$239,720)	\$671,640	\$603,500	\$667,814
Contingencies	\$300,000	\$475,000	-37%	\$0	∞	\$475,000	\$0	\$0	\$0
Total Ongoing Expenditures	\$22,831,160	\$21,429,057	7%	\$20,333,040	12%	\$1,096,017	\$17,743,952	\$18,435,440	\$18,008,374
Net Ongoing	\$26,169,780	\$15,950,348	64%	\$24,755,700	6%	\$6,613,318	\$19,881,053	\$8,891,184	\$11,348,531
Other									
One-Time Revenues:									
In Lieu Fees	\$0	\$0	N/A	\$18,000	-100%	\$18,000	\$0	\$0	\$0
Intergovernmental	\$0	\$6,300	-100%	\$7,000	-100%	\$700	\$11,832	\$0	\$0
Charges for Services	\$10	\$0	∞	\$2,250	-100%	\$2,250	\$10	\$0	\$0
Other Revenues	\$0	\$186,400	-100%	\$266,950	-100%	\$80,550	\$190,899	\$148,013	\$10,395

FUND SUMMARIES

continued

General Fund

	FY2023 Budget	FY2022 Budget	FY2023 Incr. over FY2022	FY2022 Est. Actuals	FY2023 Incr. over FY2022 Est.	FY2022 Est. over/ (under) budget	FY2021 Actuals	FY2020 Actuals	FY2019 Actuals
One-Time Expenditures:									
General Government	(\$862,740)	(\$711,370)	21%	(\$737,780)	17%	(\$26,410)	(\$189,844)	(\$255,176)	(\$222,032)
Public Safety	(\$335,410)	(\$214,026)	57%	(\$185,140)	81%	\$28,886	(\$112,893)	(\$199,097)	(\$198,238)
Public Works & Streets	(\$21,770)	(\$72,740)	-70%	(\$56,910)	-62%	\$15,830	(\$90,110)	(\$94,002)	(\$35,784)
Culture & Recreation	(\$116,520)	(\$168,340)	-31%	(\$169,340)	-31%	(\$1,000)	(\$112,915)	(\$164,906)	(\$147,233)
Economic Development	\$0	(\$30,000)	-100%	(\$7,980)	-100%	\$22,020	(\$291,443)	(\$9,000)	\$0
Health & Welfare	(\$218,000)	(\$48,000)	354%	(\$2,730)	7885%	\$45,270	(\$45,457)	(\$38,555)	\$0
Debt Service	(\$2,657,590)	(\$1,034,850)	157%	(\$1,037,750)	156%	(\$2,900)	(\$1,032,801)	(\$1,034,470)	(\$1,415,875)
Net One-Time Revenues/Expenditures	(\$4,212,020)	(\$2,086,626)	102%	(\$1,903,430)	121%	\$183,196	(\$1,672,722)	(\$1,647,193)	(\$2,008,767)
Transfers:									
Transfer from Grants & Donations Funds	\$0	\$0	N/A	\$0	N/A	\$0	\$0	\$1,205,549	\$0
Transfer to Streets Fund	(\$455,500)	\$0	∞	\$0	∞	\$0	(\$272,840)	(\$190,760)	(\$253,200)
Transfer to Affordable Housing Fund	(\$500,000)	(\$2,296,330)	-78%	(\$2,296,330)	-78%	\$0	(200,000)	(1,100,000)	(100,000)
Transfer to Grants & Donations Funds	\$0	\$0	N/A	\$0	N/A	\$0	\$0	\$0	(\$1,000)
Transfer to Capital Improvements Fund	(\$2,500,000)	(\$4,350,000)	-43%	(\$4,350,000)	-43%	\$0	(\$4,145,079)	(\$2,902,067)	(\$1,862,666)
Transfer to Development Impact Fee Funds	\$0	(\$200)	-100%	(\$200)	-100%	\$0	\$0	(\$27,964)	\$0
Transfer to Public Transit Fund	(\$235,910)	(\$224,000)	5%	(\$224,000)	5%	\$0	\$0	\$0	\$0
Transfer to Wastewater Fund	(\$3,200,000)	(\$3,300,000)	-3%	(\$3,300,000)	-3%	\$0	(\$3,400,000)	(\$3,447,000)	(\$4,599,709)
Transfer to Information Technology Fund	(\$43,950)	(\$48,970)	-10%	(\$45,220)	-3%	\$3,750	(\$92,401)	(\$27,520)	\$0
Net Transfers	(\$6,935,360)	(\$10,219,500)	-32%	(\$10,215,750)	-32%	\$3,750	(\$8,110,320)	(\$6,489,762)	(\$6,816,575)
Beginning Fund Balance	\$36,280,426	\$20,691,475	75%	\$23,296,116	56%	\$2,604,641	\$13,245,531	\$12,129,554	\$9,235,819
Equipment Replacement Reserve									
Reserve Contributions	\$246,990	\$380,400	-35%	\$380,400	-35%	\$0	\$0	\$361,748	\$370,546
Equipment Purchases	(\$21,000)	(\$32,610)	-36%	(\$32,610)	-36%	\$0	(\$47,426)	\$0	\$0
Net Contribution to Equipment Replacement Reserve	\$225,990	\$347,790	-35%	\$347,790	-35%	\$0	(\$47,426)	\$361,748	\$370,546

FUND SUMMARIES

continued

General Fund

	FY2023 Budget	FY2022 Budget	FY2023 Incr. over FY2022	FY2022 Est. Actuals	FY2023 Incr. over FY2022 Est.	FY2022 Est. over/ (under) budget	FY2021 Actuals	FY2020 Actuals	FY2019 Actuals
Ending Fund Balances									
Operating Reserve ⁽¹⁾	\$7,162,374	\$6,603,868	8%	\$6,603,868	8%	\$0	\$6,158,134	\$6,187,349	\$6,099,611
Debt Service Reserve ⁽²⁾	\$0	\$0	N/A	\$0	N/A	\$0	\$0	\$0	\$300,000
Equipment Replacement Reserve	\$1,541,389	\$1,330,325	16%	\$1,315,399	17%	(\$14,926)	\$967,609	\$1,015,035	\$658,622
FY18 Bed Tax Pledged to Tourism Mgmt	\$0	\$0	N/A	\$0	N/A	\$0	\$0	\$0	\$11,275
FY19 Bed Tax Pledged to Affordable Housing	\$0	\$0	N/A	\$0	N/A	\$0	\$0	\$0	\$457,131
FY18 Surplus to be Allocated	\$0	\$0	N/A	\$0	N/A	\$0	\$0	\$0	\$1,045,917
FY19 Surplus to be Allocated	\$0	\$0	N/A	\$0	N/A	\$0	\$165,599	\$2,310,678	\$2,310,678
FY20 Surplus to be Allocated	\$0	\$0	N/A	\$0	N/A	\$0	\$3,485,642	\$3,485,643	\$0
FY21 Surplus to be Allocated	\$12,196,596	\$9,702,647	26%	\$12,196,596	0%	\$2,493,949	\$0	\$0	\$0
FY22 Estimated Surplus to be Allocated	\$15,612,635	\$0	∞	\$15,612,635	0%	\$15,612,635	\$0	\$0	\$0
Prepaid Balance	\$0	\$0	N/A	\$0	N/A	\$0	\$14,857	\$29,826	\$11,683
Reserve for Loan to Art in Public Places Fund	\$65,873	\$0	∞	\$0	∞	\$0	\$0	\$0	\$0
Parking Revenues Pledged to Uptown Improvements	\$279,648	\$453,056	-38%	\$473,888	-41%	\$20,832	\$138,379	\$0	\$826,127
Budget Carryovers	\$0	\$0	N/A	\$78,040	-100%	\$78,040	\$169,300	\$217,000	\$408,510
Remaining Available Fund Balance	\$14,670,301	\$6,593,591	122%	\$0	∞	(\$6,593,591)	\$12,196,596	\$0	\$0
Total Ending Fund Balances	\$51,528,816	\$24,683,487	109%	\$36,280,426	42%	\$11,596,939	\$23,296,116	\$13,245,531	\$12,129,554

⁽¹⁾Operating reserve is 30% of operating expenditures.

⁽²⁾Prior reserve was to account for increases until ongoing debt service levels of \$1 million were reached.

FUND SUMMARIES
continued

Streets Fund

	FY2023 Budget	FY2022 Budget	FY2023 Incr. over FY2022 Budget	FY2022 Est. Actuals	FY2023 Incr. over FY2022 Est.	FY2022 Est. over/ (under) budget	FY2021 Actuals	FY2020 Actuals	FY2019 Actuals
Ongoing Revenues									
Intergovernmental	\$1,293,000	\$1,024,000	26%	\$1,293,000	0%	\$269,000	\$1,069,912	\$922,699	\$965,039
Other Revenues	\$22,400	\$7,890	184%	\$11,200	100%	\$3,310	\$8,291	\$33,985	\$32,773
Total Ongoing Revenues	\$1,315,400	\$1,031,890	27%	\$1,304,200	1%	\$272,310	\$1,078,203	\$956,684	\$997,812
Ongoing Expenditures									
Streets Rehabilitation/Pavement Preservation	\$1,150,000	\$1,150,000	0%	\$900,000	28%	\$250,000	\$974,236	\$872,776	\$980,840
Other Streets Maintenance	\$471,710	\$314,880	50%	\$366,670	29%	(\$51,790)	\$0	\$0	\$0
Storm Clean-Up	\$94,310	\$114,470	-18%	\$250,400	-62%	(\$135,930)	\$0	\$0	\$0
Traffic Control	\$241,270	\$219,501	10%	\$183,590	31%	\$35,911	\$0	\$0	\$0
Internal Charges	\$287,030	\$81,440	252%	\$76,010	278%	\$5,430	\$50,740	\$51,880	\$51,726
Total Ongoing Expenditures	\$2,244,320	\$1,880,291	19%	\$1,776,670	26%	\$103,621	\$1,024,976	\$924,656	\$1,032,566
Net Ongoing	(\$928,920)	(\$848,401)	9%	(\$472,470)	97%	\$109,051	\$53,227	\$32,028	(\$34,754)
Other									
One-Time Revenues:									
Intergovernmental	\$0	\$0	N/A	\$0	N/A	\$0	(\$26)	\$231,444	\$34,266
Other	\$0	\$0	N/A	\$0	N/A	\$0	\$36	\$57	\$0
One-Time Expenditures:									
Other Streets Maintenance	(\$134,860)	(\$212,280)	-36%	(\$202,060)	-33%	\$10,220	\$0	\$0	\$0
Net One-Time Revenues/Expenditures	(\$134,860)	(\$212,280)	-36%	(\$202,060)	-33%	\$10,220	\$10	\$231,501	\$34,266
Transfer from General Fund	\$455,500	\$0	∞	\$0	∞	\$0	\$272,840	\$190,760	\$253,200
Beginning Fund Balance	\$908,289	\$1,545,202	-41%	\$1,582,819	-43%	\$37,617	\$1,256,742	\$802,453	\$549,741
Equipment Replacement Reserve									
Reserve Contributions	\$60,920	\$0	∞	\$0	∞	\$0	\$0	\$0	\$0
Equipment Purchases	\$0	\$0	N/A	\$0	N/A	\$0	\$0	\$0	\$0
Net Contribution to Equipment Replacement Reserve	\$60,920	\$0	∞	\$0	∞	\$0	\$0	\$0	\$0
Ending Fund Balances									
Streets Reserve Policy ⁽¹⁾	\$300,000	\$300,000	0%	\$300,000	0%	\$0	\$0	\$0	\$0
Prior Reserve Policy - 10% of expenditures	\$0	\$0	N/A	\$0	N/A	\$0	\$102,498	\$92,466	\$103,257
Equipment Replacement Reserve	\$60,920	\$0	∞	\$0	∞	\$0	\$0	\$0	\$0
Remaining Available Fund Balance	\$9	\$184,521	-100%	\$608,289	-100%	\$423,768	\$1,480,321	\$1,164,276	\$699,196
Total Ending Fund Balances	\$360,929	\$484,521	-26%	\$908,289	-60%	\$216,526	\$1,582,819	\$1,256,742	\$802,453

⁽¹⁾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. Calculation of annual General Fund subsidies were adjusted based on maintaining the required reserve.

FUND SUMMARIES
continued

Affordable Housing Fund

	FY2023 Budget	FY2022 Budget	FY2023 Incr. over FY2022 Budget	FY2022 Est. Actuals	FY2023 Incr. over FY2022 Est.	FY2022 Est. over/ (under) budget	FY2021 Actuals	FY2020 Actuals	FY2019 Actuals
Ongoing Revenues									
Intergovernmental	\$60,000	\$69,550	-14%	\$45,200	33%	(\$24,350)	\$0	\$0	\$0
Other Revenues	\$26,500	\$23,630	12%	\$13,250	100%	(\$10,380)	\$10,439	\$38,627	\$19,214
Total Ongoing Revenues	\$86,500	\$93,180	-7%	\$58,450	48%	(\$34,730)	\$10,439	\$38,627	\$19,214
Expenditures									
City Manager's Office	\$352,690	\$557,030	-37%	\$95,060	271%	(\$461,970)	\$0	\$0	\$0
Total Ongoing Expenditures	\$352,690	\$557,030	-37%	\$95,060	271%	(\$461,970)	\$0	\$0	\$0
One-Time Expenditures									
Net Ongoing	(\$266,190)	(\$463,850)	-43%	(\$36,610)	627%	\$427,240	10,439	\$38,627	\$19,214
Other									
One-Time Revenues:									
In Lieu Fees	\$0	\$0	N/A	\$0	N/A	\$0	\$199,000	\$0	\$625,000
One-Time Expenditures:									
City Manager's Office	(\$240,000)	\$0	∞	(\$2,240)	10614%	(\$2,240)	\$0	\$0	\$0
Community Development	\$0	\$0	N/A	\$0	N/A	\$0	(\$64,865)	(\$65,559)	(\$38,451)
Contingency Placeholder	(\$850,000)	(\$2,100,000)	-60%	\$0	∞	\$2,100,000	\$0	\$0	\$0
Net One-Time Revenues/Expenditures	(\$1,090,000)	(\$2,100,000)	-48%	(\$2,240)	48561%	\$2,097,760	\$134,135	(\$65,559)	\$586,549
Transfer from General Fund	\$500,000	\$2,296,330	-78%	\$2,296,330	-78%	\$0	\$200,000	\$1,100,000	\$100,000
Beginning Fund Balance	\$4,667,041	\$2,449,227	91%	\$2,409,561	94%	(\$39,666)	\$2,064,987	\$991,919	\$286,156
Ending Fund Balances									
Reserve for Sunset Lofts Loan ⁽¹⁾	\$3,450,000	\$0	∞	\$2,000,000	73%	\$2,000,000	\$0	\$0	\$0
Reserve for Down Payment Assistance Loans ⁽²⁾	\$400,000	\$0	∞	\$400,000	0%	\$400,000	\$0	\$0	\$0
Remaining Available Fund Balance ⁽³⁾	(\$39,149)	\$2,181,707	-102%	\$2,267,041	-102%	\$85,334	\$2,409,561	\$2,064,987	\$991,919
Total Ending Fund Balances	\$3,810,851	\$2,181,707	75%	\$4,667,041	-18%	\$2,485,334	\$2,409,561	\$2,064,987	\$991,919

⁽¹⁾The reserve for the Sunset Lofts loan assumes \$750,000 of the \$4,200,000 will not yet be loaned as of 6/30/23. Sufficient surplus is available in the General Fund to cover the projected deficit.

⁽²⁾The \$400,000 reserved for down payment assistance loans as of 6/30/23 represents the \$400,000 expected to be loaned in FY2022. If Council wishes to loan another \$400,000 during FY2023, the reserve will need to be increased to \$800,000.

⁽³⁾Since the department summaries were sent out before the reconciliation process was complete, the contingency placeholder has not yet been reduced to reflect the available balance of the fund.

FUND SUMMARIES

continued

Grants, Donations & Restricted Funds

	FY2023 Budget	FY2022 Budget	FY2023 Incr. over FY2022 Budget	FY2022 Est. Actuals	FY2023 Incr. over FY2022 Est.	FY2022 Est. over/ (under) budget	FY2021 Actuals	FY2020 Actuals	FY2019 Actuals
Ongoing Revenues									
Intergovernmental	\$58,300	\$2,900	1910%	\$58,300	0%	\$55,400	\$41,909	\$9,490	\$3,742
Charges for Services	\$200	\$1,000	-80%	\$200	0%	(\$800)	\$790	\$956	\$1,005
Fines & Forfeitures	\$31,350	\$23,800	32%	\$31,350	0%	\$7,550	\$25,947	\$21,773	\$24,121
Contributions & Donations	\$21,450	\$16,800	28%	\$20,750	3%	\$3,950	\$8,508	\$25,029	\$44,445
Other Revenues	\$4,600	\$1,270	262%	\$2,300	100%	\$1,030	\$1,843	\$3,900	\$3,786
Total Grants & Donations Funds Revenues	\$115,900	\$45,770	153%	\$112,900	3%	\$67,130	\$78,997	\$61,148	\$77,099
Ongoing Expenditures									
Parks & Recreation	\$12,950	\$12,950	0%	\$3,650	255%	\$9,300	\$3,806	\$11,759	\$27,081
General Services	\$800	\$800	0%	\$0	∞	\$800	\$0	\$955	\$0
Public Works	\$2,500	\$789	217%	\$3,900	-36%	(\$3,111)	\$0	\$0	\$0
Police	\$68,600	\$11,000	524%	\$49,650	38%	(\$38,650)	\$4,279	\$15,992	\$8,085
Municipal Court	\$0	\$0	N/A	\$0	N/A	\$0	\$2,802	\$0	\$0
Economic Development	\$0	\$0	N/A	\$0	N/A	\$0	\$0	\$0	\$5,000
Total Ongoing Expenditures	\$84,850	\$25,539	232%	\$57,200	48%	(\$31,661)	\$10,887	\$28,706	\$40,166
Net Ongoing	\$31,050	\$20,231	-79%	\$55,700	-44%	\$98,791	\$68,110	\$32,442	\$36,933
Other									
One-Time Revenues:									
Intergovernmental ⁽¹⁾	\$1,788,780	\$1,953,860	-8%	\$1,981,780	-10%	\$27,920	\$35,342	\$1,426,799	\$45,551
Contributions & Donations	\$0	\$0	N/A	\$15,000	-100%	\$15,000	\$0	\$0	\$4,000
Other Revenues	\$0	\$0	N/A	\$22,050	-100%	\$22,050	\$0	\$0	\$0
Contingency Placeholder	\$500,000	\$239,000	109%	\$0	∞	(\$239,000)	\$0	\$0	\$0
One-Time Expenditures:									
Parks & Recreation	\$0	\$0	N/A	\$0	N/A	\$0	\$0	\$0	(\$19,766)
Community Development	\$0	(\$138,850)	-100%	(\$160,900)	-100%	(\$22,050)	(\$5,262)	(\$215,062)	\$0
Economic Development	(\$494,000)	\$0	∞	\$0	∞	\$0	\$0	\$0	(\$22,500)
Police	(\$59,000)	(\$88,500)	-33%	(\$79,560)	-26%	\$8,940	(\$48,290)	(\$24,752)	\$0
Municipal Court	\$0	\$0	N/A	\$0	N/A	\$0	\$0	(\$6,191)	\$0
Capital Improvement Projects	(\$101,000)	\$0	∞	(\$97,000)	4%	(\$97,000)	(\$25,000)	\$0	(\$2,292)
Contingency Placeholder	(\$1,545,000)	(\$1,965,510)	-21%	\$0	∞	\$1,965,510	\$0	\$0	\$0
Net One-Time Revenues/Expenditures	\$89,780	\$0	∞	\$1,681,370	-95%	\$1,681,370	(\$43,210)	\$1,180,794	\$4,993

FUND SUMMARIES

continued

Grants, Donations & Restricted Funds

	FY2023 Budget	FY2022 Budget	FY2023 Incr. over FY2022 Budget	FY2022 Est. Actuals	FY2023 Incr. over FY2022 Est.	FY2022 Est. over/ (under) budget	FY2021 Actuals	FY2020 Actuals	FY2019 Actuals
Transfers:									
Transfer from General Fund	\$0	\$0	N/A	\$0	N/A	\$0	\$0	\$0	\$1,000
Transfer to General Fund	\$0	\$0	N/A	\$0	N/A	\$0	\$0	(\$1,205,549)	\$0
Transfer to Wastewater Fund	(\$1,914,000)	\$0	∞	\$0	∞	\$0	\$0	\$0	\$0
Net Transfers	(\$1,914,000)	\$0	∞	\$0	∞	\$0	\$0	(\$1,205,549)	\$1,000
Beginning Fund Balance	\$2,136,798	\$400,848	433%	\$399,728	435%	(\$1,120)	\$374,828	\$367,141	\$324,215
Ending Fund Balances									
Total Ending Fund Balances	\$343,628	\$421,079	-18%	\$2,136,798	-84%	\$1,715,719	\$399,728	\$374,828	\$367,141

⁽¹⁾Includes \$1,726,500 for American Rescue Plan Act (ARPA) funding for the fiscal years 2021-22 and 2022-23, plus \$1,186,985 of Coronavirus Aid, Relief, and Economic Security (CARES) Act funding in the fiscal year 2019-20 actuals.

FUND SUMMARIES

continued

Transportation Sales Tax Fund

	FY2023 Budget	FY2022 Budget	FY2023 Incr. over FY2022 Budget	FY2022 Est. Actuals	FY2023 Incr. over FY2022 Est.	FY2022 Est. over/ (under) budget	FY2021 Actuals	FY2020 Actuals	FY2019 Actuals
Ongoing Revenues									
City Sales Taxes	\$5,210,000	\$3,985,700	31%	\$4,817,000	8%	\$831,300	\$3,845,977	\$2,804,003	\$2,962,063
Other Revenues	\$83,400	\$23,880	249%	\$41,700	100%	\$17,820	\$34,227	\$135,030	\$100,884
Total Ongoing Revenues	\$5,293,400	\$4,009,580	32%	\$4,858,700	9%	\$849,120	\$3,880,204	\$2,939,033	\$3,062,947
Ongoing Expenditures									
Public Works & Streets	\$151,310	\$115,800	31%	\$113,010	34%	\$2,790	\$46,214	\$42,018	\$63,684
Total Ongoing Expenditures	\$151,310	\$115,800	31%	\$113,010	34%	\$2,790	\$46,214	\$42,018	\$63,684
Net Ongoing	\$5,142,090	\$3,893,780	32%	\$4,745,690	8%	\$846,330	\$3,833,990	\$2,897,015	\$2,999,263
Other									
One-Time Expenditures:									
Public Works & Streets	\$0	\$0	N/A	\$0	N/A	\$0	(\$2,100)	\$0	\$0
Debt Service	(\$377,270)	\$0	∞	\$0	∞	\$0	\$0	\$0	\$0
Net One-Time Revenues/Expenditures	(\$377,270)	\$0	∞	\$0	∞	\$0	(\$2,100)	\$0	\$0
Transfers:									
Transfer to Capital Improvements Fund	(\$7,654,670)	(\$5,027,913)	52%	(\$4,883,340)	57%	\$144,573	(\$3,987,229)	\$0	\$0
Transfer to Public Transit Fund	(\$2,778,330)	(\$1,734,630)	60%	(\$974,770)	185%	\$759,860	(\$20,194)	\$0	\$0
Net Transfers	(\$10,433,000)	(\$6,762,543)	54%	(\$5,858,110)	78%	\$904,433	(\$4,007,423)	\$0	\$0
Beginning Fund Balance	\$5,653,141	\$6,797,718	-17%	\$6,765,561	-16%	(\$32,157)	\$6,941,094	\$4,044,079	\$1,044,816
Ending Fund Balances									
Capital Reserves	\$2,757,810	\$2,819,796	-2%	\$8,493,330	-68%	\$5,673,534	\$2,763,936	\$6,179,632	\$0
Remaining Available Fund Balance	(\$2,772,849)	\$1,109,159	-350%	(\$2,840,189)	-2%	(\$3,949,348)	\$4,001,625	\$761,462	\$4,044,079
Total Ending Fund Balances⁽¹⁾	(\$15,039)	\$3,928,955	-100%	\$5,653,141	-100%	\$1,724,186	\$6,765,561	\$6,941,094	\$4,044,079

⁽¹⁾Since the CIP schedules were sent out before the reconciliation process was complete, an additional adjustment to reclassify CIP expenditures to capital reserves funding will be needed to keep the balance positive. However, since CIP projects frequently do not move forward as quickly as budgeted, the extent of the deficit may not occur and the use of capital reserves funding for Sedona in Motion (SIM) projects may not be needed to the extent budgeted.

FUND SUMMARIES

continued

Capital Improvements Fund

	FY2023 Budget	FY2022 Budget	FY2023 Incr. over FY2022 Budget	FY2022 Est. Actuals	FY2023 Incr. over FY2022 Est.	FY2022 Est. over/ (under) budget	FY2021 Actuals	FY2020 Actuals	FY2019 Actuals
Ongoing Revenues									
Intergovernmental	\$300,000	\$300,000	0%	\$245,000	22%	(\$55,000)	\$85,000	\$375,000	\$752,274
Other Revenues	\$130,800	\$138,180	-5%	\$65,400	100%	(\$72,780)	\$52,475	\$278,161	\$456,932
Total Ongoing Revenues	\$430,800	\$438,180	-2%	\$310,400	39%	(\$127,780)	\$137,475	\$653,161	\$1,209,206
Other									
One-Time Revenues:									
Intergovernmental	\$0	\$1,700,000	-100%	\$1,900,000	-100%	\$200,000	\$212,072	\$52,761	\$127,239
Contributions & Donations	\$0	\$100,000	-100%	\$95,700	-100%	(\$4,300)	\$50,000	\$50,000	\$50,000
Other Revenues	\$0	\$0	N/A	\$0	N/A	\$0	\$69	\$107	\$0
One-Time Expenditures:									
Court Project	(\$1,420)	(\$32,000)	-96%	(\$40,580)	-97%	(\$8,580)	\$0	\$0	\$0
Information Technology Project	\$0	(\$200,000)	-100%	\$0	N/A	\$200,000	\$0	\$0	\$0
Parks Projects	(\$410,080)	(\$435,163)	-6%	(\$445,130)	-8%	(\$9,967)	(\$47,954)	(\$58,981)	(\$6,880)
Police Projects	(\$412,040)	(\$1,086,645)	-62%	(\$1,089,170)	-62%	(\$2,525)	(\$58,466)	(\$170,476)	(\$227,415)
Public Transit Projects	\$0	\$0	N/A	\$0	N/A	\$0	(\$3,098,018)	\$0	\$0
Public Works Projects	(\$20,210,000)	(\$1,850,000)	992%	\$0	∞	\$1,850,000	(\$63,604)	(\$60,538)	\$0
Sedona in Motion Projects	(\$25,728,720)	(\$6,656,369)	287%	(\$8,391,080)	207%	(\$1,734,711)	(\$3,071,352)	(\$5,365,712)	(\$1,604,541)
Streets & Transportation Projects	(\$450,000)	(\$1,371,310)	-67%	(\$1,559,470)	-71%	(\$188,160)	(\$1,660,362)	(\$150,803)	(\$29,143)
Storm Drainage Projects	(\$770,000)	(\$237,390)	224%	(\$245,000)	214%	(\$7,610)	(\$1,133,937)	(\$1,570,615)	(\$2,613,735)
Sustainability Projects	(\$270,000)	\$0	∞	\$0	∞	\$0	\$0	\$0	\$0
Debt Service	\$0	\$0	N/A	(\$134,610)	-100%	(\$134,610)	\$0	\$0	\$0
Net One-Time Revenues/Expenditures	(\$48,252,260)	(\$10,068,877)	379%	(\$9,909,340)	387%	(\$36,163)	(\$8,871,552)	(\$7,274,257)	(\$4,304,475)
Transfers and Other Financing Sources (Uses):									
Transfer from General Fund	\$2,500,000	\$4,350,000	-43%	\$4,350,000	-43%	\$0	\$4,208,683	\$2,902,067	\$1,862,667
Transfer from Transportation Sales Tax Fund	\$7,654,670	\$5,027,913	52%	\$4,883,340	57%	(\$144,573)	\$3,987,229	\$0	\$0
Transfer from Development Impact Fee Funds	\$0	\$0	N/A	\$0	N/A	\$0	\$0	\$27,672	\$0
Transfer to Art in Public Places Fund	(\$35,320)	(\$12,047)	193%	(\$20,860)	69%	(\$8,813)	(\$21,082)	(\$21,384)	(\$29,810)
Bonds Issued	\$10,000,000	\$0	∞	\$20,390,220	-51%	\$20,390,220	\$0	\$0	\$0
Net Transfers and Other Financing Sources (Uses)	\$20,119,350	\$9,365,866	115%	\$29,602,700	-32%	\$20,236,834	\$8,174,830	\$2,908,355	\$1,832,857
Beginning Fund Balance	\$29,344,360	\$11,578,895	153%	\$9,340,600	214%	(\$2,238,295)	\$9,899,847	\$13,612,588	\$14,875,000
Ending Fund Balances									
Capital Reserve	\$13,197,630	\$2,819,796	368%	\$14,158,860	-7%	\$11,339,064	\$2,763,936	\$4,641,373	\$6,924,396
Remaining Available Fund Balance ⁽¹⁾	(\$11,555,380)	\$8,494,268	-236%	\$15,185,500	-176%	\$6,691,232	\$6,576,664	\$5,258,474	\$6,688,192
Total Ending Fund Balances	\$1,642,250	\$11,314,064	-85%	\$29,344,360	-94%	\$18,030,296	\$9,340,600	\$9,899,847	\$13,612,588

⁽¹⁾The estimated ending fund balance for fiscal year 2022-23 will not be sufficient to cover the full cost of projects planned for fiscal year 2023-24, which is required by policy. Since CIP projects frequently do not move forward as quickly as budgeted, the extent of the deficit may not be as significant as it appears. Sufficient surplus is available in the General Fund to cover the projected deficit.

FUND SUMMARIES

continued

Development Impact Fees Funds

	FY2023 Budget	FY2022 Budget	FY2023 Incr. over FY2022 Budget	FY2022 Est. Actuals	FY2023 Incr. over FY2022 Est.	FY2022 Est. over/ (under) budget	FY2021 Actuals	FY2020 Actuals	FY2019 Actuals
Ongoing Revenues									
Development Impact Fees	\$430,300	\$346,300	24%	\$465,390	-8%	\$119,090	\$384,693	\$258,836	\$272,201
Other Revenues	\$35,480	\$37,260	-5%	\$17,740	100%	(\$19,520)	\$14,153	\$69,768	\$91,829
Total Ongoing Revenues	\$465,780	\$383,560	21%	\$483,130	-4%	\$99,570	\$398,846	\$328,604	\$364,030
Other									
One-Time Revenues:									
Development Impact Fees	\$147,960	\$160,460	-8%	\$0	∞	(\$160,460)	\$274,860	\$219,761	\$20,345
Other Revenues	\$0	\$0	N/A	\$0	N/A	\$0	\$34	\$52	\$472
One-Time Expenditures:									
Professional Services	(\$45,000)	\$0	∞	\$0	∞	\$0	\$0	\$0	\$0
Miscellaneous Capital Outlay	\$0	\$0	N/A	\$0	\$0	\$0	\$0	(\$27,153)	(\$36,466)
Parks Projects	(\$334,920)	(\$154,537)	117%	(\$152,260)	120%	\$2,277	(\$24,747)	(\$482)	\$0
Police Projects	(\$713,790)	(\$117,665)	507%	(\$75,410)	847%	\$42,255	(\$112,322)	(\$103,478)	\$0
Sedona in Motion Projects	(\$4,012,530)	(\$2,916,696)	38%	(\$2,637,630)	52%	\$279,066	(\$267,626)	(\$647,837)	\$0
Storm Drainage Projects	\$0	\$0	N/A	\$0	N/A	\$0	(\$1,775)	(\$83,112)	(\$24,920)
Debt Service	(\$233,890)	\$0	∞	\$0	∞	\$0	\$0	\$0	(\$9,540)
Net One-Time Revenues/Expenditures	(\$5,192,170)	(\$3,028,438)	71%	(\$2,865,300)	81%	\$0	(\$131,576)	(\$642,249)	(\$50,109)
Transfers and Other Financing Sources (Uses):									
Transfer from General Fund	\$0	\$200	-100%	\$200	-100%	\$0	\$0	\$27,964	\$0
Transfer to Capital Improvements Fund	\$0	\$0	N/A	\$0	N/A	\$0	\$0	(\$27,672)	\$0
Bonds Issued	\$0	\$0	N/A	\$4,744,390	-100%	\$4,744,390	\$0	\$0	\$0
Net Transfers and Other Financing Sources (Uses)	\$0	\$200	-100%	\$4,744,590	-100%	\$4,744,390	\$0	\$292	\$0
Beginning Fund Balance	\$5,353,190	\$3,103,926	72%	\$2,990,770	79%	(\$113,156)	\$2,723,500	\$3,036,853	\$2,722,932
Ending Fund Balances									
Capital Reserve	\$3,221,960	\$3,491,239	-8%	\$2,764,240	17%	(\$726,999)	\$2,482,041	\$1,404,417	\$2,212,057
Remaining Available Fund Balance ⁽¹⁾	(\$2,595,160)	(\$3,031,991)	-14%	\$2,588,950	-200%	\$5,620,941	\$508,729	\$1,319,083	\$824,796
Total Ending Fund Balances	\$626,800	\$459,248	36%	\$5,353,190	-88%	(\$13,586)	\$2,990,770	\$2,723,500	\$3,036,853

⁽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

	FY2023 Budget	FY2022 Budget	FY2023 Incr. over FY2022 Budget	FY2022 Est. Actuals	FY2020 Incr. over FY2019 Est.	FY2022 Est. over/ (under) budget	FY2021 Actuals	FY2020 Actuals	FY2019 Actuals
Ongoing Revenues									
Other Revenues	\$1,900	\$690	175%	\$950	100%	\$260	\$735	\$3,470	\$3,536
Total Ongoing Revenues	\$1,900	\$690	175%	\$950	100%	\$260	\$735	\$3,470	\$3,536
Other									
One-Time Revenues:									
Other Revenues	\$0	\$0	N/A	\$65,000	-100%	\$65,000	\$5	\$8	\$0
One-Time Expenditures:									
Capital Improvement Projects	(\$360,650)	(\$136,000)	165%	(\$3,680)	9700%	\$132,320	\$0	\$0	\$0
Net One-Time Revenues/Expenditures	(\$360,650)	(\$136,000)	165%	\$61,320	\$96	\$197,320	\$5	\$8	\$0
Transfers:									
Transfers from Capital Projects Funds	\$35,320	\$12,047	193%	\$20,860	69%	\$8,813	\$21,082	\$21,384	\$29,810
Beginning Fund Balance	\$257,557	\$172,241	50%	\$174,427	48%	\$2,186	\$152,605	\$127,743	\$94,397
Ending Fund Balances									
Capital Reserves	\$0	\$220,000	-100%	\$360,650	-100%	\$140,650	\$0	\$0	\$130,000
Remaining Available Fund Balance	(\$65,873)	(\$171,022)	-61%	(\$103,093)	-36%	\$67,929	\$174,427	\$152,605	(\$2,257)
Total Ending Fund Balances⁽¹⁾	(\$65,873)	\$48,978	-234%	\$257,557	-126%	\$208,319	\$174,427	\$152,605	\$127,743

⁽¹⁾The estimated ending fund balance for fiscal year 2022-23 will not be sufficient to cover the full cost of the Art in the Roundabouts project. As discussed in the fiscal year 2020-21 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

	FY2023 Budget	FY2022 Budget	FY2023 Incr. over FY2022 Budget	FY2022 Est. Actuals	FY2023 Incr. over FY2022 Est.	FY2022 Est. over/ (under) budget	FY2021 Actuals	FY2020 Actuals	FY2019 Actuals
Ongoing Revenues									
Intergovernmental	\$169,000	\$66,400	155%	\$48,200	251%	(\$18,200)	\$46,400	\$0	\$0
Charges for Services	\$85,750	\$51,600	66%	\$500	17050%	(\$51,100)	\$0	\$0	\$0
Total Ongoing Revenues	\$254,750	\$118,000	116%	\$48,700	423%	(\$69,300)	\$46,400	\$0	\$0
Ongoing Expenditures									
Administration	\$174,530	\$108,850	60%	\$104,310	67%	\$4,540	\$44,178	\$0	\$0
Operations	\$1,792,380	\$660,410	171%	\$611,530	193%	\$48,880	\$6,000	\$0	\$0
Capital Projects Management	\$38,610	\$33,620	15%	\$34,400	12%	(\$780)	\$14,468	\$0	\$0
Internal Charges/Departmental Allocations	\$169,340	\$66,340	155%	\$75,680	124%	(\$9,340)	\$0	\$0	\$0
Total Ongoing Expenditures	\$2,174,860	\$869,220	150%	\$825,920	163%	\$43,300	\$64,646	\$0	\$0
Net Ongoing	(\$1,920,110)	(\$751,220)	156%	(\$777,220)	147%	\$33,180	(\$18,246)	\$0	\$0
Other									
One-Time Revenues:									
Intergovernmental	\$190,740	\$985,410	-81%	\$0	∞	(\$985,410)	\$0	\$0	\$0
One-Time Expenditures:									
Administration	(\$300)	\$0	∞	\$0	∞	\$0	(\$1,948)	\$0	\$0
Operations	(\$227,570)	(\$87,471)	160%	(\$77,470)	194%	\$10,001	\$0	\$0	\$0
Departmental Allocations	(\$27,600)	\$0	∞	(\$55,680)	-50%	(\$55,680)	\$0	\$0	\$0
Capital Improvement Projects	(\$1,029,400)	(\$1,449,149)	-29%	(\$288,400)	257%	\$1,160,749	\$0	\$0	\$0
Net One-Time Revenues/Expenditures	(\$1,094,130)	(\$551,210)	98%	(\$421,550)	160%	\$129,660	(\$1,948)	\$0	\$0
Transfers:									
Transfer from General Fund	\$235,910	\$224,000	5%	\$224,000	5%	\$0	\$0	\$0	\$0
Transfer from Transportation Sales Tax Fund	\$2,778,330	\$1,733,930	60%	\$974,770	185%	(\$759,160)	\$20,194	\$0	\$0
Net Transfers	\$3,014,240	\$1,957,930	54%	\$1,198,770	151%	(\$499,840)	\$20,194	\$0	\$0
Beginning Fund Balance	\$0	\$0	N/A	\$0	N/A	\$0	\$0	\$0	\$0
Ending Fund Balances⁽¹⁾									
Total Ending Fund Balances	\$0	\$655,500	-100%	\$0	N/A	\$17,060	\$0	\$0	\$0

⁽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. A plan for an equipment replacement reserve for the Public Transit Fund will be developed with consideration for matching portion of future asset replacements.

FUND SUMMARIES

continued

Wastewater Enterprise Fund

	FY2023 Budget	FY2022 Budget	FY2023 Incr. over FY2022 Budget	FY2022 Est. Actuals	FY2023 Incr. over FY2022 Est.	FY2022 Est. over/ (under) budget	FY2021 Actuals	FY2020 Actuals	FY2019 Actuals
Ongoing Revenues									
Charges for Services	\$6,248,050	\$6,046,990	3%	\$6,208,990	1%	\$162,000	\$5,991,385	\$6,009,588	\$6,195,075
Fines and Forfeitures	\$57,700	\$47,500	21%	\$39,500	46%	(\$8,000)	\$35,959	\$23,339	\$56,878
Capacity Fees	\$1,339,200	\$625,900	114%	\$704,500	90%	\$78,600	\$686,366	\$589,689	\$470,690
Other Revenues	\$216,340	\$212,640	2%	\$115,720	87%	(\$96,920)	\$95,681	\$448,653	\$628,816
Total Ongoing Revenues	\$7,861,290	\$6,933,030	13%	\$7,068,710	11%	\$135,680	\$6,809,391	\$7,071,269	\$7,351,459
Ongoing Expenditures									
Wastewater Administration	\$219,470	\$233,090	-6%	\$228,720	-4%	\$4,370	\$218,822	\$211,608	\$233,540
Wastewater Operations	\$3,295,420	\$3,120,745	6%	\$3,048,560	8%	\$72,185	\$2,025,272	\$2,478,266	\$2,571,778
Public Works Engineering Services	\$233,850	\$238,980	-2%	\$223,580	5%	\$15,400	\$254,440	\$224,830	\$201,577
Capital Projects Management	\$93,030	\$125,135	-26%	\$124,470	-25%	\$665	\$117,736	\$123,676	\$99,486
Contingencies	\$100,000	\$100,000	0%	\$0	∞	\$100,000	\$0	\$0	\$0
Indirect Cost Allocations/Departmental Allocations:									
Information Technology	\$287,570	\$215,305	34%	\$216,260	33%	(\$955)	\$188,459	\$161,952	\$153,522
Human Resources	\$49,960	\$52,570	-5%	\$45,310	10%	\$7,260	\$41,660	\$39,460	\$38,775
Financial Services	\$291,062	\$203,430	43%	\$184,485	58%	\$18,945	\$168,160	\$196,690	\$139,790
Utility Billing	\$731,968	\$381,390	92%	\$367,965	99%	\$13,425	\$318,086	\$321,807	\$379,368
General Services	\$123,770	\$79,030	57%	\$87,120	42%	(\$8,090)	\$74,540	\$49,970	\$42,722
City Manager	\$83,810	\$84,250	-1%	\$79,540	5%	\$4,710	\$64,590	\$54,990	\$53,910
City Clerk	\$12,490	\$3,160	295%	\$3,010	315%	\$150	\$10,280	\$5,530	\$3,327
City Attorney	\$155,610	\$156,680	-1%	\$44,920	246%	\$111,760	\$45,275	\$52,520	\$55,929
Facilities Maintenance	\$22,320	\$31,160	-28%	\$28,660	-22%	\$2,500	\$28,870	\$29,560	\$61,649
Total Ongoing Expenditures	\$5,700,330	\$5,024,925	13%	\$4,682,600	22%	\$342,325	\$3,556,190	\$3,950,859	\$4,035,373
Net Ongoing	\$2,160,960	\$1,908,105	13%	\$2,386,110	-9%	\$608,095	\$3,253,201	\$3,120,410	\$3,316,086
Other									
One-Time Revenues:									
Charges for Services	\$0	\$0	N/A	\$0	N/A	\$0	\$0	\$10,519	\$0
Capacity Fees	\$305,900	\$305,856	0%	\$0	∞	(\$305,856)	\$739,463	\$407,869	\$36,479
Other	\$0	\$0	N/A	\$0	N/A	\$0	\$191	\$296	\$10,367
One-Time Expenditures:									
Wastewater Administration	(\$10,000)	(\$19,300)	-48%	(\$10,560)	-5%	\$8,740	\$0	(\$9,211)	(\$16,613)
Wastewater Operations	(\$256,580)	(\$290,280)	-12%	(\$186,260)	38%	\$104,020	(\$171,964)	(\$699,414)	(\$257,126)
Public Works Engineering Services	(\$11,630)	(\$13,800)	-16%	(\$1,410)	725%	\$12,390	\$0	\$0	\$0
Financial Services	(\$30,040)	(\$30,000)	0%	(\$30,040)	0%	(\$40)	(\$2,731)	(\$50,309)	(\$36,038)
Information Technology	(\$7,200)	\$0	∞	\$0	∞	\$0	(\$2,143)	(\$36,400)	(\$17,352)
Capital Improvement Projects	(\$6,679,000)	(\$3,200,830)	109%	(\$1,922,610)	247%	\$1,278,220	(\$1,797,745)	(\$3,611,498)	(\$1,327,059)
Debt Service	(\$4,541,410)	(\$4,794,875)	-5%	(\$4,658,570)	-3%	\$136,305	(\$4,690,796)	(\$4,691,796)	(\$4,439,034)
Net One-Time Revenues/Expenditures	(\$11,229,960)	(\$8,043,229)	40%	(\$6,809,450)	65%	\$1,233,779	(\$5,925,725)	(\$8,679,944)	(\$6,046,376)

FUND SUMMARIES

continued

Wastewater Enterprise Fund

	FY2023 Budget	FY2022 Budget	FY2023 Incr. over FY2022 Budget	FY2022 Est. Actuals	FY2023 Incr. over FY2022 Est.	FY2022 Est. over/ (under) budget	FY2021 Actuals	FY2020 Actuals	FY2019 Actuals
Transfers and Other Financing Sources (Uses):									
Transfer from General Fund	\$3,200,000	\$3,300,000	-3%	\$3,300,000	-3%	\$0	\$3,400,000	\$3,447,000	\$4,599,709
Transfer from Grants & Donations Funds	\$1,914,000	\$0	∞	\$0	∞	\$0	\$0	\$0	\$0
Refunding Bonds Issued	\$0	\$9,000,000	-100%	\$8,890,000	-100%	(\$110,000)	\$0	\$0	\$0
Payment to Refunded Bond Escrow Agent	\$0	(\$9,000,000)	-100%	(\$8,770,000)	-100%	\$230,000	\$0	\$0	\$0
Net Transfers and Other Financing Sources (Uses)	\$5,114,000	\$3,300,000	55%	\$3,420,000	50%	\$2,587,558	\$3,400,000	\$3,447,000	\$4,599,709
Beginning Fund Balance	\$17,152,169	\$17,403,394	-1%	\$17,442,859	-2%	\$39,465	\$16,774,952	\$18,293,936	\$15,977,963
Equipment Replacement Reserve									
Reserve Contributions	\$219,590	\$628,800	-65%	\$628,800	-65%	\$0	\$0	\$520,400	\$430,268
Equipment Purchases	(\$180,000)	(\$102,000)	76%	\$0	∞	\$102,000	(\$59,569)	\$0	\$0
Capital Improvement Projects	(\$631,000)	\$0	∞	\$0	∞	\$0	\$0	\$0	\$0
Net Contribution to Equipment Replacement Reserve	(\$591,410)	\$526,800	-212%	\$628,800	-194%	\$102,000	(\$59,569)	\$520,400	\$430,268
Major Maintenance Reserve									
Reserve Contributions	\$369,890	\$83,850	341%	\$83,850	341%	\$0	\$0	\$73,150	\$16,286
Major Maintenance Costs	(\$75,000)	(\$26,000)	188%	\$0	∞	\$26,000	\$0	\$0	\$0
Net Contribution to Major Maintenance Reserve	\$294,890	\$57,850	410%	\$83,850	252%	\$26,000	\$0	\$73,150	\$16,286
Ending Fund Balances									
Operating Reserve ⁽¹⁾	\$1,640,487	\$1,791,135	-8%	\$1,791,135	-8%	\$0	\$1,506,162	\$1,687,957	\$1,700,939
Capital Improvements Reserve	\$1,535,000	\$2,105,000	-27%	\$4,765,000	-68%	(\$2,660,000)	\$3,163,000	\$1,767,722	\$1,225,000
Equipment Replacement Reserve	\$1,004,348	\$1,464,727	-31%	\$1,595,758	-37%	(\$131,031)	\$966,958	\$1,026,527	\$581,959
Major Maintenance Reserve	\$468,176	\$147,286	218%	\$173,286	170%	(\$26,000)	\$89,436	\$89,436	\$16,286
Budget Carryovers	\$0	\$0	N/A	\$167,500	-100%	(\$167,500)	\$80,000	\$40,000	\$340,100
Remaining Available Fund Balance	\$8,252,638	\$9,644,772	-14%	\$8,659,490	-5%	\$985,282	\$11,637,303	\$12,163,310	\$14,429,652
Total Ending Fund Balances	\$12,900,649	\$15,152,920	-15%	\$17,152,169	-25%	\$1,066,599	\$17,442,859	\$16,774,952	\$18,293,936

⁽¹⁾Operating reserve is 33.3% of operating expenditures.

FUND SUMMARIES
continued

Information Technology Internal Service Fund

	FY2023 Budget	FY2022 Budget	FY2023 Incr. over FY2022 Budget	FY2022 Est. Actuals	FY2023 Incr. over FY2022 Est.	FY2022 Est. over/ (under) budget	FY2021 Actuals	FY2020 Actuals	FY2019 Actuals
Ongoing Revenues									
Internal Cost Charges	\$2,173,200	\$1,644,015	32%	\$1,860,330	17%	\$216,315	\$1,566,079	\$1,428,186	\$1,565,068
Charges for Services	\$500	\$400	25%	\$660	-24%	\$260	\$555	\$503	\$669
Other Revenue	\$8,800	\$7,460	18%	\$4,400	100%	(\$3,060)	\$3,144	\$13,497	\$7,751
Total Ongoing Revenues	\$2,182,500	\$1,651,875	32%	\$1,865,390	17%	\$213,515	\$1,569,778	\$1,442,186	\$1,573,488
Ongoing Expenditures									
Information Technology Services	\$1,744,660	\$1,504,901	16%	\$1,396,840	25%	\$108,061	\$1,143,246	\$1,190,507	\$1,230,204
Departmental Direct Allocations	\$158,930	\$148,539	7%	\$144,930	10%	\$3,609	\$124,145	\$95,779	\$0
Indirect Cost Allocations	\$136,640	\$144,830	-6%	\$133,070	3%	\$11,760	\$112,660	\$116,910	\$312,200
Total Ongoing Expenditures	\$2,040,230	\$1,798,270	13%	\$1,674,840	22%	\$123,430	\$1,380,051	\$1,403,196	\$1,542,404
Net Ongoing	\$142,270	(\$146,395)	-197%	\$190,550	-25%	\$138,799	\$189,727	\$38,990	\$31,084
Other									
One-Time Revenues:									
Internal Cost Charges	\$109,600	\$73,005	50%	\$47,920	129%	(\$25,085)	\$98,791	\$138,654	\$222,121
One-Time Expenditures:									
Information Technology Services	(\$109,600)	(\$73,005)	50%	(\$47,920)	129%	\$25,085	(\$98,791)	(\$138,654)	(\$222,121)
Net One-Time Revenues/Expenditures	\$0	\$0	N/A	\$0	N/A	\$0	\$0	\$0	\$0
Transfer from General Fund	\$43,950	\$48,970	-10%	\$45,220	-3%	(\$3,750)	\$28,797	\$27,520	\$0
Beginning Fund Balance	\$1,162,866	\$953,255	22%	\$915,296	27%	(\$37,959)	\$696,772	\$452,312	\$193,101
Equipment Replacement Reserve									
Reserve Contributions	\$228,500	\$197,950	15%	\$197,950	15%	\$0	\$0	\$177,950	\$228,127
Equipment Purchases	(\$166,900)	(\$186,150)	-10%	(\$186,150)	-10%	\$0	\$0	\$0	\$0
Net Use of Operating Revenues	\$61,600	\$11,800	422%	\$11,800	422%	\$0	\$0	\$177,950	\$228,127
Ending Fund Balances									
Equipment Replacement Reserve	\$958,696	\$560,222	71%	\$897,096	7%	(\$336,874)	\$885,296	\$696,772	\$408,102
Budget Carryovers	\$0	\$0	N/A	\$23,600	-100%	(\$23,600)	\$30,000	\$0	\$36,750
Remaining Available Fund Balance ⁽¹⁾	\$451,990	\$307,408	47%	\$242,170	87%	(\$65,238)	\$0	\$0	\$7,460
Total Ending Fund Balances	\$1,410,686	\$867,630	63%	\$1,162,866	21%	\$295,236	\$915,296	\$696,772	\$452,312

⁽¹⁾The remaining available fund balance will be added to the equipment replacement reserve.

CAPITAL IMPROVEMENT PROGRAM OVERVIEW

continued

Capital Improvement Program Development Process (cont'd)

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
 - Reduces energy consumption or supports the goals of the Climate Action Plan
 - Maintains existing natural resources, mitigates impacts of high tourism, or supports the goals of the Sustainable Tourism Plan
 - ~~Stimulates economic growth and private capital investment~~
 - Reduces future operating and maintenance costs
 - Leverages available state or federal funding or other restricted funding with near-term expirations

- 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
 - Stimulates economic growth and private capital investment
 - 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 and/or staffing limitations



SUMMARY OF CAPITAL PROJECTS

continued

FY 2023 - FY 2032 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	FY2023	FY2024	FY2025	Future Years	Totals (excluding Prior Years Estimate)
AC - Arts & Culture									
Art in the Roundabouts	Restricted	Important (Could-Do)	AC-02	\$3,680	\$360,650	\$0	\$0	\$0	\$360,650
IT - Information Technology									
Citywide Business Software	Capital Reserves	Essential (Should-Do)	IT-01	\$0	\$0	\$500,000	\$500,000	\$0	\$1,000,000
MC - Municipal Court									
Court Relocation/Remodel	Restricted & Capital Reserves	Imperative (Must-Do)	MC-02	\$137,580	\$102,420	\$0	\$0	\$0	\$102,420
PR - Parks & Recreation									
Concession Stand/Restrooms Building - Renovation and Redesign	Restricted	Important (Could-Do)	PR-01	\$0	\$0	\$77,000	\$482,000	\$0	\$559,000
Restructure of Posse Grounds Park	Restricted, Capital Reserves, & Unidentified	Important (Could-Do)	PR-02	\$67,110	\$25,000	\$0	\$0	<i>\$3,500,000</i>	\$3,525,000
Improvements at Ranger Station / Interior Restoration of House and Barn	Restricted & Capital Reserves	Important (Could-Do)	PR-03B	\$10,060	\$587,220	\$0	\$0	\$0	\$587,220
Build-Out of Ranger Station Park	Restricted & Capital Reserves	Important (Could-Do)	PR-03C	\$20,120	\$75,430	\$1,575,370	\$0	\$0	\$1,650,800
Shade Structures and Playground Equipment Replacement	Restricted & Capital Reserves	Important (Could-Do)	PR-05	\$442,010	\$102,990	\$0	\$0	\$0	\$102,990
Posse Grounds Park Pickleball Courts	Restricted	Essential (Should-Do)	PR-09	\$0	\$140,000	\$1,400,000	\$0	\$0	\$1,540,000
PR - Parks & Recreation Subtotal (excluding projects not funded)				\$539,300	\$930,640	\$3,052,370	\$482,000	\$0	\$4,465,010
Projects Not Funded				\$0	\$0	\$0	\$0	\$3,500,000	\$3,500,000
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	\$1,285,765	\$1,028,950	\$0	\$0	\$0	\$1,028,950
PD - Police Subtotal				\$1,536,880	\$1,128,950	\$150,000	\$500,000	\$0	\$1,778,950
PT - Public Transit									
Transit Maintenance/Operations Center (ESP)	Restricted	Essential (Should-Do)	PT-01	\$60,000	\$600,000	\$700,000	\$4,330,000	\$11,180,000	\$16,810,000
Transit Hub (ESP)	Restricted	Essential (Should-Do)	PT-02	\$30,000	\$130,000	\$130,000	\$1,290,000	\$1,880,000	\$3,430,000
Transit Bus Acquisition (ESP)	Restricted	Essential (Should-Do)	PT-03	\$13,900	\$224,400	\$0	\$0	\$12,200,000	\$12,424,400
Bus Stop Improvements (ESP)	Restricted	Essential (Should-Do)	PT-04	\$184,500	\$75,000	\$25,000	\$300,000	\$300,000	\$700,000
West Sedona Intercept Lot (ESP)	Restricted	Essential (Should-Do)	PT-05	\$0	\$0	\$0	\$105,000	\$1,115,000	\$1,220,000
PT - Public Transit Subtotal				\$288,400	\$1,029,400	\$855,000	\$6,025,000	\$25,260,000	\$33,169,400
Projects Not Funded				\$0	\$0	\$0	\$0	\$1,415,000	\$1,415,000

ESP = Environmental Sustainability Project

SUMMARY OF CAPITAL PROJECTS

continued

FY 2023 - FY 2032 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	FY2023	FY2024	FY2025	Future Years	Totals (excluding Prior Years Estimate)
PW - Public Works									
Uptown Enhancements	Restricted	Important (Could-Do)	PW-01	\$132,252	\$0	\$0	\$0	\$250,000	\$250,000
Sign Shop	Capital Reserves	Essential (Should-Do)	PW-03	\$0	\$140,600	\$0	\$0	\$0	\$140,600
Facilities Study	Capital Reserves	Essential (Should-Do)	PW-04	\$0	\$50,000	\$0	\$0	\$0	\$50,000
Real Estate/Land Acquisition	Restricted & Capital Reserves	Essential (Should-Do)	PW-05	\$0	\$20,020,000	\$1,600,000	\$0	\$0	\$21,620,000
Hitching Post Restroom Remodel	Unidentified	Desirable (Other Year)	PW-07	\$0	\$0	\$0	\$0	\$280,000	\$280,000
PW - Public Works Subtotal				\$132,252	\$20,210,600	\$1,600,000	\$0	\$530,000	\$22,340,600
Projects Not Funded									\$0
SIM - Sedona in Motion									
Uptown Northbound Improvements	Restricted	Essential (Should-Do)	SIM-01b	\$93,280	\$500,000	\$1,100,000	\$0	\$0	\$1,600,000
Uptown Pedestrian Improvements (ESP)	Unidentified	Desirable (Other Year)	SIM-02	\$0	\$0	\$0	\$0	\$5,048,000	\$5,048,000
Uptown Parking Garage	Restricted	Essential (Should-Do)	SIM-03a	\$2,366,880	\$13,743,770	\$2,525,000	\$0	\$0	\$16,268,770
Uptown One Way Streets/Parking	Restricted	Important (Could-Do)	SIM-03b	\$0	\$0	\$50,000	\$100,000	\$0	\$150,000
Schnebly Hill Roundabout Expansion	Unidentified	Desirable (Other Year)	SIM-04a	\$0	\$0	\$0	\$0	\$5,447,990	\$5,447,990
SR 179 Lane Expansion from Schnebly Hill Roundabout to Y	Unidentified	Desirable (Other Year)	SIM-04b	\$0	\$0	\$0	\$0	\$111,000	\$111,000
Pedestrian Crossing at Oak Creek (ESP)	Restricted	Essential (Should-Do)	SIM-04c	\$375,235	\$1,691,280	\$580,000	\$0	\$0	\$2,271,280
Ranger/SR 179 Intersection Improvements (ESP)	Restricted	Essential (Should-Do)	SIM-04e	\$0	\$75,000	\$779,760	\$0	\$0	\$854,760
Portal Lane to Brewer Road Connection	Restricted	Essential (Should-Do)	SIM-05a	\$48,676	\$516,200	\$502,770	\$0	\$0	\$1,018,970
Forest Road Connection	Restricted	Imperative (Must-Do)	SIM-05b	\$6,014,531	\$7,587,000	\$1,000,000	\$0	\$0	\$8,587,000
Ranger Road / Brewer Road Intersection & Ranger Ext Improvements (ESP)	Restricted	Essential (Should-Do)	SIM-05d	\$139,300	\$2,810,000	\$0	\$0	\$0	\$2,810,000
Neighborhood Street Connections	Restricted & Unidentified	Desirable (Other Year)	SIM-06	\$0	\$0	\$0	\$0	\$1,166,420	\$1,166,420
Neighborhood Vehicles - Tourism Focus	Unidentified	Desirable (Other Year)	SIM-09	\$0	\$0	\$0	\$0	\$340,000	\$340,000
West SR 89A Access Improvements and Adaptive Signal Control	Restricted	Desirable (Other Year)	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	\$325,000	\$0	\$325,000
Navoti Dr to Dry Creek Rd Shared-Use Path (ESP)	Restricted	Important (Could-Do)	SIM-11e	\$573,939	\$300,000	\$0	\$0	\$0	\$300,000
Chapel Road Shared-Use Path (ESP)	Restricted	Important (Could-Do)	SIM-11h	\$921,599	\$700,000	\$0	\$0	\$0	\$700,000
Pinon Drive Shared-Use Path (ESP)	Restricted	Important (Could-Do)	SIM-11j	\$331,425	\$200,000	\$0	\$0	\$0	\$200,000
Dry Creek Road Pathway, 89A to Two Fences (ESP)	Restricted	Essential (Should-Do)	SIM-11m	\$30,000	\$1,455,000	\$1,414,000	\$0	\$0	\$2,869,000
Harmony Shared-Use Path and Drainage Improvements (ESP)	Restricted	Important (Could-Do)	SIM-11n	\$0	\$155,000	\$514,000	\$700,000	\$0	\$1,369,000
Travel Information System	Restricted	Important (Could-Do)	SIM-12a	\$99,301	\$0	\$0	\$0	\$625,000	\$625,000
Traffic Video Cameras	Restricted	Important (Could-Do)	SIM-12b	\$21,492	\$27,000	\$0	\$0	\$100,000	\$127,000
SIM - Sedona in Motion Subtotal (excluding projects not funded)				\$11,015,658	\$29,760,250	\$8,465,530	\$1,125,000	\$3,695,000	\$43,045,780
Projects Not Funded				\$0	\$0	\$0	\$0	\$12,113,410	\$12,113,410

ESP = Environmental Sustainability Project

SUMMARY OF CAPITAL PROJECTS

continued

FY 2023 - FY 2032 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	FY2023	FY2024	FY2025	Future Years	Totals (excluding Prior Years Estimate)
SD - Storm Drainage									
Improvements to Back-O-Beyond Road, Low Water Crossing (Yavapai County) (ESP)	Restricted & Capital Reserves	Important (Could-Do)	SD-03	\$75,000	\$772,750	\$0	\$0	\$0	\$772,750
View Drive Area Drainage Improvements (Yavapai County) (ESP)	Restricted & Unidentified	Important (Could-Do)	SD-04	\$0	\$0	\$0	\$0	\$1,660,750	\$1,660,750
Saddlerock Area Drainage Improvements (Yavapai County) (ESP)	Restricted & Unidentified	Important (Could-Do)	SD-05	\$0	\$0	\$0	\$0	\$1,484,250	\$1,484,250
Mystic Hills Lift Station Access Improvements (Coconino County) (ESP)	Restricted	Important (Could-Do)	SD-08	\$0	\$0	\$40,000	\$250,000	\$0	\$290,000
Stormwater Drainage Easements Acquisition (ESP)	Capital Reserves & Unidentified	Important (Could-Do)	SD-09	\$0	\$0	\$50,000	\$50,000	\$350,000	\$450,000
Schnebly & Grove Drainage Improvements (ESP)	Capital Reserves	Important (Could-Do)	SD-12	\$0	\$272,700	\$151,500	\$0	\$0	\$424,200
SD - Storm Drainage Subtotal (excluding projects not funded)				\$75,000	\$1,045,450	\$241,500	\$300,000	\$0	\$1,586,950
Projects Not Funded				\$0	\$0	\$0	\$0	\$3,495,000	\$3,495,000
ST - Streets & Transportation									
Forest/Ranger/SR 89A Intersection Improvements	Capital Reserves	Important (Could-Do)	ST-08	\$67,000	\$454,500	\$4,545,000	\$0	\$0	\$4,999,500
ST - Streets & Transportation Subtotal				\$67,000	\$454,500	\$4,545,000	\$0	\$0	\$4,999,500
SUS - Sustainability									
Posse Ground Park Solar Lighting (ESP)	Capital Reserves	Essential (Should-Do)	SUS-01	\$0	\$120,000	\$0	\$0	\$0	\$120,000
SUS - Sustainability Subtotal				\$0	\$120,000	\$0	\$0	\$0	\$120,000
Subtotal Non-Wastewater Projects (excluding projects not funded)				\$13,795,750	\$55,142,860	\$19,409,400	\$8,932,000	\$29,485,000	\$112,969,260
WW - Wastewater									
WW Collection System Improvements - Misc. Rehabs/Replacements	WW Revenues	Essential (Should-Do)	WW-01D	\$0	\$460,000	\$0	\$0	\$0	\$460,000
WW Collection System Improvements - Future Collections Projects	WW Revenues	Important (Could-Do)	WW-01E	\$0	\$0	\$100,000	\$1,035,000	\$0	\$1,135,000
WW Collection System Improvements - Major Lift Station Upgrades	Restricted & WW Revenues	Imperative (Must-Do)	WW-01F	\$180,000	\$6,365,000	\$0	\$0	\$0	\$6,365,000
SCADA System and Configuration Upgrade	WW Revenues	Essential (Should-Do)	WW-04	\$0	\$310,000	\$0	\$0	\$0	\$310,000
WWRP Odor Control Upgrades	WW Revenues	Important (Could-Do)	WW-05	\$24,660	\$0	\$185,000	\$150,000	\$0	\$335,000
WWRP Recharge Wells	WW Revenues	Desirable (Other Year)	WW-06	\$5,216,968	\$0	\$0	\$0	\$5,143,600	\$5,143,600
WWRP Reservoir Liner Replacement	WW Revenues	Important (Could-Do)	WW-07	\$0	\$0	\$0	\$50,000	\$1,000,000	\$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	\$60,000	\$1,000,000	\$50,000	\$1,820,000	\$2,930,000
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	\$115,000	\$0	\$0	\$0	\$115,000
WW - Wastewater Subtotal				\$5,421,628	\$7,310,000	\$1,535,000	\$2,785,000	\$8,483,600	\$20,113,600
TOTAL ALL PROJECTS (excluding projects not funded)				\$19,217,378	\$62,452,860	\$20,944,400	\$11,717,000	\$37,968,600	\$133,082,860
Total Projects Not Funded				\$0	\$0	\$0	\$0	\$20,523,410	\$20,523,410
Grand Totals Funded and Unfunded				\$19,217,378	\$62,452,860	\$20,944,400	\$11,717,000	\$58,492,010	\$153,606,270

ESP = Environmental Sustainability Project

SUMMARY OF CAPITAL PROJECTS

continued

FY 2023 - FY 2032 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	FY2023	FY2024	FY2025	Future Years	Totals (excluding Prior Years Estimate)
Funding Sources Summary									
1% for Arts					\$360,650	\$0	\$0	\$50,000	\$410,650
Capital Reserves					\$14,158,860	\$13,197,630	\$1,050,000	\$0	\$28,406,490
Coconino County Flood Control					\$0	\$40,000	\$250,000	\$0	\$290,000
Court Restricted Revenues					\$85,220	\$0	\$0	\$0	\$85,220
Debt Financing					\$28,471,050	\$0	\$1,773,000	\$7,054,000	\$37,298,050
Development Impact Fees - Post 7/2014					\$2,624,240	\$1,821,960	\$0	\$555,180	\$5,001,380
Development Impact Fees - Pre 8/2014					\$140,000	\$1,400,000	\$0	\$0	\$1,540,000
Equipment Replacement Reserve					\$631,000	\$0	\$0	\$0	\$631,000
Fairfield CFD					\$140,000	\$20,000	\$300,000	\$0	\$460,000
Grant					\$2,120,520	\$0	\$3,372,000	\$19,098,000	\$24,590,520
Outside Participation					\$0	\$0	\$475,000	\$0	\$475,000
Paid Parking Revenue					\$0	\$0	\$0	\$200,000	\$200,000
Summit CFD					\$162,990	\$172,000	\$182,000	\$0	\$516,990
Transportation Sales Tax					\$8,493,330	\$2,757,810	\$1,530,000	\$4,180,500	\$16,961,640
Unidentified					\$0	\$0	\$0	\$18,020,730	\$18,020,730
Wastewater Revenues					\$4,765,000	\$1,535,000	\$2,785,000	\$8,483,600	\$17,568,600
Yavapai County Flood Control					\$300,000	\$0	\$0	\$850,000	\$1,150,000
TOTAL FUNDING SOURCES					\$62,452,860	\$20,944,400	\$11,717,000	\$58,492,010	\$153,606,270
Category Summary									
Arts Transfer					\$35,320	\$107,900	\$0	\$124,410	\$267,630
Construction - Contracted					\$34,859,040	\$16,935,000	\$10,137,000	\$33,830,820	\$95,761,860
Contingency					\$0	\$142,000	\$200,000	\$1,121,060	\$1,463,060
Demolition/Site Prep - In-House					\$75,000	\$0	\$0	\$0	\$75,000
Design - Contracted					\$3,064,030	\$1,349,500	\$255,000	\$3,297,720	\$7,966,250
Environmental					\$0	\$0	\$0	\$138,000	\$138,000
Equipment Purchase					\$3,105,000	\$150,000	\$0	\$2,320,000	\$5,575,000
Future Estimate Placeholder					\$0	\$0	\$500,000	\$3,700,000	\$4,200,000
Land Acquisition					\$20,700,000	\$1,660,000	\$125,000	\$1,410,000	\$23,895,000
Master Plan					\$0	\$100,000	\$0	\$100,000	\$200,000
Project Evaluation					\$25,000	\$0	\$0	\$0	\$25,000
Project Management - Contracted					\$50,000	\$0	\$0	\$0	\$50,000
Public Art Purchase					\$263,650	\$0	\$0	\$50,000	\$313,650
Study					\$50,000	\$0	\$0	\$0	\$50,000
Technology					\$1,420	\$500,000	\$500,000	\$0	\$1,001,420
Vehicle Purchase					\$224,400	\$0	\$0	\$12,400,000	\$12,624,400
TOTALS BY CATEGORY					\$62,452,860	\$20,944,400	\$11,717,000	\$58,492,010	\$153,606,270

ESP = Environmental Sustainability Project

SUMMARY OF CAPITAL PROJECTS

continued

FY 2023 - FY 2032 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	FY2023	FY2024	FY2025	Future Years	Totals (excluding Prior Years Estimate)
Summary of Project Costs Managed by Public Works PMs									
Total Project Costs					\$62,452,860	\$20,944,400	\$11,717,000		
Projects not managed by Public Works project managers:									
AC-02 Art in Roundabouts					(\$360,650)	\$0	\$0		
IT-01 ERP System					\$0	(\$500,000)	(\$500,000)		
PR-05 Shade Structures and Playground Equipment Replacement (managed by P&R)					(\$102,990)	\$0	\$0		
PD-02 Radio Infrastructure					(\$100,000)	(\$150,000)	(\$500,000)		
PT-03 Transit Bus Acquisition					(\$224,400)	\$0	\$0		
PW-05 Real Estate/Land Acquisition					(\$20,020,000)	(\$1,600,000)	\$0		
SUS-01 Posse Ground Park Solar Lighting					(\$120,000)	\$0	\$0		
All Wastewater Projects (managed by Roxanne)					(\$7,310,000)	(\$1,535,000)	(\$2,785,000)		
Net Project Costs Manager by Public Works PMs					\$34,214,820	\$17,159,400	\$7,932,000		

SUMMARY OF CIP PROJECT BUDGET CHANGES

(excludes projects with 1st appropriation in FY2022, only includes appropriations requests - i.e., excludes future estimates not yet requested for appropriation, excludes PW-05)

Project Name	Project #	Project Budget as of FY2023	Original Project Budget	Change	% Change	Project Budget as of FY2022	Change	% Change	Explanation
AC - Arts & Culture									
Art in the Roundabouts	AC-02	\$364,330	\$300,000	\$64,330	21%	\$306,000	\$58,330	19%	The budget was increased for the exclusion of the donated sculpture. Four new sculptures will be installed from the finalists in the RFP process.
IT - Information Technology									
Citywide Business Software	IT-01	\$1,000,000	\$1,000,000	\$0	0%	\$1,000,000	\$0	0%	N/A
MC - Municipal Court									
Court Relocation/Remodel	MC-02	\$240,000	\$244,190	(\$4,190)	-2%	\$240,000	\$0	0%	The original budget was for a remodel of the Sinagua building. The budget has been revised to change the scope for the remodel of the 221 Brewer Road north building.
PR - Parks & Recreation									
Restructure of Posse Grounds Park	PR-02	\$92,110	\$60,000	\$32,110	54%	\$92,072	\$38	0%	The initial budget was for project evaluation only. The cost for design was added and updated for revisions. Additional revisions may be needed based on other projects impacting the park and the direction on the final scope of the project.
Improvements at Ranger Station / Interior Restoration of House and Barn	PR-03B	\$597,280	\$325,000	\$272,280	84%	\$325,720	\$271,560	83%	Increased budget to reflect current environment of increased cost of construction.
Shade Structures and Playground Equipment Replacement	PR-05	\$545,000	\$466,740	\$78,260	17%	\$466,740	\$78,260	17%	The budget was increased for estimated increases in construction costs.
PD - Police									
Radio Infrastructure	PD-02	\$351,115	\$155,000	\$196,115	127%	\$351,115	\$0	0%	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 2023. In Phase 3 which will take place in FY 2024, 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.
Police Station Remodel	PD-03	\$2,314,715	\$2,511,168	(\$196,453)	-8%	\$1,244,111	\$1,070,604	86%	The original budget included expansion into the current Court location. The scope was changed to limit the expansion to the adjacent courtyard. The revised budget from FY 2022 to FY 2023 is the result of an increase in design costs and construction costs due to bids being higher than expected, and needing additional design support during construction.
PT - Public Transit									
Transit Maintenance/Operations Center	PT-01	\$16,870,000	\$16,870,000	\$0	0%	\$16,870,000	\$0	0%	N/A
Transit Hub	PT-02	\$3,460,000	\$3,460,000	\$0	0%	\$3,460,000	\$0	0%	N/A
Transit Bus Acquisition	PT-03	\$238,300	\$1,350,000	(\$1,111,700)	-82%	\$1,350,000	(\$1,111,700)	-82%	Budget adjusted for trailhead and micro-transit buses acquired through lease purchase agreements.
PW - Public Works									
Uptown Enhancements	PW-01	\$132,252	\$400,000	(\$267,748)	-67%	\$195,852	(\$63,600)	-32%	Priorities for the available net paid parking revenues have shifted with the approval to pursue a parking garage (SIM-03a).
Facilities Study	PW-04	\$50,000	\$50,000	\$0	0%	\$50,000	\$0	0%	N/A

SUMMARY OF CIP PROJECT BUDGET CHANGES

(excludes projects with 1st appropriation in FY2022, only includes appropriations requests - i.e., excludes future estimates not yet requested for appropriation, excludes PW-05)

Project Name	Project #	Project Budget as of FY2023	Original Project Budget	Change	% Change	Project Budget as of FY2022	Change	% Change	Explanation
SIM - Sedona in Motion									
Uptown Northbound Improvements	SIM-01b	\$1,693,280	\$535,000	\$1,158,280	217%	\$535,000	\$1,158,280	217%	Budget revised to include construction costs of recommended alternatives that resulted from the study.
Uptown Parking Garage	SIM-03a	\$18,635,650	\$14,356,700	\$4,278,950	30%	\$14,573,930	\$4,061,720	28%	The construction budget reflects latest opinion of cost from the CMAR, recent bid results from other projects, and inflationary trends. Additional design and construction costs are related to the site excavation (rock) requirements, addition of a solar array system, and police substation.
Uptown One Way Streets/Parking	SIM-03b	\$150,000	\$111,100	\$38,900	35%	\$150,000	\$0	0%	Estimated increase in costs due to delayed implementation of this project to allow SIM-03a to be completed prior to pursuing this project.
Pedestrian Crossing at Oak Creek	SIM-04c	\$2,646,515	\$2,261,135	\$385,380	17%	\$2,283,461	\$363,054	16%	The project budget for design was increased to accommodate changes needed in the design for unforeseen existing conditions and to accommodate post construction services. Additional cost for easement/right-of-way to account for increase in valuation, and increased construction cost to reflect current bidding environment.
Portal Lane to Brewer Road Connection	SIM-05a	\$1,067,646	\$763,600	\$304,046	40%	\$681,226	\$386,420	57%	Construction budget updated to reflect an extension to Brewer Road, rather than Ranger Road, which will require a bridge over Soldier Wash. 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.
Forest Road Connection	SIM-05b	\$14,601,531	\$1,321,200	\$13,280,331	1005%	\$6,393,146	\$8,208,385	128%	Construction budget was increased consistent with the most recent cost data from the consultant and to reflect inflationary trends. Land acquisition costs further increased due to increased property values and to reflect consideration of one full parcel acquisition by the City.
Ranger Road / Brewer Road Intersection & Ranger Ext Improvements	SIM-05d	\$2,949,300	\$2,949,300	\$0	0%	\$2,949,300	\$0	0%	N/A
Navoti Dr to Dry Creek Rd Shared-Use Path	SIM-11e	\$873,939	\$156,550	\$717,389	458%	\$553,939	\$320,000	58%	Original budget was based on a preliminary planning estimate. The budget estimate was updated after development of an updated cost estimate reflecting current bidding environment.
Chapel Road Shared-Use Path	SIM-11h	\$1,621,599	\$623,200	\$998,399	160%	\$636,599	\$985,000	155%	Original budget was based on planning level estimate.
Pinon Drive Shared-Use Path	SIM-11j	\$531,425	\$331,425	\$200,000	60%	\$331,425	\$200,000	60%	The construction budget has been increased based on the current bidding environment.
Dry Creek Road Pathway, 89A to Two Fences	SIM-11m	\$2,899,000	\$1,400,000	\$1,499,000	107%	\$1,400,000	\$1,499,000	107%	Budget increased to reflect current higher bidding environment.
Traffic Video Cameras	SIM-12b	\$48,492	\$47,470	\$1,022	2%	\$48,492	\$0	0%	The budget was increased to allow for additional new cameras.
SD - Storm Drainage									
Improvements to Back-O-Beyond Road, Low Water Crossing (Yavapai County)	SD-03	\$847,750	\$723,000	\$124,750	17%	\$723,000	\$124,750	17%	Budget updated to reflect increased cost in current bid environment.
WW - Wastewater									
WW Collection System Improvements - Misc. Rehabs/Replacements	WW-01D	\$460,000	\$390,000	\$70,000	18%	\$390,000	\$70,000	18%	Increased construction budget by 17% to account for higher construction costs.
WW Collection System Improvements - Major Lift Station Upgrades	WW-01F	\$6,545,000	\$960,000	\$5,585,000	582%	\$1,132,000	\$5,413,000	478%	Increased construction budget to account for an increase in material pricing, and for the additional scope of work.
SCADA System and Configuration Upgrade	WW-04	\$310,000	\$185,000	\$125,000	68%	\$310,000	\$0	0%	The budget was increased due to increases in costs due to delays in project start.
WWRP Reservoir Liner Replacement	WW-07	\$1,050,000	\$1,050,000	\$0	0%	\$1,050,000	\$0	0%	N/A
Area 4 Valve Vault Upgrade	WW-14	\$115,000	\$65,000	\$50,000	77%	\$65,000	\$50,000	77%	It was determined that professional electrical engineering design would be required. This is being completed in FY 2022. The budget for construction has been increased due to inflation, availability of parts, and long lead times.
TOTALS		\$83,301,229	\$55,421,778	\$27,879,451	50%	\$60,158,128	\$23,143,101	38%	

CITY MANAGER'S OFFICE

Mission Statement

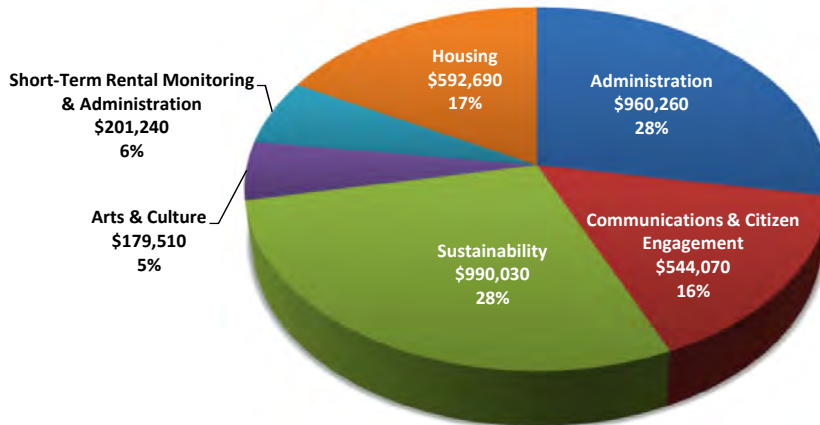
To assist departments and City Council in meeting performance goals by fostering an organizational environment that encourages a commitment to teamwork and delivery of quality municipal services to external customers (residents) and internal customers (employees).

Description

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

- * Administration
- * Communications and Citizen Engagement
- * Sustainability
- * Arts and Culture
- * Short-Term Rental Monitoring and Administration
- * Housing
- * Tourism Management and Development (moved to General Services starting fiscal year 2022-23)

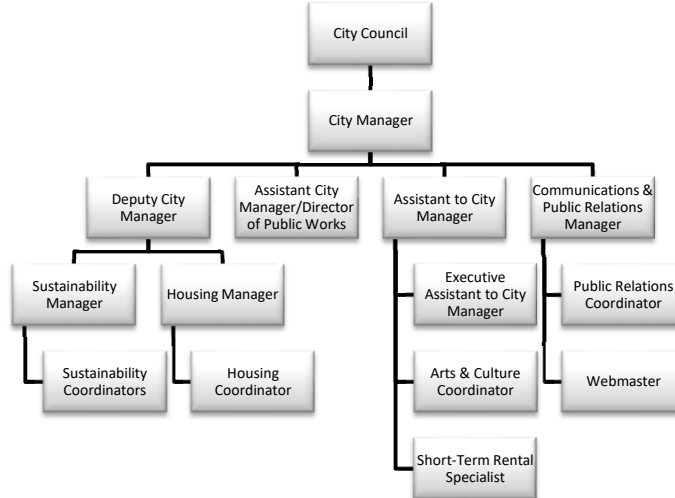
FY 2023 PROGRAM EXPENDITURES: \$3,467,800



FY 2021 - FY 2023 ONGOING VS. ONE-TIME EXPENDITURES



DEPARTMENT ORGANIZATION CHART



CITY MANAGER'S OFFICE – Administration

BUDGET SUMMARY	FY2023 Budget	% of FY2023 Budget	FY2022 Budget	FY2022 Estimate	FY2021 Actual
Program Expenditures					
Personnel Services	\$ 798,650	83%	\$ 690,860	\$ 668,730	\$ 541,504
Supplies & Services	40,500	4%	117,450	101,980	39,190
Subtotal Direct Costs	\$ 839,150	87%	\$ 808,310	\$ 770,710	\$ 580,695
Internal Charges	121,110	13%	141,850	134,730	112,850
Total Expenditures	\$ 960,260	100%	\$ 950,160	\$ 905,440	\$ 693,545
Expenditures by Fund					
General Fund Portion	\$ 960,260	100%	\$ 950,160	\$ 905,440	\$ 693,545
Funding Sources					
Allocations to Other Departments	\$ 960,260	100%	\$ 875,150	\$ 826,940	\$ 693,545
Funding from General Revenues:					
Estimated Resident Generated	\$ -	0%	\$ 26,250	\$ 27,480	\$ -
Estimated Visitor Generated	\$ -	0%	\$ 48,760	\$ 51,020	\$ -
Employee Time Allocation (FTEs) (Budgeted)	4.20		4.00		4.40

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.

FY 2022 Accomplishments

Overall City Value - Good Governance:

- * Oversaw and/or directly led City Council Priorities.

Council Priority - Complete Various Traffic Improvements:

- * Approved design of Forest Road Extension and Oak Creek Pedestrian Crossing
- * Soldiers Pass Road and Shelby Drive Roadway improvements completed.
- * Shared pathways completed on Sanborn Drive /Thunder Mountain Road and Dry Creek Road.
- * Green striped bike lanes installed along SR 89A.

Council Priority - Public Transit System:

- * Purchased hybrid transit shuttles and micro-transit vehicles.
- * Coordinated vehicle signage branding.
- * Executed extension of Transportation Sales Tax dedicated to transit.
- * Launched trailhead shuttle program.

Council Priority - Affordable Housing:

- * Hired Housing Manager position in partnership with City of Cottonwood.
- * Completed development agreement for construction of workforce apartment units.
- * Launched down payment/closing cost assistance program.

Council Priority - Environmental Stewardship/Sustainability:

- * Developed Climate Action Plan.
- * Expanded Sustainability staff to include a manager and two Sustainability Coordinator positions.
- * Implemented curbside yard waste collection and mulching program.
- * Installed electric vehicle charging stations at City Hall and Jordan Road.

Council Priority - Trailhead Congestion/Impact to Neighborhoods:

- * Added positions for Traffic Control Assistants and Community Services Aides to assist with parking restrictions and trail closures.
- * Placed roadside barriers to mitigate illegal parking.
- * Completed shared-use paths and implemented restrictions at Soldiers Pass Road and Dry Creek Road.

Council Priority - Community Plan Update:

- * Kicked off Community Plan Update project.
- * Established the Plan Sedona interactive website.

Council Priority - Emergency Preparedness:

- * Ready, Set, Go! Campaign launched.
- * Community outreach and training program started.
- * Emergency Plan update completed.
- * Completed the Emergency Preparedness Plan including a resident guide and distributed prior to wildfire season.

Council Priority - Economic Diversification:

- * Approved partnership with Yavapai County to match \$494,000 to participate in the Final Mile Initiative to bring broadband services and better connectivity to the community.

Council Priority - Monitor Short-Term Rentals:

- * Continued advocacy of greater local control to regulate short-term rentals, including engagement of a legislative advocate.

CITY MANAGER'S OFFICE – Administration
continued

FY 2023 Objectives

Overall City Value - Good Governance:

- * Continue to direct staff toward achievements in alignment with City Council priorities.
- * Explore the opportunity to purchase the Cultural Park and assess the feasibility of purchasing the Cultural Park for uses which will benefit the community.
- * Engage local partners to develop a local resource guide and evaluate opportunities to expand existing programs and services that address issues for persons experiencing homelessness.

Council Priority - Complete Various Traffic Improvements

- * Continue to implement Sedona in Motion projects.
- * Extend the Dry Creek Road shared-use path.
- * Begin outreach for a shared-use path or sidewalk in the Andante neighborhood.
- * Continue development of the Uptown parking garage.

Council Priority - Public Transit System:

- * Launch micro-transit.
- * Identify park-and-ride sites.
- * Continue implementation of long-range transit system.

Council Priority - Affordable/Workforce Housing:

- * Identify future strategies to increase the affordable housing supply in the City.

Council Priority - Trailhead Congestion/Impact to Neighborhoods:

- * Continue staffing Traffic Control Assistants and Community Service Aides, placing physical barriers to help trailhead parking issues.
- * Address safety issues on Dry Creek Road.

Council Priority - Community Plan Update:

- * Continue plan development with regular public meetings and extensive public outreach including focus groups, surveys, and an online participation platform.

Council Priority - Sustainable Tourism:

- * Continue pause on the Tourism Bureau's destination marketing efforts.
- * Focus on implementation of the Sustainable Tourism Plan.

Council Priority - Environmental Stewardship/Sustainability:

- * Continue implementation of Climate Action Plan.
- * Complete environmental impact analysis of off-highway vehicles (OHVs) in and around Sedona.

Council Priority - Emergency Preparedness:

- * Partner with Coconino County on a pilot project modeling emergency evacuation routes in Uptown.

Council Priority - Monitor Short-Term Rentals:

- * Expand short-term rental administration program in the City Manager's Office.
- * Continue support of greater local control to regulate short-term rentals.

Council Priority - Citizen Communications/Relations:

- * Continue to expand ways to keep residents informed and engaged in all facets of decision making.

Council Priority - Economic Diversification:

- * Continue diversification efforts including work with Yavapai County to bring broadband to Sedona by 2024.

Council Priority - Sense of Place - Provide Public Gathering Spaces:

- * Accelerate buildout of the Brewer Road Ranger Station Park.
- * Build dedicated pickleball courts at Posse Grounds Park.

WORKLOAD INDICATORS	FY23 Projection	FY22 Projection	FY22 Estimate	FY21 Actual	FY20 Actual
City Council agenda bill items reviewed	140	135	130	110	112
Established Council Priorities	15	13	10	14	16

Overall City Value - Good Governance:

PERFORMANCE MEASURES	Benchmark	FY23 Target	FY22 Target	FY22 Estimate	FY21 Actual	FY20 Actual
% of City Council annual priority goals completed by established deadlines		80%	80%	80%	80%	80%
National Citizen Survey: Quality of all local government services (% responses favorable) (ICMA Benchmark 2016-2020)	79%	70%	N/A	N/A	68% (Similar to NCS benchmark)	N/A
National Citizen Survey: Overall customer service by Sedona employees (police, receptionists, planners, etc.) (% responses favorable)		79%	N/A	N/A	79% (Similar to NCS benchmark)	N/A
Employee Survey: The City is a good place to work (% responses favorable)		92%	92%	N/A	N/A	N/A

CITY MANAGER'S OFFICE – Communications & Citizen Engagement

BUDGET SUMMARY	FY2023 Budget	% of FY2023 Budget	FY2022 Budget	FY2022 Estimate	FY2021 Actual
Program Expenditures					
Personnel Services	\$ 341,770	63%	\$ 192,670	\$ 182,350	\$ 153,575
Supplies & Services	124,070	23%	29,640	58,060	26,030
Subtotal Direct Costs	\$ 465,840	86%	\$ 222,310	\$ 240,410	\$ 179,605
Internal Charges	78,230	14%	53,140	50,730	49,080
Total Expenditures	\$ 544,070	100%	\$ 275,450	\$ 291,140	\$ 228,685
Expenditures by Fund					
General Fund Portion	\$ 540,950	99%	\$ 272,510	\$ 288,380	\$ 226,605
Other Funds Portion	\$ 3,120	1%	\$ 2,940	\$ 2,760	\$ 2,080
Funding Sources					
Funding from General Revenues:					
Estimated Resident Generated	\$ 190,420	35%	\$ 96,410	\$ 101,900	\$ 80,040
Estimated Visitor Generated	\$ 353,650	65%	\$ 179,040	\$ 189,240	\$ 148,645
Employee Time Allocation (FTEs) (Budgeted)	3.00		2.00		2.00

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 2022 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.
- * Created specialized website content for top initiatives including COVID-19, Sedona in Motion, and transit.
- * Created and executed Communications Plans on high profile projects including the Community Plan.
- * Executed a FY 2023 budget survey.
- * Executed the Volunteer Luncheon and Citizens Academy in a pandemic.
- * Communicated and produced the City's accomplishments and City Council's priorities to residents in two videos.
- * Launched Straight Talk with Karen and monthly eNews Round Up.

FY 2023 Objectives

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

- * Continue to engage residents in Sedona in Motion public involvement opportunities like work groups, surveys, public meetings, etc.
- * Continue to offer meaningful work group opportunities for citizens.
- * Continue Straight Talk with Karen, the monthly eNews Round Up, and video creation, and seek out other communications initiatives.
- * Refine and reorganize content on communications and citizen engagement webpages.
- * Overall continuous improvement of usability and functionality of the City website and other digital communication tools.
- * Coordinate the 2022 Citizens Academy and Volunteer Luncheon.
- * Conduct the Community Survey.
- * Continue to keep residents informed through website, eNotify, press releases, Community Report, and social media communications.

WORKLOAD INDICATORS	FY23 Projection	FY22 Projection	FY22 Estimate	FY21 Actual	FY20 Actual
Citizens participating in City work groups	48	50	50	30	42
Citizens participating in Citizens Academy	22	15	22	22	23
New citizen work groups created	5	5	5	4	4
Active work groups	6	6	6	5	6
Nixle community alert subscribers	3,800	3,200	3,600	3,456	2,565
Total Facebook followers	10,300	10,100	10,100	8,913	7,998
Sedona resident Facebook followers	1,300	1,410	1,410	1,197	1,147
Press releases issued	90	120	120	101	79
Total Instagram followers	3,500	2,800	3,100	2,550	1,420
City Talk columns published	24	24	24	24	24

CITY MANAGER'S OFFICE – Communications & Citizen Engagement

continued

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

PERFORMANCE MEASURES	Benchmark	FY23 Target	FY22 Target	FY22 Estimate	FY21 Actual	FY20 Actual
National Citizen Survey: Respondents likely to use City website or eNotify emails to learn about City issues (% responses favorable)	Not a standard NCS question	80%	N/A	N/A	78%	N/A
National Citizen Survey: Quality of public information services (% responses favorable)	Not a standard NCS question	69%	N/A	N/A	67%	N/A
Digital reach and open rates of City issued e-notifications		4,470 subscribers / 34% open rate	4,660 subscribers / 40% open rate	4,4700 subscribers / 34% open rate	4,470 subscribers / 34% open rate	3,960 subscribers / 40% open rate
Citizens Academy Participants Survey: Experience was valuable (% responses favorable)		100%	100%	100%	100%	100%
Work Group Participants Survey: Experience was valuable (% responses favorable)		83%	100%	83%	83%	100%

Overall City Value - Good Governance:

PERFORMANCE MEASURES	Benchmark	FY23 Target	FY22 Target	FY22 Estimate	FY21 Actual	FY20 Actual
Employee Survey: Overall, I am satisfied with internal City communication (% responses favorable)		N/A	75%	N/A	N/A	N/A



**City of Sedona
Decision Package
Fiscal Year 2022-23**

CM Recommended

Request Title	Public Relations Professional Services
Department	City Manager's Office
Program	Communications & Citizens Engagement
Funding Request Type	Other Ongoing
Source of Funds	General Fund
Amount Requested	\$75,000
Priority	High

I. Description of Request

This decision package provides for professional services to assist with the creation of ongoing communications products including but not limited to videos, graphic design, and public relations programming.

II. Problem/Issue

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

City Council has put citizen communications on their priority list for several years now. Even with the Communications Manager and Public Relations Coordinator working in tandem with each other, the need for citizen communications has increased. Mid-way through 2021, the City hired a public relations firm to assist with communications products like two videos, and the launch of two programs: Straight Talk with Karen and the eNews Monthly Round Up. The communications program would like to continue to use these services on an ongoing basis to assist with communications products that will keep the community more informed on city happenings.

III. Risk Analysis

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

In the absence of these services, the communications program will lack the fire power to continue its current level of communications products.

IV. Implementation

What is the timeframe for completion of plan and implementation for project/issue?
How will you market/communicate the project/issue to the public?
What performance measures will you use to evaluate the project/issue? Include the targets for FY 2022-23, as well as future years as applicable.

if funds for these services are approved, the communications program will continue contracting for public relations service with no gap in product delivery. The performance metrics will be based on how many products are delivered over the course of the year. Products could include videos, graphic design, programs maintained and newsletters sent out.

V. Cost Savings/Revenue Enhancements

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

There are no direct revenue enhancements. However indirectly , these services will increase communications with residents, and therefor build public trust, making them more aware of our services and offerings, some of which are revenue generators like parks and recreation opportunities such as park rentals, pool visits or class bookings.



**City of Sedona
Decision Package
Fiscal Year 2022-23**

CM Recommended

Request Title	New Webmaster Position
Department	City Manager's Office
Program	Communications & Citizens Engagement
Funding Request Type	Personnel
Source of Funds	General Fund
Amount Requested	\$121,280
Priority	High

I. Description of Request

The Communications Program is seeking funds to create one new position that will manage the City's website and its content. This request is made to put more resources into the City's most important and largest communication tool. This position will streamline content across all of the pages.

II. Problem/Issue

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

Currently the City has a decentralized system for creating and publishing website content. With over 30 users, while the upside is that content can be published quickly, the downside is continuity and content strategy specialization. Additionally, all website training for uses and technical support falls on the Communications Manager, which there is only so much capacity for. If the desire is to improve the website, more resources are needed to make this happen, and the first step is hiring a webmaster.

III. Risk Analysis

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

In the absence of this position, the website will continue to stay at its current level of service, and yet it has come to a point where more a more streamlined approach to content management, and thoughtful top-down content strategy across the department websites is needed. More specifically, without this position, website content will be disparate, website tools and functionality will be under-utilized, and user friendliness will continue not to improve.

IV. Implementation

What is the timeframe for completion of plan and implementation for project/issue?
How will you market/communicate the project/issue to the public?
What performance measures will you use to evaluate the project/issue? Include the targets for FY 2022-23, as well as future years as applicable.

If this position is approved, recruitment will begin immediately. This position's performance metrics will be based on how many webpages are updated every day, how many tools are used, how many departments have had content strategy sessions, how many webpages are therefore streamlined, and how many new tools/databases are linked, created or maintained.

V. Cost Savings/Revenue Enhancements

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

There are no direct revenue enhancements, but rather this is an investment in our website. However, indirectly this position has the potential to make the website more user friendly to accepting payments, which could equate to a revenue enhancement.

CITY MANAGER'S OFFICE – Sustainability

BUDGET SUMMARY	FY2023 Budget	% of FY2023 Budget	FY2022 Budget	FY2022 Estimate	FY2021 Actual
Program Expenditures					
Personnel Services	\$ 298,200	30%	\$ 222,450	\$ 211,050	\$ 98,219
Supplies & Services	552,400	56%	472,100	204,430	147,095
Capital & Debt Service	38,000	4%	38,000	-	5,621
Subtotal Direct Costs	\$ 888,600	90%	\$ 732,550	\$ 415,480	\$ 250,935
Internal Charges	101,430	10%	54,200	52,420	33,430
Total Expenditures	\$ 990,030	100%	\$ 786,750	\$ 467,900	\$ 284,365
Expenditures by Fund					
General Fund Portion	\$ 986,730	100%	\$ 784,550	\$ 467,100	\$ 283,049
Other Funds Portion	\$ 3,300	0%	\$ 2,200	\$ 800	\$ 1,316
Funding Sources					
Program Revenues	\$ 9,950	1%	\$ 9,950	\$ 8,900	\$ 9,950
Funding from General Revenues:					
Estimated Resident Generated	\$ 343,030	35%	\$ 271,880	\$ 160,650	\$ 96,045
Estimated Visitor Generated	\$ 637,050	64%	\$ 504,920	\$ 298,350	\$ 178,370
Employee Time Allocation (FTEs) (Budgeted)	3.00		2.00		1.00

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.
- * Annual financial assistance to Oak Creek Watershed Council for stormwater outreach.

The program finalized the Sedona Climate Action Plan (CAP) which was adopted by Council in July 2021. Staff are currently working on implementing the CAP through programs such as a Green Fleet Policy, community composting, and residential energy efficiency support. 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 FY 2021 due to pandemic-related remote work and will most likely rise to near pre-pandemic levels during FY 2022. Council approved funding in the FY 2021 budget for the purchase of renewable energy for municipal operations through an Arizona Public Service (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 FY 2023, which will allow the City to source a larger portion of its energy portfolio from renewable sources.

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.

CITY MANAGER'S OFFICE – Sustainability

continued

FY 2022 Accomplishments

Council Priority - Environmental Stewardship/Sustainability:

- * Finalized Climate Action Plan to identify strategies to take meaningful action on climate change.
- * Installed fleet telematics software on municipal vehicles to identify appropriate vehicles for electrification.
- * Finalized plans for grant-funded electric vehicle chargers at Sunset Park.
- * Deployed an electric police fleet motorcycle.
- * Approved a Green Fleet Policy to transition City fleet to electric vehicles.
- * Hosted community-wide household hazardous waste and electronics recycling event.
- * Hosted Pumpkin-Drop composting event to divert Halloween waste from landfill.
- * Created the framework for a community food scraps compost drop off program at Posse Grounds Park.
- * Conducted a comparative life-cycle analysis of electric buses.
- * Received a \$15,000 grant to engage Sedona's immigrant community in climate action planning.
- * Transitioned the City to a new energy management platform.
- * 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.
- * Launched the Home Energy Retrofit Project, providing residents with funding for energy efficiency projects to reduce emissions and utility bills.

FY 2023 Objectives

Council Priority - Environmental Stewardship/Sustainability:

- * Expand public and City fleet electric vehicle charging infrastructure.
- * Increase number of hybrid and electric vehicles in City fleet.
- * Expand energy retrofit and rebate program.
- * Continue community compost pilot project.
- * Develop on-site solar and energy efficiency projects for City operations.
- * Update the Municipal Sustainability Plan within the context of the Climate Action Plan.
- * Host annual Fix-it Clinic.
- * Create a sustainable procurement guide/policy to align City purchasing with sustainability goals.
- * Continue participation in Oak Creek Watershed Council, Verde River Sustaining Flows Council, and Sustainability Alliance.
- * Expand Spanish-language community engagement.
- * Study the environmental impacts of off-highway vehicles (OHVs).

WORKLOAD INDICATORS	FY23 Projection	FY22 Projection	FY22 Estimate	FY21 Actual	FY20 Actual
Greenhouse gas emissions produced by municipal operations (metric tons of CO2 equivalent)	2,300	N/A	2,500	N/A	N/A
Energy consumed at City facilities (kilowatt hours)	3,500,000	3,500,000	3,947,886	4,177,463	4,281,452
Renewable energy generated at City facilities (kilowatt hours)	3,500,000	3,500,000	1,400,000	1,324,335	1,330,509
Water consumed in City operations (gallons)	15,000,000	15,000,000	17,000,000	16,904,920	14,779,440
Fuel used by City fleet (gallons)	45,000	38,000	45,012	36,226	40,522
Paper purchased for City operations (sheets)	415,000	350,000	435,000	455,000	455,000
Electronics recycling collected (weight in pounds)	12,000	11,438	11,438	15,254	17,237
Household hazardous waste collected (weight in pounds)	12,000	12,900	12,900	10,620	8,770

Council Priority - Environmental Stewardship/Sustainability:

PERFORMANCE MEASURES	Benchmark	FY23 Target	FY22 Target	FY22 Estimate	FY21 Actual	FY20 Actual
Sustainability Alliance rating		Silver	Silver	Silver	Bronze	Bronze
Department of Energy SolSmart rating		Silver	Silver	Bronze	Bronze	Bronze
% of energy purchased from renewable sources (goal of 100% renewable energy by 2025)		75%	75%	31%	31%	31%
% 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
% of electric vehicles in City fleet (goal of 100% electric fleet by 2030)		5%	5%	3%	1%	1%
% of 100% recycled-content paper purchased (goal of 100% recycled-content paper by 2022)		100%	100%	100%	1%	1%



**City of Sedona
Decision Package
Fiscal Year 2022-23**

CM Recommended

Request Title	Environmental Impact Assessment - OHVs
Department	City Manager's Office
Program	Sustainability
Funding Request Type	Other Onetime
Source of Funds	General Fund
Amount Requested	\$75,000
Priority	High

I. Description of Request

The request is to pursue an assessment on the environmental impacts of Off Highway Vehicles (OHVs) in the City of Sedona. The completion of an environmental impact assessment would help with advocacy efforts, as well as inform future regulatory actions regarding OHVs such as regulating the number of OHV businesses or their proximity to each other, limitations on their use of City roadways, etc. The USFS is not currently able to facilitate or sanction an official Environmental Impact Statement (EIS) on forest lands. Therefore, the City's environmental impact assessment will look at areas highly utilized by OHVs and the impacts of the OHVs on roads, noise impacts and emissions.

II. Problem/Issue

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

The proliferation of OHV usage in the City of Sedona and surrounding areas is impacting the quality of life in the city. In order to regulate OHVs and increase our advocacy efforts, the city needs more data on the impacts of OHV usage. The environmental assessment will provide data to better tell the story on the need for more local control on OHV regulation.

III. Risk Analysis

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

By not pursuing this request, the City risks not addressing issues associated with OHVs within the community.

IV. Implementation

What is the timeframe for completion of plan and implementation for project/issue?
How will you market/communicate the project/issue to the public?
What performance measures will you use to evaluate the project/issue? Include the targets for FY 2022-23, as well as future years as applicable.

The City would hire and contract with a consultant to perform the environmental impact assessment. The contract with the consultant will be managed by the Sustainability Manager and at least some of the data for the assessment will be provided by the City's Sustainability office.

V. Cost Savings/Revenue Enhancements

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

N/A



**City of Sedona
Decision Package
Fiscal Year 2022-23**

CM Recommended

Request Title	Energy Efficiency Upgrades & Monitoring Technology
Department	City Manager's Office
Program	Sustainability
Funding Request Type	Other Onetime
Source of Funds	General Fund
Amount Requested	\$85,000
Priority	High

I. Description of Request

Funding towards energy efficiency upgrades, monitoring services, products, and devices to fast track energy efficiency in municipal buildings and provide a more granular, detailed look at energy and resource consumption across municipal operations, but primarily targeted at Wastewater Treatment operations.

II. Problem/Issue

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

Municipal greenhouse gas inventories have highlighted metered areas with the highest amount of energy usage and carbon emissions. However, those metered areas often account for large areas or multiple buildings. It is difficult to parse out from the utility bills what specific equipment, operation, building use, etc. is contributing to the energy use demands reflected in City utility bills. Furthermore, there is currently limited energy monitoring applications throughout City operations to provide continued monitoring, evaluation, and detection of high energy usage, outages, and leaks over time, which would allow for a more nuanced and targeted approach to energy conservation projects.

III. Risk Analysis

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

There are over 4,300 MWh worth of electricity that is purchased for municipal operations, spread out amongst buildings and facilities, wastewater treatment operations, and street lights and traffic signals. Wastewater treatment categorized locations consume over 3,600 MWh of electricity, followed by buildings at over 480 MWh, and street lights and traffic signals (189MWh). The metered locations often cover large areas and multiple pieces of equipment and/or buildings. They often do not have the ability to identify specific buildings, equipment or appliances that are the highest source of the consumption at any given moment.

This inability to monitor, track, and evaluate individual buildings, equipment, appliances, rooms, etc. puts the City at risk of putting limited resources towards future energy and resource conservation projects that may not tackle the direct source of the energy and resource intensive apparatus, which would mitigate the beneficial impacts of the project. Additional future projects may be needed to continue to solve the original issue that would have been found if more direct monitoring services, products, or devices were available and implemented. Ineffective energy conservation projects would risk misappropriated limited

municipal resources and hinder completion and progress towards objectives set in the Municipal Sustainability Plan and Climate Action Plan.

IV. Implementation

**What is the timeframe for completion of plan and implementation for project/issue?
How will you market/communicate the project/issue to the public?
What performance measures will you use to evaluate the project/issue? Include the targets for FY 2022-23, as well as future years as applicable.**

Procurement and installation of these services, products, and or devices would take place during FY23. Discussions and implementation of such services would take place with collaboration from department heads, facilities operators, and public works specialists impacted or operating in the monitored spaces. Results from the Smart Energy Efficiency Monitoring initiatives would inform and bolster future sustainability operations and energy conservation projects beyond FY23.

V. Cost Savings/Revenue Enhancements

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

There are no direct revenue enhancements projected for this request.



**City of Sedona
Decision Package
Fiscal Year 2022-23**

CM Recommended

Request Title	Home Hazardous Waste Expansion To Partner Cities
Department	City Manager's Office
Program	Sustainability
Funding Request Type	Other Ongoing
Source of Funds	General Fund
Amount Requested	\$12,000
Priority	High

I. Description of Request

This funding allotment would allow for the City to help fund for City of Sedona residents participation in potential Home Hazardous Waste events that are held and coordinated with other municipalities of the Verde Valley.

II. Problem/Issue

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

The proper disposal of household hazardous waste is an ongoing concern for the health and safety of citizens and ecosystems within the Sedona area. The annual event that the City hosts seen household hazardous waste collection amounts increase from 8,770lbs in 2019 to 12,900lbs in 2021. Electronic waste collected at this event has also been over 11,000lbs in each of the last three years. There is continued interest and need to expand home hazardous waste options in the Verde Valley and City of Sedona residents.

III. Risk Analysis

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

Household hazardous waste poses threats to public health, ecosystem and watershed functions, and community economics. There are few options to properly dispose of household hazardous waste in the Verde Valley, outside of the annual event held by the City of Sedona. This leads to larger quantities of chemicals, heavy metals, and other hard to dispose of items accumulating in residences with a greater potential to be disposed of improperly down sewer drains, storm water channels, and misused trash receptacles.

IV. Implementation

What is the timeframe for completion of plan and implementation for project/issue?
How will you market/communicate the project/issue to the public?
What performance measures will you use to evaluate the project/issue? Include the targets for FY 2022-23, as well as future years as applicable.

The sustainability team would partner and coordinate with other Verde Valley municipalities on potential Home Hazardous Waste events in their jurisdictions, and would help fund the events by paying for a

percentage of the events costs, based off the percentage of Sedona residents that participate in the events at other municipalities. Facilitated events would take place during FY23.

V. Cost Savings/Revenue Enhancements

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

No revenue enhancements are anticipated for this request.



**City of Sedona
Decision Package
Fiscal Year 2022-23**

CM Recommended

Request Title	Green Procurement Audit & Surveying
Department	City Manager's Office
Program	Sustainability
Funding Request Type	Other Onetime
Source of Funds	General Fund
Amount Requested	\$10,000
Priority	High

I. Description of Request

Funding towards contracted services for auditing and surveying of municipal purchasing and procurement operations by a third party company. Results of the audit, survey and reporting to help develop and create a green procurement policy that would advise and guide City policy on the procurement or purchasing of materials, supplies, and services based on their lifecycle impacts on the environment and human health. Any green procurement policy would look to embody guidelines that benefit the organization's triple bottom line - environmental, social, and financial.

II. Problem/Issue

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

Municipal operations are ever evolving and complex in their development and implementation. With many different departments often working independently or lacking staff and resources, a green procurement survey and audit would help implement sustainable initiatives at a foundational level within municipal operations. Baseline data on departmental needs, purchasing behaviors, preferred products, resources available is not currently available at a comprehensive, municipal level.

With many City programs looking to tackle community equity, environmental, financial, transit, infrastructure, economic development and more, it is often difficult for respective groups to have enough resources to develop a procurement policy to incorporate green, sustainable initiatives within their operations to improve the lifecycle benefits to the triple bottom line. A contractor or organization specializing in green procurement policy could help alleviate these problems through the collection and surveying of foundational data needed to inform a comprehensive municipal green procurement policy.

III. Risk Analysis

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

Development of an organization wide green procurement policy would stabilize project costs and decisions with products or services that further align City operations with goals set within the Climate Action Plan, Municipal Sustainability Plan, and Community Plan. Drawing on the technical expertise of a firm that specializes in green procurement policies, auditing and surveying, reduces the risk and errors involved from internal plan development.

Without foundational, baseline data associated with purchasing behaviors, trends, department needs, and preferred products, there is a greater risk of products, services, and goods being purchased through

municipal operations that would negatively impact community equity, resilience, carbon emissions, economic factors, and similar goals set forth in the aforementioned plans.

IV. Implementation

**What is the timeframe for completion of plan and implementation for project/issue?
How will you market/communicate the project/issue to the public?
What performance measures will you use to evaluate the project/issue? Include the targets for FY 2022-23, as well as future years as applicable.**

The project would be completed within the fiscal year. Consultation between the department heads, specialists, sustainability and contracted firm would take place prior to completion and adoption within municipal operations within FY23.

Consulting group or contracted services would develop and administer a comprehensive survey distributed to department heads, finance, and purchasing personnel to assess purchasing behaviors, frequency, financial and operational requirements of products and services. Contracted services would then collect, synthesize, and report findings of the survey, which would lead to the development of a municipal green procurement policy.

V. Cost Savings/Revenue Enhancements

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

No revenue enhancements would be directly associated with this project.

CAPITAL PROJECTS DETAILS

Project Summary

Project Title:

Posse Ground Park Solar Lighting

Phase: of Project #: SUS-01
(If Applicable)

Ranking: Essential (Should-Do)

Environmental Sustainability Project? Yes

Project Description:

Project would install 25 solar bollards and solar parking lot lights with light-emitting diode (LED), dark sky compliant fixtures at Posse Grounds Park along driveways, ramadas, and volleyball and tennis parking lots. Solar lighting would be installed at locations not impacted by the ongoing Posse Grounds Park evaluation.

If desired, this project could expand to a second phase. Phase 2 would be contingent on park evaluation and master plan direction at Posse Grounds Park and include transitioning athletic field lighting and remaining exterior lighting to LEDs.

Project Justification:

The Climate Action Plan sets a number of goals from reducing energy consumption, cutting carbon emissions, improving community equity and resilience, and mitigating effects to natural ecosystems. City greenhouse gas inventories have identified Posse Grounds Park as a location subject to energy consumption reductions. The park is also seeing increasing demand and experiences a lack of patron safety due to poor park lighting around parking lots and walkways.

Rather than installing utility connected lights, solar lights that are independent from the utility grid and offering zero emissions should be installed at this location instead of the high-pressure sodium (HPS) light fixtures and other lighting technologies that are often found in park settings.

Installing solar LEDs would result in utility cost savings, carbon emissions reductions from less energy consumption, less maintenance, and improved light quality versus installing traditional lighting technologies to improve lighting and safety conditions at the park. The lights installed would also maintain dark sky compliance and mitigate impacts to nighttime ecosystem functions.

Location:

Posse Grounds Park

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



For Continuing Projects

Estimated Project Status as of June 30, 2022:

N/A

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	\$120,000
Requested Total Project Budget	\$120,000
Estimated Expenditures through June 30, 2022	\$0
Budget Balance Remaining	\$120,000

Budget Detail

Project Cost Estimates:

Funding Status	Cost Category	Prior Years Estimate	FY2023	FY2024	FY2025	Future Years	Project Totals
New Appropriation	Project Management - Contracted		\$50,000				\$50,000
New Appropriation	Equipment Purchase		\$70,000				\$70,000
Totals		\$0	\$120,000	\$0	\$0	\$0	\$120,000

Project Funding Estimates:

Funding Source	Prior Years Estimate	FY2023	FY2024	FY2025	Future Years	Project Totals
Capital Reserves		\$120,000				\$120,000
Totals	\$0	\$120,000	\$0	\$0	\$0	\$120,000

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

None anticipate.

Total Operating Impacts:				
	FY2023	FY2024	FY2025	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:

No extra personnel is anticipated to be needed. Ongoing supplies would be needed in the event of vandalism or breakage, but no increase in utility costs is associated with this project.

CITY MANAGER'S OFFICE – Arts & Culture

BUDGET SUMMARY	FY2023 Budget	% of FY2023 Budget	FY2022 Budget	FY2022 Estimate	FY2021 Actual
Program Expenditures					
Personnel Services	\$ 109,400	61%	\$ 92,560	\$ 100,090	\$ 71,407
Supplies & Services	28,600	16%	18,600	15,100	1,650
Subtotal Direct Costs	\$ 138,000	77%	\$ 111,160	\$ 115,190	\$ 73,057
Internal Charges	41,510	23%	35,610	36,050	22,880
Total Expenditures	\$ 179,510	100%	\$ 146,770	\$ 151,240	\$ 95,937
Expenditures by Fund					
General Fund Portion	\$ 179,510	100%	\$ 146,770	\$ 151,240	\$ 95,937
Funding Sources					
Funding from General Revenues:					
Estimated Resident Generated	\$ 62,830	35%	\$ 51,370	\$ 52,930	\$ 33,578
Estimated Visitor Generated	\$ 116,680	65%	\$ 95,400	\$ 98,310	\$ 62,359
Employee Time Allocation (FTEs) (Budgeted)	1.00		1.00		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 program 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, and the monthly Moment of Art presentations to City Council, as well as working with the Community Development Department regarding Art In Private Development.

FY 2022 Accomplishments

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

- * Collected submissions for four roundabouts, created a committee to select six candidates, commissioned maquettes, set up the public display at the library, oversaw the creation of artists videos and the public voting process, presented the finalist recommendations to the City Council, and awarded four artists contracts.
- * During the challenges of COVID-19, hosted a safe and successful artist reception and curated a new Couples Exhibit with master artists, as well as hired musicians to play at the reception for the new year.
- * Integrated culture into the Moment of Art and art exhibits, as well as connected the Director of the Sedona Heritage Museum with programming opportunities for cultural theater.
- * Issued Call for Nominations for potential Mayor's Arts Awards recipients, identified artist to create award for recipients, formed a committee to review nominees, and began planning for the event.
- * Connected with local businesses to promote local artists' work to display and/or purchase.

FY 2023 Objectives

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

- * Supervise the Mayor's Arts Awards Work Group to review and vote on four recipients; procure awards, venue/date, caterer, musician, photographer, videographer to film recipients; oversee filming; plan the program; and emcee the event.
- * Work with Engineering staff to plan installations of art in four roundabouts, design informational brochures for each, and schedule and emcee public unveiling with the artists and the Mayor.
- * Update the City website's Arts and Culture landing page and program pages.
- * Partner with the Director of the Sedona Public Library to develop youth arts exhibits, as well as collaborate on other creative programming through the Artist in the Classroom and City Hall Art Rotation programs.
- * Partner with the Sedona Heritage Museum and collaborate on future cultural programming possibilities.

WORKLOAD INDICATORS	FY23 Projection	FY22 Projection	FY22 Estimate	FY21 Actual	FY20 Actual
Artist in the Classroom assignments per year	50	45	45	6	13
Artist in the Classroom students reached	750	750	500	111	210
City Hall Art Rotation Program artists exhibited per year	6	6	11	9	6
City Hall Art Rotation Program viewings plus attendees for Artist Receptions	400	350	350	25	300
Moment of Art for City Council artists performed	24	16	13	0	9

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

PERFORMANCE MEASURES	Benchmark	FY23 Target	FY22 Target	FY22 Estimate	FY21 Actual	FY20 Actual
Teacher Survey: Artist in the Classroom experience was valuable (% responses favorable)		100%	100%	95%	90%	100%
National Citizen Survey: Opportunities to attend cultural/arts/music activities (% responses favorable)		69% (Similar to NCS benchmark)	69% (Similar to NCS benchmark)	N/A	66% (Similar to NCS benchmark)	N/A
City Hall Artist Reception Survey: Experience was valuable (% responses favorable)		100%	N/A	100%	100%	N/A

CAPITAL PROJECTS DETAILS

Project Summary

Project Title:
Art in the Roundabouts

Location:
SR 179 Roundabouts

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

	Original	Revised (if applicable)
Start Date	July 2019	May 2021
Estimated Completion Date	June 2020	June 2023

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 2023 are the expenditures for the payments to four artists, the installation costs for each roundabout, and costs for unveiling events.



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 will have new sculpture installations.

For Continuing Projects

Estimated Project Status as of June 30, 2022:
The RFP was issued in May 2021. Responses were due July 2021. Recommendations made to Council in February 2022. Contracts and first half payment made to four artists March 2022.

Project Balance	
Original Approved Project Budget	\$300,000
Approved Budget Increases/Decreases	\$6,000
Current Approved Total Project Budget	\$306,000
Requested Budget Increase/Decrease	\$58,330
Requested Total Project Budget	\$364,330
Estimated Expenditures through June 30, 2022	\$3,680
Budget Balance Remaining	\$360,650

Explanation for Revised Project Dates and/or Project Budget (if applicable):
The budget was increased for the exclusion of the donated sculpture. Four new sculptures will be installed from the finalists in the RFP process. Due to delays related to COVID-19 and staffing capacity, the project was delayed and sculptures are anticipated to be installed in FY 2023.

Budget Detail

Project Cost Estimates:

Funding Status	Cost Category	Prior Years Estimate	FY2023	FY2024	FY2025	Future Years	Project Totals
Carry Over	Construction - Contracted		\$40,000				\$40,000
New	Construction - Contracted		\$57,000				\$57,000
Carry Over	Public Art Purchase	\$3,680	\$262,320				\$266,000
New	Public Art Purchase		\$1,330				\$1,330
Totals		\$3,680	\$360,650	\$0	\$0	\$0	\$364,330

Project Funding Estimates:

Funding Source	Prior Years Estimate	FY2023	FY2024	FY2025	Future Years	Project Totals
1% for Arts	\$3,680	\$360,650				\$364,330
Totals	\$3,680	\$360,650	\$0	\$0	\$0	\$364,330

Explanation of Outside Funding Sources (Donations, Outside Participation, Grants):
None anticipated.

Total Operating Impacts:

	FY2023	FY2024	FY2025	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 operating impacts will include minimal maintenance costs anticipated to begin after FY 2025 and are expected to be absorbed in the City's existing budget capacity.

CITY MANAGER'S OFFICE – Short-Term Rental Monitoring & Administration

BUDGET SUMMARY	FY2023 Budget	% of FY2023 Budget	FY2022 Budget	FY2022 Estimate	FY2021 Actual
Program Expenditures					
Personnel Services	\$ 87,710	44%	\$ -	\$ -	\$ -
Supplies & Services	51,750	26%	-	-	-
Subtotal Direct Costs	\$ 139,460	69%	\$ -	\$ -	\$ -
Internal Charges	61,780	31%	-	-	-
Total Expenditures	\$ 201,240	100%	\$ -	\$ -	\$ -
Expenditures by Fund					
General Fund Portion	\$ 161,240	80%	\$ -	\$ -	\$ -
Other Funds Portion	\$ 40,000	20%	\$ -	\$ -	\$ -
Funding Sources					
Funding from General Revenues:					
Estimated Resident Generated	\$ 70,430	35%	\$ -	\$ -	\$ -
Estimated Visitor Generated	\$ 130,810	65%	\$ -	\$ -	\$ -
Employee Time Allocation (FTEs) (Budgeted)	1.00		0.00		0.00

The Short-Term Rental Monitoring and Administration program was initiated in FY 2023 with the creation of a Short-Term Rental Specialist position. Costs previously incurred for short-term rental monitoring were recorded in the Administration program of the Community Development Department.

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 2023 Objectives

Council Priority - Monitor Short-Term Rentals:

- * Utilize GovOS tools to enhance monitoring efforts
- * Create monthly reports of the short-term rental impacts
- * Oversee the short-term rental hotline
- * Respond to public records requests regarding short-term rentals
- * Create presentations and communicate with stakeholders
- * Coordinate with Code Enforcement, Police, City Clerk, Information Technology/Geographic Information Systems and other departments' staff to improve reporting capabilities



**City of Sedona
Decision Package
Fiscal Year 2022-23**

CM Recommended

Request Title	Short Term Rental Specialist
Department	City Manager's Office
Program	Short-Term Rental Monitoring & Administration
Funding Request Type	Personnel
Source of Funds	General Fund
Amount Requested	\$103,460
Priority	High

I. Description of Request

The CMO is proposing to add a new Short Term Rental (STR) Specialist position at a range SG-12 that will coordinate all work processes related to the the City's STR program, including administration of GovOS tools, monthly reporting, oversight of the STR hotline, responses to public records requests, creating presentations, communicating with stakeholders, and coordinating with Code Enforcement, Police, City Clerk, IT/GIS and other departments to improve reporting capabilities and impacts to staff resources.

II. Problem/Issue

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

The City began implementing the process to collect Emergency Contact Information (ECR) from short term rental (STR) owners in December 2019 as allowed by HB2672. Discovery of STRs was completed in March of 2020, the complaint hotline was launched in September of 2020. Currently, the City has ECR information for approximately 85% of known STR properties in City limits (currently over 800). The Assistant to the City Manager oversees this program with support from the Executive Assistant to the City Manager's Office. Despite the current high compliance rate with the requirements, the volume of work and time commitment required to keep pace with the growth and change of the set of STR properties in Sedona and the associated work has become unmanageable with other CMO staff responsibilities. At any given time, there are 40-50 properties that GovOS has been unable to match to an existing parcel or property. CMO staff does not have bandwidth to research and identify these properties. Additionally, the third party provider (GovOS) went through an ownership change in 2021 which has resulted in more work expected to be completed by City staff in the GovOS software tools and no time for city staff to learn the processes or complete the work.

III. Risk Analysis

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

The City has committed to work for more control for STR properties. It is important that the City be well-positioned to quickly react and implement program changes if state legislation allows. Without a dedicated staff person, the City will be unable to maintain an accurate database of STR properties and will be unable to keep pace with the volume of work generated by complaints, inquiries, reporting, presentations, GIS capabilities, potential changes to the third party vendor, public records requests, etc.

IV. Implementation

**What is the timeframe for completion of plan and implementation for project/issue?
How will you market/communicate the project/issue to the public?
What performance measures will you use to evaluate the project/issue? Include the targets for
FY 2022-23, as well as future years as applicable.**

If this position is approved, a job description will be developed. The current Executive Assistant to the City Manager's Office will transition to this position and the vacancy will be filled. This individual is currently handling most administration of complaints and the ECR process, and will be trained on the added responsibilities such as GIS, public records requests, monthly reporting, complaint reporting, etc.

V. Cost Savings/Revenue Enhancements

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

There are no direct revenue enhancements associated with this request, though given the proliferation of STR properties since SB1350 went into effect in 2017, the City has an obligation to track STR properties and continue to mitigate their impacts. When/if new legislation is enacted, the City will be well positioned to implement revised city ordinances and policies.

CITY MANAGER'S OFFICE – Housing

BUDGET SUMMARY	FY2023 Budget	% of FY2023 Budget	FY2022 Budget	FY2022 Estimate	FY2021 Actual
Program Expenditures					
Personnel Services	\$ 218,250	37%	\$ 154,530	\$ 93,940	\$ -
Supplies & Services	322,000	54%	402,500	2,240	-
Subtotal Direct Costs	\$ 540,250	91%	\$ 557,030	\$ 96,180	\$ -
Internal Charges	52,440	9%	-	1,120	-
Total Expenditures	\$ 592,690	100%	\$ 557,030	\$ 97,300	\$ -
Expenditures by Fund					
Other Funds Portion	\$ 592,690	100%	\$ 557,030	\$ 97,300	\$ -
Funding Sources					
Program Revenues	\$ 592,690	100%	\$ 557,030	\$ 97,300	\$ -
Employee Time Allocation (FTEs) (Budgeted)	2.00		1.00		0.00

The Housing program was created in FY 2021 to implement the recently created housing action plan for affordable and workforce housing, addressing the City Council's priority. The Housing program expands and preserves affordable homeownership and rental opportunities in Sedona by developing and implementing policies, projects, and programming which support housing availability, while fostering public-private partnerships in the development and creation of affordable/workforce housing.

FY 2022 Accomplishments

Council Priority - Affordable Housing:

- * Down Payment/Closing Cost Assistance Program launched in January 2022.
- * Priority properties identified for possible acquisition.
- * Explored incentive programs for conversion of short-term rentals to long-term rentals, purchase of deed restrictions, and public information campaign.
- * Convened work group to update Development Incentives and Guidelines for Affordable Housing (DIGAH).
- * Coordinated Verde Valley regional conversation.
- * Advocated for Arizona Department of Housing (ADOH) support through the U.S. Department of Housing and Urban Development (HUD) HOME Investment Partnerships Program American Rescue Plan funding (HOME-ARP) and Homelessness Prevention Plan.
- * Housing Manager selected to participate in League of Arizona Cities and Towns "Affordable Housing/Street Homelessness Workgroup," as one of two representatives from rural Arizona to represent cities/towns interests regarding pending legislation.

FY 2023 Objectives

Council Priority - Affordable Housing:

- * Encourage the development of affordable housing units.
- * Incentivize the inclusion of affordable units in private development.
- * Increase resources to support affordable housing.
- * Monitor the increase in demand and any loss of affordable units.

WORKLOAD INDICATORS	FY23 Projection	FY22 Projection	FY22 Estimate	FY21 Actual	FY20 Actual
Council meetings and work sessions	4	N/A	1	N/A	N/A
Number of applications for down-payment assistance	20	N/A	15	N/A	N/A

Council Priority - Affordable Housing:

PERFORMANCE MEASURES	Benchmark	FY23 Target	FY22 Target	FY22 Estimate	FY21 Actual	FY20 Actual
Housing Production: New affordable housing units created		100	3	3	3	N/A
Housing Investment: Affordable housing projects assisted with housing funds		3	1	1	1	N/A
Number of down-payment assistance applications approved and funded		10	N/A	4	N/A	N/A



**City of Sedona
Decision Package
Fiscal Year 2022-23**

CM Recommended

Request Title	New Housing Position
Department	City Manager's Office
Program	Housing
Funding Request Type	Personnel
Source of Funds	Affordable Housing Fund
Amount Requested	\$92,980
Priority	High

I. Description of Request

The Housing Program is seeking to fund one new full-time position, Housing Coordinator. The Coordinator would support the Housing Manager in compiling and maintaining data, monitoring and enforcing development agreements, ensuring program compliance and fielding public inquiries regarding housing availability.

II. Problem/Issue

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

The Housing Program is currently staffed by one full-time Housing Manager who is shared with the City of Cottonwood. The current staffing level does not match the workload required to address the dire shortage of affordable and workforce housing. The issue of affordable housing is multi-faceted and includes 1. Measuring and monitoring housing supply and demand, 2. Identifying, attracting, advocating for, and managing funding, 3. Creating, managing and promoting effective programs, 4. Building community partnerships for development, 5. Leading a regional coordination effort, 6. Departmental Coordination (ex: planning and zoning issues, sustainability of new housing, transit coordination, etc), and 7. Public outreach and engagement . The current work of the Housing Manager is expected to result in new programs and partnerships which will require administration, in addition to the ongoing efforts to identify projects and create new affordable housing opportunities.

III. Risk Analysis

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

Without a Housing Coordinator, the Housing Manager will not be able to address the affordable housing crisis effectively. Either new programs or new development will suffer, and both are needed to meet the current demand for affordable housing. Additionally, potential funding opportunities and partnerships may be missed, and development agreements already created may not be enforced.

IV. Implementation

**What is the timeframe for completion of plan and implementation for project/issue?
How will you market/communicate the project/issue to the public?
What performance measures will you use to evaluate the project/issue? Include the targets for
FY 2022-23, as well as future years as applicable.**

Recruitment for the Housing Coordinator will begin when the decision package is approved.

V. Cost Savings/Revenue Enhancements

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

Potential growth of the affordable housing fund through the Development Incentives and Guidelines for Affordable Housing (DIGAH), Down-Payment Assistance repayments and enforcement of development agreements.



**City of Sedona
Decision Package
Fiscal Year 2022-23**

CM Recommended at 1/2 - \$240,000

Request Title	Housing Programs - STR>LTR Rental Incentives
Department	City Manager's Office
Program	Housing
Funding Request Type	Other Onetime
Source of Funds	Affordable Housing Fund
Amount Requested	\$480,000
Priority	High

I. Description of Request

The Housing Program seeks funding for a pilot incentive program to create new rental-housing opportunities by providing property owners a one-time cash incentive for leasing long-term (one-year or more) to a local worker or to a local employer subletting to employees.

II. Problem/Issue

History/Background

How does this affect our citizens/customers quality of life?

If this is not a traditional function, why should the City of Sedona deal with it?

Does the project/issue relate to the Community Plan (or other master plans), or how does this fit into the City's priorities?

What does the City/community get for this investment?

Community members in Sedona struggle to find housing due to skyrocketing real estate prices and the proliferation of short-term rentals. Recent census data concludes that 78% of Big Sky's workforce commutes from at least 40 miles outside of Big Sky.

1 Additionally, local businesses

struggle to hire and remain open because there is nowhere for their employees to live

III. Risk Analysis

What happens if this is not done?

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

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

Similar programs from several other cities were analyzed to help guide the creation of a Sedona program. A program in Big Sky, MT that offers landlords cash to convert vacation rentals or seasonal homes into long-term homes for locals converted 21 homes and housed 58 locals in its first three months.

IV. Implementation

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

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

What performance measures will you use to evaluate the project/issue? Include the targets for FY 2022-23, as well as future years as applicable.

If approved, program details will be worked out, legal forms will need to be created. Implementation will likely be three months out. The program will be marketed through news and social media outlets, and employers. 40 homes at and average of \$12,000/ea for one year = \$480,000

V. Cost Savings/Revenue Enhancements

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

CITY MANAGER'S OFFICE – Sustainable Tourism Contract

BUDGET SUMMARY	FY2023 Budget	% of FY2023 Budget	FY2022 Budget	FY2022 Estimate	FY2021 Actual
Program Expenditures					
Supplies & Services	\$ -	0%	\$ 2,100,000	\$ 2,102,980	\$ 2,446,060
Internal Charges	-	0%	11,770	10,980	8,800
Total Expenditures	\$ -	0%	\$ 2,111,770	\$ 2,113,960	\$ 2,454,860
Expenditures by Fund					
General Fund Portion	\$ -	0%	\$ 2,111,770	\$ 2,113,960	\$ 2,454,860
Funding Sources					
Program Revenues	\$ -	0%	\$ 1,004,186	\$ 1,328,857	\$ 1,021,571
Funding from General Revenues:					
Estimated Resident Generated	\$ -	0%	\$ 387,650	\$ 274,790	\$ 501,651
Estimated Visitor Generated	\$ -	0%	\$ 719,934	\$ 510,313	\$ 931,638
Employee Time Allocation (FTEs) (Budgeted)	0.00		0.00		0.00

The Sustainable Tourism Contract program was transferred to General Services for FY 2023.

Council Priority - Sustainable Tourism:

PERFORMANCE MEASURES	Benchmark	FY23 Target	FY22 Target	FY22 Estimate	FY21 Actual	FY20 Actual
Annual daily room rate for hotels (ADR)		N/A	\$232.72	\$323.13	\$287.34	\$211.82
Bed tax collections (in millions)		N/A	\$7.0	\$6.4	\$4.2	\$4.2
City sales tax collections (in millions)		N/A	\$23.6	\$22.7	\$21.4	\$21.4
Hotel occupancy rate		N/A	65%	69.9%	68.2%	57%
Visitors assisted at visitor center, via email, and via telephone		N/A	290,000	124,393	102,930	142,373
Visitor Service Survey: % satisfied measured at visitor center and/or electronically		N/A	97% based on: 2017: 97%, 2018: 96%, 2019: 98%	99%	Online visitor survey on hold during COVID-19 pandemic, reinstated Jan-June 2021: 99%	Survey on hold during COVID 19 pandemic.

GENERAL SERVICES

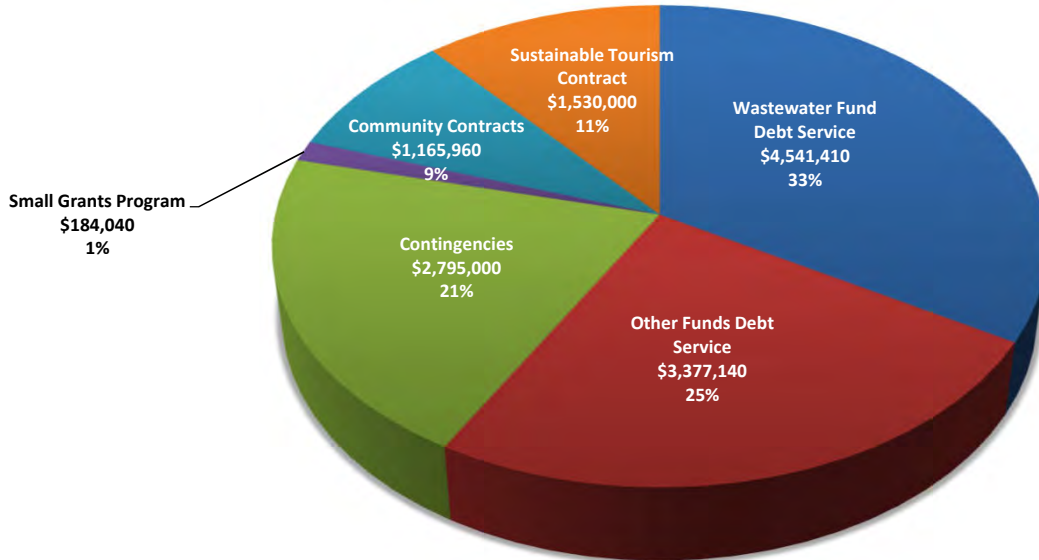
Description

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, Transportation Sales Tax 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, Affordable Housing 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)
- * \$850,000 contingency for Affordable Housing Program (Affordable Housing Fund)
- * \$500,000 contingency for unknown grants and donations revenues that may be received during the year (Grants and Donations Funds)
- * \$1,045,000 contingency for the American Relief Plan Act (Grants and Donations Funds)

FY 2023 PROGRAM EXPENDITURES: \$14,116,860



FY 2021 - FY 2023 ONGOING VS. ONE-TIME EXPENDITURES



GENERAL SERVICES – Administration

BUDGET SUMMARY	FY2023 Budget	% of FY2023 Budget	FY2022 Budget	FY2022 Estimate	FY2021 Actual
Program Expenditures					
Personnel Services	\$ (460,000)	-4%	\$ (253,985)	\$ 26,780	\$ -
Supplies & Services	2,325,610	18%	1,785,500	1,866,200	1,478,549
Capital & Debt Service	7,922,180	63%	5,900,545	5,929,720	5,731,015
Contingencies	2,795,000	22%	4,640,510	-	-
Subtotal Direct Costs	\$ 12,582,790	100%	\$ 12,072,570	\$ 7,822,700	\$ 7,209,564
Internal Charges	4,070	<1%	11,080	4,120	1,860
Total Expenditures	\$ 12,586,860	100%	\$ 12,083,650	\$ 7,826,820	\$ 7,211,424
Expenditures by Fund					
General Fund Portion	\$ 4,890,490	39%	\$ 3,122,385	\$ 3,030,570	\$ 2,520,588
Wastewater Fund Portion	\$ 4,641,410	37%	\$ 4,894,955	\$ 4,658,640	\$ 4,690,836
Other Funds Portion	\$ 3,054,960	24%	\$ 4,066,310	\$ 137,610	\$ -
Funding Sources					
Allocations to Other Departments	\$ 543,840	4%	\$ 425,350	\$ 463,750	\$ 384,530
Program Revenues	\$ 7,709,370	61%	\$ 8,977,395	\$ 4,810,200	\$ 4,706,192
Funding from General Revenues:					
Estimated Resident Generated	\$ 1,516,780	12%	\$ 938,320	\$ 893,500	\$ 742,246
Estimated Visitor Generated	\$ 2,816,870	22%	\$ 1,742,585	\$ 1,659,370	\$ 1,378,456
Employee Time Allocation (FTEs) (Budgeted)	0.00		0.00		0.00

The Administration program includes the various "non-departmental" and other centralized expenses, with the exception of the Sustainable Tourism Contract in order to highlight aspects of that agreement. Costs include service contracts with non-profits, Citywide liability and other insurances, debt service, and contingencies.

WORKLOAD INDICATORS	FY23 Projection	FY22 Projection	FY22 Estimate	FY21 Actual	FY20 Actual
Small grants awarded	20	26	25	8	19
Average small grant award amount	\$9,000	\$10,500	\$10,810.24	\$5,650	\$8,763
Total small grants awarded	\$183,500	\$275,000	\$270,256	\$45,200	\$166,500
Range of small grant awards	\$3,500 - \$25,000	\$3,500 - \$25,000	\$3,500 - \$25,000	\$1,000 - \$10,200	\$2,000 - \$27,000

GENERAL SERVICES – Sustainable Tourism Contract

BUDGET SUMMARY	FY2023 Budget	% of FY2023 Budget	FY2022 Budget	FY2022 Estimate	FY2021 Actual
Program Expenditures					
Supplies & Services	\$ 1,530,000	100%	\$ -	\$ -	\$ -
Expenditures by Fund					
General Fund Portion	\$ 1,530,000	100%	\$ -	\$ -	\$ -
Funding Sources					
Program Revenues	\$ 1,461,714	96%	\$ -	\$ -	\$ -
Funding from General Revenues:					
Estimated Resident Generated	\$ 23,900	2%	\$ -	\$ -	\$ -
Estimated Visitor Generated	\$ 44,386	3%	\$ -	\$ -	\$ -
Employee Time Allocation (FTEs) (Budgeted)	0.00		0.00		0.00

The Sustainable Tourism Contract program was moved from the City Manager's Office in FY 2023.

3/28/2022: Updates to the narrative will be forthcoming based on the budget and program of work to be presented by SCCandTB to Council in May.

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 (the Plan) which was unanimously approved by City Council in March 2019.

The Plan 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 is 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.

GENERAL SERVICES – Sustainable Tourism Contract

continued

FY 2022 Accomplishments

FY22 Destination Resiliency Plan for City Contracted Services – Sustainable Tourism Plan

* Arizona Office of Tourism: SCC&TB representatives participated in the AOT Strategic Plan Advisory Committee formulating the NEW 3-Year Strategic Plan and voiced the need to continue communications around recreating responsibly, Leave No Trace, etc. to address visitor behavior. All rural co-op programs in connection with the statewide tourism industry have been implemented.

* Communications about Consumer Behavior – We continue to use the Sedona Cares Pledge to communicate to visitors our behavioral expectations for them when in market through our owned channels including website, social media, e-newsletters, print, partners, and the Uptown Visitor Center. Videos are in development that speak to the Soul of Sedona and what makes her special, Outdoor Recreation, Arts & Culture, and Spiritual Health & Wellbeing. WalkSedona.com, ParkInSedona.com and GetAroundSedona.com all continue to educate visitors on how to navigate Sedona in car, on a bike or on foot.

* Fly Friendly Agreement – Reconvened the stakeholder group including new helicopter tour operator, Apex Tours and included the National Park Service (Tuzigoot / Montezuma Castle & Well National Monuments) to review, revise and reaffirm commitment to this VOLUNTARY noise-abatement tool. It will be revisited and signed annually to ensure compliance to the best of our abilities. Recent events with the private tour operators have resulted in the need to expand the group to include the Cottonwood Airport as well so this process which includes the City, Yavapai County, Sedona Airport and Keep Sedona Beautiful continues. A meeting with the Lower Chapel area has been set to examine alternative flight paths over the area to reduce noise impacts with the increase in flights.

* “Good Neighbor” Short Term Rental Coalition / Key Data STR Platform – The chamber convened a meeting in January with a group of professional property management companies who wish to form a coalition to promote good behavior by guests. In addition, an individual owner group, the Sedona Short Term Rental Alliance is also coming to the table so everyone can work together to share the Rent Responsibly language already drafted by a statewide initiative. We are working to establish a distribution system for all the Sedona Cares, LNT, Secret7, etc. visitor messaging like traditional lodging / concierge so that we reach all visitors coming to greater Sedona. We continue to add properties to the STR platform, comparable to the Star report for traditional lodging, to more fully represent the tourism industry. Since signing on with Key Data Dashboard, we are receiving direct source historical and real-time forward-looking visitor insight from 21 property managers and their 406 units in our area. This number will continue to grow and provide cutting-edge insights in our market.

* Leave No Trace – We continue to promote the new Leave No Trace Proud Supporter program to our partners. We are aiming to get 100 businesses on board this year, creating a consistent Leave No Trace message in market that will assist in educating our visitors. Currently we are at 50. Our support of the Arizona Office of Tourism’s AppreciateAZ destination management program continues as well.

* Red Rock OHV Conservation Crew (RROCC) / Tread Lightly! – The rise in OHV/ATV impacts resulted in the formation of the RROCC, a coalition of 12 private companies and Tread Lightly! working with the USFS. This resulted in the voluntary collection of 1% of sales revenue on top of the 3% already collected from USFS permitted outfitters to go toward trail engineering, rider education and enforcement. To-date a number of trail projects have been done along with rider education by volunteer ambassadors out on Diamondback Gulch and Broken Arrow over busy holiday weekends. The chamber worked with Tread Lightly! to develop blogs and other communications to reinforce the need to recreate responsibly when riding on our public lands in and around Sedona. Trailhead signage including the TL! Principles has been approved on major pain points on the forest and is in development. The official map was updated for use destination wide. A video is in final stages to be shown to renters at time of booking and/or on-site.

* Red Rock Oak Creek Recreation Assessment: ON HOLD

* Sedona Lodging Council / Concierge Network – The SCC&TB continues to participate in monthly SLC and Concierge Network meetings with the priority being the launch of the Sedona Shuttle. Also, a collateral materials review meeting was held to discuss the tools we provide our lodging partners and what else they need to assist visitors in market. A big priority is an electronic dining guide because it has become difficult to get into a restaurant if you have not booked reservations in advance.

* Sedona Shuttle – The SCC&TB was made the Public Information Officer (PIO) for the City on the March 24 launch of the Sedona Shuttle with the City’s PR Manager out on maternity leave for three months. We continue to work with Robert Weber, City Transit Administrator, USFS Ranger Tinderholt, and Selena Barlow, Transit Marketing on the Marketing Plan rollout as this constantly changing situation becomes more concrete. Volatility due to supply chain has pushed back the on-demand, micro-transit system until fall/winter.

* Sedona Trail Keepers 2.0 – The chamber successfully secured 52 Sedona Trail Keeper businesses for 2.0! STK 2.0 sponsor businesses commit \$1,000/year for five years, matched by the SCC&TB at \$50,000 for area trail maintenance and enhancement. For FY23, the Chamber would like for the City to consider contributing an additional \$50,000 from General Fund to the Sedona Red Rock Trail Fund endowment to provide for future support for our trails. The check presentation event is March 10 at the Uptown Visitor Center. All are invited.

* Sedona Verde Valley Tourism Council – A new logo and website are underway. Recent meetings related to supporting the greater Sedona Verde Valley’s Indigenous Peoples in telling their story to our visitors has led to the formation of a subcommittee to begin to address how we can do better at that. With the American Viticultural Area (AVA) designation received by the Verde Valley in December 2021, there is a lot of buzz around Northern Arizona’s wine country. The Blazin’ M (under new ownership), Old Town Cottonwood, Out of Africa, Verde Canyon Railroad, and the new Verde Valley Archeology Center along with Tuzigoot and Montezuma’s Castle remain continued draws.

* Verde Shuttle – We continue to support the Cities of Sedona and Cottonwood, along with Selena Barlow, Transit Marketing in providing marketing materials to employers around the Verde Valley for their employees in English and Spanish about how easy it is to take the Verde Shuttle to commute into Sedona to work.

* Misc. – TRASH COLLECTION at Dry Creek and TOILETS (Port-o-Potties) at Soldiers Pass – These services are installed however they started later into the fiscal year so there will be remaining monies. Also, there is a need to continue services into FY23 until the USFS and the City (Posse Grounds Parking facility w/restrooms) are ready to take over providing these amenities in a more permanent manner. However, knowing this now, with sufficient time, the contracts are being turned over to the City.

GENERAL SERVICES – Sustainable Tourism Contract
continued

FY 2023 Objectives

3/28/2022: Updates to the narrative will be forthcoming based on the budget and program of work to be presented by SCCandTB to Council in May.

This is a placeholder based on their 1-26-2022 Work Session

Council Priority - Sustainable Tourism:

- REALIGN Sedona Sustainable Tourism Plan's Priorities with Present Day (2022/23); Heavy focus on Environmental Pillar with newly adopted City of Sedona Climate Action Plan (2021) — Identify 1-3 KPIs per Pillar (4) to annualize plan — Hire STP Project Manager to take accountability to move plan forward
- CONTINUE/EXPAND Current FY22 Destination Management Programs — City Banner Signage and Walking Historic Trail (Tlaquepaque to Uptown) update — Trail Keepers 2.0 but asking additional \$50,000 from the City out of General Fund
 - Secret7, Leave No Trace, OHV/ATV Mitigation
 - SVVTC: consider support for Verde Valley Wine Trail highway signage and digital app
 - Trash (Dry Creek) and Toilet/Port-o-Potties (Soldiers Pass) Service until USFS Red Rock Pass installation and Posse Grounds Parking / Restrooms completed
 - Additional business meetings support including reinstating funding for Sales Manager position
 - EVALUATE Operations and Administration Expenses utilizing City's Salary Survey with inflation and high cost of living being driven by continually increasing housing costs and pandemic/supply chain issues
 - MAINTAIN 'PAUSE' on destination marketing; CONSIDER consumer education on behavioral expectations (see video links on next slide) • NEW: Indigenous Peoples support, History program with Sedona Schnebly Citywide Celebration Week-long event, No Event support/sponsorship this year – working City small grant's committee
 - CONTINGENCY: \$250,000 for Destination Marketing like FY22
 - LONG TERM: Work with City on Western Gateway Visitor Servicing on parcel in West Sedona; Unique meeting space within City Limits to assist smaller hotels AND nonprofits

Council Priority - Sustainable Tourism:

PERFORMANCE MEASURES	Benchmark	FY23 Target	FY22 Target	FY22 Estimate	FY21 Actual	FY20 Actual
Annual average daily room rate for hotels (ADR)		\$300.00	N/A	\$323.13	\$287.34	N/A
Bed tax collections (in millions)		\$10.2	N/A	\$9.3	\$7.2	N/A
City sales tax collections (in millions)		\$36.6	N/A	\$33.8	\$27.8	N/A
Hotel occupancy rate		65%	N/A	69.9%	68.2%	N/A
Visitors assisted at visitor center, via email and via telephone		160,000	N/A	124,393	102,930	N/A
Visitor Service Survey: % satisfied measured at visitor center and/or electronically		99%	N/A	99%	Online visitor survey was on hold during COVID-19 pandemic, and was reinstated in 2021 calendar year: Jan-June 2021: 99%	N/A

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

Agency	FY 2017	FY 2018	FY 2019	FY 2020 Base Contract	FY 2020 Emergency Funding	Total FY 2020	FY 2021 Adopted	FY 2021 Restored Funding	Total FY 2021	FY 2022 Adopted	FY23 Proposed	Proposed Budget Increase Over Total FY 2022
Humane Society	\$ 48,678	\$ 49,895	\$ 64,785	\$ 66,793	\$ -	\$ 66,793	\$ 66,800	\$ 4,063	\$ 70,863	\$ 71,919	\$ 75,520	\$ 3,601
Sedona Community Center	164,997	169,122	174,365	179,770	8,000	187,770	179,800	10,200	190,000	192,850	202,500	9,650
Sedona Public Library	393,932	432,000	470,392	484,974	-	484,974	485,000	13,553	498,553	506,031	531,340	25,309
Sedona Recycles	72,000	82,875	100,000	203,100	-	203,100	175,000	25,000	200,000	203,000	213,150	10,150
Verde Valley Caregivers	25,450	35,000	36,085	37,204	10,000	47,204	50,000	10,000	60,000	60,900	63,950	3,050
Totals	\$705,057	\$768,892	\$845,627	\$971,841	\$ 18,000	\$989,841	\$956,600	\$ 62,816	\$1,019,416	\$1,034,700	\$1,086,460	\$ 51,760

NOTE: The service contracts include provisions for increases based on the 12-month Western Region Consumer Price Index (CPI) for December, with a maximum increase of 5%. The December 2021 CPI was 7.1%, so the budget for each service contract has been increased by the maximum of 5% for FY 2023.



**City of Sedona
Decision Package
Fiscal Year 2022-23**

CM Recommended

Request Title	Grant Writing Professional Services
Department	General Services
Program	Administration
Funding Request Type	Other Ongoing
Source of Funds	General Fund
Amount Requested	\$75,000
Priority	High

I. Description of Request

The request is \$75,000 is for the purpose of contracting grant-writing services. This will further city staff's capacity in seeking and applying for grant funds to supplement and augment our city funding for priorities, projects, and goals.

City funds will be used to contract with a grant writer/s to:

- * Work with city departments to identify the priority needs for funding;
- * Conduct research to identify grant resources including but not limited to federal, state, foundation, agencies, and organizations that support city goals and priorities in the areas of public infrastructure, transportation and transit, sustainability, community and economic development, parks and recreation, criminal justice, housing, and other needs as identified by the city; and
- * Provide grant proposal writing services resulting in the completion of grant applications on behalf of the city inclusive of working with staff on key content, preparing funding abstracts, and the production and submittal of applications to funding sources.

The city will have the ability to work with different grant-writers because it will be important to align grant writer skillsets with a variety of city needs. The average cost to write a grant varies from \$3,500 - \$15,000. This is because some grants are more complicated than others. For example, many federal and multi-million-dollar grants will cost more to write. The requested \$75,000 may allow for at least four-eight grants to be written annually.

II. Problem/Issue

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

Currently, the city does not have any staff dedicated to the development of grant proposals. There is no dedicated city staff member that proactively works to identify funding opportunities and regularly writes grants. While the city has been successful in receiving grant funds in past, more grant opportunities could be secured through working proactively with a grant writing professional.

There are many grants that can be leveraged to support the city's priorities and Community Plan goals. Currently, there is over \$150B of federal grant funds available. The city could be applying for grants and securing hundreds of thousands or millions of funds to support city initiatives. Funds are available for road transit, broadband, and sustainability efforts; however, we currently do not have the internal capacity to apply for these.

III. Risk Analysis

What happens if this is not done?

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

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

Without professional grant-writing services, the city will not have the capacity to seek, write, and acquire available grant funds. There is over \$150B dollars of grant funds available and without working proactively with a grant writer the city will miss out on securing many of the grant funds it is eligible for. Many communities have funding set aside to pay for professional grant writing. It is common practice for local governments to hire grant writers because they are up to speed on currently available grant funds, they work more efficiently than city staff because they regularly write similar grants, and they have good track records in successfully writing grants.

IV. Implementation

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

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

What performance measures will you use to evaluate the project/issue? Include the targets for FY 2022-23, as well as future years as applicable.

This will be an ongoing expense for the city as grant funds are regularly available and in alignment with our city projects, initiatives, and goals. The performance measures for these grant-writing services include the amount of grants applied for, the amount of funding secured, and overall return on our investment.

V. Cost Savings/Revenue Enhancements

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

Working with third-party grant writers adds capacity to allow staff to seek more grant funding for city priorities and goals. Currently, the city does not have adequate staff capacity to be responsive to all of the grant opportunities available. There will likely be millions of grant dollars the city is eligible to apply for but, without the support of a grant writer, the city may not be able to acquire additional available funding to supplement our efforts. For example, if the city were to secure only one \$250,000 grant as a result of hiring a grant writer the return on the city investment would be over 300%. This means for every dollar the city invested in the grant writer, five dollars would be leveraged for city projects.



**City of Sedona
Decision Package
Fiscal Year 2022-23**

CM Recommended

Request Title	Sedona Historical Society Provider Agreement
Department	General Services
Program	Community Contracts - Culture & Recreation
Funding Request Type	Other Ongoing
Source of Funds	General Fund
Amount Requested	\$75,000
Priority	Medium

I. Description of Request

Since 1995, the Sedona Historical Society (SHS) has been operating the Sedona Heritage Museum on City property at Jordan Historical Park. Staff is proposing a provider agreement be created for SHS to replace the existing lease agreement to create a more sustainable future for the museum by hiring a full-time director and coordinating HPC educational and public outreach functions.

II. Problem/Issue

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

Community and visitor expectations have grown to a sophisticated level that cannot be maintained with only volunteer management. SHS/SHM has experienced its success via the commitment of a small core of individuals. This dependency is not sustainable for the long-term. The demographics of local residents has seen a decline in volunteers willing to take on significant leadership and consistent hands-on roles, instead preferring intermittent volunteering. SHS has a dedicated, but aging, and non-professional leadership that has been performing continually elevated administrative and technical services.

III. Risk Analysis

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

The SHS is a 501c3 non-profit organization that incorporated in 1982 with the purpose of preserving local history. Since inception, one of SHS's priority goals has been to operate a museum that would showcase Sedona's rich and unique history. While SHS has operated the museum since 1995, the museum requires a dedicated full time leader to ensure continued operation in the face of declining volunteer resources.

IV. Implementation

What is the timeframe for completion of plan and implementation for project/issue?
How will you market/communicate the project/issue to the public?
What performance measures will you use to evaluate the project/issue? Include the targets for FY 2022-23, as well as future years as applicable.

Execute one-year provider agreement for FY23. For FY24, SHS will participate in the funding request process with the other five service providers which will allow the opportunity to measure the efficiency and effectiveness of year one of the SHS and make any needed adjustments.

V. Cost Savings/Revenue Enhancements

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

While there are no direct revenue enhancements associated with the provider agreement with SHS, the cost for the City to operate the museum directly would exceed the cost of the provider agreement.



**City of Sedona
Decision Package
Fiscal Year 2022-23**

CM Recommended at reduced amount - \$5,000

Request Title	Translation/Interpretation Services
Department	General Services
Program	Administration
Funding Request Type	Other Ongoing
Source of Funds	General Fund
Amount Requested	\$10,000
Priority	Medium

I. Description of Request

This request is to fund Spanish language interpretation and translation services (both written and oral) for FY 2023. In an effort to better engage all Sedona citizens, these funds will help to have city materials translated into Spanish. Further, these funds can be used for interpretation for presentations and meetings as necessary.

This request is to fund Spanish language interpretation and translation services (both written and oral) for FY 2023. In an effort to better engage all Sedona citizens, these funds will help to have city materials translated into Spanish. Further, these funds can be used for interpretation for presentations and meetings as necessary.

Examples for translated materials include surveys, applications, marketing materials, monthly roundups, emergency preparedness communications, etc.

II. Problem/Issue

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

Currently, the city does not have a Hispanic community outreach specialist, nor a bi-lingual professional services translator on staff. In an attempt to address this need, city staff works with some of our bi-lingual coworkers on basic translations. Often the needs for translation and interpretation exceed what are our generous and helpful coworkers can provide because the information is more nuanced and industry specific. Further, our coworkers do not always have the capacity to help in a timely fashion because of their other primary work duties. Our bi-lingual coworkers will continue to be part of the solution, but more help is needed.

According to a recent survey, almost 9% of Sedona's population identified Spanish as their first language. While some city documents and communications have been translated into Spanish for the benefit of this demographic, in order to ensure that all barriers are removed that might prevent equal access and services for the entire population, an increase in translation services is necessary for the work that will continue throughout FY23 and beyond.

III. Risk Analysis

What happens if this is not done?

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

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

If funding for these services is not approved, the city not only risks alienating 9% of its residents, but also risks missing out on increased engagement, valuable data and opportunities to build relationships with this demographic of our community. Additionally, it is essential to emergency management and resilience plans success that communications are being provided in both English and Spanish to ensure that all residents have access to critical information.

The alternative to funding for translation services would be to hire a full-time bilingual community outreach specialist (or more) on city staff.

IV. Implementation

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

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

What performance measures will you use to evaluate the project/issue? Include the targets for FY 2022-23, as well as future years as applicable.

Implementation:

1. A list of approved translation service providers will be compiled.
2. A request form, price lists, examples of documents and communications to be translated, and logistics for public oral translation services will be agreed upon through collaboration between city staff and approved contractors.
3. Starting July 1st, service requests will be routed from city departments to contract manager (tentatively Sustainability Manager or Communications Manager).
4. Contract manager will arrange service coverage for the request and handle logistics and invoicing.

Key Performance Indicators (KPIs):

Success of this funding can be measured in the following ways:

- * Positive feedback on engagement and outreach efforts
- * Increased participation in City sponsored resident activities

V. Cost Savings/Revenue Enhancements

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

N/A



**City of Sedona
Decision Package
Fiscal Year 2022-23**

CM Recommended at reduced amount - \$10,000

Request Title	Community Engagement
Department	General Services
Program	Administration
Funding Request Type	Other Ongoing
Source of Funds	General Fund
Amount Requested	\$25,000
Priority	Medium

I. Description of Request

These funds will be used to strengthen relationships and to foster more universal engagement with all Sedona citizens and businesses. This includes outreach to those who are Spanish-speaking, immigrants, senior citizens, disabled individuals, youth, and more. More specifically the funds will be used for the purpose of training staff to better engage with all Sedona populations; and to help the city plan, engage citizens, and report back to the city.

For half of FY22, the city worked with Northern Arizona Institutions for Community Leadership (NAICL) through a \$10K contract to assist community engagement, resilience, and outreach. This has led to the better relationships with our Spanish-speaking immigrants; more engagement in our community efforts; and the creation and forward momentum of quality programs such as Fuerza Local and the Home Energy Retrofit Program.

This decision package will increase the funding amount to better align with a year's worth of services as well allow for more engagement. Additionally, this request will establish a base budget line item to continue these vital services. The increase in funds request is to allow for departments to continue to utilize these services as well as expand to other departments that would also benefit from more integrated citizen engagement and feedback for their initiatives.

II. Problem/Issue

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

In general, due to the many projects and plan updates that will require resident engagement in the coming year(s), a significant increase in outreach beyond city staff capacity is anticipated. Trust building and relationships with certain demographics within our community have been facilitated and nurtured in recent years through an existing partnership with NAICL as well as the Sedona Library. Due to the anticipated increase in the city's need for outreach and services, an expanded solution has been discussed and sought.

Community engagement and outreach for certain demographic groups such as our Spanish-speaking community, Indigenous communities, youth, seniors, for example, is essential to the success of Sedona's community plan update, community preparedness, climate action targets, and future projects and programming that require outreach and engagement. The following is an estimate of city projects and needs that are anticipated for FY23:

* Economic Development? Fuerza Local engagement (15 hours), BR&E (15 hours) outreach, strategic plan update (10 hours)

* Community Plan- (40 hours)

- * Sustainability - Citizen engagement and community resilience (60 hours), celebratory content and engagement (40 hours), outreach on programming (20 hours)
- * Housing - Housing outreach and meetings with citizen groups (25 hours)
- * Police - Community outreach and education (25 hours)
- * Public Works - Outreach on projects (25 hours)
- * Transit - Outreach and education (25 hours)
- * City Manager/General ?other outreach (20 hours)
- * Other (30 hours) ? Sustainable tourism, etc

III. Risk Analysis

What happens if this is not done?

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

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

To cease or limit funding for the services that have recently proven to be beneficial would not only alienate portions of the community but also significantly reduce progress made toward community plan and climate action plan goals.

To cease or limit funding for an anticipated increase in community engagement and outreach needs not only alienates demographics of Sedona's population and creates barriers to city services and activities, but also significantly reduces progress that has been made in these endeavors and eliminates opportunities that will be needed to unify the entire population behind city initiatives and goals.

The alternative to funding for increased community engagement and outreach services would be to hire a full-time bilingual community outreach specialist (or more) on city staff.

IV. Implementation

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

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

What performance measures will you use to evaluate the project/issue? Include the targets for FY 2022-23, as well as future years as applicable.

Implementation:

1. New contract to be negotiated to outline new service requests, rates and invoicing requirements
2. Starting July 1st, service requests will be routed from city departments to contract manager (tentatively Sustainability Manager or Communications Manager).
3. Contract manager will arrange service coverage for the request and handle logistics and invoicing.

Key Performance Indicators (KPIs):

Success of this funding can be measured in the following ways:

- * Increased community response on city initiatives (Community Plan, Sustainability Programs, Economic Development Programs, surveys)
- * Positive feedback on engagement and outreach efforts
- * Increased participation in City sponsored resident activities

V. Cost Savings/Revenue Enhancements

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

While this program does is not intended to create revenue, the fact that the city is continuing to invest in comprehensive engagement services will help the city be better positioned for grant funding and other investments.

DEBT SERVICE

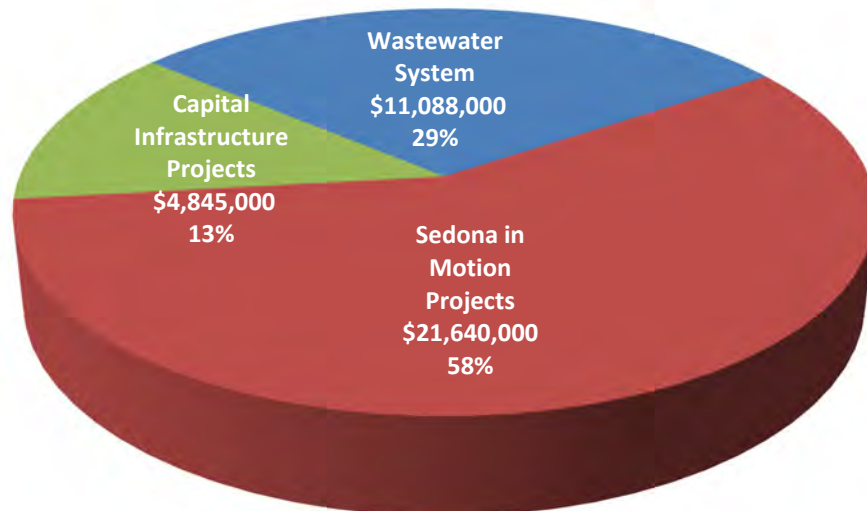
Bonds Overview

While pay-as-you go funding has been used for capital projects in recent years, the City assumed debt in the past to fund the construction of capital projects. During fiscal year 2021-22, the City issued the first “new money” bonds since 2007 for Sedona in Motion (SIM) projects based on an anticipation of significant increases in constructions costs and expected increases in interest rates.

Current approach is primarily pay-as-you-go funding of capital projects.

The City has approximately \$38 million in outstanding bonds – all of which are excise tax revenue bonds. The past bond issuances have been for construction of the wastewater treatment system and other capital infrastructure projects. The chart below represents the percentage of outstanding bonds for various categories of projects as of July 1, 2022.

OUTSTANDING BONDS BY PROJECT TOTAL \$37,573,000



Bond Rating

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

*S&P Bond Rating:
AA-*

DEBT SERVICE

continued

Bonded Debt Repayment Summary

The table below summarizes the principal and interest payments for the 2022-23 fiscal year by bond issuance.

FY 2023 BOND PAYMENTS

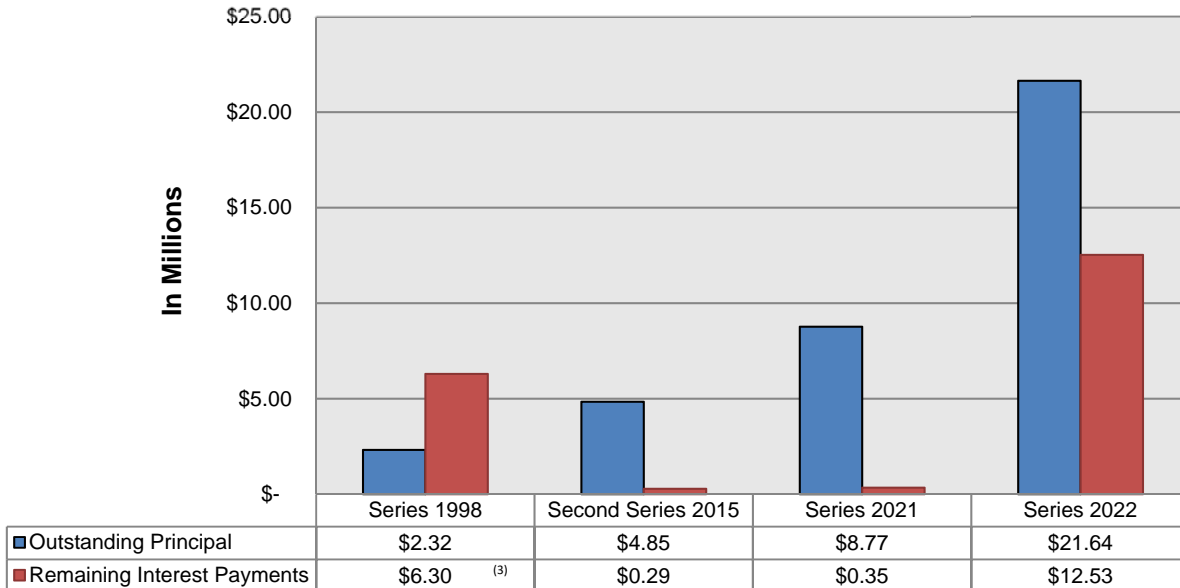
Bond Series	FY23 Principal ⁽¹⁾	FY23 Interest ⁽¹⁾	Total FY23 Payment
Series 1998 ⁽²⁾	\$ 1,190,000	\$ 3,120,000	\$ 4,310,000
Second Series 2015	935,000	93,993	1,028,993
Series 2021	125,000	101,709	226,709
Series 2022	-	1,232,450	1,232,450
Total Annual Payment	\$ 2,250,000	\$ 4,548,182	\$ 6,798,152

⁽¹⁾The July 1, 2022 principal and interest payments have been accrued in the prior year. These amounts represent the principal and interest payments for January 1, 2023 and July 1, 2023.

⁽²⁾The Series 1998 bonds are comprised of capital appreciation bonds (CABs). CABs offer an investment return on an initial principal amount and are reinvested at a stated compounded rate until maturity. At maturity, the investor receives a single payment (the "maturity value") representing both the initial principal amount and the total investment return.

The following chart summarizes the total outstanding principal and interest on City bonds outstanding for the next twenty years, which is when all current outstanding bonds will be retired.

REMAINING BOND PRINCIPAL AND INTEREST



⁽³⁾Represents compounded interest on CABs.

DEBT SERVICE

continued

Bonded Debt Repayments by Fund

The following table details the remaining principal and interest payments of all outstanding bonds by fund.

FUTURE BOND PAYMENTS BY FUND

Fiscal Year	General Fund ⁽⁴⁾		Wastewater Fund		Totals
	Principal	Interest	Principal	Interest	
2022-23	\$ 935,000	\$1,326,443	\$ 1,315,000	\$3,221,709	\$ 6,798,152
2023-24	945,000	1,017,854	1,257,000	3,280,259	6,500,113
2024-25	970,000	999,521	4,233,000	98,786	6,301,307
2025-26	990,000	980,703	4,283,000	49,683	6,303,386
2026-27	1,945,000	961,497	-	-	2,906,497
2027-28 through 2031-32	5,450,000	3,958,750	-	-	9,408,750
2032-33 through 2036-37	6,875,000	2,536,500	-	-	9,411,500
2037-38 through 2041-42	8,375,000	1,031,000	-	-	9,406,000
Total	\$26,485,000	\$12,812,268	\$11,088,000	\$6,650,436	\$57,035,704

⁽⁴⁾Tentatively includes the payments for Series 2022. Depending on the progress of the various SIM projects, payments may be allocated between general capital reserves, paid parking revenues, transportation sales tax, and/or development impact fees.

The fiscal years 2023-23 and 2023-24 include payment of the CABs, which require payment of the compounded interest on the maturity date.

Capital Leases

The City has entered into lease agreements for police and fleet vehicles, a snow plow/dump truck, a street sweeper, a police camera system, and energy saving equipment. The following table details the remaining principal and interest payments for all capital leases – all of which will be paid from the General Fund and the Wastewater Fund.

DEBT SERVICE
continued

Capital Leases (cont'd)

FUTURE CAPITAL LEASE PAYMENTS

Fiscal Year	General Fund		Streets Fund		Public Transit Fund		Wastewater Fund		Totals
	Principal	Interest	Principal	Interest	Principal	Interest	Principal	Interest	
2022-23	\$ 234,402	\$ 33,016	\$ 83,700	\$ 9,252	\$190,220	\$18,353	\$11,669	\$1,862	\$ 582,473
2023-24	239,615	28,556	84,705	8,247	192,202	15,615	11,669	1,862	582,471
2024-25	232,611	21,367	70,439	4,971	194,738	11,799	8,265	1,253	545,443
2025-26	166,397	15,333	58,085	1,882	197,861	7,933	5,832	818	454,141
2026-27	116,631	9,383	-	-	201,651	4,004	486	68	322,225
2027-28 through 2030-31	152,878	13,956	-	-	-	-	-	-	166,834
Total	\$1,142,534	\$121,611	\$296,928	\$24,352	\$976,673	\$57,705	\$37,919	\$5,864	\$2,663,587

Debt Limitations

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

BONDED DEBT LIMITATIONS

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

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

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

Pledged Revenues

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

EXCISE TAXES PLEDGED TO REPAY REVENUE BONDS

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

The following table summarizes projected pledged revenue coverage for next five years.

DEBT SERVICE

continued

Pledged Revenues (cont'd)

PLEDGED REVENUE COVERAGES

Fiscal Year	Pledged Excise Tax Revenues	Principal	Interest	Total	Coverage
2022-23 (budget)	\$46,268,060	\$2,250,000	\$4,548,152	\$6,798,152	6.81
2023-24 (proj.)	44,669,110	2,202,000	4,298,113	6,500,113	6.87
2024-25 (proj.)	47,117,350	5,203,000	1,098,307	6,301,307	7.48
2025-26 (proj.)	48,376,500	5,273,000	1,030,386	6,303,386	7.67
2026-27 (proj.)	49,705,250	1,945,000	961,497	2,906,497	17.10

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

Projected pledged revenues far exceed coverage requirements.

Debt Service Reserves

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

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

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

Outstanding Debt Balances

The following information details the outstanding debt balances for the next five years, assuming no early redemptions or refinancing. The final payment is July 1, 2042.

DEBT SERVICE

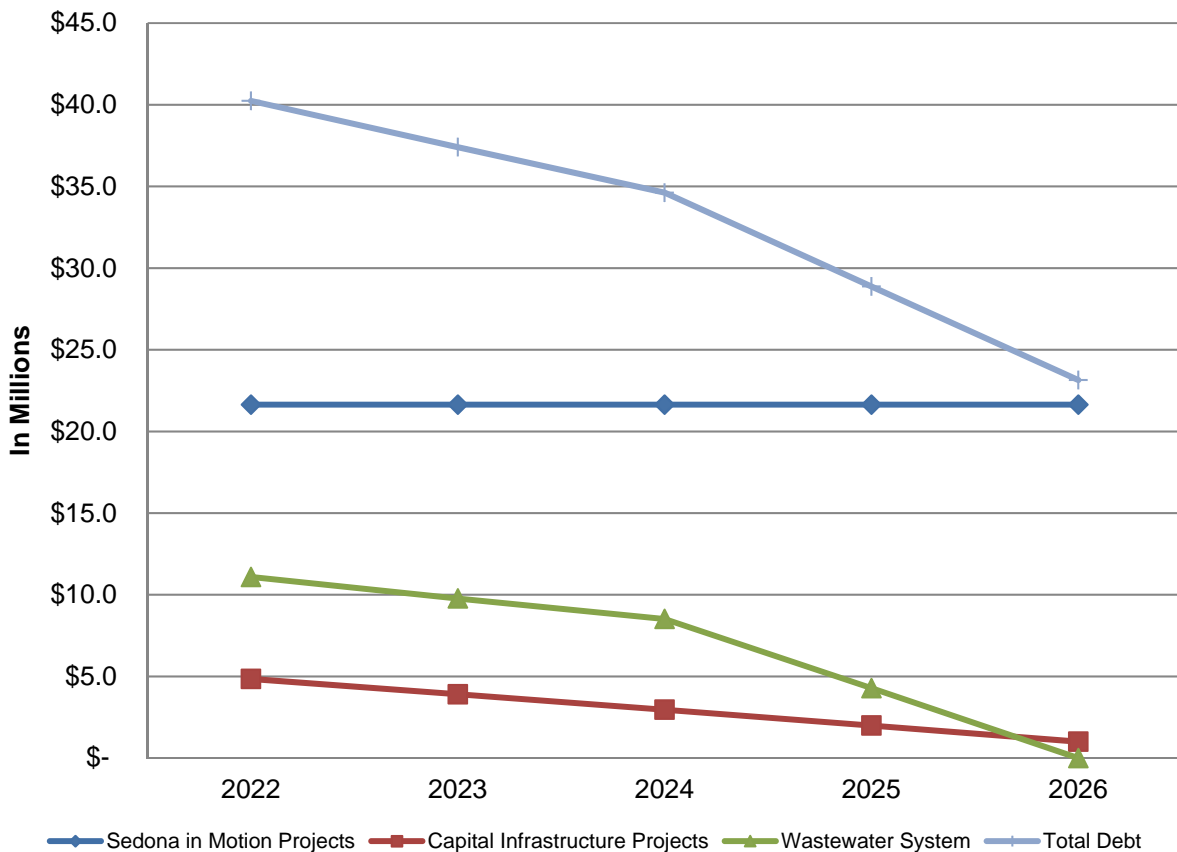
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Outstanding Debt Balances (cont'd)

OUTSTANDING DEBT BALANCES BY FISCAL YEAR

As of July 2	Sedona in Motion Projects	Capital Infrastructure Projects	Wastewater System	Capital Leases	Totals
2022	\$21,640,000	\$4,845,000	\$11,088,000	\$2,663,587	\$40,236,587
2023	21,640,000	3,910,000	9,773,000	2,081,114	37,404,114
2024	21,640,000	2,965,000	8,516,000	1,498,643	34,619,643
2025	21,640,000	1,995,000	4,283,000	953,199	28,871,199
2026	21,640,000	1,005,000	-	499,058	23,144,058

OUTSTANDING DEBT BALANCES



Periodic reviews are undertaken to determine advantageous refunding opportunities. Refunding will be considered (within federal tax law constraints) if and when there is a net economic benefit of the refunding or the refunding is essential in order to modernize covenants essential to operations and management.

DEBT SERVICE

continued

Outstanding Debt Balances (cont'd)

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

STATUS OF OUTSTANDING DEBT

Debt Issue	Remaining Payment Dates	Interest Rate	Remaining Principal	Remaining Interest	Status
Series 1998 Bonds	7/1/2023-2024	5.24%	\$ 2,320,000	\$6,300,000	Not subject to call prior to stated maturity date
Second Series 2015 Bonds	7/1/2023-2027	1.94%	4,845,000	285,568	Eligible to be called without premium
Series 2021 Bonds	7/1/2023-2026	1.16%	8,768,000	350,436	Prepayment penalty
Series 2022 Bonds	7/1/2027-2042	4.0%-5.0%	21,640,000	12,526,700	Callable 7/1/2032



POLICE

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

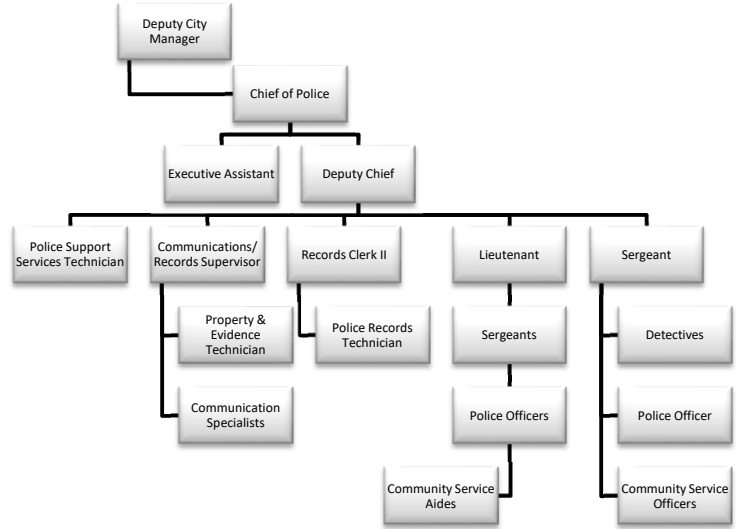
With a steadfast focus on "Selfless Service For All", we will continue to foster public trust and strengthen community relationships while striving for excellence through employee development, self-discipline, and strong leadership. Our foundational core values include: Community, Compassion, and Honor.

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.

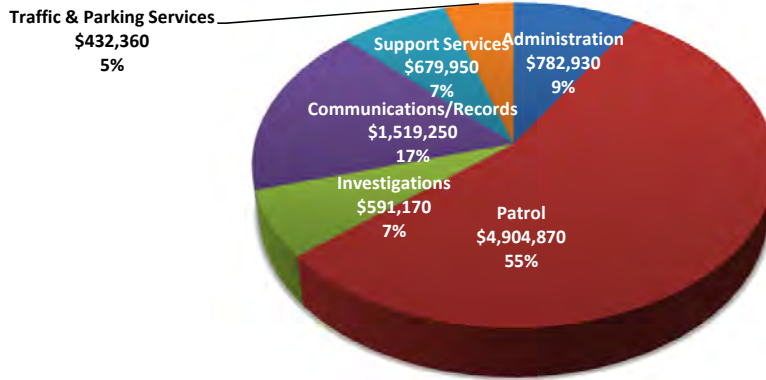
The Police Department is responsible for the following primary program areas:

- * Administration - includes the Office of the Chief of Police, Deputy Chief, Police Volunteers, 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 Explorers, Community Services Officers, and Animal Control
- * Support Services Division - includes all support functions of the Department and assists the patrol division operations, including Police Volunteers, Investigations and Communications. This program secures, operates, and oversees the Computer Aided Dispatch/Records Management System, crime analysis, in-car video recording systems, 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 county courts, and sex offender registrant monitoring.
- * Communications/Records Program – provides support to all Department personnel through radio communications, Computer Aided Dispatch, Mobile Data Computer software applications, records storage and retrieval, and public record access and production.
- * Traffic and Parking Services – are responsible for parking enforcement in the Uptown area and some trailhead parking lots, assist with traffic control during special events and spontaneous, urgent field incidents, and handle minor issues with the pay stations in the Uptown area.

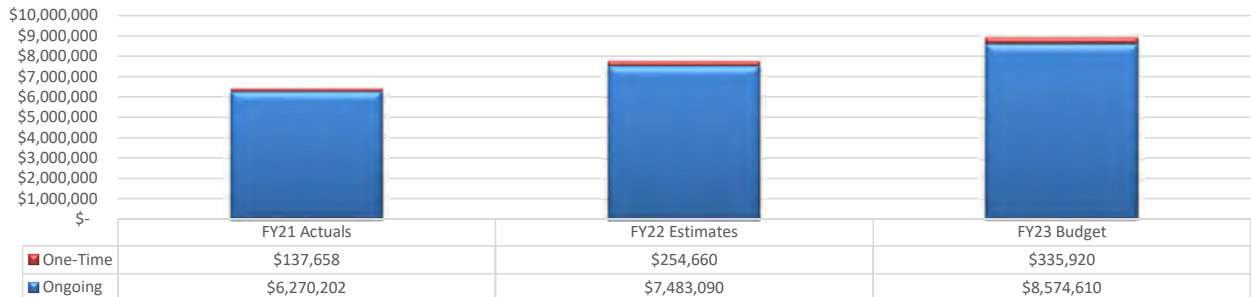
DEPARTMENT ORGANIZATION CHART



FY 2023 PROGRAM EXPENDITURES: \$8,910,530



FY 2021 - FY 2023 ONGOING VS. ONE-TIME EXPENDITURES



POLICE – Administration

BUDGET SUMMARY	FY2023 Budget	% of FY2023 Budget	FY2022 Budget	FY2022 Estimate	FY2021 Actual
Program Expenditures					
Personnel Services	\$ 544,790	70%	\$ 312,950	\$ 304,600	\$ 275,866
Supplies & Services	76,650	10%	61,840	55,650	44,735
Capital & Debt Service	23,860	3%	9,600	22,490	-
Subtotal Direct Costs	\$ 645,300	82%	\$ 384,390	\$ 382,740	\$ 320,601
Internal Charges	137,630	18%	103,240	99,740	80,810
Total Expenditures	\$ 782,930	100%	\$ 487,630	\$ 482,480	\$ 401,411
Expenditures by Fund					
General Fund Portion	\$ 772,550	99%	\$ 481,530	\$ 478,250	\$ 400,607
Other Funds Portion	\$ 10,380	1%	\$ 6,100	\$ 4,230	\$ 804
Funding Sources					
Program Revenues	\$ 10,800	1%	\$ 6,800	\$ 5,180	\$ 5,563
Funding from General Revenues:					
Estimated Resident Generated	\$ 270,250	35%	\$ 168,290	\$ 167,060	\$ 138,547
Estimated Visitor Generated	\$ 501,880	64%	\$ 312,540	\$ 310,240	\$ 257,301
Employee Time Allocation (FTEs) (Budgeted)	3.00		2.00		2.00

The Police Administration program (Office of the Chief of Police) consists of the Police Chief, the Deputy 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 U.S. 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.

FY 2022 Accomplishments

Overall City Value – Public Safety:

- * Submitted applications for grant funding to the Governor's Office 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 the City Council and provided safety tips which included building layouts and exit locations.
- * Fostered a collaborative relationship and localized team with the 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-19 precautions, trailhead parking, safety, weather, and traffic messages, along with speed enforcement.
- * Implementation of COVID-19 safety protocols and staff remained healthy throughout the pandemic.
- * Revitalized our awards and recognition program for employees.
- * Trained and deployed a new School Resource Officer.
- * Completed the regional dispatch assessment.

POLICE – Administration
continued

FY 2023 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.
- * Begin and complete the second phase remodel of the PD facility.
- * Expand initiative for consistent bio-hazard/decontamination of PD field vehicles and holding-cells.

WORKLOAD INDICATORS	FY23 Projection	FY22 Projection	FY22 Estimate	FY21 Actual	FY20 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

Overall City Value - Public Safety:

PERFORMANCE MEASURES	Benchmark	FY23 Target	FY22 Target	FY22 Estimate	FY21 Actual	FY20 Actual
Retention of sworn employees (excluding retirement)		100% (27/27)	100% (27/27)	92% (25/27)	100% (27/27)	81% (5/27)
Retention of civilian employees (excluding retirement)		94% (17/18)	94% (17/18)	89% (16/18)	83% (15/18)	71% (11/18)
Sworn personnel turnover (ICMA Benchmark 2016-2020)	4.5% (all) / 5.3% (cities under 30,000 pop.)	7.5%	7.5%	7.5%	0%	18.52%
Sworn police overtime as % of total sworn police compensation (ICMA Benchmark 2016-2020)	5.3% (all) / 4.3% (cities under 30,000 pop.)	4.6%	4.6%	4.6%	4.2%	5.6%
FTEs: Sworn positions per 1,000 population (ICMA Benchmark 2016-2020)	2.3 (all) / 2.8 (cities under 30,000 pop.)	2.7	2.6	2.7	2.4	2.6

POLICE – Patrol

BUDGET SUMMARY	FY2023 Budget	% of FY2023 Budget	FY2022 Budget	FY2022 Estimate	FY2021 Actual
Program Expenditures					
Personnel Services	\$ 3,396,100	64%	\$ 3,114,510	\$ 2,941,840	\$ 2,550,195
Supplies & Services	448,310	8%	392,205	388,480	362,149
Capital & Debt Service	218,500	4%	228,032	187,710	72,324
Subtotal Direct Costs	\$ 4,062,910	76%	\$ 3,734,747	\$ 3,518,030	\$ 2,984,668
Internal Charges	1,274,350	24%	1,271,230	1,284,220	961,370
Total Expenditures	\$ 5,337,260	100%	\$ 5,005,977	\$ 4,802,250	\$ 3,946,038
Expenditures by Fund					
General Fund Portion	\$ 5,173,960	97%	\$ 4,851,607	\$ 4,618,020	\$ 3,867,030
Other Funds Portion	\$ 163,300	3%	\$ 154,370	\$ 184,230	\$ 79,008
Funding Sources					
Program Revenues	\$ 159,440	3%	\$ 105,650	\$ 179,920	\$ 37,358
Funding from General Revenues:					
Estimated Resident Generated	\$ 1,812,240	34%	\$ 1,715,110	\$ 1,617,820	\$ 1,368,038
Estimated Visitor Generated	\$ 3,365,580	63%	\$ 3,185,217	\$ 3,004,510	\$ 2,540,642
Employee Time Allocation (FTEs) (Budgeted)	23.00		23.00		20.00

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.

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. This year we are adding a third officer to the 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 2022 Accomplishments

Overall City Value - Public Safety:

- * Deployed officers at special events at Posse Grounds for foot patrols.
- * Maintained budget funding to accommodate the SWAT team members.
- * Awarded a grant for targeted DUI enforcement for impaired drivers paid for by GOHS.
- * Awarded two motorcycles by GOHS; one Zero Electric and one BMW.
- * Two additional AEDs were donated to the police department and deployed/assigned to officers on patrol.
- * Two recruits successfully graduated the police academy and are on field training.
- * Successfully trained and deployed a motorcycle officer to assist with traffic issues.
- * New officers graduated from the academy and successfully completed field training.
- * We used Command Solutions from Motorola CAD/RMS System to improve deployment of resources throughout the City.
- * The mobile digital speed indicator was deployed 10 times in high traffic areas, to collect data and address concerns of unsafe driving and anticipate an additional 10 more times to meet our yearly goal.
- * Due to COVID-19 protocols, classes were limited for CIT/mental health trainings. We were able to send one officer so far this year.
- * Thus far we have participated in seven community presentations at schools, community group meetings, and citizen academies.
- * We successfully recruited and hired a new patrol lieutenant.
- * We tested and hired a second administration sergeant.

POLICE – Patrol
continued

FY 2023 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, 2023, 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.
- * Test, select, and train a new SRO to be deployed and assigned by start of the new school year. The SRO will spend 75% of working hours in our schools.
- * Test, select, and train a new K-9 handler and purchase a new K-9.

WORKLOAD INDICATORS	Benchmark	FY23 Projection	FY22 Projection	FY22 Estimate	FY21 Actual	FY20 Actual
UCR Part I violent crimes *Criminal homicide, sexual assault, rape, robbery and aggravated assault		46	46	48	50	50
UCR Part I property crimes *Burglary, theft and arson		200	200	232	183	183
UCR Part 2 crimes *Criminal damage, disorderly conduct, drug offense, fraud, assault, domestic violence, juvenile offenses and prostitution.		500	500	560	539	539
Traffic collisions - Fatal (ICMA Benchmark 2016-2020)	28.3 (all) / 0.7 (cities under 30,000 pop.)	0	0	0	0	1
Traffic collisions - Injury		30	30	52	55	55
Traffic collisions - Non-injury		250	250	304	241	241
Officer-initiated activity		9,500	9,500	9,256	9,922	9,922
Warnings		1,300	1,300	1,170	1,668	1,668
Calls for service from the community		7,400	7,400	7,046	11,533	6,331
Citations		1,800	1,800	1,246	1,065	1,065
Arrests - Misdemeanor		460	460	366	370	370
Arrests - Felony		120	120	112	94	94
Arrests - DUI (increased due to state DUI funding and Verde Valley DUI Taskforce details in FY 21)		55	55	48	65	65
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	10 deploys

POLICE – Patrol
continued

Overall City Value - Public Safety:

PERFORMANCE MEASURES	Benchmark	FY23 Target	FY22 Target	FY22 Estimate	FY21 Actual	FY20 Actual
Maintain a response time of seven minutes or less 90% of the time to emergency calls		90%	90%	80%	90%	90%
Average response time (minutes) - Priority 1 (ICMA Benchmark 2016-2020) *Collisions with injuries or death and attempted suicides	4.6 (all) / 4.0 (cities under 30,000 pop.)	5	5	6.18	5.16	5
Average response time (minutes) - Priority 2 *Domestic Violence, just occurred sex offenses, bomb threats, deaths and medical assists		5	5	6.34	5.30	6
Average response time (minutes) - Priority 3 *Collisions with no injuries, assaults, suspicious activity and abuse cases		6	6	8.12	6.45	7
Calls for service from the community per sworn FTE (ICMA Benchmark 2016-2020)	601 (all) / 992 (cities under 30,000 pop.)	345	345	336	302	302
Calls for service from the community and officer initiated activity per sworn FTE		790	790	777	774	774
Calls for service from the community and officer initiated activity per 1,000 population		1,600	1,600	1,568	1,563	1,563
Calls for service from the community per 1,000 population (ICMA Benchmark 2016-2020)	824 (all) / 1,371 (cities under 30,000 pop.)	700	700	678	609	609
DUI arrests per 1,000 population (ICMA Benchmark 2016-2020)	3.3 (All) / 3.5 (cities under 30,000 pop.)	6	6	4.61	6.25	6.25
UCR Part I property crimes reported per 1,000 population (ICMA Benchmark 2016-2020)	30.3 (all) / 32.0 (cities under 30,000 pop.)	20	20	22.3	17.6	17.6
UCR Part I violent crimes reported per 1,000 population (ICMA Benchmark 2016-2020)	4.5 (all) / 4.2 (cities under 30,000 pop.)	4..5	4..5	4.6	4.8	4.8
UCR Part 2 crime reported per 1,000 population		50	50	53.85	51.83	51.83

POLICE – Investigations

BUDGET SUMMARY	FY2023 Budget	% of FY2023 Budget	FY2022 Budget	FY2022 Estimate	FY2021 Actual
Program Expenditures					
Personnel Services	\$ 418,610	71%	\$ 415,710	\$ 386,040	\$ 233,599
Supplies & Services	59,930	10%	52,664	49,240	31,164
Subtotal Direct Costs	\$ 478,540	81%	\$ 468,374	\$ 435,280	\$ 264,763
Internal Charges	112,630	19%	118,140	118,830	93,000
Total Expenditures	\$ 591,170	100%	\$ 586,514	\$ 554,110	\$ 357,763
Expenditures by Fund					
General Fund Portion	\$ 590,070	100%	\$ 585,414	\$ 553,010	\$ 356,720
Other Funds Portion	\$ 1,100	<1%	\$ 1,100	\$ 1,100	\$ 1,043
Funding Sources					
Program Revenues	\$ 26,000	4%	\$ 25,860	\$ 26,300	\$ 37,200
Funding from General Revenues:					
Estimated Resident Generated	\$ 197,810	33%	\$ 196,230	\$ 184,730	\$ 112,197
Estimated Visitor Generated	\$ 367,360	62%	\$ 364,424	\$ 343,080	\$ 208,366
Employee Time Allocation (FTEs) (Budgeted)	3.00		3.00		4.00

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

The Investigations program 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.

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 2022 Accomplishments

Overall City Value - Public Safety:

- * Completed backgrounds using the Lean process in compliance with AZ POST rules
- * Worked with several different law enforcement agencies in multi-jurisdiction, such as the Attorney General's Office relating to crimes against children and Homeland Security for human trafficking.
- * Exceeded the state's clearance rates for violent crimes by 52%.
- * Exceeded the state's clearance rates for property crimes by 20%.
- * Tested and selected new detective, due to prior detective being promoted to sergeant.
- * Conducted two Sexual Offender Registrant compliance operations.

FY 2023 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 subpoenaed bank records, which can take more than six months to receive all required documents.
- * Train new detective in advance forensic interviewing.
- * Initiate proactive field operations in conjunction with criminal investigations and crime prevention.
- * Complete backgrounds using Lean process and in compliance with AZ POST rules.

POLICE – Investigations

continued

WORKLOAD INDICATORS	FY23 Projection	FY22 Projection	FY22 Estimate	FY21 Actual	FY20 Actual
Total cases assigned (felony and misdemeanor) (Decreased due to one detective In FY20, also handling backgrounds and training)	190	190	188	71	71
Detective initiated arrests (Due to COVID-19, there were restrictions in custody arrests)	15	15	12	7	7
Felony and misdemeanor cases sent to prosecuting attorney's office for filing charges	50	50	60	43	43
Conduct sexual offender registrant compliance operations	2	2	2	2	2

Overall City Value - Public Safety:

PERFORMANCE MEASURES	Benchmark	FY23 Target	FY22 Target	FY22 Estimate	FY21 Actual	FY20 Actual
Exceed annual state crime clearance rate (16.73%*) for property crime (ICMA Benchmark 2016-2020) *Arizona Department of Public Safety Crime Report 2019	28.1% (all) / 31.6% (cities under 30,000 pop.)	35% (exceeds state by 18.3%)	35% (exceeds state by 18.3%)	43% (exceeds state by 26.2%)	29.3% (exceeds state by 12.6%)	27.2% (exceeds state by 10.5%)
Exceed annual state crime clearance rate (38.17%*) for violent crime (ICMA Benchmark 2016-2020) *Arizona Department of Public Safety Crime Report 2019	53.8% (all) / 60.8% (cities under 30,000 pop.)	50% (exceeds state by 11.8%)	50% (exceeds state by 11.8%)	65.7% (exceeds state by 27.5%)	85% (exceed state by 46.8%)	41.1% (exceed state by 2.93%)
Complete investigation on all cases (including lengthy fraud cases) within six months from being assigned		90%	90%	85%	85%	85%

NOTE: Clearance rate means when a case is closed due to an arrest, declined prosecution, or the victim no longer wants to proceed with prosecution after the suspect has been identified.

POLICE – Communications/Records

BUDGET SUMMARY	FY2023 Budget	% of FY2023 Budget	FY2022 Budget	FY2022 Estimate	FY2021 Actual
Program Expenditures					
Personnel Services	\$ 940,360	62%	\$ 802,670	\$ 815,900	\$ 773,163
Supplies & Services	92,920	6%	66,012	61,610	60,930
Subtotal Direct Costs	\$ 1,033,280	68%	\$ 868,682	\$ 877,510	\$ 834,093
Internal Charges	485,970	32%	426,590	413,420	369,460
Total Expenditures	\$ 1,519,250	100%	\$ 1,295,272	\$ 1,290,930	\$ 1,203,553
Expenditures by Fund					
General Fund Portion	\$ 1,518,260	100%	\$ 1,294,452	\$ 1,290,110	\$ 1,202,890
Other Funds Portion	\$ 990	<1%	\$ 820	\$ 820	\$ 663
Funding Sources					
Program Revenues	\$ 4,000	<1%	\$ 4,300	\$ 3,900	\$ 3,637
Funding from General Revenues:					
Estimated Resident Generated	\$ 530,340	35%	\$ 451,840	\$ 450,460	\$ 419,971
Estimated Visitor Generated	\$ 984,910	65%	\$ 839,132	\$ 836,570	\$ 779,945
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 2022 Accomplishments

Overall City Value - Public Safety:

- * Reduced records request wait times from 14 days to 7 days.
- * Reduced report merging backlog from 150 reports to 100 reports.
- * Dispatched calls to officers within 90 seconds of receiving the call.
- * Dispatcher successfully completed phlebotomy course to help support the PD with blood draws.
- * Implemented Text to 9-1-1 protocols.
- * Property and Evidence installed wall cabinets and reorganized property and evidence intake area for improved efficiencies.

FY 2023 Objectives

Overall City Value - Public Safety:

- * Achieve and maintain as close to 100% dispatcher employment as possible.
- * Dispatch calls to officers within 90 seconds from receiving the call.
- * Participate in discussions with Yavapai College to implement a "Dispatcher Training Academy" as part of their criminal justice curriculum with expected launch date in the spring of 2022.
- * Begin the process of switching data reporting for the FBI from Unified Crime Reporting (UCR) to National Incident Based Reporting System (NIBRS).
- * Reduce report request time from 7 days to 5 days.
- * Maintain report merging backlog of 100 reports.

WORKLOAD INDICATORS	FY23 Projection	FY22 Projection	FY22 Estimate	FY21 Actual	FY20 Actual
Telephone calls received - Emergency	8,250	8,250	8,054	6,188	6,188
Telephone calls received - Non-Emergency	35,000	35,000	32,830	27,422	27,422

POLICE - Communications/Records

continued

Overall City Value - Public Safety:

PERFORMANCE MEASURES	Benchmark	FY23 Target	FY22 Target	FY22 Estimate	FY21 Actual	FY20 Actual
Time to answer 9-1-1 calls (seconds) (National Emergency Number Association (NENA) benchmark standard)	10 seconds	4	4	4	4	4
Average time to dispatch call to field unit		100	100	100	101	101
Average backlog of records merged into system once the reports are approved by a supervisor		100 cases	100 cases	150 cases	200 cases	200 cases
Average wait time for public records requests once the reports are approved by a supervisor		3	3	5	14	14

POLICE – Support Services

BUDGET SUMMARY	FY2023 Budget	% of FY2023 Budget	FY2022 Budget	FY2022 Estimate	FY2021 Actual
Program Expenditures					
Personnel Services	\$ 425,590	63%	\$ 525,050	\$ 451,880	\$ 391,668
Supplies & Services	67,110	10%	51,759	31,360	13,337
Capital & Debt Service	24,260	4%	9,600	5,230	-
Subtotal Direct Costs	\$ 516,960	76%	\$ 586,409	\$ 488,470	\$ 405,005
Internal Charges	162,990	24%	113,680	119,510	94,090
Total Expenditures	\$ 679,950	100%	\$ 700,089	\$ 607,980	\$ 499,095
Expenditures by Fund					
General Fund Portion	\$ 660,260	97%	\$ 697,710	\$ 600,630	\$ 496,406
Other Funds Portion	\$ 19,690	3%	\$ 2,379	\$ 7,350	\$ 2,689
Funding Sources					
Program Revenues	\$ 17,500	3%	\$ -	\$ 20,000	\$ -
Funding from General Revenues:					
Estimated Resident Generated	\$ 231,860	34%	\$ 245,030	\$ 205,790	\$ 174,683
Estimated Visitor Generated	\$ 430,590	63%	\$ 455,059	\$ 382,190	\$ 324,412
Employee Time Allocation (FTEs) (Budgeted)	4.73		4.73		3.73

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 (SRO), K-9 Officer, 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, 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 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 2022 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.
- * Conversion 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 2023 Objectives

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.

POLICE – Support Services

continued

WORKLOAD INDICATORS	FY23 Projection	FY22 Projection	FY22 Estimate	FY21 Actual	FY20 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

Overall City Value - Public Safety:

PERFORMANCE MEASURES	Benchmark	FY23 Target	FY22 Target	FY22 Estimate	FY21 Actual	FY20 Actual
Percentage of time SRO is deployed at a school, when in session		75%	75%	75%	75%	75%



**City of Sedona
Decision Package
Fiscal Year 2022-23**

CM Recommended

Request Title	Communication Specialist
Department	Police
Program	Communications/Records
Funding Request Type	Personnel
Source of Funds	General Fund
Amount Requested	\$98,950
Priority	High

I. Description of Request

Increase our current communication specialist personnel to create one additional employee/position. We currently have a total of seven Communication Specialist FTEs, and this would create an eighth position. The request is based as a result of increases in the number of telephone calls; both emergency and non-emergency, as well as increasing radio traffic as a result of personnel growth in patrol, CSO & CSA, and volunteer staff. This will help us maintain the necessary standard of emergency services for residents, visitors, and staff for the City of Sedona.

In addition to increased phone call volume, additional police department staff generate increased radio traffic, citations, warning, and record keeping activity for the communications center.

The 24-hour, 365 day per year operation requires personnel to be available to cover multiple shifts that provide continuous emergency services. The shifts transcend regular work hours and cover nights, weekends, special events, and holidays. In order to provide employees regular/required breaks and time off requests, time for training and completion of ancillary tasks, an additional position is needed.

II. Problem/Issue

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

Dispatch needs to expand staffing to keep up with demands and maintain a high level of customer service, while also ensuring safety to our community. With operational staff increases within the police department, the load of answering admin, non-emergency, and emergency (911) calls, radio traffic has gone up every year.

Currently we are approved for 29 sworn FTEs with a projected need for 3 additional in FY 22/23. We currently have 5 CSAs with 1 more in the background process for a total of 6 CSAs. We have 1 CSO and will be hiring a second one before the end of FY 21/22. We also have 30 unpaid volunteers that regularly assist our department with numerous tasks. There are an estimated/projected number of 70 PD team members that rely on and funnel communication through our dispatch center in the performance of their job duties and responsibilities.

Although we attempt to have two dispatchers on during the operational hours of 10am to 8pm, there are times we operate with one dispatcher. When able we will try and fill this void with overtime sign up/approval or adjust a schedule, however that results in pushing the shortage to another shift/day. Within Communications we have consistently gone over budget with overtime; 2019 over by \$31,940, 2020 over by \$33,780, 2021 over by \$15,370, and we are currently projected to be \$28,000 over budget in our current fiscal year. This strain of overtime and staffing shortage create stress and issues in retention. We currently have 6 dispatchers and have been short 1 dispatcher for near a year.

Total phone calls into dispatch have increased by 7.7% from 2018 through the end of 2021, with a 36% increase in 911 calls during the same time frame. We are projecting an additional increase of 5.1% for 2022 of all calls into dispatch and an increase of calls for service for staff by 9.6% for year 2022. Dispatch has operated with seven FTEs since 2016 after taking over the PSAP; 911 call center for the Sedona area. With the increase in calls for service, calls into dispatch, and staffing levels, this is putting a continual strain on dispatch. By adding an additional dispatcher, we can relieve some stress, staffing shortage while creating more coverage in our communications department to ensure safety to our community members.

III. Risk Analysis

What happens if this is not done?

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

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

Utilizing the current staff level to handle the increased workload could lead to several negative occurrences. Situations such as delayed response to emergency calls, errors or omissions by personnel trying to handle too many calls at once, the inability to conduct advanced training for staff, and personnel burn-out leading to increased turnover could occur.

IV. Implementation

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

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

What performance measures will you use to evaluate the project/issue? Include the targets for FY 2022-23, as well as future years as applicable.

Recruitment, hiring, training, and retention of a new dispatcher after July 1, 2022 to increase our staffing to eight.

V. Cost Savings/Revenue Enhancements

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



**City of Sedona
Decision Package
Fiscal Year 2022-23**

CM Not recommended at this time

Request Title	Capacity Building And Succession Planning Phase-2
Department	Police
Program	Patrol
Funding Request Type	Personnel
Source of Funds	General Fund
Amount Requested	\$473,580
Priority	High

I. Description of Request

During FY 21/22 we converted two existing Commander positions into one Deputy Chief and one Lieutenant. We were functioning with two Lieutenants, and their existing office space was used to accommodate the change. We were also authorized to add two officers and one CSO to our staffing model. We expect to hire the CSO during the 3rd/4th quarter of FY 21/22, and we have several police officer candidates in the hiring process. We've also added to our part-time Community Services Aides (CSA) cadre, with the objective of increasing from three to six CSAs. We currently have five CSAs on staff, with a sixth in the background process. The satellite PD office in Uptown has dedicated space for these positions.

To aid in the handling the continued increase of activity in the field and to support the balance of management and growth within the organization, this phase of the Capacity Building & Succession Planning strategy would incorporate the addition of two police officers and one police lieutenant.

Request for the listed funding includes:

In concert with the multi-year plan presented and approved during FY 21/22, increase our police officer staffing by two. Our existing officer report writing room shared space can accommodate these additions. Add an additional Police Lieutenant to our Support Services side of the organization. This person would directly oversee the efficient operations of Investigations, Records, Dispatch, and Property. Additionally, this person would be tasked as our accreditation manager.

Approval of this request would place our sworn FTEs at 32.

II. Problem/Issue

History/Background

How does this affect our citizens/customers quality of life?

If this is not a traditional function, why should the City of Sedona deal with it?

Does the project/issue relate to the Community Plan (or other master plans), or how does this fit into the City's priorities?

What does the City/community get for this investment?

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

As presented during FY 21/22 budget planning the ICMA's recommended analysis for police department staffing (Rule of 60) indicated that we were .8 patrol officers short per shift. This translates into 1.6 patrol officers short in a 24hr period. This calculation would likely translate even higher during non-COVID times as the referenced assessment included December 2019 thru December 2020 call for service data. Additionally, the described analysis also incorporated our Traffic & K9 officers in the current number of Patrol Staff, which does not reflect an appropriately sustainable level of Patrol Staff who are primarily responsible for handling calls for service. By removing the Traffic & K9 officers from the equation, we

were 3.6 patrol officers short in a 24hr period. The ICMA police staffing model relates specifically to obligated time (calls for police service), not taking into account staffing coverage needed for special events and pro-active community safety mitigation initiatives (ex. strategic traffic enforcement, directed patrols, etc.). The addition of two police officer FTEs during FY 21/22, places our shortage back at 1.6 patrol officers short in a 24hr period.

With traffic issues being as prolific as they are in our community, SPD should have a dedicated traffic officer(s) that is not obligated to handle day to day patrol calls. Additionally, rather than having a very response-oriented patrol force, SPD should seek a level of shift staffing that creates greater opportunities for proactive problem solving and assertive community engagement (ex. Problem Oriented Policing, Bike & Foot patrols, Nuisance Abatement, etc). Increasing our police officer staffing as recommended would provide an opportunity to address the existing shortages along with creating an ability to enhance our overall level of service and effectiveness in mitigating & addressing community needs.

Our jurisdiction continues to be impacted by trailhead congestion, OHV speeding/noise, and a welcomed return of community special events, all of which creates significant staffing challenges in response/coverage.

Additionally, total calls for service have increased 60% from 2016 through the end of 2021, with a 31.5% increase occurring between 2020 and 2021. Total calls into Dispatch have increased 7.7% from 2018 through the end of 2021, with a 36% increase in 911 phone-calls during the same time frame. For additional context related to sworn staffing, the police department was cut from 31 to 27 in 2010 as a result of the great recession.

We are actively looking to hire Community Service Aides (CSA) as they provide an important resource in addressing parking and traffic challenges, while also establishing a prime position for candidates to be assessed as future quality police candidates or other full-time PD positions. Acquiring and maintaining a robust CSA program helps ensure much needed field coverage and bolsters a sustainable hiring pipeline.

Effectively problem-solving and managing the variety of public safety challenges necessitates the need for a broader level of coordination and management. Establishing an additional Lieutenant position within Support Services improves span of control, organizational capacity, and the management of available resources. Additionally, this position enhances succession planning and establishes important capacity to manage the establishment and inevitable maintenance of accreditation through the Arizona Association of Chiefs of Police (AACOP). Per the U.S. Department of Justice, President's Commission on Law Enforcement and the Administration of Justice (2020), "There are approximately 18,000 law enforcement agencies in the United States of which roughly 838 are accredited. Less than 1 percent of agencies in this country hold some form of accreditation." Law enforcement agency accreditation demonstrates both externally and internally an organizational commitment to transparency, accountability, and a high quality of standards. Meeting or exceeding contemporary industry standards and best practices through validated accreditation measurements makes us better now and into the future.

With an objective of building excellence & consistency in leadership development long-term, SPD and our community benefits from an established hiring pipeline and succession roadmap that creates a path from an entry level employee to Chief of Police. The proposed plan is part of a long-term strategy to strengthen longevity within the PD and build necessary capacity to address the current & increasing public safety issues within our community. Growing and nurturing leadership development and succession takes time; however, we continue to work and remain focused on keeping our organization moving forward towards the articulated outcomes.

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

Our community and local tourism activities may continue to increase without the necessary and concurrent expansion of public safety capacity, resulting in a strain on quality of life, negative safety impacts, exacerbation on a reliance of overtime, and difficulty in effectively covering the myriad of needs requiring police response/presence. Moreover, our PD team experiences the increased strain on existing

resources, which can culminate in a reduction of job satisfaction and motivation, increased stress, and lack of interest in filling targeted response overtime shifts. Additionally, our current organizational structure and associated assigned duties limits our ability to broaden community focused initiatives and collaborative partnerships (ex. Traffic Management PD/TCA/CSA, Nuisance Abatement PD/Code/City Attorney, etc.), along with the establishment of a meaningful hiring pipeline and succession plan. Reliance upon willing staff to cover overtime shifts to manage needs will persist and is not sustainable.

IV. Implementation

**What is the timeframe for completion of plan and implementation for project/issue?
How will you market/communicate the project/issue to the public?
What performance measures will you use to evaluate the project/issue? Include the targets for FY 2022-23, as well as future years as applicable.**

The initial plan was implemented in FY 21/22, with the proposed phase to occur during FY 22/23. The implementation would be communicated to our community through existing channels (media, social media, and meetings within the community). We will continue to gather call and police activity data to assess overall effectiveness in mitigation and response, and staffing model review.

V. Cost Savings/Revenue Enhancements

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



**City of Sedona
Decision Package
Fiscal Year 2022-23**

CM Recommended if grant funding received

Request Title	VMS Speed And Message Trailer
Department	Police
Program	GOHS Grant
Funding Request Type	Other Onetime
Source of Funds	Operating Grants Fund
Amount Requested	\$24,000
Priority	High

I. Description of Request

The request is for a stand alone trailer that displays speed and can be used as an electronic message board.

Traffic complaints and congestion are the most commonly reported issues received by the public. The data collected by the trailer will help identify staffing needs and identify and solve issues related to traffic. The cost of the trailer is approximately \$24,000 which includes: \$18,995 for the trailer, \$1500 shipping, decals \$250, title and registration \$4, and \$3000 for setup and data storage fees.

II. Problem/Issue

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

There are multiple opportunities the trailer can be used for. Traffic related complaints and challenges are common issues in Sedona that the use of trailer can assist with.

The City of Sedona hosts many community events to including but not limited to several art, food and wine festivals, two mountain bike festivals, The Sedona Airport car and airplane show, The Festival of lights, and the Sedona Marathon to name a few.

The use of the trailer at these events is critical and would free up personnel to handle additional tasks related to the event.

The trailer can be used to address traffic complaints in the city as it can be placed in locations where an issue has been identified. The trailer can be used at events in the city to provide information or directions. Additionally, the trailer can be used to inform the public about road closures and messaging for weather related incidents.

III. Risk Analysis

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

If the trailer is not funded, the police department can use personnel to monitor and collect data manually. If the funding is not obtained, the police department can continue the use of its existing trailer, and request the use of a display trailer belonging to the streets department to be used in the display/messaging mode. Trailers belonging to the streets department do not collect or speed data. A second trailer would compliment our existing trailer and allow for better deployment.

The advantage of the trailer in both speed and messaging mode is data can be collected on a continual basis and the trailer can be deployed as needed to target specific areas.

IV. Implementation

**What is the timeframe for completion of plan and implementation for project/issue?
How will you market/communicate the project/issue to the public?
What performance measures will you use to evaluate the project/issue? Include the targets for
FY 2022-23, as well as future years as applicable.**

Implementation of the project for occur during the 2023 budget year and includes ordering, shipping, and receiving of the unit which can be on-line as soon as set up is completed.

The police department will contact local media to inform the public of the acquisition and the intended deployment.

V. Cost Savings/Revenue Enhancements

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

N/A



**City of Sedona
Decision Package
Fiscal Year 2022-23**

CM Recommended if grant funding received

Request Title	DUI Enforcement
Department	Police
Program	GOHS DUI
Funding Request Type	Other Onetime
Source of Funds	Operating Grants Fund
Amount Requested	\$2,500
Priority	High

I. Description of Request

To pay for officer overtime and employee related expenses to conduct DUI Enforcement details and participate in multi-agency enforcement operations.

II. Problem/Issue

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

Impaired driving continues to be a problem in The City of Sedona and is directly related to both public and private property damage and injury crashes. DUI enforcement is a specifically government related function that The Sedona Police Department has participated in on an ongoing basis. Participation in DUI enforcement in The City of Sedona is critical to the overall safety and health of visitors and citizens alike. By providing overtime funds, officers will be able to specifically focus on DUI enforcement. Officer participation in overtime DUI enforcement will allow them to conduct details during recognized high-DUI events and holidays. Officers can be more effective at DUI detection if they are not on regular patrol taking calls for service.

III. Risk Analysis

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

If the funding is not secured, DUI enforcement and investigation will be conducted as part of regular patrol during scheduled work hours.

IV. Implementation

What is the timeframe for completion of plan and implementation for project/issue?
How will you market/communicate the project/issue to the public?
What performance measures will you use to evaluate the project/issue? Include the targets for FY 2022-23, as well as future years as applicable.

If the funds are received, they would be used for DUI enforcement during the 2023 budget year. Officer hours are tracked and submitted the the Arizona Governors Office of Highway Safety (GOHS). Funds are

reimbursed quarterly and cover overtime and employee related expenses. The Police Department is required to track the enforcement details and send the results to GOHS.

V. Cost Savings/Revenue Enhancements

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

N/A

CAPITAL PROJECTS DETAILS

Project Summary

Project Title:
Radio Infrastructure

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

Ranking:

Environmental Sustainability Project?

Location:
Southwest Drive Antenna

	Original	Revised (if applicable)
Start Date	July 2017	January 2019
Estimated Completion Date	June 2018	June 2025

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. 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.

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 2022. 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 2023 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 2024, \$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. If the work during the different phases does not fix the communications problem, in FY 2025, \$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 I because clear radio communications between/among officers and dispatch is critical and necessary in the performance of the mission to protect the public and the officers.

For Continuing Projects

Estimated Project Status as of June 30, 2022:
Phase one was delayed due to COVID-19 and a 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 1 should be installed and ready for testing, before Phase 2 can start.

Project Balance	
Original Approved Project Budget	\$155,000
Approved Budget Increases/Decreases	\$196,115
Current Approved Total Project Budget	\$351,115
Requested Budget Increase/Decrease	\$0
Requested Total Project Budget	\$351,115
Estimated Expenditures through June 30, 2022	\$251,115
Budget Balance Remaining	\$100,000

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 2023. In Phase 3 which will take place in FY 2024, 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. The installment of the equipment for Phase 1 has been delayed due to issues with the Airport antenna. There were concrete base issues, issues with height requirements by the FAA, COVID-19 delays, and contract issues between the Airport and the Sedona Fire Department.

Budget Detail

Project Cost Estimates:

Funding Status	Cost Category	Prior Years Estimate	FY2023	FY2024	FY2025	Future Years	Project Totals
Carry Over	Study	\$49,990					\$49,990
Carry Over	Equipment Purchase	\$201,125	\$100,000				\$301,125
Future Estimate	Equipment Purchase			\$150,000			\$150,000
Future Estimate	Future Estimate Placeholder				\$500,000		\$500,000
	Totals	\$251,115	\$100,000	\$150,000	\$500,000	\$0	\$1,001,115

Project Funding Estimates:

Funding Source	Prior Years Estimate	FY2023	FY2024	FY2025	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:

	FY2023	FY2024	FY2025	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 the 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 previous budget discussions, the need to either remodel or build a new station was discussed. It was the desire of the Citizens Budget Work Group and the City Council to begin moving in the direction of either a new police station or a 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 and storage. Phase 2 will include 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	October 2022



For Continuing Projects

Estimated Project Status as of June 30, 2022:

Construction will be approximately 50% complete.

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

The original budget included expansion into the current Court location. The scope was changed to limit the expansion to the adjacent courtyard. The revised budget from FY 2022 to FY 2023 is the result of an increase in design costs and construction costs due to bids being higher than expected, and needing additional design support during construction. Design began in FY 2020, and construction to be completed in FY 2023.

Project Balance	
Original Approved Project Budget	\$2,511,168
Approved Budget Increases/Decreases	-\$1,267,057
Current Approved Total Project Budget	\$1,244,111
Requested Budget Increase/Decrease	\$1,111,970
Requested Total Project Budget	\$2,356,081
Estimated Expenditures through June 30, 2022	\$1,327,131
Budget Balance Remaining	\$1,028,950

Budget Detail

Project Cost Estimates:

Funding Status	Cost Category	Prior Years Estimate	FY2023	FY2024	FY2025	Future Years	Project Totals
Carry Over	Design - Contracted	\$210,409					\$210,409
New	Appropriation						\$137,711
Carry Over	Construction - Contracted	\$988,000	\$32,000				\$1,020,000
New	Appropriation		\$970,000				\$970,000
Carry Over	Temporary Relocation	\$12,000					\$12,000
Carry Over	Arts Transfer	\$1,702					\$1,702
New	Appropriation		\$1,139	\$3,120			\$4,259
Totals		\$1,327,131	\$1,028,950	\$0	\$0	\$0	\$2,356,081

Project Funding Estimates:

Funding Source	Prior Years Estimate	FY2023	FY2024	FY2025	Future Years	Project Totals
Development Impact Fees - Post 7/2014	\$128,792	\$713,790				\$842,582
Grant	\$900,000					\$900,000
Capital Reserves	\$298,339	\$315,160				\$613,499
Totals		\$1,327,131	\$1,028,950	\$0	\$0	\$2,356,081

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

The grant funding is an approved FY 2022 Congressionally Directed Spending Request.

Total Operating Impacts:

	FY2023	FY2024	FY2025	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:

The new building footprint will have additional space to heat/cool and will have a slight increase in utility and janitorial expenses annually.

PUBLIC TRANSIT

Mission Statement

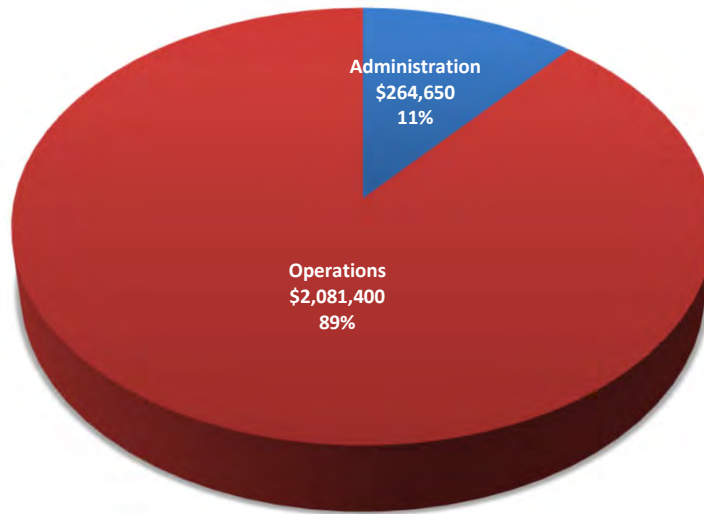
To provide a quality public transportation system to the residents and visitors of Sedona.

Description

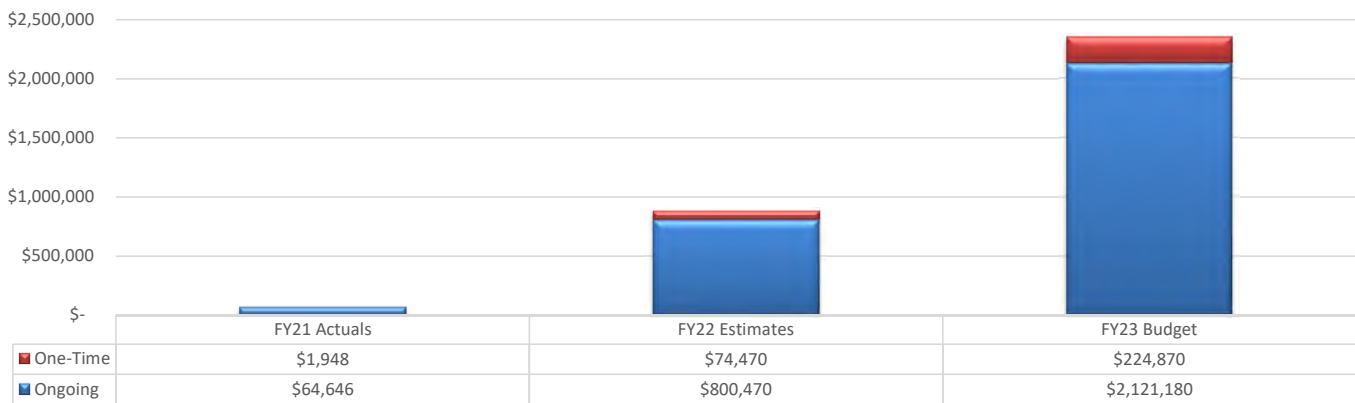
The Department is responsible for the development, administration, and delivery of all public transportation services for the City. The Public Transit Department is responsible for the following program areas:

- * Administration
- * Operations

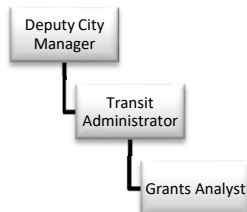
FY 2023 PROGRAM EXPENDITURES: \$2,346,050



FY 2021 - FY 2023 ONGOING VS. ONE-TIME EXPENDITURES



DEPARTMENT ORGANIZATION CHART



PUBLIC TRANSIT – Administration

BUDGET SUMMARY	FY2023 Budget	% of FY2023 Budget	FY2022 Budget	FY2022 Estimate	FY2021 Actual
Program Expenditures					
Personnel Services	\$ 205,890	78%	\$ 134,370	\$ 137,610	\$ 57,873
Supplies & Services	7,550	3%	8,100	1,100	2,721
Subtotal Direct Costs	\$ 213,440	81%	\$ 142,470	\$ 138,710	\$ 60,594
Internal Charges	51,210	19%	19,140	18,820	-
Total Expenditures	\$ 264,650	100%	\$ 161,610	\$ 157,530	\$ 60,594
Expenditures by Fund					
Other Funds Portion	\$ 264,650	100%	\$ 161,610	\$ 157,530	\$ 60,594
Funding Sources					
Program Revenues	\$ 48,200	18%	\$ 66,400	\$ 48,200	\$ 46,400
Funding from General Revenues:					
Estimated Resident Generated	\$ 75,760	29%	\$ 33,320	\$ 38,270	\$ 4,968
Estimated Visitor Generated	\$ 140,690	53%	\$ 61,890	\$ 71,060	\$ 9,226
Employee Time Allocation (FTEs) (Budgeted)	1.50		1.00		0.00

The Administration program provides direction and assistance to all Public Transit program and its contractors and serves as the primary liaison to other City departments.

FY 2022 Accomplishments

Community Plan Circulation Goal - Reduce dependency on single-occupancy vehicles:

- * Trailhead shuttle deployment set for March 24, 2022.
- * Secured Partial funding through an FTA 5339 Grant for two micro-transit vehicles - Service launch anticipated for Fall 2022.

FY 2023 Objectives

Community Plan Circulation Goal - Reduce dependency on single-occupancy vehicles:

- * Oversee implementation of the Sedona Area Transit Implementation Plan (SATIP)
- * Obtain and administer grant funding for the implementation of both the short range and long rang transit plans as specified within the SATIP.

PUBLIC TRANSIT - Operations

BUDGET SUMMARY	FY2023 Budget	% of FY2023 Budget	FY2022 Budget	FY2022 Estimate	FY2021 Actual
Program Expenditures					
Supplies & Services	\$ 1,792,380	86%	\$ 660,410	\$ 611,530	\$ 6,000
Capital & Debt Service	224,570	11%	87,471	74,470	-
Subtotal Direct Costs	\$ 2,016,950	97%	\$ 747,881	\$ 686,000	\$ 6,000
Internal Charges	64,450	3%	33,660	31,410	-
Total Expenditures	\$ 2,081,400	100%	\$ 781,541	\$ 717,410	\$ 6,000
Expenditures by Fund					
Other Funds Portion	\$ 2,081,400	100%	\$ 781,541	\$ 717,410	\$ 6,000
Funding Sources					
Program Revenues	\$ 205,800	10%	\$ 50,550	\$ -	\$ -
Funding from General Revenues:					
Estimated Resident Generated	\$ 656,460	32%	\$ 255,850	\$ 251,090	\$ 2,100
Estimated Visitor Generated	\$ 1,219,140	59%	\$ 475,141	\$ 466,320	\$ 3,900
Employee Time Allocation (FTEs) (Budgeted)	0.00		0.00		0.00

The Operations program includes the operational costs for the trailhead shuttles and the micro-transit system.

FY 2022 Accomplishments

Community Plan Circulation Goal - Reduce dependency on single-occupancy vehicles:

- * Completed planned routing and time-tables for four trailhead shuttle routes serving the following trailheads:
 - Cathedral Rock trailhead
 - Dry Creek trailhead
 - Little Horse trailhead
 - Mescal trailhead (delayed until Summer 2022)
 - Soldier's Pass trailhead
- * USFS Special Use Permit Application completed and submitted for shuttle access to the trailheads listed above. Anticipate permit to be issued in March 2022.
- * Identified locations for the interim transit operations facility and trailhead shuttle park and ride locations. All locations to become fully operational on or before March 24, 2022.
- * Five-year service agreement awarded to MV transportation Inc to operate the trailhead shuttles and micro-transit service.
- * Contract award issued to TransLoc for the provision of ITS software solutions to support both the trailhead shuttle and micro-transit services.
- * Five trailhead shuttle transit vehicles have been procured and have been delivered to City Hall.
- * Micro-transit simulation completed - July 2021.
- * Three micro-transit vehicles on order - expected delivery is in October 2022.
- * ADOT awarded the City two additional micro-transit vehicles through the 5339 competitive grant, as submitted in May 2021.
- * Transit website sedonashuttle.com completed and online.
- * Sedona Shuttle vehicle and context branding complete.
- * 5311 Grant application for administrative, planning, and micro-transit operating funds for FY 2024 submitted on February 22, 2022.

FY 2023 Objectives

Community Plan Circulation Goal - Reduce dependency on single-occupancy vehicles:

- * Deploy four trailhead shuttle routes and a micro-transit on-demand service providing connections to West Sedona, Uptown, the Tlaquepaque shopping village, the Hillside Shopping Center, and the trailhead shuttle park and ride locations located at Posse Grounds park and SR 179 at Bowstring Drive.

WORKLOAD INDICATORS	FY23 Projection	FY22 Projection	FY22 Estimate	FY21 Actual	FY20 Actual
Passengers per vehicle revenue hour	12.5	20	12.5	N/A	N/A
Ridership	125,100	38,880	42,100	N/A	N/A

PUBLIC TRANSIT - Operations

continued

Community Plan Circulation Goal - Reduce dependency on single-occupancy vehicles:

PERFORMANCE MEASURES	Benchmark	FY23 Target	FY22 Target	FY22 Estimate	FY21 Actual	FY20 Actual
Percentage of service delivered (FTA National Database Benchmark)	100%	98%	98%	N/A	N/A	N/A

Overall City Value - Good Governance:

PERFORMANCE MEASURES	Benchmark	FY23 Target	FY22 Target	FY22 Estimate	FY21 Actual	FY20 Actual
Cost per vehicle revenue hour (FTA National Database Benchmark)	\$74.00	\$73.90	\$57	\$105.80	N/A	N/A
Farebox recovery ratio (FTA National Database Benchmark)	15%	15%	15%	0	N/A	N/A
On-time performance (FTA National Database Benchmark)	87%	87%	87%	N/A	N/A	N/A
Miles traveled between road calls (FTA National Database Benchmark)	15,000	15,000	15,000	N/A	N/A	N/A
Passengers carried between valid complaints (FTA National Database Benchmark)	1,500	3,000	3,000	N/A	N/A	N/A

Overall City Value - Public Safety:

PERFORMANCE MEASURES	Benchmark	FY23 Target	FY22 Target	FY22 Estimate	FY21 Actual	FY20 Actual
Miles traveled between preventable collisions (FTA National Database Benchmark)	100,000	100,000	100,000	N/A	N/A	N/A



**City of Sedona
Decision Package
Fiscal Year 2022-23**

CM Recommended

Request Title	Grants Coordinator
Department	Public Transit
Program	Administration
Funding Request Type	Personnel
Source of Funds	Public Transit Fund
Amount Requested	\$111,490
Priority	Medium

I. Description of Request

The request is to add a full-time employee which shall be a new position for the city. The request is to recruit and hire a qualified individual as a Grants Coordinator, which would be a shared position between the Transit Department and the Public Works Department.

Staff needs additional assistance to research additional grant funding opportunities, prepare, and submit grant applications, and ensure that the city remains compliant with all grant reporting requirements.

The following list, while not inclusive, represent a number of reoccurring grant programs that present themselves as potential funding opportunities for transit and public works projects:

Transit:

FTA ? 5310 Enhanced Mobility for Seniors & Individuals with Disabilities

FTA ? 5311 Rural Public Transportation Program

FTA ? 5339 Bus & Bus Facility

FTA ? BUILD - Better Utilizing Investments to Leverage Development

FHA ? Federal Lands Access Program (FLAP)(

FHA ? Federal Lands Transportation Program (FLTP)

USDOT ? RAISE- Rebuilding American Infrastructure with Sustainability and Equity

Public Works:

Yavapai County Flood Control

Coconino County Flood Control

Surface Transportation Program (STP) - NACOG

Other competitive NACOG

Arizona Parks

FEMA/DEMA

If approved, the position would be a direct report to the Transit Administrator who would collaborate with the Assistant City Manager to manage and prioritize the Grant Coordinator?s work product. The position may also be required to perform other administrative duties as capacity allows.

II. Problem/Issue

History/Background

How does this affect our citizens/customers quality of life?

If this is not a traditional function, why should the City of Sedona deal with it?

Does the project/issue relate to the Community Plan (or other master plans), or how does this fit into the City’s priorities?

What does the City/community get for this investment?

The administrative effort to both apply for and administer grants is a labor-intensive effort requiring both time and capacity to manage. Neither department currently has the resources to exclusively focus on this effort, and the time invested in grants that are currently active reduces the capacity of existing staff. This limited capacity and can act as a deterrent to pursue additional grant funding opportunities for city projects.

Should the position be approved, the capacity of existing staff personnel would be increased, while securing additional Federal, State, and County funding to support current and future Transit and Public Works projects.

III. Risk Analysis

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

None

IV. Implementation

**What is the timeframe for completion of plan and implementation for project/issue?
How will you market/communicate the project/issue to the public?
What performance measures will you use to evaluate the project/issue? Include the targets for FY 2022-23, as well as future years as applicable.**

If this request is approved, staff would begin the recruitment effort for this position in late FY22, and on-board the new position in early FY23.
Draft Job description attached

V. Cost Savings/Revenue Enhancements

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

Public Transportation:

The passage of the Bipartisan Infrastructure Bill represents a 72% increase in public transit funding alone over the next five years. This is considered to be the largest investment in public transportation in the Nation's history and will increase the funding levels of many (if not all) of the aforementioned Federal transit grant programs, and it is anticipated that new programs will be developed in the very near future.

Public Works:

As the Federal Investment in our nations? infrastructure increases, it is anticipated that additional funding opportunities will present themselves which can support many of the city?s planned transportation capital improvement projects as well as other related projects.

As many of these grant programs provide up to a 40%-85% Federal and State match, an investment in this position could yield millions of additional dollars in grant funding that would support current and future city projects.

CAPITAL PROJECTS DETAILS

Project Summary

Project Title:
Transit Maintenance/Operations Center

Location:
TBD

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

	Original	Revised (if applicable)
Start Date	July 2021	February 2022
Estimated Completion Date	June 2025	June 2026

Ranking: Essential (Should-Do)

Environmental Sustainability Project? Yes

Project Description:
In FY 2022, a siting study was completed, which determined the best location for the facility, and included a facility use needs assessment. This includes office space and associated facilities, maintenance space with needs beyond transit, and storage space needs. The facility design would begin in FY 2023 and be complete in FY 2024. Construction would begin in FY 2025 and be complete in FY 2026.

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 2026.

Enhanced Transit Service – Tourism Focused

PROJECT DESCRIPTION:
 - Implement a tourist-focused bus shuttle system from Village of Oak Creek to Slide Rock State Park. Buses would run every 15 to 30 minutes, 8 am to 8 pm, between March and October.
 - Park-and-Ride lot near Reed Rock Ranger Station; additional stops and pick-up points along SR 179 and SR 89A.

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

COSTS:
 - Capital Costs = \$2.4 M (8 new buses and park-and-ride lot improvements)
 - Operating Costs = \$460,000 / yr. Costs may be shared between ADOT, Coconino County, Yavapai County, and City of Sedona.

TRADEOFFS:
 - Ongoing operational expenses to operate the service.
 - Multi-jurisdictional coordination necessary.
 - Need to create strong incentives for utilization.
 - Seasonality of operations/demand periods.

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.

For Continuing Projects

Estimated Project Status as of June 30, 2022:
Application for grant funding will be submitted. Study will be complete.

Project Balance		
Original Approved Project Budget		\$16,870,000
Approved Budget Increases/Decreases		\$0
Current Approved Total Project Budget		\$16,870,000
Requested Budget Increase/Decrease		\$0
Requested Total Project Budget		\$16,870,000
Estimated Expenditures through June 30, 2022		\$60,000
Budget Balance Remaining		\$16,810,000

Explanation for Revised Project Dates and/or Project Budget (if applicable):
Study delayed and funding application delayed due to ADOT funding process.

Budget Detail

Project Cost Estimates:

Funding Status	Cost Category	Prior Years Estimate	FY2023	FY2024	FY2025	Future Years	Project Totals
Carry Over	Study	\$60,000					\$60,000
Carry Over	Design - Contracted		\$600,000	\$700,000			\$1,300,000
Carry Over	Construction - Contracted				\$4,330,000	\$8,670,000	\$13,000,000
Carry Over	Equipment Purchase					\$1,860,000	\$1,860,000
Carry Over	Contingency					\$650,000	\$650,000
	Totals	\$60,000	\$600,000	\$700,000	\$4,330,000	\$11,180,000	\$16,870,000

Project Funding Estimates:

Funding Source	Prior Years Estimate	FY2023	FY2024	FY2025	Future Years	Project Totals
Grant				\$2,598,000	\$6,708,000	\$9,306,000
Outside Participation				\$475,000		\$475,000
Transportation Sales Tax	\$60,000	\$600,000	\$700,000			\$1,360,000
Debt Financing				\$1,257,000	\$4,472,000	\$5,729,000
	Totals	\$60,000	\$600,000	\$700,000	\$4,330,000	\$11,180,000

Explanation of Outside Funding Sources (Donations, Outside Participation, Grants):
Grant funding from FTA will be sought. Outside participation for implementation includes cost sharing with Coconino and Yavapai Counties.

Total Operating Impacts:

	FY2023	FY2024	FY2025	Future Annual Cost
Personnel Costs				
Materials & Supplies				
Contractual Services				\$53,300
Debt Service			\$584,130	\$584,130
Revenue Offset				
Total Expenditure Impacts	\$0	\$0	\$584,130	\$637,430

Explanation of Operating Impacts:
Once in operation, the facility will require ongoing preventative maintenance to be placed in our Facility Maintenance Plan. This will include paint, flooring, and HVAC needs, 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:
215 W SR 89A & 65 Brewer Road

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

	Original	Revised (if applicable)
Start Date	July 2021	February 2022
Estimated Completion Date	June 2024	June 2026

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 multimodal elements. The facility design would also begin in FY 2023 and be complete in FY 2024. Construction would begin in FY 2025 and be complete in FY 2026.

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, and an operator break room.

Enhanced Transit Service – Tourism Focused

PROJECT DESCRIPTION:

- Implement a tourist-focused bus shuttle system from Village of Oak Creek to Slide Rock State Park. Buses would run every 15 to 30 minutes, 8 am to 8 pm, between March and October.
- Park-and-ride lot near Red Rock Ranger Station; additional stops and pick-up points along SR 179 and SR 89A.

BENEFITS:

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

1 and June 4, 2017. With this strategy, a severely congested trip would be reduced from 36 minutes, to 24 minutes.

Reduced Vehicle Emissions.

COSTS:

- Capital Costs = \$2.4 M (8 new buses and park-and-ride lot improvements).
- Operating Costs = \$460,000 / yr. Costs may be shared between ADOT, Coconino County, Yavapai County, and City of Sedona.

TRADEOFFS:

- Ongoing operational expenses to operate the service.
- Multi-jurisdictional coordination necessary.
- Need to create strong incentives for utilization.
- Seasonality of operations/ demand periods.

For Continuing Projects

Estimated Project Status as of June 30, 2022:
Study will be complete.

Project Balance	
Original Approved Project Budget	\$3,460,000
Approved Budget Increases/Decreases	\$952,939
Current Approved Total Project Budget	\$4,412,939
Requested Budget Increase/Decrease	\$0
Requested Total Project Budget	\$4,412,939
Estimated Expenditures through June 30, 2022	\$982,939
Budget Balance Remaining	\$3,430,000

Explanation for Revised Project Dates and/or Project Budget (if applicable):
Funding application delayed due to ADOT funding process.

Budget Detail

Project Cost Estimates:

Funding Status	Cost Category	Prior Years Estimate	FY2023	FY2024	FY2025	Future Years	Project Totals
Carry Over	Study	\$30,000					\$30,000
Carry Over	Land Acquisition	\$952,939					\$952,939
Carry Over	Design - Contracted		\$130,000	\$130,000			\$260,000
Carry Over	Construction - Contracted				\$1,290,000	\$1,290,000	\$2,580,000
Carry Over	Equipment Purchase					\$460,000	\$460,000
Carry Over	Contingency					\$130,000	\$130,000
	Totals	\$982,939	\$130,000	\$130,000	\$1,290,000	\$1,880,000	\$4,412,939

Project Funding Estimates:

Funding Source	Prior Years Estimate	FY2023	FY2024	FY2025	Future Years	Project Totals
Grant				\$774,000	\$1,128,000	\$1,902,000
Transportation Sales Tax	\$982,939	\$130,000	\$130,000			\$1,242,939
Debt Financing				\$516,000	\$752,000	\$1,268,000
Totals	\$982,939	\$130,000	\$130,000	\$1,290,000	\$1,880,000	\$4,412,939

Explanation of Outside Funding Sources (Donations, Outside Participation, Grants):
Grant funding from FTA will be sought.

Total Operating Impacts:

	FY2023	FY2024	FY2025	Future Annual Cost
Personnel Costs				
Materials & Supplies				
Contractual Services				\$27,600
Debt Service			\$129,290	\$129,290
Revenue Offset				
Total Expenditure Impacts	\$0	\$0	\$129,290	\$156,890

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, and HVAC needs, 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

Location: N/A

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

	Original	Revised (if applicable)
Start Date	July 2021	July 2021
Estimated Completion Date	June 2025	June 2027

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 & FY 2023 - Trailhead route & micro-transit buses
- FY 2026 - Core routes, paratransit, additional trailhead
- FY 2027 - 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.

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 30 minutes, 8 am to 8 pm, between March and October.
 2. Park-and-Ride lot near Red Rock Ranger Station; additional stops and pick-up points along SR 179 and SR 89A.

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

COSTS:
 - Capital Costs = \$2.4 M (8 new buses and park-and-ride lot improvements)
 - Operating Costs = \$460,000 / yr. Costs may be shared between ADOT, Coconino County, Yavapai County, and City of Sedona.

TRADEOFFS:
 - Ongoing operational expenses to operate the service.
 - Multi-jurisdictional coordination necessary.
 - Need to create strong incentives for utilization.
 - Seasonality of operations/ demand periods.

For Continuing Projects

Estimated Project Status as of June 30, 2022:
Application for grant funding submitted. Trailhead shuttle buses acquired. Micro-transit buses to be 100% funded by the City have been ordered.

Project Balance	
Original Approved Project Budget	\$1,350,000
Approved Budget Increases/Decreases	-\$1,111,700
Current Approved Total Project Budget	\$238,300
Requested Budget Increase/Decrease	\$0
Requested Total Project Budget	\$238,300
Estimated Expenditures through June 30, 2022	\$13,900
Budget Balance Remaining	\$224,400

Explanation for Revised Project Dates and/or Project Budget (if applicable):
Budget adjusted for trailhead and micro-transit buses acquired through lease purchase agreements. Delayed due to delays in construction of necessary facilities.

Budget Detail

Project Cost Estimates:

Funding Status	Cost Category	Prior Years Estimate	FY2023	FY2024	FY2025	Future Years	Project Totals
Future Estimate	Vehicle Purchase					\$12,200,000	\$12,200,000
Carry Over	Vehicle Purchase	\$13,900	\$224,400				\$238,300
Totals		\$13,900	\$224,400	\$0	\$0	\$12,200,000	\$12,438,300

Project Funding Estimates:

Funding Source	Prior Years Estimate	FY2023	FY2024	FY2025	Future Years	Project Totals
Grant		\$190,740			\$10,370,000	\$10,560,740
Transportation Sales Tax	\$13,900	\$33,660				\$47,560
Debt Financing					\$1,830,000	\$1,830,000
Totals	\$13,900	\$224,400	\$0	\$0	\$12,200,000	\$12,438,300

Explanation of Outside Funding Sources (Donations, Outside Participation, Grants):
Grant funding from FTA will be sought.

Total Operating Impacts:

	FY2023	FY2024	FY2025	Future Annual Cost
Personnel Costs				
Materials & Supplies				
Contractual Services	\$563,770	\$563,770	\$563,770	\$6,200,000
Debt Service			\$186,590	\$186,590
Revenue Offset				
Total Expenditure Impacts	\$563,770	\$563,770	\$750,360	\$6,386,590

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:

Bus Stop Improvements

Location:

N/A

Phase: of Project #: PT-04
(If Applicable)

Ranking: Essential (Should-Do)

Environmental Sustainability Project? Yes

Project Description:

The FY 2022 costs are for acquiring the Old Chevron Property at the Y (125 W SR 89A) from ADOT. FY 2023 costs are for demolition of existing structures. FY 2024 and FY 2025 costs are associated with improving the property.

The future improvements will include making bus stop locations safe for access to and by buses once the transit system is operational.

Project Justification:

The improvements are identified in the Transit Plan and are necessary for the transit system to operate.

	Original	Revised (if applicable)
Start Date	August 2021	
Estimated Completion Date	June 2026	



For Continuing Projects

Estimated Project Status as of June 30, 2022:

The 125 SR 89A property will be acquired.

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	\$259,500
Requested Total Project Budget	\$259,500
Estimated Expenditures through June 30, 2022	\$184,500
Budget Balance Remaining	\$75,000

Budget Detail

Project Cost Estimates:

Funding Status	Cost Category	Prior Years Estimate	FY2023	FY2024	FY2025	Future Years	Project Totals
New Appropriation	Land Acquisition	\$164,500					\$164,500
New Appropriation	Demolition/Site Prep - In-House		\$75,000				\$75,000
Future Estimate	Design - Contracted			\$25,000			\$25,000
New Appropriation	Construction - Contracted	\$20,000					\$20,000
Future Estimate	Construction - Contracted				\$300,000	\$300,000	\$600,000
Totals		\$184,500	\$75,000	\$25,000	\$300,000	\$300,000	\$884,500

Project Funding Estimates:

Funding Source	Prior Years Estimate	FY2023	FY2024	FY2025	Future Years	Project Totals
Transportation Sales Tax	\$184,500	\$75,000	\$25,000	\$300,000	\$300,000	\$884,500
Totals		\$184,500	\$75,000	\$25,000	\$300,000	\$884,500

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

None anticipated.

Total Operating Impacts:

	FY2023	FY2024	FY2025	Future Annual Cost
Personnel Costs				
Materials & Supplies				
Contractual Services	\$3,000	\$3,000	\$3,000	\$6,000
Debt Service				
Revenue Offset				
Total Expenditure Impacts	\$3,000	\$3,000	\$3,000	\$6,000

Explanation of Operating Impacts:

Maintenance costs for the 125 SR 89A property will begin in FY 2023. Future maintenance is for future bus stop improvements.

CAPITAL PROJECTS DETAILS

Project Summary

Project Title: West Sedona Intercept Lot

Location: 4205 W SR 89A

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

	Original	Revised (if applicable)
Start Date	June 2021	
Estimated Completion Date	June 2026	

Ranking: Essential (Should-Do)

Environmental Sustainability Project? Yes

Project Description:
This project includes a new parking lot (70-spaces estimated), transit stop, shared-use path connection to the site, viewing platform, restroom facility, right in/out at SR 89A, driveway connection to Upper Red Rock Loop Road, and other site amenities like an information kiosk, shade structure, and/or picnic table, etc.



Project Justification:
An intercept lot in West Sedona was recommended by the Sedona Area Transit Implementation Plan. In June 2021, two parcels located at 4205 W SR 89A were acquired for development into an intercept lot. The intercept lot will allow those traveling to Sedona to park and access the transit system prior to congested areas. This will provide a better visitor experience and reduce congestion, benefiting all who travel in the Sedona area, including residents.

For Continuing Projects

Estimated Project Status as of June 30, 2022:
Land acquisition complete.

Project Balance	
Original Approved Project Budget	\$2,150,000
Approved Budget Increases/Decreases	-\$4,921
Current Approved Total Project Budget	\$2,145,079
Requested Budget Increase/Decrease	\$0
Requested Total Project Budget	\$2,145,079
Estimated Expenditures through June 30, 2022	\$2,145,079
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	FY2023	FY2024	FY2025	Future Years	Project Totals
Carry Over	Land Acquisition	\$2,145,079					\$2,145,079
Future Estimate	Design - Contracted				\$105,000		\$105,000
Future Estimate	Construction - Contracted					\$1,060,000	\$1,060,000
Future Estimate	Contingency					\$55,000	\$55,000
	Totals	\$2,145,079	\$0	\$0	\$105,000	\$1,115,000	\$3,365,079

Project Funding Estimates:

Funding Source	Prior Years Estimate	FY2023	FY2024	FY2025	Future Years	Project Totals
Grant					\$892,000	\$892,000
Transportation Sales Tax				\$105,000	\$223,000	\$328,000
Capital Reserves	\$2,145,079					\$2,145,079
	Totals	\$2,145,079	\$0	\$0	\$105,000	\$1,115,000

Explanation of Outside Funding Sources (Donations, Outside Participation, Grants):
FTA grant funding would be sought.

Total Operating Impacts:

	FY2023	FY2024	FY2025	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:
Additional operational and maintenance costs relate 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), pavement patching, curb replacement, signage and striping, etc.

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, find ways to get to Yes!, embody Professionalism, show Respect, lead with Innovation, and demonstrate Dedication to Excellence.

Description

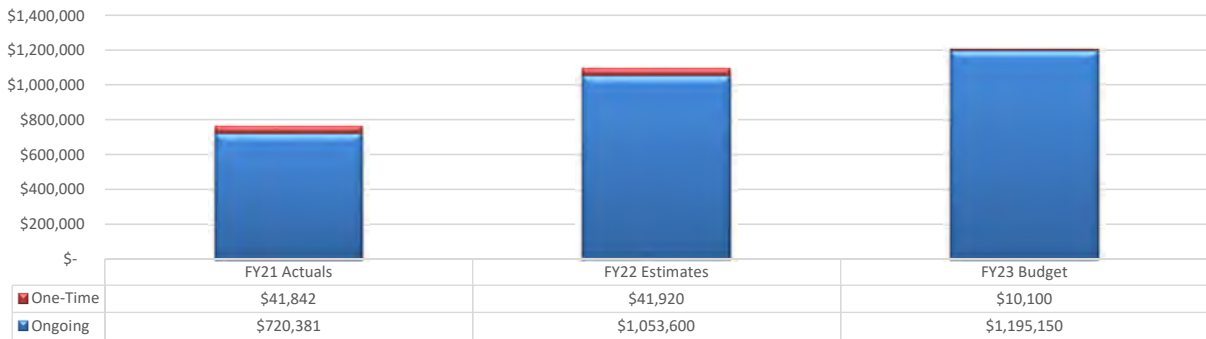
The Parks and Recreation Department is responsible for the following program areas:

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

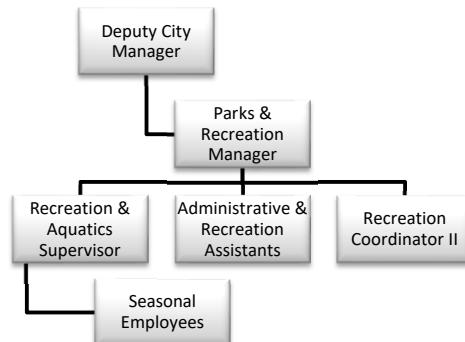
FY 2023 PROGRAM EXPENDITURES: \$1,205,250



FY 2021 - FY 2023 ONGOING VS. ONE-TIME EXPENDITURES



DEPARTMENT ORGANIZATION CHART



PARKS & RECREATION – Recreation Programs

BUDGET SUMMARY	FY2023 Budget	% of FY2023 Budget	FY2022 Budget	FY2022 Estimate	FY2021 Actual
Program Expenditures					
Personnel Services	\$ 122,790	41%	\$ 115,480	\$ 90,990	\$ 79,165
Supplies & Services	62,460	21%	49,060	61,500	18,362
Subtotal Direct Costs	\$ 185,250	62%	\$ 164,540	\$ 152,490	\$ 97,527
Internal Charges	115,170	38%	88,600	90,800	79,450
Total Expenditures	\$ 300,420	100%	\$ 253,140	\$ 243,290	\$ 176,977
Expenditures by Fund					
General Fund Portion	\$ 293,420	98%	\$ 245,140	\$ 236,190	\$ 170,958
Other Funds Portion	\$ 7,000	2%	\$ 8,000	\$ 7,100	\$ 6,019
Funding Sources					
Program Revenues	\$ 64,750	22%	\$ 37,400	\$ 42,110	\$ 10,887
Funding from General Revenues:					
Estimated Resident Generated	\$ 82,480	27%	\$ 75,510	\$ 70,410	\$ 58,132
Estimated Visitor Generated	\$ 153,190	51%	\$ 140,230	\$ 130,770	\$ 107,958
Employee Time Allocation (FTEs) (Budgeted)	1.72		1.47		1.47

Throughout the year, Parks and Recreation is pleased to offer a variety of sports leagues, specialty classes, camps, workshops, and volunteer opportunities. We strive to offer programming for different age groups and athletic abilities. By working with volunteers and 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 2022 Accomplishments

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

- * Offered diverse programming to align with current COVID-19 guidelines.
- * Expanded park offerings, introduced a disc golf program and course, and POP - a Pickleball Organized Play program.

FY 2023 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	FY23 Projection	FY22 Projection	FY22 Estimate	FY21 Actual	FY20 Actual
Recreation programs	20	N/A	20	8	27
Days of programs	740	N/A	770	203	715
Independent contracts signed	18	N/A	18	5	28
Parks and recreation class/program/facility registrants	14,600	14,000	13,000	7,159	8,525
Volunteer Hours	3,600	N/A	3,045	1,055	N/A
Community Partnerships	20	N/A	37	13	N/A

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

PERFORMANCE MEASURES	Benchmark	FY23 Target	FY22 Target	FY22 Estimate	FY21 Actual	FY20 Actual
Parks and recreation class/program/facility registrants per 1,000 population (ICMA Benchmark 2016-2020)	1,771 (all) / 3,311 (cities under 30,000 pop.)	1,500	1,446	1,342	714	825

PARKS & RECREATION – Special Events

BUDGET SUMMARY	FY2023 Budget	% of FY2023 Budget	FY2022 Budget	FY2022 Estimate	FY2021 Actual
Program Expenditures					
Personnel Services	\$ 153,540	36%	\$ 164,470	\$ 165,770	\$ 114,954
Supplies & Services	219,700	52%	170,885	143,980	53,258
Capital & Debt Service	-	0%	44,300	41,920	41,842
Subtotal Direct Costs	\$ 373,240	88%	\$ 379,655	\$ 351,670	\$ 210,054
Internal Charges	49,860	12%	62,240	59,080	49,380
Total Expenditures	\$ 423,100	100%	\$ 441,895	\$ 410,750	\$ 259,434
Expenditures by Fund					
General Fund Portion	\$ 413,100	98%	\$ 431,895	\$ 408,750	\$ 259,434
Other Funds Portion	\$ 10,000	2%	\$ 10,000	\$ 2,000	\$ -
Funding Sources					
Program Revenues	\$ 26,300	6%	\$ 109,475	\$ 94,640	\$ 86,874
Funding from General Revenues:					
Estimated Resident Generated	\$ 138,880	33%	\$ 116,350	\$ 110,640	\$ 60,396
Estimated Visitor Generated	\$ 257,920	61%	\$ 216,070	\$ 205,470	\$ 112,164
Employee Time Allocation (FTEs) (Budgeted)	1.60		2.30		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
- * Movies in the Park
- * 4th of July Wet Fest
- * Star Party
- * Wagfest and Fair
- * Fall Festival
- * Trick or Treat Uptown
- * Turkey Trot
- * Breakfast with Santa
- * Holiday Central
- * Annual Tree Lighting

Our event costs range from \$2,000 to \$26,000.

A portion of this program is paid by the Grants and Donations Funds.

FY 2022 Accomplishments

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

- * Offered alternative event/programs to align with current COVID-19 restrictions and guidelines.

FY 2023 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	FY23 Projection	FY22 Projection	FY22 Estimate	FY21 Actual	FY20 Actual
Days of events	26	N/A	25	5	11
Event attendance	15,000	N/A	12,400	800	N/A

PARKS & RECREATION – Special Events

continued

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

PERFORMANCE MEASURES	Benchmark	FY23 Target	FY22 Target	FY22 Estimate	FY21 Actual	FY20 Actual
Revenue from event sponsors		\$16,000	\$10,000	\$12,200	\$3,500	\$11,900
Customer Satisfaction Survey: Celebration of Spring (% responses favorable)		100%	100%	100%	N/A	N/A
Customer Satisfaction Survey: Breakfast with Santa (% responses favorable)		100%	100%	N/A	N/A	94%

PARKS & RECREATION – Parks Facilities & Maintenance

BUDGET SUMMARY	FY2023 Budget	% of FY2023 Budget	FY2022 Budget	FY2022 Estimate	FY2021 Actual
Program Expenditures					
Personnel Services	\$ 321,330	67%	\$ 316,630	\$ 254,100	\$ 159,017
Supplies & Services	42,230	9%	30,100	27,300	19,965
Subtotal Direct Costs	\$ 363,560	75%	\$ 346,730	\$ 281,400	\$ 178,981
Internal Charges	118,170	25%	170,130	160,080	146,830
Total Expenditures	\$ 481,730	100%	\$ 516,860	\$ 441,480	\$ 325,811
Expenditures by Fund					
General Fund Portion	\$ 479,780	100%	\$ 514,910	\$ 440,930	\$ 322,025
Other Funds Portion	\$ 1,950	<1%	\$ 1,950	\$ 550	\$ 3,786
Funding Sources					
Program Revenues	\$ 126,980	26%	\$ 59,440	\$ 116,830	\$ 59,883
Funding from General Revenues:					
Estimated Resident Generated	\$ 124,160	26%	\$ 160,100	\$ 113,630	\$ 93,075
Estimated Visitor Generated	\$ 230,590	48%	\$ 297,320	\$ 211,020	\$ 172,853
Employee Time Allocation (FTEs) (Budgeted)	5.73		5.14		5.74

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 military/memorial park, 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 Department 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. 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.

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 to 7 foot depth, a water slide, and an in-deck water feature. Activities offered include: lap swim, recreational swim, various aqua fitness classes, private and group swim lessons, water safety trainings and certifications, private rentals, and special events. Throughout the year, three swim teams train at the facility during non-operating hours. It takes a collaborative effort between the Parks and Recreation and Public Works Departments to keep the aquatic facility running smoothly. The Parks and Recreation Department oversees the management and operations while the Public Works Department oversees the maintenance of the facility.

FY 2022 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 for Posse Grounds Park evaluation.
- * Added new events and rentals position.
- * Developed a sustainable rentals program to manage and process increasing demand for City facilities, which includes reducing City risk, tightening protocols and procedures, and streamlining requests through an on-line form.

FY 2023 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 Park evaluation.
- * Work collaboratively with the Public Works Department to maintain parks and facilities.
- * Improve the rentals process including updating fee structure.

WORKLOAD INDICATORS	FY23 Projection	FY22 Projection	FY22 Estimate	FY21 Actual	FY20 Actual
Facility rentals processed	300	N/A	305	96	211
Rental hours	4,500	N/A	4,950	606.50	2,550
Aquatics: Staff hired and trained for the season	25	20	22	16	12
Aquatics: Hours spent on staff development	65	66	60	71	24
Aquatics: Days operational in season	365	N/A	365	365	N/A

PARKS & RECREATION – Parks Facilities & Maintenance

continued

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

PERFORMANCE MEASURES	Benchmark	FY23 Target	FY22 Target	FY22 Estimate	FY21 Actual	FY20 Actual
Customer Satisfaction Survey: Overall facilities (% responses favorable)		95%	95%	N/A	N/A	96%
Aquatics: Satisfactory Health Inspections		100%	100%	100%	100%	100%

CAPITAL PROJECTS DETAILS

Project Summary

Project Title:

Concession Stand/Restrooms Building - Renovation and Redesign

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 a renovated building with restrooms, concessions, storage and improved access. The existing building will be renovated.

	Original	Revised (if applicable)
Start Date	July 2020	July 2023
Estimated Completion Date	June 2021	June 2025



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 and the development of the bike skills park and Pavilion, the demand 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. The restroom also supports the Pavilion rentals during the fall/winter seasons when the Pavilion restrooms are closed and as a back-up for the Hub when plumbing fails. This building also serves as storage space for parks and recreation.

For Continuing Projects

Estimated Project Status as of June 30, 2022:

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, 2022	\$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	FY2023	FY2024	FY2025	Future Years	Project Totals
Future Estimate	Design - Contracted			\$77,000			\$77,000
Future Estimate	Construction - Contracted				\$282,000		\$282,000
Future Estimate	Contingency				\$200,000		\$200,000
Totals		\$0	\$0	\$77,000	\$482,000	\$0	\$559,000

Project Funding Estimates:

Funding Source	Prior Years Estimate	FY2023	FY2024	FY2025	Future Years	Project Totals	
Summit CFD			\$77,000	\$182,000		\$259,000	
Fairfield CFD				\$300,000		\$300,000	
Totals		\$0	\$0	\$77,000	\$482,000	\$0	\$559,000

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

None anticipated.

Total Operating Impacts:

	FY2023	FY2024	FY2025	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 existing building will be renovated therefore, operating expenses are already accounted for.

CAPITAL PROJECTS DETAILS

Project Summary

Project Title:

Restructure of Posse Grounds Park

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

Ranking: Important (Could-Do)

Environmental Sustainability Project? No

Project Description:

Evaluate the current needs and goals of the park land. Where once it was good enough to function as just a community park and sports area, the desire may be to focus on event space as well. Hire a firm to evaluate, conduct community outreach, and design a feasible space that could benefit the majority of park users. Identify constraints, limitations, and possibilities for mingling of the park amenities.

The project costs in FY 2025 are 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 the fields are maintained and designed as sports fields. Each event that takes place causes a different level of damage to the fields. If Council is going to continue to support events and event growth in Sedona, in lieu of purchasing new land, it may be appropriate to reevaluate the needs of the park. A plan could be created to potentially move around amenities or restructure in a way that both events and sports can still use the park. It was shown in the most recent Community Survey that the purchasing of new land for parks is not a desire. Chapter 6 of the Community Plan says, "1. Provide and support community events, festivals, and programs that offer a variety of opportunities for social interaction and contribute to a sense of community."

Location:

Posse Grounds Park

	Original	Revised (if applicable)
Start Date	July 2019	July 2019
Estimated Completion Date	June 2020	June 2026



For Continuing Projects

Estimated Project Status as of June 30, 2022:

The evaluation is expected to be approximately 80% complete.

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

The initial budget was for project evaluation only. The cost for design was added and updated for revisions. Additional revisions may be needed based on other projects impacting the park and the direction on the final scope of the project. The original timeline was for the project evaluation. The estimated completion date has been extended to cover the implementation of the park restructure.

Project Balance		
Original Approved Project Budget		\$60,000
Approved Budget Increases/Decreases		\$32,072
Current Approved Total Project Budget		\$92,072
Requested Budget Increase/Decrease		\$14,339
Requested Total Project Budget		\$106,411
Estimated Expenditures through June 30, 2022		\$81,411
Budget Balance Remaining		\$25,000

Budget Detail

Project Cost Estimates:

Funding Status	Cost Category	Prior Years Estimate	FY2023	FY2024	FY2025	Future Years	Project Totals
Carry Over	Project Evaluation	\$81,411	\$10,661				\$92,072
New							
Appropriation	Project Evaluation		\$14,339				\$14,339
Unfunded	Future Estimate Placeholder					\$3,500,000	\$3,500,000
Totals		\$81,411	\$25,000	\$0	\$0	\$3,500,000	\$3,606,411

Project Funding Estimates:

Funding Source	Prior Years Estimate	FY2023	FY2024	FY2025	Future Years	Project Totals
Capital Reserves	\$81,411	\$25,000				\$106,411
Unidentified					\$3,500,000	\$3,500,000
Totals		\$81,411	\$25,000	\$0	\$0	\$3,606,411

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

None anticipated.

Total Operating Impacts:

	FY2023	FY2024	FY2025	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 / Interior Restoration of House and Barn

Location: Brewer Road Property

Phase: 2 of 3 **Project #:** PR-03B
(If Applicable)

	Original	Revised (if applicable)
Start Date	July 2022	April 2022
Estimated Completion Date	June 2023	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 exterior building repairs and improvements began in FY 2021 and interior restoration will continue into FY 2023.

For Continuing Projects

Estimated Project Status as of June 30, 2022:
Pre-design effort complete, and ready for design to begin.

Project Balance		
Original Approved Project Budget		\$325,000
Approved Budget Increases/Decreases		\$720
Current Approved Total Project Budget		\$325,720
Requested Budget Increase/Decrease		\$271,560
Requested Total Project Budget		\$597,280
Estimated Expenditures through June 30, 2022		\$10,060
Budget Balance Remaining		\$587,220

Explanation for Revised Project Dates and/or Project Budget (if applicable):
Increased budget to reflect current environment of increased cost of construction. Project accelerated due to increase in priority.

Budget Detail

Project Cost Estimates:

Funding Status	Cost Category	Prior Years Estimate	FY2023	FY2024	FY2025	Future Years	Project Totals
New							
Appropriation	Design - Contracted	\$10,000	\$25,000				\$35,000
Carry Over	Construction - Contracted		\$325,000				\$325,000
New							
Appropriation	Construction - Contracted		\$235,000				\$235,000
Carry Over	Arts Transfer	\$60	\$660				\$720
New							
Appropriation	Arts Transfer		\$1,560				\$1,560
Totals		\$10,060	\$587,220	\$0	\$0	\$0	\$597,280

Project Funding Estimates:

Funding Source	Prior Years Estimate	FY2023	FY2024	FY2025	Future Years	Project Totals
Development Impact Fees - Post 7/2014	\$4,240	\$163,140				\$167,380
Summit CFD		\$60,000				\$60,000
Fairfield CFD		\$140,000				\$140,000
Capital Reserves	\$5,820	\$224,080				\$229,900
Totals	\$10,060	\$587,220	\$0	\$0	\$0	\$597,280

Explanation of Outside Funding Sources (Donations, Outside Participation, Grants):
None anticipated.

Total Operating Impacts:

	FY2023	FY2024	FY2025	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 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 full operational impacts will be determined once a plan for the use of the park is created. Building maintenance is included now.

CAPITAL PROJECTS DETAILS

Project Summary

Project Title:

Build-Out of Ranger Station Park

Location:

250 Brewer Road

Phase: of Project #:
(If Applicable)

Ranking:

Environmental Sustainability Project?

Project Description:

Design and construction of the Ranger Station Park including parking lot, restrooms, lawn, plaza, landscaping, gardens, playground and central seating areas.

	Original	Revised (if applicable)
Start Date	July 2023	April 2022
Estimated Completion Date	June 2025	June 2024



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. Completion of this resident amenity has been requested by many members of the community, and approved for acceleration by the City Council.

For Continuing Projects

Estimated Project Status as of June 30, 2022:

Pre-design effort complete, and ready for design to begin.

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

The project is accelerated at the request of the City Council. The former Project PR-03D was combined with PR-03C due to the full build-out of the park being pursued at the same time. Council accelerated the priority for this project.

Project Balance	
Original Approved Project Budget	\$0
Approved Budget Increases/Decreases	\$0
Current Approved Total Project Budget	\$0
Requested Budget Increase/Decrease	\$1,670,920
Requested Total Project Budget	\$1,670,920
Estimated Expenditures through June 30, 2022	\$20,120
Budget Balance Remaining	\$1,650,800

Budget Detail

Project Cost Estimates:

Funding Status	Cost Category	Prior Years Estimate	FY2023	FY2024	FY2025	Future Years	Project Totals
New Appropriation	Design - Contracted	\$20,000	\$75,000				\$95,000
New Appropriation	Construction - Contracted			\$1,425,000			\$1,425,000
New Appropriation	Contingency			\$142,000			\$142,000
New Appropriation	Arts Transfer	\$120	\$430	\$8,370			\$8,920
Totals		\$20,120	\$75,430	\$1,575,370	\$0	\$0	\$1,670,920

Project Funding Estimates:

Funding Source	Prior Years Estimate	FY2023	FY2024	FY2025	Future Years	Project Totals
Development Impact Fees - Post 7/2014	\$8,480	\$31,780	\$615,280			\$655,540
Summit CFD			\$95,000			\$95,000
Fairfield CFD			\$20,000			\$20,000
Capital Reserves	\$11,640	\$43,650	\$845,090			\$900,380
Totals		\$20,120	\$75,430	\$1,575,370	\$0	\$1,670,920

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

None anticipated.

Total Operating Impacts:

	FY2023	FY2024	FY2025	Future Annual Cost
Personnel Costs				
Materials & Supplies				
Contractual Services			\$38,000	\$38,000
Debt Service				
Revenue Offset				
Total Expenditure Impacts	\$0	\$0	\$38,000	\$38,000

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 facility operational impacts are currently included in PR-03B.

CAPITAL PROJECTS DETAILS

Project Summary

Project Title:
Shade Structures and Playground Equipment Replacement

Location:
Posse Grounds Park

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

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

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.

For Continuing Projects

Estimated Project Status as of June 30, 2022:
Design was completed in 2016 and updated in February 2021 by Play it Safe Inc. Received updated quote for construction in February 2021. Installation expected to be 80% complete by June 30, 2022.

Project Balance	
Original Approved Project Budget	\$466,740
Approved Budget Increases/Decreases	\$0
Current Approved Total Project Budget	\$466,740
Requested Budget Increase/Decrease	\$78,260
Requested Total Project Budget	\$545,000
Estimated Expenditures through June 30, 2022	\$442,010
Budget Balance Remaining	\$102,990

Explanation for Revised Project Dates and/or Project Budget (if applicable):
The budget was increased for estimated increases in construction costs. 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 infrastructure needs.

Budget Detail

Project Cost Estimates:

Funding Status	Cost Category	Prior Years Estimate	FY2023	FY2024	FY2025	Future Years	Project Totals
Carry Over	Design - Contracted	\$26,990					\$26,990
Carry Over	Construction - Contracted	\$413,010	\$24,730				\$437,740
New Appropriation	Construction - Contracted		\$78,260				\$78,260
Carry Over	Arts Transfer	\$2,010					\$2,010
Totals		\$442,010	\$102,990	\$0	\$0	\$0	\$545,000

Project Funding Estimates:

Funding Source	Prior Years Estimate	FY2023	FY2024	FY2025	Future Years	Project Totals
Development Impact Fees - Pre 8/2014	\$24,490					\$24,490
Summit CFD	\$50,000	\$102,990				\$152,990
Fairfield CFD	\$165,000					\$165,000
Capital Reserves	\$202,520					\$202,520
Totals		\$442,010	\$102,990	\$0	\$0	\$545,000

Explanation of Outside Funding Sources (Donations, Outside Participation, Grants):
None anticipated.

Total Operating Impacts:

	FY2023	FY2024	FY2025	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:
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:

Location:

Phase: of **Project #:**

Ranking:

Environmental Sustainability Project?

Project Description:
This project will be constructed on a site location that does not impact the Posse Grounds Park Evaluation. Completion of this project will result in eight (8) pickleball courts with lighting. It will include installation of benches, drinking/refilling water station, chain-link fencing and gates, sport court lighting system with timer, waste receptacles, and parking.

	Original	Revised (if applicable)
Start Date	July 2022	
Estimated Completion Date	June 2024	



Project Justification:
The sport of pickleball is growing continuously, and there are no signs of the trend changing direction. The shared use tennis/pickleball court (4 courts) is used daily, sometimes offering two sessions, by local players who have over 300 members in their group. The daily scheduled play is well attended during spring/summer/fall seasons, averaging 30 players each session, if not more. On days where both a morning and afternoon/evening session are offered, there can be over 60 players on a single day. Dedicated courts with lights are needed; the current shared use causes conflict due to pickleball being a fast-paced sport. In addition, due to the limited number of courts, it discourages use due to the wait time.

For Continuing Projects

Estimated Project Status as of June 30, 2022:

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	\$1,540,000
Requested Total Project Budget	\$1,540,000
Estimated Expenditures through June 30, 2022	\$0
Budget Balance Remaining	\$1,540,000

Budget Detail

Project Cost Estimates:

Funding Status	Cost Category	Prior Years Estimate	FY2023	FY2024	FY2025	Future Years	Project Totals
New Appropriation	Design - Contracted		\$140,000				\$140,000
New Appropriation	Construction - Contracted			\$1,400,000			\$1,400,000
Totals			\$0	\$1,400,000	\$0	\$0	\$1,540,000

Project Funding Estimates:

Funding Source	Prior Years Estimate	FY2023	FY2024	FY2025	Future Years	Project Totals
Development Impact Fees - Pre		\$140,000	\$1,400,000			\$1,540,000
Totals		\$0	\$1,400,000	\$0	\$0	\$1,540,000

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

Total Operating Impacts:

	FY2023	FY2024	FY2025	Future Annual Cost
Personnel Costs				
Materials & Supplies			\$1,000	\$1,000
Contractual Services			\$3,000	\$3,000
Debt Service				
Revenue Offset				
Total Expenditure Impacts	\$0	\$0	\$4,000	\$4,000

Explanation of Operating Impacts:

MUNICIPAL COURT

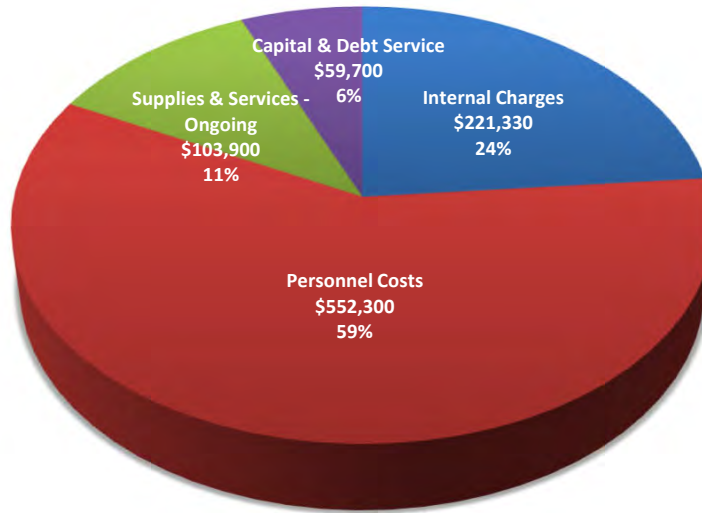
Mission Statement

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.

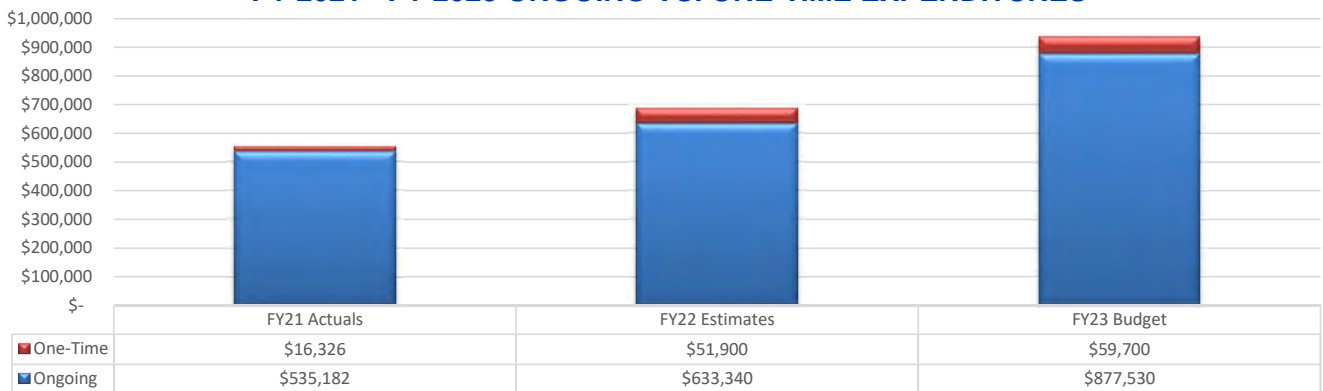
Description

The Magistrate 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.

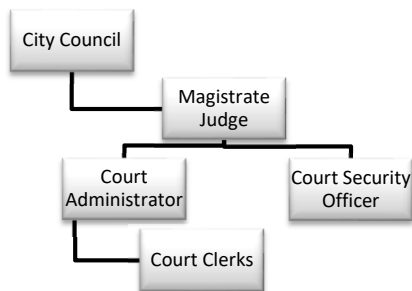
FY 2023 PROGRAM EXPENDITURES: \$937,230



FY 2021 - FY 2023 ONGOING VS. ONE-TIME EXPENDITURES



DEPARTMENT ORGANIZATION CHART



MUNCIPAL COURT – Administration

BUDGET SUMMARY	FY2023 Budget	% of FY2023 Budget	FY2022 Budget	FY2022 Estimate	FY2021 Actual
Program Expenditures					
Personnel Services	\$ 552,300	59%	\$ 473,560	\$ 404,500	\$ 354,137
Supplies & Services	103,900	11%	95,100	73,040	51,836
Capital & Debt Service	59,700	6%	82,080	51,900	14,564
Subtotal Direct Costs	\$ 715,900	76%	\$ 650,740	\$ 529,440	\$ 420,538
Internal Charges	221,330	24%	174,340	155,800	130,970
Total Expenditures	\$ 937,230	100%	\$ 825,080	\$ 685,240	\$ 551,508
Expenditures by Fund					
General Fund Portion	\$ 926,030	99%	\$ 813,880	\$ 677,540	\$ 541,990
Other Funds Portion	\$ 11,200	1%	\$ 11,200	\$ 7,700	\$ 9,518
Funding Sources					
Program Revenues	\$ 210,000	22%	\$ 179,900	\$ 203,600	\$ 203,550
Funding from General Revenues:					
Estimated Resident Generated	\$ 254,530	27%	\$ 225,810	\$ 168,570	\$ 121,785
Estimated Visitor Generated	\$ 472,700	50%	\$ 419,370	\$ 313,070	\$ 226,173
Employee Time Allocation (FTEs) (Budgeted)	5.55		5.48		5.48

A portion of the 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 2022 Accomplishments

Overall City Value - Good Governance:

- * Hired new City Magistrate.
- * Created, filled, and trained new lead clerk position in lieu of a court administrator.
- * Effective management of increasing caseload.
- * Analyzed areas that are lacking efficiency and implemented new plans.
- * Initiated plan to remodel office.
- * Cross-trained staff to handle all types of cases.
- * Came into compliance with records retention schedules.
- * Improved collection of outstanding fines via order to show cause (OSC) hearings and the Fines/Fees and Restitution Enforcement (FARE) program and the Tax Intercept Program (TIP).
- * Clerks received training in Civil Traffic and AJACS Case Management System.
- * Judge and clerks fulfilled annual COJET training requirements.

FY 2023 Objectives

Overall City Value - Good Governance:

- * Complete relocation of court facilities and inform the public of the new location.
- * Apply for available grant funding to improve and update courtroom security.
- * Improve security measures before the public enters the courtroom.
- * Update and implement security procedures and protocols.
- * Adapt to the new remodeled courtroom.
- * Improve payment collection on outstanding receivables with emphasis on outstanding parking fines.
- * Continual training and better utilization of case management systems.
- * Maintain professional relationship with City Prosecutor's Office to continue efficient processing of case flow.
- * Complete transition to AJACS case management system.

Overall City Value - Fiscal Sustainability:

- * Improve payment collection on outstanding receivables with particular emphasis on outstanding parking fines.

WORKLOAD INDICATORS	FY23 Projection	FY22 Projection	FY22 Estimate	FY21 Actual	FY20 Actual
Local - Non-Criminal Ordinance citations filed	85	N/A	75	56	N/A
Orders of Protection and Injunctions Against Harassments filed	40	80	45	45	68
Civil Traffic citations filed	1,250	1,106	1,000	1,217	928
Criminal citations filed	300	298	275	265	246

CAPITAL PROJECTS DETAILS

Project Summary

Project Title:
Court Relocation/Remodel

Location:
221 Brewer Road

Phase: 2 of 2 **Project #:** MC-02
(If Applicable)

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

Ranking: Imperative (Must-Do)

Environmental Sustainability Project? No

Project Description:
Establish a new court facility by remodeling the 221 Brewer Road north building.



Project Justification:
The court and City Council compete for use of the council chambers due to respective schedules. The judge conducts in-court business Monday through Wednesday. There are only 10 actual days out of the month during which to schedule in-court business. As work of the court increases, this limitation becomes more apparent. There have already been instances where time sensitive matters have been redirected to other courts because the courtroom was not available. The city started leasing the school district administration building at 221 Brewer Road 2021. This was determined to be the best location for the court relocation.

For Continuing Projects

Estimated Project Status as of June 30, 2022:
Phase 1 of remodel work complete with possible delay in some technology equipment.

Project Balance	
Original Approved Project Budget	\$244,190
Approved Budget Increases/Decreases	-\$4,190
Current Approved Total Project Budget	\$240,000
Requested Budget Increase/Decrease	\$0
Requested Total Project Budget	\$240,000
Estimated Expenditures through June 30, 2022	\$137,580
Budget Balance Remaining	\$102,420

Explanation for Revised Project Dates and/or Project Budget (if applicable):
The original budget was for a remodel of the Sinagua building. The budget has been revised to change the scope for the remodel of the 221 Brewer Road north building.

Budget Detail

Project Cost Estimates:

Funding Status	Cost Category	Prior Years Estimate	FY2023	FY2024	FY2025	Future Years	Project Totals
Carry Over	Design - Contracted	\$32,000					\$32,000
	Construction - Contracted						
Carry Over	Technology	\$21,400	\$101,000				\$122,400
Carry Over		\$84,180	\$1,420				\$85,600
	Totals	\$137,580	\$102,420	\$0	\$0	\$0	\$240,000

Project Funding Estimates:

Funding Source	Prior Years Estimate	FY2023	FY2024	FY2025	Future Years	Project Totals
Grant	\$36,870	\$15,780				\$52,650
Court Restricted Revenues	\$60,130	\$85,220				\$145,350
Capital Reserves	\$40,580	\$1,420				\$42,000
Totals	\$137,580	\$102,420	\$0	\$0	\$0	\$240,000

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

None anticipated.

Total Operating Impacts:				
	FY2023	FY2024	FY2025	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 anticipated from Phase 2 of the remodel.

PUBLIC WORKS

Mission Statement

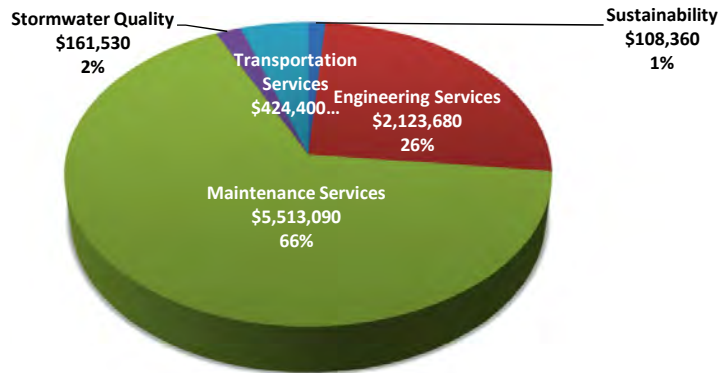
Providing a safe and enjoyable experience through cost effective, quality infrastructure and services.

Description

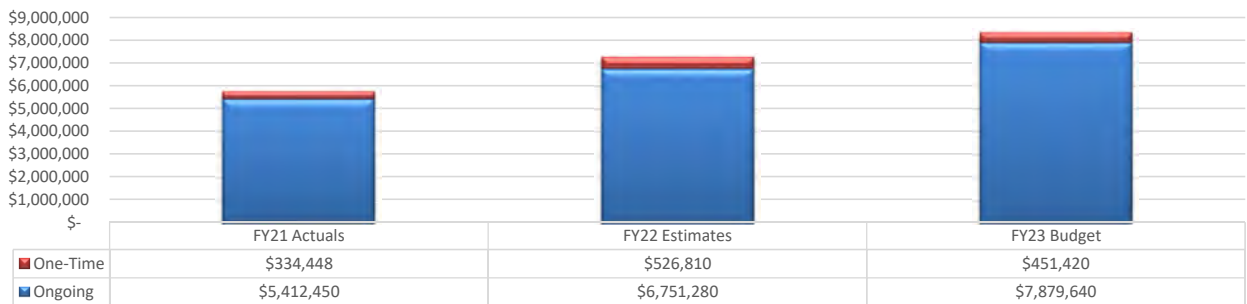
The main program areas and the services included in the Public Works Department are:

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

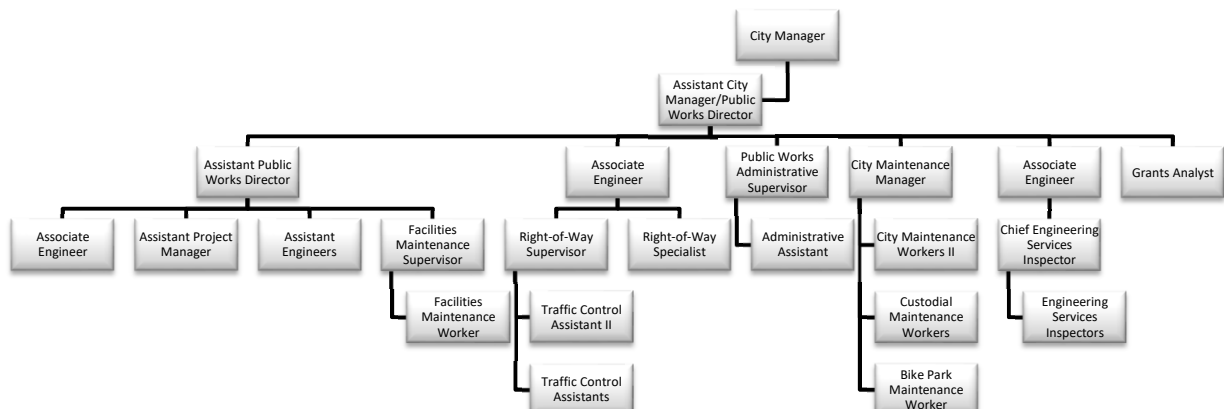
FY 2023 PROGRAM EXPENDITURES: \$8,331,060



FY 2021 - FY 2023 ONGOING VS. ONE-TIME EXPENDITURES



DEPARTMENT ORGANIZATION CHART



PUBLIC WORKS – Sustainability

BUDGET SUMMARY	FY2023 Budget	% of FY2023 Budget	FY2022 Budget	FY2022 Estimate	FY2021 Actual
Program Expenditures					
Supplies & Services	\$ 105,000	97%	\$ 71,000	\$ 102,000	\$ -
Expenditures by Fund					
General Fund Portion	\$ 108,360	100%	\$ 71,000	\$ 102,000	\$ -
Funding Sources					
Funding from General Revenues:					
Estimated Resident Generated	\$ 37,930	35%	\$ 24,850	\$ 35,700	\$ -
Estimated Visitor Generated	\$ 70,430	65%	\$ 46,150	\$ 66,300	\$ -
Employee Time Allocation (FTEs) (Budgeted)	0.00		0.00		0.00

The Sustainability program was initiated in FY 2022 for a new curbside yard waste collection program. During the development of the City's Climate Action Plan, the City Council identified a target of reducing community greenhouse gas emissions by 50% by 2030. In the Plan, implementing annual yard waste collection is identified as one of the high impact practices to reduce emissions. Approximately 24% of municipal waste streams are made up of compostable materials like yard waste and food waste. When organic materials, such as food and yard waste rot in the landfill, they break down anaerobically (without oxygen) and create large amounts of methane. This flammable greenhouse gas is the same as emitted through the production of coal, oil, and natural gas. In contrast, composted yard waste can be used as a natural soil fertilizer in municipal operations. For more information see the webpage www.sedonaaz.gov/curbside.

FY 2022 Accomplishments

Council Priority - Environmental Stewardship/Sustainability:

- * Implemented the first annual curbside yard waste collection program.
- * Provided mulch to the public for re-use.
- * Diverted yard waste from the landfill for re-use.

FY 2023 Objectives

Council Priority - Environmental Stewardship/Sustainability:

- * Implement an annual curbside yard waste collection program.

WORKLOAD INDICATORS	FY23 Projection	FY22 Projection	FY22 Estimate	FY21 Actual	FY20 Actual
Cubic yards of yard waste collected (chipped)	300	N/A	300	N/A	N/A
Cubic yards of mulch taken	120	N/A	100	N/A	N/A

PUBLIC WORKS – Engineering Services

BUDGET SUMMARY	FY2023 Budget	% of FY2023 Budget	FY2022 Budget	FY2022 Estimate	FY2021 Actual
Program Expenditures					
Personnel Services	\$ 1,460,880	69%	\$ 1,348,930	\$ 1,267,110	\$ 1,132,891
Supplies & Services	153,230	7%	107,675	93,100	81,622
Capital & Debt Service	30,400	1%	43,180	13,920	6,051
Subtotal Direct Costs	\$ 1,644,510	77%	\$ 1,499,785	\$ 1,374,130	\$ 1,220,564
Internal Charges	479,170	23%	497,640	471,490	403,640
Total Expenditures	\$ 2,123,680	100%	\$ 1,997,425	\$ 1,845,620	\$ 1,624,204
Expenditures by Fund					
General Fund Portion	\$ 1,652,190	78%	\$ 1,485,760	\$ 1,373,300	\$ 1,210,983
Wastewater Fund Portion	\$ 316,490	15%	\$ 392,735	\$ 356,050	\$ 364,828
Other Funds Portion	\$ 155,000	7%	\$ 118,930	\$ 116,270	\$ 48,393
Funding Sources					
Program Revenues	\$ 472,800	22%	\$ 513,835	\$ 475,210	\$ 417,504
Funding from General Revenues:					
Estimated Resident Generated	\$ 577,810	27%	\$ 519,260	\$ 479,640	\$ 422,345
Estimated Visitor Generated	\$ 1,073,070	51%	\$ 964,330	\$ 890,770	\$ 784,355
Employee Time Allocation (FTEs) (Budgeted)	12.73		12.61		11.61

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 the Transportation Sales Tax Fund and represents those funds' 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 2022 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 2023 Objectives

Overall City Value - Good Governance:

- * Continue to build team effectiveness with the Community Development Department to provide a high level of service for development services support.

Council Priority - Community Focus Area Plans Development:

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

WORKLOAD INDICATORS	FY23 Projection	FY22 Projection	FY22 Estimate	FY21 Actual	FY20 Actual
Building permits reviewed	503	450	450	483	398
Commercial permits reviewed	256	225	225	241	198
Blue stakes completed	3,464	3,310	3,310	3,370	3,408
Efficiency improvement projects completed	3	N/A	3	1	N/A

PUBLIC WORKS – Maintenance Services

BUDGET SUMMARY	FY2023 Budget	% of FY2023 Budget	FY2022 Budget	FY2022 Estimate	FY2021 Actual
Program Expenditures					
Personnel Services	\$ 1,456,750	26%	\$ 1,152,040	\$ 1,312,230	\$ 922,273
Supplies & Services	2,734,360	50%	2,430,791	2,295,820	1,928,627
Capital & Debt Service	399,620	7%	523,040	485,590	306,484
Subtotal Direct Costs	\$ 4,590,730	83%	\$ 4,105,871	\$ 4,093,640	\$ 3,157,384
Internal Charges	922,360	17%	837,930	802,950	625,390
Total Expenditures	\$ 5,513,090	100%	\$ 4,943,801	\$ 4,896,590	\$ 3,782,774
Expenditures by Fund					
General Fund Portion	\$ 3,123,250	57%	\$ 2,828,190	\$ 2,909,390	\$ 2,749,535
Other Funds Portion	\$ 2,389,840	43%	\$ 2,115,611	\$ 1,987,200	\$ 1,033,239
Funding Sources					
Allocations to Other Departments	\$ 975,430	18%	\$ 806,370	\$ 706,720	\$ 643,730
Program Revenues	\$ 1,293,000	23%	\$ 1,024,000	\$ 1,293,000	\$ 1,069,885
Funding from General Revenues:					
Estimated Resident Generated	\$ 1,135,630	21%	\$ 1,089,700	\$ 1,013,900	\$ 724,206
Estimated Visitor Generated	\$ 2,109,030	38%	\$ 2,023,731	\$ 1,882,970	\$ 1,344,953
Employee Time Allocation (FTEs) (Budgeted)	17.47		16.20		13.78

The Maintenance program includes streets, facilities, parks, and aquatics.

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. 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.

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

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

Aquatics maintenance accounts for the maintenance of the community pool. The Parks and Recreation Department oversees the management and operations while the Public Works Department oversees the maintenance of the facility.

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 2022 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.
- * Completed 98% of variable message sign deployment requests.

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

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

FY 2023 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.
- * Complete a minimum of 90% of variable message sign deployment requests.

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

- * Continue to enhance bicycle route signage.

PUBLIC WORKS – Maintenance Services

continued

WORKLOAD INDICATORS	FY23 Projection	FY22 Projection	FY22 Estimate	FY21 Actual	FY20 Actual
ST: Pavement rehabilitation cost	\$1,150,000	\$1,210,000	\$1,250,000	\$1,042,010	\$872,775
ST: Paved lane miles of City maintained streets	177	177	175	175	175
ST: Culverts cleaned	50	50	40	39	39
ST: Storms responded to after normal business hours	3	3	5	2	2
ST: Traffic control signs damaged and replaced	10	10	10	9	9
ST: Christmas Trees Recycled	300	300	209	300	300
PARK: In-house projects completed	8	10	5	5	8

Community Plan Circulation Goal - Provide for safe and smooth flow of traffic:

PERFORMANCE MEASURES	Benchmark	FY23 Target	FY22 Target	FY22 Estimate	FY21 Actual	FY20 Actual
ST: Centerline miles of streets rehabilitation completed (average annual goal 5.0 miles)		5.0	4.7	5.8	4.1	5.5
ST: Pavement rehabilitation cost per mile (* = cost includes CIP overlay)		\$257,447 *	\$257,447 *	\$248,276 *	\$158,686	\$158,686
ST: Paved lane miles assessed as satisfactory as a percentage of miles assessed (ICMA Benchmark 2016-2020)	71% (all) / 71% (cities under 30,000 pop.)	75%	N/A	75%	70%	N/A
ST: Paved road rehabilitation expenditures, per paved lane mile (ICMA Benchmark 2016-2020)	\$7,819 (all) / \$9,175 (cities under 30,000 pop.)	\$6,497	\$6,836	\$7,143	\$5,954	\$4,987
ST: Maintained NACOG Funding Eligibility (provided traffic count data)		Yes	Yes	Yes	Yes	Yes
ST: National Citizen Survey: Quality of street repair (% responses favorable)		N/A	N/A	N/A	57% (Similar to NCS benchmark)	N/A
ST: Storm emergencies requiring response and responded to		100%	100%	100%	100%	100%

Overall City Value - Fiscal Sustainability:

PERFORMANCE MEASURES	Benchmark	FY23 Target	FY22 Target	FY22 Estimate	FY21 Actual	FY20 Actual
FAC: Administrative/office facilities, custodial expenditure per square foot (ICMA Benchmark 2016-2020)	\$1.58 (all) / \$1.71 (cities under 30,000 pop.)	\$1.61	\$1.50	\$1.57	\$1.52	\$1.47

Community Plan Parks, Recreation, and Open Space Goal - Provide activities and amenities that allow for community interactions

PERFORMANCE MEASURES	Benchmark	FY23 Target	FY22 Target	FY22 Estimate	FY21 Actual	FY20 Actual
PARK: Savings due to in-house projects		\$100,000	\$50,000	\$75,000	\$30,000	\$86,870
PARK: Park maintenance expenditure per developed park acre (ICMA Benchmark 2016-2020)	\$5,710 (all) / \$10,874 (cities under 30,000 pop.)	\$8,317	\$7,844	\$7,921	\$7,705	\$7,921

PUBLIC WORKS – Stormwater Quality

BUDGET SUMMARY	FY2023 Budget	% of FY2023 Budget	FY2022 Budget	FY2022 Estimate	FY2021 Actual
Program Expenditures					
Personnel Services	\$ 109,800	68%	\$ 112,680	\$ 101,440	\$ 107,240
Supplies & Services	15,000	9%	26,500	10,910	20,014
Subtotal Direct Costs	\$ 124,800	77%	\$ 139,180	\$ 112,350	\$ 127,254
Internal Charges	36,730	23%	50,470	51,290	41,960
Total Expenditures	\$ 161,530	100%	\$ 189,650	\$ 163,640	\$ 169,214
Expenditures by Fund					
General Fund Portion	\$ 157,030	97%	\$ 185,150	\$ 159,180	\$ 164,773
Other Funds Portion	\$ 4,500	3%	\$ 4,500	\$ 4,460	\$ 4,441
Funding Sources					
Funding from General Revenues:					
Estimated Resident Generated	\$ 56,540	35%	\$ 66,380	\$ 57,270	\$ 59,225
Estimated Visitor Generated	\$ 104,990	65%	\$ 123,270	\$ 106,370	\$ 109,989
Employee Time Allocation (FTEs) (Budgeted)	1.12		1.24		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 2022 Accomplishments

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

- * Completed Pre-Monsoon Program.
- * Met the ADEQ requirements for Municipal Separate Storm Sewer System (MS4) compliance per ADEQ Permit No. AZG2016-002, and our Notice of Intent with ADEQ.
- * Presented stormwater pollution's effect in Oak Creek to one organization.
- * Held two 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 20 pet waste stations throughout Sedona.
- * Power swept City parking lots on a regular basis.

FY 2023 Objectives

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

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

WORKLOAD INDICATORS	FY23 Projection	FY22 Projection	FY22 Estimate	FY21 Actual	FY20 Actual
Letters written to property owners regarding Pre-Monsoon Program inspection outcomes	10	10	10	0	0
Stormwater compliance inspections (active CIP projects - every two weeks)	25	48	25	31	27
CIP project post-construction Best Management Practices (BMP) inspections	5	18	5	5	17
Stormwater compliance inspections (active private development projects - every month)	60	60	60	83	40
Letters sent regarding illicit discharges to the MS4	10	10	10	9	6
Public outreach tabling events	1	6	1	1	5
Educational brochures sent to local contractors	60	50	60	53	45
Presentations to local organizations	1	2	1	1	1
Trash pickup events	1	2	1	2	1
Pounds of dog feces collected through semimonthly pet waste station maintenance	5,000	4,300	3,500	4,625	3,882
Stormwater based articles in news outlets	3	3	3	5	4
Dry weather outfall monitoring inspections	57	61	61	57	53
Visual and analytical wet weather monitoring inspections	12	28	12	0	43
Internal inspections of City maintenance yards	18	18	18	18	18

PUBLIC WORKS – Stormwater Quality

continued

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

PERFORMANCE MEASURES	Benchmark	FY23 Target	FY22 Target	FY22 Estimate	FY21 Actual	FY20 Actual
MS4 Compliant		Yes	Yes	Yes	Yes	Yes
Single family home active construction site inspections		75	75	75	75	86
Private development post-construction BMP inspections		5	4	4	8	4

PUBLIC WORKS – Transportation Services

BUDGET SUMMARY	FY2023 Budget	% of FY2023 Budget	FY2022 Budget	FY2022 Estimate	FY2021 Actual
Program Expenditures					
Personnel Services	\$ 279,540	66%	\$ 199,490	\$ 193,660	\$ 113,780
Supplies & Services	10,000	2%	8,189	9,870	5,686
Subtotal Direct Costs	\$ 289,540	68%	\$ 207,679	\$ 203,530	\$ 119,465
Internal Charges	134,860	32%	63,980	66,710	51,240
Total Expenditures	\$ 424,400	100%	\$ 271,659	\$ 270,240	\$ 170,705
Expenditures by Fund					
General Fund Portion	\$ 421,900	99%	\$ 270,870	\$ 266,340	\$ 170,705
Other Funds Portion	\$ 2,500	1%	\$ 789	\$ 3,900	\$ -
Funding Sources					
Program Revenues	\$ 2,500	1%	\$ 789	\$ 3,900	\$ -
Funding from General Revenues:					
Estimated Resident Generated	\$ 147,670	35%	\$ 94,800	\$ 93,220	\$ 59,747
Estimated Visitor Generated	\$ 274,230	65%	\$ 176,070	\$ 173,120	\$ 110,958
Employee Time Allocation (FTEs) (Budgeted)	4.33		3.80		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.

A portion of the program is also funded with Sedona Trails & Pathways System (ST&PS) donations.

FY 2022 Accomplishments

Community Plan Circulation Goal - Provide for safe and smooth flow of traffic:

- * Continued and expanded traffic control operations management.
- * Continued measuring travel time delay.
- * Increased the number of days traffic control operations were deployed.
- * Maintained traffic control operations for 12 of 13 holidays expected to have high congestion.
- * Began assisting with trailhead traffic and parking control.

FY 2023 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 to be 15 minutes, SR 179 to be 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.

WORKLOAD INDICATORS	FY23 Projection	FY22 Projection	FY22 Estimate	FY21 Actual	FY20 Actual
Days with traffic control on SR 89A	115	125	110	106	86
Days with traffic control on SR 179	175	173	170	165	118
Holiday weekends with delays > 15 min. – SR 89A Uptown	1	N/A	1	1	N/A
Holiday weekends with delays > 30 min. – SR 179	8	6	9	10	7
Holiday weekends with delays > 10 min. – SR 89A Cook's Hill	8	6	9	10	6
Holiday weekends with traffic control	12	12	12	12	10
Days of delays > 15 min. – SR 89A Uptown	5	N/A	10	8	N/A
Days of delays > 30 min. – SR 179	50	40	55	60	35
Days of delays > 10 min. – SR 89A Cook's Hill	75	50	95	91	45
Days of delays > 15 min. – SR 89A NB - "Y" to Rainbow Trout Farm	30	N/A	35	N/A	N/A
Total miles of ST&PS complete	7.9	N/A	3.2	1.3	N/A

PUBLIC WORKS - Transportation Services
continued

**Community Plan Circulation Goal -
Provide for safe and smooth flow of traffic:**

PERFORMANCE MEASURES	Benchmark	FY23 Target	FY22 Target	FY22 Estimate	FY21 Actual	FY20 Actual
Percentage of weekends providing assistance with management of trailhead parking out of 45 congested weekends		100%	N/A	100%	31%	N/A
Traffic control operations maintained for days experiencing high congestion (> 30 min.) on SR 179		90%	N/A	90%	80%	N/A



**City of Sedona
Decision Package
Fiscal Year 2022-23**

CM Recommended

Request Title	Custodial Maintenance Worker
Department	Public Works
Program	Facilities Maintenance
Funding Request Type	Personnel
Source of Funds	General Fund
Amount Requested	\$64,050
Priority	High

I. Description of Request

To perform routine custodial and cleaning tasks in assigned areas of public buildings, city facilities, parks, and related duties as required.

II. Problem/Issue

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

With the new Brewer and Sinagua properties being utilized, increased custodial services will be necessary to continue providing the expected level of service currently maintained. In addition, an additional staff will help cover custodial needs over weekends, and provide capacity for additional service, as we have determined it is significantly needed.

III. Risk Analysis

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

If this request is denied, lack of custodial services could potentially cause public complaints, as well as deterioration of facilities.

IV. Implementation

What is the timeframe for completion of plan and implementation for project/issue?
How will you market/communicate the project/issue to the public?
What performance measures will you use to evaluate the project/issue? Include the targets for FY 2022-23, as well as future years as applicable.

Approval of this position would prevent hardship on the community by having clean and pleasant public restrooms.

V. Cost Savings/Revenue Enhancements

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

Cost savings would be provided in the form of facilities maintenance costs lowered due to custodial maintenance upkeep.

CAPITAL PROJECTS DETAILS

Project Summary

Project Title: Sign Shop

Location: 2070 Contractors Road

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

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

Ranking: Essential (Should-Do)

Environmental Sustainability Project? No

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, and installation of a wall and door. Equipment would be acquired as well.



Project Justification:
A sign shop would save on current expenditures 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, the need for new signs increases each year.

For Continuing Projects

Estimated Project Status as of June 30, 2022:
N/A

Project Balance	
Original Approved Project Budget	\$0
Approved Budget Increases/Decreases	\$0
Current Approved Total Project Budget	\$0
Requested Budget Increase/Decrease	\$140,600
Requested Total Project Budget	\$140,600
Estimated Expenditures through June 30, 2022	\$0
Budget Balance Remaining	\$140,600

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

Budget Detail

Project Cost Estimates:

Funding Status	Cost Category	Prior Years Estimate	FY2023	FY2024	FY2025	Future Years	Project Totals
New Appropriation	Design - Contracted		\$10,000				\$10,000
New Appropriation	Construction - Contracted		\$50,000				\$50,000
New Appropriation	Equipment Purchase		\$80,000				\$80,000
New Appropriation	Arts Transfer		\$600				\$600
Totals		\$0	\$140,600	\$0	\$0	\$0	\$140,600

Project Funding Estimates:

Funding Source	Prior Years Estimate	FY2023	FY2024	FY2025	Future Years	Project Totals
Capital Reserves		\$140,600				\$140,600
Totals		\$0	\$140,600	\$0	\$0	\$140,600

Explanation of Outside Funding Sources (Donations, Outside Participation, Grants):
None anticipated.

Total Operating Impacts:

	FY2023	FY2024	FY2025	Future Annual Cost
Personnel Costs				
Materials & Supplies	-\$37,000	-\$37,000	-\$37,000	-\$37,000
Contractual Services				
Debt Service				
Revenue Offset				
Total Expenditure Impacts	-\$37,000	-\$37,000	-\$37,000	-\$37,000

Explanation of Operating Impacts:
So far in FY 2021 and 2022, just over \$74,000 has been spent on signs and posts. This includes operating and capital project costs. We expect to save approximately 50% on the cost of acquiring signs annually.

CAPITAL PROJECTS DETAILS

Project Summary

Project Title:
Facilities Study

Location:
City Hall

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

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

Ranking: Essential (Should-Do)

Environmental Sustainability Project? No

Project Description:
This study will include determining future office space needs for departments currently operating at City Hall.



Project Justification:
A 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 leased Brewer Road facility and the space at City Hall that will be available once the court relocation is complete. The last City Hall needs assessment was completed in 2007. This needs to be updated due to significant changes in departments and levels of staff.

For Continuing Projects

Estimated Project Status as of June 30, 2022:
N/A

Project Balance	
Original Approved Project Budget	\$50,000
Approved Budget Increases/Decreases	\$0
Current Approved Total Project Budget	\$50,000
Requested Budget Increase/Decrease	\$0
Requested Total Project Budget	\$50,000
Estimated Expenditures through June 30, 2022	\$0
Budget Balance Remaining	\$50,000

Explanation for Revised Project Dates and/or Project Budget (if applicable):
Delayed to complete higher priority work.

Budget Detail

Project Cost Estimates:

Funding Status	Cost Category	Prior Years Estimate	FY2023	FY2024	FY2025	Future Years	Project Totals
Carry Over	Study		\$50,000				\$50,000
	Totals	\$0	\$50,000	\$0	\$0	\$0	\$50,000

Project Funding Estimates:

Funding Source	Prior Years Estimate	FY2023	FY2024	FY2025	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:

	FY2023	FY2024	FY2025	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

Location:
To be determined

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

	Original	Revised (if applicable)
Start Date	June 2021	July 2022
Estimated Completion Date	June 2023	June 2024

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.



The FY 2023 funds are a placeholder for acquiring property that will be determined at a later date.

The FY 2024 funds are a placeholder for potential transit shuttle exchange and/or park-n-ride property.

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

For Continuing Projects

Estimated Project Status as of June 30, 2022:
N/A

Project Balance	
Original Approved Project Budget	\$1,850,000
Approved Budget Increases/Decreases	-\$1,850,000
Current Approved Total Project Budget	\$0
Requested Budget Increase/Decrease	\$20,020,000
Requested Total Project Budget	\$20,020,000
Estimated Expenditures through June 30, 2022	\$0
Budget Balance Remaining	\$20,020,000

Explanation for Revised Project Dates and/or Project Budget (if applicable):
Increased for placeholder for purchase of property that could be identified during the fiscal year. Property purchased in FY 2021 was moved to PT-05.

Budget Detail

Project Cost Estimates:

Funding Status	Cost Category	Prior Years Estimate	FY2023	FY2024	FY2025	Future Years	Project Totals
New							
Appropriation	Land Acquisition		\$20,020,000				\$20,020,000
Future Estimate	Land Acquisition			\$1,600,000			\$1,600,000
	Totals		\$0 \$20,020,000	\$1,600,000	\$0	\$0	\$21,620,000

Project Funding Estimates:

Funding Source	FY2023	FY2024	FY2025	Future Years	Project Totals
Capital Reserves	\$10,020,000	\$1,600,000			\$11,620,000
Debt Financing	\$10,000,000				\$10,000,000
Totals	\$0 \$20,020,000	\$1,600,000	\$0	\$0	\$21,620,000

Explanation of Outside Funding Sources (Donations, Outside Participation, Grants):
None anticipated.

Total Operating Impacts:

	FY2023	FY2024	FY2025	Future Annual Cost
Personnel Costs				
Materials & Supplies				
Contractual Services				
Debt Service		\$1,000,000	\$1,000,000	\$1,000,000
Revenue Offset				
Total Expenditure Impacts	\$0	\$1,000,000	\$1,000,000	\$1,000,000

Explanation of Operating Impacts:
Depending on the property acquired, an analysis will need to be conducted to determine the portion for public use that will be debt financed and the portion that will be private use that will be cash funded. Other operating impacts are to be determined and will depend on the use of property acquired. Any undeveloped land with sewer availability will incur annual fees of \$367.

CAPITAL PROJECTS DETAILS

Project Summary

Project Title:
Uptown Northbound Improvements

Location:
Uptown (SR 89A)

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

	Original	Revised (if applicable)
Start Date	March 2021	March 2021
Estimated Completion Date	June 2022	June 2024

Ranking: Essential (Should-Do)

Environmental Sustainability Project? No

Project Description:
This project includes further data collection, modeling, and analysis to identify strategies that will help alleviate northbound congestion. Recommendations that resulted from the study are a right turn lane at Amara Lane and geometric improvements between L'Auberge de Sedona Resort and Jordan Road.

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 Schneebly Road (NOT Schneebly 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.

COSTS:

- Total estimated cost is \$3.6M.

TRADEOFFS:

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

Project Justification:
While the southbound delay has been drastically reduced with the completion of SIM-01a, 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 Cook's Hill.

For Continuing Projects

Estimated Project Status as of June 30, 2022:
Study and analysis will be complete. Design will be underway.

Project Balance	
Original Approved Project Budget	\$535,000
Approved Budget Increases/Decreases	\$0
Current Approved Total Project Budget	\$535,000
Requested Budget Increase/Decrease	\$1,201,255
Requested Total Project Budget	\$1,736,255
Estimated Expenditures through June 30, 2022	\$136,255
Budget Balance Remaining	\$1,600,000

Explanation for Revised Project Dates and/or Project Budget (if applicable):
Budget revised to include construction costs of recommended alternatives that resulted from the study. Schedule revised to accommodate proposed improvements.

Budget Detail

Project Cost Estimates:

Funding Status	Cost Category	Prior Years Estimate	FY2023	FY2024	FY2025	Future Years	Project Totals
New Appropriation	Project Evaluation	\$71,255					\$71,255
Carry Over	Design - Contracted	\$65,000	\$70,000				\$135,000
New Appropriation	Design - Contracted		\$30,000				\$30,000
Carry Over	Construction - Contracted		\$400,000				\$400,000
New Appropriation	Construction - Contracted			\$1,100,000			\$1,100,000
Totals		\$136,255	\$500,000	\$1,100,000	\$0	\$0	\$1,736,255

Project Funding Estimates:

Funding Source	Prior Years Estimate	FY2023	FY2024	FY2025	Future Years	Project Totals
Development Impact Fees - Post 7/2014	\$84,074	\$223,140	\$490,910			\$798,124
Transportation Sales Tax	\$52,181	\$276,860	\$609,090			\$938,131
Totals		\$136,255	\$500,000	\$1,100,000	\$0	\$1,736,255

Explanation of Outside Funding Sources (Donations, Outside Participation, Grants):
None anticipated.

Total Operating Impacts:

	FY2023	FY2024	FY2025	Future Annual Cost
Personnel Costs				
Materials & Supplies				
Contractual Services		\$5,000	\$15,000	\$5,000
Debt Service				
Revenue Offset				
Total Expenditure Impacts	\$0	\$5,000	\$15,000	\$5,000

Explanation of Operating Impacts:
Seal coat will be provided for new asphalt after two years. Other operational impacts are due to new signage, striping, and shared-use path.

CAPITAL PROJECTS DETAILS

Project Summary

Project Title:

Uptown Parking Garage

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

Ranking: Essential (Should-Do)

 Environmental Sustainability Project? No

Project Description:

This project is associated with Strategy 3 of the City's 2017 TMP. The project involves the Design and Development (FYs 2021 and 2022) of a new parking garage on Forest Road consistent with the Uptown Sedona Parking Facility, Needs, Siting and Design Concept Assessment report by Walter P Moore. Construction of the project is anticipated for FY 2023.

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 authors recommended the North Forest Road site, finding the site to be the most advantageous.

Location:

Uptown - 430 & 460 Forest Road

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



For Continuing Projects

Estimated Project Status as of June 30, 2022:

Design will be 100% complete. Post-design services will not yet be started.

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

The construction budget reflects latest opinion of cost from the CMAR, recent bid results from other projects, and inflationary trends. Additional design and construction costs are related to the site excavation (rock) requirements, addition of a solar array system, and police substation. Schedule was revised for further study and concept design, as well as the addition for construction of added electric vehicle supply equipment and photovoltaic array facilities.

Project Balance	
Original Approved Project Budget	\$14,356,700
Approved Budget Increases/Decreases	\$217,230
Current Approved Total Project Budget	\$14,573,930
Requested Budget Increase/Decrease	\$4,408,260
Requested Total Project Budget	\$18,982,190
Estimated Expenditures through June 30, 2022	\$2,713,420
Budget Balance Remaining	\$16,268,770

Budget Detail

Project Cost Estimates:

Funding Status	Cost Category	Prior Years Estimate	FY2023	FY2024	FY2025	Future Years	Project Totals
Carry Over	Land Acquisition	\$898,880					\$898,880
Carry Over	Design - Contracted	\$1,518,050					\$1,518,050
New Appropriation	Design - Contracted	\$178,490	\$550,000				\$728,490
Carry Over	Construction - Contracted	\$118,000	\$12,039,000				\$12,157,000
New Appropriation	Construction - Contracted		\$1,135,770	\$2,500,000			\$3,635,770
New Appropriation	Arts Transfer		\$19,000	\$25,000			\$44,000
Totals		\$2,713,420	\$13,743,770	\$2,525,000	\$0	\$0	\$18,982,190

Project Funding Estimates:

Funding Source	Prior Years Estimate	FY2023	FY2024	FY2025	Future Years	Project Totals
Paid Parking Revenue	\$898,880					\$898,880
Transportation Sales Tax	\$844,520	\$192,000				\$1,036,520
Capital Reserves		\$1,919,000	\$2,525,000			\$4,444,000
Debt Financing	\$970,020	\$11,632,770				\$12,602,790
Totals		\$2,713,420	\$13,743,770	\$2,525,000	\$0	\$18,982,190

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

None anticipated.

Total Operating Impacts:

	FY2023	FY2024	FY2025	Future Annual Cost
Personnel Costs				
Materials & Supplies				
Contractual Services		\$68,000	\$68,000	\$68,000
Debt Service	\$621,290	\$474,870	\$474,870	\$947,730
Revenue Offset				
Total Expenditure Impacts	\$621,290	\$542,870	\$542,870	\$1,015,730

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 may 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. Once the garage is operational, a parking fee study will be completed.

CAPITAL PROJECTS DETAILS

Project Summary

Project Title:
Uptown One Way Streets/Parking

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

Ranking: Important (Could-Do)

Environmental Sustainability Project? No

Project Description:
This project is associated with Strategy 3 of the City's 2017 TMP. The project involves the design and construction of converting Smith Road, Wilson Road, and Van Deren Road to one-way streets between Forest Road and Schnebly Road in order to improve parking supply and safety.

Project Justification:
The City's 2017 TMP indicates a lack of awareness for existing parking as well as a need for additional parking. The study indicated that demand for on-street parking is very high compared to off-street parking and that 28% of traffic congestion in Uptown can be attributed to arriving visitors searching for parking along SR 89A. The TMP recommends focus on improving awareness of existing parking through marketing, outreach, and added tools by which patrons can locate parking. Additionally, the TMP recommends increasing the supply of parking facilities centered somewhere within the Uptown area. The conversion of Van Deren, Wilson, and Smith Road between Forest Road and Schnebly Road to one-way street couplets would allow one lane to be inexpensively converted to additional on-street parking.

Location:
N/A

	Original	Revised (if applicable)
Start Date	August 2017	July 2023
Estimated Completion Date	December 2017	June 2025



For Continuing Projects

Estimated Project Status as of June 30, 2022:
Concept design, and one-way capacity analysis completed.

Explanation for Revised Project Dates and/or Project Budget (if applicable):
Estimated increase in costs due to delayed implementation of this project to allow SIM-03a to be completed prior to pursuing this project. The schedule was revised to allow SIM-03a to be completed prior to moving forward with this project.

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, 2022	\$0
Budget Balance Remaining	\$150,000

Budget Detail

Funding Status	Cost Category	Prior Years Estimate	FY2023	FY2024	FY2025	Future Years	Project Totals
Carry Over	Design - Contracted			\$50,000			\$50,000
Carry Over	Construction - Contracted				\$100,000		\$100,000
Totals		\$0	\$0	\$50,000	\$100,000	\$0	\$150,000

Funding Source	Prior Years Estimate	FY2023	FY2024	FY2025	Future Years	Project Totals
Transportation Sales Tax			\$50,000	\$100,000		\$150,000
Totals		\$0	\$0	\$50,000	\$100,000	\$150,000

Explanation of Outside Funding Sources (Donations, Outside Participation, Grants):
None anticipated.

Total Operating Impacts:	FY2023	FY2024	FY2025	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:
Pedestrian Crossing at Oak Creek

Location:
SR 179 just west of the Oak Creek bridge

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

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

Ranking: Essential (Should-Do)

Environmental Sustainability Project? Yes

Project Description:
Design and construction of a north-south pedestrian crossing at SR 179 and Oak Creek near the Tlaquepaque corridor. The pedestrian crossing will be a multi-use pathway proposed along the west embankment of Oak Creek and passing beneath the SR 179 bridge over Oak Creek to connect with existing sidewalks along SR 179 on each side.



Project Justification:
The pedestrian crossing will serve to reduce conflicts between pedestrian and vehicle traffic on SR 179 near the Tlaquepaque corridor. Additionally, the pathway will enhance opportunities to expand the multi-use pathway network and improve connectivity of multi-use pathways across Sedona.

For Continuing Projects

Estimated Project Status as of June 30, 2022:
Final design is estimated to be complete and construction started.

Project Balance	
Original Approved Project Budget	\$2,261,135
Approved Budget Increases/Decreases	\$22,326
Current Approved Total Project Budget	\$2,283,461
Requested Budget Increase/Decrease	\$549,679
Requested Total Project Budget	\$2,833,140
Estimated Expenditures through June 30, 2022	\$561,860
Budget Balance Remaining	\$2,271,280

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. Additional cost for easement/right-of-way to account for increase in valuation, and increased construction cost to reflect current bidding environment. Project was identified as a higher priority and moved forward.

Budget Detail

Project Cost Estimates:

Funding Status	Cost Category	Prior Years Estimate	FY2023	FY2024	FY2025	Future Years	Project Totals
Carry Over	Land Acquisition	\$25,000					\$25,000
New							
Appropriation	Land Acquisition	\$42,000					\$42,000
Carry Over	Design - Contracted	\$484,131					\$484,131
New							
Appropriation	Design - Contracted	\$8,199					\$8,199
Carry Over	Construction - Contracted		\$1,691,280	\$80,520			\$1,771,800
New							
Appropriation	Construction - Contracted			\$499,480			\$499,480
Carry Over	Arts Transfer	\$2,530					\$2,530
	Totals	\$561,860	\$1,691,280	\$580,000	\$0	\$0	\$2,833,140

Project Funding Estimates:

Funding Source	Prior Years Estimate	FY2023	FY2024	FY2025	Future Years	Project Totals
Transportation Sales Tax	\$231,335		\$580,000			\$811,335
Capital Reserves	\$255,595					\$255,595
Debt Financing	\$74,930	\$1,691,280				\$1,766,210
Totals	\$561,860	\$1,691,280	\$580,000	\$0	\$0	\$2,833,140

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

None anticipated.

Total Operating Impacts:

	FY2023	FY2024	FY2025	Future Annual Cost
Personnel Costs				
Materials & Supplies				
Contractual Services		\$6,500	\$6,500	\$6,500
Debt Service	\$87,070	\$66,550	\$66,550	\$132,820
Revenue Offset				
Total Expenditure Impacts	\$87,070	\$73,050	\$73,050	\$139,320

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? Yes

Project Description:
The project would include signal preemption to allow buses turning northbound SR 179 to Ranger Road. In addition, a southbound 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, 2022:
N/A

Project Balance	
Original Approved Project Budget	\$0
Approved Budget Increases/Decreases	\$0
Current Approved Total Project Budget	\$0
Requested Budget Increase/Decrease	\$854,760
Requested Total Project Budget	\$854,760
Estimated Expenditures through June 30, 2022	\$0
Budget Balance Remaining	\$854,760

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

Budget Detail

Project Cost Estimates:

Funding Status	Cost Category	Prior Years Estimate	FY2023	FY2024	FY2025	Future Years	Project Totals
New Appropriation	Design - Contracted		\$75,000	\$22,500			\$97,500
New Appropriation	Construction - Contracted			\$750,000			\$750,000
New Appropriation	Arts Transfer			\$7,260			\$7,260
Totals		\$0	\$75,000	\$779,760	\$0	\$0	\$854,760

Project Funding Estimates:

Funding Source	Prior Years Estimate	FY2023	FY2024	FY2025	Future Years	Project Totals
Development Impact Fees - Post 7/2014		\$4,500	\$46,350			\$50,850
Transportation Sales Tax		\$70,500				\$70,500
Capital Reserves			\$733,410			\$733,410
Totals		\$0	\$75,000	\$779,760	\$0	\$854,760

Explanation of Outside Funding Sources (Donations, Outside Participation, Grants):
None anticipated.

Total Operating Impacts:

	FY2023	FY2024	FY2025	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 Brewer Road Connection

Location: Portal Lane

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

	Original	Revised (if applicable)
Start Date	July 2017	July 2017
Estimated Completion Date	June 2018	June 2024

Ranking: Essential (Should-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 Brewer Road. Portal Lane exiting traffic would be directed to exit out to Brewer 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 onto Brewer Road.

PROJECT DESCRIPTION:

- Make Portal Lane one-way in to Tlaquepaque / Los Abogados area.
- Connect Tlaquepaque parking lot to Ranger Road / Brewer Road for exiting vehicles.
- 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 Schneidly Hill roundabout, reducing SR 179 congestion.
- With no traffic, it takes 12 minutes to travel from Ball Rock Blvd (VOC) to the "Y". In severe congestion it takes 30 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 30 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.

Project Justification:
Transportation Master Plan, Strategy 5, Major Roadway Connections. Consistent with the Neighborhood and Regional Roadway Connections strategy, this strategy similarly intends to promote a better connected community by improving thoroughfares for through-travel between adjoining neighborhoods. Improving local street connectivity between subdivisions/neighborhoods and offering parallel and alternate routes for local trips, traffic volumes can be reduced on the arterial roadways of SR 89A and SR 179.

For Continuing Projects

Estimated Project Status as of June 30, 2022:
Parking lot design is complete. Design of the connection to Brewer Road will be underway with the design of the Brewer/Ranger intersection (SIM-05d) to determine how the new connection will be oriented with the new intersection.

Explanation for Revised Project Dates and/or Project Budget (if applicable):
Construction budget updated to reflect an extension to Brewer Road, rather than Ranger Road, which will require a bridge over Soldier Wash. 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, as well as coordinate with Brewer/Ranger Road Intersection Improvements (SIM-05d).

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		\$397,970
Requested Total Project Budget		\$1,079,196
Estimated Expenditures through June 30, 2022		\$60,226
Budget Balance Remaining		\$1,018,970

Budget Detail

Project Cost Estimates:

Funding Status	Cost Category	Prior Years Estimate	FY2023	FY2024	FY2025	Future Years	Project Totals
Carry Over	Design - Contracted	\$55,895					\$55,895
New	Design - Contracted	\$4,000	\$16,200				\$20,200
Carry Over	Construction - Contracted		\$500,000	\$125,000			\$625,000
New	Construction - Contracted			\$375,000			\$375,000
Carry Over	Arts Transfer	\$331					\$331
New	Arts Transfer			\$2,770			\$2,770
Totals		\$60,226	\$516,200	\$502,770	\$0	\$0	\$1,079,196

Project Funding Estimates:

Funding Source	Prior Years Estimate	FY2023	FY2024	FY2025	Future Years	Project Totals
Development Impact Fees - Post 7/2014	\$18,141	\$230,370	\$223,140			\$471,651
Transportation Sales Tax	\$8,615	\$285,830				\$294,445
Capital Reserves	\$33,470		\$279,630			\$313,100
Totals		\$60,226	\$516,200	\$502,770	\$0	\$1,079,196

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

None anticipated.

Total Operating Impacts:

	FY2023	FY2024	FY2025	Future Annual Cost
Personnel Costs				
Materials & Supplies				
Contractual Services		\$2,000	\$10,000	\$2,000
Debt Service				
Revenue Offset				
Total Expenditure Impacts	\$0	\$2,000	\$10,000	\$2,000

Explanation of Operating Impacts:

Increased operating and maintenance costs related to additional infrastructure, including pavement management (i.e. crack sealing, surface treatments), pavement striping, and signage maintenance. A seal coat would be required in FY 2025 for approximately \$10,000.

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:

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	August 2023



For Continuing Projects

Estimated Project Status as of June 30, 2022:

Final design complete, and construction approximately 25% complete.

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

Construction budget was increased consistent with the most recent cost data from the consultant and to reflect inflationary trends. Land acquisition costs further increased due to increased property values and to reflect consideration of one full parcel acquisition by the City. Project delayed due to design modifications, stakeholder design coordination and public outreach, additional time for acquisition of right-of-ways and easements, and re-bid of construction contract.

Project Balance	
Original Approved Project Budget	\$1,321,200
Approved Budget Increases/Decreases	\$5,071,946
Current Approved Total Project Budget	\$6,393,146
Requested Budget Increase/Decrease	\$8,441,598
Requested Total Project Budget	\$14,834,744
Estimated Expenditures through June 30, 2022	\$6,247,744
Budget Balance Remaining	\$8,587,000

Budget Detail

Project Cost Estimates:

Funding Status	Cost Category	Prior Years Estimate	FY2023	FY2024	FY2025	Future Years	Project Totals
Carry Over	Study	\$36,894					\$36,894
Carry Over	Land Acquisition	\$1,600,000					\$1,600,000
New Appropriation	Land Acquisition	\$1,111,530	\$630,000				\$1,741,530
Carry Over	Design - Contracted	\$307,645					\$307,645
New Appropriation	Design - Contracted	\$159,913	\$57,000				\$216,913
Carry Over	Construction - Contracted	\$3,030,650	\$1,416,845				\$4,447,495
New Appropriation	Construction - Contracted		\$5,483,155	\$1,000,000			\$6,483,155
Carry Over	Arts Transfer	\$1,112					\$1,112
Totals		\$6,247,744	\$7,587,000	\$1,000,000	\$0	\$0	\$14,834,744

Project Funding Estimates:

Funding Source	Prior Years Estimate	FY2023	FY2024	FY2025	Future Years	Project Totals
Development Impact Fees - Post 7/2014	\$319,356	\$1,088,920	\$446,280			\$1,854,556
Transportation Sales Tax	\$295,185	\$1,351,080	\$553,720			\$2,199,985
Capital Reserves	\$149,203					\$149,203
Debt Financing	\$5,484,000	\$5,147,000				\$10,631,000
Totals		\$6,247,744	\$7,587,000	\$1,000,000	\$0	\$14,834,744

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

None anticipated.

Total Operating Impacts:

	FY2023	FY2024	FY2025	Future Annual Cost
Personnel Costs				
Materials & Supplies				
Contractual Services		\$5,000	\$5,000	\$5,000
Debt Service	\$524,090	\$400,580	\$400,580	\$799,450
Revenue Offset				
Total Expenditure Impacts	\$524,090	\$405,580	\$405,580	\$804,450

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:
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? Yes

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, 2022:
Design underway.

Project Balance	
Original Approved Project Budget	\$2,949,300
Approved Budget Increases/Decreases	\$0
Current Approved Total Project Budget	\$2,949,300
Requested Budget Increase/Decrease	\$0
Requested Total Project Budget	\$2,949,300
Estimated Expenditures through June 30, 2022	\$139,300
Budget Balance Remaining	\$2,810,000

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

Budget Detail

Project Cost Estimates:

Funding Status	Cost Category	Prior Years Estimate	FY2023	FY2024	FY2025	Future Years	Project Totals
Carry Over	Design - Contracted	\$139,300	\$200,000				\$339,300
Carry Over	Construction - Contracted		\$2,610,000				\$2,610,000
Totals		\$139,300	\$2,810,000	\$0	\$0	\$0	\$2,949,300

Project Funding Estimates:

Funding Source	Prior Years Estimate	FY2023	FY2024	FY2025	Future Years	Project Totals
Development Impact Fees - Post 7/2014	\$8,360	\$168,600				\$176,960
Transportation Sales Tax	\$130,940	\$2,641,400				\$2,772,340
Totals		\$139,300	\$2,810,000	\$0	\$0	\$2,949,300

Explanation of Outside Funding Sources (Donations, Outside Participation, Grants):
None anticipated.

Total Operating Impacts:

	FY2023	FY2024	FY2025	Future Annual Cost
Personnel Costs				
Materials & Supplies				
Contractual Services		\$3,000	\$13,000	\$3,000
Debt Service				
Revenue Offset				
Total Expenditure Impacts	\$0	\$3,000	\$13,000	\$3,000

Explanation of Operating Impacts:
Crack sealing, pavement markings, drainage, signs, and sewer maintenance. Seal coat in FY 2025.

CAPITAL PROJECTS DETAILS

Project Summary

Project Title: Rodeo Road to Dry Creek Road - Shared-Use Path

Location: West Sedona, Rodeo Road to Dry Creek Road

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

	Original	Revised (if applicable)
Start Date	July 2018	July 2018
Estimated Completion Date	June 2020	June 2025

Ranking: Desirable (Other Year)

Environmental Sustainability Project? Yes

Project Description:
Construction of roadway improvements, restriping existing lanes for walking and bicycling facilities.



Project Justification:
The Transportation Master Plan, Strategy 11, Walking and Bicycling Facilities, indicates that these improvements collectively encourage use of alternative modes of travel in Sedona, and support a park-once culture where visitors are encouraged to leave their vehicles at their place of lodging. To have a measurable impact on traffic congestion, a shared-use trail system will be constructed.

For Continuing Projects

Estimated Project Status as of June 30, 2022:
Design is on hold. A portion of this path is expected to be completed by future development.

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, 2022	\$0
Budget Balance Remaining	\$0

Explanation for Revised Project Dates and/or Project Budget (if applicable):
Delayed due to other higher priority needs.

Budget Detail

Project Cost Estimates:

Funding Status	Cost Category	Prior Years Estimate	FY2023	FY2024	FY2025	Future Years	Project Totals
Future Estimate	Land Acquisition				\$75,000		\$75,000
Future Estimate	Design - Contracted				\$50,000		\$50,000
Future Estimate	Construction - Contracted				\$200,000		\$200,000
Totals		\$0	\$0	\$0	\$325,000	\$0	\$325,000

Project Funding Estimates:

Funding Source	Prior Years Estimate	FY2023	FY2024	FY2025	Future Years	Project Totals
Transportation Sales Tax				\$325,000		\$325,000
Totals		\$0	\$0	\$0	\$325,000	\$325,000

Explanation of Outside Funding Sources (Donations, Outside Participation, Grants):
None anticipated.

Total Operating Impacts:				
	FY2023	FY2024	FY2025	Future Annual Cost
Personnel Costs				
Materials & Supplies				
Contractual Services				\$10,000
Debt Service				
Revenue Offset				
Total Expenditure Impacts	\$0	\$0	\$0	\$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, etc.) 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

Phase: of Project #:
(If Applicable)

Ranking:

Environmental Sustainability Project?

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 multimodal connection to western Sedona/Red Rock High School other than SR 89A.

Break out of Phase 1 includes portion of shared-use path from Dry Creek Road to back side of the Library in FY 2022. Remaining portion of the trail in Phase 2 is dependent upon easements from property owners and to be completed in FY 2023.

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:

White Bear Road (Sedona Public Library) to Navoti Drive

	Original	Revised (if applicable)
Start Date	February 2019	June 2019
Estimated Completion Date	June 2019	June 2023



For Continuing Projects

Estimated Project Status as of June 30, 2022:

Phase 1 will be completed.

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

Original budget was based on a preliminary planning estimate. The budget estimate was updated after development of an updated cost estimate reflecting current bidding environment. Due to advancement of other higher priorities, this project was delayed and has been split into two phases. Phase 1 will be completed in FY 2022. Phase 2 will be completed in FY 2023 as it is contingent upon acquiring easements from adjacent property owners.

Project Balance	
Original Approved Project Budget	\$156,550
Approved Budget Increases/Decreases	\$397,389
Current Approved Total Project Budget	\$553,939
Requested Budget Increase/Decrease	\$320,000
Requested Total Project Budget	\$873,939
Estimated Expenditures through June 30, 2022	\$573,939
Budget Balance Remaining	\$300,000

Budget Detail

Project Cost Estimates:

Funding Status	Cost Category	Prior Years Estimate	FY2023	FY2024	FY2025	Future Years	Project Totals
Carry Over	Design - Contracted	\$53,445					\$53,445
New Appropriation	Design - Contracted	\$20,000					\$20,000
Carry Over	Construction - Contracted	\$500,000					\$500,000
New Appropriation	Construction - Contracted		\$300,000				\$300,000
Carry Over	Arts Transfer	\$494					\$494
Totals		\$573,939	\$300,000	\$0	\$0	\$0	\$873,939

Project Funding Estimates:

Funding Source	Prior Years Estimate	FY2023	FY2024	FY2025	Future Years	Project Totals
Transportation Sales Tax	\$524,000	\$300,000				\$824,000
Capital Reserves	\$49,939					\$49,939
Totals		\$573,939	\$300,000	\$0	\$0	\$873,939

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

None anticipated.

Total Operating Impacts:

	FY2023	FY2024	FY2025	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, etc.) of paths, pavement patching, curb replacement, signage and striping, etc.

CAPITAL PROJECTS DETAILS

Project Summary

Project Title:
Chapel Road Shared-Use Path

Location:
Chapel Road

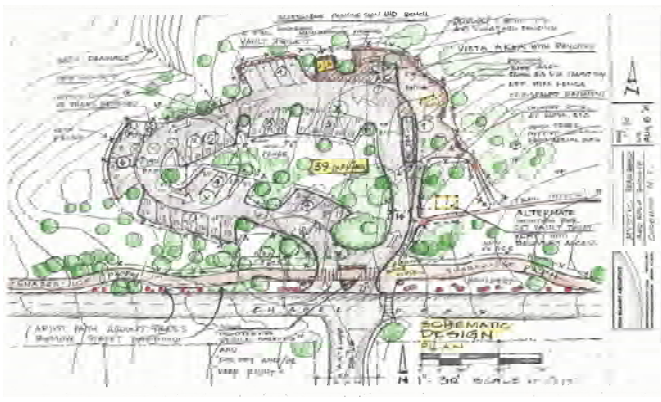
Phase: of **Project #:** SIM-11h
(If Applicable)

	Original	Revised (if applicable)
Start Date	July 2019	August 2019
Estimated Completion Date	June 2020	March 2023

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. A new parking lot will be constructed in partnership with the Forest Service at the Mystic Trailhead in FY 2023.



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.

For Continuing Projects

Estimated Project Status as of June 30, 2022:
Portion for shared-use path will be complete, and design for parking lot will be complete.

Project Balance	
Original Approved Project Budget	\$623,200
Approved Budget Increases/Decreases	\$13,399
Current Approved Total Project Budget	\$636,599
Requested Budget Increase/Decrease	\$985,000
Requested Total Project Budget	\$1,621,599
Estimated Expenditures through June 30, 2022	\$921,599
Budget Balance Remaining	\$700,000

Explanation for Revised Project Dates and/or Project Budget (if applicable):
Original budget was based on planning level estimate. Several factors have contributed to the delay including added levels of coordination and impacts of COVID-19.

Budget Detail

Project Cost Estimates:

Funding Status	Cost Category	Prior Years Estimate	FY2023	FY2024	FY2025	Future Years	Project Totals
Carry Over	Design - Contracted	\$75,910					\$75,910
New Appropriation	Design - Contracted	\$40,000					\$40,000
Carry Over	Construction - Contracted	\$560,000					\$560,000
New Appropriation	Construction - Contracted	\$245,000	\$700,000				\$945,000
Carry Over	Arts Transfer	\$689					\$689
Totals		\$921,599	\$700,000	\$0	\$0	\$0	\$1,621,599

Project Funding Estimates:

Funding Source	Prior Years Estimate	FY2023	FY2024	FY2025	Future Years	Project Totals
Transportation Sales Tax	\$852,000	\$700,000				\$1,552,000
Capital Reserves	\$69,599					\$69,599
Totals		\$921,599	\$700,000	\$0	\$0	\$1,621,599

Explanation of Outside Funding Sources (Donations, Outside Participation, Grants):
None anticipated.

Total Operating Impacts:

	FY2023	FY2024	FY2025	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, etc.) of paths, pavement patching, curb replacement, signage and striping, etc.

CAPITAL PROJECTS DETAILS

Project Summary

Project Title:
Pinon Drive Shared-Use Path

Location:
Pinon Drive and SR 89A

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

	Original	Revised (if applicable)
Start Date	July 2021	July 2021
Estimated Completion Date	July 2021	August 2022

Ranking: Important (Could-Do)

Environmental Sustainability Project? Yes

Project Description:
This project would provide a shared-use pathway connection from SR 89A along Pinon Drive to Cedar Lane.



Project Justification:
The Transportation Master Plan, Strategy 11, Walking and Bicycling Facilities, indicates that these improvements collectively encourage use of alternative modes of travel in Sedona, and support a park-once culture where visitors and residents are encouraged to leave their vehicles at their place of lodging/residence. To have a measurable impact on traffic congestion, shared-use path connections will be required.

For Continuing Projects

Estimated Project Status as of June 30, 2022:
Design will be complete, and construction will be approximately 60% complete.

Project Balance	
Original Approved Project Budget	\$331,425
Approved Budget Increases/Decreases	\$0
Current Approved Total Project Budget	\$331,425
Requested Budget Increase/Decrease	\$200,000
Requested Total Project Budget	\$531,425
Estimated Expenditures through June 30, 2022	\$331,425
Budget Balance Remaining	\$200,000

Explanation for Revised Project Dates and/or Project Budget (if applicable):
The construction budget has been increased based on the current bidding environment. The timeline has been extended due to project delay issues in FY 2022, staff vacancies, COVID-19, supply chain issues, and bidding challenges.

Budget Detail

Project Cost Estimates:

Funding Status	Cost Category	Prior Years Estimate	FY2023	FY2024	FY2025	Future Years	Project Totals
Carry Over	Design - Contracted	\$16,425					\$16,425
Carry Over	Construction - Contracted	\$315,000					\$315,000
New Appropriation	Construction - Contracted		\$200,000				\$200,000
Totals		\$331,425	\$200,000	\$0	\$0	\$0	\$531,425

Project Funding Estimates:

Funding Source	Prior Years Estimate	FY2023	FY2024	FY2025	Future Years	Project Totals
Development Impact Fees - Pre 8/2014	\$16,425					\$16,425
Transportation Sales Tax	\$315,000	\$200,000				\$515,000
Totals		\$331,425	\$200,000	\$0	\$0	\$531,425

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

None anticipated.

Total Operating Impacts:

	FY2023	FY2024	FY2025	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, etc.) of paths, pavement patching, curb replacement, signage and striping, etc.

CAPITAL PROJECTS DETAILS

Project Summary

Project Title:
Dry Creek Road Pathway, 89A to Two Fences

Location:
Dry Creek Road

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

	Original	Revised (if applicable)
Start Date	July 2021	May 2022
Estimated Completion Date	June 2023	June 2024

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 that will be completed in FY 2022.



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 multimodal 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, 2022:
N/A

Project Balance	
Original Approved Project Budget	\$1,400,000
Approved Budget Increases/Decreases	\$0
Current Approved Total Project Budget	\$1,400,000
Requested Budget Increase/Decrease	\$1,499,000
Requested Total Project Budget	\$2,899,000
Estimated Expenditures through June 30, 2022	\$30,000
Budget Balance Remaining	\$2,869,000

Explanation for Revised Project Dates and/or Project Budget (if applicable):
Budget increased to reflect current higher bidding environment. Project delayed due to staffing constraints.

Budget Detail

Project Cost Estimates:

Funding Status	Cost Category	Prior Years Estimate	FY2023	FY2024	FY2025	Future Years	Project Totals
Carry Over	Design - Contracted	\$30,000	\$70,000				\$100,000
New Appropriation	Design - Contracted		\$85,000				\$85,000
Carry Over	Construction - Contracted		\$1,300,000				\$1,300,000
New Appropriation	Construction - Contracted			\$1,400,000			\$1,400,000
New Appropriation	Arts Transfer			\$14,000			\$14,000
Totals		\$30,000	\$1,455,000	\$1,414,000	\$0	\$0	\$2,899,000

Project Funding Estimates:

Funding Source	Prior Years Estimate	FY2023	FY2024	FY2025	Future Years	Project Totals
Transportation Sales Tax	\$30,000	\$1,455,000				\$1,485,000
Capital Reserves			\$1,414,000			\$1,414,000
Totals		\$30,000	\$1,455,000	\$1,414,000	\$0	\$2,899,000

Explanation of Outside Funding Sources (Donations, Outside Participation, Grants):
None anticipated.

Total Operating Impacts:

	FY2023	FY2024	FY2025	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:
Once constructed the facility will require ongoing maintenance. This includes surface material, striping, and signing.

CAPITAL PROJECTS DETAILS

Project Summary

Project Title:

Harmony Shared-Use Path and Drainage Improvements

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

Ranking: Important (Could-Do)

Environmental Sustainability Project? Yes

Project Description:

This project would provide a shared-use pathway connection from Thunder Mountain Road to SR 89A. This will also provide a multimodal connection to businesses for the residents of this neighborhood.

Project Justification:

The residents of this neighborhood have requested sidewalks and paths for safe pedestrian travel. The Council discussed this project at the retreat as an important project to continue to move ahead as a priority.

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 cultures 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:

Harmony/Andante Neighborhood

	Original	Revised (if applicable)
Start Date	July 2022	
Estimated Completion Date	December 2024	



For Continuing Projects

Estimated Project Status as of June 30, 2022:

N/A

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	\$1,369,000
Requested Total Project Budget	\$1,369,000
Estimated Expenditures through June 30, 2022	\$0
Budget Balance Remaining	\$1,369,000

Budget Detail

Project Cost Estimates:

Funding Status	Cost Category	Prior Years Estimate	FY2023	FY2024	FY2025	Future Years	Project Totals
New Appropriation	Land Acquisition		\$30,000	\$10,000			\$40,000
New Appropriation	Design - Contracted		\$125,000				\$125,000
New Appropriation	Construction - Contracted			\$500,000	\$700,000		\$1,200,000
New Appropriation	Arts Transfer			\$4,000			\$4,000
Totals		\$0	\$155,000	\$514,000	\$700,000	\$0	\$1,369,000

Project Funding Estimates:

Funding Source	Prior Years Estimate	FY2023	FY2024	FY2025	Future Years	Project Totals	
Transportation Sales Tax		\$155,000	\$110,000	\$700,000		\$965,000	
Capital Reserves			\$404,000			\$404,000	
Totals		\$0	\$155,000	\$514,000	\$700,000	\$0	\$1,369,000

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

None anticipated.

Total Operating Impacts:				
	FY2023	FY2024	FY2025	Future Annual Cost
Personnel Costs				
Materials & Supplies				
Contractual Services				\$2,000
Debt Service				
Revenue Offset				
Total Expenditure Impacts	\$0	\$0	\$0	\$2,000

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, etc.) of paths, pavement patching, curb replacement, signage and striping, etc.

CAPITAL PROJECTS DETAILS

Project Summary

Project Title:

Traffic Video Cameras

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

Ranking: Important (Could-Do)

Environmental Sustainability Project? No

Project Description:

Cameras will provide real-time video monitoring and evaluation of current road conditions and 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.

In the future years, \$100,000 has been added to account for future intelligent transportation system improvements like fixed digital message signs and additional traffic monitoring cameras or other equipment.

Project Justification:

The cameras will provide staff with real-time road and traffic conditions at key locations. Should the chosen locations have limited deployment time the cameras can be relocated to other key locations.

Location:

Citywide

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



For Continuing Projects

Estimated Project Status as of June 30, 2022:

Three new video cameras have been installed.

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

The budget was increased to allow for additional new cameras. Project completion extended to account for added cameras.

Project Balance	
Original Approved Project Budget	\$47,470
Approved Budget Increases/Decreases	\$1,022
Current Approved Total Project Budget	\$48,492
Requested Budget Increase/Decrease	\$0
Requested Total Project Budget	\$48,492
Estimated Expenditures through June 30, 2022	\$21,492
Budget Balance Remaining	\$27,000

Budget Detail

Project Cost Estimates:

Funding Status	Cost Category	Prior Years Estimate	FY2023	FY2024	FY2025	Future Years	Project Totals
Carry Over	Design - Contracted	\$6,518	\$12,000				\$18,518
Carry Over	Construction - Contracted	\$14,761	\$15,000				\$29,761
Future Estimate	Construction - Contracted					\$100,000	\$100,000
Carry Over	Arts Transfer	\$213					\$213
Totals		\$21,492	\$27,000	\$0	\$0	\$100,000	\$148,492

Project Funding Estimates:

Funding Source	Prior Years Estimate	FY2023	FY2024	FY2025	Future Years	Project Totals
Transportation Sales Tax		\$27,000			\$100,000	\$127,000
Capital Reserves	\$21,492					\$21,492
Totals	\$21,492	\$27,000	\$0	\$0	\$100,000	\$148,492

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

None anticipated.

Total Operating Impacts:

	FY2023	FY2024	FY2025	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:

Location:

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

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

Ranking:

Environmental Sustainability Project?

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 private residential parcels. During large monsoon storms, this area is routinely isolated. From a public safety standpoint, 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, 2022:

Project Balance	
Original Approved Project Budget	\$723,000
Approved Budget Increases/Decreases	\$0
Current Approved Total Project Budget	\$723,000
Requested Budget Increase/Decrease	\$124,750
Requested Total Project Budget	\$847,750
Estimated Expenditures through June 30, 2022	\$75,000
Budget Balance Remaining	\$772,750

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

Budget Detail

Project Cost Estimates:

Funding Status	Cost Category	Prior Years Estimate	FY2023	FY2024	FY2025	Future Years	Project Totals
New Appropriation	Land Acquisition		\$20,000				\$20,000
Carry Over	Design - Contracted	\$75,000					\$75,000
Carry Over	Construction - Contracted		\$648,000				\$648,000
New Appropriation	Construction - Contracted		\$102,000				\$102,000
New Appropriation	Arts Transfer		\$2,750				\$2,750
Totals		\$75,000	\$772,750	\$0	\$0	\$0	\$847,750

Project Funding Estimates:

Funding Source	Prior Years Estimate	FY2023	FY2024	FY2025	Future Years	Project Totals
Yavapai County Flood Control		\$300,000				\$300,000
Capital Reserves	\$75,000	\$472,750				\$547,750
Totals		\$75,000	\$772,750	\$0	\$0	\$847,750

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

Total Operating Impacts:

	FY2023	FY2024	FY2025	Future Annual Cost
Personnel Costs				
Materials & Supplies				
Contractual Services		\$500	\$500	\$500
Debt Service				
Revenue Offset				
Total Expenditure Impacts	\$0	\$500	\$500	\$500

Explanation of Operating Impacts:

CAPITAL PROJECTS DETAILS

Project Summary

Project Title: Mystic Hills Lift Station Access Improvements (Coconino County)

Location: West Mallard Drive

Phase: of **Project #:** SD-08
(If Applicable)

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

Ranking: Important (Could-Do)

Environmental Sustainability Project? Yes

Project Description:
Development of plans, specifications, and cost estimate to improve the low water crossing at the west end of West Mallard Drive, for the driveway leading to the Mystic Hills wastewater lift station. 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 to the Mystic Hills wastewater lift station during the summer monsoon season. During summer monsoon storms, this area has been isolated at times, and road embankment is undermined and requires repair. This project provides drainage improvements not shown in the Stormwater Master Plan, and mainly benefits access to the wastewater lift station.

For Continuing Projects

Estimated Project Status as of June 30, 2022:
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, 2022	\$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	FY2023	FY2024	FY2025	Future Years	Project Totals
Future Estimate	Design - Contracted			\$40,000			\$40,000
Future Estimate	Construction - Contracted				\$250,000		\$250,000
Totals		\$0	\$0	\$40,000	\$250,000	\$0	\$290,000

Project Funding Estimates:

Funding Source	Prior Years Estimate	FY2023	FY2024	FY2025	Future Years	Project Totals	
Coconino County Flood Control			\$40,000	\$250,000		\$290,000	
Totals		\$0	\$0	\$40,000	\$250,000	\$0	\$290,000

Explanation of Outside Funding Sources (Donations, Outside Participation, Grants):
None anticipated.

Total Operating Impacts:

	FY2023	FY2024	FY2025	Future Annual Cost
Personnel Costs				
Materials & Supplies				\$500
Contractual Services				
Debt Service				
Revenue Offset				
Total Expenditure Impacts	\$0	\$0	\$0	\$500

Explanation of Operating Impacts:
The operating expenditures account for costs related to debris removal, erosion repair, etc.

CAPITAL PROJECTS DETAILS

Project Summary

Project Title:
Stormwater Drainage Easements Acquisition

Location:
City-Wide

Phase: of **Project #:** SD-09
(If Applicable)

	Original	Revised (if applicable)
Start Date	July 2016	
Estimated Completion Date	June 2032	

Ranking: Important (Could-Do)

Environmental Sustainability Project? Yes

Project Description:
Acquisition of drainage easements as needed for upcoming CIP drainage projects throughout the City. The project would require identification of drainage ways to be acquired, sizing of easements, appraisal of easements, and offers to purchase easements in the City's name. This assumes work is contracted out.



Project Justification:
There are major drainage ways throughout the City that are identified only as public drainage easements. The primary responsibility for maintenance of these drainage ways lies with the property owner. For public safety and maintenance resources, it may be better for the City of Sedona to own and maintain these drainage ways. City ownership will help to assure more uniform maintenance of major drainage ways, which should reduce the adverse impact of major storms on areas throughout the City. In prior years, these funds were used for survey work, easement appraisals, and easement acquisition associated with CIP drainage projects. Staff expects these funds to be necessary for acquisition of easements for upcoming drainage projects.

For Continuing Projects

Estimated Project Status as of June 30, 2022:
This is an ongoing budget item used to obtain easements as needed.

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, 2022	\$0
Budget Balance Remaining	\$0

Explanation for Revised Project Dates and/or Project Budget (if applicable):
This is an ongoing budget item used to obtain easements as needed.

Budget Detail

Project Cost Estimates:

Funding Status	Cost Category	Prior Years Estimate	FY2023	FY2024	FY2025	Future Years	Project Totals
Future Estimate	Land Acquisition			\$50,000	\$50,000		\$100,000
Unfunded	Land Acquisition					\$350,000	\$350,000
Totals		\$0	\$0	\$50,000	\$50,000	\$350,000	\$450,000

Project Funding Estimates:

Funding Source	Prior Years Estimate	FY2023	FY2024	FY2025	Future Years	Project Totals
Capital Reserves			\$50,000	\$50,000		\$100,000
Unidentified					\$350,000	\$350,000
Totals	\$0	\$0	\$50,000	\$50,000	\$350,000	\$450,000

Explanation of Outside Funding Sources (Donations, Outside Participation, Grants):
None anticipated.

Total Operating Impacts:

	FY2023	FY2024	FY2025	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: Schnebly & Grove Drainage Improvements

Location: Lazy Bear Estates

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

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

Ranking: Important (Could-Do)

Environmental Sustainability Project? Yes

Project Description:
Development of plans, specifications, and cost estimate to intercept and direct flows down Schnebly Road into existing infrastructure. This is a project created from the outreach to residents through the Stormwater Master Plan Update.



Project Justification:
Residents requested that the City review options to help alleviate drainage concerns in this area. Substantial flooding occurs in the area during monsoons. Infrastructure is well under capacity now that this area is built out.

For Continuing Projects

Estimated Project Status as of June 30, 2022:
Concept design will be started.

Project Balance	
Original Approved Project Budget	\$0
Approved Budget Increases/Decreases	\$0
Current Approved Total Project Budget	\$0
Requested Budget Increase/Decrease	\$424,200
Requested Total Project Budget	\$424,200
Estimated Expenditures through June 30, 2022	\$0
Budget Balance Remaining	\$424,200

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

Budget Detail

Project Cost Estimates:

Funding Status	Cost Category	Prior Years Estimate	FY2023	FY2024	FY2025	Future Years	Project Totals
New Appropriation	Design - Contracted		\$70,000				\$70,000
New Appropriation	Construction - Contracted		\$200,000	\$150,000			\$350,000
New Appropriation	Arts Transfer		\$2,700	\$1,500			\$4,200
Totals		\$0	\$272,700	\$151,500	\$0	\$0	\$424,200

Project Funding Estimates:

Funding Source	Prior Years Estimate	FY2023	FY2024	FY2025	Future Years	Project Totals
Capital Reserves		\$272,700	\$151,500			\$424,200
Totals	\$0	\$272,700	\$151,500	\$0	\$0	\$424,200

Explanation of Outside Funding Sources (Donations, Outside Participation, Grants):
None anticipated.

Total Operating Impacts:

	FY2023	FY2024	FY2025	Future Annual Cost
Personnel Costs				
Materials & Supplies				
Contractual Services			\$500	\$500
Debt Service				
Revenue Offset				
Total Expenditure Impacts	\$0	\$0	\$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: 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? No

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, 2022:
Study will be complete.

Project Balance	
Original Approved Project Budget	\$60,000
Approved Budget Increases/Decreases	\$0
Current Approved Total Project Budget	\$60,000
Requested Budget Increase/Decrease	\$5,066,500
Requested Total Project Budget	\$5,066,500
Estimated Expenditures through June 30, 2022	\$67,000
Budget Balance Remaining	\$4,999,500

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

Budget Detail

Project Cost Estimates:

Funding Status	Cost Category	Prior Years Estimate	FY2023	FY2024	FY2025	Future Years	Project Totals
Carry Over	Study	\$60,000					\$60,000
New Appropriation	Study	\$7,000					\$7,000
New Appropriation	Design - Contracted		\$450,000				\$450,000
New Appropriation	Construction - Contracted			\$4,500,000			\$4,500,000
New Appropriation	Arts Transfer		\$4,500	\$45,000			\$49,500
Totals		\$67,000	\$454,500	\$4,545,000	\$0	\$0	\$5,066,500

Project Funding Estimates:

Funding Source	FY2023	FY2024	FY2025	Future Years	Project Totals	
Capital Reserves	\$67,000	\$454,500	\$4,545,000		\$5,066,500	
Totals		\$67,000	\$454,500	\$4,545,000	\$0	\$5,066,500

Explanation of Outside Funding Sources (Donations, Outside Participation, Grants):
None anticipated.

Total Operating Impacts:

	FY2023	FY2024	FY2025	Future Annual Cost
Personnel Costs				
Materials & Supplies				
Contractual Services				
Debt Service				
Revenue Offset				
Total Expenditure Impacts	\$0	\$0	\$0	\$0

Explanation of Operating Impacts:
Once the improvements are implemented, ongoing maintenance will be required for pavement, striping, signing, and sidewalk improvements. Impact of operational costs will be identified after the scope of the project has been determined.

WASTEWATER

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

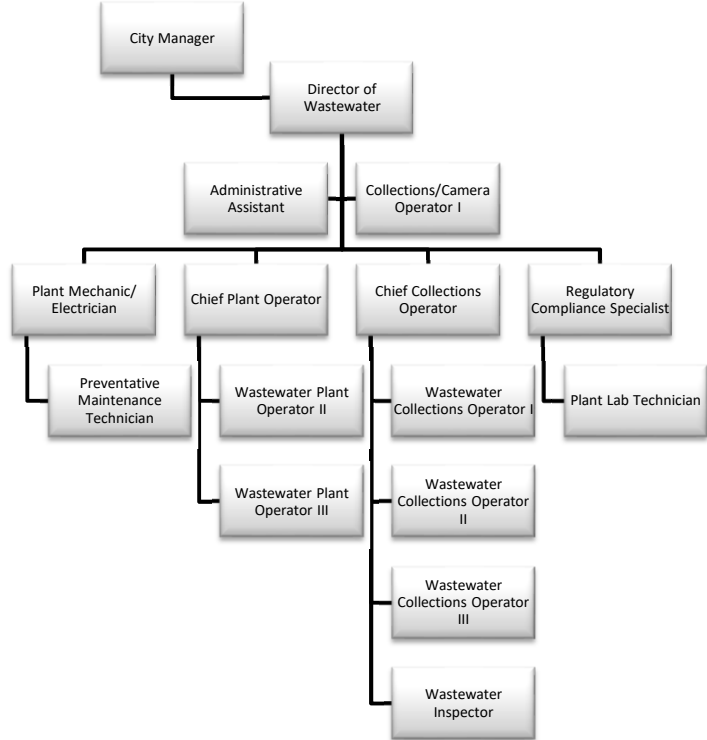
The Wastewater Department is responsible for the day-to-day operations of the wastewater collection system and treatment facility and the disposal of A+ quality treated effluent. The Wastewater Department works collaboratively with several City departments who assist in the administration, operation, and expansion of wastewater facilities; the Finance Department performs administrative duties related to wastewater billing and bill collection functions, in addition to management of other administrative support functions; and 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:

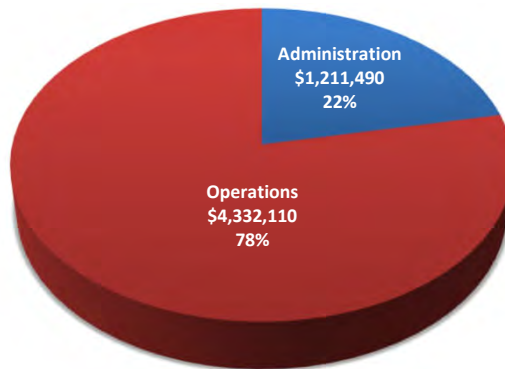
- * Administration, including capital projects management
- * Operations, including collection system, wastewater treatment, and laboratory service

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.

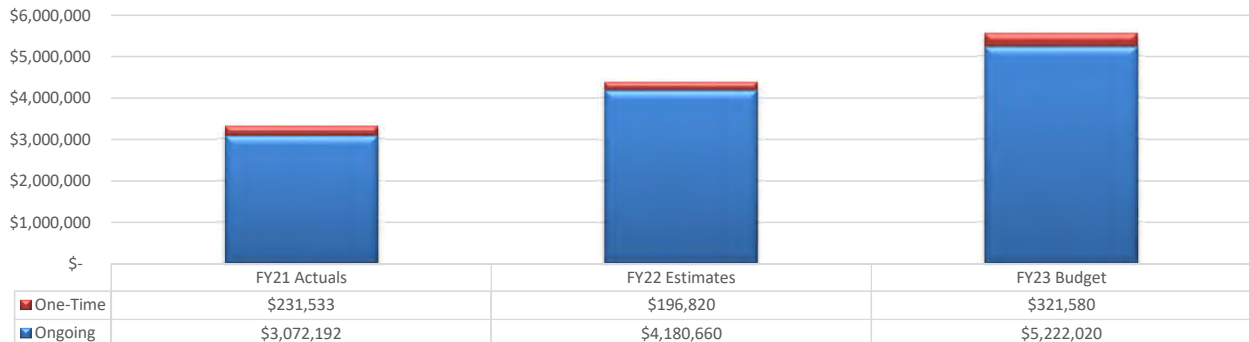
DEPARTMENT ORGANIZATION CHART



FY 2023 PROGRAM EXPENDITURES: \$5,543,600



FY 2021 - FY 2023 ONGOING VS. ONE-TIME EXPENDITURES



WASTEWATER – Administration

BUDGET SUMMARY	FY2023 Budget	% of FY2023 Budget	FY2022 Budget	FY2022 Estimate	FY2021 Actual
Program Expenditures					
Personnel Services	\$ 251,620	21%	\$ 268,190	\$ 270,280	\$ 261,475
Supplies & Services	40,700	3%	44,870	38,520	29,935
Capital & Debt Service	10,000	1%	16,000	7,460	-
Subtotal Direct Costs	\$ 302,320	25%	\$ 329,060	\$ 316,260	\$ 291,410
Internal Charges	909,170	75%	468,810	455,730	428,110
Total Expenditures	\$ 1,211,490	100%	\$ 797,870	\$ 771,990	\$ 719,520
Expenditures by Fund					
Wastewater Fund Portion	\$ 1,211,490	100%	\$ 797,870	\$ 771,990	\$ 719,520
Funding Sources					
Program Revenues	\$ 1,211,490	100%	\$ 797,870	\$ 771,990	\$ 719,520
Employee Time Allocation (FTEs) (Budgeted)	2.10		2.55		2.65

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 Director of Wastewater oversees the Wastewater Capital Projects Management 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; bidding phased project management to secure qualified contractors to complete the improvements; and overseeing all construction activities to ensure quality construction with minimal change orders.

FY 2022 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.
- * Completed all required regulatory quarterly, semi-annual, and annual reports on time.
- * Developed a Collection System Capacity, Management, Operation, and Maintenance Manual (CMOM) Program.
- * Completed construction of Phase II of the SR179 Sewer Main Upsize project.

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.
- * Conducted a monthly Lunch and Learn program to offer training on wastewater treatment, laboratory processes, collection system work, and computer skills.
- * Became a member of AZWARN; a statewide mutual aid assistance program for utilities.

FY 2023 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.
- * Provide sound judgment 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.

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.

WASTEWATER – Administration

continued

WORKLOAD INDICATORS	FY23 Projection	FY22 Projection	FY22 Estimate	FY21 Actual	FY20 Actual
Tours given	13	6	10	1	3
Regulatory compliance reports submitted	12	12	12	11	11
Total CIP Projects	5	7	5	5	3
Total amount of CIP projects	\$5,894,500	\$2,457,800	\$2,027,270	\$1,783,600	\$3,402,725
Total amount of construction contract change orders	\$5,000	\$147,500	\$410,435	\$272,500	\$87,375

Overall City Value - Fiscal Sustainability:

PERFORMANCE MEASURES	Benchmark	FY23 Target	FY22 Target	FY22 Estimate	FY21 Actual	FY20 Actual
Average percentage of change orders to original contract amount for construction phase		>5%	6%	9.4%	3.8%	2.6%
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 FY2020, most recent data readily available.)	47.18	\$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 FY2020, most recent data readily available.)	34.97	\$47.52	\$47.52	\$47.52	\$47.52	\$47.52

WASTEWATER – Operations

BUDGET SUMMARY	FY2023 Budget	% of FY2023 Budget	FY2022 Budget	FY2022 Estimate	FY2021 Actual
Program Expenditures					
Personnel Services	\$ 1,416,960	33%	\$ 1,112,750	\$ 998,420	\$ 870,562
Supplies & Services	1,581,970	37%	1,557,905	1,453,780	1,264,777
Capital & Debt Service	224,280	5%	155,720	69,970	121,465
Subtotal Direct Costs	\$ 3,223,210	74%	\$ 2,826,375	\$ 2,522,170	\$ 2,256,805
Internal Charges	1,108,900	26%	1,091,110	1,083,320	327,400
Total Expenditures	\$ 4,332,110	100%	\$ 3,917,485	\$ 3,605,490	\$ 2,584,205
Expenditures by Fund					
Wastewater Fund Portion	\$ 4,332,110	100%	\$ 3,917,485	\$ 3,605,490	\$ 2,584,205
Funding Sources					
Program Revenues	\$ 4,332,110	100%	\$ 3,917,485	\$ 3,605,490	\$ 2,584,205
Employee Time Allocation (FTEs) (Budgeted)	12.90		10.45		10.35

Treatment Plant Operations consist 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.

The Collections System operations consist 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.

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 reported to ADEQ 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 effluent is maintained, which also helps the Department maintain permit compliance with ADEQ.

FY 2022 Accomplishments

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

- * Rehabilitated Aeration Basin #3, including the replacement of diffusers.
- * Completed the final phase of the WWRP interceptor line assessment with findings of minimal deficiencies in the sewer infrastructure between City limits and the WWRP.
- * Performed all scheduled preventative maintenance at each of the 17 lift stations.
- * 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.

WASTEWATER – Operations

continued

FY 2023 Objectives

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

- * Maintain regulatory compliance.
- * Expand the use 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.
- * Respond to non-emergency service calls within 24 hours.
- * Complete at least two inspections per year for every grease trap on record.
- * Conduct CCTV operations to assess at least 20% of the gravity sewer mains.
- * 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	FY23 Projection	FY22 Projection	FY22 Estimate	FY21 Actual	FY20 Actual
Average daily influent flow (million gallons per day)	1.20	1.20	1.22	1.10	1.080
Volume of treated effluent sent to wetlands (million gallons)	80	90	59	74	64
Volume of treated effluent sent to injection wells (million gallons)	120	75	111	90	46
Volume of treated effluent sent to irrigation (million gallons)	200	200	192	216	250
Amount of biosolids disposed (dry tons)	300	250	329	269	254
Grease trap inspections	>100	135	46	20	105
Collections service calls (odor complaints, broken manhole covers, etc.)	35	>20	30	24	13
Sewer hotline calls (out of collections services calls and collections emergency callouts, this is the number that were reported through the sewer hotline)	25	N/A	19	7	N/A
Number of samples collected and tested in wastewater laboratory	1,217	N/A	1,150	1,088	N/A
Amount spent for wetlands maintenance	\$31,000	\$31,000	\$16,000	\$15,950	\$18,232
Amount spent for injection well maintenance	\$67,700	\$64,700	\$60,000	\$36,300	\$53,477
Amount spent for irrigation maintenance	\$76,000	\$46,000	\$33,000	\$32,033	\$21,974
Collections emergency callouts (sewer is actively spilling into the environment)	<5	>10	7	13	2

Overall City Value - Good Governance:

PERFORMANCE MEASURES	Benchmark	FY23 Target	FY22 Target	FY22 Estimate	FY21 Actual	FY20 Actual
Percentage of collections 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)		<40%	>40%	15%	67%	57%
Percent of lab analysts passing Proficiency Testing (Samples of unknown concentrations are purchased from a company, samples are analyzed by each analyst, and results are sent to the company. They report results to AZ Dept. of Health.)		100%	100%	100%	100%	100%

Overall City Value - Fiscal Sustainability:

PERFORMANCE MEASURES	Benchmark	FY23 Target	FY22 Target	FY22 Estimate	FY21 Actual	FY20 Actual
Cost per million gallons for wetlands		\$388	\$344	\$270	\$216	\$285
Cost per million gallons for injection wells		\$564	\$862	\$539	\$407	\$1,163
Cost per million gallons for irrigation		\$380	\$230	\$172	\$149	\$88

Overall City Value - Public Safety:

PERFORMANCE MEASURES	Benchmark	FY23 Target	FY22 Target	FY22 Estimate	FY21 Actual	FY20 Actual
Percentage of collections 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)		<40%	>40%	25%	8%	0%

WASTEWATER – Operations

continued

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

PERFORMANCE MEASURES	Benchmark	FY23 Target	FY22 Target	FY22 Estimate	FY21 Actual	FY20 Actual
ADEQ reportable Aquifer Protection Permit Violations (violations that occur at the WWRP)	0	<5	5	4	3	3
ADEQ reportable collection system incidents (sewer spills over 50 gallons)	0	<5	>3	5	4	3
AZDHS annual laboratory inspection deficiencies	0	0	>5	0	0	N/A



**City of Sedona
Decision Package
Fiscal Year 2022-23**

CM Recommended

Request Title	Wastewater Inspector
Department	Wastewater
Program	Collection System
Funding Request Type	Personnel
Source of Funds	Wastewater Enterprise Fund
Amount Requested	\$112,290
Priority	Medium

I. Description of Request

Request is for 1 FTE as a Wastewater Inspector. Primary responsibilities will be inspection of construction wastewater capital projects, inspection of wastewater operations repairs to collection system and treatment plant bids, and oversight of pretreatment program (grease traps inspections).

II. Problem/Issue

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

With the number of capital projects the City completes, scheduling of inspections can be challenging with limited staff compared to the amount of inspections required. Having a dedicated inspector for the wastewater department will allow inspections to be scheduled and projects to be monitored more effectively. In addition, wastewater operations completes several smaller projects each year consisting of collection system and treatment plant repairs, typically through job order contracting and informal bids, which are constructed to state standards but are not documented through a formal inspection process by a qualified inspector. Last, wastewater collections has a pretreatment grease trap inspection program in which grease traps from restaurants and commercial businesses are inspected at least two times per year to ensure compliance with regular maintenance requirements. Regular maintenance of grease traps ensures proper function and that excess fats, oils and grease do not enter the collection system, which can cause buildup in sewer pipe resulting in sanitary sewer overflows and treatment plant upsets. There are approximately 145 registered grease traps in the City, resulting in at least 290 inspections yearly. Since 2020, wastewater operators have not been able to meet the minimum inspection goals due to workload of other higher priority issues.

III. Risk Analysis

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

The addition of this position will ensure that formal documentation of construction activities can occur to ensure projects meet minimum requirements of construction standards. The position will also monitor warranty periods and conduct warranty inspections associated with these repairs. Having a dedicated person to regularly inspect grease traps will increase the likelihood of compliance and result in less fats, oils, and grease (FOG) entering the collection system. A dedicated employee to oversee the pre-treatment program, including maintenance inspections, installation inspections, and education and outreach will reduce the likelihood of excessive buildup of fats, oils, and grease resulting in sanitary sewer overflows. Buildup of FOG in the collection system leads to

sanitary sewer overflows, which are an environmental hazard and must be reported to the Arizona Department of Environmental Quality.

IV. Implementation

**What is the timeframe for completion of plan and implementation for project/issue?
How will you market/communicate the project/issue to the public?
What performance measures will you use to evaluate the project/issue? Include the targets for FY 2022-23, as well as future years as applicable.**

The proposal is for the position starting at the SG-14 salary range with an annual salary ranging from \$48,027 to \$69,222, depending on qualifications. This salary range is based on the FY21-22 COS Salary Schedule.

If approved, the position would be advertised in early FY23 with goals of having a Wastewater Inspector on staff by October 2022.

The position would be allocated across three program areas as follows:

- 59-5253-55-6005, 25%
- 59-5253-56-6005, 50%
- 59-5252-89-6005, 25%

IT needs will be a phone, laptop with air card, docking station, desk monitor.

The position will need a city issued phone or cell phone reimbursement at \$50/month. The person will occupy the vacant office in the wastewater administrative building.

This position will need an assigned vehicle for traveling to construction sites and restaurants for inspections.

V. Cost Savings/Revenue Enhancements

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

N/A



**City of Sedona
Decision Package
Fiscal Year 2022-23**

CM Recommended

Request Title	Preventative Maintenance Technician
Department	Wastewater
Program	Operations
Funding Request Type	Personnel
Source of Funds	Wastewater Enterprise Fund
Amount Requested	\$83,120
Priority	Medium

I. Description of Request

Request is for 1 FTE to assist and apprentice the WW Mechanic/Electrician with preventative maintenance and service of mechanical equipment at the wastewater treatment plant and in the collection system.

II. Problem/Issue

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

The wastewater department has approximately 100 pieces of mechanical equipment requiring preventative maintenance such as oil changes, lubrication and coolant level checks/top offs, filter replacements, etc. on a quarterly, semi-annual and/or annual basis. Much of this work requires at least 2 personnel to be present in order to safely remove the equipment from operation and to perform the service. Historically wastewater operators have assisted the WW Mechanic/Electrician in completing this work. Recurrent operational issues taking high priority mean that operators are not always available to assist with preventative maintenance. This has resulted in delayed maintenance which can in turn result in mechanical failure of equipment that requires either excessive time for internal staff to repair or sending the equipment out for contracted repairs.

III. Risk Analysis

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

Industry best practices for preventative maintenance are to follow manufacturers recommended operation and maintenance schedules. Delayed maintenance can lead to mechanical failure of equipment which can result in timely and costly repairs. Having a dedicated Preventative Maintenance Technician to oversee scheduling of regular required maintenance and assist with completion of the service will ensure that the equipment operates in good working condition.

IV. Implementation

**What is the timeframe for completion of plan and implementation for project/issue?
How will you market/communicate the project/issue to the public?
What performance measures will you use to evaluate the project/issue? Include the targets for
FY 2022-23, as well as future years as applicable.**

The proposal is for the position starting at the SG-9 salary range with a starting base hourly rate of \$22.00/hour or \$45,760 annually depending on qualifications.

The position will be allocated 60% to 59-5253-55 and 40% to 59-5253-56.

If approved, the position will be advertised in early FY23 with the goal of having a person start in October 2022.

IT needs will include a computer, monitor, and phone. The position will occupy the vacant office in the wastewater treatment plant shop.

V. Cost Savings/Revenue Enhancements

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

N/A

CAPITAL PROJECTS DETAILS

Project Summary

Project Title: WW Collection System Improvements - Misc. Rehabs/Replacements

Location: Foothills Drive, El Camino Road, Northview Road, Lazy Bear Estates

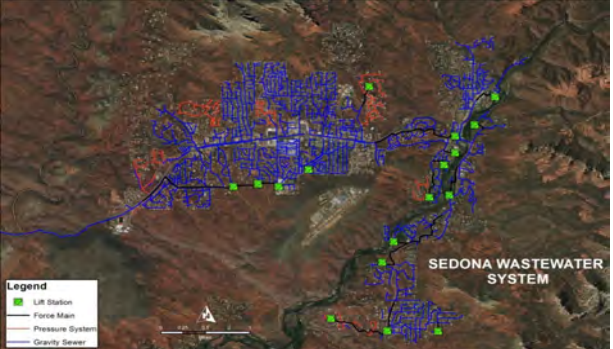
Phase: of **Project #:** WW-01D
(If Applicable)

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

Ranking: Essential (Should-Do)

Environmental Sustainability Project? No

Project Description:
This project will install pipe lining in Foothills Drive and El Camino Road, replace a portion of the 18-inch main line in Northview Road upstream of Carroll Canyon lift station, and repair offset joints and re-line the 8-inch mains in Lazy Bear Estates.



Project Justification:
The 2017 Wastewater Master Plan Update (WWMP) included both condition assessments of existing sewer infrastructure and capacity analysis of the sewer collection system. During the desktop condition assessment, several pipes were identified as having issues such as deteriorated pipe lining, offset joints, cracks in the pipe, and general deterioration from hydrogen sulfide gases.

For Continuing Projects

Estimated Project Status as of June 30, 2022:
Project not yet started.

Project Balance	
Original Approved Project Budget	\$390,000
Approved Budget Increases/Decreases	\$0
Current Approved Total Project Budget	\$390,000
Requested Budget Increase/Decrease	\$70,000
Requested Total Project Budget	\$460,000
Estimated Expenditures through June 30, 2022	\$0
Budget Balance Remaining	\$460,000

Explanation for Revised Project Dates and/or Project Budget (if applicable):
Increased construction budget by 17% to account for higher construction costs. Design delayed due to staff capacity.

Budget Detail

Project Cost Estimates:

Funding Status	Cost Category	Prior Years Estimate	FY2023	FY2024	FY2025	Future Years	Project Totals
Carry Over	Design - Contracted		\$40,000				\$40,000
Carry Over	Construction - Contracted		\$350,000				\$350,000
New Appropriation	Construction - Contracted		\$70,000				\$70,000
Totals		\$0	\$460,000	\$0	\$0	\$0	\$460,000

Project Funding Estimates:

Funding Source	Prior Years Estimate	FY2023	FY2024	FY2025	Future Years	Project Totals
Wastewater Revenues		\$460,000				\$460,000
Totals		\$0	\$460,000	\$0	\$0	\$460,000

Explanation of Outside Funding Sources (Donations, Outside Participation, Grants):
None anticipated.

Total Operating Impacts:

	FY2023	FY2024	FY2025	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

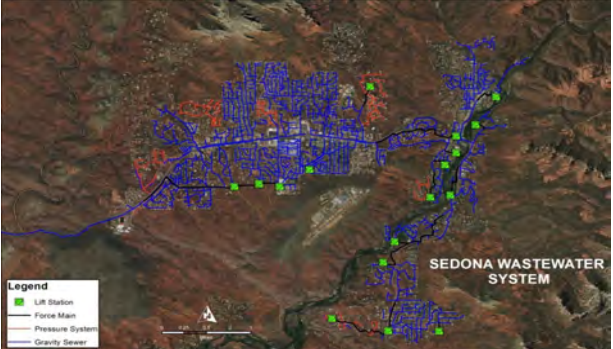
Phase: of **Project #:**
(If Applicable)

	Original	Revised (if applicable)
Start Date	July 2022	July 2022
Estimated Completion Date	June 2023	June 2024

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, 2022:
 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, 2022	\$0
Budget Balance Remaining	\$0

Explanation for Revised Project Dates and/or Project Budget (if applicable):
 Project delayed due to staff capacity.

Budget Detail

Project Cost Estimates:

Funding Status	Cost Category	Prior Years Estimate	FY2023	FY2024	FY2025	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	\$100,000	\$1,035,000	\$0	\$1,135,000

Project Funding Estimates:

Funding Source	Prior Years Estimate	FY2023	FY2024	FY2025	Future Years	Project Totals
Wastewater Revenues			\$100,000	\$1,035,000		\$1,135,000
Totals		\$0	\$0	\$100,000	\$1,035,000	\$0

Explanation of Outside Funding Sources (Donations, Outside Participation, Grants):
 None anticipated.

Total Operating Impacts:

	FY2023	FY2024	FY2025	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

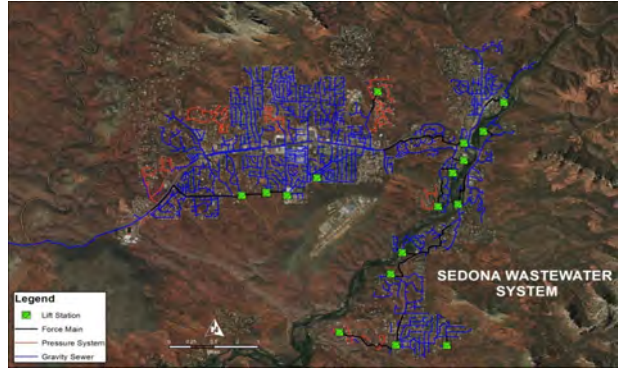
Phase: of **Project #:** WW-01F
(If Applicable)

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

Ranking: Imperative (Must-Do)

Environmental Sustainability Project? No

Project Description:
This project will upgrade the obsolete controls at each of the three major lift stations, allowing for efficient and reliable automation. Additionally, pumps, variable frequency drives, flow meters, and transfer switches will be replaced, and the wet well coatings will be refreshed.



Project Justification:
The last upgrade to the three major lift stations was completed in 2008, which consisted mainly of electrical upgrades and wet well improvements. Controls used to automate the lift stations have become obsolete, thus finding repair parts is increasingly difficult. Components such as the variable frequency drives, flow meters, and transfer switches have all operated less efficiently and/or experienced failures over the past few years. The pumps at each lift station are 30 years old, have been rebuilt several times, and are nearing the end of their effective life. Replacing this equipment is imperative to maintain reliable operations and avoid catastrophic failures that could result in major overflows reaching Oak Creek and costly emergency bypass pumping of these lift stations. Refreshing the wet well coatings will prolong the structural integrity of the wet wells.

For Continuing Projects

Estimated Project Status as of June 30, 2022:
Design will be complete.

Project Balance	
Original Approved Project Budget	\$960,000
Approved Budget Increases/Decreases	\$172,000
Current Approved Total Project Budget	\$1,132,000
Requested Budget Increase/Decrease	\$5,438,016
Requested Total Project Budget	\$6,570,016
Estimated Expenditures through June 30, 2022	\$205,016
Budget Balance Remaining	\$6,365,000

Explanation for Revised Project Dates and/or Project Budget (if applicable):
Increased construction budget to account for an increase in material pricing, and for the additional scope of work. Project delayed due to staff capacity.

Budget Detail

Project Cost Estimates:

Funding Status	Cost Category	Prior Years Estimate	FY2023	FY2024	FY2025	Future Years	Project Totals
Carry Over	Design - Contracted	\$95,016	\$4,984				\$100,000
New Appropriation	Design - Contracted		\$145,016				\$145,016
Carry Over	Construction - Contracted		\$922,000				\$922,000
New Appropriation	Construction - Contracted		\$2,748,000				\$2,748,000
New Appropriation	Equipment Purchase		\$2,545,000				\$2,545,000
Carry Over	Contingency	\$110,000					\$110,000
Totals		\$205,016	\$6,365,000	\$0	\$0	\$0	\$6,570,016

Project Funding Estimates:

Funding Source	Prior Years Estimate	FY2023	FY2024	FY2025	Future Years	Project Totals
Grant		\$1,914,000				\$1,914,000
Equipment Replacement Reserve		\$631,000				\$631,000
Wastewater Revenues	\$205,016	\$3,820,000				\$4,025,016
Totals		\$205,016	\$6,365,000	\$0	\$0	\$6,570,016

Explanation of Outside Funding Sources (Donations, Outside Participation, Grants):
American Rescue Plan Act (ARPA) funding will be used toward this project.

Total Operating Impacts:

	FY2023	FY2024	FY2025	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:
SCADA System and Configuration Upgrade

Location:
N/A

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

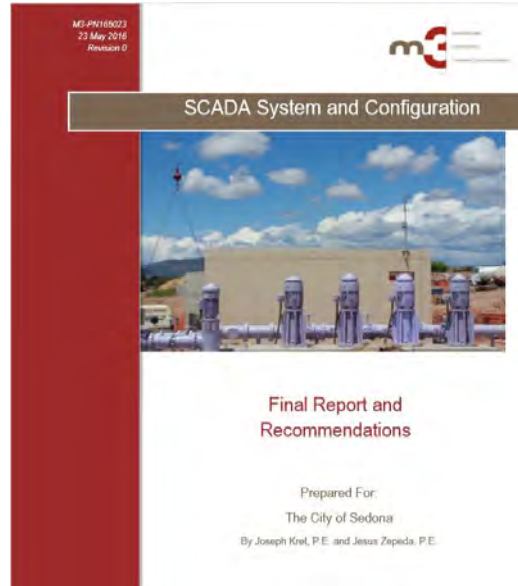
	Original	Revised (if applicable)
Start Date	July 2017	July 2022
Estimated Completion Date	June 2019	June 2023

Ranking: Essential (Should-Do)

Environmental Sustainability Project? No

Project Description:

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



Project Justification:

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

For Continuing Projects

Estimated Project Status as of June 30, 2022:

Project not yet scheduled to begin.

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, 2022	\$0
Budget Balance Remaining	\$310,000

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.

Budget Detail

Project Cost Estimates:

Funding Status	Cost Category	Prior Years Estimate	FY2023	FY2024	FY2025	Future Years	Project Totals
Carry Over	Equipment Purchase		\$310,000				\$310,000
	Totals	\$0	\$310,000	\$0	\$0	\$0	\$310,000

Project Funding Estimates:

Funding Source	Prior Years Estimate	FY2023	FY2024	FY2025	Future Years	Project Totals
Wastewater Revenues		\$310,000				\$310,000
Totals	\$0	\$310,000	\$0	\$0	\$0	\$310,000

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

None anticipated.

Total Operating Impacts:

	FY2023	FY2024	FY2025	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 #: WW-05
(If Applicable)

Ranking: Important (Could-Do)

Environmental Sustainability Project? No

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, 2022:

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):

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, 2022	\$24,660
Budget Balance Remaining	\$0

Budget Detail

Project Cost Estimates:

Funding Status	Cost Category	Prior Years Estimate	FY2023	FY2024	FY2025	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	\$185,000	\$150,000	\$0	\$359,660

Project Funding Estimates:

Funding Source	Prior Years Estimate	FY2023	FY2024	FY2025	Future Years	Project Totals	
Wastewater Revenues	\$24,660		\$185,000	\$150,000		\$359,660	
	Totals	\$24,660	\$0	\$185,000	\$150,000	\$0	\$359,660

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

None anticipated.

Total Operating Impacts:

	FY2023	FY2024	FY2025	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 2024
Estimated Completion Date	June 2021	June 2026

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, 2022:
Design complete, construction not 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, 2022	\$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	FY2023	FY2024	FY2025	Future Years	Project Totals
Carry Over	Design - Contracted				\$50,000		\$50,000
Carry Over	Construction - Contracted					\$1,000,000	\$1,000,000
Totals		\$0	\$0	\$0	\$50,000	\$1,000,000	\$1,050,000

Project Funding Estimates:

Funding Source	Prior Years Estimate	FY2023	FY2024	FY2025	Future Years	Project Totals
Wastewater Revenues				\$50,000	\$1,000,000	\$1,050,000
Totals		\$0	\$0	\$0	\$50,000	\$1,050,000

Explanation of Outside Funding Sources (Donations, Outside Participation, Grants):
None anticipated.

Total Operating Impacts:

	FY2023	FY2024	FY2025	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:

Location:

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

	Original	Revised (if applicable)
Start Date	July 2021	July 2023
Estimated Completion Date	June 2022	June 2025

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, 2022:

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, 2022	\$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	FY2023	FY2024	FY2025	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	FY2023	FY2024	FY2025	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):

Total Operating Impacts:

	FY2023	FY2024	FY2025	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

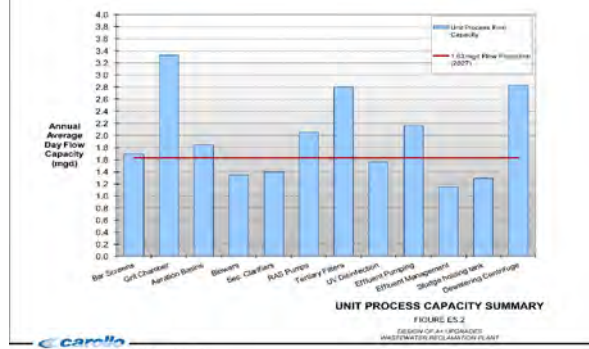
Phase: 1 of 3 **Project #:** WW-09
(If Applicable)

	Original	Revised (if applicable)
Start Date	July 2022	
Estimated Completion Date	June 2027	

Ranking: Essential (Should-Do)

Environmental Sustainability Project? No

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 the of WWRP A+ Upgrades construction project in 2016. However, the study also showed that the UV disinfection and sludge digester would require upgrades to increase capacity to meet project build-out flows of 1.8 - 2.0 million gallons per day. Additionally, while capacity was added to the sludge digester as part of the WWRP A+ Upgrades, a second upgrade will be required for build-out flows.

For Continuing Projects

Estimated Project Status as of June 30, 2022:
N/A

Project Balance	
Original Approved Project Budget	\$0
Approved Budget Increases/Decreases	\$0
Current Approved Total Project Budget	\$0
Requested Budget Increase/Decrease	\$1,060,000
Requested Total Project Budget	\$1,060,000
Estimated Expenditures through June 30, 2022	\$0
Budget Balance Remaining	\$1,060,000

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

Budget Detail

Project Cost Estimates:

Funding Status	Cost Category	Prior Years Estimate	FY2023	FY2024	FY2025	Future Years	Project Totals
New							
Appropriation	Design - Contracted		\$60,000				\$60,000
Future Estimate	Design - Contracted				\$50,000	\$120,000	\$170,000
New							
Appropriation	Construction - Contracted			\$1,000,000			\$1,000,000
Future Estimate	Construction - Contracted					\$1,700,000	\$1,700,000
	Totals	\$0	\$60,000	\$1,000,000	\$50,000	\$1,820,000	\$2,930,000

Project Funding Estimates:

Funding Source	Prior Years Estimate	FY2023	FY2024	FY2025	Future Years	Project Totals
Wastewater Revenues		\$60,000	\$1,000,000	\$50,000	\$1,820,000	\$2,930,000
Totals	\$0	\$60,000	\$1,000,000	\$50,000	\$1,820,000	\$2,930,000

Explanation of Outside Funding Sources (Donations, Outside Participation, Grants):
None anticipated.

Total Operating Impacts:

	FY2023	FY2024	FY2025	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

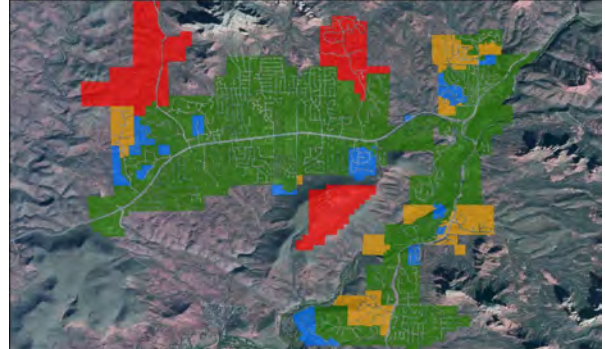
Phase: of **Project #:** WW-10
(If Applicable)

	Original	Revised (if applicable)
Start Date	July 2022	July 2023
Estimated Completion Date	June 2023	June 2024

Ranking: Important (Could-Do)

Environmental Sustainability Project? No

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, 2022:
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, 2022	\$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	FY2023	FY2024	FY2025	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	FY2023	FY2024	FY2025	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:

	FY2023	FY2024	FY2025	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	July 2021
Estimated Completion Date	June 2022	June 2023

Ranking: Essential (Should-Do)

Environmental Sustainability Project? No

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, 2022:
Design complete.

Project Balance	
Original Approved Project Budget	\$65,000
Approved Budget Increases/Decreases	\$0
Current Approved Total Project Budget	\$65,000
Requested Budget Increase/Decrease	\$50,000
Requested Total Project Budget	\$115,000
Estimated Expenditures through June 30, 2022	\$0
Budget Balance Remaining	\$115,000

Explanation for Revised Project Dates and/or Project Budget (if applicable):
It was determined that professional electrical engineering design would be required. This is being completed in FY 2022. The budget for construction has been increased due to inflation, availability of parts, and long lead times. Moved construction out to FY 2023 because of long lead times and parts availability.

Budget Detail

Project Cost Estimates:

Funding Status	Cost Category	Prior Years Estimate	FY2023	FY2024	FY2025	Future Years	Project Totals
Carry Over	Construction - Contracted		\$65,000				\$65,000
New Appropriation	Construction - Contracted		\$50,000				\$50,000
Totals			\$0	\$115,000	\$0	\$0	\$115,000

Project Funding Estimates:

Funding Source	Prior Years Estimate	FY2023	FY2024	FY2025	Future Years	Project Totals
Wastewater Revenues		\$115,000				\$115,000
Totals		\$0	\$115,000	\$0	\$0	\$115,000

Explanation of Outside Funding Sources (Donations, Outside Participation, Grants):
None anticipated.

Total Operating Impacts:

	FY2023	FY2024	FY2025	Future Annual Cost
Personnel Costs				
Materials & Supplies				
Contractual Services				
Debt Service				
Revenue Offset				
Total Expenditure Impacts	\$0	\$0	\$0	\$0

Explanation of Operating Impacts:
No increase to existing operational costs anticipated.

INFORMATION TECHNOLOGY

Mission Statement

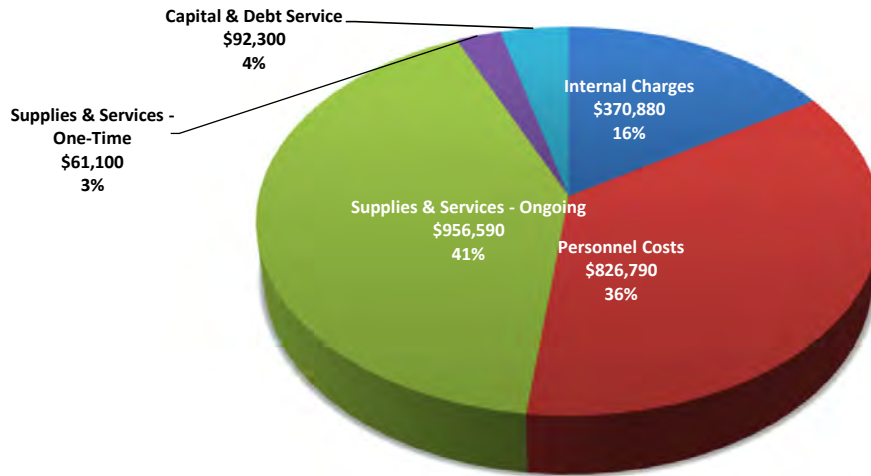
- * Provide reliable state-of-the-art technologies that empower City staff to be successful.
- * Be prepared for future organizational needs and changes.
- * Use sound judgment in identifying and recommending reasonable solutions.



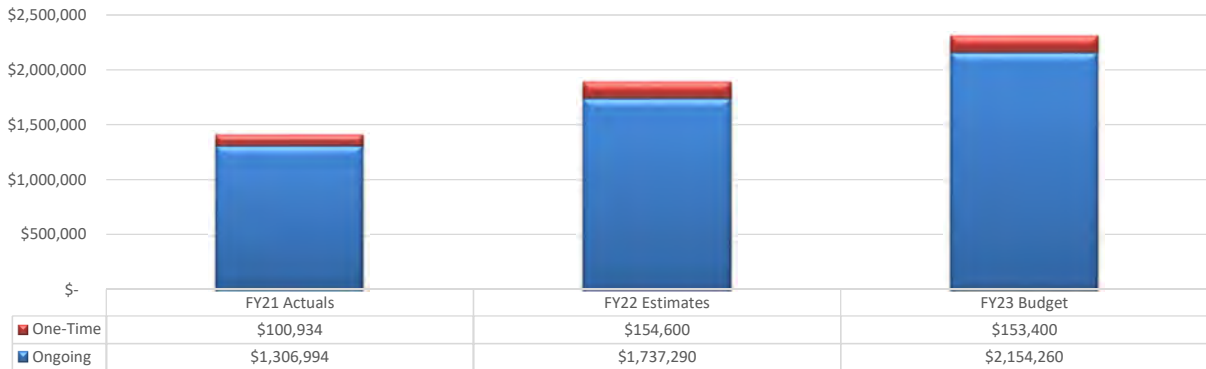
Description

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

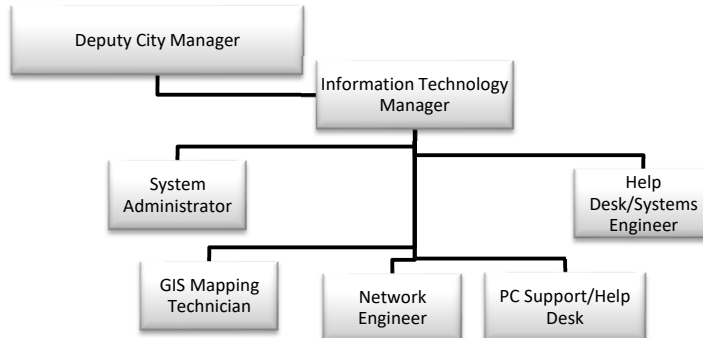
FY 2023 PROGRAM EXPENDITURES: \$2,307,660



FY 2021 - FY 2023 ONGOING VS. ONE-TIME EXPENDITURES



DEPARTMENT ORGANIZATION CHART



INFORMATION TECHNOLOGY – Information Technology Services

BUDGET SUMMARY	FY2023 Budget	% of FY2023 Budget	FY2022 Budget	FY2022 Estimate	FY2021 Actual
Program Expenditures					
Personnel Services	\$ 826,790	36%	\$ 638,330	\$ 639,340	\$ 620,583
Supplies & Services	1,017,690	44%	893,431	783,990	598,968
Capital & Debt Service	92,300	4%	95,100	133,780	72,287
Subtotal Direct Costs	\$ 1,936,780	84%	\$ 1,626,861	\$ 1,557,110	\$ 1,291,838
Internal Charges	370,880	16%	346,890	334,780	116,090
Total Expenditures	\$ 2,307,660	100%	\$ 1,973,751	\$ 1,891,890	\$ 1,407,928
Expenditures by Fund					
Wastewater Fund Portion	\$ 70,020	3%	\$ 64,865	\$ 47,530	\$ 53,232
Other Funds Portion	\$ 2,237,640	97%	\$ 1,908,886	\$ 1,844,360	\$ 1,354,696
Funding Sources					
Allocations to Other Departments	\$ 2,237,640	97%	\$ 1,908,886	\$ 1,844,360	\$ 1,354,696
Program Revenues	\$ 70,020	3%	\$ 64,865	\$ 47,530	\$ 53,232
Employee Time Allocation (FTEs) (Budgeted)	6.00		5.00		5.00

A portion of the Information Technology Services program is allocated to the Wastewater Enterprise and Public Transit Enterprise Funds and represents those funds' share of the cost for direct information technology costs. The remainder is allocated to the Information Technology Internal Service Fund.

The Information Technology Services program has been aggressively re-engineering systems to cut costs. These systems include upgrading the City's WiFi system to the latest standards and system consolidation.

During the FYs 2021 and 2022 the COVID-19 pandemic has had a major impact on the program. The City was quickly transformed into a mobile environment. This included new mobile computers, new untested technologies, new services, and considerable security enhancements. Cost increases are caused by many factors, including licensing costs, additional technologies implemented for our mobile workforce, additional portable computers, and enhanced security. New technologies include Zoom, softphones (software phones for user's extension on their mobile computers while working remotely), third-factor authentication, security certificates, virtual private networks, and network devices. Portable computers, specifically Surfaces, also require a more frequent replacement rate compared to desktops.

The Information Technology department cost increases are also due to City facility increases, such as Brewer Road and housing both the transit center and police department at the Sinagua building. Cost increases include new secure network switches and routers, wi-fi equipment, software licensing, hardware maintenance and licensing, and fiber connectivity.

INFORMATION TECHNOLOGY – Information Technology Services

continued

FY 2022 Accomplishments

Overall City Value - Good Governance:

- * Replaced desktops that are due with mobile computers.
- * Replaced City Complex Wi-Fi to latest standards.
- * Created an Employee Status Change application to streamline and improve communication between all departments, HR, and IT.
- * Created a Password Expire notice application that automatically notifies employees when their password is going to expire, enhancing remote work capabilities.
- * Modified the City's phone system to comply with the new 10 digit dialing requirements.
- * Continued toward the next level of disaster recovery -backup and replication enhancements.
- * Continued system consolidation where possible saving the City money.
- * Worked with Public Works and Community Development on technology needs for the uptown parking garage.
- * Worked with Public Works and Community Development on technology needs for the transit center.
- * Worked with Public Works and Police for the Police Department remodel.
- * Relocated the Municipal Court's IT systems to Brewer road.
- * Plan toward consolidating the uptown parking garage, transit center, uptown cameras, and possibly the Police Department's substation into one localized WAN to be connected back to the City Complex, potentially saving tens of thousands of dollars over the next few years alone.
- * Increased City remote work capability.
- * Created more SharePoint sites.
- * Increased security through implementing secure an MFA (multi factor authentication) VPN (virtual private network) tunnel.
- * Moved Zoom to US based servers for increased security.
- * Added employee asset tracking to the City's IT Inventory application.
- * Created an application to automatically cleanse temporary files off the City's ERP (Springbrook) system.
- * Upgraded the RS2 server (responsible for keycard door locks).
- * Implemented electronic signature capabilities.
- * Increased security through implementing secure an MFA (multi factor authentication) VPN (virtual private network) tunnel.
- * Upgraded Parks and Rec's Posse Grounds WLAN (wireless local access network) between networked buildings and added 6 additional security cameras and a video storage server.
- * Created a Document Training application for the Police Department.
- * Upgraded the City's (5) telephony servers and migrated them to the City's virtual host servers.
- * Provided a new panic alarm and audio paging system via the existing telephone network for the court.
- * Developed and implemented a secure and isolated network for the transit vendor.
- * Implemented a transit dispatch telephony system (FTA compliant) by augmenting our existing telephone system.
- * Implemented a new Automatic Location Index (ALI) system to provide precise locations of 911 calls from within City of Sedona networks.
- * Worked with Facilities and Public Works to develop new building/office numbering for the ALI project above which includes ALL City facilities that contain any telephones.
- * Upgraded PD's telephone recording system.
- * Worked with AZDPS to connect the INTOXILYZER 9000 system to the state network.
- * Worked with SCADA vendor to re-address the entire WW SCADA network allowing us to better monitor and secure the system while planning for future growth of the WW network and provide path redundancy for both the short and long term.

FY 2023 Objectives

Overall City Value - Good Governance:

- * Segregate City Complex Wi-Fi to increase security.
- * Continue to the next level of disaster recovery.
- * Continue system consolidation saving the City money.
- * Continue to work with Public Works and Community Development on technology needs for the uptown parking garage.
- * Continue to work with Public Works and Community Development on technology needs for the transit center.
- * Continue to work toward consolidating the uptown parking garage, transit center, uptown cameras, and possibly the Police Department's substation into one localized WAN to be connected back to the City Complex, potentially saving tens of thousands of dollars over the next few years alone.
- * Continue to work with Public Works and Police for the Police Department remodel.
- * Increase City remote work capability.
- * Continue progress on network segmentation for improved security posture.
- * Begin evaluation of premise cabling for consideration of cabling upgrades and repairs.

INFORMATION TECHNOLOGY – Information Technology Services

continued

WORKLOAD INDICATORS	Benchmark	FY23 Projection	FY22 Projection	FY22 Estimate	FY21 Actual	FY20 Actual
Unique systems (unique technologies)		600	93	528	449	120
End points served		400	316	368	316	288
Help Desk requests per end point (ICMA Benchmark 2016-2020)	5.9 (all) / 8.1 (cities under 30,000 pop.)	12	13.2	11.35	14.15	16.48
Help Desk requests received (FY21 Covid Spike, FY18 Helpdesk Position Starts Fulltime)	FY18: 3,065	4,800	4,172	4,177	4,471	4,745
SQL databases/total size		78/534GB	77/528GB	78/531GB	77/528GB	77/530GB
Help Desk requests percentage fielded by Engineers		34%	N/A	27%	20%	N/A
Number of facilities with full networking systems		11	N/A	9	4	N/A
Supported network devices (total)		130	N/A	120	107	N/A

Overall City Value - Good Governance:

PERFORMANCE MEASURES	Benchmark	FY23 Target	FY22 Target	FY22 Estimate	FY21 Actual	FY20 Actual
% of Help Desk requests resolved within 4 Hours (ICMA Benchmark 2016-2020)	61% (all) / 71% (cities under 30,000 pop.)	80%	85%	83.0%	79.8%	79.69%
IT expenditures per end point served (ICMA Benchmark 2016-2020)	\$3,113 (all) / \$2,349 (cities under 30,000 pop.)	\$4,611	\$4,093	\$3,868	\$3,859	\$3,239
IT expenditures per FTE		\$11,172	\$12,000	\$9,327	\$8,613	\$6,493



**City of Sedona
Decision Package
Fiscal Year 2022-23**

CM Recommended

Request Title	IT Helpdesk/Systems Engineering Position
Department	Information Technology
Program	Information Technology Services
Funding Request Type	IT Related
Source of Funds	Info Tech Internal Service Fund
Amount Requested	\$155,300
Priority	High

I. Description of Request

Hire a new Helpdesk/Systems Engineer position (salary range SM-1 \$70,700 - \$102,000 exempt). This position will bridge helpdesk requests and systems engineering. They will be responsible for requests that require a systems engineer, freeing up our current engineers from helpdesk requests so they may work on security and projects. They will also be responsible for all duties our current helpdesk position performs, as well as supporting our systems engineers, employee cyber security education, and support additional City facilities. This position will also provide backup support to systems engineering and will be able to grow into either of our current engineering position.

II. Problem/Issue

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

Since 2018 (when the decision to make the existing helpdesk position became fulltime) IT and the City has:

- * More than doubled the City's facilities
- * Enhanced Signagua to house the temporary Transit Station as well as temporarily house the police department
- * Created a substation for the police department in uptown
- * Added many applications to support employee remote capabilities (over 25 additional applications/systems to support, IE: VPN into the City network remotely, soft phones, Teams, Zoom, over 20 SharePoint sites, multi-factor authentication, etc.)
- * 73 new hires (replacing existing positions and new positions)
- * 17 new positions (we now have approximately 148 positions)

In the near future, IT and the City will:

- * Implement the network infrastructure and systems as well as continued support for the permanent Transit Station
- * Implement the network infrastructure and systems as well as continued support for the parking garage (security cameras and a network connection between Brewer Road and uptown)
- * Cyber-attacks and security continue to increase and evolve technologically, increasing the workload on IT engineers

III. Risk Analysis

What happens if this is not done?

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

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

Cyber security has both advanced and increased in complexity significantly over the last few years. The City has also increased the number employees, and facilities. IT engineers have had to break away from their projects and step in to provide support with helpdesk calls and facility support. This takes time away from them working on security, critical systems, and City projects.

Without additional help, the City increases security risks, projects will take longer to implement, and both support and helpdesk response times will grow longer, effecting all employees and their performance.

IV. Implementation

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

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

What performance measures will you use to evaluate the project/issue? Include the targets for FY 2022-23, as well as future years as applicable.

Hire someone with a computer science degree or equivalent, that is capable of helpdesk support and systems engineering, that could one day be promoted into/groomed for, one of our systems engineering positions.

Max Costs (top of salary range)

Salary \$102,000/yr

FICA \$7,800/yr

ASRS \$12,400/yr

STD Ins \$100/yr

Workers Comp \$200/yr

Office Furniture \$2,000

Health/Dental/Life \$21,800

Computer Hardware \$3,600

Hardware/Software Maintenance and Support \$400

Improvements City Owned Property \$5,000

Total Cost: \$155,300

V. Cost Savings/Revenue Enhancements

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

The number of systems and facilities supported, the quantity of projects, as well as the complexity and layers of security has increased over the past few years. It is cost effective to increase helpdesk and engineering rather than risk a security breach or systems failure.

Increase outreach to other departments like the police department.

CAPITAL PROJECTS DETAILS

Project Summary

Project Title:
Citywide Business Software

Location:
Citywide System

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

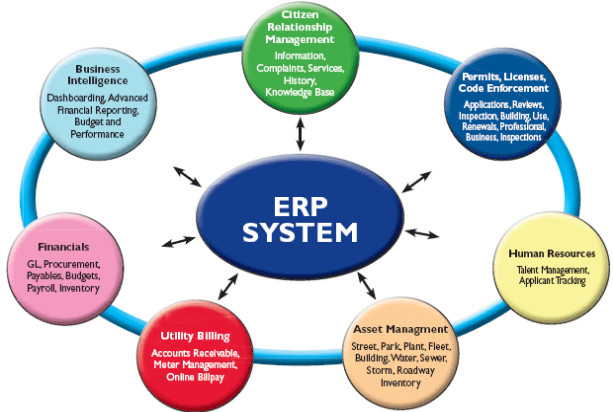
	Original	Revised (if applicable)
Start Date	April 2019	April 2019
Estimated Completion Date	June 2021	June 2025

Ranking: Essential (Should-Do)

Environmental Sustainability Project? No

Project Description:
Replace existing ERP (Enterprise Resource Planning) Springbrook software.

Enterprise Resource Planning (ERP) System



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 Financial Services, 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.

For Continuing Projects

Estimated Project Status as of June 30, 2022:
Due to staffing constraints, the 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, 2022	\$0
Budget Balance Remaining	\$1,000,000

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.

Budget Detail

Project Cost Estimates:

Funding Status	Cost Category	Prior Years Estimate	FY2023	FY2024	FY2025	Future Years	Project Totals
Carry Over	Technology			\$500,000	\$500,000		\$1,000,000
Totals		\$0	\$0	\$500,000	\$500,000	\$0	\$1,000,000

Project Funding Estimates:

Funding Source	Prior Years Estimate	FY2023	FY2024	FY2025	Future Years	Project Totals
Capital Reserves			\$500,000	\$500,000		\$1,000,000
Totals	\$0	\$0	\$500,000	\$500,000	\$0	\$1,000,000

Explanation of Outside Funding Sources (Donations, Outside Participation, Grants):
None anticipated.

Total Operating Impacts:

	FY2023	FY2024	FY2025	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. Until a replacement system is identified, the net impact of those costs is currently unknown.

FINANCIAL SERVICES

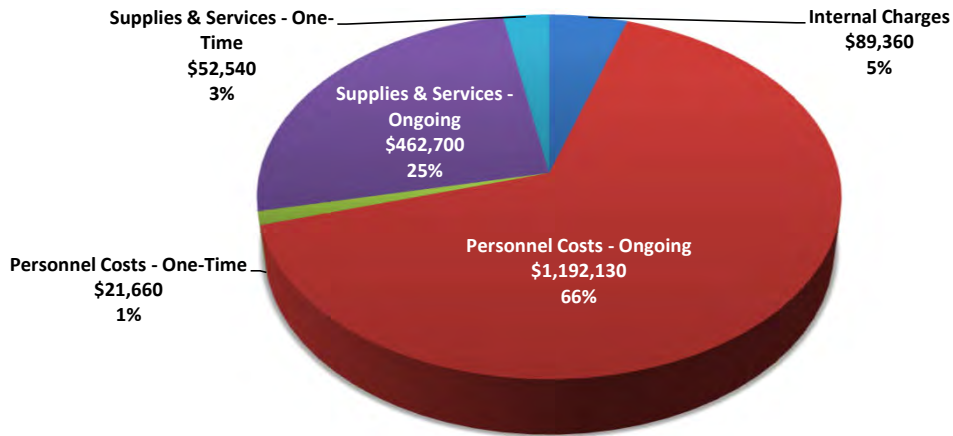
Mission Statement

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

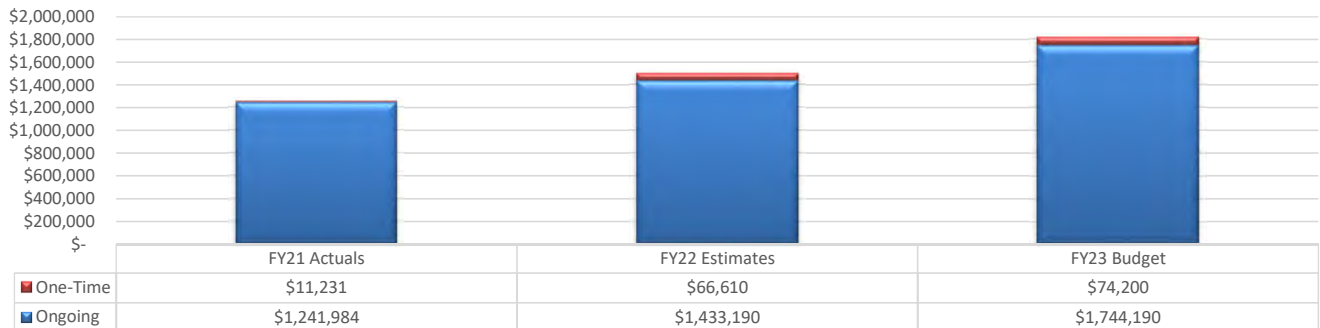
Description

The Financial Services Department is responsible for all financial-related areas such as financial reporting, debt management, treasury services, budget development and monitoring, wastewater billing, cash receiving, payroll, accounts payable, and procurement-related functions.

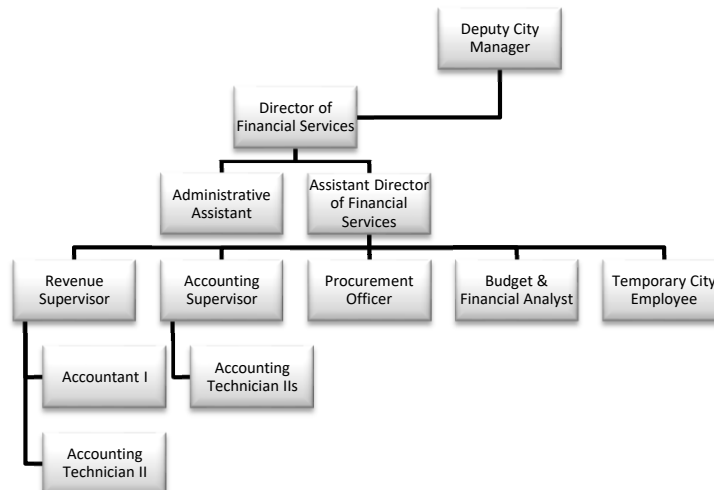
FY 2023 PROGRAM EXPENDITURES: \$1,818,390



FY 2021 - FY 2023 ONGOING VS. ONE-TIME EXPENDITURES



DEPARTMENT ORGANIZATION CHART



FINANCIAL SERVICES – Administration

BUDGET SUMMARY	FY2023 Budget	% of FY2023 Budget	FY2022 Budget	FY2022 Estimate	FY2021 Actual
Program Expenditures					
Personnel Services	\$ 1,213,790	58%	\$ 954,310	\$ 890,860	\$ 768,640
Supplies & Services	515,240	25%	514,415	458,740	331,584
Subtotal Direct Costs	\$ 1,729,030	82%	\$ 1,468,725	\$ 1,349,600	\$ 1,100,224
Internal Charges	369,270	18%	308,730	313,160	253,580
Total Expenditures	\$ 2,098,300	100%	\$ 1,777,455	\$ 1,662,760	\$ 1,353,804
Expenditures by Fund					
General Fund Portion	\$ 1,956,800	93%	\$ 1,644,185	\$ 1,532,520	\$ 1,285,897
Wastewater Fund Portion	\$ 140,670	7%	\$ 133,270	\$ 129,740	\$ 67,907
Other Funds Portion	\$ 830	<1%	\$ -	\$ 500	\$ -
Funding Sources					
Allocations to Other Departments	\$ 1,909,190	91%	\$ 1,590,195	\$ 1,482,200	\$ 1,246,073
Program Revenues	\$ 188,280	9%	\$ 187,260	\$ 180,060	\$ 107,731
Employee Time Allocation (FTEs) (Budgeted)	11.24		10.00		8.73

A portion of the Financial Services Department 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 department costs is covered by revenues from the paid parking program.

FY 2022 Accomplishments

Overall City Value - Fiscal Sustainability:

- * Received the Certificate of Achievement for Excellence in Financial Reporting for the Annual Comprehensive Financial Report for FY 2020 – the 22nd year the City has received this award.
- * Hired a Procurement Officer and initiated a centralized procurement system.
- * Update the Purchasing Manual for current practices, sustainability and economic development considerations, and Federal requirements.
- * Obtained the GFOA Distinguished Budget Presentation Award for FY 2021 Budget – the eighth year the City has received the award.
- * Developed a budget-in-brief document for public distribution and submit to GFOA review program.
- * Reached cashback threshold for purchasing card transactions earning over \$21,000 for calendar year 2021 transactions.
- * Completed and implemented the capacity fee portion of the wastewater rate study.

FY 2023 Objectives

Overall City Value - Fiscal Sustainability:

- * Obtain the Government Finance Officers Association (GFOA) Certificate of Achievement for Excellence in Financial Reporting for the Annual Comprehensive Financial Report for FY 2022.
- * Obtain the Government Finance Officers Association (GFOA) Distinguished Budget Presentation Award for the FY 2023 Budget.
- * Prepare financial reports timely.
- * Develop and implement policy for investing based on environmental, social, and governance (ESG) principles.
- * Implement an analysis of user fees to identify full cost recovery levels and facilitate policy decisions regarding subsidization of services.
- * Complete the wastewater rate study.

WORKLOAD INDICATORS	FY23 Projection	FY22 Projection	FY22 Estimate	FY21 Actual	FY20 Actual
Manual journal entries	850	850	950	962	904
Employee payments (total direct deposits and checks issued)	4,390	4,200	4,230	3,825	4,091
W-2s issued	280	230	257	207	217
Accounts payable payments processed	3,000	4,100	2,800	2,650	3,370
Purchase orders issued	180	240	160	146	118
Operating budget organization units	270	241	255	227	246
Projects in capital improvement plan	63	45	72	65	50
Average wastewater accounts billed per month	6,860	6,860	6,854	6,843	6,854
Wastewater account transfers	750	680	750	832	624
Wastewater accounts with deferred connection agreements	0	10	3	27	41
Wastewater accounts on environmental penalty	22	N/A	22	14	15
Delinquent wastewater accounts and total delinquent balance	50/\$70K	80/\$180K	58/\$77K	30/\$102K	67/\$153K

FINANCIAL SERVICES – Administration

continued

Overall City Value - Fiscal Sustainability:

PERFORMANCE MEASURES	Benchmark	FY23 Target	FY22 Target	FY22 Estimate	FY21 Actual	FY20 Actual
GFOA Certificate of Achievement in Financial Reporting		Yes	Yes	Yes	Yes	Yes
Issue monthly financial reports within 60 days of the end of the month (All necessary sales tax information is not available from Arizona Department of Revenue until approximately 45 days after the end of the month.)		Yes	Yes	No	No	No
Average investment yield compared to policy benchmark as of 6/30 (Policy benchmark is the Local Government Investment Pool (LGIP) Pool 5 yield.)		N/A	N/A	0.881% yield / 0.240% benchmark (as of 3/31/2022)	0.906% yield / 0.060% benchmark	1.199% yield / 0.340% benchmark
Bond Rating (Standard and Poors)		AA-	AA-	AA-	AA-	AA-
Audit findings		0	0	0	0	0
Department ongoing expenditures as percentage of total City operating expenditures		3.74%	3.99%	3.81%	4.06%	4.28%
Internal Survey: Overall satisfaction with service and support (% of responses favorable)		100%	95%	100%	100%	100%
Cost per employee pay		\$32.45	\$27.25	\$30.28	\$27.72	\$22.77
Accounts payable transactions processed within 30 calendar days: Date received by various City departments to date processed by Financial Services (ICMA Benchmark 2016-2020)	81% (all) / 68% (cities under 30,000 pop.)	90%	85%	90%	90%	84%
Purchases made via purchasing card/credit card as a percentage of all purchases (ICMA Benchmark 2016-2020)	6% (all) / 3% (cities under 30,000 pop.)	15%	15%	15%	14%	8.0%
Purchasing card cash back awards (standard transactions)		\$25,000	\$20,000	\$21,200	\$0	\$16,402
Purchasing card cash back awards (Tier 1 transactions - "large ticket" transactions)		\$1,000	\$1,000	??	\$1,054	\$923
Cost per accounts payable transaction		\$63.76	\$42.78	\$38.52	\$26.30	\$27.34
GFOA Distinguished Budget Presentation Award		Yes	Yes	Yes	Yes	Yes
Percentage difference in budgeted revenues to actuals		10%	10%	13%	31.6%	7%
Percentage difference in budgeted expenditures to actuals		10%	10%	14%	17.4%	11%
Wastewater delinquency rate		15%	28%	15%	19%	27%
Wastewater customers paying electronically		72%	74%	70%	68%	68%
Cost per cash receipt		\$8.82	\$6.49	\$7.91	\$6.95	\$5.90



**City of Sedona
Decision Package
Fiscal Year 2022-23**

CM Recommended

Request Title	Budget And Financial Analyst Position
Department	Financial Services
Program	Budget
Funding Request Type	Personnel
Source of Funds	General Fund
Amount Requested	\$123,570
Priority	High

I. Description of Request

Add a Budget and Financial Analyst position. Includes furniture, computer, software, training, and office buildout.

II. Problem/Issue

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

The Financial Services Department workloads have continually increased over time and are expected to continue to increase into the future as the City services continue to develop and grow. Previously added positions have come with added duties and have not been sufficient to address the increasing workloads of existing duties. Due to staffing shortages starting previous to COVID-19 and ongoing, the department has fallen farther and farther behind. While consultant help can provide some benefit, it comes at a high cost, options for available consultants are few, and most consultants require staff time to show provide all the background information, location of files, Springbrook training, etc. in order for the consultant to be productive. Staffing levels have historically been very tight, such that equally important matters such as reviews of procedures and internal controls have been very limited. With the current staffing, the Director would be very hands-on, particularly in the budget process. Adding this position will provide an opportunity for the Director to hold more of a mentoring and review role. The more hands-on process would primarily reside with the Assistant Director and this position, thus furthering the succession plan for development of staff within the department.

III. Risk Analysis

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

Continued backlogs and lack of adequate staffing for increasing workloads.

IV. Implementation

What is the timeframe for completion of plan and implementation for project/issue?
How will you market/communicate the project/issue to the public?
What performance measures will you use to evaluate the project/issue? Include the targets for FY 2022-23, as well as future years as applicable.

With the significant salary savings in the current year and the significant backlog due to staffing shortages, The position would be recruited and started as soon as possible in the current fiscal year.

V. Cost Savings/Revenue Enhancements

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

N/A



**City of Sedona
Decision Package
Fiscal Year 2022-23**

CM Not recommended at this time

Request Title	Internal Control Audit
Department	Financial Services
Program	Administration
Funding Request Type	Other Onetime
Source of Funds	General Fund
Amount Requested	\$50,000
Priority	Low

I. Description of Request

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

II. Problem/Issue

History/Background

How does this affect our citizens/customers quality of life?

If this is not a traditional function, why should the City of Sedona deal with it?

Does the project/issue relate to the Community Plan (or other master plans), or how does this fit into the City's priorities?

What does the City/community get for this investment?

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

III. Risk Analysis

What happens if this is not done?

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

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

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

IV. Implementation

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

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

What performance measures will you use to evaluate the project/issue? Include the targets for FY 2022-23, as well as future years as applicable.

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

V. Cost Savings/Revenue Enhancements

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

N/A



**City of Sedona
Decision Package
Fiscal Year 2022-23**

CM Not recommended at this time

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

I. Description of Request

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

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

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

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

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

II. Problem/Issue

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

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

III. Risk Analysis

What happens if this is not done?

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

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

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

IV. Implementation

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

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

What performance measures will you use to evaluate the project/issue? Include the targets for FY 2022-23, as well as future years as applicable.

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

V. Cost Savings/Revenue Enhancements

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

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

COMMUNITY DEVELOPMENT

Mission Statement

Serving Sedona by managing quality and sustainable development and working with the community to plan a built environment that is influenced by and preserves the natural environment.

Description

The Community Development Department is comprised of 13 full-time employees, two part-time employees and four program areas. The Department provides support to the City Council, the Planning and Zoning Commission, the Historic Preservation Commission and the Board of Adjustment.

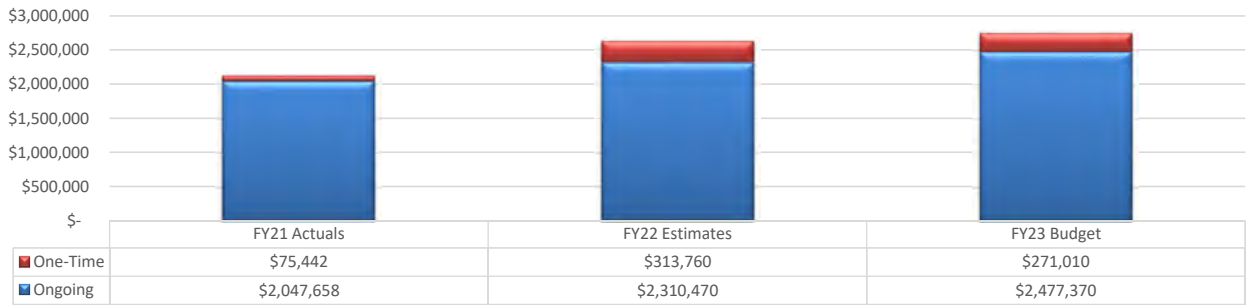
The Community Development Department is responsible for the following program areas:

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

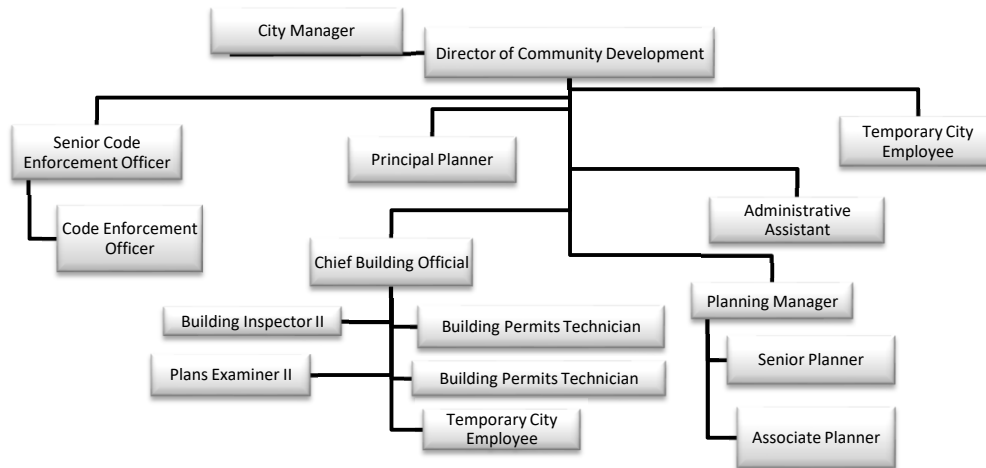
FY 2023 PROGRAM EXPENDITURES: \$2,748,380



FY 2021 - FY 2023 ONGOING VS. ONE-TIME EXPENDITURES



DEPARTMENT ORGANIZATION CHART



COMMUNITY DEVELOPMENT – Administration

BUDGET SUMMARY	FY2023 Budget	% of FY2023 Budget	FY2022 Budget	FY2022 Estimate	FY2021 Actual
Program Expenditures					
Personnel Services	\$ 49,630	56%	\$ 210,390	\$ 174,830	\$ 154,933
Supplies & Services	7,100	8%	47,600	45,980	43,894
Subtotal Direct Costs	\$ 56,730	64%	\$ 257,990	\$ 220,810	\$ 198,827
Internal Charges	32,200	36%	137,890	146,400	95,790
Total Expenditures	\$ 88,930	100%	\$ 395,880	\$ 367,210	\$ 294,617
Expenditures by Fund					
General Fund Portion	\$ 88,930	100%	\$ 355,880	\$ 327,210	\$ 254,852
Other Funds Portion	\$ -	0%	\$ 40,000	\$ 40,000	\$ 39,765
Funding Sources					
Funding from General Revenues:					
Estimated Resident Generated	\$ 31,130	35%	\$ 138,560	\$ 128,520	\$ 103,116
Estimated Visitor Generated	\$ 57,800	65%	\$ 257,320	\$ 238,690	\$ 191,501
Employee Time Allocation (FTEs) (Budgeted)	0.55		1.50		1.40

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) and Community Plan efforts.

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 2022 Accomplishments

Overall City Value - Good Governance

- * Implementation of process improvement.
- * Staff training completed for each program area.
- * All scheduled Commission training completed.
- * Continued video recording and broadcasting of Planning and Zoning Commission meetings.

Council Priority – Community Plan Update:

- * Initiated the Community Plan Update.

FY 2023 Objectives

Overall City Value - Good Governance

- * Identify and promote professional development opportunities to develop and maintain a 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 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's webpages.
- * Improve methods of distribution, collection, and tracking of customer service surveys and results to better identify opportunities for improvement.
- * Improve City project development methods to ensure multi-disciplinary analysis, input and alternatives to optimally align projects with City adopted plans and priorities.

WORKLOAD INDICATORS	FY23 Projection	FY22 Projection	FY22 Estimate	FY21 Actual	FY20 Actual
Public meetings and work sessions - City Council	15	0	13	13	0
Public meetings and work sessions - Planning and Zoning Commission	15	15	15	21	5
Public meetings - Historic Preservation Commission	6	5	7	1	3
Public meetings - variance/appeals	3	2	4	2	3

COMMUNITY DEVELOPMENT – Planning

BUDGET SUMMARY	FY2023 Budget	% of FY2023 Budget	FY2022 Budget	FY2022 Estimate	FY2021 Actual
Program Expenditures					
Personnel Services	\$ 716,500	57%	\$ 561,130	\$ 512,580	\$ 507,173
Supplies & Services	251,790	20%	202,640	179,120	39,242
Subtotal Direct Costs	\$ 968,290	77%	\$ 763,770	\$ 691,700	\$ 546,415
Internal Charges	282,510	23%	286,490	258,750	239,830
Total Expenditures	\$ 1,250,800	100%	\$ 1,050,260	\$ 950,450	\$ 786,245
Expenditures by Fund					
General Fund Portion	\$ 1,250,800	100%	\$ 1,050,260	\$ 950,450	\$ 786,245
Funding Sources					
Program Revenues	\$ 337,320	27%	\$ 222,950	\$ 348,090	\$ 266,721
Funding from General Revenues:					
Estimated Resident Generated	\$ 319,720	26%	\$ 289,560	\$ 210,830	\$ 181,833
Estimated Visitor Generated	\$ 593,760	47%	\$ 537,750	\$ 391,530	\$ 337,691
Employee Time Allocation (FTEs) (Budgeted)	6.20		4.90		5.27

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. Planning staff reviews and processes applications such as zone changes, development reviews, subdivisions, appeals and variances, minor modifications, conditional use permits, temporary use permits, and sign permits and provides support to the Planning and Zoning Commission, Historic Preservation Commission, and the Board of Adjustment. Staff provides 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.

The Planning team's activity workload reflects those applications and permits that are directly related to current and long-range planning. Not reflected in the workload is the team's review of all residential and commercial building permits for zoning compliance.

After years of relatively consistent numbers of projects being reviewed, the number of planning applications has significantly increased in the past year. Just over halfway through the year, the planning team has already processed the number of projects projected for the entire year in some categories, with other categories approaching 75% of the projections for the entire year. Coupled with the increase in number of projects, the complexity of projects has increased, with applications for large hotels and multi-use developments replacing small office buildings.

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. The challenging properties have also led to an increase in 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.

After years of having a relatively stable team, the last year and half has seen significant changeover in team members, with team members leaving and retiring, existing team members having the opportunity to receive promotions and take on different tasks, and new team members coming on board. This has led to a significant amount of training as new team members settle into their new roles and responsibilities and learn the established processes. This turnover in staff and need for training has led to longer review times for certain applications than has been experienced in the past. As team members settle into their roles, it is expected that these timeframes will decline.

The Planning and Zoning Commission (PandZ) is the decision-making authority for conditional use permits and development review applications. PandZ makes recommendations to the City Council on 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 PandZ and public review and the holding public hearings.

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

COMMUNITY DEVELOPMENT – Planning

continued

FY 2022 Accomplishments

Council Priority - Update Land Development Code:

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

Council Priority - Affordable Housing:

- * Began discussions with the Housing Manager to find ways to update the DIGAH and LDC to encourage/incentivize both affordable and market rate long-term housing.

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

- * Completed exterior renovation of Ranger Station home and begun exterior renovation of the historic barn.

Council Priority - Community Focus Area Development:

- * Uptown CFA Plan draft complete.
- * Reviewed 4 large lodging projects based on CFAs and the Community Plan.

Council Priority - Community Plan Update:

- * Developed a project management and Public Participation Plan for the Community Plan Update.
- * Developed a database of the status and accomplishments of Community Plan policies and actions.
- * Established a citizen work group for the plan update.
- * Created interactive website for project information and public outreach (www.sedonaaz.gov/plansedona).
- * One major amendment to the Community Plan for the city's Uptown parking garage.

COMMUNITY DEVELOPMENT – Planning

continued

FY 2023 Objectives

Overall City Value - Good Governance:

- * Identify areas where updates to the LDC are needed and bring revisions back to the Planning and Zoning Commission and the City Council for approval.
- * Continue to improve records filing through conversion to a parcel-based system.
- * Conduct reviews of all residential and commercial building permit applications within mandated timeframes.
- * Continue to train new staff members in the review of permits and projects.
- * Continue to refine project review process to ensure all relevant staff members provide input on development projects (economic development, housing, sustainability, transit); incorporate evaluations of projects in the materials provided to PandZ and Council to provide greater consideration of Council priorities in decision-making.
- * Establish a new Planning Commissioner Training Program.
- * Expand use of exhibits, illustrations, and/or pictures to help commissioners visualize the project/proposal.

Council Priority - Community Plan Update:

- * Adopt an updated Community Plan by June 2023 in compliance with State law. Have extensive community input, review and support for the updated plan. The process includes drafting recommendations, a revised draft plan, and public hearings with Planning and Zoning Commission and City Council.

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

- * Continue 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.
- * Work with the Housing Manager to update the Developer Incentives Guidelines for Affordable Housing (DIGAH) policy document.
- * Work with the Housing Manager to explore code changes that could incentivize affordable housing and/or long-term rental housing.

Planning and Zoning 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.
- * Explore modifying the required findings in the LDC to simplify and clearly state the review criteria for projects.

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.

Community Plan Implementation:

- * Facilitate the review of major community plan amendment requests for the 2022 calendar year.
- * Continue to participate in project evaluation of major development and CIP projects for compliance with the Community Plan.

Council Priority - Dells Land Use Planning:

- * Dells feasibility study following completion of the Community Plan update.

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

- * Participate in implementing the Ranger Station Park Master Plan (250 Brewer Rd), including efforts to restore the interior and exterior of both structures.
- * Designate and recognize a historic resource through the Historic Resource Recognition Program.
- * Prepare an Annual Report for State Historic Preservation Office, as required.
- * Host a Historic Preservation appreciation event in May.
- * Update the Historic Uptown Sedona Walking Tour Guide brochure.

COMMUNITY DEVELOPMENT - Planning

continued

WORKLOAD INDICATORS	FY23 Projection	FY22 Projection	FY22 Estimate	FY21 Actual	FY20 Actual
Community Plan Amendments/CFAs	3	3	4	3	2
Zone changes	8	8	9	8	5
Development reviews - major	15	13	18	11	5
Development reviews - minor	2	3	2	0	0
Conditional Use permits	7	5	8	6	3
Temporary Use permits	40	30	40	42	35
Sign permits, permanent	60	60	60	58	50
Film permits	10	9	12	6	6
Subdivisions	5	5	7	4	9
Minor Modifications (formerly Admin. Waiver)	2	3	2	1	4
Land Division permits	25	25	30	29	18
Variance/appeals	3	2	4	2	3
Land Development Code amendments	2	2	1	2	2
Zoning verification letters	20	20	20	26	21
Public meetings and work sessions - City Council	15	15	13	13	12
Public meetings and work sessions - Planning and Zoning Commission	15	15	15	21	5
Public meetings - Historic Preservation Commission	6	5	7	1	3
New landmarked properties - Historic Preservation Commission	1	1	0	0	0
Civic pride/education events - Historic Preservation Commission	2	1	0	0	0
Certificates of Appropriateness issued - Historic Preservation Commission	0	1	0	1	0
Certificates of No Effect issued - Historic Preservation Commission	3	4	3	2	4
Historic Recognition Awards issued - Historic Preservation Commission	2	1	1	0	1
Education training exercises - Historic Preservation Commission	3	1	1	0	0

Overall City Value - Good Governance:

PERFORMANCE MEASURES	Benchmark	FY23 Target	FY22 Target	FY22 Estimate	FY21 Actual	FY20 Actual
Customer Survey: Overall customer service (% responses favorable)		100%	100%	100%	100%	100%
Temporary use permits: Average days to issue		13	12	14	17	11
Sign permits, permanent: Average days to issue		8	5	9	4.7	5.1

COMMUNITY DEVELOPMENT – Building Safety

BUDGET SUMMARY	FY2023 Budget	% of FY2023 Budget	FY2022 Budget	FY2022 Estimate	FY2021 Actual
Program Expenditures					
Personnel Services	\$ 502,480	54%	\$ 433,840	\$ 377,220	\$ 348,653
Supplies & Services	163,120	17%	122,360	171,400	110,295
Capital & Debt Service	10,400	1%	12,610	10,950	5,316
Subtotal Direct Costs	\$ 676,000	72%	\$ 568,810	\$ 559,570	\$ 464,263
Internal Charges	258,020	28%	186,750	176,540	151,490
Total Expenditures	\$ 934,020	100%	\$ 755,560	\$ 736,110	\$ 615,753
Expenditures by Fund					
General Fund Portion	\$ 932,620	100%	\$ 754,160	\$ 734,710	\$ 614,488
Other Funds Portion	\$ 1,400	<1%	\$ 1,400	\$ 1,400	\$ 1,265
Funding Sources					
Program Revenues	\$ 352,300	38%	\$ 236,200	\$ 366,100	\$ 289,323
Funding from General Revenues:					
Estimated Resident Generated	\$ 203,600	22%	\$ 181,780	\$ 129,500	\$ 114,251
Estimated Visitor Generated	\$ 378,120	40%	\$ 337,580	\$ 240,510	\$ 212,179
Employee Time Allocation (FTEs) (Budgeted)	4.84		4.78		4.03

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, wastewater permits, and right-of-way permits. Furthermore, Building Safety has become an active participant with the Code Enforcement Division in the quest to combat the rampant work without a permit issue.

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, and to remain a helpful and watchful team member to other City Departments in our stewardship of the permit process and other related procedures and situations.

In an effort to promote higher quality development, Building Safety has adopted current building codes, in line with the surrounding municipalities and counties, 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 a 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 II, Plans Examiner I, and two Permit Technician positions. Built into this organizational unit is a training program that prepares and trains staff to allow them to elevate their roles in the division when positions become available, to allow for cross-training to alleviate pressures caused by staff taking time off or busy periods, and to allow staff to be more educated and effective in their positions. FY 2023 will likely see the construction of multiple single family residential, and multi-family residential development projects along with some major City development and construction 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.

COMMUNITY DEVELOPMENT – Building Safety

continued

FY 2022 Accomplishments

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

- * Permit Technician Rebecca Oium took and passed the ICC Residential Plans Examiner Certification Exam and was promoted to Plans Examiner I.
- * Full-time Building Inspector Bruce Zolman took and passed the ICC Commercial Building Inspector Certification Exam and was promoted to Building Inspector II.
- * Hired and trained a new Permit Technician.
- * Continued an in-house training program for the Permit Technician and Plans Examiner I 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.
- * Created draft amendments for a proposed adoption of the ICC International Property Maintenance Code to allow the Code Enforcement and Building Safety divisions better tools to address complaints on existing properties with a goal to bring to Council by the end of FY 2022 or the beginning of FY 2023.
- * Helped create and implement new sewer capacity fees.

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 and implementing a process to address voids in the communication and permit processes when fire sprinklers and Wildland Urban Interface District requirements are identified by the Fire District.
- * Continued to foster relationships and connections with agencies, community groups, the business community, the SCCTB, and the Sustainability Alliance.
- * 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 (SB) 1598.
- * Obtained a yearly average of only 1.06 days from residential inspection request to actual inspection and 1.1 days for commercial inspection requests thus meeting our goal of providing inspections within 1.3 days of request. (See ICMA report.)
- * 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.
- * Suggested the creation of a Code Enforcement program of recording Notices of Violation at the County so that property owners in default cannot sell their homes without addressing the violations.

FY 2023 Objectives

Overall City Value – Good Governance:

- * Continue to conduct reviews of all residential and commercial building permit applications within the mandated timeframes.
- * Continue to provide fast responses to inspection requests. (The goal is to maintain a yearly average residential and commercial response time of less than 1.3 days from request to inspection.)
- * Continue the in-house training of the Permit Technicians to increase their ability to perform increasingly more involved plan reviews and inspections.
- * Promote the need and provide the resources for staff to expand their knowledge base and expertise by pursuing national building safety certifications.
- * Produce a plan to replace the Building Inspector who will be retiring in April 2023.

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/implement the 2018 International 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 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 the Building Safety division through training and reorganization.
- * Continue to explore the expansion and use of our remote inspections process. This allows more inspections per day and less use of City resources.
- * Set the groundwork through training and outreach for the proposed adoption process of the 2024 I-Codes and the 2023 NEC in FY 2024.
- * Explore the process and benefits of electronic permitting and plan reviews, and the allowances for integration into current and future Citywide software. Electronic permit and review processes would greatly reduce the amount of paper and other resources, create easier avenues for storage and sharing of documents and may possibly speed up the permitting process.

COMMUNITY DEVELOPMENT – Building Safety

continued

WORKLOAD INDICATORS	FY23 Projection	FY22 Projection	FY22 Estimate	FY21 Actual	FY20 Actual
Single-family permits - new construction - Total valuation	\$40,000,000	\$25,000,000	\$45,000,000	\$30,747,559	\$27,113,423
Single-family building permits - remodel/rehab	150	90	145	162	140
Single-family permits - remodel/rehab - Total valuation	\$8,000,000	\$4,750,000	\$7,700,000	\$8,390,892	\$8,893,878
Commercial building permits - new construction	3	5	6	1	4
Commercial building permits, new construction - Total valuation	\$2,500,000	\$5,000,000	\$6,000,000	\$200,000	\$8,082,164
Commercial building permits - remodel/rehab	55	50	57	59	64
Commercial building permits - remodel/rehab - Total valuation	\$4,500,000	\$3,000,000	\$4,750,000	\$7,722,308	\$5,950,686
Manufactured Homes building permits	5	6	4	5	5
Manufactured Homes building permits - Total valuation	\$175,000	\$200,000	\$125,000	\$145,000	\$225,900
Photovoltaic building permits	75	55	100	69	64
Photovoltaic building permits - Total valuation	\$2,500,000	\$1,350,000	\$3,700,000	\$1,776,745	\$1,810,317
Photovoltaic building permits - Total KW	850	725	1,000	692	705
Tenant Occupancy permits (CofOs)	100	80	120	95	55
Miscellaneous permits (sheds, decks, fences, pools, etc.)	225	180	220	259	185
Miscellaneous permits - Total valuation	\$8,200,000	\$4,000,000	\$8,000,000	\$7,225,376	\$3,837,638
Off-premise Sign permits	15	60	13	2	41
Temporary Sign permits	25	60	25	3	31
Right-of-Way permits	175	90	200	106	142
Wastewater permits	30	25	30	39	13
Liquor Licenses	N/A	N/A	N/A	21	0
Inspections	4,400	3,800	4,500	4,398	3,947

Overall City Value - Good Governance:

PERFORMANCE MEASURES	Benchmark	FY23 Target	FY22 Target	FY22 Estimate	FY21 Actual	FY20 Actual
Initial plan review: Timeframe in days - Residential permits		7.0	7.0	5.4	11	11
Initial plan review: Timeframe in days - Residential Alterations		10.0	8.0	8.3	6.5	6.5
Initial plan review: Timeframe in days - Commercial permits		12	12	9.7	17	17
Initial plan review: Timeframe in days - Photovoltaic		6.0	5.0	6.1	6.5	6.5
Initial plan review: Timeframe in days - Tenant Occupancy		4	4	3.1	3.6	3.6
Initial plan review: Timeframe in days - Tenant Improvements (Includes Commercial Alterations)		11.0	7	10.0	7.2	7.2
Initial plan review: Timeframe in days - Miscellaneous permits		5.0	4	4.1	2.4	2.4
Internal Survey: Overall customer service (% responses favorable)		90%	90%	100%	90%	90%

COMMUNITY DEVELOPMENT – Code Enforcement

BUDGET SUMMARY	FY2023 Budget	% of FY2023 Budget	FY2022 Budget	FY2022 Estimate	FY2021 Actual
Program Expenditures					
Personnel Services	\$ 238,880	50%	\$ 211,720	\$ 207,670	\$ 176,911
Supplies & Services	22,420	5%	18,700	11,560	9,547
Subtotal Direct Costs	\$ 261,300	55%	\$ 230,420	\$ 219,230	\$ 186,458
Internal Charges	213,330	45%	204,710	190,330	169,900
Total Expenditures	\$ 474,630	100%	\$ 435,130	\$ 409,560	\$ 356,358
Expenditures by Fund					
General Fund Portion	\$ 473,230	100%	\$ 433,730	\$ 408,160	\$ 355,303
Other Funds Portion	\$ 1,400	<1%	\$ 1,400	\$ 1,400	\$ 1,055
Funding Sources					
Program Revenues	\$ -	0%	\$ -	\$ 290	\$ -
Funding from General Revenues:					
Estimated Resident Generated	\$ 166,120	35%	\$ 152,300	\$ 143,240	\$ 124,725
Estimated Visitor Generated	\$ 308,510	65%	\$ 282,830	\$ 266,030	\$ 231,633
Employee Time Allocation (FTEs) (Budgeted)	2.38		2.30		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.

The number of cases investigated increased significantly during the FY2021-2022 fiscal year, and the complexity of certain types has grown as well. Legalized short-term vacation rentals has continued to increase the number and complexity of complaints in two primary areas. First, property owners are modifying their homes without proper approvals, permits, and/or licensed contractors, and secondly, the illegal conversion of non-habitable space into long-term living space (i.e.- garages, sheds, etc.). Some of the most common code cases include outside storage, unsightly properties, overgrown weeds, exterior lighting, illegal signs, and trash violations.

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 2022 Accomplishments

Overall City Value - Public Safety:

- * Researched, drafted, and presented a complete revision of the noise ordinance, which was approved and adopted by the City Council in October 2021.
- * Enhanced the working relationship with the City of Sedona Chief Building Official related to the International Residential and Commercial Building Codes (IRC and IBC) and illegal building issues through collaboration in investigations.
- * Took enforcement action against property owners and contractors performing construction work without obtaining required building permits by issuing civil citations.
- * Worked with City Manager's Office to track, monitor, and respond to complaints on short-term rentals. Identified repeat offenders of short-term rental emergency contact requirements and took enforcement action through issuing civil citations.
- * Successful adjudication on civil citations in municipal court for cases involving construction without permits, outside storage, non-permitted use, short-term rental, and business license violations.
- * Participated in code collaboration meetings with Community Development, Police Department, City Attorney, and City Manager staff to identify areas for focused enforcement of code violations.
- * Attended the annual American Association of Code Enforcement (AACE) conference and completed training Code Enforcement investigations, including the International Property Maintenance Code (IPMC).

COMMUNITY DEVELOPMENT – Code Enforcement

continued

FY 2023 Objectives

Overall City Value - Good Governance:

- * Strengthen enforcement action against repeat offenders of building code safety violations by issuance of civil or criminal citations.
- * Work with City Manager's Office to identify repeat violators of short-term rental rules and take enforcement through issuance of civil citations.
- * Through the budget process, equip the code enforcement pickup truck with a laptop computer and accessories needed to be able to use reporting software in the field for entering case notes and photos to increase productivity and efficiency in conducting investigations.

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.
- * Collaborate with municipal court and legal department to create a fine schedule for the most commonly cited City and Land Development codes in order to aid the court in processing citations issued by code enforcement.

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 Dark Sky lighting measures and other key code enforcement issues (proactive messaging regarding our most common violations).
- * Complete continuing education for Code Enforcement staff on building code and permit requirements and code enforcement investigation practices.
- * Assist in developing a Property Maintenance Code to improve community character.

WORKLOAD INDICATORS	FY23 Projection	FY22 Projection	FY22 Estimate	FY21 Actual	FY20 Actual
Total code cases/investigations	750	350	730	568	281
Cases resolved through voluntary compliance	250	250	175	141	197
Cases resolved through forced compliance	50	20	50	14	2
Cases unsubstantiated	75	75	70	98	51
Cases closed/miscellaneous	400	95	400	300	93

Overall City Value - Good Governance:

PERFORMANCE MEASURES	Benchmark	FY23 Target	FY22 Target	FY22 Estimate	FY21 Actual	FY20 Actual
Average days from complaint to first investigation		1	1	1	2	1
Average days from investigation to voluntary compliance		45	20	56	56	32
Average days from investigation to transfer to court		N/A	N/A	N/A	N/A	N/A
Average days from investigation to forced compliance		60	N/A	63	63	N/A

COMMUNITY DEVELOPMENT – Housing

BUDGET SUMMARY	FY2023 Budget	% of FY2023 Budget	FY2022 Budget	FY2022 Estimate	FY2021 Actual
Program Expenditures					
Supplies & Services	\$ -	0%	\$ 138,850	\$ 160,900	\$ 70,126
Expenditures by Fund					
Other Funds Portion	\$ -	0%	\$ 138,850	\$ 160,900	\$ 70,126
Funding Sources					
Program Revenues	\$ -	0%	\$ 138,850	\$ 160,900	\$ 70,126
Employee Time Allocation (FTEs) (Budgeted)	0.00		0.00		1.00

The Housing program has been transferred to the City Manager's Office with the exception of the Community Development Block Grant (CDBG). The current CDBG was awarded in FY 2020 for a temporary family housing project for low to moderate income families with children enrolled in Sedona public schools who are experiencing homelessness. Hope House, a non-profit entity, is responsible for construction and management of the facility.

This program is paid by the Grants and Donations Funds.

FY 2022 Accomplishments

Council Priority - Affordable Housing:

- * Received grant extension from Arizona Department of Housing until March 2022.

FY 2023 Objectives

Council Priority - Affordable Housing:

- * Facilitate close-out of grant process.

ECONOMIC DEVELOPMENT

Mission Statement

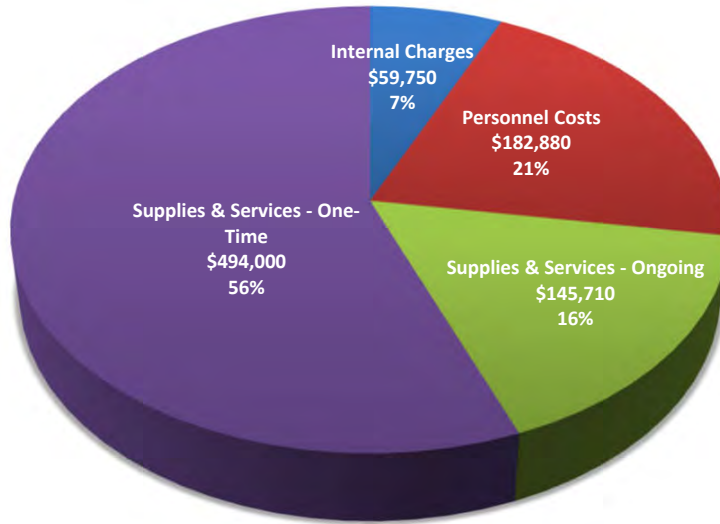
The mission of the Economic Development Department is to diversify Sedona's economy consistent with the Community Plan and Economic Diversification Strategic Plan. The diversification strategy plan consists of four key pillars that emphasize community development, business development, economic gardening/entrepreneurship, and marketing and branding.

Description

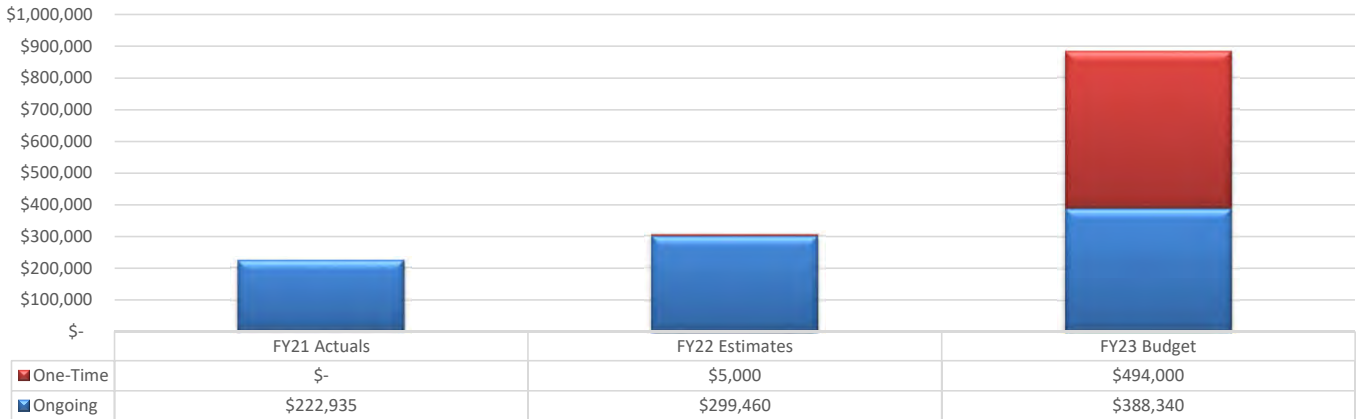
The Economic Development Department offers:

- * 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.

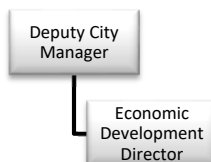
FY 2023 PROGRAM EXPENDITURES: \$882,340



FY 2021 - FY 2023 ONGOING VS. ONE-TIME EXPENDITURES



DEPARTMENT ORGANIZATION CHART



ECONOMIC DEVELOPMENT – Administration

BUDGET SUMMARY	FY2023 Budget	% of FY2023 Budget	FY2022 Budget	FY2022 Estimate	FY2021 Actual
Program Expenditures					
Personnel Services	\$ 182,880	21%	\$ 169,670	\$ 169,550	\$ 165,627
Supplies & Services	639,710	73%	163,200	94,010	24,468
Subtotal Direct Costs	\$ 822,590	93%	\$ 332,870	\$ 263,560	\$ 190,095
Internal Charges	59,750	7%	43,650	40,900	32,840
Total Expenditures	\$ 882,340	100%	\$ 376,520	\$ 304,460	\$ 222,935
Expenditures by Fund					
General Fund Portion	\$ 387,930	44%	\$ 376,520	\$ 304,050	\$ 222,935
Other Funds Portion	\$ 494,410	56%	\$ -	\$ 410	\$ -
Funding Sources					
Program Revenues	\$ 494,000	56%	\$ -	\$ -	\$ -
Funding from General Revenues:					
Estimated Resident Generated	\$ 135,920	15%	\$ 131,780	\$ 106,560	\$ 78,027
Estimated Visitor Generated	\$ 252,420	29%	\$ 244,740	\$ 197,900	\$ 144,908
Employee Time Allocation (FTEs) (Budgeted)	1.00		1.00		1.00

FY 2022 Accomplishments

The majority of FY 2022, like the latter half of FY 2020 was 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.

Council Priority - Economic Diversification:

- * Worked with VVREO, NACOG, APS, and Yavapai County on last mile solutions for Sedona. This includes exploration of numerous funding opportunities. The city will be moving forward with an IGA to partner with Yavapai County on its county-wide broadband initiative.
- * Work with Public Works to adopt a dig once policy as well as budget for conduit in an effort to facilitate and reduce the cost of connectivity investments.
- * Partnering regionally with Camp Verde, Cottonwood, and NAU on a pilot internship/workforce development program. To date, we have secured grant funds for this project. Project will begin in 2022 and should be completed by FY 2023.
- * Continued to leverage public funds to support city initiatives – currently, through the Congressional Appropriations process, \$1.4M is in review for CIP projects (PD's EOC and Shelby Drive) that will supplement the General Fund.
- * Continued work with NAU and Coconino County as well as other partner to monitor business recovery and business needs through several surveys since the beginning of the pandemic. The feedback helped direct our local and regional business assistance.
- * Engaged the immigrant community through Northern Arizona Interfaith Council to improve relationships and focus on local business development and assistance needs. Partnered with Local First Arizona to deliver an entrepreneurial program, Fuerza Local, in Spanish to reach and assist more local businesses. The first course should begin spring of 2022.
- * Partnered with NACET to provide entrepreneurial and virtual incubation resources.
- * Continue the exploration of co-working and commercial kitchen solutions to address entrepreneurial needs.
- * Purchased new data tool to help economic gardening efforts by providing demographic, leakage, and spending pattern information. Additionally, this tool has been useful to other departments such as with Transit's understanding of trailhead data.
- * Worked with more than 50 local business owners this year to provide assistance, programming and networking to additional resources.
- * Hosted and/or partnered to host over 20 workshops and webinars. A majority of these were in relation to economic recovery from the impacts of the pandemic.
- * Worked and facilitated the creation of the Yavapai County Economic Resource Alliance (YCERA) for the purpose of building collaboration, sharing information, and exploring other partnerships to facilitate business attraction and expansion.
- * Provided business services such as loan applications, business planning, data, sustainability certification, and access to other technical resources.
- * Leveraged the 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 continues to serve on the Northern Arizona Council of Governments (NACOG) Economic Development Council.
- * The department director was elected to the NACET board of directors.

FY 2023 Objectives

Council Priority - Economic Diversification:

- * Implement a 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 the economic development diversification plan.
- * Continue to build contacts and networks.

ECONOMIC DEVELOPMENT – Administration

continued

WORKLOAD INDICATORS	FY23 Projection	FY22 Projection	FY22 Estimate	FY21 Actual	FY20 Actual
Unique website visits	800	800	804	750	720
Inquiries from businesses	50	50	50	100	100
Business visits/outreach	30	30	40	30	30
Businesses assisted with business planning	25	25	25	25	25
Business workshops/trainings hosted or partnered	10	10	12	20	20
Percentage of businesses surveyed that finding value in the workshops hosted by the city	85%	85%	100%	100%	100%

Community Plan Economic Development Goal - Recruit new businesses and organizations representing different business and institutional sectors that diversify Sedona’s economic base:

PERFORMANCE MEASURES	Benchmark	FY23 Target	FY22 Target	FY22 Estimate	FY21 Actual	FY20 Actual
Expansion and investment in targeted sector		\$500,000	\$100,000	\$4,000,000	\$1,500,000	\$200,000
Private capital investment invested by businesses served		\$500,000	\$250,000	\$3,000,000	\$2,000,000	\$650,000
Number of business loans / total value of loans		5 / \$500,000	5 / \$350,000	7 / \$6,500,000	25 / \$8,000,000	25 / \$2,200,000
Jobs resulting from businesses served		15	10	30	15	15
Jobs created above median earnings*		10	8	20	8	12

*The 2020 median wage as computed by Yavapai County for the City of Sedona was \$15.74 per hour. For comparison, the national median wage for 2020 was \$20.04 per hour.

HUMAN RESOURCES

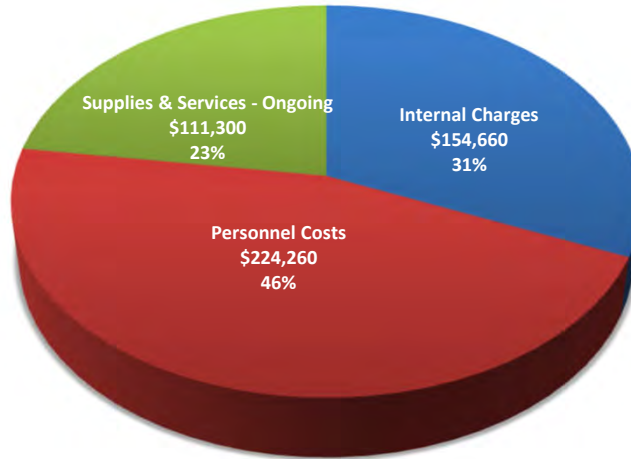
Mission Statement

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.

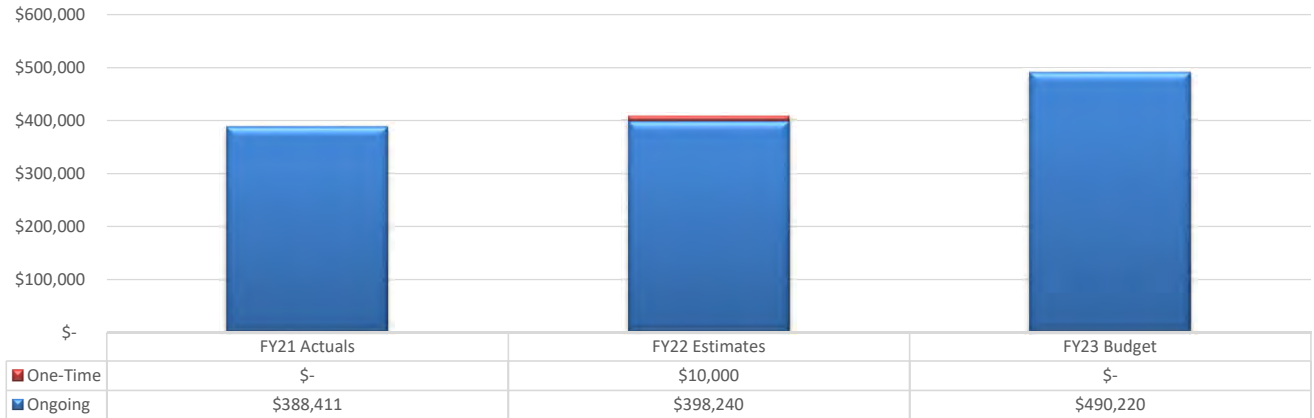
Description

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.

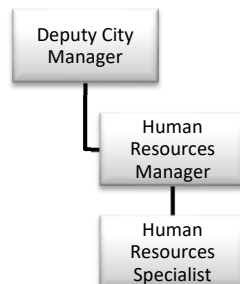
FY 2023 PROGRAM EXPENDITURES: \$490,220



FY 2021 - FY 2023 ONGOING VS. ONE-TIME EXPENDITURES



DEPARTMENT ORGANIZATION CHART



HUMAN RESOURCES – Administration

BUDGET SUMMARY	FY2023 Budget	% of FY2023 Budget	FY2022 Budget	FY2022 Estimate	FY2021 Actual
Program Expenditures					
Personnel Services	\$ 224,260	46%	\$ 221,060	\$ 209,150	\$ 210,628
Supplies & Services	111,300	23%	125,600	110,000	72,323
Subtotal Direct Costs	\$ 335,560	68%	\$ 346,660	\$ 319,150	\$ 282,951
Internal Charges	154,660	32%	127,000	89,090	105,460
Total Expenditures	\$ 490,220	100%	\$ 473,660	\$ 408,240	\$ 388,411
Expenditures by Fund					
General Fund Portion	\$ 484,220	99%	\$ 473,660	\$ 408,240	\$ 388,411
Other Funds Portion	\$ 6,000	1%	\$ -	\$ -	\$ -
Funding Sources					
Allocations to Other Departments	\$ 484,220	99%	\$ 473,660	\$ 408,240	\$ 388,411
Funding from General Revenues:					
Estimated Resident Generated	\$ 2,100	<1%	\$ -	\$ -	\$ -
Estimated Visitor Generated	\$ 3,900	1%	\$ -	\$ -	\$ -
Employee Time Allocation (FTEs) (Budgeted)	2.00		2.00		2.00

FY 2022 Accomplishments

Overall City Value - Good Governance:

- * Recruitment and hiring between July 2021 and January 2022 of 46 positions including the key positions of Assistant Finance Director, Court

Administrator, Housing Manager, Police Lieutenant, Magistrate Judge, Police Officers, and Sustainability Manager.

- * Continued successful Triage Now workers compensation program.
- * Maintained new in-house workers compensation forms to assist with reduction in future injuries.
- * Pivoted and provided safety training as on-demand learning opportunities in lieu of in-person trainings.
- * 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.
- * Worked closely with supervisors to maintain updated job descriptions and restructured department positions.
- * Maintained employee appreciation programs including pool and park passes and other employee discounts.
- * Focused reduction in workers compensation claims by chairing the Collision Review Board.
- * Implemented innovative on-boarding techniques to allow new employees to be effective in their positions immediately.

FY 2023 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 on-demand learning seminars.
- * Continue to work with managers to reduce the City's workers compensation claims.
- * Further outreach to peer organizations in order to maintain a strong network of local knowledge, wisdom, and assistance.
- * Commit to excellence in public service and a vision of the Human Resources role in shaping the culture of the organization.
- * Updated research efforts in compensation, benefits, and industry best practices.
- * Provide an enjoyable workplace of openness, teamwork, equality, fairness, and continual productivity.

WORKLOAD INDICATORS	FY23 Projection	FY22 Projection	FY22 Estimate	FY21 Actual	FY20 Actual
Job postings	50	40	67	48	48
Applications received and reviewed	1,000	1,000	1,400	1,100	1,100
Individual job interviews conducted	125	200	150	175	175
Regular new hires on-boarded	30	30	45	36	33
Workers compensation injuries processed	5	5	8	11	8

HUMAN RESOURCES – Administration

continued

Overall City Value - Good Governance:

PERFORMANCE MEASURES	Benchmark	FY23 Target	FY22 Target	FY22 Estimate	FY21 Actual	FY20 Actual
Email and phone call responsiveness		1-24 hours	1-24 hours	1-24 hours	1-24 hours	1-24 hours
Workers comp EMOD ratings		0.75	0.75	0.80	0.80	0.74
Total FTEs per 1,000 population (ICMA Benchmark 2016-2020)	9.5 (all) / 11.3 (cities under 30,000 pop.)	17.1	14.2	15.8	14.6	14.2
Total FTEs per 1,000 population + annualized visitor population		8.3	7.2	7.8	7.3	7.4
Employee Survey: I plan to be working here in five years (% responses favorable)		85%	85%	N/A	N/A	N/A
Turnover percentages (ICMA Benchmark 2016-2020)	6.8% (all) / 7.1% (cities under 30,000 pop.)	8%	8%	22%	11.0%	11.4%
Employee Survey: I am satisfied with our healthcare-related benefits (% responses favorable)		90%	90%	N/A	N/A	N/A
Employee Survey: Employees have good working relationships with coworkers (% responses favorable)		94%	94%	N/A	N/A	N/A
Employee Survey: Employees feel the City is a good place to work (% responses favorable)		92%	92%	N/A	N/A	N/A
Employee Survey: Employees feel their work is meaningful and understand how their job supports the City's mission (% responses favorable)		94%	94%	N/A	N/A	N/A
Workers comp claims per 100 FTEs (ICMA Benchmark 2016-2020)	9.5 (all) / 8.1 (cities under 30,000 pop.)	8.0	10.3	9.0	9.7	7.5
Worker days lost to injury per 100 FTEs (ICMA Benchmark 2016-2020)	71.9 (all) / 55.5 (cities under 30,000 pop.)	15	20.5	20	0	19.8

CITY ATTORNEY'S OFFICE

Mission Statement

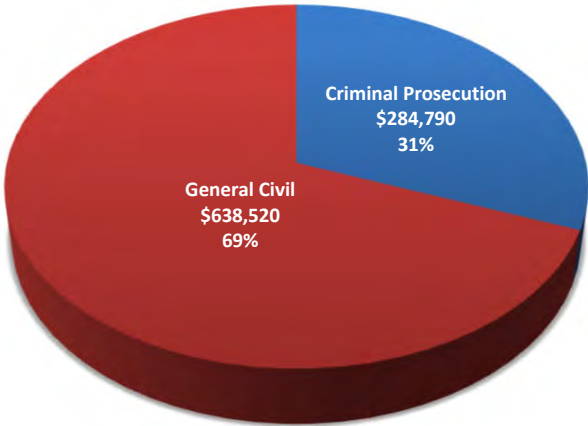
The City Attorney's Office strives to provide quality legal advice and services to the City Council, City departments and commissions and strives to vigorously prosecute criminal cases in a fair manner that leads to just results.

Description

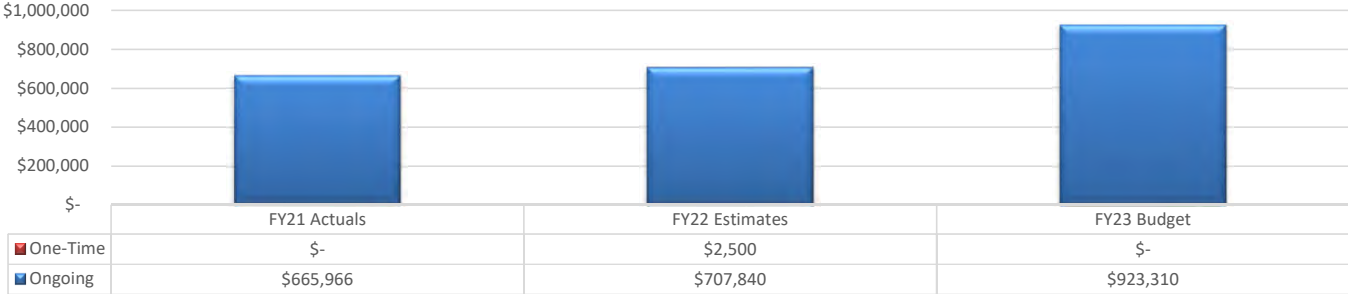
The City Attorney's Office provides internal services to City departments and personnel in several program areas:

- * Criminal Prosecution
- * General Civil

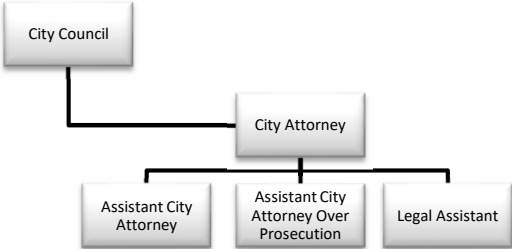
FY 2023 PROGRAM EXPENDITURES: \$923,310



FY 2021 - FY 2023 ONGOING VS. ONE-TIME EXPENDITURES



DEPARTMENT ORGANIZATION CHART



CITY ATTORNEY'S OFFICE – Criminal Prosecution

BUDGET SUMMARY	FY2023 Budget	% of FY2023 Budget	FY2022 Budget	FY2022 Estimate	FY2021 Actual
Program Expenditures					
Personnel Services	\$ 242,660	85%	\$ 217,620	\$ 222,370	\$ 210,830
Supplies & Services	2,700	1%	2,700	3,700	-
Subtotal Direct Costs	\$ 245,360	86%	\$ 220,320	\$ 226,070	\$ 210,830
Internal Charges	39,430	14%	50,630	48,200	42,920
Total Expenditures	\$ 284,790	100%	\$ 270,950	\$ 274,270	\$ 253,750
Expenditures by Fund					
General Fund Portion	\$ 284,790	100%	\$ 270,950	\$ 274,270	\$ 253,750
Funding Sources					
Funding from General Revenues:					
Estimated Resident Generated	\$ 99,680	35%	\$ 94,830	\$ 95,990	\$ 88,813
Estimated Visitor Generated	\$ 185,110	65%	\$ 176,120	\$ 178,280	\$ 164,937
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 2022 Accomplishments

Overall City Value - Public Safety:

- * Successfully adapted and provided prosecution services within constraints imposed by the COVID-19 pandemic.
- * Established electronic connection to the Police Department to obtain files in an efficient manner.
- * Effectively and successfully conducted trials during the pandemic.
- * Successfully coordinated with the Sedona Police Department, other law enforcement agencies, and the victim advocate.

FY 2023 Objectives

Overall City Value - Public Safety:

- * Ensure public safety through the promotion of the fair and impartial pursuit of justice.
- * Continue to coordinate efforts in support of public safety with the Sedona Police Department.
- * Identify areas for additional training with the Sedona Police Department.

WORKLOAD INDICATORS	FY23 Projection	FY22 Projection	FY22 Estimate	FY21 Actual	FY20 Actual
Criminal cases filed	390	334	418	363	263
Provide an annual case law update to Police Department	4	4	2	5	5
Hours of training provided to Police Department on operational matters	11	11	20	7.0	7.0

CITY ATTORNEY'S OFFICE – General Civil

BUDGET SUMMARY	FY2023 Budget	% of FY2023 Budget	FY2022 Budget	FY2022 Estimate	FY2021 Actual
Program Expenditures					
Personnel Services	\$ 306,300	48%	\$ 308,820	\$ 244,020	\$ 262,934
Supplies & Services	251,250	39%	244,780	110,800	74,843
Subtotal Direct Costs	\$ 557,550	87%	\$ 553,600	\$ 354,820	\$ 337,776
Internal Charges	80,970	13%	84,840	81,250	74,440
Total Expenditures	\$ 638,520	100%	\$ 638,440	\$ 436,070	\$ 412,216
Expenditures by Fund					
General Fund Portion	\$ 538,520	84%	\$ 538,440	\$ 436,070	\$ 409,351
Wastewater Fund Portion	\$ 100,000	16%	\$ 100,000	\$ -	\$ 2,865
Funding Sources					
Allocations to Other Departments	\$ 538,520	84%	\$ 538,440	\$ 436,070	\$ 409,351
Program Revenues	\$ 100,000	16%	\$ 100,000	\$ -	\$ 2,865
Employee Time Allocation (FTEs) (Budgeted)	1.89		1.89		2.39

The City Attorney's Office provides internal services to City departments and personnel in several areas: Administration, Land Development, and General Civil.

The Administration area of the City Attorney's Office provides legal advice to the Mayor and Council, the City Manager, 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 the cost for support services.

The Land Development area is responsible for reviewing all planning and zoning matters related to the City and reviewing changes to the Sedona Land Development Code. In addition, the program provides guidance to staff of the City's Community Development Department and Planning and Zoning Commission on land development matters. The General Civil area is responsible for initiating or defending claims and suits brought against the City.

FY 2022 Accomplishments

Overall City Value - Good Governance:

- * Attended all City Council and Planning and Zoning Commission meetings to ensure legal questions were accurately answered.
- * Assisted in reviewing and drafting and in implementation of new ordinances including small wireless facilities, wastewater capacity and connection fees, parking ordinance, and noise regulations.
- * Appealed the superior court ruling in the Arizona Water Company's conditional use permit case.
- * Managed the work of outside counsel on outstanding litigation matters, including Forest Road Connection Project eminent domain cases and matters handled by the Arizona Municipal Risk Retention Pool.
- * Managed, tracked, and assisted City departments in resolving various claims against the City.
- * Monitored bankruptcy petitions involving the City of Sedona.
- * Reviewed new Video Services License Agreement with Suddenlink.

FY 2023 Objectives

Overall City Value - Good Governance:

- * Continue to staff all City Council and Planning and Zoning Commission meetings.
- * Continue work with Community Development Department and Code Enforcement staff on resolving code enforcement issues on properties that are in violation of the Land Development Code or City Code.
- * Update short-term vacation rental ordinance based on Council direction, staff requests, and new legislation.
- * Develop a Risk Management program to oversee and mitigate organizational risk and continue to improve efficiencies in claims management.
- * Manage the work of outside legal counsel on outstanding litigation matters.
- * Monitor land use legislation and provide advice on impacts to the City.
- * Review and assist with 2022 revisions to the Sedona Land Development Code.

CITY ATTORNEY'S OFFICE – General Civil

continued

WORKLOAD INDICATORS	FY23 Projection	FY22 Projection	FY22 Estimate	FY21 Actual	FY20 Actual
Admin - City Council agenda bill items reviewed	54	84	56	54	52
Admin - Ordinances processed	13	15	14	10	14
Admin - Resolutions processed	36	32	32	29	35
Admin - Public meetings attended	40	54	32	36	52
Admin - Contracts reviewed	138	148	156	107	150
Admin - Legal opinions provided	290	223	326	269	133
Land Development - Planning and zoning matters reviewed	19	24	14	17	26
General Civil - Claims and suits against City	10	10	8	13	15
General Civil - Claims against City resolved without litigation	8	8	6	5	11
General Civil - Traffic accidents involving City vehicles	16	23	16	20	11
General Civil - Claims regarding property damage to City property	22	16	36	22	7

CITY COUNCIL

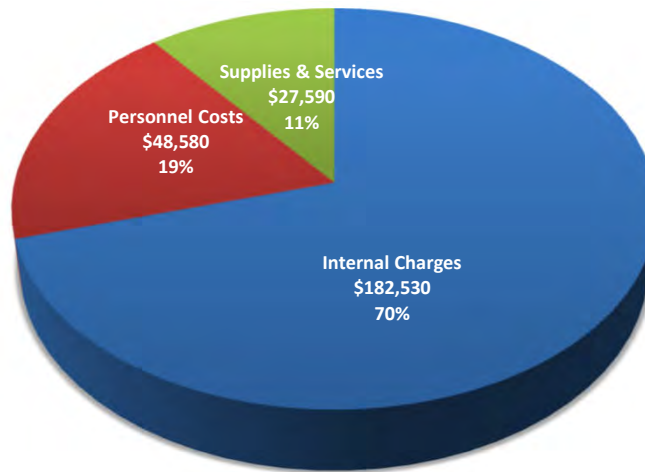
Mission Statement

To encourage partnering to maximize resources and opportunities in sustaining Sedona's vibrant community, which includes an interdependence of residents, visitors, and stakeholders. 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.

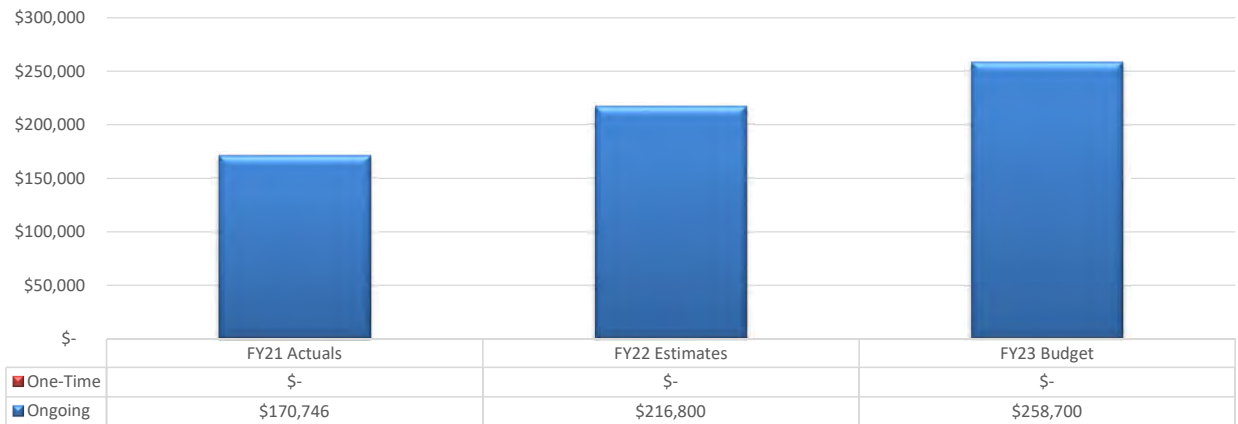
Description

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 2023 PROGRAM EXPENDITURES: \$258,700



FY 2021 - FY 2023 ONGOING VS. ONE-TIME EXPENDITURES



DEPARTMENT ORGANIZATION CHART



CITY COUNCIL – Administration

BUDGET SUMMARY	FY2023 Budget	% of FY2023 Budget	FY2022 Budget	FY2022 Estimate	FY2021 Actual
Program Expenditures					
Personnel Services	\$ 48,580	19%	\$ 48,560	\$ 48,440	\$ 45,651
Supplies & Services	27,590	11%	21,750	21,550	9,415
Subtotal Direct Costs	\$ 76,170	29%	\$ 70,310	\$ 69,990	\$ 55,066
Internal Charges	182,530	71%	142,550	146,810	115,680
Total Expenditures	\$ 258,700	100%	\$ 212,860	\$ 216,800	\$ 170,746
Expenditures by Fund					
General Fund Portion	\$ 258,700	100%	\$ 212,860	\$ 216,800	\$ 170,746
Funding Sources					
Funding from General Revenues:					
Estimated Resident Generated	\$ 90,550	35%	\$ 74,500	\$ 75,880	\$ 59,761
Estimated Visitor Generated	\$ 168,150	65%	\$ 138,360	\$ 140,920	\$ 110,985
Employee Time Allocation (FTEs) (Budgeted)	7.00		7.00		7.00

FY 2022 Accomplishments

Overall City Value - Fiscal Sustainability:

- * Approved a balanced budget.

Council Priority - Complete Various Traffic Improvements:

- * Approved design of Forest Road Extension and Oak Creek Pedestrian Crossing.
- * Soldiers Pass Road, Shelby Drive, and Chapel Road improvements completed.
- * Shared pathways completed on Sanborn Drive/Thunder Mountain Road and Dry Creek Road.
- * Green striped bike lanes installed along SR 89A.

Council Priority - Public Transit System:

- * Approved purchase of hybrid transit shuttles and micro-transit vehicles.
- * Approved vehicle signage branding.
- * Extended Transportation Sales Tax, removing the February 2028 sunset, to cover public transit implementation and ongoing operational costs.

Council Priority - Affordable Housing:

- * Approved shared Housing Manager position through partnership with City of Cottonwood.
- * Approved development agreement for construction of workforce apartment units.
- * Approved contract for down payment/closing cost assistance program.

Council Priority - Environmental Stewardship/Sustainability:

- * Adopted Climate Action Plan.
- * Added two Sustainability positions.
- * Approved curbside yard waste collection and mulching program.
- * Approved contract to install electric vehicle charging stations at City Hall and Jordan Road.

Council Priority - Trailhead Congestion/Impact to Neighborhoods:

- * Approved positions for Traffic Control Assistants and Community Services Aides to assist with parking restrictions and trail closures.
- * Placed roadside barriers to mitigate illegal parking.
- * Shared-use paths and parking restrictions completed at Soldiers Pass Road and Dry Creek Road.

Council Priority - Community Plan Update:

- * Kicked off October 2021.
- * Established the Plan Sedona interactive website.

Council Priority - Emergency Preparedness:

- * Ready, Set, Go! Campaign launched.
- * Community outreach and training program started.
- * Emergency Plan update started.

Council Priority - Economic Diversification:

- * Approved partnership with Yavapai County to match \$494,000 to participate in a final mile Initiative to bring broadband services and better connectivity to the community.

CITY COUNCIL – Administration

continued

FY 2023 Objectives

Overall City Value - Good Governance:

- * Continue to work toward achievements within the Council's top priorities.

Council Priorities:

- * Traffic improvements - Sedona In Motion
- * Affordable/workforce housing
- * Trailhead congestion/impact to neighborhoods
- * Dells land use planning
- * Community Plan update
- * Sustainable tourism
- * Public transit system
- * Environmental stewardship/sustainability
- * Emergency preparedness
- * Monitor short-term rentals
- * Citizen communications/relations
- * Economic diversification

WORKLOAD INDICATORS	FY23 Projection	FY22 Projection	FY22 Estimate	FY21 Actual	FY20 Actual
City Council communications reviewed	140	135	135	112	112
Public meetings held	50	50	50	57	50
Hours spent in City Council meetings	150	150	150	150	128

Overall City Value - Fiscal Sustainability:

PERFORMANCE MEASURES	Benchmark	FY23 Target	FY22 Target	FY22 Estimate	FY21 Actual	FY20 Actual
Expenditures per capita: All General Fund services (ICMA Benchmark 2016-2020)	\$866 (all) / \$1,269 (cities under 30,000 pop.)	\$2,377	\$2,177	\$2,117	\$1,847	\$1,762
Expenditures per capita + annualized visitor population: All General Fund services		\$1,197	\$1,094	\$1,064	\$928	\$914

CITY CLERK'S OFFICE

Mission Statement

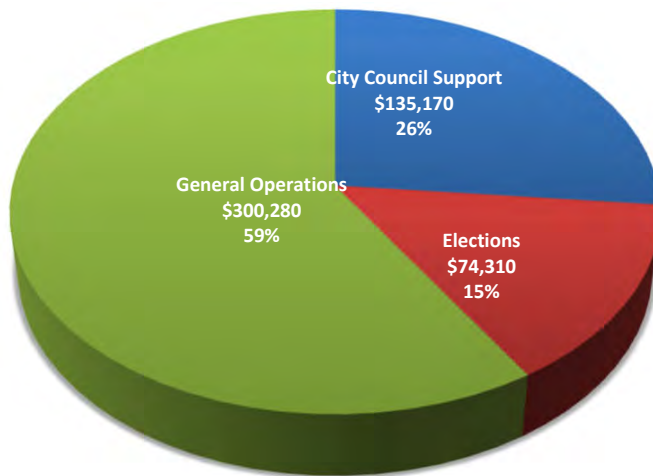
To provide exceptional service to the Mayor and City Council, the public, and City staff so that all may be guaranteed fair and impartial elections and open access to information and the legislative process.

Description

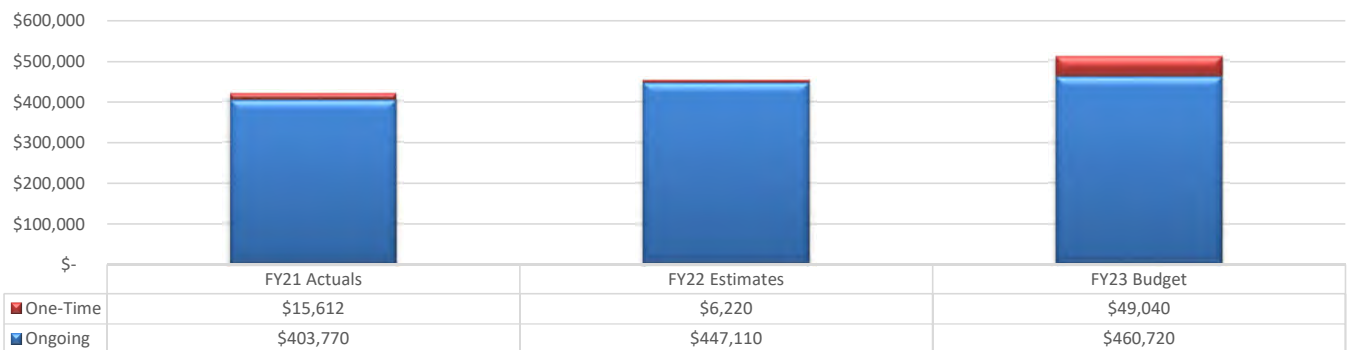
The City Clerk's Department is responsible for the following program areas:

- * City Council Support
- * Elections
- * General Operations, including customer relations; records management; permits, licenses, and registrations; and grants coordination

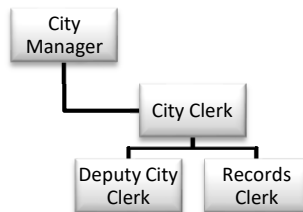
FY 2023 PROGRAM EXPENDITURES: \$509,760



FY 2021 - FY 2023 ONGOING VS. ONE-TIME EXPENDITURES



DEPARTMENT ORGANIZATION CHART



CITY CLERK'S OFFICE – City Council Support

BUDGET SUMMARY	FY2023 Budget	% of FY2023 Budget	FY2022 Budget	FY2022 Estimate	FY2021 Actual
Program Expenditures					
Personnel Services	\$ 80,090	59%	\$ 80,220	\$ 92,970	\$ 79,423
Supplies & Services	15,000	11%	15,000	14,500	10,265
Subtotal Direct Costs	\$ 95,090	70%	\$ 95,220	\$ 107,470	\$ 89,687
Internal Charges	40,080	30%	37,830	37,380	31,820
Total Expenditures	\$ 135,170	100%	\$ 133,050	\$ 144,850	\$ 121,507
Expenditures by Fund					
General Fund Portion	\$ 135,170	100%	\$ 133,050	\$ 144,850	\$ 121,507
Funding Sources					
Funding from General Revenues:					
Estimated Resident Generated	\$ 47,310	35%	\$ 46,570	\$ 50,700	\$ 42,527
Estimated Visitor Generated	\$ 87,860	65%	\$ 86,480	\$ 94,150	\$ 78,980
Employee Time Allocation (FTEs) (Budgeted)	0.75		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 2022 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 2023 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	FY23 Projection	FY22 Projection	FY22 Estimate	FY21 Actual	FY20 Actual
City Council agendas posted	50	50	50	57	50
City Council communications reviewed	140	140	140	112	112
City Council meetings attended with minutes completed	50	50	50	57	50
Hours spent in City Council meetings	150	150	150	128	128
Ordinances processed	10	10	12	10	8
Resolutions processed	25	25	25	34	19

CITY CLERK'S OFFICE – Elections

BUDGET SUMMARY	FY2023 Budget	% of FY2023 Budget	FY2022 Budget	FY2022 Estimate	FY2021 Actual
Program Expenditures					
Personnel Services	\$ 11,920	16%	\$ 9,230	\$ 11,500	\$ 8,642
Supplies & Services	43,520	59%	1,000	1,400	15,712
Subtotal Direct Costs	\$ 55,440	75%	\$ 10,230	\$ 12,900	\$ 24,354
Internal Charges	18,870	25%	4,350	4,140	3,480
Total Expenditures	\$ 74,310	100%	\$ 14,580	\$ 17,040	\$ 27,834
Expenditures by Fund					
General Fund Portion	\$ 74,310	100%	\$ 14,580	\$ 17,040	\$ 27,834
Funding Sources					
Program Revenues	\$ 10	<1%	\$ -	\$ 10	\$ 10
Funding from General Revenues:					
Estimated Resident Generated	\$ 26,010	35%	\$ 5,100	\$ 5,960	\$ 9,738
Estimated Visitor Generated	\$ 48,290	65%	\$ 9,480	\$ 11,070	\$ 18,086
Employee Time Allocation (FTEs) (Budgeted)	0.11		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 2022 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 2023 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	FY23 Projection	FY22 Projection	FY22 Estimate	FY21 Actual	FY20 Actual
City elections	0	0	1	0	0

Overall City Value - Fiscal Sustainability:

PERFORMANCE MEASURES	Benchmark	FY23 Target	FY22 Target	FY22 Estimate	FY21 Actual	FY20 Actual
Cost of primary election for City Council		\$0	\$0	\$15,615	\$0	\$0
Cost of general election for City Council		\$0	\$0	\$0	\$0	\$0
Cost of alternative expenditure limitation election		\$0	\$300	\$10,000	\$0	\$0

CITY CLERK'S OFFICE – General Operations

BUDGET SUMMARY	FY2023 Budget	% of FY2023 Budget	FY2022 Budget	FY2022 Estimate	FY2021 Actual
Program Expenditures					
Personnel Services	\$ 181,290	60%	\$ 171,790	\$ 166,470	\$ 164,809
Supplies & Services	20,230	7%	18,145	13,940	9,971
Subtotal Direct Costs	\$ 201,520	67%	\$ 189,935	\$ 180,410	\$ 174,780
Internal Charges	98,760	33%	113,990	111,030	95,260
Total Expenditures	\$ 300,280	100%	\$ 303,925	\$ 291,440	\$ 270,040
Expenditures by Fund					
General Fund Portion	\$ 300,280	100%	\$ 303,925	\$ 291,440	\$ 270,040
Funding Sources					
Allocations to Other Departments	\$ 229,970	77%	\$ 237,200	\$ 226,840	\$ 210,070
Funding from General Revenues:					
Estimated Resident Generated	\$ 24,610	8%	\$ 23,350	\$ 22,610	\$ 20,990
Estimated Visitor Generated	\$ 45,700	15%	\$ 43,375	\$ 41,990	\$ 38,980
Employee Time Allocation (FTEs) (Budgeted)	2.06		2.06		2.06

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 2022 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 2023 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	FY23 Projection	FY22 Projection	FY22 Estimate	FY21 Actual	FY20 Actual
Sedona Citizens Connect issues processed	165	165	165	180	180
Business license renewals issued	1,275	1,235	1,255	1,241	1,262
New business licenses issued	150	115	100	84	111
Temporary business licenses issued	225	90	200	223	100
Home-based business licenses	205	250	200	229	198
Closed business licenses	110	90	112	115	77
Special event liquor licenses	60	0	50	33	43
Liquor Licenses	15	12	15	13	14
Records requests processed	140	200	140	90	157
Grants awarded	5	5	5	3	5
Civil Union registrations	10	2	10	13	6
Peddler/solicitor permits	2	2	2	3	1
Records requests processed	140	200	140	90	157

Overall City Value - Good Governance:

PERFORMANCE MEASURES	Benchmark	FY23 Target	FY22 Target	FY22 Estimate	FY21 Actual	FY20 Actual
Sedona Citizens Connect average days to close an issue		17	17	18	18	18
Correctly submitted business license renewals received by December 31st and processed by December 31st		100%	100%	100%	100%	N/A
New business licenses processed within 30 days		100%	100%	100%	100%	N/A