

AGENDA



CITY COUNCIL RETREAT

TUESDAY, JANUARY 17, 2023 8:00 A.M.
WEDNESDAY, JANUARY 18, & THURSDAY, JANUARY 19, 2023 8:00 A.M.

NOTES:

- Public Forum:
There will be no Public Forum or Public Comment, as this is a City Council Retreat.
- 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

SINCE THIS IS A CITY COUNCIL RETREAT, THERE WILL BE NO PUBLIC FORUM OR PUBLIC COMMENT. MEMBERS OF THE PUBLIC CAN ATTEND AND OBSERVE THE MEETING, SEATING IS LIMITED,

1. CALL TO ORDER

2. ROLL CALL

3. SPECIAL BUSINESS

a. Discussion/possible direction regarding the following:

- i. Overview of Retreat Schedule
- ii. Facilitated Session to Discuss team building, Council/staff relations, & Rules of Procedure, communication protocols, Council meeting format, etc. (Projected for Tuesday, January 17, 2023 beginning at 8:00 a.m.).
- iii. Review of Status/Accomplishments/Next Steps for Existing Priorities including the following (Tuesday, January 17, 2023 beginning at 8:00 a.m.):
 1. Traffic Improvements (SIM)
 2. Transit
 3. Affordable/Workforce Housing & Homelessness
 4. Sustainability/Climate Action
 5. Citizen Communication/Relations
 6. Manage Impacts from Short Term Rentals
 7. Economic Diversification
 8. Emergency Preparedness
 9. Trailhead Congestion/Impact to Neighborhoods
 10. Community Plan Update
 11. Other Property Acquisition
 12. Brewer Road Park Buildout
 13. Chamber Contract Review
 14. Environmental Impact Statement/Assessment on OHVs
 15. Airport
 16. Pickleball Courts
 17. Harmony Neighborhood Shared Use Path
 18. Rescind the CFAs That Include Lodging Components
 19. Home Rule/Permanent Base

Other Projects /Initiatives:

1. Revisit Sedona Land Development Code
2. Development Impact Fee (DIF) Update
3. Dells Land Use Planning
4. Uptown Paid Parking Fee Changes
5. Enterprise Resource Planning (ERP)
6. Update Building Code

THE RESIDENCE INN BY MARRIOTT
4055 W STATE ROUTE 89A, 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.

AGENDA



CITY COUNCIL RETREAT

TUESDAY, JANUARY 17, 2023 8:00 A.M.
WEDNESDAY, JANUARY 18, & THURSDAY, JANUARY 19, 2023 8:00 A.M.

NOTES:

- Public Forum:
There will be no Public Forum or Public Comment, as this is a City Council Retreat.
- 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

Page 2, City Council Meeting Agenda Continued

- iv. Budget & Finance Overview including Revenue Projections (Projected for Thursday, January 19, 2023 beginning at 8:00 a.m.)
- v. Possible/New City Council Priorities Discussion/Update; including the following: (Projected for Thursday, January 19, 2023).
 1. Other property acquisition - Oak Creek frontage
 2. Actively pursue the creation of age-in-place housing
 3. Community Plan update governing ordinance
 4. Performance audits
- vi. Finalization of the 2023-2024 Work Program (Projected for Thursday, January 19, 2023).
- vii. Items not completed on Tuesday, January 17, 2023 will be carried over to Wednesday, January 18, 2023 and Thursday, January 19, 2023, beginning at 8:00 a.m. each day.

4. EXECUTIVE SESSION

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

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

5. ADJOURNMENT

Posted: 01/10/2023

By: DJ

JoAnne Cook
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 material 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 Hub 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.

THE RESIDENCE INN BY MARRIOTT
4055 W STATE ROUTE 89A, 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.

Office of the City Manager Memo

To: City Council
From: Karen Osburn, City Manager
Date: January 10, 2023
Subject: Council Annual Retreat for 2023/2024
Exhibits: A. Council Rules of Procedure (revised Jan 2022)
B. Council Priorities Status Document



It's time again for the Council's annual retreat. Each year we set aside this time to review where we've been, where we are and where we are going as a community and as an organization. This year, the retreat is scheduled for three full days, January 17th through January 19th from 8:00 am to approximately 5:00 p.m. each day. The retreat will be held at the Marriot Residence Inn in their Agave Room - 4055 W State Route 89A, Sedona. Lunch will be provided each day.

The agenda will be as follows:

Tuesday January 17

- Facilitated session focused on teambuilding, Council/staff relations, administrative processes, Council Rules of Procedure, communication protocols, Council meeting format, etc. This session will be facilitated by Nicole Lance.

Wednesday January 18*

- Review of existing priorities - accomplishments, status and next steps. Responsible staff from each of the priority areas will present an update on accomplishments, discuss the current work program and timelines, and present their proposed work program to advance the various priorities through FY2024 (planning period). Council will have an opportunity to ask questions, discuss the current and proposed work plan, and either express support for the approach or provide different direction on how to proceed. Proposals and action items with additional resource implications (new funding or staff needed) will be brought back in greater detail for further consideration through the FY2024 budget preparation and adoption process.

Thursday January 19

- Financial status update and revenue projections in anticipation of the FY2024 budget process and consideration of resource allocations.
- Discussion of possible new priorities and finalization of the 2023/2024 Council Priorities List and staff work program. Key staff will be present on Thursday to answer questions, provide additional information, and to weigh in on possible resource needs and overall feasibility as new initiatives are considered.

*If we are unable to cover all the existing priority items on Wednesday, review and discussion will carry over to Thursday.

Day 1 - Process, Protocols, Communication and Teambuilding

Coming away from the retreat with a clear understanding of the work program that will be pursued, from a tactical perspective, is a critical outcome. But it is also important to devote time and consideration periodically to address bigger picture relationship and organizational issues

and goals. Nicole Lance, a professional facilitator, has spent time one-on-one with each of us in advance of the retreat to identify issues and opportunities to advance the goals of the Council in the areas of relationships, communication, and process. She has created an agenda based on the feedback obtained during those sessions and will facilitate conversation in hopes of finding consensus regarding future approach to these issues.

This conversation is primarily focused on *how* we conduct business, rather than *what* business we conduct. While we have many well-established protocols and some legal or statutory restrictions, much of how we conduct city business can be amended by Council and/or staff. In some cases, protocols may be the product of precedent, rather than thoughtful intention, in which case simple review may reveal ways to improve. Several councilors have expressed interest in revisiting certain process related items that could result in changes to the Council Rules of Procedure or other protocols. A copy of the current Council Rules of Procedure document is included as Exhibit A.

Day 2 – Existing Priorities

As always, the retreat will give City Council an opportunity to establish the overall policy agenda and specific priorities for the coming year. This is a unique opportunity to take a “balcony view” of all the various policy priorities currently being pursued relative to each other and try and balance the numerous projects and initiatives competing for limited funding, time, and attention. This is an important but challenging task for the City Council. We already have numerous large-scale multi-year initiatives that will continue into FY2024 and beyond, as well as things that are already in the queue but have yet to be advanced due to limited availability of staff resources and lack of overall capacity to accommodate the additional work. As projects conclude, we will do our best to create opportunities to advance existing and emerging priorities, but most current initiatives are ongoing and already require significant staff resources with little if any ability to add new items without revisiting and deferring items currently on the list.

Additionally, in the last couple of years, the City has had significant challenges with staff turnover and inability to fill positions. Despite competitive wages, generous benefits, offering hybrid schedules for work/life flexibility, and a positive and supportive organizational culture, the end of 2022 resulted in a staggering 23% turnover rate for the City. Reasons for this extremely high turnover included employees leaving for job opportunities in the Phoenix area and out-of-state, lack of housing, high rents, long commutes and post-covid re-evaluation of work-life balance and personal priorities. The highly critical nature and sometimes unrealistic expectations of the community we serve are also taking their toll on employee morale.

While the City has added positions in an effort to do more, we have struggled to recruit, hire and retain candidates, due also to one of the most significant workplace disruptions in decades. As the Great Resignation continues, finding qualified, candidates in a rural community with high rents and minimal housing availability is an issue among all Verde Valley communities. This phenomenon seems to be impacting most industries and employers to some degree, so we are not alone, but our situation is exacerbated by our rural location and high cost of living.

Leadership recognizes that attracting and retaining quality employees is the most important factor affecting our ability to complete important projects. Turnover has impacted employee morale, productivity, and overall engagement. We are currently working on efforts to re-engage employees, including reinstating an employee committee to plan events and other activities to recognize and celebrate our team. We are also looking at ways to expand our recruitment efforts.

In the past year, HR implemented a new Employee Referral Program (ERP) to monetarily award employees who recruit friends and family into City positions. The plan continues to be a success, as the City has gained 16 new employees and employees have earned a small monetary award for their recommendation. Despite these efforts, employees who stay are being asked to do more and more. Managing workloads and setting realistic expectations is going to be increasingly necessary to preserve sanity and prevent burnout.

The Mechanics of Day 2

When discussing the current and proposed tasks associated with each existing priority area, it will be important to remain at a high level. During staff presentations on each priority, they will try to share enough information so councilors have the latest information about what is currently happening (most or all of that should already be familiar) and enough of a conceptual understanding of new things being proposed for Council to be able to give high level direction on the work program. The presentations and discussions are not intended to be at the detailed level that would be required if Council was being asked to take specific action on any of the items. Review, discussion and deliberation regarding specific projects and programs, cost/benefit analyses, presentation of detailed options, pros/cons and recommendations, and other considerations will be reviewed later as part of focused discussions at future Council meetings or work sessions or as part of budget discussions. Please resist the temptation to get into the weeds on any of the items as there is a lot to cover and these discussions are intended to only be high level! There will be time later, if Council decides to move an item forward, to get into all of the details.

To prepare for this discussion, enclosed you will find Exhibit B - Council Priorities Status Document. This document lists the current policy priorities as established by City Council and provides a bullet point summary of the work that has been accomplished towards those priorities, as well as the current status and planned work that will occur in the coming weeks and months through June 2024. To help you further navigate the document:

- The left column includes tasks and projects that have been completed through calendar year 2022.
- The right column contains a bulleted list of what is currently in process and the status of each. Under those, in blue, is anything new being proposed for the next 12-18 months (FY 2024 planning period). These are additional things that staff believe will help continue to advance the broader policy goals of the existing priorities and build on our current work. If any of those proposed new items have budgetary implications, and therefore need a decision package or CIP project request prepared for the FY2024 budget process, you will see a \$ symbol at the beginning of the description of that item. Specific cost estimates will be developed for the upcoming budget process for items Council is interested in pursuing.

Note: Once we memorialize this version of the document, we will remove the information in the lefthand column, containing the list of items completed through calendar year 2022, to make room for the items that will be completed in 2023. We will have this document to refer back to, but we will start fresh with capturing the progress being made in the coming year.

In addition to the existing policy agenda specifically established by Council as “priorities,” there is a smaller list of Other Projects/Initiatives, that are not official Council priorities, but are significant nonetheless in terms of time and resources needed to address them so are worth Council being aware of when establishing the final policy agenda. These are things that will

hopefully be able to become part of the overall work program once time, workload and staff resources allow but most have been on hold for quite some time in lieu of higher priorities.

In addition to providing the information contained in this document as part of the Council packet prepared in advance, staff will be making presentations on each of the existing priorities at the retreat. These presentations will not attempt to cover every detail of every item on the existing and proposed work program. There simply isn't time. We will attempt to highlight projects and provide brief status updates, but greater focus will be put on the new items being proposed than current items that have already been sanctioned by Council and in most cases have already been given significant attention.

Day 2 should provide the context for just how much is on the plate currently and moderate expectations for what can reasonably be added on Day 3 without revisiting the work discussed on Day 2.

Day 3 – Financial Status, Consideration of New Priorities and Finalization of the FY24 Council Priorities List

1. Financial Status

Thursday will kick off with a financial status update, review of budget forecast scenarios for FY2024, and presentation and discussion of other relevant financial considerations.

Overall, the City's financial position is positive, with cash & investment balances and sales & bed tax revenues significantly higher than pre-COVID amounts. However, sales & bed tax revenues have been decreasing slightly since July. With economists predicting a recession in mid calendar year 2023 and revenues already declining, concerns are heightened with the City's dependence primarily on tourism.

We continue to see bids for construction projects at substantially higher prices than anticipated which could have a significant impact on the availability of resources, depending on how long delays in projects will be. With significant priorities already on the list and others not yet on the list, decisions may need to be made about the timing of priorities to ensure adequate resources are available.

A recession has been built into our long-range financial forecasts for several years, so this is not unanticipated, and we are prepared to adjust spending accordingly should revenues continue to decline. Through deferment of capital projects, freezing of vacant positions, otherwise scaling back in the areas where workload allows and strategic use of reserves if needed, we will adjust to ensure the City's financial condition remains strong. As you know, despite 2009-2014 being the greatest recession of our lifetimes, the City never dipped into a dime of its reserves and actually added to savings/grew fund balances throughout the entire recession. We have been just as conservative regarding budget and maintaining sizable reserves as we were then and are poised to successfully weather a recession in 2023 or 2024.

2. Councilor Requests for New Policy Priorities

Below is a list of new initiatives and issue areas raised by councilors for discussion as the final piece to consider prior to finalizing the FY2024 work program. They are presented in no particular order. Some basic information on each subject has been provided to help facilitate the conversations around these topics. Key staff will be in attendance to assist with those

discussions if needed. The addition of new priorities will need to be done with consideration of the investment of additional time, effort, and money that will be required.

- **Other Property Acquisition: Oak Creek frontage** – Consider plans and pricing to obtain land on Oak Creek and make a primitive park with it, i.e., no parking, no built facilities; just a simple path through property.

Staff comments: The City is not in the same position it was a year ago with respect to revenues and our existing projects are costing much more than initially anticipated which is eating away at surpluses. We also just extended our financial obligations further with the recent \$20 million purchase of the Cultural Park (\$10 million financed) and interest rates for financing property acquisition and other capital items continue to escalate. Future development of the Cultural Park and the other parcels the City has recently acquired will also require additional financial investment.

With that said, if this was deemed a high priority, because it is a parks-related item, the City has certain dedicated funding sources for parks projects specifically. The current balances and ongoing annual revenues from these sources would likely be insufficient to cover large acquisitions but could contribute towards a purchase and/or be earmarked for debt service payments. Assuming we had a willing seller(s) for such property, funding options may include:

- Community fundraising
- Partnerships with non-profits to leverage other community investment
- Grant-seeking - Right now grants are more focused on critical infrastructure than parks or land acquisition or preservation, but it is something that may be possible and is worth exploring.
- Parks Development Impact Fees (DIF) and Community Facilities District (CFD) - There is an estimated \$700,000 DIF fund balance anticipated to be available at the end of FY24 and these funds accumulate annually based on new development activity. CFD funds are obligated through FY25 for the Brewer Road Ranger Station Park, but future accumulations are estimated at \$160,000 per year and are not yet earmarked. These funds can be used towards debt service to finance property if they are insufficient for a cash acquisition.

- **Actively pursue the creation of age-in-place housing** - In a recent survey by AARP, respondents across the country indicated that 71% wanted to stay in their current residence and/or community. Verde Valley Caregivers has stated many people are leaving the area because they do not believe they can "age in place." The overarching question is whether the City of Sedona can or should be looking at ways to facilitate the creation of age-in-place housing or otherwise focus further on improving the quality of life in the area for an aging population.

Staff comments: Through their recent work, the Citizen Healthcare Advisory Group (CHAG) identified the need to attract a continuing care facility(ies) to serve our community. While that may be a good idea, we would still want to better understand the demand and how it relates to other housing solutions and healthcare services. As was mentioned previously under the existing Economic Development/Diversification priority item, and in accordance with the CHAG recommendation, it is proposed that the City attempt to coordinate a regional effort to conduct a gap analysis for the Verde Valley/Northern AZ in FY24 to determine what health related services (including continuing care facilities) are needed and realistic to attract or expect, given the demographics of the various individual communities, the Verde Valley as a whole, and the greater Northern AZ region. This assessment would also provide recommendations regarding what the City of Sedona, working independently or with the other communities, can realistically do to promote, facilitate, attract or create these types of facilities and services.

The Economic Diversification (ED) Plan and goals do not currently address independent, assisted, or nursing home living specifically. It does state healthcare is a targeted industry, but that's the only related item in the existing ED Plan. That plan is currently being updated and this need could be explored further by the committee and consultant involved in that effort. If this was determined to be a community need and included in that plan, it would inform and focus staff towards doing what we can to actively recruit this type of facility even if it was not established as an official Council priority. There have already been private sector inquiries in recent years about developing continuing care facilities and nursing homes in Sedona, apparently having identified Sedona as a viable market. But the City could further incentivize this type of development if the Council and community so desired.

To garner additional community sentiment around the need for age-in-place housing, the 2024 budget survey, out to residents in Jan 2023, includes a question about including "independent and assisted living" as part of the development of the Cultural Park property. While this will only provide very preliminary feedback, demand can be further vetted through the Cultural Park master planning effort to determine if this type of facility should be incorporated into that location and what role the City should play in its development.

- **Community Plan Update Governing Ordinance** - Ordinance 88-06 which created the Planning and Zoning Commission (P&Z) includes Section 4 on Duties, where Item A states 'The duties of the Commission shall be to ... develop, submit ..., and maintain a General Plan...'. This ordinance might be updated/superseded to reflect the current process for updating and maintaining our Community Plan and clarify the roles and responsibilities for the Council, P&Z, and staff to better reflect what each actually does.

Staff comments: In practice, P&Z serves as an oversight and recommending body, and contributor, more so than the *developer* of the Plan. But depending on how strictly the existing ordinance language is read and interpreted, it could be argued that P&Z does develop, submit,

and maintain a General Plan since they do and have, *help* set up and provide direction on the Plan update process from the beginning, and they develop the Plan through delegation to staff, workgroups, and the community input process they have sanctioned and participate in themselves. For this reason, there is no *need* to change the language, which serves to memorialize the importance of the commission's role, but it is certainly Council's prerogative to amend the language to better reflect what is desired from them.

In the current process, P&Z's involvement is to participate:

- As individuals in the community forums/workshops (with notices of potential quorums)
 - Through regular updates to P&Z (where they can make suggestions)
 - Through work sessions at various stages to review the draft plan (this is where they can really influence content)
 - Through the required public hearing reviews and recommendation to Council which ultimately confirms their support or opposition to the Plan
- **Performance Audits** - To better enhance our reputation for fiscal responsibility, Council might begin considering the establishment of a City Auditor position for Sedona. According to the Association of Local Government Auditors (ALGA) (algaonline.org), an independent audit function can help:
- o Enhance accountability to the public and stakeholders
 - o Identify ways to improve services
 - o Support decision making with independent, factual, and objective information
 - o Strengthen management control to safeguard assets and achieve organizational goals
 - o Independently assess and report on City operations and services to strengthen public accountability, and improve the efficiency, effectiveness, and equity of City government

The website for the City of Scottsdale City Auditor (scottsdaleaz.gov/auditor) contains information about their structure and authority and contains links to their past audits.

In Sedona, a City Auditor might help consolidate our various reports and ways of looking at our local economy, audit/review the contract with the Chamber and other service providers, look at city commission/workgroup structures, evaluate housing programs, compare budget, fees, and development approval timelines for benchmark cities, and anything else where an independent review might prove efficient and beneficial.

Staff comments: With a heavy workload, high turnover and our existing team members maxed out, admittedly, there hasn't been sufficient time for the kind of investment in *formal* process improvement/performance auditing programs as we would like. These efforts have not been overlooked, as our dept heads and managers are constantly looking for ways to be more efficient and effective, but our leadership team would love to do more in this area. For example, the ERP implementation would be a big part of promoting greater efficiencies, but it has been on hold for years now, based on lack of staff availability to advance such a significant multi-departmental, multi-year effort.

What would be challenging, or impossible, with bringing an auditor in at this time, is that without existing staff investing the time and effort to bring that individual up to speed on what we are doing, how we are doing it, and why we are doing it, they would not be in a knowledgeable enough position to make process improvement recommendations or help us implement any

improvements. Admittedly, we have struggled to find the staff time to invest in those more formal process improvement efforts ourselves, but if we don't have the capacity to engage in programs led by our existing team members, it would be unlikely we would have the capacity to work with someone else who would need to be brought up to speed by our staff before they could even get started evaluating and making recommendations.

When we get closer to full staffing and/or reduce workload, this would be a valuable addition and fully supported by the City's leadership team. The reluctance to pursue this now is strictly a timing and capacity issue for existing staff. Identifying someone already in-house that evolves into an auditor-type role, and backfilling that person's former position, could be an option rather than hiring in an auditor who's brand new to the City. This still presumes the teams being evaluated are available to work with an auditor and we are not unintentionally putting additional burdens on an already overtaxed staff.



CITY OF SEDONA

CITY COUNCIL

RULES OF PROCEDURE

AND POLICIES

TABLE OF CONTENTS

<u>PRINCIPLES OF ETHICAL CONDUCT FOR ELECTED OFFICIALS</u>	<u>Page</u> 1
<u>RULES</u>	
Rule 1 - Rules of Procedure	2
Rule 2 - Conduct of Councilors and Enforcement	3
Rule 3 - Meetings	7
Rule 4 - Mayor, Vice Mayor, Duties and Responsibilities	19
Rule 5 - Creation of Committees, Boards & Commissions	21
Rule 6 - Citizens' Interaction.....	23
Rule 7 - Procedure for Council Representatives and City Manager (or Designee) to Provide Input to Regional Boards and Committees	24
<u>POLICIES</u>	
Policy A - Liquor License Applications.....	27
Policy B - E-Mail Policy for E-Mail Communications Between Councilors and Attorney-Client Privileged Communications	28
Policy C - Travel Policy for Councilors	37
<u>APPENDIX</u>	
Appendix A - Service Contract Policy Language	43

CITY OF SEDONA PRINCIPLES OF ETHICAL CONDUCT FOR ELECTED OFFICIALS

The following principles are meant to reflect a commitment to the integrity, responsibility, and leadership required of those holding public office. Council members pledge to uphold these Principles of Ethical Conduct in their behavior and actions in order to merit the trust bestowed upon them by the citizens they serve.

1. I will put forth honest effort in the performance of my duties.
2. I will make no unauthorized commitments or promises of any kind purporting to bind the City of Sedona Government.
3. I will not use public office for private gain.
4. I will act impartially and not give preferential treatment to any private organization or individual.
5. I will disclose waste, fraud, abuse, and corruption to the appropriate authorities.
6. I will treat everyone with respect and fairness at all times.
7. I will endeavor to avoid any actions creating the appearance that I am violating the law or these ethical standards.

RULE 1

RULES OF PROCEDURE

A. PURPOSE

1. The purpose of these Rules is to provide standard methods and general policy guidelines for the City Council to use when conducting business with City staff, the general public, and its own members. These Rules should be read and interpreted to be in harmony with the provisions of the Sedona City Code and State and Federal law. However, in every case where a conflict of interpretation may arise, the City Code and State and Federal law will control. These Rules shall be in effect upon their adoption by the Council by motion until such time as they may be amended.
2. Where the term Mayor is used throughout this document, it shall be deemed to include, when appropriate, the Vice Mayor or other designated persons acting in the capacity of Mayor.

B. PROCEDURE FOR INITIATING OR AMENDING RULES

Two Councilors may propose a new or amended Rule. To do so, the following procedure shall be followed:

1. Present the new or amended Rule(s) in draft, written form to the City Clerk.
2. The proposed draft will be submitted to the City Attorney for review before it is released.
3. The City Council will discuss or take action on the proposed or amended Rule(s) at a regularly scheduled Council meeting.
4. Suspension of These Rules: Any provision of these Rules not governed by ordinances or the City Code may be temporarily suspended, for that meeting, by a majority vote of those eligible to vote. The vote on any suspension shall be taken by "ayes" and "nays" and entered upon the record.
5. Amendment of These Rules: These Rules may be amended, or new rules adopted, by a majority vote of all members of the Council.

C. MASTER FILE OF ORIGINALS

The Clerk will maintain a Master File of all Rules contained herein and any amendments thereto.

D. REFERENCE MANUAL – RULES OF PROCEDURE

A reference manual containing these Rules will be kept in electronic and loose-leaf form in the City Hall for City staff and public use.

E. COUNCILORS' RULES OF PROCEDURE MANUALS

All new and amended Rules will be issued to each Councilor. The Rules will be issued in electronic form.

RULE 2

CONDUCT OF COUNCILORS AND ENFORCEMENT

A. CITY COUNCILOR ATTENDANCE AT SCHEDULED CITY MEETINGS

1. Councilors will notify both the Mayor and City Manager's Office in writing (email is appropriate) of their inability to attend any scheduled City Council meeting.
2. Should a Councilor be unable to attend any scheduled City Council meeting by unforeseen circumstances, that Councilor will notify the Mayor and the City Manager's Office as soon as possible after the meeting.
3. The second failure by a Councilor to notify the Mayor and City Manager's Office of anticipated or unforeseen absences may result in actions as outlined in Section L below.

B. EQUAL VOICE AND VOTE

All members of the City Council, including those serving as Mayor and Vice Mayor, have equal votes. All Councilors should be treated with equal respect.

C. GENERAL RULES OF DECORUM

1. Councilors shall fully participate in City Council meetings and other public forums while demonstrating respect, kindness, consideration, and courtesy to others.
2. At all times, Councilors shall be respectful of other people's time, and shall attempt to stay focused and act efficiently during public meetings.
3. Councilors shall conduct themselves so as to serve as a model of leadership and civility to the community, inspire public confidence in Sedona government, and demonstrate honesty and integrity in every action and statement.
4. Councilors will strive to always be on time for Council meetings.

D. CONDUCT IN PUBLIC MEETINGS

During all regular and special Council meetings, the following rules of decorum shall apply:

1. The role of the Mayor shall be recognized in maintaining order.
2. Councilors shall refrain from distraction during the "moment of silence".
3. Councilors shall refrain from dominating the discussion.
4. Personal attacks on other Councilors shall be avoided.
5. Councilors shall demonstrate effective problem solving approaches.
6. Councilors shall be polite to speakers and treat them with respect.
7. Councilors shall actively listen when others speak.
8. Councilors shall refrain from debating and arguing with the public.
9. Everyone attending Council meetings will turn off all cell phones. If an imminent emergency or serious family matter is anticipated, cell phones may be set on vibrate.
10. Councilors shall refrain from eating at the dais.
11. "Business Casual" is the appropriate dress standard for all scheduled meetings of the full Council.
12. Councilors should be respectful of citizens, citizen opinions, and citizen issues.

E. CONDUCT IN UNOFFICIAL PUBLIC SETTINGS

1. Councilors will continue to practice respectful behavior in unofficial public settings.
2. Councilors will always be aware that conversations can have a public presence, and therefore ensure that all City-related conversations are appropriate and respectful.
3. All Councilors will refrain from making promises on behalf of the City Council unless such promises have been approved by official action.
4. Councilors shall refrain from making negative personal comments about other Councilors that go beyond appropriate criticism of another Councilor's opinion or position on a matter.

F. PUBLIC COMMUNICATIONS

1. When speaking publicly regarding City issues, Councilors will inform their listeners that **"any expressions of opinion can only be attributed to me and do not necessarily represent the position or opinion of the City Council or City staff,"** or words to that effect.
2. When writing an item for publication, such as a letter to the editor, Councilors will conclude their written statement with the disclaimer **"Any expression of opinion that may be read into this article can only be attributed to me as the author and does not necessarily represent the position or opinion of the City Council or City staff,"** or words to that effect.
3. Articles assigned to be written by Councilors, such as City Talk, will include the disclaimer as outlined in Section F, Paragraph 2 above, and will be distributed to all local media through the City Manager's Office.

G. COUNCILOR CONDUCT WITH CITY STAFF

1. Councilors shall treat all City staff as professionals.
2. Councilors shall refrain from personal public criticism of an individual employee that goes beyond appropriate criticism or questioning of his/her position on a City matter. Concerns about an employee's performance should be discussed in private and should be brought to the attention of the City Manager.
3. Councilors should attempt to avoid unnecessary or prolonged disruption of City staff from their jobs. Councilors should not disrupt City staff while they are in meetings, on the phone, or engrossed in performing their duties, unless there is a compelling time-sensitive concern that must be addressed immediately.
4. Councilors shall refrain from involvement in administrative functions. The role of each Councilor, as an individual, is to represent the community and to share their ideas, recommendations, and point of view during consideration of matters before Council. Councilors shall respect and adhere to the Council-manager structure of the Sedona City government as outlined in City Code. In this structure, the City Council determines the policies of the City with the advice, information and analysis provided by the public, boards, commissions, committees and City staff. Councilors therefore may not interfere with the administrative functions of the City or the professional duties of City staff; nor impair the ability of staff to implement Council policy decisions. Councilors shall not expressly or implicitly give orders or direction to staff, except through their participation on Council. Councilors shall also refrain from individually directing

the City Manager and City Attorney in the performance of his/her job responsibilities.

5. All Councilor requests for research, information or any other staff project shall be directed to the City Manager or City Attorney. No Councilor shall make a request requiring more than one hour researching, compiling information or otherwise spending staff time without first seeking approval of a majority of City Council. Councilor requests that involve less than one hour staff time, as determined by the City Manager, shall be completed without the need of Council action. Councilors recognize that the City Manager and City Attorney have discretion to take any additional action they believe necessary on a request.
6. Councilors must not attempt to unduly influence City staff on the making of appointments, awarding of contracts, selecting consultants, processing of development applications, or granting City licenses and permits. However, this does not preclude City Council members from being involved in such decisions when they are part of a committee that has been formed for the purpose of recommending the selection of a professional firm or recommending the hiring of a key staff member. In being part of that committee it is understood that they will be impartial and make their recommendation based on the merits of the applicants and will recuse themselves from the process if there is a conflict of interest.
7. Upon receipt of a citizen's complaint, a Councilor may refer the complaint to the City Manager for review and response. Before responding to a citizen complaint, Councilors should check with the Mayor or City Manager to see if any action has already been taken on the issue. Copies of any response may be provided to other Councilors and the City Manager.

H. RESPONSE TO COMMUNICATIONS FROM THE PUBLIC

1. Councilors are strongly encouraged to acknowledge telephone, letter and electronic communications from the public.
2. When responding to such inquiries regarding City issues, Councilors should indicate a disclaimer such as: **“Any expression of opinion that may be read into this response can only be attributed to me as the author and does not necessarily represent the position or opinion of the City Council or City staff,”** or words to that effect.
3. Individual Councilors may respond to correspondence that has been directed to the entire City Council. Councilors should qualify any response they make which contains their personal opinions as opposed to any official position of the City.
4. Councilors shall always be courteous and professional in any correspondence or interaction with members of the public.

I. REFERRAL OF CITIZEN COMPLAINTS CONCERNING CITY SERVICES

When contacted by a citizen concerning a complaint regarding a City service, Councilors will notify the City Manager of the complaint and inform the citizen that his/her concern has been forwarded to the City Manager's Office. The City Manager should inform the referring Councilor of what action may have been taken.

J. IMPROPER INFLUENCE

1. A Councilor may not use City staff or letterhead to support personal or non-City functions or fundraisers.
2. Councilors shall not use their official office as a means of advancing personal opinions through public statements whereby an inference can be drawn that they are speaking on behalf of the City. Any such public statements shall contain clear language indicating that such statements are the opinions and comments of the individual and are not necessarily the position of the City of Sedona.

K. GIFTS

1. Councilors shall not, except pursuant to such reasonable exceptions as are provided by regulation, solicit or accept any gift or other item of monetary value from any person or entity seeking official action from, doing business with, or conducting activities regulated by the City of Sedona, and whose interests may be substantially affected by the performance or nonperformance of the Councilor's duties.

L. ENFORCEMENT OF THE RULES OF PROCEDURE

1. City Councilors who fail to follow these Rules of Procedure are subject to both private reprimand and formal censure. It is at the discretion of the Mayor to initiate action if a Councilor's behavior is called into question by another Councilor. When this occurs, the Mayor will discuss the behavior with the concerned Councilor whose actions are being questioned and may issue a private reprimand. If the Mayor is the individual whose actions are being questioned, the same procedure will be followed after a Councilor expresses a concern to the Vice Mayor.
2. If, after a second private reprimand concerning the same behavior, the conduct continues, the matter shall be referred to the City Council to consider whether a public censure is appropriate. Any public censure for violation of these Rules of Procedure can only take place upon a (two-thirds) vote of the entire City Council.

M. COUNCILOR APPOINTMENT

1. Upon the death or resignation of a City Councilor, the City Clerk shall immediately advertise the vacancy, request applications from all interested and qualified citizens and accept applications for a period of not less than three weeks.
2. After the application period is closed, City Council shall meet to determine which applicants will be interviewed. Applicants who receive a majority vote of Councilors present in a regular, open session shall be interviewed. A tie vote results in an applicant not being interviewed.
3. Appointments to City Council shall be made after an open session interview with the City Council and through a majority vote of Councilors present. Council may hold an executive session to consider or discuss appointment of a Councilor.

RULE 3

MEETINGS

A. GENERAL RULES CONCERNING MEETINGS

1. Meetings and Minutes to be Public: All meetings of the Council shall be open to the public, except that upon approval of a majority vote of the Council, the Council may meet in an executive session in a manner pursuant to the requirements of state law. Minutes of all open meetings shall be available for inspection by the public.
2. Regular Meetings: The Council shall meet on the second and fourth Tuesday of each month at 4:30 p.m. except for the fourth Tuesday in July and December.
 - a. If the regular meeting falls upon a legal holiday, then the Council shall meet at the regular time on the next succeeding day not a holiday.
 - b. All regular meetings of the Council shall be held at the Sedona City Hall or such place as determined by the Mayor or Council and as designated in the meeting notice.
 - c. A regular meeting may be canceled upon a majority vote of Council or due to lack of a quorum; in such a case, the reason for cancellation shall be conveyed to the Council and the public.
3. Special Meetings: The Mayor, upon his/her own initiative, the Clerk, upon the written request of three (3) members of the Council, or the Council, by majority vote, may convene the Council at any time by notifying the members of the date, hour, place, and purpose of the special meeting. Notice of the meeting must be made pursuant to state law.
4. Work Sessions: The Council may meet in work sessions at the call of the Mayor or any three (3) members of the Council on the day following a regularly scheduled Council meeting at 3:00 p.m. except for the Wednesday following the second regular Council meeting in November. Work sessions are open to the public and are designed to allow the Council to obtain detailed information and public input, on issues of major significance so any final decision made at the regular Council meeting may be expedited. No official action may be taken at a work session unless so stated on the agenda for that meeting.
5. Executive Session: The Council may meet in executive session pursuant to the requirements of A.R.S. § 38-431 et seq. The Council may vote to go into executive session, pursuant to § 38-431.03A(3), for discussion and consultation for legal advice with the City Attorney on the matter(s) set forth in the agenda item, or for other purposes as set forth in A.R.S. § 38-431.03.
 - a. The only persons allowed to attend the executive sessions are members of the Council and those employees and agents whose presence is reasonably necessary in order for the public body to carry out its executive session responsibilities. Upon reconvening in public session, following an executive session, the Council may take formal action on matters considered in that executive session.
6. Council Meeting - Quorum: State statute (A.R.S. § 9-233) specifies that, "A majority of the councilmen shall constitute a quorum for transacting business." A vote of a majority of the quorum of those present is required in order to take

official action.

7. Recessed Meetings: A properly called regular or special meeting may be recessed and resumed the following day with less than twenty-four (24) hours' notice by announcing the time and place for resumption of the meeting in open session. Any such recess shall be made by a procedural motion in open session during the regular or special meeting. To accommodate possible continuations of regular Council meetings to the following day, all Wednesday Special Meeting and Work Session agendas shall contain an item at the beginning of the agenda giving notice of the possible continuation of any uncompleted business from the regular Council meeting that was held on the previous day. If a meeting is recessed or continued to a time longer than twenty-four (24) hours, the continued meeting will be noticed and posted in accordance with normal statutory procedures.

B. PRESIDING OFFICER, DUTIES AND FUNCTIONS

1. Presiding Officer: The Mayor shall preside at all Council meetings if he/she is present. The Mayor shall have the right to vote on all issues. In order to address the Council, a member must be recognized by the Mayor. If the Mayor is absent, the Vice Mayor shall preside. The Vice Mayor or another member who is temporarily presiding retains all of his/her rights as a member of the City Council, including the right to make motions and the right to vote. The Mayor or other presiding officer shall have the following powers:
 - a. To rule motions in or out of order, including any motion patently offered for obstructive or dilatory purposes;
 - b. To determine whether a speaker has gone beyond reasonable time limits or standards of courtesy in his/her remarks and to entertain and rule on objections from other members on this ground;
 - c. To resolve questions of parliamentary law or procedure;
 - d. To call a brief recess at any time;
 - e. To adjourn in an emergency.
2. A decision by the presiding officer under any of the first three powers listed may be appealed to the Council upon motion of any member. Such a motion is in order immediately after a decision under those powers is announced and at no other time. The member moving the motion need not be recognized by the presiding officer, and the motion, if timely made, may not be ruled out of order.

C. RIGHT OF FLOOR

1. The Mayor will call the agenda item and open the floor for discussion by the Council.
2. During the question and answer session, Councilors shall be recognized by the Mayor before speaking. The Mayor will make every attempt to allow each Councilor the opportunity to ask questions before recognizing a Councilor who has already asked his/her questions.
3. The Mayor shall moderate the Council's discussion and comment session by recognizing individual Councilors in the order in which they have indicated the desire to speak. The Mayor will make every attempt to allow each Councilor the opportunity to comment before recognizing a Councilor who has already

commented.

4. When a Councilor desires to ask a Councilor who has just finished speaking a question to clarify a point, he/she should immediately address the Mayor requesting the opportunity to ask the question.
5. If one or more Councilors wish to further explore a particular point made by another Councilor, he/she should address the Mayor requesting the opportunity to do so. The Mayor at his/her discretion may allow the exploration of a specific point by allowing Councilors to speak to that point before resuming the original moderated discussion.
6. During that exploration (see 4. above), the Mayor shall monitor the discussion to preclude protracted arguments over those points encouraging instead that Councilors use their moderated discussion turn to continue their argument.
7. With or without a request from a Councilor, the Mayor may announce that the Council is in "open discussion" to facilitate a freer form of conversation and debate on an issue. During open discussion, Councilors may speak without being recognized and may address each other but will adhere to the conventions of respectful, civil dialogue. The Mayor may set a time limit for the open discussion and may end it at any time.

D. ACTION BY THE COUNCIL

1. Any member, including the Mayor, may make a motion.
2. A motion may only address a single point. Where a series of actions or decisions are required, each action or decision shall be a separate motion.
3. Last minute extended editing or "word crafting" of complex motions during Council meetings is discouraged. However, when it is necessary for the Council to "word craft" a complex motion, that motion shall be made available to the Council in writing, either on screen or in hard copy, prior to their voting. If the issue is not time sensitive, the motion may be tabled to the Consent Item Section of the next regular Council meeting to allow City staff to properly formulate the motion.
4. If the motion is time sensitive requiring immediate action by the Council, the Mayor will request a recess to allow City staff to prepare the motion on screen or in hard copy.
5. A substantive motion is out of order while another substantive motion is pending.
6. No further discussion will be allowed after a motion has been voted on, unless there is a motion to reconsider.

E. PROCEDURAL MOTIONS

Certain Other Motions Allowed: In addition to substantive motions, generally only the following procedural motions are in order. Unless otherwise noted, each motion is debatable, may be amended, and requires a majority of votes cast for adoption. Procedural motions are in order while a substantive motion is pending and at other times, except as otherwise noted. In order of priority, the procedural motions are:

1. Motion to Appeal a Procedural Ruling of the Presiding Officer: A decision of the presiding officer ruling a motion in or out of order, determining whether a speaker has gone beyond reasonable standards of courtesy in his/her remarks, or entertaining and answering a question of parliamentary law or procedure may be appealed to the Council as specified in Rule 3.B.2. This appeal is in

order immediately after such a decision is announced and at no other time. The member moving the motion need not be recognized by the presiding officer and the motion, if timely made, may not be ruled out of order.

2. Motion to Adjourn: This motion may be made only at the conclusion of action on a pending substantive matter; it may not interrupt deliberation of a pending matter. A motion to recess to a time and place certain shall also comply with the requirements of Rule 3(A)(7).
3. Motion to Take a Brief Recess: This motion, which allows the Council to pause briefly in its proceedings, is similar to the motion to recess. A motion to take a brief recess is in order at any time except when a motion to appeal a procedural ruling of the presiding officer or a motion to adjourn is pending. Under these Rules, the Mayor or other presiding officer has the power to call a brief recess at any time in accordance with Rule 3(B)(1) (d).
4. Motion to Follow the Agenda: This motion must be made at the first reasonable opportunity. It is intended to ascertain by a vote of the Council whether the open meeting laws are being adhered to with regard to the discussion being pursued by the City Council. Prior to voting on this motion, the Council may request and receive legal advice from the City Attorney.
5. Motion to Suspend the Rules of Procedure: This motion is made per Rule 1(B)(4) above.
6. Motion to Go Into Executive Session: The Council may go into executive session for one or more of the permissible purposes set forth in A.R.S. § 38-431.03(A), so long as such purpose and a description of the subject matter or issue being discussed is set forth in the meeting agenda. The motion should cite for the record the purpose of the executive session.
7. Motion to Come Out of Executive Session: This motion provides a procedural mechanism for returning from an executive session to an open meeting.
8. Motion to Defer Consideration: The Council may defer a substantive motion for later consideration at an unspecified time, or in order to ensure that a motion is duly considered, may defer consideration to a date and time certain.
9. Motion to Suspend Discussion and Vote on the Motion at Issue: This motion is not in order until there has been at least ten (10) minutes of debate, any members of the public wishing to speak on the issue have been given an opportunity to do so, and every member of the Council has had an opportunity to speak once. If this motion passes, then a vote will immediately thereafter be taken on the substantive motion at issue.
10. Motion to Amend a Pending Motion: An amendment to a motion must be pertinent to the subject matter of the motion. An amendment is improper if adoption of the motion with that amendment added would have the same effect as rejection of the original motion. A friendly amendment to a motion may be accomplished if the maker of the original motion indicates agreement to amend his/her motion in accordance with the proposed amendment. Upon such agreement, the motion is deemed amended. Absent a "friendly amendment," a motion may be amended only upon a majority vote.
11. Motion to Reconsider a Past Action of the Council: The following rules will govern any matter coming up for reconsideration after it has been acted upon by the Council.

- a. After a matter has been voted upon by the entire Council, any Councilor who voted in the majority may, within seven (7) days, request that the City Manager place the issue of reconsideration on the next regular Council meeting agenda. The motion to reconsider will be debated and voted upon by the Council, and if passed, the Council will then deliberate anew on the substantive issue being reconsidered.
- b. At any time after sixty (60) days that an issue was acted upon, any Councilor may request that the item be placed on the Council agenda. Then, in accordance with Section R (1) (e) of this Rule, the matter will be placed on a future Council agenda. The agenda will indicate that the motion for reconsideration will be considered and voted upon by the Council, and if passed, the Council will then deliberate anew on the substantive issue being reconsidered.
- c. Certain issues may or may not be subject to reconsideration depending on whether or not reconsideration would create a potential claim of equitable estoppel against the City. Examples of matters that could potentially give rise to such a claim include, but are not limited to:
 - 1) Reconsideration of decisions involving the rezoning of property, where a previously made decision has created vested rights in favor of the property owner.
 - 2) Reconsideration of bid awards where an awardee has reasonably relied on a previous Council decision and has committed money and or resources to the project.
- d. The City Attorney will review any request for reconsideration to determine whether or not it creates a potential legal liability for the City and will advise the entire City Council either by way of privileged written communication or in executive session.

F. ATTENDANCE BY STAFF

The City Manager, City Attorney or Assistant City Attorney, and the City Clerk or Deputy City Clerk shall attend all regular meetings of the Council unless excused by the Mayor. The City Manager may make recommendations to the Council and shall have the right to take part in all discussions of the Council. If the City Clerk and Deputy City Clerk are excused from an executive session, an alternate Clerk will be appointed. The City Clerk shall keep the official minutes and perform such other duties as may be required by the Council. The attendance of other staff members will be as directed by the City Manager. Notwithstanding the above, the City Attorney and City Manager need not attend City Council meetings wherein the only business transacted concerns interviews for Commission or Committee positions. In addition, neither the City Manager, City Attorney, or City Magistrate shall attend annual Council evaluations outside of their own evaluation.

G. CLARIFYING COUNCIL DIRECTION

When the Council gives general direction to the staff without voting on a motion, the City Manager will restate for the record the final direction given by the Council in order to avoid any confusion. If the Council disagrees with the restatement, they may make corrections setting forth the direction to be given.

H. RECORDING VOTES

1. On all voting matters, if the vote is other than unanimous, the Mayor shall state for the record, and the Clerk shall have recorded in the minutes, all yea and nay votes. In the case of a tie vote on any motion, the motion shall be considered lost. A roll-call vote shall be taken upon the request of any Councilor.
2. If the Mayor calls out a vote count and a Councilor believes the vote count is incorrect, he/she must ask for a roll call at the time of the vote. Once announced, the vote total is final. If a Councilor wishes to abstain from voting, that member must do so prior to the issue being discussed and explain the abstention. A Councilor indicating an intention to abstain from voting may not participate in the discussion and should leave the dais.

I. MINUTES OF THE MEETINGS

1. Minutes of all open meetings of the Council shall be kept by the Clerk and shall be entered in a book constituting the official record of the Council.
2. Appropriate technology recordings of all open Council meetings shall be retained for a minimum of three years and may, within the City Clerk's discretion, be retained for a longer period after the minutes of the meeting are approved.
3. If a person needs to refer to the details of a discussion, he/she should refer to the meeting's recording, in accordance with Section M of this Rule. The City Clerk will exercise his/her best discretion, in accordance with appropriate minute taking procedures, to assure that the substance of the meeting is recorded accurately and that the name of each person speaking is recorded.
4. If a member of the Council or the public presents written material they wish to have included in the official record of the meeting, this will be done. The material will be attached to the original minutes that will be kept on permanent file in the Clerk's office.
5. Copies will not be included with the minutes that are distributed. Copies of attachments will be made available to Councilors upon request.
6. The City Clerk will tape record executive sessions whenever possible. Either the recording or minutes will be maintained in accordance with A.R.S. § 38-431.03, and shall be kept confidential. If the City Clerk or Deputy City Clerk cannot attend an executive session due to a conflict of interest, the tapes or minutes for that session shall be retained in the City Manager's Office until the conflict has been resolved.

J. READING OF MINUTES

Minutes will not be read unless requested by a quorum of Councilors. Copies of the minutes shall be distributed to Councilors upon request. A master copy of the minutes is available for review in the City Clerk's Office prior to the meeting at which they are to be approved.

K. CORRECTIONS TO COUNCIL MINUTES

1. If a Councilor has corrections, other than substance, such as spelling or punctuation, he/she may call them into the City Clerk or present them in writing before the next meeting and they will be corrected accordingly.

2. All corrections that have been approved by the Council at a Council meeting will be made to the original minutes in question before the City Clerk signs the certification form.

L. ORDINANCES: CONFINED TO ONE SUBJECT: EXCEPTIONS

No ordinance, except an appropriation ordinance, an ordinance adopting or embodying an administrative or governmental code, or an ordinance adopting a code of ordinances shall relate to more than one subject, which shall be clearly stated in its title.

M. APPROPRIATE TECHNOLOGY OF MEETINGS

Councilors have the right, if they wish verbatim portions of a particular meeting, to use copies of the official media to obtain this information for themselves. An appointment shall be made for the appropriate media use. (If a Councilor requests the City Clerk to perform this task, it will be done when the Clerk can judiciously do it without impeding the City Clerk's official daily work.) Master recordings shall not be removed and must physically remain in the possession of the City Clerk's Office.

N. CONFLICTS OF INTEREST

1. Each Councilor has responsibility for compliance with the provisions of A.R.S. Title 38, Chapter 3 Article 8¹, concerning conflicts of interest. When a Councilor recognizes a conflict of interest, the member shall announce the conflict, refrain from discussion or voting on the matter and shall leave the dais. A Councilor should consult with the City Attorney well in advance of any decision where there may be a potential conflict of interest.
2. A Councilor may in certain situations choose to abstain from participation in a matter even though he/she does not have a legal conflict of interest. However, such abstentions, absent compelling personal convictions or a strong perception of a moral conflict of interest, are discouraged. Ultimate discretion concerning personal abstentions are, however, left to the discretion of the individual Councilor. In such cases, the Councilor should announce his/her decision to abstain before any discussion of the item in question begins, and should thereafter refrain from discussion and voting on the matter, and should leave the dais. By participating in discussion of an item, Councilors thereby waive their right to abstain from voting.

O. MEETING TIME LIMITS

The Council will make every effort to comply with the proposed time limits established for each item on the agenda. However, any Councilor, after four (4) hours of meeting time has elapsed, may make a motion to continue the meeting to a date and time certain. Any Wednesday Work Session or Special Meeting shall contain an item at the beginning of the agenda providing for consideration of items continued from the prior meeting.

1. General
 - a. The Mayor may remind Councilors of these guidelines during a meeting.

¹ A.R.S. § 38-501 et. seq.

- b. Councilors are encouraged to read the packet ahead of time and submit questions to staff by the Monday of Council week.
- c. As much as possible each Councilor should be given the opportunity to speak before a Councilor speaks a second time.

2. Time Monitoring

- a. It is not necessary to speak on every issue. When you do speak, do not ask questions that have already been answered, do not repeat information, make your point as quickly as possible, and be mindful of the time you take.
- b. The Mayor may interrupt a Councilor if he/she is repetitious or not on topic.
- c. The Mayor may remind the Council about time.
- d. The Mayor may limit discussion when it appears that statements are redundant and that the time has come to vote.

3. Agendas

- a. Agendas may include a recommended time limit next to each item. The Mayor may remind Councilors when the time limit is being approached.
- b. Placing items on the agenda that could be handled administratively should be avoided.
- c. Less time-sensitive items may be delayed to a later meeting when major substantive issues are on the agenda.
- d. Agendas may be chronologically rearranged by the mayor after consulting with other Council members if it is determined to be in the best interest of facilitating the meeting while also ensuring compliance with Open Meeting laws.

4. Public Input and Presentations

- a. Presentations and reports shall include detailed, written materials in the Council’s packet. Speakers should present the key points only and not just read what is already in the Council packet.
- b. Presenters shall make every attempt to stay within the time designated on the agenda bill. Additional time may be granted at the discretion of the Mayor.
- c. The Mayor may manage public input by asking the public:
 - 1) To not repeat what previous speakers have said on the issue.
 - 2) That if they have nothing new to add to what other speakers have said, then to simply indicate they are for or against the item.
 - 3) For the next speaker to stand “on deck” to save time.

P. ORDER OF BUSINESS

- 1. Generally: The general order of business in regular meetings shall be as follows:
 - a. Call to Order/Pledge of Allegiance/Moment of Silence
 - b. Roll Call
 - c. City’s Vision Statement/Moment of Art
 - d. Consent Items
 - e. Appointments
 - f. Citizens Engagement Program Update – Discussion/Report
 - g. Summary of Current Events by Mayor/Council/City Manager
 - h. Public Forum
 - i. Proclamations, Recognitions, and Awards

- j. Regular Business
 - k. Reports/discussion on Council assignments
 - l. Discussion/possible action on future meetings/agenda items. Councilors should be apprised of topics/issues that are being prepared for future Council agendas or possible executive session items
 - m. Executive Session
 - n. Return to Open Session
 - o. Adjournment
2. Consent Items: Many items of business require action by the Council, but are of a routine and non-controversial nature. In order to expedite the public business and provide time for deliberation of non-routine matters, a Consent Items Section shall be used as follows:
- a. When any item of business requires action by the Council, but is routine, such items may be presented as part of the Consent Items Section.
 - b. Any member of the Council, City staff, or the public may request that an item be removed from the Consent Items. All such items shall be considered individually and acted upon with a motion in the order in which they appeared in the Consent Items Section.
 - 1) Whenever possible, Councilors should attempt to notify the Mayor and the City Manager, at least one hour before the meeting commences, of their intent to remove any item from the Consent Items Section.
 - c. Following the removal of items from the Consent Items Section, there shall be no debate or discussion by any Councilor regarding any items remaining in the Consent Items Section beyond asking questions for simple clarification.
 - d. The Consent Items shall be introduced by a motion “to approve the Consent Items” and shall be considered by the Council as a single item.
 - e. The motion to approve the Consent Items Section shall be equivalent to approval, adoption, or enactment of each motion, resolution, or other item of business exactly as if each has been acted upon individually. The motion of approval is only for those items that have not been removed from the Consent Items Section.
3. Proclamations: Proclamations may be placed on the agenda by the City Manager or with the sponsorship of any two Council members.
- a. Before placing a Proclamation on the agenda, due consideration should be given concerning whether the Proclamation is consistent with the City’s vision statement and the goals of the Community Plan. Those that promote a particular political or religious agenda will not be accepted.
 - b. All Proclamations must be submitted in accordance with the City’s established timeline for placing items on a Council agenda and must be approved as part of the Consent Agenda prior to being presented. Proclamations will be read and presented only when the recipient of the Proclamation so requests and is present to receive it at the Council meeting where it is considered.
4. Summary of Current Events: This portion of the agenda should be confined to items such as recent or upcoming meetings or events of interest to Councilors

and the public. It should not be used to state a position or deal with an issue. Such items should be agendized for future meetings.

5. Commission /Council Joint Meeting and Written Reports: The City Council will meet individually with each commission as needed to give direction. For this meeting, each commission chair is required to submit, a written status report summarizing accomplishments and major issues for his/her commission. The Council liaison for each commission or the Mayor, may at his/her discretion, bring back to the Council a request for an additional Council meeting if it appears to be warranted.

Q. TIME LIMITATIONS REGARDING PUBLIC PARTICIPATION

1. Public Forum: Normally, during the "Public Forum," each member of the public will be limited to three minutes. If at the expiration of three minutes a request for additional time is made, the request will be considered at the sole discretion of the Mayor. During an open call to the public, individual Councilors may respond to criticism made by those who have addressed the public body, may ask staff to review a matter, or may ask that a matter be put on a future agenda. However, Councilors shall not discuss or take legal action on matters raised during an open call to the public unless the matters were properly noticed for discussion and legal action.
2. Public Input Concerning Agenda Items: During the "Agendized Portion" of the meeting, each member of the public will be limited to three minutes, unless granted additional time by the Mayor. In the event a Councilor verbally objects, a vote will be taken.
 - a. Individuals opposed to or supporting an agenda item will be recognized by the Mayor and must state his/her name and city of residence or county, then speak the issue. In the interest of time, the Mayor may request that he/she does not repeat statements presented by previous speakers. If the person does not wish to speak, the person can simply state his/her name and position on the issue.
 - b. In all cases, the Mayor may grant the speaker additional time if the Council agrees it is appropriate.
 - c. Any Councilor may make a procedural motion to re-open the public comment period, if it is perceived that members of the public wish to offer additional comments or rebuttal to matters presented after the original public comment period is closed. The Council will vote on the motion and if passed, the public comment period will be reopened.
3. Public Disruption: The Mayor has the authority to preserve order at all Council meetings, and may call for recess and/or remove or cause the removal of any person from any Council meeting. A member of the public who disrupts and is ordered removed from a Council meeting shall be excluded from the remainder of that meeting.
4. Planning and Zoning Appeals: If the item before the City Council concerns an appeal of a planning and zoning issue, the appealing party and the party defending the prior decision will each be given ten (10) minutes to present their position and respond to questions from the Council. The Council will then allow public comment in accordance with the three-minute rule governing such

comment. Following the public comment period, the appealing and defending parties will have five (5) minutes for rebuttal. The Council will then deliberate and reach a decision on the appeal.

- a. After an appeal has been filed in a matter where the Council is acting in a quasi-judicial capacity, and during the pendency of an appeal before the City Council, a member of the City Council may not communicate directly or indirectly with any party or person about any issue of fact or law regarding the appeal, except at a meeting of the Council.
- b. Notwithstanding Section a. above, no decision or action of the City Council shall be invalid due to ex parte contact or bias resulting from ex parte contact with a member of the decision-making body, if the member of the decision making body receiving the contact:
 - 1) Places on the record the substance of any written or oral ex parte communications concerning the decision or action; and
 - 2) Gives notice before or at the hearing of the parties' right to rebut the substance of the communication.

R. AGENDAS

1. Determination of Specific Items to be Included. Two Councilors, the City Manager or a Department Head may request to have items placed on the agenda. Council members wishing to place an item on a future agenda may make the request at a City Council meeting during Future Meeting/Agenda Items. As an alternative or if the item is of a time sensitive nature, the Councilor may contact the City Manager with the request. The City Manager shall be notified of all upcoming agenda requests from Councilors so that staff can be prepared.
 - a. In the case of Council members, support of two (2) Councilors is required. If the City Manager determines the item will require substantial research and/or staff time (generally more than two hours), the item will initially be agendized as a 15-minute introductory item and a majority support of Council will be required to pursue the item further. Introductory items that fail to receive the majority support of Council may not again be placed on the agenda by the same two Councilors for 90 days.
 - b. The general public may have items placed on the agenda only through Councilors.
 - c. Requests by Councilors for information or reports concerning the administration of the City or matters having to do with actions of or failure to act by the City staff or amenable to administrative disposition shall not be placed on the agenda of any Council meeting until the City Manager shall have been given a reasonable opportunity to resolve the matter and to furnish the interested Councilor or Councilors with an explanatory statement.
 - d. The City Council may, by majority vote, identify items to be added to the agenda of a specified future Council meeting.
 - e. Items submitted by Department Heads for consideration as possible agenda items shall be presented to the City Manager and City Clerk under cover of a transmittal form, "Request for a City Council Agenda Item."
 - f. An agenda team comprised of at least the City Manager, Mayor, Vice Mayor,

City Attorney, and City Clerk shall meet prior to the regular meeting to select, discuss, and prioritize the draft agenda items and decide their placement on future agendas.

- g. An agenda item submitted by Councilors shall be placed on a regularly scheduled Council meeting agenda within two (2) meetings of the submitted request. The agenda item may be postponed because of other agenda item priorities as determined by the agenda team.
 - h. As soon as the “draft agenda” is set, the City Clerk shall distribute it by email to all members of the City Council.
 - i. Only in extraordinary circumstances and after approval of the Mayor should any additional agenda items be added to the City Council packet after its distribution.
 - j. Once Councilors receive their meeting packets, any typographical or housekeeping errors in ordinances or resolutions under consideration should be presented in writing to the Clerk before the meeting at which they are considered and the necessary changes will be made by the Clerk for consideration by the Council at the Council meeting.
2. Posting of Agendas: All agendas for regular meetings shall be posted in one (1) official public places as well as the City’s website. All agendas will be publicized in the local newspaper on the Friday prior to the scheduled meetings. Agendas published in the newspaper will be marked “tentative,” and will have the following disclaimer “This is an unofficial tentative agenda and is subject to change until twenty-four (24) hours before the actual meeting. To review the final agenda(s), please consult with officially posted agenda(s) within twenty-four (24) hours of the meeting time.” Agendas will be posted by Friday, but in no case (other than an emergency meeting) later than twenty-four (24) hours prior to the meeting.

RULE 4

MAYOR, VICE MAYOR, DUTIES & SUCCESSION

A. MAYOR

1. Preservation of Order: The Mayor shall preserve order and decorum, decide all questions of order, prevent intrusion upon personalities or the impugning of members' motives, confine members in debate to the question under discussion, and conduct the meetings in accordance with parliamentary rules contained in Robert's Rules of Order (Revised). These Rules shall prevail in cases of conflict with Robert's Rules of Order.
2. Questions to be Stated: The Mayor shall state all questions submitted for a vote and announce the results. The recording of votes shall be in accordance with Rule 3, Section H.
3. Voting: The Mayor shall vote as a member of the Council.
4. Powers and Duties: The powers and duties of the Mayor shall include the following:
 - a. Serve as the chief executive officer of the City;
 - b. Be the chairman of the Council and preside over its meetings. He/she may make and second motions and shall have a voice and vote in all its proceedings;
 - c. Enforce the provisions of these Rules;
 - d. Execute and authenticate by his/her signature such instruments as the Council or any statutes, ordinances, or these Rules shall require;
 - e. Make such recommendations and suggestions to the Council as he/she may consider proper;
 - f. Declare, by proclamation, a local emergency to exist due to fire, conflagration, flood, earthquake, explosion, war, bombing or any other natural or man-made calamity or disaster or in the event of the threat or occurrence of riot, rout or affray or other acts of civil disobedience which endanger life or property within the City. After declaration of such emergency, the Mayor shall govern by proclamation and impose all necessary regulations to preserve the peace and order of the City, including but not limited to:
 - 1) Imposition of a curfew in all or any portion of the City;
 - 2) Ordering the closing of any business;
 - 3) Closing to public access of any public building, street, or other public place;
 - 4) Calling upon regular or auxiliary law enforcement agencies and organizations within or without the political subdivision for assistance.
 - g. Perform such other duties required by state statute and these Rules as well as those duties required as chief executive officer of the City.

B. VICE MAYOR

1. Designation/Election: At the Council meeting when new Councilors are seated following a general election, the Council shall designate one of its members as Vice Mayor, who shall serve, at the pleasure of the Council, until after the next general election. The designation process shall be as follows:

- a. The Mayor will solicit a single nomination from the Mayor and each Councilor desiring to nominate until all nominations have been made. Nominations do not require a second. When it appears that no one else wishes to make a nomination, the Mayor will declare the nominations closed. A motion to close the nominations is not necessary.
 - b. After nominations have been closed, each nominee will have an opportunity to speak. If the nominee chooses to speak, it may not be for longer than three minutes. Any person so nominated may at this time withdraw his or her name from nomination.
 - c. Then voting for Vice Mayor will take place in the order nominations were made. Councilors will be asked for a voice vote and a raise of hands. As soon as one of the nominees receives a majority vote of the Councilors present, then the Mayor will declare that individual elected. No votes will be taken on the remaining nominees.
 - d. If none of the nominees receives a majority vote of Council, the Mayor will call for nominations again and repeat the process until a candidate receives a majority vote.
 - e. A tie vote results in a failed nomination.
2. Duties: The Vice Mayor shall have the powers to perform the duties of the Mayor during his/her absence or disability. In addition, the Mayor may delegate any of his/her ministerial duties to the Vice Mayor, including but not limited to, attendance and participation on non-City boards and committees.
 3. Acting Mayor: In the absence or disability of both the Mayor and Vice Mayor, the Council shall designate another of its members to serve as Acting Mayor who shall have all the powers, duties, and responsibilities of the Mayor during such absence or disability.

C. MAYOR SUCCESSION

1. Upon the death or resignation of the Mayor, the Vice Mayor shall assume the duties of the Mayor until an interim Mayor is appointed by the City Council. The Council will fill any such vacancy by selecting the interim Mayor from among its members by majority vote. The person selected will serve until the next general election.
2. After making an interim appointment of the Mayor, the Council shall then immediately select one of its members as interim Vice Mayor, who shall serve at the pleasure of the Council until a new Mayor is elected and seated.
3. If the Councilor selected as Mayor is in his/her first or second year of a four-year Council term, then upon fulfilling the remainder of the former Mayor's two-year term, he/she will re-assume his/her position as a Councilor and complete the remainder of his/her term. If such an appointee desires to run for the office of Mayor, upon declaring his/her candidacy, he/she will be required to relinquish his/her right to re-assume his/her former position as Councilor. Upon declaring a candidacy for Mayor, because a vacancy will be created for his/her former Council seat, the Council will fill that vacancy per the options set forth in A.R.S. § 9-235.
4. Any person appointed to fill the vacancy created by a Councilor assuming the position of Mayor, will serve only until the next general election, unless appointed for a longer term per the provisions of A.R.S. § 9-235.

RULE 5

CREATION OF COMMITTEES, BOARDS & COMMISSIONS

A. COMMITTEES, BOARDS AND COMMISSIONS

The Council may create Committees, Boards, and Commissions to assist in the conduct of the operation of the City government with such duties as the Council may specify which are not inconsistent with the City Code. No member of the City Council including the Mayor shall be allowed to independently form an official City committee, subcommittee, task force, or other body however designated, without the prior approval of the City Council.

B. MEMBERSHIP AND SELECTION OF COMMISSION OR BOARD MEMBERS

1. Individuals applying for a Board or Commission must fill out and submit the City application form by the established deadline.
2. The Mayor, Mayor's designee from City Council, and the Chair (or Vice Chair if the Chair is applying for reappointment) will interview applicants for commission seats and forward a recommendation for appointment to the Council.
3. If an existing Committee member is seeking re-appointment and is the sole applicant, he/she may be interviewed at the discretion of the reviewing body.
4. In situations where a replacement is being selected who will fill less than six (6) months of a remaining term, the reviewing body may recommend to the Council that the selected candidate be appointed to serve for the remaining term, plus the next full term for that position.
5. The recommendation will be placed in the Appointments Section of the next available Council agenda for approval.
6. Any Committee, Board, or Commission created shall cease to exist when abolished by a majority vote of the Council.

C. MEMBERSHIP AND SELECTION OF COUNCIL COMMITTEE MEMBERS

1. Council Committees may be formed and members appointed at the discretion of the Council or in the manner in which Boards and Commissions are formed.
2. Committees created through Council action are subject to the open meeting laws.
3. No Committee so appointed shall have powers other than advisory to the Council except as otherwise specified by ordinance, the City Code, or State Statute.

D. RESIDENCY REQUIREMENTS

1. Planning and Zoning Commission and Personnel Board members shall be residents of the City of Sedona. The Historic Preservation Commission and any Committees it may appoint, may have a maximum of two members each who are not residents of the City of Sedona, but only if they have a direct connection to the City corporation limits, including but not limited to, situations such as being an employee within the City limits or owning a business or property within the City limits.
2. Special, single issue, Committees set up by the City Council shall be comprised primarily of City residents, but may have up to two non-resident members, but only if they have a direct connection to the City corporate limits such as being an

employee within the City limits or owning a business or property within the City limits.

E. REMOVAL OF MEMBERS OF COMMITTEES, BOARDS & COMMISSIONS

The Council may remove any member of any Committee, Board or Commission by a majority vote of the Council, or as otherwise provided by ordinance or City Code.

F. INAPPROPRIATE ACTION/BEHAVIOR OF BOARD, COMMITTEE, OR COMMISSION MEMBERS

1. Any Committee, Board, or Commission member may not use City staff or letterhead to support personal or non-City functions or fundraisers.
2. Members of any Board, Committee, or Commission shall not use his/her official office as a means of advancing personal opinions through public statements whereby an inference can be drawn that they are speaking on behalf of the City. Any such public statements shall contain clear language indicating that such statements are the opinions and comments of the individual and are not necessarily the position of the City of Sedona.

G. ATTENDANCE AT COUNCIL, COMMISSION, COMMITTEE, BOARD OR TASK FORCE MEETINGS

In order to ensure that open meeting laws are complied with, the following procedures will govern the attendance of Council, Commission, Committee, Board and Task Force members at meetings other than those of the body that the public official serves on.

1. All notices of official City meetings will contain appropriate wording regarding the possible attendance by City Council, Commission, Committee, Board or Task Force members, such as the following example:
“This is to notify the public that a quorum of members of the City Council or various other City Commissions, Committees, Boards, or Task Forces may be in attendance.
2. If, despite the precautions taken in Paragraph 1 above, a quorum of City Council, Commission, Committee, Board, or Task Force members appear at a public meeting, event, or private gathering, they will not congregate in a manner that would create a perception that the majority may be conducting City business.

The Mayor and City Councilors may from time to time be invited to attend and participate in staff initiated committees, task forces, or CEP work group meetings that are not subject to open meeting laws, and they may always attend as observers; however, they may not serve as regular members of those committees, task forces, or work groups.

RULE 6

CITIZENS' INTERACTION

A. ADDRESSING THE COUNCIL

1. Following submission of a Citizen Information Card and when recognized by the Mayor, anyone may address the Council on any subject not on the agenda during the "Public Forum" portion of the meeting. There shall be no Council discussion of such unagendized issues, other than to refer the matter to staff, respond to a personal criticism, or have the matter placed on a future agenda.
2. To speak on specific agenda items at other times throughout the meeting, a member of the public must fill out a "Public Comment Card" and present it to the City Clerk before or during the time that agenda item is discussed. The person must fill out his/her name, physical address, phone number, the agenda item he/she wishes to address, and the name of the group he/she represents, if any.
3. Oral or written remarks are limited to three minutes, although additional time may be granted by a majority vote of the City Council in accordance with provisions of Rule 3, Section Q, Paragraphs 1 and 2.
4. No person, other than members of the Council and the person having the floor, shall be permitted to enter into any discussion, either directly or through the members of the Council.

B. PERSONAL AND SLANDEROUS REMARKS

Any person who becomes disruptive while attending a Council meeting in a manner that constitutes disorderly conduct per A.R.S. § 13-2904², may be requested to leave the meeting and, if necessary the Mayor may request that the police escort the person from that particular meeting.

C. RESPONSE TO CITIZENS' COMPLAINTS

In response to a citizen's complaint, the Councilor may refer the complaint to the City Manager in accordance with provisions of Rule 2, Section I.

D. WRITTEN COMMUNICATIONS

Interested parties or their authorized representatives may address the Council, in writing, regarding any matter concerning business over which the Council has control.

² A person commits disorderly conduct if, with the intent to disturb the peace or quiet of a ...person, or with knowledge of doing so, such person:

1. Engages in fighting, violent or seriously disruptive behavior; or
2. Makes unreasonable noise; or
3. Uses abusive or offensive language or gestures to any person present in a manner likely to provoke immediate physical retaliation by such person; or
4. Makes any protracted commotion, utterance or display with the intent to prevent the transaction of business of a lawful meeting, gathering or procession; or
5. Recklessly handles, displays or discharges a deadly weapon or dangerous instrument.

RULE 7

PROCEDURE FOR COUNCIL AND CITY MANAGER (OR DESIGNEE) LIAISONS/REPRESENTATIVES TO PROVIDE INPUT TO REGIONAL BOARDS AND COMMITTEES

A. APPOINTMENT

Appointments shall be made at the Mayor's discretion with input from the City Manager. Appointments will be revisited and possibly reassigned following City Council elections. Councilors may express interest in certain liaison roles; however, the final determination for the appointment will be a decision of the Mayor. New liaison roles will be approved by the Mayor and City Manager. City staff may be assigned in lieu of a City Councilor.

B. ROLES

Roles are defined in the categories of Informal Voluntary, Financial Relationship, and Shared Governance.

1. Informal Voluntary - liaisons to these organizations are voluntary based on interest from Councilors. Liaisons should limit activity to attending meetings, collecting information, and reporting back to Council. Councilors are discouraged from giving general reports except those that are limited to information relevant to the organization to which the liaison serves or as otherwise directed by Council.
2. Financial Relationship - liaisons to these organizations are established based on a significant, ongoing financial contribution, often resulting in a service contract, MOU, IGA, or a specific service rendered in exchange for a fee. Liaisons should play a more active role in observing and assessing fiscal stewardship and alignment between funding and any stated goals or outcomes associated with funding from the City. Whenever practical, Council should provide input to liaisons so they can more effectively represent the City. Input could be related to seeking specific information from the organization such as annual reports or audits or direction given to advocate for certain outcomes. Liaisons should never vote or make commitments on anything without delegation from Council. The Council liaison and staff liaison should coordinate efforts to maximize effectiveness of both positions and eliminate possible conflicting information.
3. Shared Governance - liaisons should play the most active role; influencing the organization through voting, lobbying, and other means in the interest of the City. Whenever practical, Council should provide input to liaisons so they can more effectively represent the City. Input could be related to seeking specific information from the organization such as annual reports or audits or direction given to advocate for certain outcomes. Liaisons should never vote or make commitments on anything without delegation from Council. The Council liaison and staff liaison should coordinate efforts to maximize effectiveness of both positions and eliminate possible conflicting information.

C. REPORTS TO COUNCIL

After appointment by the City Council to a Board or Committee, the Council representative should periodically report items of significance to the Council as part of the Council Assignments portion of City Council meetings and may also wish to provide periodic updates to the City Manager.

D. DIRECTION FROM COUNCIL

1. Upon the request of the Council representative, issues may be agendaized for Council consideration before the next meeting so the representative may receive instruction and direction from the Council. Staff may also participate in and make a recommendation to the Council.
2. The City Council will deliberate and indicate by motion the instruction and direction which the representative is to present in representing the City before regional bodies and Committees.

E. SPEAKING ON BEHALF OF COUNCIL

1. If a Councilor appears before any federal, state, regional, county or other governing body, board or committee, and has not received any direction from the City Council as a whole concerning matters which are being discussed, any comments or statements made by said Councilor should clearly indicate that the Councilor is speaking only as an individual and that his/her comments should not be construed as representing the views of the City of Sedona or the Sedona City Council. (See Rule 2, Section F, Paragraphs 1 and 2)
2. Where time constraints require immediate input on behalf of the City, and where the Councilor has a substantial good-faith basis for assuming that there would be strong Council support and there is support for the particular issue in the Community Plan and/or Strategic Plan, the Councilor may proffer a tentative City position and shall thereafter give, within twenty-four (24) hours, written notice to other Councilors and the City Manager of the position taken.

CITY OF SEDONA

POLICIES

POLICY A

LIQUOR LICENSE APPLICATIONS

The Sedona City Council shall consider all applications for Liquor Licenses in accordance with Arizona Revised Statutes, Title 4, unless that authority has been delegated to City staff by an official Council Resolution.

POLICY B

ELECTRONIC MAIL (E-MAIL) AND INTERNET POLICY

A. COUNCIL SPECIFIC PROVISION

City Councilors may communicate with each other via e-mail concerning City business under the following conditions:

1. E-mail communications concerning City business or City related issues are considered public records. If an email related to City business is received by an account other than a City email account, this email shall be forwarded to the official City email account for records preservation. The email will be preserved and made available for public inspection.
2. E-mail cannot be used as a means of discussion of City business between all or a quorum of members of the City Council.
3. E-mail cannot be used as a means of taking straw polls on City issues.
4. E-mail cannot be used to facilitate a form of "hub and spoke" communication whereby one Councilor acts as a go-between disseminating communications between other Councilors. In summary, communication by e-mail cannot be used as a means of circumventing the open meeting laws.
5. A Councilor may use e-mail to distribute informational material to all other Councilors through the City Clerk. However, such distribution should not be made with the intent to initiate responses from other Councilors. Any discussion of such informational communication should be reserved for public City Council meetings.
6. E-mail communication to or from the City Attorney concerning pending litigation or legal advice should contain a warning in the subject line stating: "Confidential Attorney-Client Privileged." A corresponding copy of the e-mail should also be sent to the City Clerk's direct e-mail address. The Clerk will make a hard copy of the e-mail and maintain it in a confidential non-public file. Such communications should also contain the following boilerplate at the end of the communication:

The information contained in this message is attorney/client privileged and/or confidential information intended only for the use of the individual or individuals named above. If the reader of this message is not the intended recipient, you are hereby notified that any dissemination, distribution, copying or printing of this communication is strictly prohibited. If you have received this message in error, please notify us immediately by telephone at 928-204-7200 (or by reply e-mail) and delete this message.

Thank you.

B. CITY WIDE E-MAIL INTERNET POLICY

1. Purpose
 - a. This policy sets forth the parameters for the proper use, preservation, disclosure and disposition of electronic mail (e-mail). It also establishes appropriate standards for use of the Internet within the City.
 - b. This policy applies to all employees and public officials including City Councilors and members of City Committees or Commissions who access e-mail or the

Internet through the City computer network, either by way of a City computer or through a remote connection to the City computer network.

- c. E-mail is a communications tool that, when made available to City employees, is provided for performance of their duties. E-mail is to be used for official business purposes. Personal messages shall be kept to a minimum. No solicitations shall be conducted through e-mail.
- d. The City's connection to the Internet exists to facilitate the official work of City staff members. The Internet facilities and services are provided for staff members for the efficient exchange of information and the completion of assigned responsibilities.
- e. Employees shall not be granted access to the e-mail system until they have read this policy and signed and have returned the Policy Consent Form to Human Resources.

2. General Policy Statement for E-mail

- a. The City of Sedona maintains an electronic mail system in order to facilitate expeditious communication among City employees, public officers, citizens and persons or companies doing business with the City. The contents of all electronic mail messages composed, sent or received on the City electronic mail system are the intellectual property of the City of Sedona, and are not the private property of any employee or public official. The use of the e-mail system is a privilege; therefore, acceptable use of the e-mail system is based on good judgment and common sense. Employee e-mail accounts are not to be used as the sole or primary e-mail address for personal correspondence.
- b. The confidentiality of any e-mail message should not be assumed. Even when a message is deleted, it may still be possible to retrieve and read that message. Further, the use of passwords for security does not guarantee confidentiality. The City reserves the right to review, audit, intercept, access and disclose all e-mail messages created, received, or sent over the City's electronic mail system. Except as noted in Par. A(3) below, the contents of electronic mail may be disclosed without the notice or permission of the sender. Notwithstanding the City's right to retrieve and read any electronic mail messages, such messages shall be treated as confidential by other employees and public officers and shall be accessed only by the intended recipient. No electronic messages may be monitored, reviewed, audited, intercepted, accessed, or disclosed without the authorization of the City Manager.
- c. No electronic messages created, received or sent over the electronic mail system by any employee or agent of the Sedona City Attorney's office may be monitored, reviewed, audited, intercepted accessed or disclosed without the prior written authorization of the Sedona City Attorney. This policy complies, in all respects, with the provisions of the Rules of the Supreme Court, Rule 42, Professional Conduct, including, but not limited to the provisions of ER 1.6, Confidentiality of Information.
- d. The City Clerk's Office is responsible for creating and distributing the e-mail records policy, in accordance with State Statute and City requirements.

C. DEFINITIONS

1. Electronic Mail (e-mail): Electronic Mail is any transmission of messages, including attachments and imbedded objects, through the City's computer information network by electronic means.
2. Public Records: For purposes of this policy, Public Record means any e-mail communication made or received by any City employee or public officer in pursuance of law or in connection with the transaction of public business including, but not limited to, communications that concern the City's organization, functions, policies, decisions, procedures, operations or other activities or which are of informational or historical value. Few records in the possession or control of an employee or public officer will not be considered "Public Records." Exceptions include routine e-mail communications of a personal nature, spam, or communications containing information that is not related in any way to City business.
3. Routine E-mail: Routine E-mail Communications include communications that are routine in nature such as those used to schedule meetings or conference calls, notices of vacations, times away from the office, etc., and which have little relevance in terms of recording official actions or decisions made by City staff or public officials.

D. SECURITY, PRIVACY AND OWNERSHIP ISSUES

1. E-mail is Not Secure. E-mail transmitted inside the City is more secure than e-mail transmitted via the Internet. If additional security is needed for sensitive information, such as for health records information, then additional security measures, such as encrypted e-mail messages, must be taken to secure the contents of the message or another form of communication should be used.
2. Expectation of Privacy: Employees using e-mail shall have no expectation of privacy related to the use of this technology. E-mail may be a public record subject to disclosure under the Arizona Public Records Law (Arizona Revised Statutes (A.R.S.) § 39-121). Confidential messages should never be sent electronically for two reasons:
 - a. Messages may inadvertently be sent to the wrong addressee.
 - b. E-mail should always be used with the assumption that messages will be read by someone other than the intended recipient.
3. Property Rights: E-mail is an information technology/computer service and is the property of the City. All messages created in the system belong to the City, not employees, vendors or customers. The City reserves the right to monitor e-mail use by any user at any time.

E. GUIDELINES FOR USING E-MAIL

1. E-mail shall be used primarily for official business purposes.
2. All City e-mail addresses should not be used on any non-official business related website form.
3. E-mail communications shall be professional in content, and consistent with City policies and procedures.
4. When communicating with the City Attorney about a legal issue, always insert the phrase "Attorney-Client Privileged" in the subject line.

5. City work rules governing use of City property, record keeping and communications with others apply to the use of e-mail. Employees should never send an e-mail communication they would not feel comfortable communicating face-to-face or over the phone.
6. No e-mail communications shall be created or sent that might constitute discriminatory, harassing, intimidating, hostile or offensive communications on the basis of gender, race, color, national origin, sexual orientation, disability, or other grounds.
7. Employees shall not read the e-mail of another employee without a legitimate business purpose consistent with the City's policies and business communications practice.
8. No employee shall send e-mail under another person's name without that person's authorization, and the sender shall indicate his/her identity in the message.
9. Examples of Unacceptable Use:
 - a. E-mail shall not be used for personal business beyond that allowed in paragraph 9 below, or for personal gain.
 - b. E-mail shall not be used for soliciting or for issuing or forwarding serial or "chain mail"-type messages or advertisements of any commercial nature.
 - c. E-mail shall not be used for soliciting or recruiting membership for commercial ventures, religious or political causes, outside organizations, or other non-job-related solicitations.
 - d. E-mail shall not be used for creating any offensive or disruptive messages which contain sexual implications or comments that offensively address race, color, religion, gender, national origin, ancestry, marital status, sexual orientation, age, physical or mental disability, medical condition or veteran status, or are otherwise considered unethical, illegal, unprofessional or disruptive.
 - e. E-mail shall not be used for any activity that would jeopardize the legitimate interests of the City or the citizens of the City of Sedona.
10. Personal Use of E-mail: In addition to the use of electronic mail in the performance of their job duties, employees may make limited personal use of electronic mail in circumstances similar to those appropriate for personal phone communication such as the following:
 - a. Scheduling of personal appointments as an effective extension of ones overall time management, i.e. lunches, meetings, medical appointments, etc.
 - b. Sharing of event-driven information and planning of work-related social events where the intent is to enhance employee morale, i.e. birthdays, marriages, birth announcements, etc.
 - c. Limited personal use in corresponding to associates or family members during allowed break or lunch time.

F. E-MAIL RECORDS, RETENTION AND DISPOSITION

1. Public Record: E-mail communications may be public records. Any e-mail communication that meets the definition of a "public record" shall be preserved in accordance with this policy and the records retention and disposition, as approved from time to time by the State Department of Archives.

2. E-mail Retention: You are responsible for saving the e-mail record and any attachments if you are (a) the sender of the message or (b) the person receiving an e-mail record from a source outside the City. The sender includes the person who sent the original message, the sender of a response and the person forwarding a message with comment. Employees who transmit e-mail shall determine whether to preserve or delete the e-mail communication as follows:
 - a. Routine e-mail, communications of a transitory value, may be deleted after being read and after the required action is taken, subject to the limitations set forth in paragraphs 3, 4, and 5 below.
 - b. Communications that meet the definition of a “public record” transmitted on the City’s electronic mail system, or received from outside the City, through the City’s electronic mail system, shall either be printed and preserved in the appropriate file, in permanent paper format or, shall be preserved, unedited, in the employee’s or public official’s e-mail system without printing in a manner that will enable it to be easily retrieved upon request. With every communication that qualifies as a “public record,” the sender shall ensure that the following information is included and preserved.
 - 1) The time and date the message was sent and received.
 - 2) The complete sender and receiver identification.
 - 3) An accurate description of the subject matter of the e-mail and whether or not the e-mail is attorney-client privileged or confidential in the “Subject” section of the e-mail message.
 - 4) The complete message, and any and all attachments to the message. The content of the message, not the medium, determines whether and how long you save it.
3. Examples of E-mail Messages that Should be Saved as a Record:
 - a. E-mail discussions with colleagues on how to deal with an issue or case are part of the public record and should be saved.
 - b. If documentation is needed for a project, then save the e-mail messages related to the project.
 - c. If you would save and file a message transmitted on paper, you should also save and file it if it is transmitted via e-mail.
4. Examples of E-mail Messages that Should be Deleted:
 - a. E-mail messages related to routine phone calls, or routine announcements such as bulletins about social or recreational events can be deleted when you have acted on them.
 - b. If you invite coworkers to a business meeting, then the messages should be deleted as soon as they are not needed.
 - c. E-mail messages between you and a supervisor about a memo you are drafting for his/her signature and the various drafts of the memo itself do not need to be saved. The supervisor should save a copy of the final signed memo.
5. Records Management Manual: Each department has a Records Management Manual that has a Department of Library and Archives approved Records

Disposition schedule. If you have a question about records retention and disposition, call the City Clerk's Office.

- a. Communications subject to an existing public record request, or to formal discovery in ongoing litigation, will be preserved in the appropriate file or the e-mail system.
 - b. If an e-mail message has been saved in another authorized medium, it may be deleted from the e-mail system.
6. The volume of e-mail received daily builds quickly and can affect e-mail system performance. Employees should practice good file management by regularly deleting routine e-mails when their value has been served, and consider printing a paper copy of records to retain for the length of time required for that record series, as noted in the City of Sedona's Records Management Manual.
7. Records saved in the e-mail system should be organized by topic within folders inside the employees e-mail cabinet, in which folders are named appropriately to clearly describe the contents.
8. The Information Technology Division (IT) is responsible for a weekly backup of the data of the entire e-mail system, in accordance with the following procedures:
- a. The system administrator will structure the e-mail system so that all City users will not be able to permanently delete e-mails that are moved to the "trash" folder on their individual systems. E-mails in the "trash" folder will be deleted monthly by the System Administrator in accordance with the procedure set forth below.
 - b. Full data backups of the e-mail system server will be performed weekly.
 - c. Each of these weekly backups will be maintained for a period of four weeks.
 - d. On the first weekend of every month, the complete e-mail system backup, as required in paragraph b. above, will be made and preserved for a period of three years. This is to insure that no e-mail that is to be preserved for at least three years under the City's retention policy is inadvertently deleted. Following the successful completion of this monthly system backup, the system administrator will delete all e-mail placed in every City user's "trash" during the preceding month.

G. SPAM MANAGEMENT

1. The City of Sedona may use e-mail filtering, blocking, and or management software to limit, minimize, and/or delete e-mail messages that are not in accordance with the City's E-mail and Internet policy. Examples of e-mail messages that may be filtered or blocked include:
 - a. Messages that are obscene in nature;
 - b. Messages that are personal and are not relevant to business conducted at the City of Sedona;
 - c. Messages that have a blank subject line;
 - d. Messages that are from a randomly generated address;
 - e. Messages that have content that is randomly generated;
 - f. Messages that do not have a message body;
 - g. Messages that have an attachment that may contain a virus;
 - h. Messages that have embedded HTML comments

2. The rules for filtering and blocking messages are centralized through software. However, all employees are responsible for managing the release of all and/or any messages that have been filtered or blocked by the software. The software provides a method for employees to perform release messages from the software directly and unreleased messages will be deleted from the City's system after a specified number of days.
3. The City is not responsible for any personal messages that are blocked and/or deleted in accordance to these policy guidelines.

H. GENERAL POLICY STATEMENT FOR INTERNET USE GUIDELINES

1. Access to the Internet is provided to City employees for the primary purpose of conducting official City business. Employees should use the Internet to accomplish job responsibilities more effectively. The Internet may not be used for prohibited purposes, such as but not limited to, conducting private business, political campaigning, any illegal uses, or any actions listed in Section 2: Unacceptable Use. Personal use of the Internet should not have any cost to the City, be excessive in time, or interfere with an employee or co-worker's work. Employee e-mail addresses are not to be used during personal Internet usage.
2. Certain features of the Internet can clog the City's network and e-mail system, and should be used strictly for work-related purposes, such as:
 - a. Subscriptions to a listserv. In order for an employee to join a work related listserv, the employee must gain permission from his/her supervisor. Then, IT must be notified in writing with the e-mail address, web address, and purpose of the listserv in order to ensure delivery of listserv e-mail.
 - b. Streaming media, which uses a large amount of bandwidth (for example, Internet Radio).
3. Use of the Internet is a privilege and not a right. Users should be aware that monitoring of Internet usage, including sites visited, occurs without user consent or prior notice on a regular basis. If inappropriate use is determined, the City may deny, revoke, or suspend Internet access to any user at any time.
 - a. Acceptable Internet use includes the following:
 - 1) Communications and information exchanges directly relating mission, goals and work tasks of the City.
 - 2) Use for advisory, standards, research, analysis, professional society or development activities related to the user's job duties and responsibilities.
 - 3) Official legal or law enforcement investigations.
 - 4) Those specifically instructed by supervisors
 - b. Examples of Unacceptable Use
 - 1) It is unacceptable for an Internet user to view, submit, publish, display, or transmit on the network, or any agency computer system, any unauthorized information that:
 - i. Violates or infringes on the rights of any other person.
 - ii. Contains defamatory, false, abusive, obscene, pornographic, profane, sexually oriented, threatening, racially offensive, or otherwise biased, discriminatory, or illegal material.

- iii. Violates any applicable laws, including federal, state and agency regulations, prohibiting sexual harassment.
 - iv. Uses the system for any illegal purpose.
- 2) It is also unacceptable use of the Internet or City e-mail address to:
- i. Conduct personal or unapproved business, or personal business transactions.
 - ii. Solicit any activity prohibited by law.
 - iii. Transmit material, information, or software in violation of any law.
 - iv. Conduct any political activity.
 - v. Conduct any gambling, betting or gaming activity.
 - vi. Conduct any activity for personal gain.
 - vii. Make unauthorized purchases.
 - viii. Download software or browser plug-ins without obtaining pre-authorization from IT.
- c. Personal Responsibility
- 1) Some Internet sites routinely keep logs of who visits their website. Individual users must be aware of and at all times attempt to prevent potential City liability in their use of the Internet. For that reason, all Internet communication, wherein the employee is expressing a personal opinion and which does not reflect the official position of the City or department, must include the following disclaimer: "The opinions expressed here are my own and do not necessarily represent those of the City of Sedona."
 - 2) Employees should be aware that there is a wide variety of information on the Internet. Some individuals may find some information on the Internet offensive or otherwise objectionable. Individual users should be aware that the City has no control over and can therefore not be responsible for the content of information available on the Internet.
- d. Records Retention. The same policy for retention of records, set forth in the City of Sedona E-mail and Internet Policy, shall apply to all records obtained or received via the Internet. City employees who transmit or receive material via the Internet shall determine whether to preserve or delete the material and communications consistent with the records retention schedule and records retention policy of their department.
- e. Copyrighted Material
- 1) All communications and information accessible via the Internet should be assumed to be private property. Internet users shall honor copyright laws including those protecting software and intellectual property.
 - 2) Duplicating, transmitting, or using software not in compliance with software license agreements is considered copyright infringement.
 - 3) Users shall not make copies of software or literature without authorization and the full legal right to do so.
 - 4) Unauthorized use of copyrighted materials, or another person's original writings, is considered copyright infringement.

- 5) Internet users shall not transmit copyrighted materials, belonging to others, over the Internet without permission.
 - 6) If the agency permits, users may download copyrighted material from the Internet, but its use must conform to the restrictions posted by the author or current copyright law.
 - 7) Copyrighted information used on websites must be clearly identified as such.
- f. Public Domain Material. Internet users may download public domain materials for business related use. Redistribution of public domain materials is done so with the assumption of all risks regarding the determination of whether or not the materials are in the public domain. Any redistribution of public domain materials is strictly limited to non-commercial use.

I. SOFTWARE ACQUISITIONS AND USE

1. IT must review, approve, and purchase or acquire all software to be used or installed on City owned computers. Employees who wish to download software or browser plug-ins must obtain authorization from their department head prior to contacting IT.
2. No games other than the standard ones supplied with Windows will be approved for purchase or installation.
3. A valid license or shareware documentation must be held for all software. Illegal duplication of software will not be allowed.
4. Only IT personnel or an approved alternate may install software. It is the responsibility of IT for tracking and recording all software licenses for the City. If shareware products are being used, documentation should certify that the registration fee has been paid or that the software is provided free of charge.

J. HARDWARE USAGE

1. The City's computer systems are a valuable resource, and they should not be abused or wasted. Examples would include excessive use of printer supplies and disk space.
2. Food and beverages can damage a computer, and therefore are prohibited in the immediate computer workstation area. Any other activities that may result in damage to the hardware or software must be avoided.
3. Employees are responsible for periodically reviewing files and removing those that are unnecessary or obsolete.
4. All screen savers and background should be professional and not display any offensive messages. For purchasing, please see the City of Sedona's Purchasing Manual.

K. REGULATION AND ENFORCEMENT

Department Heads (or their designee) shall be responsible for agency compliance with the provisions of this policy and for investigating suspected non-compliance. Violation of any element of this policy may result in disciplinary action, which will follow the guidelines of the Employee Manual.

POLICY C

TRAVEL POLICY FOR COUNCILORS

A. INTRODUCTION

The City of Sedona provides its Councilors with adequate accommodations when traveling on City business, while maintaining an obligation for reasonable use of public funds. The procedures contained herein are designed to provide guidelines for appropriate use of such funds. (Refer to the City's Purchasing Policy for further rules)

B. TRAVEL AUTHORIZATION

Each Councilor has the primary responsibility to ensure validity of travel, and that all expenses are properly documented and correctly incurred within the guidelines of the City's Travel Policy. Management is also responsible for providing/communicating City travel guidelines to Councilors.

C. ELIGIBLE EXPENDITURES

1. All expenses for travel, hotels, mileage, telephone, etc., should be submitted promptly, and accompanied, where applicable, by receipts attached to expense forms provided by the City Clerk. These expense forms should be submitted within two weeks of the activity.
2. Generally, eligible expenditures include travel and living costs incurred by the Councilor while away from the City, and expenses incurred within the City necessitated by City business. If a spouse, friend or any one not employed by the City accompanies a Councilor, the other person's expenses are not covered.
3. Approval must be obtained for training, conferences, and travel expenses prior to the intended travel. A copy of the conference/registration form and supporting documentation, indicating the purpose/business nature of the trip, should be submitted for review by the City Manager and Finance Manager prior to payment.

D. ELIGIBILITY FOR PURCHASING CARD CHARGES

Eligibility for purchasing card charges and expense reimbursement will be based on the following conditions:

1. Registration:
 - a. The actual cost of registration of any Councilor at a meeting, conference, or convention which is specifically for City business is an eligible expense.
 - b. Receipts must be submitted for reimbursement, or accompany the credit card billing statement if paid with City purchasing card. If a check is needed, the request must be submitted at least three weeks in advance of the deadline for registration to the Finance Department so that it will be processed with the regular accounts payable procedures.
2. Air Travel:
 - a. Air coach transportation will be considered standard for out-of-state travel. All airfare arrangements must be made by the traveler or a department representative. Since travel agents charge varying "ticketing fees," it is suggested that travelers look for an agent that offers low fares and reduced fees.

- b. In some cases, the lower airfare may require the traveler to endure a connecting flight or slightly longer layover between flights. Travelers are encouraged to attempt this whenever it makes business sense and helps to contain expenses.
- c. Travelers are expected to make travel arrangements in advance (at least twenty-one (21) days prior to travel) to take advantage of less expensive flight options. Waiting until the last minute becomes extremely costly to the City. Travel arrangements made less than twenty-one (21) days in advance should be supported by an explanation as to the business necessity for last minute travel arrangements.
- d. Criteria for flight selection must always be based on the lowest-priced airfare rather than the opportunity for personal benefit of the traveler. A Councilor must check a minimum of two airline quotes to ensure the best rate. Councilors should maintain documentation supporting the airline and flight chosen was procured using the best possible rate to the City (using a twenty-one (21) day advance, coach fare, non-refundable ticket).
- e. When a traveler makes personal stops enroute to a business destination point, the traveler will only be reimbursed for the round-trip coach fare from Phoenix to the business destination point.

3. Lodging:

- a. All hotel arrangements must be made by the Councilors traveling or the appropriate department representative. It is suggested that Councilors try to make arrangements to stay at a hotel that is close to the business meeting or training facility. It is even possible, in a lot of instances, to stay in the hotel where the event is taking place. This will reduce the need for a rental car or other ground transportation expenses.
- b. When making the room reservation, travelers should also inquire about a government room discount rate and the event's discount rate and select the lesser of the two.

4. Meals and Incidentals:

- a. Meals for City Council, Boards, Commissions, and staff conducting formal City business during meal times are specifically authorized, not to exceed \$45.00 per day. While traveling, individuals must submit detailed receipts (not a summary that only shows the total) for all reasonable meals and incidentals incurred. No alcohol, tobacco, reading material, personal items, etc. may be included. Gratuity may not exceed 20% of the total bill.
- b. Except for lodging where individuals share the same room or transportation conveyance (cab, rental car, etc.), each individual seeking reimbursement must incur his/her own expense and seek individual reimbursement. The only exceptions are group meals arranged for working sessions or banquets arranged by a department.
- c. In the case of group meals, each Councilor does not have to be broken out separately.

5. Ground Transportation:

- a. It is the traveler's responsibility to use the most economical means for ground transportation and parking in order to maintain control over the departmental travel budget.
- b. In most cases, it is more reasonable to take a taxi, public transportation, or hotel transportation instead of renting a car. Travelers should also check ahead to see if a shuttle service is available for airport pick-up to conference or seminar locations.

6. Personal Auto Usage:

- a. Travelers will be reimbursed for use of their personal vehicle for City business only if a City vehicle is not available and the travel is greater than ten (10) miles outside of the City limits. However, if the absence is to be more than three (3) days, a City vehicle may not be used. The mileage reimbursement rate will be updated periodically in accordance with the approved IRS guidelines. To find out what the current reimbursable rate is, contact Financial Services. The origination and destination of the trip, total number of miles, and odometer reading must be indicated on the Standard Expense Voucher.
- b. Though a personal vehicle may be used in lieu of air travel, only the lesser of the mileage reimbursement or airfare, rental car, and parking will be paid.

E. CITY POOL VEHICLE

1. Vehicle Usage: Vehicles shall be used for City of Sedona business only. City pool vehicle(s) shall be available to all on a first come first serve basis. "Pool Vehicle" is defined as a vehicle which is not designated to a specific department. Pool vehicle(s) may be used for in town or out of town City business not to extend beyond a three (3) working day period without written approval of the City Manager.
2. Passengers: Passengers shall not be permitted in City vehicles unless such passengers are in the vehicle in regard to official City business or serve as City officials. A spouse or other family member may accompany the City official on City related business, however, only the City official may operate the City vehicle.
3. Licensing: All operators of City vehicles shall possess a valid Arizona driver's license. Proof of valid registration and automobile insurance is located in each City vehicle.
4. Safety: Vehicles shall be operated in a safe and responsible manner at all times. All drivers and passengers shall wear seat belts at all times.

F. VEHICLE ACCIDENTS

1. Incident Report: In the event of an accident, Councilors are required to complete an Incident Report form located in each City vehicle or obtained from the Legal Department. The Incident Report is used to provide information about the incident and is required by the insurance company. Report this information to the Legal Department at the earliest possible time (928-204-7200).
2. Damage to a Personal Vehicle: Damage to a traveler's personal vehicle that was used while on City business is a non-reimbursable City expense.

G. RENTAL CARS

1. Most transportation needs are met through air travel, taxi, personal vehicles, or motor pool vehicles.
2. Conferences and seminars usually do not require attendees to do extensive driving during the event. However, should the need for a rental car arise, the Councilor should base the quote on an intermediate size car.
3. In addition to the twenty-four (24) base rate, other items to ask about include:
 - a. Mileage costs, if any.
 - b. Hourly pro-rata cost beyond the twenty-four (24) period.
 - c. Availability of grace periods (each agency has their own policy).
 - d. Any special or discount rates available.
4. Non-City individuals (guests) are not permitted to use/drive a City rented vehicle.

H. NON-REIMBURSABLE EXPENDITURES

The following expenditures are considered personal, not directly related to business travel, and therefore non-reimbursable. If any of the following expenses are inadvertently paid for by the City, the Councilor or Commissioner must reimburse the City for the expense.

This is not meant to be an all-inclusive list.

1. Beauty parlor or barber,
2. Personal entertainment, social events, sporting events, golf, movies, etc. including those at a business conference,
3. Liquor,
4. Theft, loss, or damage to personal property,
5. Personal postage, reading materials, or phone calls,
6. Personal toiletry articles,
7. Fines or penalties for parking or traffic violations,
8. Hotel charges for failure to notify and/or cancel reservations,
9. Valet parking and services.

I. PURCHASING CARDS

With pre-approval of the Mayor, a Councilor will be issued a purchasing card. Purchasing cards should be used for payment of travel, lodging, registration, and meal approval in attending training classes or conferences.

J. TRAVEL AND TRAINING PURCHASE ORDER REQUISITION (PRE-TRIP PAPERWORK)

A Travel and Training Purchase Order Requisition is required in all cases where a Councilor will be traveling or attending a workshop, seminar or conference. This requisition process is completed in the Finance Department's Caselle program, Accounts Payable, Data Entry, Requisition Entry.

K. STANDARD EXPENSE VOUCHER (POST-TRIP PAPERWORK)

This form is used to report reimbursable expenses such as mileage, meals, lodging, and any other expenses paid out of pocket. Receipts must be attached to the Standard Expense Voucher. Do not include City purchasing card charges. These

charges will be accounted for on your monthly statement. This form is available on the Intranet, Department Documents area, in the Finance folder under Forms, Standard Expense Voucher (SEV).

CITY OF SEDONA

APPENDIX

APPENDIX A

SERVICE CONTRACT POLICY LANGUAGE

The City of Sedona has a long established practice of using public funds to support not-for-profit organizations through contractual agreements. The organizations funded through these service contracts provide services to City residents that the City does not provide. While all of the services within this category are not mandatorily provided by a municipality, it has been determined that the desire/need for those services has broad based citizen support and provides a community benefit. It has also been determined that in the absence of these organizations, the City may provide these services directly.

There may be other not-for-profit organizations that also provide strong community benefits, and may be desirous of entering into a contractual arrangement with the City of Sedona for ongoing operational support. At this time the City has determined that the list of existing services/service contracts are beneficial to the community and sustainable by the City. Given the City's longstanding commitment to the existing service contract organizations, the contract program for these organizations should be maintained. Expansion of the service contract program is not warranted at this time.

If other not-for-profit organizations came forward with a compelling justification for a new community service contract, prior to being presented to the Sedona City Council, a sustainable funding source would need to be identified to sufficiently fund the service into the future.

New service contract requests must also meet the following criteria:

- Be a not-for-profit organization as defined by the IRS
- Be seeking funding for a program/project that is non-religious and non-political
- Provide a benefit for the entire community
- Principally serve community needs within the boundaries of the City
- Demonstrate a broad based citizen support for funding that service with public funds.

Should an organization meet the above criteria, the City Manager and/or two City Councilors may request the item be placed on a City Council agenda for further discussion/consideration.

FY 2022/2023 - and FY24 continuation - City Council Priorities

Priority Item	Completed	Status/Process
<p align="center">Traffic/ Transportation Improvements (SIM)</p>	<p>Completed:</p> <ul style="list-style-type: none"> • Uptown south bound roadway improvements complete • Uptown traffic model complete • Parking Study – complete • Forest Road Parking Structure <ul style="list-style-type: none"> ○ Land acquisition completed summer 2020 ○ Major Community Plan Amendment approved Oct 2021 ○ Rezoning approved Oct 2021 • Y Minor Improvements complete • \$25 M Bond issued for financing various SIM projects • Los Abrigados to Brewer Connection complete. • Forest Road Extension <ul style="list-style-type: none"> ○ Design completed ○ Construction contract approved February 22, 2022 ○ Condemnation authority 	<p>Current and planned actions:</p> <ul style="list-style-type: none"> • Uptown northbound improvements under design <ul style="list-style-type: none"> ○ Devt. agreement with CP3 for construction of Amara tum lane approved Nov 2022. Construction complete by March 2023. ○ Public outreach to occur in Jan 2023 • Forest Road Extension <ul style="list-style-type: none"> ○ Property acquisition in process, have access to all parcels ○ Construction began April 25, 2022 ○ Working on utility relocations, as a result grading delayed until Jan 2023 ○ Tree salvage efforts unfortunately were not successful, replacement trees will be provided by the contractor ○ Estimated completion November 2023 • Pedestrian Crossing at Oak Creek <ul style="list-style-type: none"> ○ Design complete ○ Acquiring ADOT permit ○ Acquiring easements ○ Bidding for construction began late Sept 2022 then extended to December 6, 2022 for lack of initial contractor interest. 1 bid received which was 400% higher than budget and engineering estimates ○ Will look to further value engineer, solicit additional contractor interest, and put the project back out to bid • Portal to Ranger/Brewer connection design pending Ranger/Brewer Intersection Improvements <ul style="list-style-type: none"> ○ Ranger/Brewer Intersection design is in process • Bike and Ped/SUP design and construction <ul style="list-style-type: none"> ○ Schnebly Hill Road on hold pending new development ○ Southwest Drive pending development of Navajo Lofts ○ Navoti Drive to Dry Creek - Phase I construction began November 2022. Construction to be complete in early March 2023.

	<p>granted by City Council</p> <ul style="list-style-type: none"> ○ Some properties acquired through negotiated purchases, have access to all parcels ○ Acquired ADOT permit ● Shelby Drive Roadway Improvements and SUP complete ● Bike and Ped <ul style="list-style-type: none"> ○ Soldiers Pass tie into trailhead and park and ride location for transit complete ○ Go Plan complete ○ Sanborn/Thunder Mountain complete ○ Dry Creek at TENS complete ○ Pinon Drive sidewalk extension design complete ○ Sunset Drive complete ○ Green bike lanes complete ○ Chapel Rd complete ● Purchase of the old Chevron bldg at the Y complete <ul style="list-style-type: none"> ○ Environmental assessment and land survey completed 	<ul style="list-style-type: none"> ○ Pinon Drive sidewalk construction began August 2022 ○ Dry Creek Phase II 2022/2023 - Pinch point design start October 2022, construction start by in house team January 2023 ○ Harmony area SUP outreach meeting held Dec 8, 2022, included survey of residents on 5 possible SUP alignments ● Forest Road Parking Structure <ul style="list-style-type: none"> ○ Signed letter of intent with Electrify America to construct ten DC Fast (level 3) EV chargers at the Uptown Garage. They will cover all construction and grid upgrade costs, approximately 2.5-4 million dollars' worth of infrastructure and labor ○ Design Review w Planning and Zoning Commission on hold ○ The project is on hold pending an updated evaluation of the parking and siting study. ● Engage Kimley-Horn to conduct an update parking study for Uptown <ul style="list-style-type: none"> ○ Develop scope of work – Jan 2023 ○ Finalize and execute contract Feb 2023 ○ Collect demand, capacity, circulation, origin/destination and other data and solicit public input - spring 2023 ○ Estimated 6-9 month process with recommendations summer 2023 ● ADOT is installing utilities on I-17, which will allow new digital signs to be installed. They have also indicated a sign project will proceed in the near future – will need to evaluate whether travel time messaging for Sedona makes sense ● Demo of old Chevron building at the Y originally planned for FY23 but will push into FY24. Design of future transportation related improvements planned for FY24 or FY25. ● Continue to aggressively recruit to augment TCA staffing <p>New for FY24:</p> <ul style="list-style-type: none"> ● \$ Shelby Drive Phase 2 improvements including a SUP, to utilize Congressionally Direct Spending funds, not used for Phase 1. ● \$ Forest/Ranger/SR 89A intersection improvements, design in FY24, applied for Regional Priority Projects Grant for construction in FY25 ● \$ Build permanent digital message sign(s) for use with travel time data, transit,
--	-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

		<p>and other information to support transit, parking restrictions, emergency management and other traffic management efforts. At western gateway park and ride and potential other locations.</p> <ul style="list-style-type: none"> • \$ Consider neighborhood vehicular connection projects, with renewed interest in relation to evacuation priorities.
Transit	<p>Completed:</p> <ul style="list-style-type: none"> • Completed modeling & Transit Implementation Plan Dec 2019 • Transit Manager – began January 2021, 5311 federal funds obtained to subsidize administrative and startup expenses. • Acquired property for transit hub and Ranger Road extension summer 2020 • Acquired property at 4205 W SR-89A (in front of 	<p>Current and planned actions:</p> <p><u>TH Shuttles-</u></p> <ul style="list-style-type: none"> • Church of the Red Rocks (CRR) approved parking lot lease for park and ride for 179 corridor, lease fully executed in Dec 2021 <ul style="list-style-type: none"> ○ Feb 1, 2022 - Conditional Use Permit (CUP) for CRR transit park and ride lot approved by the P&Z. No appeal filed. – ○ The parcel will require a zone change before June 30, 2023, to continue use. ○ Re-zone the parcel for permanent use as a Shuttle Park & Ride recommended for approval by P&Z 1//3/2022. To Council in Feb 2023. ○ Plan to purchase lot from CRR by June 30 2023 • USFS Permit allowing shuttle access to the trailheads was issued March 10,

	<p>SRRHS) for future park and ride June 2021</p> <ul style="list-style-type: none"> • Microtransit: <ul style="list-style-type: none"> ○ Microtransit simulations completed – June 2021 ○ Preliminary 5339 FTA grant award received from ADOT for two microtransit vehicles (August 2021) • Trailhead shuttles: <ul style="list-style-type: none"> ○ Vehicles Ordered Oct 2021 ○ Finalized transit vehicle and signage branding – approved by Council fall 2021 ○ RFP issued for service operator summer 2021, proposals received and reviewed ○ Contract award issued to MV Transportation Nov 2021 ○ Timetables, routing, and service hours finalized • USFS proposed action to public fall 2021 to close Cathedral & Soldiers trail parking lots when transit is operational - public comment closed on 11/19/21 with 72% 	<p>2022.</p> <ul style="list-style-type: none"> ○ MOU between the City and USFS still under review with the USFS. Per the USFS this is not required to begin operating under the permit. • Transit marketing plan. Staff continuing to collaborate with the Sedona Chamber of Commerce and Transit Marketing LLC to improve marketing efforts for the new service – particularly the Line 11 serving Dry Creek Vista/Mescal and the future MicroTransit service. • Continuing to work with Yavapai County and the USFS to restrict parking on the county section of Dry Creek Road to incentivize shuttle use and reduce vehicle/parking congestion and improve pedestrian safety. • On September 20th, the city implemented partial parking restrictions within city limits on Dry Creek Rd by placed boulders on both sides of the road between FS 152 and the city limits. Preliminary data suggests that this may have helped to moderately increase shuttle usage to Dry Creek & Mescal Trailheads. • USFS working on NEPA categorical exclusion approvals since roadway shoulder is USFS land not County ROW • IGA with Yavapai County for cost share of parking barriers under review – 50/50 cost share between city and County, estimated \$200k each • Significant utility conflicts have been identified which will mean completing the project by spring break 2023 will now be unlikely • Preliminary discussions have begun with the USFS to identify additional park & ride locations in SR-179 corridor. Future expansion of the parking lot located at the Little Horse trailhead was discussed as a potential option, however this has only been a preliminary discussion. <p><u>Microtransit (Demand Response) service -</u></p> <ul style="list-style-type: none"> • Tentative Deployment -Q2-2023 – contingent on vehicle delivery <ul style="list-style-type: none"> ○ On-going challenge with vehicle manufactures and supply chains. ○ Awaiting final pricing on several models. Manufactures are delayed in receiving Federal Buy America and or Altoona bus testing certifications. Expect 40% or higher increase in cost for transit buses since 2021. Staff is currently evaluating options. • Draft Microtransit rider's guide and system map developed – and submitted to ADOT. (Required for 5311 operating assistance grant)
--	------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

	<p>approval</p> <ul style="list-style-type: none"> • Extension of Transportation Sales Tax for Transit approved Nov 2021 • Microtransit: <ul style="list-style-type: none"> ○ Microtransit vehicles ordered Dec 2021. Anticipated delivery was originally fall of 2022 but now delayed due to supply chain issues. • USFS permit allowing shuttle access to the trailheads issued on March 10, 2022. • The Trailhead shuttle service launched on March 24th serving Dry Creek Vista, Soldier Pass, Cathedral Rock, & Little Horse trailheads. On June 9, 2022 – Mescal Trailhead was added to the service. As of Nov 30, 2022 – the shuttles have logged 190,100 passenger boardings in 149 days of accrual operation. • Construction of new parking area at Posse Grounds completed. The lot serves as a shuttle park 	<ul style="list-style-type: none"> • MicroTransit Fare structure published for 90-day public comment period – public meeting scheduled for January 9, 2023. <p>Other -</p> <ul style="list-style-type: none"> • 5311 2022 Grant awarded in June for Transit Administration and Microtransit operating assistance. Year one award \$200,250.00 – As this program is a two-year program, the year two award is the same amount. • Location for transit maintenance and operations facility identified (WWTP). <ul style="list-style-type: none"> ○ Fixed facility analysis, Environmental Justice, and NEPA study for the transit maintenance / operations facility completed by Kimbly Horn and Submitted to ADOT in July 2022. ○ Facility Design FY23 - FTA 5339 grant application for \$720,000 in funding assistance submitted August 8, 2022. Staff should hear back on the status of the application later this month. ○ City to consider low interest financing options (e.g., TIFA Loan) & Federal grant funding for construction – FY 2024 - FY25 • Design for Ranger Extension to begin spring 2023 • Study & Design for Cook’s Hill bus lane FY23/24 • Future western gateway park and ride: <ul style="list-style-type: none"> ○ Short Term Plan: Park & Ride location to support trailhead shuttle operations to Dry Creek Vista & Mescal trailheads. Initial design complete – staff hopes to have that location operational as a transit park & ride by Spring 2023. ○ Long Term Plan: Parking structure with possible visitor welcome kiosk. • Complete conceptual design of the <i>Ride Exchange</i> FY23 – but delay <u>final</u> design & engineering pending future decisions regarding transit operations. • Continue legislative advocacy for the development of State Transportation Assistance (STA) funding. STA funds can be leveraged against federal dollars by both counties and municipalities to fund public transportation projects. • Continue discussions with NACOG and other Yavapai County small to mid-sized transit providers concerning the potential of forming an Intergovernmental Public Transit Authority (IPTA) within Yavapai County. <p>New for FY24:</p>
--	-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

	<p>and ride and provides access to the new Soldiers Pass Shared Use Path.</p> <ul style="list-style-type: none"> • City's new transit website sedonashuttle.com launched Feb 10, 2022 • Transit Grant's Analyst hired on August 8, 2023. • Recruiting for the Transit Advisory Committee (TAC) is complete. First meeting was held on July 20th. Meeting agendas and minutes can be found HERE. Their work is ongoing. 	<ul style="list-style-type: none"> • Complete final design and engineering for the transit maintenance and operations facility. • August 2023 - Submit Grant application for the FY24 funding cycle of the Federal Highway Administration (FHWA) Nationally Significant Federal Lands and Tribal Projects Program (NSFLTP) for funding for the construction of the planned Maintenance & Operations facility. FHWA grant funds can fund up to 80% of the project cost. • August 2023 <u>Potential</u> submittal for grant application for the FY24 funding cycle of FTA 5339 program for the possible <u>future</u> design and engineering of the <i>Ride Exchange</i> & potentially for two (2) additional Microtransit (Demand Response vehicles). FTA 5339 funds can fund up to 80% of the project / procurement costs. • February 2024 – Submit Grant application for the FY25-26 funding cycle for the FTA 5311 program funds. Grant funding request would be for operating costs for the demand response (MicroTransit) service, and general administrative costs. • Potential submittal (depended upon call for projects in FY24) for a grant application for trailhead shuttle operating expenses through the FHWA Federal Lands Access (FLAP) program. Funds may not be available until 2025, however if awarded it could provide 3-4 years of funding for trailhead shuttle operating costs. No local match required. FLAP provides 100% funding.
<p>Affordable/ Workforce Housing & Homelessnes s</p>	<p>Completed:</p> <ul style="list-style-type: none"> • Partnered with Hope House to provide CDBG funding to support transitional housing for homeless families with children (construction underway, completion spring 22) • Needs assessment and 5-year action plan completed December 2020 	<p>Current and planned actions:</p> <ul style="list-style-type: none"> • Maintaining inventories of vacant land suited for workforce housing, land with redevelopment potential for workforce housing - created spreadsheet, inventory ongoing • Update DIGAH document / Codify DIGAH +LDC updates, identifying any code impediments to affordable housing development– ongoing as time permits and will carry over to FY24 <ul style="list-style-type: none"> ○ Consider allowing full kitchens in guest houses • Continuing to explore additional public private partnerships (ex. development of (city-owned) Sinagua and/or 401 Jordan properties) - ongoing. <ul style="list-style-type: none"> ○ West Sedona Hotel -Exploring possible acquisition/long term lease of 10 ready to rent workforce studios (currently extended stay hotel rooms)

	<ul style="list-style-type: none"> • Entered into development agreement with Sunset Lofts LLC for 46-unit workforce apartment units July 2021 • Entered into IGA with Cottonwood and hired shared Housing Manager • Obtained approval of 2/3 property owners to change CCR's for Sinagua property by Dec 2021 – recorded with county Developed inventory of existing affordable rental housing, land suitable for workforce housing Down Payment/Closing Cost Assistance Program – working with Northern AZ Housing Solutions – launched Jan 2022 • Housing Manager participated in League of AZ Cities and Towns “Affordable Housing/Street Homelessness Workgroup” 1 of 2 representatives from rural AZ – to represent cities/towns interests re: pending legislation. Work began Dec 2021 – Beginning 7/2022, workgroup is monitoring, 	<ul style="list-style-type: none"> ○ Goodrow property/ private nonprofit developer ~36 units- land secured ○ View Inn (VOC) for transitional hsg/ HSNA - 28 units under contract and ADOH funding pending ○ Soldiers Pass Apartments / private property owner – 12 units in architectural design ○ 50 Tranquil / local developer and hotelier – 9 ac. >100 units – no offer yet ○ (Early) Desert Quail Inn (VOC) - private developer – 40 units – not yet committed to aff. hsg. • Starting community outreach and public engagement strategy/ communications in support of affordable housing • Updates needed to no camping ordinance to conform with Martin vs Boise and Grants Pass rulings – first draft presented to Council for discussion only on 9/27/22 • Revise down-payment assistance programs to further incentivize participation • Housing staff is providing and will continue to provide technical services/support to local non-profit(s) for grant-seeking and program development. Exploring possible city/non-profit partnership opportunities to leverage resources and expertise. <p>New for FY24:</p> <ul style="list-style-type: none"> • \$ Research and create a plan to address homelessness in the City of Sedona. • \$ Explore temporary use of the Cultural Park as a “safe place to park” or campground for Sedona workforce. • Partner with developer on an affordable housing project at the city-purchased property at 2250 Shelby. This could also include applying for Low-income Housing Tax Credit (LIHTC) funds. • \$ Based on the Western Gateway CFA Plan's guidance and the City's Affordable Housing Action Plan, consider up to 4 acres of workforce housing on the eastern portion of the Cultural Park property as a “phase 1” development prior to the completion of the full master plan for the entire site.
--	-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

	<p>strategizing and supporting League's participants on the Legislature's Housing Supply Study Committee.</p> <ul style="list-style-type: none">• Hosted legislative hearing on housing in Sedona 9/26/22• Launched Rent Local pilot program to incentivize conversion of STRs to Long term local rentals• Coordinated Verde Valley Regional effort – group has formed Verde Valley Housing Alliance and hired contract staff• Successfully advocated for Arizona Department of Housing support for more funding for rural communities through HOME-ARP and Homelessness Prevention Plan. Notice of Funding of Availability was released for Rural only funding initially.• Update to Electrical Code to reduce cost for multi-family units fall 2022• Acquired 2250 Shelby for approx 30 units aff. Hsg• Hired Housing Coordinator (started 1/3/2023)	
--	----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	--

Sustainability/ Climate Action	<p>Completed:</p> <ul style="list-style-type: none"> • Climate Action Plan approved July 2021 • Incorporated sustainability/climate action plan compliance review into agenda bills (additional workflow process development & training needed) • Incorporated climate action plan feedback for commercial development review (additional workflow process development & training needed) • Green Fleet Policy created and implemented (Lessons learned being incorporated for FY23 planning) • Installed water bottle refill station at Posse Ground Park (STP) • Completed 2021 Employee Commute Survey • Hired two Sustainability Coordinators 	<p>Current and planned actions:</p> <ul style="list-style-type: none"> • Collaborating with Public Works on electric vehicle charging and ParkSmart certification at Uptown Garage Project (On hold pending further study of need for garage project) • Collaborating with University of Arizona's Pest Management Center on updating the City's 2010 Integrated Pest Management Policy (On Hold – Low Priority) • Development of common messaging platform for waste diversion in Oak Creek Watershed (in partnership w/ OCWC, ADEQ, Sedona Chamber (Pushed back to March 2023) • Continuing installation of solar lighting at Posse Grounds Park. Currently receiving quotes for a vendor to produce and install lighting • Revising green procurement policy (FY23; Early 2023) - in partnership with new Procurement Officer (Finance) • Working with the Sedona Chamber to evaluate the Sustainable Tourism Plan to determine status and relevancy of objectives • Explore Opportunities to Reduce Municipal Footprint <ul style="list-style-type: none"> ○ Carbon Offsets (Ongoing) ○ Carbon Capture & Sequestration (Ongoing) • Working with an Energy Services Company (ESCO) to improve City buildings, wastewater operations, and streetlight efficiencies. (FY23) • Installation of additional water fountain/refill stations (<i>STP initiative</i>) - <u>Current Locations of Exterior Water Bottle Refill Stations:</u> <ol style="list-style-type: none"> 1. Sunset Park in between the restrooms 2. PG Rec Building in between the restrooms 3. PG Concession Stand 4. PG Hub by Skate Park 5. PG Tennis courts

	<ul style="list-style-type: none"> • Hired new Sustainability Manager • ESCO Municipal Buildings Preliminary audit conducted Jan 2022 • Home Energy Retrofit Project officially launched and successfully completed for FY22 • Community Food Scrap Compost Pilot Program Launched • Municipal Operations GHG Inventory updated for CY 2020 & CY2021 • Community GHG Inventories updated for CY2020 and CY2021 • ASU Industrial Assessment Center Site Visit for Wastewater Treatment Facility/ City Hall Complex • Launched 2nd round of Home Energy Retrofit Program; As of 12/22/2022, \$71,200 allocated for 20 households so far • Community Plan Update 2022 • First public Sustainability 101 discussion held in Aug 2022; Resiliency 101 held in Nov 2022 	<p>6. PG Pool</p> <ul style="list-style-type: none"> • Investigating additional locations for electric vehicle charging stations at City facilities (Ongoing) • Collaborating across City departments to improve efficiency/energy consumption • Developing community outreach and relationship building training for city staff in partnership with NAIC to better engage the local Hispanic community (Underway) • Expanded utilization of communication resources to increase public awareness of sustainability efforts through the development of a program Comm & Outreach Plan (Ongoing) • Exploring opportunities and partnerships to enhance community resiliency in alignment with the CAP (Ongoing and in tandem with Emergency Preparedness item below) • Sustainability/Resiliency Community Conversation Series – (Ongoing) • City eBike Fleet - Roll out plan and draft policy in 2nd draft phase now (Ongoing) • Municipal Sustainability Plan Update (Ongoing; Target Completion Date – March 2023). • Participating in a solar permitting streamlining study in partnership with Community Development • Community Food Scrap Compost Pilot (Ongoing). • Continuing to work with Cozy Home and residents on the Home Energy Retrofit Program. • Working on a Sedona Pilot Project with Scor3card, a tracking and assessment tool that helps organizations meet their sustainability goals. <p>New for FY24:</p> <ul style="list-style-type: none"> • \$ CAP Update (Planning – Will present update strategy to council for guidance/approval at Spring 2023 presentation). • Create internal staff Sustainability & Resiliency training program • Centralize water data, resources, etc. • Work with Public Works and Oak Creek Watershed Council (service contract) to conduct a MS4 Stormwater Quality Campaign.
--	----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

	<ul style="list-style-type: none"> ● 2nd Year of Participation with the Northern Arizona Solar Co-Op – 2022 Results: 221 Members with 57 Contracts signed; Deadline was 9/16/2022 ● Hired a new sustainability coordinator ● Hired an AmeriCorps VISTA ● Joined the Green Power Partner Program through APS, which began sourcing 100% of municipal energy from a renewable energy farm starting in November 2022 ● Program/CAP Update for City Council on 9/29/2022 ● 4TH Annual Home Hazardous Waste Event (October 2022; still awaiting collection data from vendors) ● Kicked off Scor3card in Sedona Pilot Project (FY23) ● EV Chargers installed at Sunset Park (STP Initiative – Commissioning to occur shortly after new year) ● DCFC Stations installed at Posse Grounds Park (STP Initiative – Commissioning to occur shortly after new year) 	<ul style="list-style-type: none"> ● \$ Develop a food security strategy plan. ● \$ Stand up Sustainable Neighborhoods Program. ● \$ Work with Wastewater on a CIP project for a backwash filtration system on the injection well filters at the wastewater treatment plant (recommendation included in ASU Industrial Site Assessment Report). ● \$ Create and implement installation plan for optimum number of City and public facing EV charging infrastructure. ● \$ Potential Paper Waste Reduction Project (Municipal Operations). ● \$ Work with Public Works on a CIP project to replace streetlights with LEDs.
--	---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

	<ul style="list-style-type: none"> • eBike Procurement – Initial fleet order made (6 bikes) (Anticipated delivery - Feb 2023) • Selected software to streamline utility data and provide metrics for CIP strategies (Watchwire; expect contract award late 2022) 	
<p>Improve Citizen Communication / Relations</p>	<p>Completed:</p> <ul style="list-style-type: none"> • Refined goals with Council • Made videos on 2021 State of the City and FY23 Council Priorities • Launched “Did you know?” social media series • Hired new Public Relations Coordinator • Agendizing public interest items (ex. Harmony outreach, hybrid transit vehicles, new inclusive playground, Brewer house/barn restoration work) • Hired outside PR firm to boost amount of work product • CM holding open office hours to the public once a month called “Straight Talk w Karen” 	<p>Current and planned actions:</p> <ul style="list-style-type: none"> • Build out FAQs/talking points for website • Implementing new, dedicated social media strategy • Consider HOA, service club, and other direct communication outreach • Hiring public relations firms for communication on major ICIP) projects • Looking into a brown bag lunch program with the Library and a speaker series at OLLI. • Pushing out a monthly e-newsletter in partnership with Beta PR. • Looking into additional PR firm resources to outsource expertise like graphic design and printing. • Expanding on the City Talk RRRN articles by broadening the reach to include sharing on social media, city website and monthly newsletter. • Onboarding Web Content Manager position to centralize development and content management for the city’s #1 communication tool. This kicks off a content overhaul process on our website. • Creating two videos: 2022 Year in Review and FY24 Council Priorities • Publishing 2022 annual Community Report for residents. Will mail to all residents in late January 2023. • Launched a “telling our story” video series with both locals and staff on major projects and day to day operations and activities of general interest. <ul style="list-style-type: none"> ○ Posted on Youtube channel and social media sites. ○ Videos to be imbedded into website once webmaster position is filled.

	<ul style="list-style-type: none"> • Selecting at least one item from each council agenda to highlight on social media in advance to inform community and solicit interest • Created dedicated Communications Plans on high profile SIM projects like the Dry Creek Phase II Shared Use Path. 	
<p>Manage Impacts from Short Term Rentals</p>	<p>Completed:</p> <ul style="list-style-type: none"> • Hired third party vendor to track STRs and manage complaint hotline. • Hired legislative advocate in Nov 2021 for 2022 legislative session to advocate for legislative changes • New contract for legislative advocate approved by council in Sept 2022 for 2023 session • Updated trash ordinance Jan 2021 • Updated noise ordinance Nov 2021 • 40-50 STR listings under "jurisdiction review" at any given time- cannot identify property addresses or 	<p>Current and planned actions:</p> <ul style="list-style-type: none"> • Continuing to lobby for changes in legislation to allow local control and regulation. • Create new campaign to educate residents and owners on responsible renting and stewardship of Sedona (partner w/Chamber TB) • Consider new policies and rules as needed, ex.) requiring TUPs for weddings or other outdoor events • Continue to cite owners for non-compliance with emergency contact registration and now new permitting requirements. With existing enforcement resources enforcement has and will be limited. • Refine GIS layer for STRs and identify highest and best use of new tool for STR administration efforts. • Implementation of SB 1168/new ordinance requirements February 15, 2023- in process currently, program work will be ongoing. Continue to refine and improve process as needed. • Notice of permit requirement mailing to owners first week in January. • STR property counts rose to 1094, 16.1% of total for end of December, up 0.8% from end of November. December 20th shows 734 single family homes operating as short-term rentals. <p>New for FY24:</p>

	<p>parcel</p> <ul style="list-style-type: none"> • STR Specialist position filled by internal promotion July 1, 2022 • Signed revised contract with new scope of work with current vendor, GovOS, to build the new permitting system and additional reporting capabilities to track code violations, citations and adjudications for permitted properties. • Updated city ordinance re: implementation of SB 1168 provisions, November 2022 for effective date Jan 15, 2023 and implementation deadline Feb 15, 2023. • City website pages updated to reflect amended ordinance, directing users to permit application portal and supplying additional information for permit requirements. 	<ul style="list-style-type: none"> • Evaluate organizational restructuring to consolidate Code Enforcement, CSO, CSA and/or Report It programs to gain staff depth/cross training and greater efficiency in field operations and enforcement of STR and other City ordinances. • \$ Evaluate resource needs for full program implementation and associated enforcement after anticipated efficiencies have been realized – an additional staff person may be needed to fully enforce the new ordinance.
--	---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

Economic Diversification

Completed:

- **Completed Economic Diversification Plan in 2020.**
- **Yavapai County and Altice/Optima presented update to city council in October 2022.**
- **Partnered with VVREO to host the fourth annual entrepreneurial pitch (10.15.22) competition and work with loan applicants.**
- **Fuerza Local - The first cohort graduated in July of 2022. The second cohort is underway with a graduation planned in January 2023. Applications have been accepted for the third cohort beginning February of 2023.**
- **Awarded \$1.4M CIP projects (PD's EOC and Shelby Drive).**
- **Citizen Healthcare Advisory Group met and delivered a report to the city manager.**

Current and planned actions:

- **In light of the pandemic, business recovery, and Schires case, the economic diversification advisory group has reconvened to reprioritize and update the economic diversification plan to continue meeting the long-term economic development goals. Two meetings of the advisory group have occurred in 2022 with more planned in 2023. They will look at updated data and existing plan, and then make recommendations for changes.**
- **Staff worked to set up a citizen work group and engaging with healthcare professionals and businesses with the purpose of identifying ways for the city to support and foster more healthcare business and service opportunities. This process yielded a list of recommendations for improved healthcare. A regional assessment of healthcare to identify gap was the top recommended remedy.**
- **Continue to support and facilitate the access of internet infrastructure through exploring options and potential providers to bring fiber to the home and better connectivity to the community. Currently, staff is working on a contract to work with a broadband consultant to help the city identify potential ISPs interested in investing in Sedona. Study/analysis to commence in Feb 2023 and take approx. 5 months. City funding or resources may be needed for an ISP to meet the city's broadband needs.**
- **Outreach and engagement with the immigrant community and other potentially disenfranchised community members to improve relationships, focus on local business development. Currently, we are working with Local First Arizona on an entrepreneurial program in Spanish (Fuerza Local) so we can reach and assist more businesses.**
- **Contracted (Dec 2022 – Dec 2023) with NACET/Moonshot to offer entrepreneurial services.**
- **Progress BR&E/E (business retention and expansion and entrepreneurship) and local business efforts and programming.**
- **Continue to partner to deliver multiple trainings and informational webinars to business owners on the relevant request topics around social media, marketing, finance, recovery funds, pivoting business models, and additional business topics. Explore viability of Chamber of Commerce**

		<p>leading these efforts moving forward.</p> <ul style="list-style-type: none">• Promote Sedona to workforce and industry as it aligns with economic diversification and resilience goals.• Continue to seek grant funds to support city initiatives. <p>New for FY24:</p> <ul style="list-style-type: none">• \$ Fund a regional healthcare assessment and gap analysis to better understand healthcare gaps in services, barriers to services, and attainable healthcare services. The assessment will also identify senior living and aging-in-place demand. Such an assessment may cost between \$75K-\$125K. This cost could be shared among regional partners and grant funds could be obtained.• Prioritize healthcare as a targeted industry in the economic diversification efforts. The needs would be better defined through the gap analysis and healthcare assessment.• \$ Carry over the \$494,000 of ARPA funds earmarked for broadband and explore allocating additional city funding to achieve broadband goals. Continue to work on possible grant opportunities working with contract consultant.• \$ Implement items identified in the Economic Diversification Plan update. While there may be some budgetary items, these items are not yet identified as the planning process is underway.
--	--	------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

<p style="text-align: center;">Emergency Preparedness</p>	<p>Completed:</p> <ul style="list-style-type: none"> • Held work session with Council, County Emergency Managers, Fire District and Sheriff's Offices • Emergency Operations Plan (EOP) Updated – April 2022 • Community Emergency Preparedness Plan completed & launched in both English and Spanish • Emergency Management webpage added to City website under the PD page • Ready, Set, Go! Campaign in English and Spanish - launched spring 2022 prior to fire season. Door hanger being distributed by PD volunteers. A copy of the door hanger was published in the regional "Kudos" paper that is mailed to every resident in Sedona and the VOC. • Yavapai County E.M. conducted a guided discussion with key city 	<p>Current and planned actions:</p> <ul style="list-style-type: none"> • Collaboration with the Sedona Fire District and Coconino and Yavapai County Emergency Management Departments ongoing. • Working with partners to develop an annual calendar for training in coordination with the EOP • Developing an annual calendar for community outreach and education - soliciting interest and will schedule small group community training commencing Fall 2022 • Working with a consultant on a Threat and Hazard Identification Risk Assessment (THIRA) to incorporate into the updated EOP – Project funded by DEMA and currently underway. Received preliminary THIRA summary and working on responses to questions from consultant. Expect final THIRA by early 2023. • Working with Yavapai and Coconino Counties on a larger-scale table-top exercise. • Work is continuing on the Evacuation Planning Project: <ul style="list-style-type: none"> ○ Greenlight finalizing traffic study and plan development. ○ Currently holding community zone workshops to receive input for plan development. Meetings held on December 1, 8 and 15 with final wrap up workshop scheduled for mid-January. ○ Final plan will be presented to the public based on segregating information for three specific community zones and ultimately to City Council. ○ The target completion of the plan and project is summer 2023. <p>New for FY24:</p> <ul style="list-style-type: none"> • To be determined based on results of the emergency planning work underway, including the Evacuation Planning Project which is scheduled to be complete by May 2023, the THIRA and updates of the County's Hazardous Mitigation Plans. • Schedule AZ Water to present to Council and the community, information regarding water availability, the state of the current distribution system, and the projects currently planned to enhance the efficacy of the entire system. (could try to do the same with Oak Creek Water)
-----------------------------------------------------------	----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

	<p>staff & regional public safety partners.</p> <ul style="list-style-type: none"> • Evacuation Planning project presented to Council on October 10, 2022, approved contract with EM Partners and approved to accept \$175,000 grant from DFFM. • Evacuation planning project kickoff held in August 2022, stakeholder and citizen representative meetings underway. • Traffic has been provided to Greenlight, the traffic subconsultant. Additional data collection was performed during two weekends in October 2022. 	<ul style="list-style-type: none"> • As part of the work with Coconino County Emergency Management, Sedona may be able to secure a portion of their Congressionally Directed Funding for emergency notification/evacuation siren array(s) – exploring pilot installation in Uptown.
<p>Trailhead Congestion/ Impact to Neighborhoods</p>	<p>Completed:</p> <ul style="list-style-type: none"> • Deployment of TCA's & CSA's • Implementation and enforcement of parking restrictions, road closures, signage, physical barriers • Shared use paths, and 	<p>Current and planned actions:</p> <ul style="list-style-type: none"> • Evaluate access on Back O'Beyond (BoB) - USFS closed Cathedral Rock TH Thur-Sun beginning March 2022. • BoB safety and drainage Improvements design in process, complete Summer 2023 • Park & Ride location to support trailhead shuttle operations to Dry Creek Vista & Mescal trailheads and removal of parking on Dry Creek Rd - <i>see Transit actions outlined above</i>

	<p>parking restrictions, completed at Soldiers Pass, Dry Creek, and Chapel Rd SUP</p> <ul style="list-style-type: none"> • Hired full time TCA II • Deploy shuttles as a mitigation strategy – included in FY22 budget for spring 2022 • Parking ticket fees updated 	<ul style="list-style-type: none"> • Continue to aggressively recruit to augment TCA staffing (<i>also for general traffic management</i>) <p>New for FY24:</p> <ul style="list-style-type: none"> • Evaluate the feasibility of implementing a vehicle “booting” program (resources needed, legal parameters, fee collection in field, etc.) - on hold presently as immediate need areas have been improved by transit and parking lot closures • \$ Evaluate a gate turnaround, and roadway safety improvements on Back O Beyond Rd.
<p>Community Plan Update 2021-2023</p>	<p>Completed:</p> <ul style="list-style-type: none"> • Kickoff with Council October 2021 • Established Work Group, monthly meetings began December 2021, with 5 additional meetings between May and October. • Established the “Plan Sedona” interactive website, now www.plansedona.com. • Created a workspace webpage specifically for work group members. • Public Participation Plan to P&Z (Feb 1 2022) and City Council (Feb 8 2022) • Household survey developed with consultant. Survey completed and report available June 2022 with 590 surveys returned 	<p>Current and planned actions:</p> <ul style="list-style-type: none"> • Work Group to give input on public outreach, issues and updated Plan content • Regular P&Z/CC updates throughout process • Monthly Work Group meetings throughout the planning process, bi-monthly virtual meetings added as needed • Website available throughout, with opportunities to give input and comment on draft documents, sign-up to participate, etc. (www.plansedona.com) <p><u>Phase One</u> – Plan Education/Issue Identification (through November 2022)</p> <p>Outreach/input opportunities:</p> <ul style="list-style-type: none"> • Community household survey (March-April 2022) • September 7th Community Forum • City-wide mailers • Social media regular updates • Press releases, news articles, ads, public notices <p><u>Phase Two (December 2022 – March 2023)</u></p> <ul style="list-style-type: none"> • Community-wide topical workshops (3 in-person) <ul style="list-style-type: none"> ○ 2 virtual: Circulation, December 7th and Economic Development, December 14 ○ 2 or 3 in-person workshops (Feb-Mar): Tourism, Land Use/Housing, and Community • Partner workshop, January 2022 • Focus groups for specific issues

	<ul style="list-style-type: none"> • Consultant (SDR) contracted and executing community engagement and meeting facilitation, started March 2022 through FY23. • Working Communications Plan complete and available June 2022. • Work Group review and comments on chapters 1 – 5, 7 and 8 complete • Hired Associate Planner (FTE) to assist with the planning process. • September 7th Community Forum – kickoff of the public community engagement, approximately 350 people attended. • Virtual workshops: Circulation, December 7th and Economic Development, December 14 	<ul style="list-style-type: none"> • Possibly additional surveys <p><u>Phase Three</u> – Preliminary Recommendations/Draft Plan (March 2023-June 2023)</p> <ul style="list-style-type: none"> • Outreach/input opportunities to review and comment on preliminary recommendations, Draft Community Plan created (Target May 2023) • 60-day mandated review (May-June 2023) <p><u>Phase Four</u> - Public Hearings and Adoption</p> <ul style="list-style-type: none"> • P&Z/City Council Work Sessions and Public Hearings (July through December 2023) • Plan adoption - December 2023
<p>Other Property Acquisition</p>	<p>Completed:</p> <ul style="list-style-type: none"> • Shelby Drive for workforce housing, contract approved Oct 25, 2022. Closed end December 2022. • Cultural Park contract approved Nov 22, 2022. 	<p>Current and planned actions:</p> <ul style="list-style-type: none"> • Church of the Red Rocks trailhead shuttle park and ride lot on 179, initiate zone change winter 2022, plan to purchase property by June 30 2023 (see transit item above) • Shelby property - see affordable housing item above- will be permanently moved to Housing priority area • Boulders and signage placed at access points to the western portion of the

	<p>Closed Dec 8 2022</p>	<p>Cultural Park site (west of Cultural Park Place) to secure the site for safety. If additional securing is needed fencing will be installed.</p> <ul style="list-style-type: none"> • Complete minor improvements to the roadway to make it more easily passable for access to trailheads 2023 <p>New for FY24:</p> <ul style="list-style-type: none"> • \$ Based on the Western Gateway CFA Plan's guidance and the City's Affordable Housing Action Plan, consider up to 4 acres of workforce housing on the eastern portion of the property as a "phase 1" development prior to the completion of the full master plan for the entire site. <ul style="list-style-type: none"> ○ Develop concept plan via a condensed public process to include preferred housing types, possible related amenities, shared parking, etc. ○ Issue RFP to seek potential development partners ○ Requires a rezoning • \$ Partner with the USFS to relocate trailhead to USFS property <ul style="list-style-type: none"> ○ Design complete but will require city financial contribution- amount TBD ○ USFS has \$500k seed money grant for construction ○ May still need additional parking for trail system incorporated into development on the city-owned site • \$ Commence master planning of entire Cultural Park site in FY24 using consultant facilitation and in-house project management. Alternative is to wait until Community Plan update is completed and use long-range planning staff to develop the master plan as an in-house effort.
<p>Accelerate Brewer Road Park Buildout</p>	<p>Completed:</p> <ul style="list-style-type: none"> • 2020 - 2022 – Shared use path, site grading, House/Barn exterior restoration complete 	<p>Current and planned actions:</p> <ul style="list-style-type: none"> • 2022 - 2023 – House/Barn interior restoration <ul style="list-style-type: none"> ○ Requested proposals from Architects known for work within historic buildings ○ Site visit with Sedona Historical Society October 2022 ○ Site visits with Historic Preservation commissioners November 2022 ○ Design input solicited from both stakeholder groups • 2023 - 2024 – Construction of parking lot, landscaping, restroom and lawn • Project sign installed August 2022

		<p>NEW for FY24:</p> <ul style="list-style-type: none"> • SUP linking Ranger Station Park SUP to Brewer Trail near intersection of Juniper Lane and Brewer Road. • Play structures to be selected by Parks & Rec and bid as a separate project.
<p>Chamber Contract Review</p>	<p>Completed:</p> <ul style="list-style-type: none"> • Establish council subcommittee • Council work group recommendations made to the full Council in March 2022 – Council agreed by majority consensus to support those recommendations • SCC&TB presented their recommended budget and work plan for FY23 on May 25, 2022 Discussion continued and budget and work program finalized on June 29, 2022 	<p>Current and planned actions:</p> <ul style="list-style-type: none"> • Council work group, city attorney and city manager updated contract documents in coordination with SCC&TB. Revised document to full City Council early 2023 pending council discussion of future relationship and organizational restructuring to take place at January 11, 2023 joint meeting and possible resulting need for further contract changes. • Initial discussion regarding future relationship and of a possible restructure of the SCC&TB organization took place Nov 2022. Follow up discussion to take place at the 2023 joint meeting between City and Chamber tentatively scheduled for Jan 11, 2023. Outcome of this meeting will not be known at the time of finalizing this document for the retreat packet. <p>New for FY24:</p> <ul style="list-style-type: none"> • \$ Consider funding a 12-month comprehensive effort to compile updated visitor and visitation information using cell phone data and other new technology, to include numbers of total visitors, day trippers vs overnight visitors, origin/destination information, length of stay information, etc. • \$ Consider funding a tourism program coordinator who can liaison with the SCC&TB and program manage the tourism contract, make recommendations regarding city-led vs SCC&TB led program of work items, lead or coordinate the city’s tourism related program of work items, oversee the data collection efforts, etc. In light of recent resignation of Economic Devt Director, may explore possibility of combining functions into one position to oversee tourism contract, broadband implementation, health care gap analysis, and other economic development related efforts.

<p>Environmental Impact Study on OHVs/USFS Trail Access Based on Capacity Analysis</p>	<p>Completed:</p> <ul style="list-style-type: none"> • Advocated for capacity study and establishment of limited access permit system to manage OHV use • City initiated Environmental Impact Study (EIS) funding request part of FY23 budget process. The RFQ was issued in August 2022 with no responses. Re-opened and next round closed November 14. One bid has been received. • City's OHV Information webpage created 	<p>Current and planned actions:</p> <ul style="list-style-type: none"> • City funded \$25k to USFS to initiate a facilitated stakeholder discussion of OHV issues in and around Sedona. Sustainability Manager is city staff lead for that collaborative multijurisdictional effort called the Greater Sedona Recreation Collaboration <ul style="list-style-type: none"> ○ Neighborhood visits and interviews complete ○ First working group meeting scheduled for January 4, 2023 ○ Co-convenors (FS, COS, AZ State Parks, AZ Fish & Game, Supervisor Michaels/Yavapai County) meet regularly to report individual projects and discuss next steps with the facilitator, Southwest Decision Resources (SDR). • RROCC update to Council on Jan 10, 2023 • Schedule GSRC for Council presentation in early 2023 • One consultant proposal for EIS received and reviewed early Dec. <ul style="list-style-type: none"> ○ Firm is qualified- scope of work is being negotiated and firm is expected to be selected by January 2023. Dollar threshold allows contract to be approved by City Manager. ○ Data collection planned for spring high tourist season, possible data collection in fall 2023 if needed. ○ Est 9-12 month total timeframe <p>New for FY24:</p> <ul style="list-style-type: none"> • Assess study results and identify possible City regulatory changes to mitigate negative impacts
<p>Airport</p>	<p>Completed:</p> <ul style="list-style-type: none"> • RFQ for consulting services closed Nov 2022. Firm selected and currently working on final contract. 	<p>Current and planned actions:</p> <ul style="list-style-type: none"> • Yavapai County acknowledged City land use authority with respect to the proposed "Venue" event space at the airport. No submittals have yet been received. • City and YC continuing to discuss exploration of the airport becoming City operated. <ul style="list-style-type: none"> ○ Contract for consulting services to evaluate that possibility to Council for approval in Jan/Feb 2023.

		<ul style="list-style-type: none"> ○ Community engagement will also need to take place to assess community interest in this change, possibly to be done as part of the Community Plan update or additional scope of work for consultant team. ○ Full evaluation to include public input-expected to take 12-18 months <p>New for FY24:</p> <ul style="list-style-type: none"> • Next steps will depend on study results and recommendations
Pickleball Courts		<p>Current and planned actions:</p> <ul style="list-style-type: none"> • Design for 8 new lighted courts at Posse Grounds Park in process. <ul style="list-style-type: none"> ○ Will come to Council early 2023 for public discussion of possible locations ○ Construction planned for later FY2023 or early FY2024
Harmony Neighborhood Shared Use Path		<p>Current and planned actions:</p> <ul style="list-style-type: none"> • Surveys conducted and public meeting held on December 8, 2022 to obtain neighbor feedback regarding 5 possible alignments (also listed under SIM above and will be moved permanently to SIM priority with Jan 2023 priority setting updates) English and Spanish options provided for both survey and public meeting. • 80 responses to the survey. 60% of respondents supported a path. Andante was the preferred route. <p>New for FY24:</p> <ul style="list-style-type: none"> • If neighbors continue to support this project and Andante alignment is deemed feasible, design can commence in current fiscal year and construction in FY24.
Rescind the CFAs that include lodging components	Completed summer 2022 Will come off the list	<p>Current and planned actions:</p> <ul style="list-style-type: none"> • Amended Soldiers Pass and Western Gateway CFAs rather than rescinding to preserve the other non-lodging components. Replaced lodging uses with mixed-use with a housing vs lodging emphasis.

Home Rule	Completed summer 2022 Will come off the list	<p>New for FY24:</p> <ul style="list-style-type: none"> • While interest in pursuing a PBA in 2024 was expressed by some councilors when home rule was on the ballot earlier this year, Finance does not currently have the staff capacity to establish and facilitate a citizen work group to re-evaluate this issue and make recommendations on the PBA option in time for a 2024 ballot question.
-----------	-------------------------------------------------	----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

Other Projects/ Initiatives		
Revisit Land Development Code	New for FY24	<ul style="list-style-type: none"> • \$ This would be a staff facilitated, but consultant-driven, effort to look at the LDC with fresh eyes and new thinking as a result of the Community Plan update and the policy goals identified through that process, and to address other newer policy goals like housing, sustainability and tourism management. Estimated fall or winter 2023-24 or when Community Development workload allows. <ul style="list-style-type: none"> o A round of updates that contain easier/more obvious “lower hanging fruit” type changes to support more immediate housing and sustainability goals will be pursued in advance of the larger effort, both on a coordinated and as-needed basis as time permits.
Development Impact Fee (DIF) Update	Budgeted for FY23	<ul style="list-style-type: none"> • Although the DIF update is budgeted in the current fiscal year, lack of staff availability in the City Manager’s Office (CMO) and Finance Department, which need to take the lead on this effort, have delayed the start of this project. Quotes from Tischler Bise, the firm who conducted the last DIF study and will do the update, have been received and are under review. Staff are attempting to move this project forward this year. In addition to CMO and Finance, this effort will require extensive time from Public Works, Parks, Community Devt and Police staff.
Dells Land Use Planning FY2022-2023	On hold currently.	<ul style="list-style-type: none"> • The Dells land use planning will commence following guidance from the Community Plan update • Phase I will be a feasibility study to evaluate the steps necessary to develop the property, including costs and timing

		<ul style="list-style-type: none"> • Phase II will be to develop a land use master plan, with a focus on workforce housing and identifying other potential uses that will align with and support other community plans and goals (ex. sustainability, economic diversification, etc.) • To include consultant engagement in support of staff coordination
Uptown Paid Parking Fee Changes	On hold currently.	<ul style="list-style-type: none"> • Reconvene Uptown Parking Advisory Committee to revisit rates for Main Street paid parking. • On hold pending updated parking garage evaluation.
Enterprise Resource Planning (ERP)	On hold currently.	<ul style="list-style-type: none"> • While an integrated enterprise resource planning software system is needed and has been budgeted for some years, lack of adequate staffing and significant workload have delayed pursuit of this project
Update the Building Code	On hold currently.	<ul style="list-style-type: none"> • Adoption of Property Maintenance Code – future item to Council • Update to fees –future item to Council when staff resources allow • Additional changes will likely be needed as a result of Land Development Code changes to support housing, sustainability and other policy goals