



Tourism & Events Department
7447 E. Indian School Road
Scottsdale, AZ 85251
480.312.7177

**To: Sherry Henry, Chairperson
Tourism Development Commission**

From: Steve Geiogamah, Tourism Development Manager

Date: February 21, 2023

Subject: Staff Report – Tourism Reports

Bed Tax Collection Report

This report provides a summary of monthly tax collections for the city's transient occupancy tax (bed tax), hotel/motel sales tax and sales tax on miscellaneous retail and restaurant as a percentage change from the same period in the previous year.

Highlights for Business Activity in December

December bed tax collections YTD collections were up (6%). Miscellaneous retail tax collections were up YTD (12%) and restaurants were up YTD (4%). This report is on a cash basis, so only the cash that is received within the month is included.

December YTD hotel classification report indicates YTD bed tax collections for resorts were up (3.6%), full-service properties were down (-0.9%) and limited-service properties were up (32.7%). Other Transient Non-Hotel classification was up (8.1%). Other Transient Non-Hotel classification includes bed tax collections that are not included in Resort, Full Services, or Limited Services such as single-family homes and multi-year units rented on short term basis. The hotel classification report pulls data based on the reporting period not the actual receipt collections.

Tourism Program Special Revenue (Bed Tax) Proforma

The Tourism Program Proforma provides revenue and expenditures for the current and prior fiscal years as well as the adopted budget.

February updates include pending and approved event funding highlighted on the tourism fund report.

Smith Travel Report

The City of Scottsdale contracts annually with Smith Travel Research (STR) to track hotel data (average room rate, occupancy, etc.) in the Scottsdale/Paradise Valley Market Area and its competing destinations.

Highlights for December 2022

Scottsdale Trend Report (63 properties)

December occupancy (61.1%) was flat (-0.6%) when compared to last year. Over the past 12 months occupancy (65.0%) was up (12.7%), December average daily rate (\$264.80) was up (6.9%) when compared to last year, over the past 12 months average daily rate (\$273.91) was up (19.8%) December Rev Par (\$161.78) was up (6.3%) when compared to last fiscal year, over the past 12 months Rev Par (\$177.94) was up (35.1%) when compared to the same period last year.

Segment Trend Report (Transient, Group, Contract 47 properties report)

Over the past 12 months transient occupancy (41.9%) was down (-4.0%) average daily rate (\$287.74) was up (20.6%) and rev par (\$120.50) was up (15.7%) when compared to the same period last year. Group occupancy (22.3%) was up (71.6%), average daily rate (\$254.38) was up (23.6%) and rev par (\$56.60) was up (112.2%) when compared to the same period last year.

Regional Reports

Trend Scottsdale Downtown (20 properties report)

Over the past 12 months occupancy (72.2%) was up (6.6%) average daily rate (\$208.44) was up (27.2%) and Rev Par (\$150.57) was up (35.5%) when compared to the same period last year.

Trend Scottsdale Central (31 properties report)

Over the past 12 months occupancy (61.9%) was up (16.4%) average daily rate (\$279.19) was up (17.5%) and Rev Par (\$172.73) was up (36.7%) when compared to the same period last year.

Trend Scottsdale North (11 properties report)

Over the past 12 months occupancy (61.2%) was up (11.6%) average daily rate (\$345.17) was up (20.1%) and Rev Par (\$211.28) was up (34.1%) when compared to the same period last year.

Hotel Performance Indicator Definitions

Occupancy is calculated by rooms sold divided by rooms available multiplied by 100.

Average Daily Rate is calculated by taking room revenue divided by rooms sold.

Rev Par is calculated by dividing room revenue by rooms available.

SOURCE: STR, INC. REPUBLICATION OR OTHER RE-USE OF THIS DATA WITHOUT THE EXPRESS WRITTEN PERMISSION OF STR IS STRICTLY PROHIBITED.

Program Updates

Program updates will include the Tourism Development Commission sunset review.

BED TAX COLLECTION REPORT - FY 22/23
Prepared by the City of Scottsdale Tourism Events Department
February 21, 2023 (Preliminary)

This report provides a summary of monthly collections of City revenues that reflect activity in the Tourism Industry in Scottsdale. Column one shows the actual month of business activity, not the City receipt of the taxes.

Table 1 reports the bed tax, the hotel/motel sales tax, the sales tax on miscellaneous retail and the sales tax on restaurants as a percentage change from the same period in the previous year.

Table 2 provides Bed Tax collections by hotel classification (Resort, Full Service and Limited Service) and a comparison with the same period last year and FY21/22 property pre-classification. As a percentage of 9,354 total hotel rooms in the City as of August 2022. Resort hotels represent 42%, Full Service hotels 28%, and Limited Service hotels 30%.

*Bed Tax Classification Table reflects only funds received from a specific month. It does not include late payments received.

Table 1
Tourism Indicators as reflected in Monthly City Sales Tax Revenues
FY22-23 (July 1, 2022 through June 30, 2023) -- Change from the same period last year

Month of Business Activity	Period Share of Annual Total	FY 21/22 Bed Tax Collections	FY 22/23 Bed Tax Collections	FY 20/21 Bed Tax Collections	Room Rev. Tax Change	Hotel/Motel Tax Change	Misc. Retail Sales Tax Change	Restaurant Tax Change
June	4.5%	\$1,433,064	\$1,125,261	\$762,998	-21.0%	133.0%	22.0%	8.0%
July	6.0%	\$1,916,089	\$2,132,077	\$670,398	-11.0%	57.0%	30.0%	6.0%
August	3.8%	\$1,226,616	\$1,457,269	\$608,356	19.0%	20.0%	24.0%	14.0%
September ¹	5.5%	\$1,754,159	\$2,228,925	\$878,154	27.0%	35.0%	28.0%	38.0%
October ²	8.9%	\$2,864,104	\$2,359,205	\$1,157,606	-18.0%	-24.0%	-18.0%	-30.0%
November	8.0%	\$2,565,291	\$2,927,230	\$1,484,424	14.0%	16.0%	3.0%	-1.0%
December	8.6%	\$2,770,469	\$3,212,127	\$875,652	16.0%	9.0%	2.0%	8.0%
January	8.2%	\$2,636,620		\$935,898				
February	10.7%	\$3,456,778		\$2,631,085				
March	13.0%	\$4,191,071		\$2,537,046				
April	14.8%	\$4,770,332		\$2,340,277				
May	8.0%	\$2,585,929		\$2,412,324				
Year to date	100.0%	\$32,170,522	\$15,442,094		6.0%	17.0%	12.0%	4.0%

¹ There were 5 weeks of payments this year vs 4 like last year

² This month we received 4 weeks of payments instead of 5 like last year

MONTHLY BED TAX COLLECTION REPORT BY HOTEL CLASSIFICATION - FY22/23

Prepared by the City of Scottsdale Tourism and Events Department

February 21, 2023 (Preliminary)

FY 2022/23 (July 1, 2022 through June 30, 2023) -- Change from the same period last year								
Month of Business Activity	Resort Hotels 3,882 Rooms	% Change from FY21/22	Full-Service Hotels 2,648 Rooms	% Change from FY21/22	Limited-Service Hotels 2,824 Rooms	% Change from FY21/22	Other Transient Non-Hotel	% Change from FY21/22
June	\$770,063	7.1%	\$190,245	-2.4%	\$218,835	-43.3%	\$579,732	10.2%
July	\$554,929	-13.7%	\$150,804	-20.0%	\$176,157	3.0%	\$436,261	-6.6%
August	\$530,782	3.3%	\$142,768	-21.6%	\$206,040	28.0%	\$501,712	12.6%
September	\$910,133	3.0%	\$243,109	-3.0%	\$424,786	21.2%	\$617,700	6.5%
October	\$1,343,092	3.2%	\$348,939	3.8%	\$402,288	29.9%	\$799,004	15.5%
November	\$1,398,015	2.3%	\$401,458	14.6%	\$470,917	43.9%	\$835,089	9.6%
December	\$1,296,924	9.2%	\$283,210	0.6%	\$674,859	43.8%	\$927,000	10.9%
January								
February								
March								
April								
May								
Year to date	\$6,803,938	3.6%	\$1,760,533	-0.9%	\$2,573,882	32.7%	\$4,696,498	8.1%

Table 2 report does not include late payment or adjustments

Please note that all of the Taxpayers that make up this report have been reviewed for proper classification and adjustments were made when necessary.

CITY OF SCOTTSDALE
TOURISM DEVELOPMENT FUND
February 2023

	FY 2021/22	FY 2022/23	FY 2022/23	FY 2023/24	FY 2024/25	FY 2025/26	FY 2026/27
	Actuals	Adopted Budget	Working Forecast	Forecast	Forecast	Forecast	Forecast
BEGINNING FUND BALANCE	7,275,286	8,798,787	16,085,452	14,764,503	13,899,701	14,403,301	15,164,609
REVENUES¹	35,221,974	27,603,243	33,698,322	24,327,000	25,084,800	25,864,400	26,652,200
Bed Tax Collection	31,862,719	25,000,000	31,095,079	22,000,000	22,660,000	23,339,800	24,040,000
Princess Lease	3,313,797	2,519,163	2,519,163	2,216,900	2,283,400	2,351,900	2,422,400
Recovery of Expense	38,254	25,000	25,000	25,000	25,000	25,000	25,000
Interest Earnings	-	59,080	59,080	85,100	116,400	147,700	164,800
Transfer In from CIP	7,204	-	-	-	-	-	-
EXPENSES¹	26,411,808	30,176,873	35,019,271	25,191,802	24,581,200	25,103,092	25,624,000
DESTINATION MARKETING (50% of bed tax collections)¹	10,818,615	12,500,000	15,547,540	11,000,000	11,330,000	11,669,900	12,020,000
GENERAL FUND ALLOCATION (12% of bed tax collections)¹	3,823,526	3,000,000	3,731,409	2,640,000	2,719,200	2,800,700	2,884,700
EVENTS AND EVENT DEVELOPMENT (9% of bed tax collections)	1,899,870	2,250,000	2,250,000	1,980,000	2,039,400	2,100,600	2,163,600
Multi-Year Event Funding Agreements	1,024,700	1,083,400	1,008,400	930,000	989,400	1,050,600	1,113,600
Parada del Sol Parade (Council approved 07/05/17) Year 5 of a 5-year agreement	79,400	79,400	79,400	-	-	-	-
Fiesta Bowl (20 yr agreement since 2006) Year 16 of 20-year agreement	189,100	196,664	196,664	204,530	212,711	212,711	212,711
AZ Superbowl Host Committee/NFL Agreement (Council approved 3/3/20) Year 4 of a 4-year agreement	606,200	303,100	303,100	-	-	-	-
Arizona Sun Circuit Quarter Horse Show (Council approved 1/19/21) Year 3 of a 3-year agreement	75,000	75,000	75,000	-	-	-	-
PAC 12 Men's Championship Baseball Tournament (Council approved on 8/24/21) Year 2 of a 3-year agreement	75,000	75,000	75,000	75,000	-	-	-
<i>Multi-Year Event Funding - Undesignated, Uncommitted</i>	-	354,236	279,236	650,470	776,689	837,871	900,889
One Year Event Funding Agreements	167,000	245,000	531,000	320,000	320,000	320,000	320,000
ArtWalk Gold Palette Event (Council approved 9/21/21, Council approved 11/21/22)	32,000	-	75,000	-	-	-	-
Scottsdale Jazz Festival 2020 (Council approved 1/21/20)	30,000	-	-	-	-	-	-
Scottsdale Fourth of July Celebration and Wimbledog Event (Council approved 05/17/22)	30,000	-	-	-	-	-	-
NCAA 2022 Men's & Women's Division 1 Golf Ntl Championship (Council approved 08/24/20)	75,000	-	-	-	-	-	-
NCAA 2023 Men's & Women's Division 1 Golf National Championship (Council approved on 7/6/22)	-	-	75,000	-	-	-	-
Día de los Muertos (Council approved 9/20/22)	-	-	70,000	-	-	-	-
Taste of Italy and Music Festival (Council approved 9/20/22)	-	-	66,000	-	-	-	-
Scottsdale Arabian Horse Show Stallion Stampede (Council approved 11/14/22)	-	-	20,000	-	-	-	-
Savannah Bananas Exhibition (<i>pending Council approval 3/7/23</i>)	-	-	50,000	-	-	-	-
Rock n Roll Marathon (Council approved 1/10/23)	-	-	40,000	-	-	-	-
Scottsdale Arabian Horse Show Tent Rental (<i>pending Council approval 2/14/23</i>)	-	-	60,000	-	-	-	-
Scottsdale International Jazz Festival (<i>pending Council approval 3/7/23</i>)	-	-	75,000	-	-	-	-
<i>One Year Event Funding Agreements - Undesignated, Uncommitted</i>	-	245,000	-	320,000	320,000	320,000	320,000
Event Funding Programs	708,170	730,000	770,000	730,000	730,000	730,000	730,000
Matching Event Advertising Funding Program (MEAF)	82,357	110,000	110,000	110,000	110,000	110,000	110,000
Arizona Bike Week	27,791	-	30,000	-	-	-	-
Arabian Horse Show	24,566	-	-	-	-	-	-
Barrett-Jackson Auction	30,000	-	30,000	-	-	-	-
68th Annual Scottsdale Arabian Horse Show	-	-	30,000	-	-	-	-
MEAF Program - Unallocated	-	-	20,000	110,000	110,000	110,000	110,000

CITY OF SCOTTSDALE
TOURISM DEVELOPMENT FUND
February 2023

	FY 2021/22	FY 2022/23	FY 2022/23	FY 2023/24	FY 2024/25	FY 2025/26	FY 2026/27
	Actuals	Adopted Budget	Working Forecast	Forecast	Forecast	Forecast	Forecast
Event Venue Fee Program	25,000	20,000	60,000	20,000	20,000	20,000	20,000
Triple Crown Baseball Spring Championship	10,000	-	-	-	-	-	-
Desert Super Cup Soccer	5,000	-	12,000	-	-	-	-
Phoenix Cup Girl's Tournament	5,000	-	12,000	-	-	-	-
Phoenix Cup Boy's Tournament	5,000	-	12,000	-	-	-	-
Spring Championships	-	-	12,000	-	-	-	-
Scottsdale Cup	-	-	12,000	-	-	-	-
Event Venue Fee Program - Unallocated	-	20,000	-	20,000	20,000	20,000	20,000
Community Events Program	175,993	200,000	200,000	200,000	200,000	200,000	200,000
AZ Fall Championship	12,500	-	-	-	-	-	-
Scottsdale Intl Film Festival	17,500	-	-	-	-	-	-
Hashknife Pony Express	14,400	-	18,500	-	-	-	-
Parada del Sol Rodeo	27,500	-	27,500	-	-	-	-
Greater Phoenix Jewish Film Festival	12,500	-	12,500	-	-	-	-
Day of the Dog Festival	13,000	-	-	-	-	-	-
Italian Association Pizza & wine Festival	5,500	-	-	-	-	-	-
The Miracle of the Roses & Fiestas Navideñas ¹²	-	-	-	-	-	-	-
AZ National Quarter Horse Show	12,000	-	-	-	-	-	-
AQHA West Championship Pinnacle Circuit Horse Show	11,000	-	-	-	-	-	-
Persian New Year Festival	40,000	-	-	-	-	-	-
Phoenix Girl's Cup (Reso No.12152)	10,093	-	-	-	-	-	-
Arizona Asian Festival	-	-	10,500	-	-	-	-
AZ Fall Championship	-	-	12,500	-	-	-	-
Arizona Concours d'Elegance	-	-	6,000	-	-	-	-
Scottsdale Philharmonic	-	-	12,500	-	-	-	-
The Day of the Dog	-	-	13,000	-	-	-	-
Scottsdale Family Arts Fest	-	-	5,000	-	-	-	-
Community Events Program - unallocated	-	200,000	82,000	200,000	200,000	200,000	200,000
City Holiday Event - Scottsdazzle	387,950	400,000	400,000	400,000	400,000	400,000	400,000
Western Week	36,563	-	-	-	-	-	-
Misc expenses for event support	307	-	-	-	-	-	-
Event Retention and Development - Undesignated, Uncommitted	-	191,600	(59,400)	-	-	-	-
ADMINISTRATION AND RESEARCH (4% of bed tax collections)	636,236	1,000,000	1,243,803	880,000	906,400	933,592	961,600
Administrative Expenses	546,276	899,800	1,143,603	779,600	805,800	833,592	861,600
Tourism Research	89,960	100,200	100,200	100,400	100,600	100,000	100,000
OTHER COMMITMENTS (25% of bed tax collections, lease revenue, prior years balance)	9,233,562	11,426,873	12,246,519	8,691,802	7,586,200	7,598,300	7,594,100
Multi-Year Commitments for Capital Projects	5,279,029	5,119,270	5,119,270	4,988,300	4,979,000	4,989,600	4,976,400
WestWorld 80-acres Land Purchase Debt Service (started FY 2006/07, ends FY 2034/35)	600,000	456,700	456,700	471,200	470,300	469,000	467,300
TNEC Equestrian Center Debt Service (started FY 2012/13, ends FY 2032/33)	1,200,000	1,200,000	1,200,000	1,200,000	1,200,000	1,200,000	1,200,000
Museum of the West Debt Service (started FY 2014/15, ends FY 2033/34)	900,000	881,500	881,500	883,200	878,400	887,300	874,400
TPC Renovations Debt Service (started FY 2014/15, ends FY 2033/34)	900,000	900,000	900,000	900,000	900,000	900,000	900,000
Scottsdale Stadium Debt Service (started FY 2019/20, ends FY 2038/39)	1,679,029	1,681,070	1,681,070	1,533,900	1,530,300	1,533,300	1,534,700

CITY OF SCOTTSDALE
TOURISM DEVELOPMENT FUND
February 2023

	FY 2021/22	FY 2022/23	FY 2022/23	FY 2023/24	FY 2024/25	FY 2025/26	FY 2026/27
	Actuals	Adopted Budget	Working Forecast	Forecast	Forecast	Forecast	Forecast
Other Uses	3,954,533	6,307,603	7,127,249	3,703,502	2,607,200	2,608,700	2,617,700
Tourism Related Support - Internal	1,920,665	3,891,053	4,060,699	1,873,502	1,177,200	1,178,700	1,187,700
<i>WestWorld Marketing Fee</i>	100,000	100,000	100,000	100,000	100,000	100,000	100,000
<i>Stadium Marketing</i>	16,371	17,000	17,000	17,000	17,000	17,000	17,000
<i>Tourism Strategic Plan Development (Council approved on 6/22/21)</i>	136,748	-	-	-	-	-	-
<i>WestWorld Land Purchase Reimbursement (Council approved on 9/14/21)</i>	1,587,003	1,587,003	1,587,003	1,587,002	-	-	-
<i>Funding for two APS EV level 2 Charging Stations (pending Council approval TBD)</i>	-	-	19,646	-	-	-	-
<i>Short-Term Rental Program (FY 2022/23 - FY 2026/27 Council approved on 06/07/22)</i>	69,981	514,989	514,989	117,500	7,400	7,700	7,700
<i>Funding for Super Bowl's anticipated expenses (Council approved on 06/07/22)</i>	-	1,200,000	1,200,000	-	-	-	-
<i>Preserve - Ecological Resource Plan (Council approved on 06/07/22)</i>	-	150,000	150,000	-	-	-	-
<i>Park and Preserve Unit - Police (Council approved on 06/07/22)</i>	-	322,061	322,061	52,000	52,800	54,000	63,000
<i>Contribution for Scottsdale Stadium Renovations - Phase 2 (Council approved on 06/07/22)</i>	-	-	-	-	1,000,000	1,000,000	1,000,000
<i>Assessment - Destination Marketing</i>	10,563	-	-	-	-	-	-
<i>Tourism Research Program Budget</i>	-	-	150,000	-	-	-	-
Tourism Related Support - External	1,400,000	1,225,000	1,875,000	1,225,000	825,000	825,000	825,000
<i>Museum of the West Funds</i>	650,000	400,000	400,000	400,000	-	-	-
<i>Museum of the West Additional Funds (Pending Council approval 4/4/23)</i>	-	-	250,000	-	-	-	-
<i>Canal Convergence</i>	750,000	750,000	750,000	750,000	750,000	750,000	750,000
<i>Rentals for Special Events</i>	-	75,000	75,000	75,000	75,000	75,000	75,000
<i>Chihuly in the Desert Art Architecture and Nature Exhibit (Council approved on 9/21/21)</i>	-	-	150,000	-	-	-	-
<i>ESPN Main Street Event Funding</i>	-	-	250,000	-	-	-	-
Old Town Advertising & Promotions	190,935	530,000	530,000	530,000	530,000	530,000	530,000
Old Town Events & Event Production ¹³	442,933	75,000	75,000	75,000	75,000	75,000	75,000
Old Town Site Furniture	-	586,550	586,550	-	-	-	-
Revenues Over/(Under) Expenses	8,810,166	(2,573,630)	(1,320,949)	(864,802)	503,600	761,308	1,028,200
ENDING FUND BALANCE	16,085,452	6,225,157	14,764,503	13,899,701	14,403,301	15,164,609	16,192,809

¹¹ FY 2022/23 Bed Tax collections forecast is preliminary. FY 2023/24 - 2026/27 forecasts will be updated at a later date.

¹² Miracle of Roses & Scottsdale Fiesta Navideñas withdrew their request for funding.

¹³ Includes Juneteenth, June Days, AZ Indian Festival, and Western Week.



CITY AUDITOR

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January 17, 2023

Chair Henry and Tourism Development Commission Members,

To help assure that the City of Scottsdale operates in an effective yet streamlined manner, the City Council adopted a resolution in September 2011 directing a periodic review of its appointed boards and commissions. Resolution 8823 assigned the Council's Audit Committee to conduct these reviews, which are typically called "sunset reviews," and make recommendations to the full Council. (*The Resolution and Sunset Review process are attached.*)

The Tourism Development Commission's sunset review has been scheduled for **Monday, April 17, 2023, at 4 pm** at the **Community Design Studio**. As the date gets nearer, your staff representative will be advised of any changes. The Commission's chair or other representatives may, of course, attend this public meeting along with your staff representative. However, please do not consider that your attendance is required unless you are specifically requested to be present.

To facilitate the Audit Committee's review, the City Auditor will be collecting relevant information, such as the Tourism Development Commission's recent Annual Reports. These reports provide both a look back at the prior year and a look forward at the coming year, including anticipated key work products, opportunities, challenges, and/or outcomes. If your Commission decides to submit other supplemental information, please provide it to the City Auditor by **noon on Thursday, March 30, 2023**, so that it can be included with the agenda materials provided to the Audit Committee prior to the meeting.

On behalf of the City Council and the Council's Audit Committee, I would like to express our appreciation to the Tourism Development Commission's members for dedicating your time and energy in service to the citizens of Scottsdale.

Sincerely,

A handwritten signature in black ink that reads "Kathy Littlefield". The signature is fluid and cursive.

Kathy Littlefield, Chair
Audit Committee

c: Brent Stockwell, Assistant City Manager
Karen Churchard, Tourism & Events Director
Steve Geiogamah, Staff Representative
Holli Shannon, Staff Coordinator

Attached: Resolution 8823
Sunset Review Process
Sunset Review Schedule

RESOLUTION NO. 8823

A RESOLUTION OF THE COUNCIL OF THE CITY OF SCOTTSDALE, ARIZONA, DIRECTING THE AUDIT COMMITTEE TO DEVELOP A SCHEDULE FOR THE PERIODIC REVIEW OF BOARDS AND COMMISSIONS AND AUTHORIZING THE AUDIT COMMITTEE TO REVIEW BOARDS AND COMMISSIONS PURSUANT TO THE ESTABLISHED SCHEDULE AND MAKE RECOMMENDATIONS TO THE COUNCIL REGARDING THE CONTINUATION OR TERMINATION OF THE BOARDS AND COMMISSIONS REVIEWED.

WHEREAS, pursuant to Ordinance Nos. 2236, 2304, 2480 and Division 6 of Chapter 2, Article III of the Scottsdale Revised Code, Section 2-118, the City Council established the Audit Committee to consult with the City Auditor regarding technical issues, to work to assure maximum coordination between the work of the City Auditor and the needs of the City Manager and other charter officers and to perform other duties as required or directed by the City Council; and

WHEREAS, the City Council desires to establish a schedule for the periodic review of the City's boards and commissions to determine whether the boards and commissions are meeting their intended purpose and whether to continue or terminate such boards and commissions;

NOW, THEREFORE, BE IT RESOLVED by the Council of the City of Scottsdale, as follows:

Section 1. The City Council hereby authorizes and directs the Audit Committee to perform the following duties pertaining to the City's boards and commissions:

- a) Develop a schedule for reviewing the City's boards and commissions;
- b) Review the City's boards and commissions in accordance with the established schedule;
- c) Evaluate whether each board and commission reviewed is serving its intended purpose; whether the purpose of each board and commission should be maintained or modified; and whether the purpose of each board and commission has been served or is no longer required; and
- d) Submit to the City Council its recommendations regarding whether to continue or terminate each board and commission reviewed.

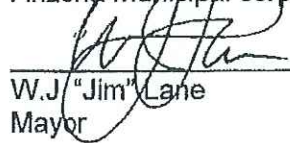
Section 2. Notwithstanding Section 1 of this Resolution, the City Council may terminate a board or commission at any time.

PASSED AND ADOPTED by the Mayor and Council of the City of Scottsdale this 13th
day of September, 2011.

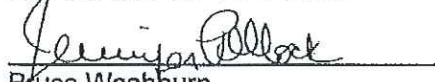
ATTEST:


Carolyn Jagger
City Clerk

CITY OF SCOTTSDALE, an
Arizona municipal corporation


W.J. "Jim" Lane
Mayor

APPROVED AS TO FORM:


Bruce Washburn
City Attorney
By: Jennifer Pollock
Assistant City Attorney



CITY AUDITOR

7447 E. Indian School Rd, Suite 205
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SUNSET REVIEW PROCESS

** Approved April 19, 2021 **

1. Background information

- a. For each board or commission, its purpose as stated in City Code.
- b. For each board or commission, its Annual Report. Boards and commissions typically approve their annual reports in January; staff representatives submit the approved reports to Mayor's office in February; the compiled annual reports are generally submitted to City Council in March or April.
- c. Other information – as requested by Audit Committee or City Council or deemed relevant by City Auditor or other charter officer.

2. Process

- a. Audit Committee is to approve the Sunset Review schedule. The Audit Committee may approve schedule changes as necessary and appropriate. The City Auditor may adjust the review schedule as necessary to balance Audit Committee meeting agendas. Initially, the objective is to systematically review each board and commission once every three years.
- b. City Auditor is to notify the board or commission of the scheduled Audit Committee meeting date, time and location so that the board or commission representative (Chair and/or other designated members) may be present if desired.
- c. City Auditor is to obtain, review and provide to the Audit Committee the background information as noted in 1 above.
- d. Board or commission representative may attend and address the Audit Committee. Staff representative attends to be available for any questions and may address the Audit Committee regarding the purpose and work of the board or commission.
- e. Public comment may be provided to the Audit Committee through various means, including at the scheduled meeting, by written comments, etc.
- f. Audit Committee is to consider whether the board or commission is meeting its purpose, whether the purpose should be maintained or modified, and whether the purpose has been served and is no longer required.
- g. Audit Committee will vote on recommendation to City Council: whether to continue or terminate the board or commission. Any recommendation related to modifying the board or commission purpose would require staff consultation with the City Attorney's office to draft an ordinance for Council review.
- h. City Auditor will write the Council Report for the Audit Committee's recommendation and put it on the City Council agenda for action.

FY 2021/22 – FY 2023/24 SUNSET REVIEW SCHEDULE

** Approved April 19, 2021 **

Originated in: Scottsdale Revised Code	Other
FY 2021/22	Review as Considered Applicable
Building Advisory Board of Appeals - <i>August 2021</i> Board of Adjustment - <i>August 2021</i> Environmental Advisory Commission - <i>October 2021</i> Historic Preservation Commission - <i>January 2022</i> Human Relations Commission - <i>April 2022</i>	Loss Trust Fund Board (in Arizona Revised Statutes) Public Safety Personnel Retirement Board – Police (in ARS) Public Safety Personnel Retirement Board – Fire (in ARS) Personnel Board (in Scottsdale charter)
FY 2022/23	
Human Services Commission – <i>August 2022</i> Judicial Appointments Advisory Board – <i>August 2022</i> Transportation Commission – <i>October 2022</i> Transp Com'n – Paths & Trails Subcommittee – <i>October 2022</i> Airport Advisory Commission – <i>January 2023</i> Veterans Advisory Commission – <i>April 2023</i> Tourism Development Commission – <i>April 2023</i>	
FY 2023/24	
Parks and Recreation Commission – <i>August 2023</i> McDowell Sonoran Preserve Commission – <i>October 2023</i> Development Review Board – <i>January 2024</i> Planning Commission – <i>January 2024</i> Neighborhood Advisory Commission - <i>April 2024</i> Library Board – <i>June 2024</i>	