



FISCAL YEAR

2023

ANNUAL BUDGET


CITY OF PRESCOTT
ARIZONA

City of Prescott, Arizona Annual Budget

Fiscal Year 2023
July 1, 2022 – June 30, 2023



City Council

Phil Goode, Mayor

Jessica Hall

Brandon Montoya

Eric Moore

Cathey Rusing

Steve Sischka

Clark Tenney

Administrative Staff

Michael Lamar
City Manager

Mark Woodfill
Finance Director

Jodi Rhodes
Budget Manager

Tyler Goodman
Deputy City Manager

Table of Contents

Budget Award	1
City Manager Budget Message	3
Mayor and City Council	7
Community Profile	18
City of Prescott Demographics	22
Organizational Structure, Goals, and Policies	27
Organizational Values	29
City Organizational Chart	30
Boards, Commissions and Committees	31
Employees by Department and Ten-Year Trend	32
Budget Policy	33
Debt Policy	37
Investment Policy	40
Pension Funding Policy	44
Budget Preparation Process Overview	47
Budget Preparation Calendar	49
Budget Basis and Budget Amendments	50
Fund Summaries	51
Fund Structure	53
Overall City Budget Summary	56
General Fund	63
Special Revenue Funds	70
Debt Service Fund	78
Enterprise Funds	79
Internal Service Funds	94
Department Operational Plans	99
Department Operational Plans Overview	101
City Expenditure Budget by Department and Fund	103
City Expenditure Budget by Department and Category	104
Airport	105
Budget and Finance	110
City Clerk	120
City Council	124
City Court	129
City Manager	134
Community Development	151
Fire	162
Legal	175
Library	181
Police	190

Table of Contents

Public Works.....	205
Recreation Services	228
Regional Communications	243
Capital Budget	247
Capital Budget Overview	249
Capital Budget Listing	252
Capital Budget and Project Descriptions.....	257
Five-Year Capital Improvement Plan	308
Appendix	313
Budget Resolutions	315
Auditor General Schedules	321
Authorized Position Listing	333
Authorized Pay Grade Ranges.....	341
Glossary of Terms	342

Budget Award

The Government Finance Officers Association of the United States and Canada (GFOA) presented a Distinguished Budget Presentation Award to the City of Prescott, Arizona for its annual budget for the fiscal year beginning July 1, 2021 (FY2022). In order to receive this award, a governmental unit must publish a budget document that meets program criteria as a policy document, as an operations guide, as a financial plan, and as a communications device.

This award is valid for a period of one year only. We believe our current budget continues to conform to program requirements, and we are submitting it to GFOA to determine its eligibility for another award.



GOVERNMENT FINANCE OFFICERS ASSOCIATION

*Distinguished
Budget Presentation
Award*

PRESENTED TO

**City of Prescott
Arizona**

For the Fiscal Year Beginning

July 01, 2021

Budget Award

City Manager Budget Message

Dear Citizens and Council –

Last year's budget was unique in the fact that its focus was on the recovery from a global pandemic. As the City continues to navigate in this economic climate, new challenges such as sweeping supply chain interruptions, rising inflation, and workforce shortages are now at the forefront of not only the headlines, but also the City's budget strategy.

This \$281.2 million balanced budget includes significant investments in our infrastructure, citizen services and employees. It complies with Council adopted policies and priorities while focusing on improving services to our residents, enhancing and maintaining the city's infrastructure while ensuring fiscal wellness, financial flexibility and accountability to our residents.

For the creation of the Fiscal Year 2023 (FY23) budget I determined several priorities to focus on that would drive the budget process and reflect the desires of the Council. They are the following:

1. Further implement the Council's Strategic Plan
2. Enhanced innovation and efficiency in city operations
3. Continue the budgeting for outcomes model
4. Continued the market-based compensation plan the Council approved in FY21

The City Council's Strategic Plan was created in August 2016 and updated in January 2022. The city made great progress on the goals outlined in that plan, which were: Maintain a Stable General Fund, Economic Development, Airport, Quality of Life, Service-Oriented Culture and Establish a Charter Review Commission.

This budget contains elements that will further the accomplishments made in the Strategic Plan. To continue the stabilization of the General Fund, the budget allocates all \$8.3 million in projected revenues from the Proposition 443 0.75% sales tax for the payment of the PSPRS unfunded liability. This is in addition to normal costs (annual required contribution) and between FY18-FY23 we expect to send over \$121.0 million to PSPRS.

The FY23 budget includes an additional 27.75 employees were added to the roster. Even with these additional employees, there remains a reduction of 25.25 FTEs since FY09. Four of these new positions are conversions of temporary employees to full-time regular employees so the cost is minimal to the City. The converted positions include one Property/Evidence Technician, one Facilities Maintenance Technician, one Parks Maintenance Technician, and one Fleet Mechanic. New positions that have been added include nine Firefighter EMT-CEP (8 grant funded), four Police officers, five Public Safety Dispatchers, one Public Safety Dispatch Supervisor, one Administrative Specialist (Police), one Public Safety IT Specialist, one Golf Course Maintenance Superintendent, one Equipment Operator (Solid Waste), one Deputy Finance Director, increasing one half time Administrative Specialist in the Police Department to full-time, and increasing one three-quarter time Administrative Support Specialist in the City Council office to full-time.

Economic Development efforts in FY23 continue, with a focus on attracting a variety of businesses and industries, including aerospace, high technology, warehousing and distribution, and medical. We will continue to work with the Center for the Future business incubator, and in collaboration with local partners, business organizations, and higher education institutions. We will conduct business attraction efforts, highlighting Prescott's quality of life, business friendly environment and excellent customer service at all levels of City government.

We continue moving in the direction of outcome-based budgeting by asking departments to identify and focus on key efficiency and effectiveness performance measures as well as the outcomes they want to achieve. This method allocates funds based on what the Council wants the departments to achieve and will be improved upon as time goes on.

City Manager Budget Message

The table below shows the overall changes between the FY22 and FY23 budgets. The total adopted budget for FY23 is \$281.2 million. The operating component is \$108.2 million which is a 5.7% increase from last fiscal year. The increase in the operating budget reflects the new positions approved, an investment in our employees through the FY22 implemented Class and Comp Study, and cost increases necessary to continue to provide city services at equal or better levels.

The FY23 capital component of the budget is \$125.7 million, which is a 27.6% increase over FY22. The large increase is mostly due to the conservative approach that was used in FY22 for the capital budget.

The remaining components are the budgeted revenues of \$8.3 million from the PSPRS 0.75% sales tax and the contingency of \$35.0 million. The contingency includes the budget for potential grants that may arise along with any economic opportunities that might be presented to the City or capital projects that may arise. Potential debt service is also budgeted at almost 4.0 million should a debt service issue be needed as part of the contingency.

	FY22 Budget	FY23 Budget	% Chg
Operating Budget			
General Operations	\$ 102,361,873	\$ 108,185,890	5.7%
PSPRS 0.75% Tax	14,780,000	8,330,625	-43.6%
Contingent Debt Service	-	3,980,000	-
Capital Budget	98,502,428	125,723,688	27.6%
Contingency			
Potential Grants	5,000,000	5,000,000	0.0%
Other	17,500,000	30,000,000	71.4%
Total	<u>\$ 238,144,301</u>	<u>\$ 281,220,203</u>	18.1%

FY2022 was an extremely busy year for the City of Prescott. I am confident that with the Council's continued support, we will also accomplish many positive things in FY2023. With the combined efforts of this Administration and City Council support, I am sure that we will again meet the challenges facing the City in the upcoming fiscal year.

Sincerely,

Michael Lamar
City Manager

City Leadership and Community Overview

Mayor and City Council	7
Community Profile	18
City of Prescott Demographics	22

City Leadership and Community Overview

Mayor and City Council Profiles



Phil Goode, Mayor

Term: November 2021 – November 2025

Phil Goode was born and raised in Sacramento, California. After graduation from high school, he enlisted in the U.S. Army in May 1970 and served a full combat tour with the 101st Airborne Division in Vietnam. He received the Bronze Star Medal, Air Medal (for over 50 combat assaults), Combat Infantry Badge, Vietnam Cross of Gallantry with palm, Vietnam Campaign Medal w/two bronze stars and several others.

After leaving active duty and serving five additional years of reserve duty with the Army he received his honorable discharge in 1977. During this time he earned a Bachelor's degree in Biological Sciences from California State University, Sacramento graduating Magna Cum Laude. He had a 35-year career in the healthcare industry reaching Vice President positions with Medline Industries and Careview Communications and also held management positions with Medivac Industries, Kinetic Concepts Inc. and Applied Medical.

Phil is a 31-year member of the American Legion (Post 6, Prescott) and life member of the Veterans of Foreign Wars (Post 541, Prescott) serving in leadership position with both posts. He was the Co-Chairman of the Veterans Memorial Plaque Committee which in June 2016 rededicated a bronze memorial on the Yavapai County courthouse grounds to the fallen Yavapai County veterans that lost their lives serving the United States in all the nation's wars since WWI.

He was elected to the board of directors of the Central Yavapai Hospital District in 2016 protecting the taxpayer's assets for Yavapai Regional Medical Center and its ancillary facilities. He served as a Commissioner on the City of Prescott's Planning and Zoning Commission and was the Co-Chairman of Mayor Oberg's Ad Hoc Committee on Sober Living Rehab Homes.

Phil serves on the board of directors of the Yavapai Republican Men's Forum and was a past Vice Chairman of the Yavapai County Republican Committee. He is also a member of the Citizens Tax Committee which is the taxpayer's watchdog in Yavapai County where he served as the Chairman of the Public Policy Committee for several years. Phil is a member of Prescott's Sunup Rotary Club. A big supporter of improving education, he's served on the Yavapai County Teacher of the Year panel and as a member of the Prescott BASIS School Advisory Council. Very interested in water resource management, he is a member of the Public Policy committee for the Citizens Water Advocacy Group.

Mayor and City Council Profiles

An avid golfer, he was the champion of the 1996 Ralph's Senior PGA Pro-Am Classic Tournament. Phil also appeared on the TV game show Jeopardy and was a four-time champion on the TV game show Tic-Tac-Dough in the 80s. Phil is married to his wife Toby and has four adult children.

Mayor and City Council Profiles



Jessica Hall, Council Member

Term: November 2021 – November 2025

Jessica Hall has lived in the Prescott Area for over two decades. Jessica was born in Arizona, and when she was in elementary school, her family moved North and made their home in the Prescott area, where Jessica attended High School and Yavapai College. After she graduated from the W.P. Carey School of Business at Arizona State University with her bachelor's degree in accounting, followed by her Master's Degree in Business Administration, she moved back to the Prescott area as soon as possible. She is also a Certified Public Accountant.

Jessica is a passionate business owner who cares about the Prescott community. With her expertise in Real Estate rehabilitation, Jessica and her husband Jeff, have taken many properties, especially in the City of Prescott, and remodeled them to livable conditions to offer housing opportunities for the people of the Prescott area.

Jessica is currently managing TDH Investments, LLC, founded in 1993, which has worked for almost 30 years in real estate investments. While the company has seen different directions and areas of focus over the last 28 years, during the last few years of Jessica's Financial Management, TDH Investments has more than doubled their investments in Yavapai County. They are firm supporters and investors of the Prescott Area, and believe in the future of this great City!

While Jessica understands that not everything in her business background may translate to the City Council, her expertise in financial accountability certainly will. The City's Fiscal Accountability is a Council Member's responsibility to justify the actions and decisions specifically concerning the raising and spending of public monies.

On top of being a successful businesswoman and active community member, Jessica is a mother. Aaron and Rory Hall, her sons, are 11 and 10 years old. They are very talented athletes already, and more importantly, very kind and thoughtful boys. Both sons are very proud to call Prescott home, and Aaron even says he will never leave Prescott, even when he grows up. The Halls are a proud Prescott family.

Mayor and City Council Profiles

Jessica is excited and eager for the opportunity to serve the Citizens of Prescott on the Prescott City Council as a Mom, a Business Owner, Working in our Community, and as a CPA and Financial expert. She is excited to represent Moms, and all parents, raising kids in this City now, with their futures in mind while being open-minded and logical. She wants to hear from all concerned citizens as we all work to keep Prescott special for years to come.

Mayor and City Council Profiles



Brandon Montoya, Council Member
Term: November 2021 – November 2025

In addition to serving on the Prescott City Council, Brandon Montoya owns and operates an investment firm locally and is raising his family in Prescott. He grew up in Prescott and graduated from Prescott High School in 2003. He has worked and lived in this community since finishing high school, spending seven years as a grocery manager before transitioning to work his way up the finance industry. In 2016, Brandon started his own financial services firm, Montoya Wealth Management, with his wife, Erica Ryberg. They launched with a handful of clients, some personal savings, and the will to grow a successful business in a community that had afforded him countless opportunities. Brandon put in the hard work, joining civic organizations, networking, and at times knocking on neighbors' doors and telling them about the business he was building. Today, he and his wife have a thriving financial investment firm that serves more than 120 local households and is entrusted with managing more than \$27 million of the client's wealth.

In 2017 Brandon was a member of the 28th graduating class of Prescott Area Leadership (PAL). He learned a great deal about the workings of Prescott and Yavapai County; this sparked his interest in local leadership and put him on the path of eventually running for office. PAL gave Brandon a way to become more involved and learn more about the community and share ideas with his classmates who were other leaders in our community.

It was in PAL that Brandon learned the fundamentals of servant leadership. Brandon began putting this concept to work in his Frontier Rotary Club. In 2019-2020 Brandon was selected to be the President of both the Prescott Frontier Rotary club and its charitable foundation. At the same time, Brandon also served as a board member for the Prescott Farmer's market.

Brandon has two children. Lilyana Montoya who attends high school, and his son Ellis Montoya attends kindergarten. Brandon enjoys spending time with his family in his spare time, hiking many of the local trails. Brandon also enjoys running and competes in local 10ks and 5ks. Brandon is proud to be a member of his community's leadership and is dedicated to civic engagement.

Mayor and City Council Profiles



Eric Moore, Council Member

Term: November 2021 - November 2025

Eric was born in Springfield, MA and moved to Tucson, AZ at the age of six. At a young age, Eric developed a great love for nature and wild birds and spent his childhood exploring the Sonoran Desert in southeastern Arizona. After graduating from high school in Tucson, Eric served a two-year mission to Texas for the Church of Jesus Christ of Latter-day Saints. Eric attended Brigham Young University in Provo, UT where he earned a Bachelor's degree in Business Management with an emphasis in Marketing and Retailing.

For over twenty years—before, during and after college—Eric worked in the grocery industry. While working for Smith's Food and Drug Centers, he was transferred to Prescott in 1991. Eric left the grocery business in 2000 and worked as the Community Services Manager for the Town of Chino Valley with direct responsibility for the Parks, Recreation, Library, and Senior Center departments.

In 2003, Eric combined his life-long interest in birds and his extensive retail background and opened Jay's Bird Barn, a specialty retail store focused on the hobby of bird watching and bird feeding. Over the last eighteen years, Jay's Bird Barn has grown to include a complete Hallmark Gold Crown Store as well as Arizona Field Optics, a company specializing in quality high-end optical equipment for bird watching and hunting.

Eric's election to the Prescott City Council in 2021 is his first experience as an elected official. He is concerned about growth, water, transportation, infrastructure, quality of life, and transparency in government.

Eric's interests include bird watching, hiking, bicycling, volunteer work, church participation and international travel. However, his greatest joy comes from being a husband, father and grandfather. Eric and his wife, Gayla, have been married 37 years and have reared six children in Prescott—five sons and one daughter. They now have six grandchildren and are hoping for many more!

Mayor and City Council Profiles



Cathey Rusing, Council Member – Mayor Pro-Tem

Term: November 2019 – November 2023

Cathey was born at Walter Reed Army Hospital in Washington, DC. Her father was a career Air Force Officer who served as a navigator Bombardier in WWII and later in NATO Intelligence. Her family has lived in Arizona since 1965. She excelled in the Arizona public school system and graduated from the University of Arizona with a Bachelor of Science in Nursing. She married Dr. Tom Rusing, a General Surgeon, in 1978 at Sacred Heart Church in Prescott. The Rusing family came to Prescott in 1961 and started Julie Ann's Bakery. Tom and Cathey volunteered for six months as Medical Volunteers at a small hospital in the highlands of Kenya in 1985, before returning to Prescott to open Prescott Surgical Clinic and to raise a family. They are the proud parents of three sons. There are now four generations of Rusings living in Prescott!

Cathey was sworn in Nov. 19, 2019 to a 4 year term. She was overwhelmingly elected in a nonpartisan election, running on the important issues of Growth and Development, Water, Traffic, and Preservation of our natural beauty and our wonderful quality life. She was the only Candidate that did not take campaign donations from developers. She also was the only Candidate to support the position of Save the Dells, a grassroots organization that is working hard to preserve the "Heart of the Dells."

Cathey is currently working with the City Council and Staff to complete annexation negotiations with Arizona Eco Development which will preserve approximately 475 acres of important Granite Dells property by implementing the City's open space policy. Also, she is working with Council, City Staff, Save the Dells, and our Representatives at the State Capitol to obtain State Funding, therefore bringing our sales tax dollars back to be reinvested in our community for the creation of a Regional Park. This Park will enhance Prescott's reputation as a destination for Eco Tourism.

Prior to her election, Cathey learned basic good business skills by spending almost 30 years helping to build and manage a busy surgical practice, and managed all aspects of personal commercial and residential rental properties. She was also involved in expanding the Downtown Business District. Cathey is a member of the Citizens Water Advocacy Group (CWAG), a science based "think tank" of local water experts who are dedicated to water conservation, protecting our aquifer, and the flow of the Verde River. She is also a member of the Citizens Tax Committee (CTC), a watchdog group of citizens and elected officials dedicated to keeping an eye on the spending of your tax dollars. She is also a volunteer for the Yavapai County Emergency Medical Reserve Corps.

Mayor and City Council Profiles

Cathey is an advocate for Truth and Transparency in City government, and encourages citizen input and participation. Please feel free to call, Email, or make an appointment.

Cathey enjoys hiking, biking, and kayaking the scenic trails, parks, and lakes that are in such close proximity in and around Prescott. Cathey and Tom can also be found Downtown, partaking in Prescott's vibrant Food, Music, Arts and Culture scene, and in the many Events and Festivals!

Mayor and City Council Profiles



Steve Sischa

Term: November 2019 – November 2023

Steve has been a resident of Prescott since 1980, having come initially to Arizona to go to school at Thunderbird Graduate School of International Management in Glendale (Master of International Management '73). His undergraduate degree was in Business at the University of Portland ('71) in Oregon.

Steve is married to Kathy (Olsen), and they have 2 children and 2 grandchildren. He has been a co-owner of Olsen's For Healthy Animals since 1980 and along with Kathy, established the Olsen's location in Prescott. Previous to 1980, he spent 7 years with Carnation Company in retail grocery products sales and management.

He views community service as an extremely important way to "give back". He has been a member of Prescott Frontier Rotary since 1980 and has served in key leadership positions with that organization, as well as: Boy Scouts of America, Rotary Youth Leadership Awards, Central Arizona Partnership, and Yavapai Regional Medical Center. Steve is a big fan of Yavapai Big Brothers/Big Sisters, Yavapai Humane Society, United Animal Friends, Frontier Rotary Summer Reading and Math Clinic and Catholic Charities.

He has also been very involved since 1989 with Prescott Center for the Arts, performing in main stage plays and musical reviews, and is an active member of Sacred Heart Catholic Church. He was also a member of Class 2 of Project CENTRL (Center for Rural Leadership). In 2011, he and his wife Kathy and were named Co-Citizens of the Year by the Yavapai County Sheriff's Office.

When he finds the time, he likes to ride his motorcycle, hike, snowboard, golf, play acoustic guitar, and be a kid again with the grand kids. Being part of the Prescott City Council is an excellent way to make a positive difference in the city he loves.

Mayor and City Council Profiles



Clark Tenney, Council Member

Term: February 2021 – November 2023

Clark Tenney moved to Prescott in 1983 at the age of 14 with his family. He attended Granite Mountain Junior High School and Prescott High School. At PHS Clark competed in cross country and track and field, played the tuba in the Pride of Prescott marching band, and was involved in musical theater. Growing up in Prescott, Clark played Prescott City League softball, volleyball, and basketball, and he loved to explore Granite Dells and run on the trails and streets of Prescott. He was active in the Boy Scouts of America, and earned his Eagle Scout award.

After a 2-year mission for the Church of Jesus Christ of Latter-day Saints in Japan, Clark attended Brigham Young University and married his high school sweetheart and long-time Prescott resident Sonya Hinton. Clark graduated with Sonya from BYU in 1991, with a Bachelor of Arts degree, *magna cum laude*, in Secondary Education and Japanese Teaching, with a minor in History.

Clark's teaching career soon took him and his young family to Tokyo, Japan to teach Japanese language at an international school, to children of English-speaking diplomats and business executives. Four of the Tenneys' five children were born in Tokyo. After having both grown up in Prescott, the Tenneys built their first home in Prescott in 1997 and have raised their children in their hometown. All of the Tenneys attended PUSD's terrific schools, and graduated from Prescott High School.

In addition to teaching United States History, United States Government, and Japanese language for a total of 22 years, Clark coached Cross Country and Track and Field at Prescott High School for many years. Tyler Goodman, Assistant to the Prescott City Manager, and Prescott Mayor Pro Tem Alexa Scholl are two of his hundreds of former students who have gone on to accomplish great things. Clark is also a long-time volunteer adult leader with the Boy Scouts of America, and he has served in many leadership positions in his local church congregation. Clark still runs frequently, and has completed 7 marathons.

Clark earned his Master's Degree in Educational Leadership from Northern Arizona University, with honors. After many years of teaching, Clark was selected as principal of Abia Judd Elementary School, where he helped his students and teachers achieve the highest test scores of any elementary school in northern Arizona. He currently enjoys serving as assistant principal of Prescott High School. He knows that strong community schools are the foundation of a thriving community. In 2019 Clark was selected

Mayor and City Council Profiles

as a Fulbright Scholar to visit and study successful schools in Finland, and he has worked with other PUSD leaders to implement best practices here in Prescott. Clark's post-graduate work has been through the University of Arizona, and he currently holds his Arizona Superintendent certificate.

Clark loves to spend time with family. You can often find him outdoors, and frequently right back in Granite Dells and on Prescott's incredible trails, birding, mountain biking, hiking, or running. He is proud to represent the citizens of his hometown.

Community Profile

History



Prescott was founded in 1863 and incorporated in 1883. During the late 1800s, Prescott twice served as the territorial capital, and the Governor's Mansion is now preserved at the Sharlot Hall Museum.

In 1864, the town site of Prescott was surveyed and laid out along Granite Creek where gold had been panned. The town was designated the capital of the new territory of Arizona after Arizona was separated from New Mexico. President Lincoln wanted the territorial capital in the northern part of the territory, far away from the Confederate sympathizing cities to the south.

Lincoln also decided to populate this new capital with Northerners and Mid-westerners and this decision resulted in Prescott being the most Mid-western looking city in Arizona. Victorian homes and peaked roof homes were built, a far cry from the adobe structures that were more common in the Southwest.

The early economy of the area centered on cattle ranching and mining. In July of 1900, a fire destroyed much of Prescott's commercial district. Within hours, make-shift shelters were erected on the Courthouse Plaza and business began rebuilding. Following the fire, most buildings in the downtown area were reconstructed of brick, providing today's rich architectural heritage.

Dubbed "Everybody's Hometown", Prescott is culturally diverse from its downtown Courthouse Plaza, famous Whiskey row, preservation emphasis with 809 buildings on the National Register of Historic Places, World's Oldest Rodeo, Prescott Fine Arts Association, Sharlot Hall Museum, Phippen Art Museum, Folk Arts Fair, Frontier Days, and Territorial Days to its official designation by the State of Arizona as "Arizona's Christmas City".



Community Profile

Location

Located in the mountains of north central Arizona approximately 90 miles northwest of Phoenix and 90 miles southwest of Flagstaff, the City borders the Prescott National Forest to the south and west. The average elevation is 5,400 feet. The local climate is mild, with average high temperatures ranging from fifty degrees to ninety degrees F and the average precipitation recorded at 19.8 inches, most of which is rain. Prescott and the nearby towns of Chino Valley, Prescott Valley and the newly incorporated Dewey-Humboldt form what is known locally as the Quad-City area.



City Government

The council-manager form of government was adopted in 1958. The Mayor is elected on a nonpartisan ballot to represent the entire City for a two-year term. The six members of Council are elected at large for four year terms on a nonpartisan ballot. Three of the six positions and the Mayor's position are up for reelection at the same time. Under the provisions of the City Charter, the Council appoints a City Manager who is responsible for carrying out its established policies and administering operations.



Community Profile

City Services

The City of Prescott is a full service city. The municipal government provides police, fire, library recreation, parks, trails, golf, wastewater, water, street improvements and maintenance, solid waste, municipal airport, planning and building, and economic development services.



Taxes

Prescott and all Arizona municipalities are highly dependent on sales tax and state-shared revenues for their General Fund. Property taxes account for less than 5 percent of City's tax revenues. The total 2021 property tax rate (primary and secondary) for residents in the City is 6.7139 per \$100 assessed value. The City of Prescott's 2021 rate is only 0.2378 per \$100 assessed value, or 3.5% of the total property tax for residents. The remaining property tax is levied by Yavapai County (34.1%), Prescott Unified School District (38.2%), Yavapai College (23.4%), State Legislature (6.3%), and Mountain Institute (.7%). The combined Privilege and Use Tax (sales tax) rate in the City of Prescott for most taxable activities is 9.10%. The combined rate consists of 5.6% for the State of Arizona, 0.75% for Yavapai County and 2.75% for the City of Prescott. The City's sales tax and property tax rates are the lowest in the Greater Prescott area.

Community Profile

Local Economy

Although small in population, 45,827, the City is not dependent on any one company or industry for economic vitality. The region is diverse in nature and benefits from the following industries and employers:

Education

Embry Riddle Aeronautical University
Yavapai College
Prescott College
Northern Arizona University Extension

Medical

Yavapai Regional Medical Center
Veteran's Administration Hospital

Manufacturing

Pure Wafer
Sturm Ruger and Company
Zila Nutraceuticals
Cobham Avionics
Davidson's

Retail

Prescott Gateway Mall
Wide assortment of automobile dealers
Costco
Trader Joe's
Wal-Mart
Lowe's
Fry's
Safeway

Tourism

Ernest A. Love Field – Prescott Regional Airport
Variety of accommodations and restaurants
Multiple golf, hiking and camping areas
Numerous lakes and aquatic recreation sites
Various cultural and entertainment venues

Prescott is the center for trade in the region, and as a result has grown into a community with a robust, diverse economy, which includes government, education, health care, manufacturing and tourism. Here is a brief overview of those sectors:

1. Government: Prescott is the Yavapai County seat, and as a result, is home to a majority of the county offices and court-related businesses. Several state and federal offices also call Prescott home as Prescott's convenient location allows them to serve the northern and central regions of Arizona.
2. Education: In addition to Embry Riddle Aeronautical University, Prescott is home to higher education institutions such as Yavapai College, Prescott College and Northern Arizona University Distance Learning Center. Prescott's K-12 offerings include public, private and charter schools.
3. Health care: The VA Medical Center and Yavapai Regional Medical Center's main campus are both located in Prescott, as well as the bulk of related health care providers, (i.e., doctors, specialists, outpatient surgery centers and labs).
4. Manufacturing: Prescott's growing base of prime companies includes international manufacturers in the fields of aerospace, bioscience, guns and after-market vehicle accessories.
5. Tourism: Historical assets and outdoor recreation make Prescott a destination for visitors. Comfortable summer temperatures combine with signature events to create a perfect getaway for those from hotter parts of the state. Prescott's main tourist markets are the Phoenix and Tucson metro areas, California, Canada and Germany.

Each of these industries creates employment as well as opportunities for new business and entrepreneurial ventures, and Prescott recognizes the valuable contributions that our business community makes. For this reason, we strive to maintain Prescott as pro-business. We do this by being highly responsive to the needs of our business community, implementing best practices and availing businesses to tools and resources to foster success.

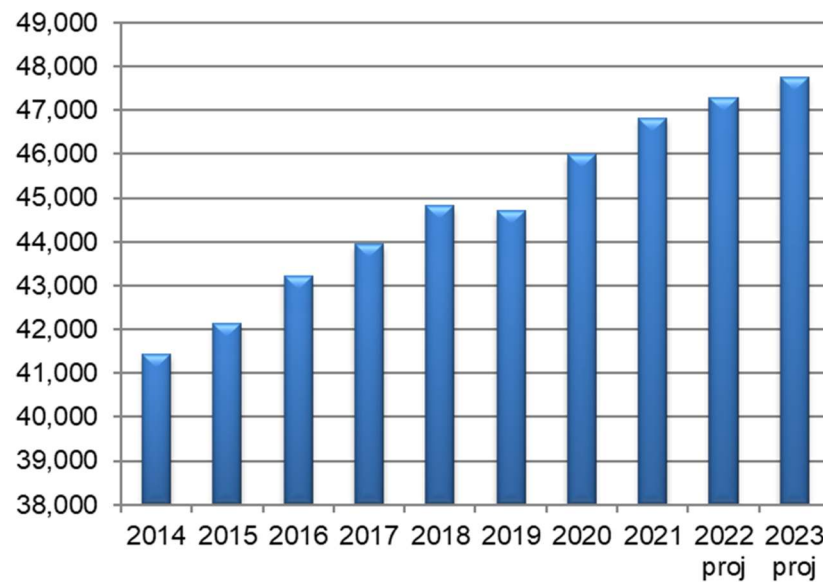
City of Prescott Demographics

City of Prescott Population Demographics

Population and Area

Year	Population	Yavapai County	Population as % of County	Land Area
2012	40,347	211,766	19.1%	41.50 square miles
2013	40,585	213,556	19.0%	42.67 square miles
2014	41,445	215,692	19.2%	42.67 square miles
2015	42,143	218,182	19.3%	42.67 square miles
2016	43,213	221,970	19.5%	42.67 square miles
2017	43,946	225,918	19.5%	42.67 square miles
2018	44,818	229,607	19.5%	42.67 square miles
2019	44,698	233,104	19.2%	45.25 square miles
2020	45,985	237,073	19.4%	45.50 square miles
2021	46,826	241,173	19.4%	45.60 square miles
2022 proj	47,294	243,585	19.4%	49.53 square miles
2023 proj	47,767	246,021	19.4%	49.53 square miles

Population



Source: Population Estimates from Office of Economic Opportunity, State of Arizona

City of Prescott Demographics

			2020	
	2010	2020	Yavapai	2020
Population Statistics	Prescott	Prescott	County	Arizona
<i>Gender distribution</i>				
Percent Male	49.20%	48.92%	48.84%	49.69%
Percent Female	50.80%	51.08%	51.16%	50.31%
<i>Age distribution</i>				
24 and under	21.30%	20.12%	22.74%	32.45%
25 to 44	17.90%	13.80%	17.86%	26.05%
45 to 64	30.40%	27.31%	27.77%	23.90%
65 and over	30.80%	38.77%	31.63%	17.60%
Median Age (years)	53.4	59.1	54.1	37.9
<i>Income/employment</i>				
Household Median Income	\$44,278	\$58,562	\$53,329	\$61,529
Household Average Income	\$63,300	\$85,615	\$70,548	\$84,380
Unemployment	10.7%	5.7%	5.7%	6.3%

Households by Income, 2020

\$200,000 or more	6.80%
150,000 to 199,999	6.60%
100,000 to 149,999	14.10%
75,000 to 99,999	10.60%
50,000 to 74,999	20.00%
35,000 to 49,999	14.10%
25,000 to 34,999	8.30%
15,000 to 24,999	10.00%
10,000 to 14,999	5.00%
under 10,000	4.60%

Racial/Ethnic Composition	2020
White, Non-Hispanic	86.42%
Hispanic	7.96%
Black	0.60%
Other	5.02%

Source: World Population Review; US Census 2020 ACS 5-Year Survey

City of Prescott Demographics

City of Prescott Financial Snapshot

	FY2018	FY2019	FY2020	FY2021	FY2022	FY2023
Total Operating Budget (000s)	\$ 91,781	\$ 93,907	\$ 99,384	\$ 96,966	\$ 102,362	\$ 108,186
Total Regular Employees ¹	494.00	498.25	507.00	508.00	520.25	548.00
Total Employees per 1000 population	11.02	11.15	11.03	10.85	11.00	11.47
Primary Assessed Valuation ² (000s)	\$ 606,159	\$ 647,649	\$ 691,000	\$ 735,510	\$ 788,147	\$ 835,282
City of Prescott Property Tax Rate	0.2821	0.2699	0.2599	0.2484	0.2378	0.2281
City Property Tax Paid per Capita	\$ 42.00	\$ 43.00	\$ 39.05	\$ 39.02	\$ 39.63	\$ 39.89
City Sales Tax Rate	2%	2.75%	2.75%	2.75%	2.75%	2.75%
City Sales Tax Revenue per Capita ³	\$ 361.00	\$ 382.00	\$ 361.86	\$ 401.49	\$ 404.91	\$ 448.01

Notes:

¹ Regular employees does not include temporary or seasonal employees.

² Source: Yavapai County

³ Sales Tax Revenue for General Fund, which is 1% of the total 2.75%. The total rate includes 1% dedicated to streets and 0.75% dedicated to PSPRS.

Population Estimates from Office of Economic Opportunity, State of Arizona

City of Prescott Demographics

City Services

Neighborhood Resources

Parks	21
Lakes	3
Golf Courses	2
Miles of Trails	112
Open Space - Parks (acres)	2,828
Libraries	1
Total Number of Library Materials Checked out	575,299

Public Safety

Police Employees	99.5
Calls for Services	19,752
Fire Stations	5
Fire Employees	79
Calls for Services	9,533
Fire Inspections	1,982

Building Inspections

Number of Permits Issued	2,212
Value of Permits (in millions)	\$219

Transportation

Total of Miles of Streets (paved miles)	371
Cold Mix Repairs (lbs)	29,760
Hot Mix Repairs (tons)	95,341

Refuse Collection

Household Accounts	22,678
Commercial Accounts	1,351
Refuse Collected (tons)	84,443
Recycle Collected (tons)	6,100

Airport

Ranking for busiest airport in Arizona	5th
Ranking for busiest airport in US	25th
Passengers on Commercial Flights	32,646
FAA Traffic Count	296,210

City of Prescott Water

Miles of Water Mains	563
Number of Connections	25,412

City of Prescott Wastewater

Miles of Wastewater Lines	400
Number of Connections	20,873

City of Prescott Demographics

Organizational Structure, Goals, and Policies

Organizational Values	29
City Organizational Chart	30
Boards, Commissions and Committees	31
Employees by Department and Ten-Year Trend	32
Budget Policy	33
Debt Policy	37
Investment Policy	40
Pension Funding Policy	44
Budget Preparation Process Overview	47
Budget Preparation Calendar	49
Budget Basis and Budget Amendments	50



Organizational Structure, Goals, and Policies

Organizational Values



VISION

To be the premier community in the Southwest.

MISSION STATEMENT

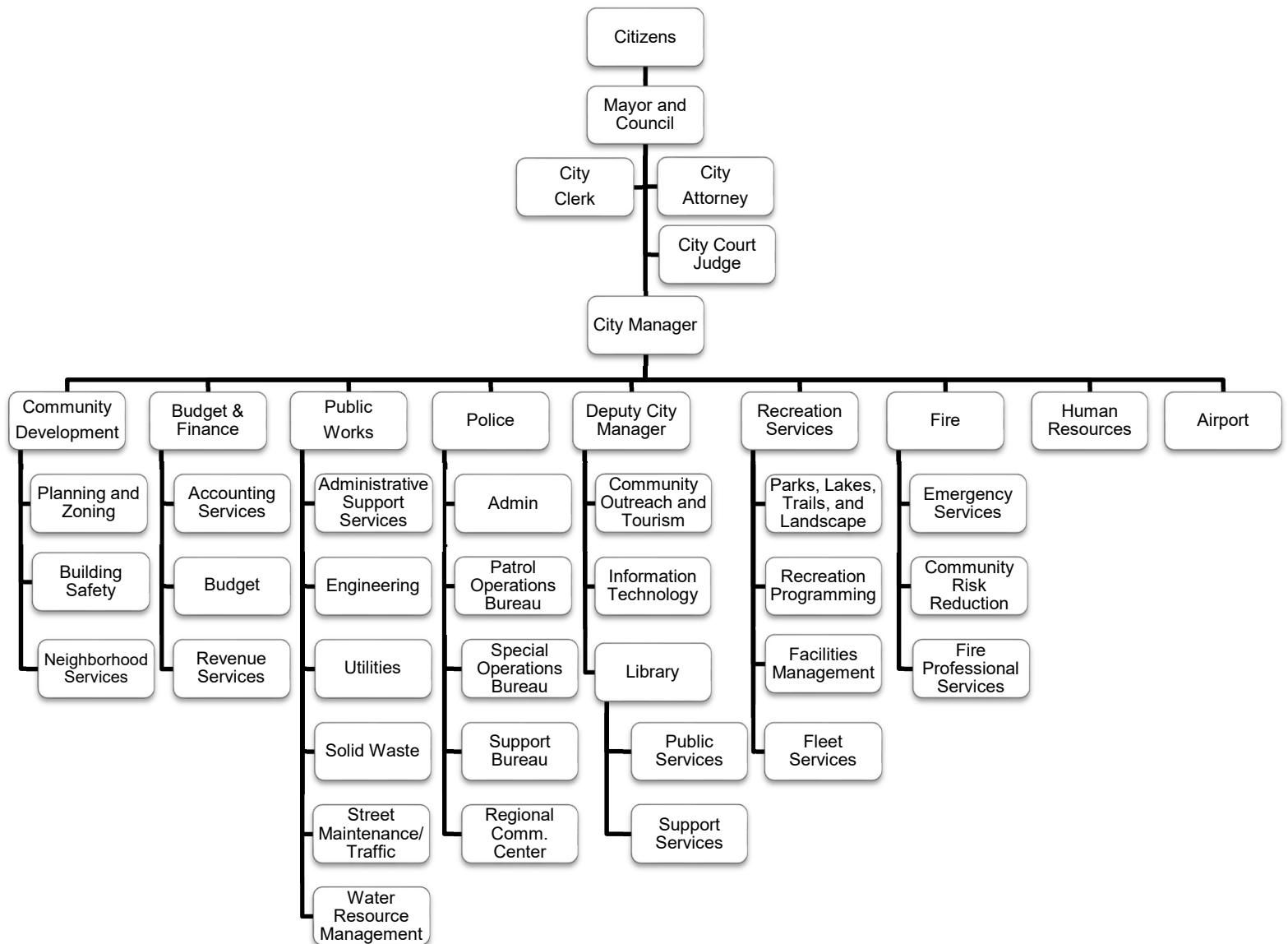
We will embrace our unique past, maximize our current opportunities, and be a catalyst for our future prosperity.

CITY OF PRESCOTT CORE BELIEFS

We believe in:

- Acting with integrity
- Having personal commitment and loyalty
- Working as a team
- Solving problems
- Taking pride in excellent results
- High level of productivity
- Being nice

City Organizational Chart



City Organizational Chart

Boards, Commissions and Committees

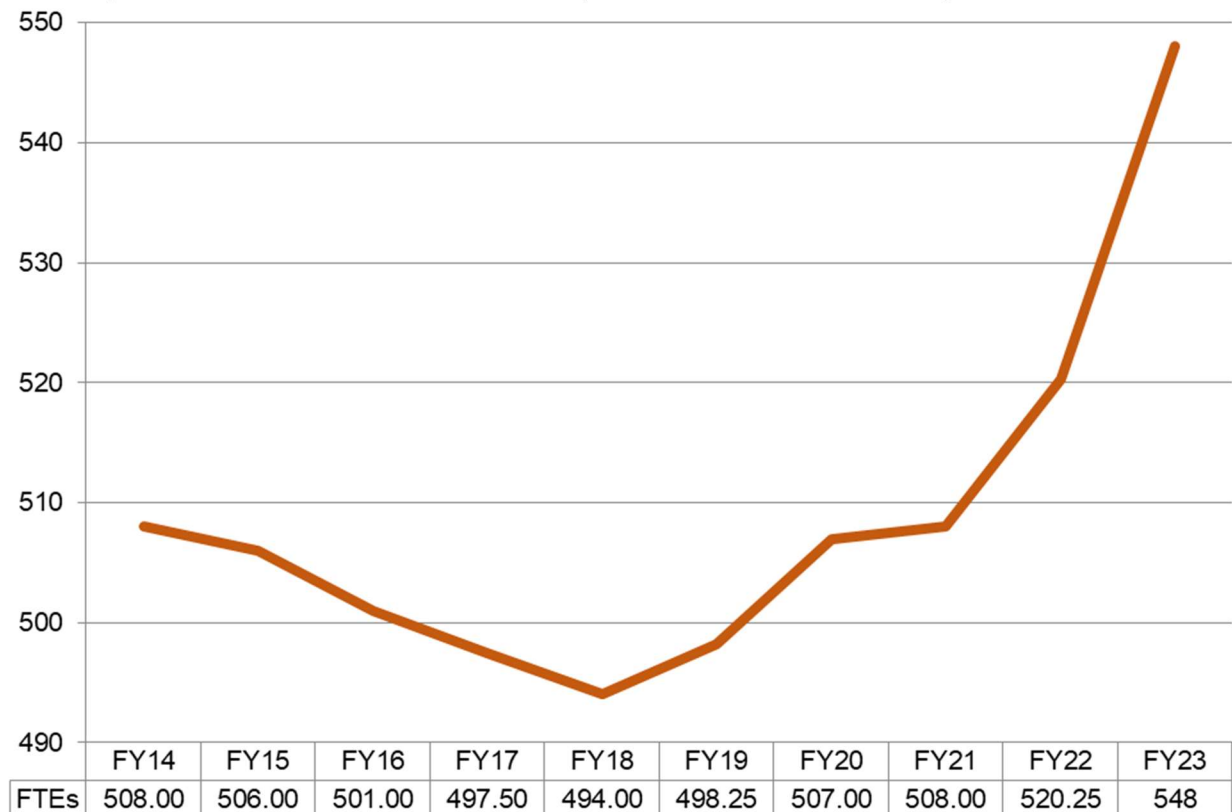
1. Acker Trust Board
2. Airport Advisory Board
3. Art in Public Places Committee
4. Board of Adjustment
5. Building Safety Advisory & Appeals Board
6. Citizens Advisory Committee - CDBG
7. Council SubCommittee on Appointments
8. Council SubCommittee on Water Issues
9. Fire Board of Appeals
10. Floodplain Board
11. Industrial Development Authority
12. Library Advisory Committee
13. Mayor's Commission on Airport Terminal Art
14. Mayor's Commission on FOPU
15. Mayor's Veteran's Commission
16. Parks & Recreation Advisory Board
17. Pedestrian, Bicycle and Traffic Advisory Committee
18. Planning & Zoning Commission
19. Prescott Preservation Commission
20. Public Safety Retirement Board - Fire
21. Public Safety Retirement Board - Police
22. Public Safety Retirement Board – Joint Police & Fire
23. Tourism Advisory Committee
24. Youth Advisory Board

Employees by Department and Ten-Year Trend

Department	FTEs ¹		
	FY21	FY22	FY23
Airport	11.00	12.00	12.00
Budget & Finance	16.00	16.00	17.00
City Clerk	3.00	3.00	3.00
City Council	7.00	7.00	7.75
City Court	7.00	7.00	7.00
City Manager	28.00	31.50	29.75
Community Development	15.50	13.50	15.50
Fire	65.00	70.00	79.00
Legal	8.00	8.00	8.00
Library	21.50	21.50	21.50
Police	90.00	94.00	99.50
Public Works	158.00	159.75	161.00
Recreation Services	48.00	48.00	52.00
Regional Communications	30.00	29.00	35.00
City Total	<u>508.00</u>	<u>520.25</u>	<u>548.00</u>

¹Full time equivalents (FTEs) include only permanent employees. In addition, the City employs temporary and seasonal employees estimated at 50.17 FTEs.

City of Prescott Total Full Time Equivalent Positions – 10 year trend



Budget Policy

City of Prescott Budget Policy

(Resolution No. 4336-1545)

Background

The focus of the City's budget policy is the process by which a budget is formulated from departmental requests to adoption by the Mayor and Council.

A budget policy addresses authorization levels for approval of the annual budget and adjustments thereto, applicable to the revenues and expenditures of all funds.

Laws and Standards

The following laws and standards apply to budget formation and reporting:

- Generally accepted accounting principles (GAAP)
- Government Finance Officers Association's (GFOA) Criteria for Distinguished Budget Award
- Government Finance Officers Association's (GFOA) Best Practices
- Constitution of the State of Arizona
- Arizona Revised Statutes (ARS)
- Prescott City Code
- City of Prescott Charter

Budget Objectives

The Mayor and Council annually set City priorities, and the budget objectives shall be consistent with such priorities.

The budget objectives provide policy direction for drafting of the City budget, within the overall budget schedule extending from initial preparation through adoption.

The following considerations shall be applied to development of the budget:

- Funding available for operations and capital needs.
- Employee compensation, including merit-based pay and maintaining market-competitiveness, to ensure that the City retains and attracts outstanding personnel.
- Compliance with financial policies and maintenance of bond ratings.

The following items will be considered in conjunction with the budget preparation and adoption process unless it has been determined that they must be addressed more expeditiously:

- Ordinance changes for fees or rates
- Personnel and/or other resources required to implement and administer fees and rates
- Requests for long-term financing

Balanced Budget, Revenue and Expenditure Policies

The operating budget is to be balanced, with expenditures less than or equal to revenues. Fund balances should be used only for one-time expenditures, such as capital equipment and improvements. Development fees will be used for development-related one-time capital expenditures.

Budget Policy

The City will strive to maintain a diversified and stable revenue system, to ensure the fiscal health of the community. User fees for all operations will be examined on a regular basis to ensure that the fees cover direct and indirect costs of service as much as practicable.

Fund Balance

Sound financial policy requires the establishment of appropriate fund balance levels to maintain adequate cash flow, and a reserve to cover unanticipated expenditures and revenue shortfalls.

The following General Fund balances will be maintained through the budgeting process:

- Reserve of amounts for inventories, advances to other funds, or other uses for which an appropriation could not be made or foreseen.
- Designation of amounts re-appropriated from unencumbered balances for the completion of projects in subsequent periods.
- An unreserved and undesignated balance for each fund equal to 20% of the operating revenues: 10% to be used for the cash flow need due to timing differences between receipts and disbursements during the fiscal year, and 10% to only be used upon approval of the City Council to cover unanticipated expenditures or revenue shortfalls.

All other fund balances will be maintained to meet the objectives of the fund.

Internal Cost Allocation

In order to present the full cost of providing facilities, services, and other necessary support (collectively referred to as the “services”), it is necessary that all indirect costs be allocated corresponding to the services provided, and at the associated levels of such services. General fund internal support and administrative costs will be allocated to the Enterprise Funds, Internal Service Funds, and Special Revenue Funds that benefit from the services provided. The internal support and administrative departments below will be allocated based upon the following factors:

- A method that allocates costs in proportion to the support or benefit received
- A method that is clearly understandable and straightforward to explain
- A measure that is readily available and can be easily applied

The net impact (proposed budget less projected program revenues) of each of the following administrative departments will be allocated to other City operating units outside the General Fund on the basis identified:

<u>Administrative Department</u>	<u>Allocation Basis</u>
City Council	Proportion of Budget
City Clerk	Proportion of Budget
City Manager	Proportion of Budget
Legal	Proportion of Budget
Budget and Finance	Proportion of Budget

The following administrative departments will be allocated to all City operating units on the basis identified:

<u>Administrative Department</u>	<u>Allocation Basis</u>
Information Technology	Proportion of Budget
Human Resources	Proportion of Positions

Allocation Basis

- Proportion of Budget – prior year adopted budget of the operating unit as a percentage of the total budget, less grants and outsourced operations.
- Proportion of Positions – positions identified in the prior year adopted City roster for the operating unit as a percentage of total positions.

Budget Policy

The internal costs will be allocated on a monthly recurring charge based on adopted departmental budgets. At the close of each fiscal year, the total amount allocated will be adjusted based on actual expenditures as of June 30 of that fiscal year.

Internal Service Funds will set internal charges based upon rates necessary for full operating cost recovery and necessary capital improvements.

Capital Budget and Five-Year Capital Improvement Plan (CIP)

The capital budget is separated into the three categories defined below:

Capital Budget Category	Definition
Capital Improvement Plan (CIP)	A project that is more than \$100,000 for a <i>new</i> infrastructure asset or to increase the capacity, efficiency, or expected life span of an <i>existing</i> infrastructure asset. This consists of infrastructure projects such as streets, utilities, and airport projects as well as major renovations to or additional City buildings or facilities.
Vehicle Replacements and Additions	Requests regarding fleet additions or replacements.
Operating Capital	All other capital requests not in the above categories, such as information technology infrastructure, major tools, and equipment purchases of any cost over \$5,000. Projects otherwise matching the CIP definition but for which the cost is between \$5,000 and \$100,000 will be categorized as operating capital.

Each department shall, when planning capital projects, estimate the impact on the City's operating budget over the subsequent five years. The operating impact includes personnel, operating expenditures, capital outlay, and debt service, as applicable.

Financing of capital expenditures from available funds, known as pay-as-you-go-funding, is the least costly and most beneficial method to cover capital expenditures. Every effort will be made in the CIP to accumulate funds to allow this method of funding to be used.

Necessary capital expenditures, which are unable to be funded from available resources, will follow financing options and methods outlined in the Debt Management Policy.

Utility projects will be primarily funded by user fees, as resources are available.

Compliance with debt and fund balance policies shall be maintained for each year of the Plan.

Budget Preparation

The Finance Department and City Manager will establish a budget schedule specifying key milestones within the budget preparation period. All departments will submit their budget requests to the Finance Department in accordance with the budget preparation schedule. Budget requests will include, but not be limited to, operational plans, budget requests for personnel, operating and capital requests, including a Five-year Capital Improvement Plan.

The Planning and Zoning Commission will review the City Manager's Proposed Five-year Capital Improvement Plan (CIP).

Budget Policy

Budget Adoption

The budget is prepared and adopted in accordance with requirements of the City Charter and Arizona Revised Statutes. The budget is legally enacted through adoption of an appropriations resolution for all governmental and proprietary fund types, which places legal restrictions on expenditures at the department level.

For all funds, the level of control is at the department level as established by the City of Prescott Charter. Although legal limits on expenditures are established at the department level, effective administrative control over expenditures is enabled by establishment of a detailed line-item budget.

All appropriations and encumbrances unexpended at year-end lapse, and are not available in the following year. Included with the budget resolutions is approval for the re-appropriation of all encumbered balances.

All new positions and reclassifications approved in the budget will be effective July 1 of the new fiscal year, unless presented differently to the Mayor and Council.

Budget Amendments

The City Manager may transfer any unencumbered appropriation between divisions within a department. Only the Council may transfer an unencumbered appropriation balance or portion thereof from one department to another.

During a fiscal year, if a fund deficit is anticipated, recommended spending reductions will be proposed by the City Manager to the Mayor and Council in a timely manner, in order to sufficiently offset the deficit.

Debt Policy

City of Prescott Debt Policy

Background

A debt policy addresses the level of indebtedness the City of Prescott can reasonably expect to incur without jeopardizing its existing financial position and to ensure the efficient and effective operation of the City.

The debt policy shall conform to Federal and State Regulations.

A debt policy also addresses the purposes for the types of debt that will be issued.

The debt policy is to be used in conjunction with the Adopted Budget, the Capital Improvement Program and other financial policies as directed by Mayor and Council.

Planning and Performance

The planning, issuance and review of outstanding and proposed debt issuances will ensure that compliance with the debt policy is maintained.

The City may issue debt for the purpose of acquiring or constructing capital projects including buildings, machinery, equipment, furniture and fixtures.

Debt issuances will be pooled together when feasible to minimize issuance costs.

The City will prepare and adopt annually a Five-year Capital Improvement Program to identify and establish an orderly plan to meet the City's infrastructure needs with all debt-related projects and the debt service impact upon operations identified, appropriately adjusted by inflation to properly reflect costs incurred in the applicable future fiscal year.

All issuance subject to arbitrage constraints shall be monitored by the applicable personnel and have arbitrage liability calculations performed in a timely manner.

Investment of bond proceeds shall at all times be in compliance with the City's Investment Policy and meet all requirements of bond proceeds covenants.

Debt shall be within statutory and sound financial management limits.

Types of Debt

Interfund Borrowing is the borrowing by one fund from another is an acceptable means of meeting cash flow needs.

- Short-term interfund borrowing, defined as paid back in less than one year, will occur due to occasional cash shortages in a fund. All funds borrowing from the City's available cash pool on a short-term basis should be charged an interest rate equivalent to the State Treasurers Pool for the prior month.
- Long-term borrowing, defined as paid back in more than one year, must come from a specific fund and be established by Council action. This action would include the fund borrowing the cash, fund lending the cash, terms (length of repayment period and amount of payments) of loan, and interest rate to be paid.

Lease Purchase Financing – It is legal to use lease purchasing for any lawful or necessary short-term or long-term projects; however, it is the objective not to use lease purchase financing on future equipment replacements, additions or building acquisitions. It is recognized that future events such as

Debt Policy

new services of unfunded legal mandates may require the City to provide unanticipated services or programs and that this financing technique may have to be utilized to fund start-up capital costs of such new services or programs. If this is the case, the City can first look to its own cash pool to ascertain if a fund would have sufficient moneys to lend, with interest, over the desired term of the needed financing.

General Obligation Bonds may be used for any lawful project approved by the voters. Pursuant to Arizona Constitution, principal outstanding may not exceed:

- 20% of net secondary assessed value for water, wastewater, lighting, parks, open spaces and recreational purposes; or
- 6% of net secondary assessed value for all other purposes.
- This type of debt issuance is generally the lowest cost financing approach since the debt repayment is backed by property taxes. However, it is the policy of this Council that if general obligation debt is issued for a project with a revenue stream (i.e., water/wastewater project), that revenues from the appropriate enterprise fund be used to pay for the debt repayment and not property taxes. Debt repayment for non-revenue supported projects such as park improvements would have to be repaid through property taxes.

Utility Revenue Bonds – These voter-approved bonds may be used for acquiring, constructing or improving “utility undertakings” including water, wastewater, gas, electric light or power, airport buildings or facilities, and garbage disposal systems. Utility revenue bonds are not a general or full faith and credit obligation of the City and are secured by revenues of the applicable utility undertaking. Debt repayment is from revenues from the appropriate enterprise. A limitation on these bonds is that the prior year’s net revenues must exceed maximum annual debt service by a specific factor. These bonds would be appropriate to use if the City wanted to preserve general obligation capacity for future needs.

Municipal Property Corporation Bonds – These non-voter approved bonds are for all city-approved projects. In essence, the City makes annual payments equal to debt service under a lease-purchase or loan agreement with the Municipal Property Corporation. City payments may be guaranteed by pledge of excise taxes, enterprise revenues or annual appropriations. After the debt is retired, the City receives ownership of the financed project. The Municipal Property Corporation bonds are appropriate to use for 91) mandated projects that the City has no choice, but to complete, (2) projects that are a matter of public safety and welfare which can be backed by a sufficient revenue stream to allow retirement of the debt, or (3) projects which meet a stated economic development goal of the City. Examples of mandates include a required upgrade of a wastewater treatment plant or a landfill closure. Current City of Prescott limitations on this financing technique is that the prior year’s excise tax revenues must exceed maximum annual debt service by two times. Examples of public safety and welfare projects include water storage tanks, water transmission and distribution lines, sewer plant expansions and sewer collection system.

Street and Highway Revenue Bonds (HURF Bonds) are voter-approved bonds that can be used for improving, constructing or maintaining City streets and highways as well as for acquisition of necessary rights of way for street projects. Debt repayment is through use of HURF revenues. The legal limit on the amount of bonds that can be issued is government by the amount of HURF receipts in that the maximum annual debt service may not exceed two-thirds (three times coverage) of the most recent year’s receipts as long as the bonds are rated “A” or above. If the bonds are rated below “A”, the maximum annual debt service may not exceed 50% of the most recent year’s receipts (two times coverage). Recommendation for issuance of these bonds should be carefully considered since if the maximum allowable were issued (approximately \$15 million); there would not be sufficient yearly revenues available after debt repayment to operate the streets department.

Improvement District Bonds are issued for numerous governmental purposes including financing streets, curbs, gutters, sidewalks, streetlights, wastewater systems, etc. Although the bonds are not subject to voter authorization, they may be rejected by a majority of property owners within the boundaries of the designated district. The debt repayment is through assessments levied against property located within the district and the debt is backed by a contingent liability of the City’s general

Debt Policy

fund. One restriction is that the improvements to be made cannot be of general benefit to the City as a whole. These bonds are recommended to be issued to bring unpaved streets to a paved status and installing wastewater systems within neighborhoods.

Investment Policy

City of Prescott Investment Policy

(Resolution 4235-1444)

I. SCOPE OF POLICY

This policy shall govern the investment activities of all funds of the City of Prescott (City), excluding any specific funds cited hereafter, pursuant to Arizona Revised Statutes (ARS) Title 35 Chapter 2.

A. FUND INCLUDED:

All financial assets of all current funds of the City, and any new funds created in the future, unless specifically exempted, will be administered in accordance with the objectives and restrictions set forth in this policy, and accounted for in the Comprehensive Annual Financial Report.

B. POOLING OF FUNDS:

Except for cash in certain restricted and special funds, the City will consolidate cash balances from all funds to maximize investment earnings. Investment income will be allocated to the various funds based on respective participations, and in accordance with generally accepted accounting principles.

II. PRUDENCE

Investments shall be made with judgment and care, under prevailing circumstances, not for speculation, but for investment, considering preservation of the capital as well as the anticipated income to be derived. Investment officials shall apply the "prudent person" standard, in the context of managing an overall portfolio of funds, rather than a single investment. Investment officers acting in accordance with this investment policy and exercising due diligence shall be relieved of responsibility for risk or market price changes, provided deviations from expectations are timely reported to the City Manager of the City, and necessary action is taken consistent with this policy.

III. OBJECTIVES OF POLICY

The primary objectives in priority order, of investment activities, shall be the preservation and safety of principal, liquidity, yield, and to minimize risk of loss.

A. SAFETY:

The foremost and primary objective of the City's investment program is the preservation and safety of capital in the overall portfolio. The objectives will be to mitigate credit risk and interest rate risk. To control credit risk, investments should be limited to the safest types of securities, financial institutions, broker/dealers intermediaries and advisers.

To control interest rate risk, the City shall structure the investment portfolio so that securities mature to meet cash requirements for ongoing operations, and monitor ratings of portfolio positions to assure compliance with requirements imposed by this policy.

B. LIQUIDITY:

The City's investment portfolio shall remain sufficiently liquid to enable the City to meet operating requirements that might be reasonably anticipated. Liquidity will be achieved by matching investment maturities with forecasted cash flow funding requirements, by investing in securities with active secondary markets and by diversification of maturities and call dates. Furthermore, since all possible cash demands cannot be anticipated, a small portion of the portfolio may also be placed in money

Investment Policy

market mutual funds or local government investment pools which offer same day liquidity for short term funds.

C. YIELD:

The City's investment portfolio shall be designed with the objective of regularly exceeding the average rate of return on three month U.S. Treasury Bills. The investment program will seek to augment returns above this threshold consistent with risk constraints identified herein, cash flow characteristics of the portfolio and prudent investment principles. The core of investments is limited to relatively low risk securities in anticipation of earning a fair return relative to the risk being assumed. Securities shall not be sold prior to maturity with the following exceptions:

1. A security swap that would improve the quality, yield or target duration in the portfolio.
2. Liquidity needs of the portfolio require that the security be sold.
3. If market conditions present an opportunity for the City to benefit from the sale.

D. RISK OF LOSS:

All participants in the investment process shall seek to act responsibly as custodians of the public trust. Investment officials shall avoid any transactions that might impair public confidence in the City's ability to govern effectively. The governing body recognizes that in a diversified portfolio, occasional measured losses due to market volatility are inevitable, and must be considered within the context of the overall portfolio's investment return, provided that adequate diversification has been implemented.

IV. INVESTMENT STRATEGY

The City intends to pursue an active portfolio management philosophy. Active management means that the financial markets will be monitored by investment officials and investments will be purchased and sold based on the City's parameters for liquidity and market conditions. All marketable securities purchased by the City shall have active secondary markets, unless a specific cash outflow is being matched with an investment that will be held to maturity to meet that obligation. Securities may be purchased as a new issue or in the secondary markets. Securities may be sold before they mature if market conditions present an opportunity for the city to benefit from the trade, or if changes in the market warrant the sale of securities to avoid future losses. Securities may be purchased with the intent from the beginning, to sell them prior to maturity or with the expectation that the security would likely be called prior to maturity under the analyzed market scenario. Market and credit risk shall be minimized by diversification. Diversification by market sector and security types, as well as maturity shall be used to protect the city from credit and market risk in order to meet liquidity requirements.

The portfolio shall be structured to benefit from anticipated market conditions and to achieve a reasonable return. Relative value between asset groups shall be analyzed and pursued as part of the active investment program within the restrictions set forth by this policy.

V. RESPONSIBILITY AND CONTROL

A. DELEGATION:

Management and oversight of the investment program have been delegated to the Finance Director, who has the authority to delegate authority to persons responsible for the daily cash management operation, the execution of investment transactions, overall portfolio management and investment reporting in a manner consistent with this investment policy.

B. SUBORDINATES:

All persons involved in investment activities shall be referred to as "investment officials". No person shall engage in an investment transaction except as provided under the terms of this policy as delegated

Investment Policy

by Finance Director to withdraw, transfer, deposit, or invest the City's funds. The City Council, by adopting this policy, has authorized the Finance Director to appoint these individuals.

C. CONFLICTS OF INTEREST:

Investment officials and employees involved in the investment process shall refrain from personal business activity that could conflict with proper execution and management of the investment program, or which could impair their ability to make impartial investment decisions. Investment officials and employees shall refrain from undertaking personal investment transactions with the same individual with whom business is being conducted on behalf of the City. THIS POLICY EXPRESSLY INCORPORATES THE PROVISIONS OF ARS TITLE 38, CHAPTER 3, ARTICLE 8.

D. DISCLOSURE:

Investment officials and employees shall disclose to the Finance Director any material financial interest in financial institutions that conduct business with the City. Investment officials and employees shall further disclose any material personal investment positions that could be related to the performance of the City's investment portfolio. Investment officials and employees shall subordinate their personal investment transactions to those of this jurisdiction, particularly with regard to the timing of purchases and sales. An investment official who is related within the second degree by affinity or consanguinity to individuals seeking to sell an investment to the city shall file a statement disclosing that relationship.

E. INVESTMENT TRAINING:

Investment officials shall have a finance, accounting, or related degree and knowledge of treasury functions. Investment training is important in the management of the treasury function and should include education in investment controls, security risks, strategy risks, market risks, and compliance with state investment statutes.

VI. AUTHORIZED INVESTMENTS

Funds of the City may be invested in the eligible investments identified in ARS 35-323 (A) for the maximum maturity allowed by Section VIII (B) of this policy. The City's deposits will be collateralized in accordance with ARS 35-323.

VII. INVESTMENT REPORTS

The Finance Director shall submit semiannually an investment report including a management summary that provides an analysis of the status of the current investment portfolio with a comparison to the average three-month US Treasury Bill.

VIII. PORTFOLIO AND INVESTMENT ASSET PARAMETERS

A. INVESTMENT SELECTION PROCESS:

Investment officials for the City shall use the best method they determine to be the most advantageous for purchasing and selling investments.

B. MAXIMUM MATURITIES:

Investments shall be managed to meet anticipated cash flow requirements. Unless matched to a specific cash flow, the City will not directly invest in securities maturing more than ten years from the date of purchase.

C. TARGET DOLLAR-WEIGHTED AVERAGE MATURITY:

Investment Policy

Under most market conditions, the composite portfolio will be managed to target a three year dollar-weighted average maturity. However, under certain market conditions, investment officials may need to shorten or lengthen the average life or duration of the portfolio to best serve the City's finances.

IX. SELECTION OF DEPOSITORY, FINANCIAL INSTITUTIONS AND BROKER/DEALERS

A. BIDDING PROCESS:

Depositories shall be selected through the City's banking services procurement process, which shall include a formal request for proposal (RFP). In selecting depositories, the credit worthiness of institutions shall be considered, and the Finance Director shall conduct a comprehensive review of the prospective depository's credit characteristics and financial history. No public deposit shall be made except in a qualified public depository as established by state depository laws. The depository bank bid will not include bids for investment rates on certificates of deposit. Certificate of deposit rates will be shopped competitively among qualified financial institutions.

B. INSURABILITY:

Banks and Savings and Loan Associations seeking to establish eligibility for the City's competitive certificate of deposit purchase program, shall submit financial statements, evidence of federal insurance and other information as required by the investment officials of the City.

X. SAFEKEEPING AND CUSTODY OF INVESTMENT ASSETS

All security transactions entered into by the City shall be conducted using the delivery vs. payment (DVP) basis. That is, funds shall not be wired or paid until verification has been made that the safekeeping bank received the correct security. The safekeeping, or custody, bank is responsible for matching instructions from the City's investment officials on an investment settlement, with what is wired from the broker/dealer, prior to releasing the City's designated funds for a given purchase. The security shall be held in the name of the City, or held on behalf of the City in a bank nominee name. A third party custodian designated by the Chief Financial Office and evidenced by safekeeping receipts will hold securities. The safekeeping bank's records shall assure the notation of the City's ownership of, or explicit claim on, the securities. The original copy of all safekeeping receipts shall be delivered to the City. A safekeeping agreement that clearly defines the responsibilities of the safekeeping bank must be in place.

Pension Funding Policy

City of Prescott Pension Funding Policy

(Council Adopted 03/08/2022 with Resolution 2022-1811)

The intent of this policy is to clearly communicate the Council pension funding objectives and its commitment to our employees and the sound financial management of the City.

The Government Finance Officers Association (GFOA) recommends the adoption of a pension funding policy that address three core elements:

- Actuarial cost method - the technique used to allocate the total present value of future benefits over an employee's working career (normal cost/service cost).
- Asset smoothing method - the technique used to recognize gains or losses in pension assets over some period of time so as to reduce the effects of market volatility and stabilize contributions.
- Amortization policy - the length of time and the structure selected for increasing or decreasing contributions to systematically eliminate any unfunded actuarial accrued liability or surplus.

In addition to the items identified by the GFOA, this policy also addresses the Council's position on:

- Pension funding goal
- Funding pension cost

Several terms are used throughout this policy:

Unfunded Pension Liability (UPL) – Is the difference between trust assets and the estimated future cost of pensions earned by employees. This UPL is from actual results (interest earnings, member mortality, disability rates, etc.) being different from the assumptions used in previous actuarial valuations.

Annual Required Contribution (ARC) – Is the annual amount required to pay into the pension funds, as determined through annual actuarial valuations. It is comprised of two primary components: normal pension cost – which is the estimated cost of pensions earned by employees in the current year; and, amortization of unfunded pension liability – which is the cost needed to cover pensions earned by employees in previous years, which is collected over a period of time (amortized). The ARC is a percentage of the current payroll.

Funded Ratio – Is a ratio of fund assets to actuarial accrued liability. The higher the ratio the better funded the pension is with 100% being fully funded.

The City's police and fire employees, who are regularly assigned hazardous duty, participate in the Public Safety Personnel Retirement System (PSPRS). All other eligible employees are covered by the Arizona State Retirement System (ASRS).

Pension Funding Policy

Public Safety Personnel Retirement System (PSPRS)

PSPRS is administered as an agent multiple-employer pension plan. This means that even though there is statewide uniform administration each agency has an individual trust fund where their assets are deposited and from which their expenses are paid. The City of Prescott has two trust funds, one for police employees and one for fire employees. This type of pension results in each trust fund having its own funded ratio and contribution rate based on their individual annual actuarial valuation.

The three core elements outlined by the GFOA guidance are addressed by the statewide PSPRS board and discussed in the annual individual actuarial valuations in section G, which can be found on the PSPRS website. <http://www.psprs.com/investments--financials/annual-reports>

Council formally accepts the assets, liabilities, and current funding ratio of the City's PSPRS trust funds from the June 30, 2021, actuarial valuation for Tier 1 and 2, which are detailed below:

Trust Fund	Assets	Accrued Liability	Unfunded Pension Liability (UPL)	Funding Ratio
Prescott Fire Dept. (023)	\$ 68,966,148	\$ 80,506,881	\$ 11,540,733	85.7%
Prescott Police Dept. (024)	51,995,879	62,802,188	10,806,309	82.8%
City of Prescott Total	<u>\$ 120,962,027</u>	<u>\$ 143,309,069</u>	<u>\$ 22,347,042</u>	84.4%

PSPRS Funding Goal

Pensions that are less than fully funded puts the cost of service provided in earlier periods (amortization of UPL) on the current taxpayers. Fully funded pension plans are the best way to achieve taxpayer and member equity with the current cost of employee pension being paid in the period they are earned and by the taxpayers receiving the services from those employees.

The Council's PSPRS funding ratio goal is 100% (fully funded) by June 30, 2026. Council established this goal for the following reasons:

- The PSPRS trust funds represent only the City of Prescott's liability.
- The fluctuating cost of an UPL causes strain on the City's budget, affecting our ability to provide services.
- A fully funded pension is the best way to achieve taxpayer and member equity.

Council has taken the following actions to achieve this goal:

- Since July 1, 2017, Council has made additional payments above the ARC from General Fund reserves and sales of unneeded assets totaling \$11.6 million. Additionally, during the annual budget process, the Council will evaluate the General Fund fund balance to determine if any unassigned balance can be used to pay down the UPL in advance of the 15 year amortization period.
- Worked with the State Legislature to secure funding for the UPL resulting from the line of duty deaths of the City's Hotshots on a State managed fire. This funding will be completed in the State's fiscal year 2026 budget.
- Council proposed, and the voters approved, a dedicated sales tax of 0.75% effective January 1, 2018, to pay down the unfunded PSPRS pension liability. This dedicated sales tax is to remain in effect for ten years (until December 31, 2027) or until the combined unfunded pension liability of the City's two PSPRS trust funds is \$1.5 million. It is anticipated that this tax will be able to be eliminated December 31, 2022, which is five years early because of the other actions Council has taken to pay off the UPL.

Pension Funding Policy

Based on these actions, the Council plans to achieve its goal of 100% funding by June 30, 2026, 12 years ahead of what was previously anticipated by PSPRS.

Funding PSPRS Pension Cost

It is the Council's policy that funding of the ARC from operating revenues will be a priority during the annual budget process, before any other service enhancements are considered.

Arizona State Retirement System (ASRS)

ASRS is administered as a cost-sharing multiple-employer pension plan. This means that all agencies statewide are part of the same trust which is administered by a single administrator. In this type of pension, the funded ratio and contribution rates are the same for all participating entities. The City of Prescott is approximately 0.2% of the total system.

The three core elements outlined by the GFOA guidance are address by the statewide ASRS board and discussed in the annual actuarial valuations in appendix III, which can be found on the ASRS website. <https://www.azasrs.gov/content/annual-reports>

ASRS Funding Goal

Since the ASRS trust fund is comprised of all participating agencies, there is no ability for the City of Prescott to address its individual funded ratio.

Funding ASRS Pension Cost

It is the Council's policy that funding of the ARC from operating revenues will be a priority during the annual budget process, before any other service enhancements are considered.

Budget Preparation Process Overview

Each year, using a modified zero-based budgeting process, the City of Prescott's budget is developed by the Budget and Finance Department in conjunction with the individual departments, the City Manager, the Mayor and Council, citizen advisory groups, and citizen input.

Purpose of the Budget

The fundamental purpose of the City's budget is to link what we want to accomplish for the community with the resources necessary to do so. The budget process does this by setting City goals and objectives, establishing reasonable timeframes and organizational responsibility for achieving them, and allocating resources for programs and projects. To this end, the budget serves four roles:

- **Policy Document.** Sets forth goals and objectives to be accomplished and the fundamental fiscal principles upon which the budget is prepared.
- **Fiscal Plan.** Identifies and appropriates the resources necessary to accomplish objectives and deliver services and ensures that the City's fiscal health is maintained.
- **Operational Plan.** Describes the organizational units and activities of the City. The City is made up of departments and departments' subunits are called divisions. The budget describes each department and division, including a mission, description of services, goals/objectives, performance measurement.
- **Communications Tool.** Provides the public with a blueprint of how public resources are being used and how these allocations were made.

Major City Goals

Linking important objectives with necessary resources requires a process that identifies key goals at the very beginning of the budget preparation. The City begins this process with Mayor and City Council meetings and setting the goals that guide the departments in their budget preparation. City staff then prepares the proposed budget based on the Council's policy guidance.

Financial Plan Policies

Formally articulated budget and fiscal policies provide the foundation for preparing and implementing the budget while assuring the City's long-term fiscal health. Included in this budget document, these policies include budget, debt and investment policies.

Preparation and Review Process

The budget development is directed by the City Manager, Finance Director and Budget Manager along with the City's department heads. The following discusses the general approach under the City's budget process:

The Budget and Finance Department provides department/division heads, supervisors, and budget coordinators with instructions and guidance in developing and submitting their budgets. This includes instructions and information regarding the preparation of the Five-Year Capital Improvement Plan.

Base budgets (the costs associated with providing current levels of service for the following year) are submitted by the departments to the Budget and Finance Department. Additional decision packages submitted include requests for new positions, organizational structure changes, capital outlay and projects. Payroll forecasts are prepared by the Budget and Finance Department. Input was provided by the departments concerning temporary/seasonal employment needs as well as overtime requirements. Lists of capital outlay and projects budgeted for the prior fiscal year but not expected to be received are provided budget for the next fiscal year.

Budget Preparation Process Overview

Meetings with each department, the City Manager, and the Budget and Finance Department for the purpose of internal review of base budgets, additional decision packages, and any issues that may affect the budget are held. During these meetings the Five-Year Capital Improvement plan and any management changes to the department's budget requests are initially discussed.

After these meetings are completed, a proposed balanced budget is prepared for submittal to the Council and public at workshops. The official budget adoption occurs after these workshops with the following milestones:

- Expenditure Limit Hearing: The City currently operates under the Home Rule Option which has been approved by the voters. As part of that process, a public hearing is mandatory. The public hearing time and location is set at Tentative Budget adoption.
- Tentative Adoption: Council adopts a tentative budget and sets the date for the public hearing on the final budget, expenditure limitation, and tax levy for next fiscal year. The tentative budget is the estimated amounts required to meet the public expense for the City of Prescott. Adopting a tentative budget is required by City Charter and State Law (adoption required on or before the 3rd Monday in July of each Fiscal year). Once the tentative budget is adopted, the expenditures may not increase upon final adoption, but may be decreased.
- Truth and Taxation: In compliance with section 42-17107, Arizona revised statutes; the City of Prescott notifies its property taxpayers of the city of Prescott's intention to raise its primary property taxes over last year's level.
- Final Budget Adoption, Adoption of the Five-Year Capital Improvement Plan, Adoption of City Job Roster, Establishment of Expenditure Limitation: The final budget is adopted along with the five-year capital improvement plan and the city job roster. The expenditure limitation is established along with the department and fund level appropriations.
- Property Tax Levy: Adoption of the property tax levy ordinance follows not less than fourteen days later than the final budget adoption, in accordance with State law.

Interim Financial and Project Status Reports

The Budget and Finance Director presents a mid-year budget report to the Mayor and Council at a public workshop either January or February. Throughout the year, real time access to financial information is provided to staff throughout the organization's financial system.

Administration

As set forth in the City Charter, the control of the budget is with the department. The City Manager may transfer any unencumbered appropriation between divisions within a department. Only the Council may transfer an unencumbered appropriation balance or portion thereof from one department to another or between funds. Any revisions that alter the total expenditures of any fund must be approved by the City Council. The legal level at which expenditures may not legally exceed appropriations is the department and fund level.

Budget Preparation Calendar

A calendar is prepared for the annual budget development. This budget year's budget calendar for budget preparation is presented on the next page.

Budget Preparation Calendar

<u>Date</u>	<u>Description</u>
January 4, 2022	City Manager strategic planning meetings, next year goals and objectives
February 11, 2022	Department & division missions, next year objectives, performance measurements, and org charts
February 25, 2022	Base budgets due – next fiscal year requests, current fiscal year estimated endings
February 25, 2022	New personnel requests
March 11, 2022	Capital requests for next fiscal year and Five Year Capital Improvement Plan due
	Anticipated applications for next fiscal year grants and current fiscal year grant estimated endings due
April 11-22, 2022	City Manager meetings with departments to review budget, decision packages, and department operational plans.
May 17, 2022	Annual Council Workshop (public invited)
May 31, 2022	Annual Council Workshop #2 (if necessary)
June 3, 2022	List of prior year key results and outcomes due
June 14, 2022	Set public hearing on expenditure limitation and tentative adoption
June 28, 2022	Official public hearing on budget and adoption of budget
July 12, 2022	Adoption of tax levy

Budget Basis of Accounting and Budget Amendments

Budget Basis of Accounting

The basis of budgeting is the method used to determine when revenues and expenditures are recognized for budgetary purposes.

Fund statements in the Comprehensive Annual Financial Report (CAFR) are presented on the basis of “generally accepted accounting principles” (GAAP). GAAP dictates that Governmental Funds use the modified accrual basis of accounting. Revenues are recognized when they become measurable and available to finance City operations. “Available” means “collectible” within the current period or soon enough thereafter to be used to pay liabilities of the current period. Expenditures are generally recognized when the related fund liability is incurred. The accrual basis of accounting is used for Proprietary Funds. Revenues are recognized in the accounting period in which they are earned and become measureable. Expenditures are recognized when they are incurred.

The City of Prescott Budget is prepared and presented substantially consistent with generally accepted accounting principles (GAAP). The major differences between accrual basis accounting for Proprietary Funds and the budget basis of accounting are:

1. Accrued compensated absences are not recognized as expenditures for budgetary purposes, for GAAP they reported as expenses and accrued liabilities.
2. Debt service principal payments are treated as expenditures in budgetary accounting, in GAAP accounting they would be applied to outstanding liabilities.
3. Capital grants are budgeted as revenues, for GAAP as non-operating contributions.
4. Depreciation is not considered expenditure in budgetary accounting, on a GAAP basis for depreciation expense is recorded.
5. Capital outlay is treated as expenditures in budgetary accounting and an asset in GAAP.

Amending the Budget

Control of each legally adopted annual budget, according to City Charter, is at the department level. The City Manager may at any time transfer any unencumbered appropriation balance or portion thereof between general classifications of expenditure (object codes) within an office, department or agency. The City Manager generally gives authority to department heads to exceed one line item as long as other line items are reduced by a like amount. These arrangements are usually made directly between the requesting department and the Budget and Finance Department. At the request of the City Manager, the Council may transfer any unencumbered appropriation balance or portion thereof between funds.

Fund Summaries

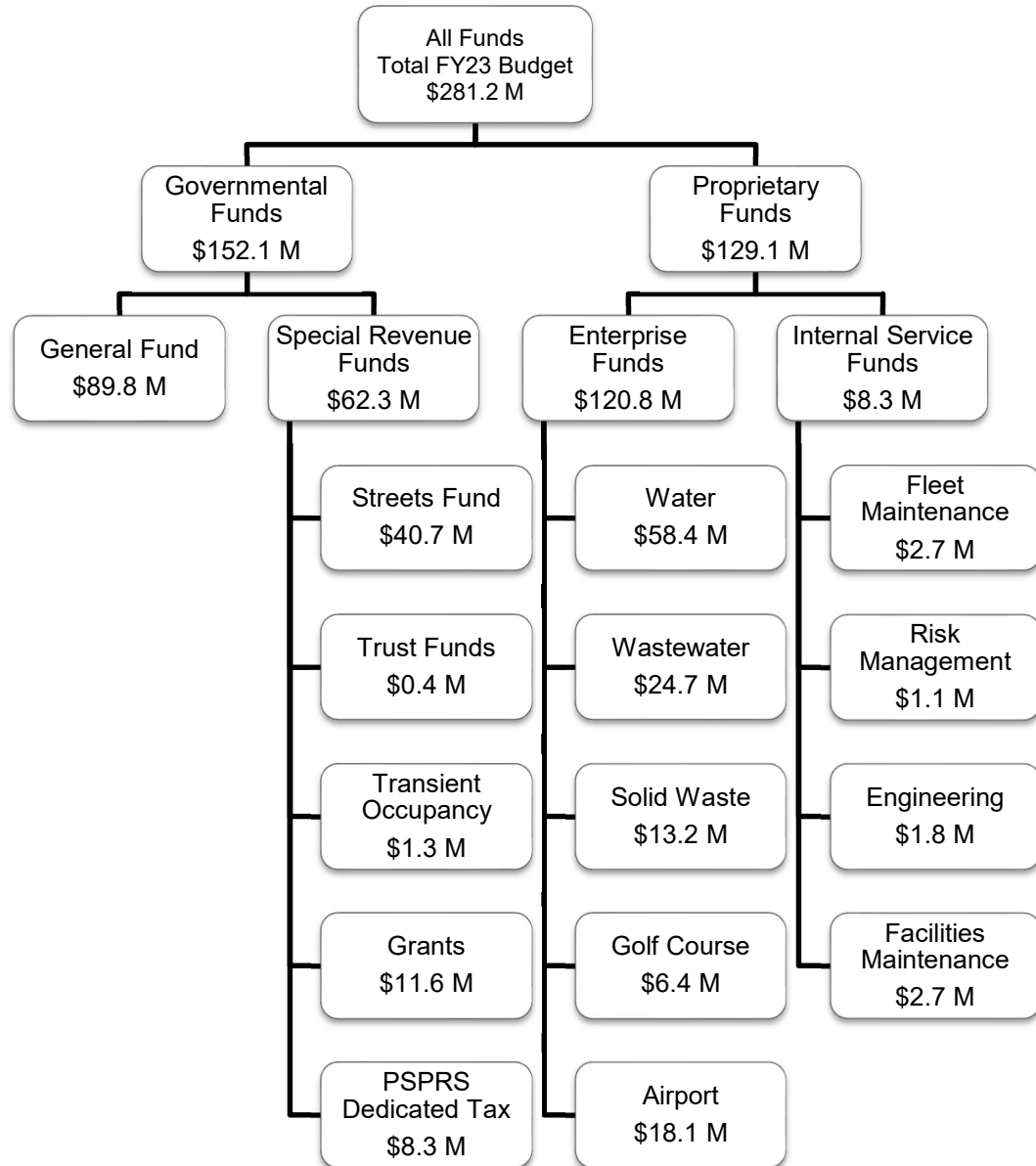
Fund Structure.....	53
Overall City Budget Summary.....	56
General Fund	63
Special Revenue Funds	70
Debt Service Funds	78
Enterprise Funds	79
Internal Service Funds	94



Fund Summaries

Overall City Budget Summary

The accounts of the City are organized on the basis of funds or account groups, each of which is considered a separate accounting entity. Governmental resources are allocated to and accounted for in individual funds based upon the purposes for which they are to be spent and the means by which spending activities are controlled. The City of Prescott uses the following funds in its budget process:



The **General Fund** is established for the revenue and expenditures necessary to carry out basic governmental activities of the City such as police protection, recreation, planning, legal services, administrative services, etc. General Fund expenditures are made primarily for current day-to-day operating expenses and operating equipment. Capital expenditures for large-scale public improvements such as parks or streets are accounted for elsewhere in the Special Revenue Funds, Capital Project Funds, or Enterprise Funds.

Overall City Budget Summary

Special Revenue Funds are used to account for revenues derived from specific taxes or other earmarked revenue sources. These funds are usually required by statute, charter provision or ordinance to finance particular functions or activities. The Special Revenue funds listed below are used by the City of Prescott.

Streets– 1% Additional Tax and Highway User Revenues – Revenue for this fund is provided by the voter approved additional transaction privilege tax and City's share of State gasoline taxes (Highway User Revenue Funds), both restricted for maintaining and constructing streets. The accumulation and expenditure of these funds are accounted for in this area.

Impact Fee Funds (Governmental) – These funds represent accounts to expend impact fees received to offset the cost of growth related projects. In August 2014, due to legislation, the Parks, Fire, Library, Police, and Streets impact fees were eliminated. Effective August 1, 2019, the Fire, Police and Streets impact fees were reinstated following the new legislative rules. The remaining impact fees collected by the City of Prescott are the Water and Wastewater Impact Fees which are accounted for in the Enterprise Funds.

Trust Funds - Gifts and Donations Fund and Acker Trust Fund – The Gift and Donations Fund provide an account to track any contributions for miscellaneous gifts which the City may receive as well as the expenditures made. The Acker Trust Fund accounts for the assets willed to the City by J.S. Acker. Revenue from investments and land sales are to be expended for cultural and recreational purposes only.

Transient Occupancy Tax Fund – In 1987 the voters established a two percent (2%) transient occupancy (hotel/bed) tax. It was increased to three (3%) percent in 2007. By ballot provision, these revenues can only be used for tourism promotion and development of recreational facilities.

Grants Fund – This represents grant reimbursed expenditures for various projects. Grant funds must be used for the stated purpose of the grant and must meet grantor expenditure guidelines.

PSPRS Dedicated Tax Fund – Revenue for this fund is provided by the August 2017 voter approved 0.75% additional transaction privilege tax to pay down the unfunded Public Safety Personnel Retirement System pension liability that went into effect on January 1, 2018.

Debt Service Funds are established to account for the accumulation of resources for, and the payment of, general long-term debt principal and interest. The City of Prescott's Debt Service Fund was established during FY1999 to pay for the principal and interest of general obligation debt for the police station construction and the Watson and Willow Lakes water rights and land purchase as well as improvement district bond payments. The general obligations were paid in full in FY2017. Remaining will be debt service on a few small wastewater special assessment districts.

Enterprise Funds are established to account for operations that (1) are financed and operated in a manner similar to private business operations where the intent of the City is that the costs (expenses, including depreciation) of providing goods or services to the general public on a continuing basis be financed or recovered primarily through user charges or (2) where the governing body has decided that periodic determination of revenues earned, expenses incurred, and/or net income is appropriate for capital maintenance, public policy, management control, accountability or other purposes. The City of Prescott has five enterprise funds as follows:

Water Fund – To account for the provision of water services to the residents of the City and some residents of the County. All activities necessary to provide for water services are accounted for in this fund.

Overall City Budget Summary

Wastewater Fund – Previously this fund was combined with the Water Fund. However, beginning in FY1994 this fund accounts for the provision of wastewater services to the residents of the City. All activities necessary to provide for wastewater services are accounted for in this fund.

Solid Waste Fund – To account for solid waste services provided to City residents along with the operations of the City's transfer station facility that opened in September, 1991. All activities necessary to provide these services are accounted for in this fund.

Airport Fund – To account for the provision of airport services to the general aviation and commercial flying public. Services include fueling, hangar and tie down rentals, etc.

Golf Course Fund – To account for the provision of year-around golf to the residents of the City, County and visitors to the area. On April 8, 2014, the city Council approved a five-year management agreement beginning May 1, 2014. Billy Casper Golf will operate golf-related activities, including the pro shop, driving range, carts, cart barn and restaurant at the 36-hole facility, while the City will continue to be responsible for golf-course maintenance and capital improvements. The public-private partnership with Billy Casper Golf is designed to bring a new approach to the management of Antelope Hills. The company will utilize its purchasing efficiencies, lower operating costs, marketing strength, and customer-service training to assure enjoyable guest experiences.

Internal Service Funds are used to account for services and commodities furnished by one department to other departments of the City on a cost-reimbursement basis.

Fleet Maintenance – To account for the cost of operating a maintenance facility for automotive and other equipment used by various departments. These costs are billed to the various using departments. The various user departments who acquire automotive and other equipment are responsible for replacement costs.

Risk Management – To account for the costs, both direct and indirect, of maintaining comprehensive property damage and general liability and workers' compensation insurance coverage. Revenue to this fund is derived from charges to City departments.

Engineering Services – To account for the direct and indirect costs of the Engineering Division of Public Works, which provides engineering services for the capital projects and other departments of the City. Revenue to this fund is derived from charges to City departments and projects based on the work performed.

Facilities Maintenance – To provide maintenance and custodial service to all city owned facilities.

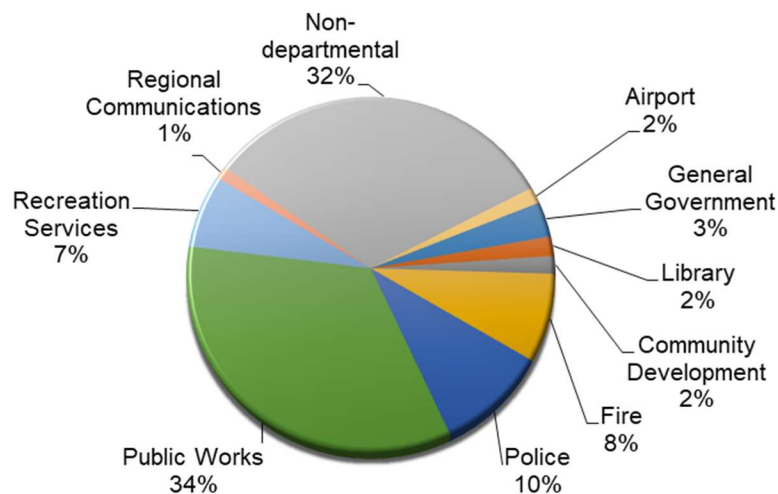
Overall City Budget Summary

The Fiscal Year 2023 (FY2023) Budget consists of two components – operating budget and capital budget. PSPRS 0.75% Tax and Contingency is broken out from General Operations to show a better representation of the operating budget. The Contingent Debt Service is budgeted should a debt issue be necessary.

	FY22 Budget	FY23 Budget	% Chg
Operating Budget			
General Operations	\$ 102,361,873	\$ 108,185,890	5.7%
PSPRS 0.75% Tax	14,780,000	8,330,625	-43.6%
Contingent Debt Service	-	3,980,000	NA
Capital Budget	98,502,428	125,723,688	27.6%
Contingency	22,500,000	35,000,000	55.6%
Total	\$ 238,144,301	\$ 281,220,203	18.1%

The General Operations portion of the operating budget is \$108,185,890 representing a 5.7% increase from FY2022. The operating budget is comprised of the costs to continue operations from year to year without any capital expenditures. It encompasses all the basic services provided to Prescott's residents: police and fire protection; recreation services; library services; water; wastewater; solid waste collection including recycling; streets maintenance; planning and zoning; building inspection; economic development; and administrative services. The increase in operating budget reflects cost increases necessary to continue to provide City Services at equal or better levels. Below is a chart that depicts the operating budget by department.

FY23 Operating Budget by Department



Overall City Budget Summary

In the overall budget summary, the majority of the PSPRS related payments are itemized separately. However, the normal pension cost is budgeted in department's operational budget. The normal pension cost is the cost of benefits earned in the current year. The City's unfunded liability relates to prior earned pensions that are not sufficiently funded. The City is aggressively paying down this liability through additional payments and revenue from a dedicated sales tax. It is estimated that the .75% tax will be eliminated mid-fiscal year.

	FY2022 Budget	FY2023 Budget
PSPRS Annual Required Contribution		
Normal Pension Cost	\$ 1,285,382	1,260,215
Unfunded Liability	3,135,435	3,163,569
Total ARC - from Operating Budgets	4,420,817	4,423,784
Additional Payments		
3/4 cent PSPRS Tax	14,780,000	8,330,625
Total Additional Payments	14,780,000	8,330,625
Total Contributions	\$ 19,200,817	\$ 12,754,409

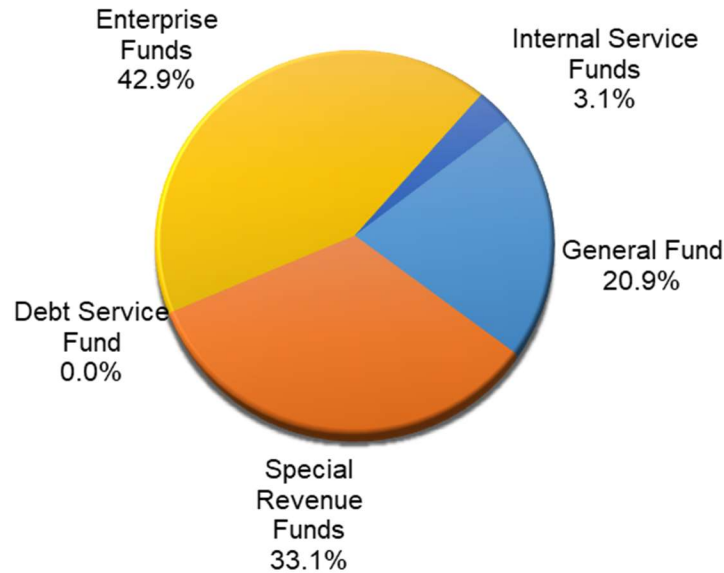
Contingency consists of a budget for potential grants that departments are pursuing along with a monies for any potential item that may arise during the year. The grants that are likely to be awarded or are ongoing are budgeted in each department's budget.

The second component, the capital budget, is \$125,723,688, a 27.6% increase from FY2022. Capital expenditures are non-routine, one time expenditures for purchase or projects with a value over \$5,000 and estimated useful life over one year, mainly infrastructure improvements for utility and streets projects in the Five-Year Capital Improvement Plan. Capital budgets tend to rise and fall each year depending on the timing of projects – especially as Prescott is primarily on a “pay-as-you-go” program.

The total budget for FY2023 is \$281,220,203, including all funds. The proportionate share of each fund type is displayed in the pie chart below:

Overall City Budget Summary

FY23 City Budget by Fund



The City of Prescott's budget is funded through multiple sources. The three main sources of revenue are charges for services, taxes, and intergovernmental revenues. Some of these sources are restricted and can only be used for certain types of expenditures while others are not restricted and can be used for general operations. Except for the General Fund, which pays for police, fire, recreation, and library services, all other City revenues are restricted by purpose. Enterprise funds such as water, sewer, golf course, and airport charges can only be used to provide services directly related to the rates and fees paid. Special Revenue funds such as the Streets Fund and Bed Tax Fund are also restricted to a specific purpose. The categories below include all funds and revenues will be discussed in more detail on the fund level.

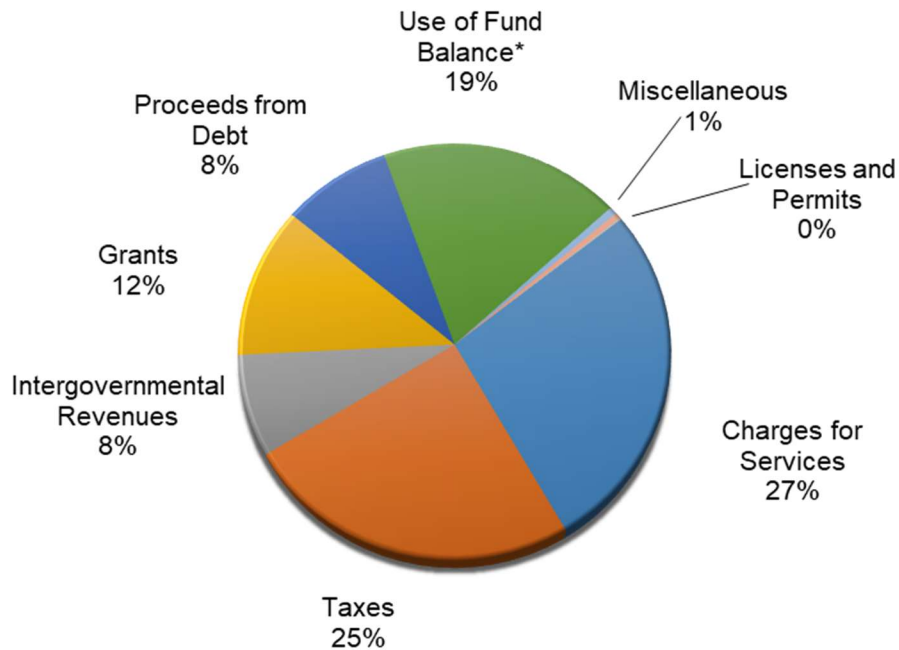
City-Wide Funding Sources

The next table summarizes the overall City of Prescott budget by fund with revenues, other financing sources, expenditures, and total fund balance.

Overall City Budget Summary

Funding Source Category	FY22 Budget	FY23 Budget	FY23 % of Total
Charges for Services	64,886,070	68,904,645	24.5%
Taxes	58,884,715	57,853,654	20.6%
Intergovernmental Revenues	18,754,611	24,540,872	8.7%
Grants	28,130,171	23,373,624	8.3%
Proceeds from Debt	20,259,600	28,428,072	10.1%
Potential Debt Issue - Conting	10,000,000	30,000,000	10.7%
Use of Fund Balance*	34,672,267	44,170,598	15.7%
Miscellaneous	1,429,040	2,482,838	0.9%
Licenses and Permits	1,104,030	1,136,300	0.4%
Fines and Forfeitures	324,100	329,600	0.1%
Total Funding Sources	\$ 238,444,604	\$ 281,220,203	

*One time expenditures such as capital and payments towards unfunded pension liability



Overall City Budget Summary

Overall City Budget Summary

	Major Governmental Funds			Non-Major Governmental Funds		
	FY2021	FY2022	FY2023	FY2021	FY2022	FY2023
	Actual	Est End	Budget	Actual	Est End	Budget
Revenues						
Taxes	\$ 62,383,064	\$ 63,524,215	\$ 56,365,904	\$ 1,233,603	\$ 1,454,586	\$ 1,475,000
Intergovernmental revenues	20,412,405	19,766,996	25,380,872	1,726,014	15,283,075	8,703,451
Licenses and permits	1,071,917	1,037,255	1,035,100	1,013,271	960,000	960,000
Fines and forfeitures	248,068	306,367	301,100	-	-	-
Gifts and donations	-	-	-	-	-	-
Charges for services	4,844,388	5,235,513	5,233,406	-	-	-
Miscellaneous	1,219,417	461,794	360,933	53,706	86,477	96,500
Total Revenues	90,179,259	90,332,140	88,677,315	4,026,594	17,784,138	11,234,951
Other Sources						
Bond Proceeds	7,551,220	-	30,000,000	-	-	-
Total Revenues and Other Sources	97,730,479	90,332,140	118,677,315	4,026,594	17,784,138	11,234,951
Expenditures						
Operating						
General Government	3,875,434	4,075,044	4,548,853	372,619	1,674,307	3,842,276
Culture and Recreation	5,981,232	6,176,734	6,814,972	774,049	1,556,180	1,096,160
Public Safety	40,606,356	37,635,866	38,141,955	833,204	6,925,391	2,629,240
Public Works	7,118,308	7,836,988	8,439,956	2,707,942	-	50,000
Airport	-	-	-	-	-	-
Capital Outlay	40,887,125	37,513,222	44,946,416	623,299	315,000	357,500
Debt Service	1,957,160	1,953,725	5,936,350	5,263	4,657	-
Contingency	-	-	30,000,000	45,000	5,075,000	5,175,000
Total Expenditures and Transfers	100,425,615	95,191,579	138,828,502	5,361,376	15,550,535	13,150,176
Other Financing Sources (Uses)						
Transfers In	38,000	1,273,000	2,158,522	2,398,494	1,172,913	2,209,906
Transfers Out	(5,283,128)	(3,266,636)	(5,755,605)	(77,759)	(109,276)	(1,010,276)
Total other financing sources (uses)	(5,245,128)	(1,993,636)	(3,597,083)	2,320,735	1,063,637	1,199,630
Net change in fund balances	(7,940,264)	(6,853,075)	(23,748,270)	985,953	3,297,240	(715,595)
Fund Balance - Beginning July 1	60,302,027	52,361,763	45,508,688	1,603,659	2,589,612	5,886,852
Fund Balance - Ending June 30	\$ 52,361,763	\$ 45,508,688	\$ 21,760,418	\$ 2,589,612	\$ 5,886,852	\$ 5,171,257

Overall City Budget Summary

	Proprietary Funds			Total All Funds		
	FY2021 Actual	FY2022 Est End	FY2023 Budget	FY2021 Actual	FY2022 Est End	FY2023 Budget
Revenues						
Taxes	\$ -	\$ -	\$ -	\$ 63,616,667	\$ 64,978,801	\$ 57,840,904
Intergovernmental revenues	11,947,282	5,955,125	13,792,048	34,085,701	41,005,196	47,876,371
Licenses and permits	5,048,192	4,568,870	4,555,000	7,133,380	6,566,125	6,550,100
Fines and forfeitures	-	-	-	248,068	306,367	301,100
Gifts and donations	-	-	-	-	-	-
Charges for services	56,243,828	56,478,202	58,217,139	61,088,216	61,713,715	63,450,545
Miscellaneous	1,173,191	841,834	1,354,330	2,446,314	1,390,105	1,811,763
Total Revenues	74,412,493	67,844,031	77,918,517	168,618,346	175,960,309	177,830,783
Other Sources						
Bond Proceeds	5,094,642	26,498,483	28,918,822	-	26,498,483	58,918,822
Total Revenues and Other Sources	79,507,135	94,342,514	106,837,339	168,618,346	202,458,792	236,749,605
Expenditures						
Operating						
General Government	1,008,551	1,333,121	1,401,195	5,256,604	7,082,472	9,792,324
Culture and Recreation	7,501,753	7,323,910	8,691,022	14,257,034	15,056,824	16,602,154
Public Safety	-	-	-	41,439,560	44,561,257	40,771,195
Public Works	26,216,206	27,534,198	29,834,320	36,042,456	35,371,186	38,324,276
Airport	2,151,896	2,434,725	2,784,662	2,151,896	2,434,725	2,784,662
Capital Outlay	31,351,162	43,144,803	77,398,031	72,861,586	80,973,025	122,701,947
Debt Service	8,094,928	8,681,164	9,132,295	10,057,351	10,639,546	15,068,645
Contingency	-	-	-	45,000	5,075,000	35,175,000
Total Expenditures and Transfers	76,324,496	90,451,921	129,241,525	182,111,487	201,194,035	281,220,203
Other Financing Sources (Uses)						
Transfers In	3,586,775	1,932,979	4,065,871	6,023,269	4,378,892	8,434,299
Transfers Out	(662,382)	(1,002,980)	(1,668,418)	(6,023,269)	(4,378,892)	(8,434,299)
Total other financing sources (uses)	2,924,393	929,999	2,397,453	-	-	-
Net change in fund balances	6,107,032	4,820,592	(20,006,733)	(847,279)	1,264,757	(44,470,598)
Fund Balance - Beginning July 1	37,998,436	44,105,468	48,926,060	99,904,122	99,056,843	100,321,600
Fund Balance - Ending June 30	\$44,105,468	\$ 48,926,060	\$ 28,919,327	\$ 99,056,843	\$ 100,321,600	\$ 55,851,002

Fund balance includes all revenues and expenses due at year end but not yet received or paid, and represents the available resources in a government. Fund balance is separated into reserved, which can be used only for a specific purpose, and unassigned, which can be used for any public purpose identified by Council.

Overall City Budget Summary

For the beginning of FY 2023, the City's estimated fund balance at July 1, 2022 is \$100.3 million and is summarized below:

City Estimated Fund Balance Summary

	Major Governmental Funds	Non-Major Governmental Funds	Proprietary Funds	Total All Funds
Beginning Fund Balance	\$45,508,688	\$ 5,886,852	\$48,926,060	\$ 100,321,600
FY23 Budget				
Operating Surplus (Deficit)	30,933,751	5,827,181	30,140,894	12,346,097
Capital Expenditures and Transfers	(50,702,021)	(1,367,776)	(79,066,449)	(60,620,691)
Debt Issue - Enterprise	-	-	28,918,822	28,428,072
Contingency	(30,000,000)	(5,175,000)	-	-
Contingency - Debt Issue	30,000,000	-	-	-
Contingency for Debt Service	(3,980,000)	-	-	-
Ending Funding Balance	<u>\$21,760,418</u>	<u>\$ 5,171,257</u>	<u>\$28,919,327</u>	<u>\$ 80,475,078</u>
Ending Fund Balance Detail				
Reserved for:				
Operating (Policy)	\$ 13,233,597	\$ 1,123,495	\$ 147,500	\$ 4,565,741
Long-term Obligations	3,500,000	-	-	6,385,591
Specific Programs	-	4,047,762	28,771,827	69,523,746
Total Unassigned	<u>\$ 5,026,821</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>

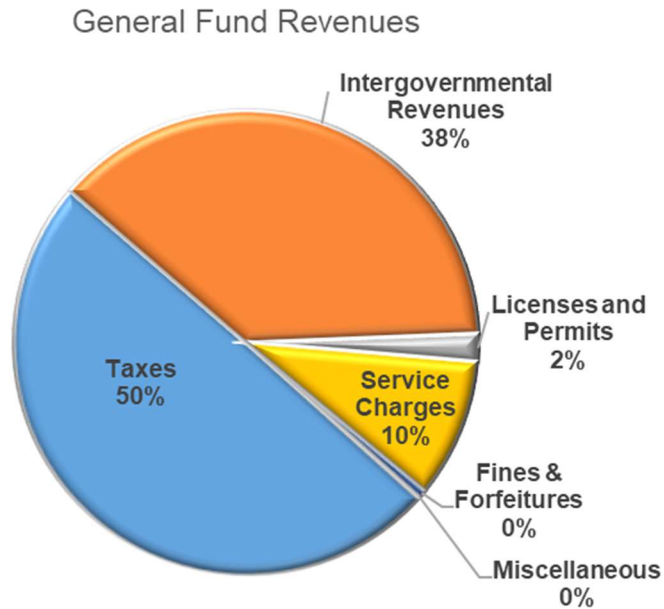
The FY2023 budget has identified the use of \$44.5 million from fund balance relating to a one time use for capital expenditures, retirement of unfunded pension liability, or specific projects. The fund balance levels are sufficient to maintain adequate cash flow and a reserve to cover unanticipated expenditures and revenue shortfalls.

General Fund

The General Fund is the chief operating fund of the City. The fund provides for basic governmental services including administration, legal, council, finance, police, fire, library, recreation services, and community development. This section describes revenues and expenditures and identifies trends.

Revenue and Trends

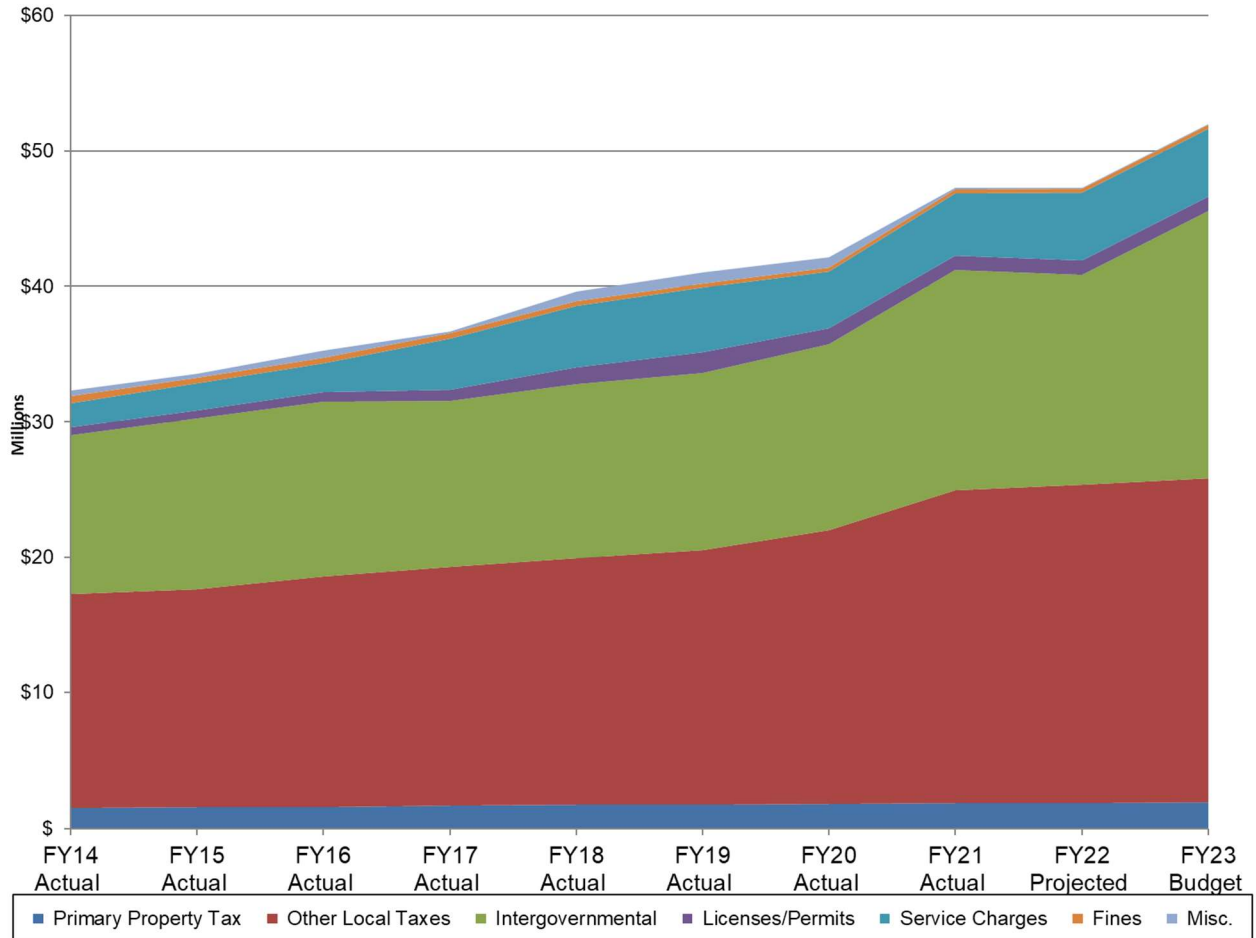
The General Fund source of revenues is primarily (87%) City and state-assessed taxes which have no correlation to service demand. These taxes include the local 1% transaction privilege tax, primary property tax, intergovernmental (state shared) revenues, and franchise taxes. Service charges, licenses and permits, fines, and miscellaneous revenues total 13% of the General Fund revenues. The proportionate share of revenues for the general fund is depicted below.



General Fund

The next chart depicts revenue trends on an aggregate basis. When preparing the FY23 Budget, an effort was made to remain conservative due to possible inflation concerns.

General Fund Revenue Trends



Taxes

Transaction Privilege (Sales) Tax

Arizona's cities and towns have authority granted by the State to establish certain taxes or revenue purposes. The local transaction privilege tax, commonly referred to as sales tax, is one of the main sources of local taxes. City of Prescott's Charter (Article VI, Section 7) authorizes the City to levy a local sales tax and requires voter approval for a local rate in excess of 1%.

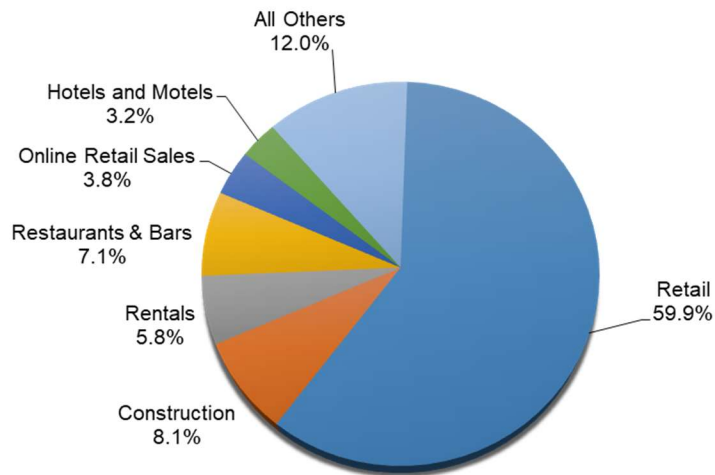
The combined sales tax rate in the City of Prescott for all taxable activities is 9.10%. The combined rate consists of 5.6% for the State of Arizona, 0.75% for Yavapai County and 2.75% for the City of Prescott. Of the City's 2.75% rate, 1% is dedicated for Streets, 1% is for the General Fund, and 0.75% is dedicated to the unfunded PSPRS liability (effective January 1, 2018). It is anticipated that the 0.75% dedicated for PSPRS will be eliminated during FY23 due to meeting the intended goal.

General Fund

Transaction privilege tax is far more extensive than retail sales. It includes taxation of residential and commercial rentals, utilities, communications, construction activities, and restaurant and bars to name a few. The chart below depicts the proportionate share of taxable activity reporting categories. As the economy recovers, the City has seen increased reporting of taxable sales.

A 12.2% increase, or \$2,415,000, is budgeted for privilege tax revenue in the General Fund. This is largely due to the conservative budget due to the inflation concerns in FY23. The challenges in the revenue category are subjectivity to economic activity, increased regional competition, and state law reforms that decrease taxable activities.

Sales Tax Reporting Categories



Property Tax

State law (A.R.S. §42-17151(A)) allows a municipality to levy a property tax. There are two types of property tax in the State of Arizona, primary and secondary. Primary property tax can be used for any general City operations. A secondary property tax may be levied to service voter-approved General Obligation bonds. The secondary property tax is revenue for the Debt Service fund and primary property tax is a General Fund source of revenue.

The primary property tax levy provides less than 3.7% of General Fund revenue. Minimal annual increases to this levy are allowed per state law. Of the total property tax that residents in the City of Prescott contribute, 3.5% is collected for the City of Prescott and the remaining tax collections go Yavapai County and public schools such as Yavapai College and Prescott Unified School District. The City of Prescott's primary property tax rate for FY23 is 0.2281 per \$100 of assessed value.

Franchise Taxes

General Fund

Franchise taxes are derived from utility franchise agreements. Unisource Gas and Arizona Public Service are the voter-approved sole providers of gas and electric services in the City and the franchise fee rates are 2% of gross revenues. The Cable TV license for the City of Prescott is held by Cable One and the contract negotiated franchise fee rate is 5.0% of gross revenues.

Intergovernmental Revenues

State Shared Revenues

State shared revenues that are collected by the State of Arizona and distributed to incorporated cities and towns, including income tax (urban revenue sharing), transaction privilege tax (state shared sales tax), state gasoline tax (Highway User Revenue Fund (HURF)), and vehicle license tax (VLT). Of these revenues, all are General Fund revenue except HURF which is restricted for transportation and is in the Streets Fund. State shared revenues are subject to fluctuations in economic activity as well as changes in Prescott's population relative to the population in the County and State. Since the City of Prescott is growing slower than other communities; the City's proportional share of State Shared Revenue is decreasing.

State Sales Tax (Transaction Privilege Tax): Citizens and visitors of Prescott, through collection by local businesses, pay the State 5.6% on taxable activity. A portion of that sales tax is returned to the City based on the relation of Prescott's population to the total population of all incorporated cities and towns in the State.

State Income Tax: The State of Arizona collects income taxes and shares that revenue with incorporated cities and towns based on population. The portion of the State income tax which will be distributed to cities and towns in represents individual and corporate income tax collections by the State two years ago.

Vehicle License Tax (Auto Lieu Tax): Twenty-five percent of the net revenues collected for the licensing of motor vehicles by the State in a particular county are distributed back to incorporated cities and towns within that county based on its population in relation to the total incorporated population of the county.

Library District

The Yavapai County Free Library District is a Special District established by the Yavapai County Board of Supervisors in 1987 and is funded by a County levied property tax. The district funds the Yavapai Library Network, consisting of 18 public, academies, school, and museum libraries and allows for the countywide resource sharing of library materials among all member libraries. An annual direct contribution to the libraries provides supplemental funding for library operations. The Prescott Public Library is estimated to receive \$551,975 in direct contribution and other direct and indirect services.

Other Revenues

Licenses and Permits: This revenue category consists mainly of building permit fees. Other revenues in this are transaction privilege tax license fees, business license fees, dog license, blasting permits, and film permits. The City has experienced an increase in building activity. On September 24, 2019, Council voted to eliminate the business license fee that went into effect January 1, 2017.

Service Charges: These revenues include partner contributions to the Regional Communications Center (joint dispatch) center, a contract with Yavapai Prescott Indian Tribe to provide fire protection services, facility rental, and recreation fees for parking and programs. The major increase is for partner contributions for a public safety software upgrade at the Regional Communications center.

Fines and Forfeitures: This category covers fees paid to the City of Prescott for fines assessed by the Police Department, City Court, Legal Department, and Library.

General Fund

Miscellaneous: The main revenue source in this area is interest earned on fund balance.

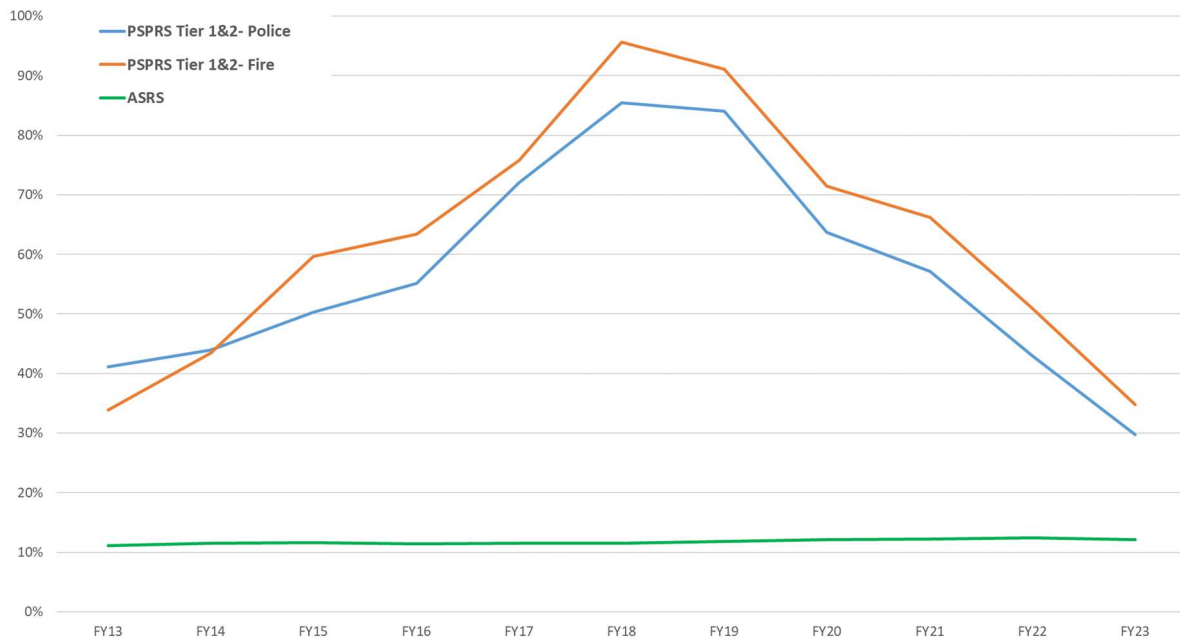
Expenditures and Trends

In FY23, personnel costs make up 72.96% of the total operating budget in the General Fund, which include all employer costs related to the compensation for City employees in the General Fund. Costs for personnel in the General Fund have steadily increased.

The majority of increases in General Fund personnel expenditures in recent years is attributable to steep escalation of state-mandated and determined Public Safety Personnel Retirement System (PSPRS) costs. PSPRS is a defined benefit pension which means retirement benefits are based on a formula which includes years of service and salary. It is organized as an agent multiple-employer plan which means all 256 agencies in the State that are part of PSPRS are administered by the retirement system, but accounted for individually. Prescott is not alone in this dilemma; it affects all agencies state-wide at varied levels of severity.

The retirement system calculates actuarially determined contribution rates, which the City pays each year as a “percentage of salary”. Employees also contribute to the retirement system, but their rates are capped per State law at 7.65. City employer contribution rates for FY23 are 34.77% for Fire and 29.74% for Police. A ten-year history of contribution rates is depicted in the graph below. The Arizona State Retirement System (ASRS) is the retirement system for all other employees in the City and has maintained a stable rate for both the employee and employer.

State-Run Pension Systems – Employer Contribution Rates



The rising pension contribution rates relate to a decline in the funded status of the pension plans. The current PSPRS actuarial valuation shows unfunded liability as of June 30, 2021 of approximately \$22.3 million and funding ratios of 82.8% for Police and 85.7% for Fire. The total PSPRS annual required contribution in FY23 is \$4.4 million dollars. About 28% of the total contribution costs relate to normal retirement costs (benefits earned by employees this current year) and the remaining 72% pays for the

General Fund

amortization of unfunded liabilities. There have been many factors which lead to the decline in the funded status, including investment losses and pension reform legal battles.

During the legislative session in 2016, a pension reform was successfully passed along with a voter initiative. Among the major changes, the law will allow for new hires to be placed into a reformed pension plan, and removes permanent benefit increase by replacing it with a cost of living increase based on the consumer price index capped at 2%. These are positive changes for the future, but are not expected to affect the current unfunded liability.

Major increases can be observed in personnel costs for the market compensation plan implemented starting in FY22 with the purpose of recruiting and retaining talented, high-performing employees, providing regular performance-based adjustments using an established and competitive pay plan, and encouraging career growth at the City.

Changes in departmental operating budgets will be discussed in the Department Operational Plans section of this document.

Balancing the budget

Each year the ongoing operating expenditures are aligned to expected revenues. The City has taken many actions to increase revenue and reduce expenditures including, establishing user fees, pursuing entrepreneurial initiatives and public-private partnerships, eliminated programs, and reducing personnel.

Overall, the FY23 General Fund revenues are budgeted to be up by \$7.9 million and operating expenditures are up \$1.8 million when compared to the FY21 budget. Adjustments in expenditures and revenue enhancements enabled the City to balance the General Fund budget while accomplishing key goals and maintain service levels.

Fund Balance

An authorized use of fund balance is budgeted at \$10.4 million in FY23 for one time capital expenditures. The budgetary reserve (unassigned fund balance plus the operating reserve) would be \$10.5 million, which equates to approximately 3 months of operating expenditures. This is greater than the Government Finance Officers Association (GFOA) best practice recommendation of maintaining at least 2 months of regular operating expenditures.

General Fund Balances

	FY21 Actual	FY22 Budget	FY22 Estimate	FY23 Budget
Net Change in Fund Balance	\$ 5,367,673	\$ (16,029,718)	\$ (4,091,640)	\$ (10,385,005)
Fund Balance - Beginning	23,100,562	28,468,235	28,468,235	24,376,595
Fund Balance - Ending	\$28,468,235	\$ 12,438,517	\$24,376,595	\$ 13,991,590
Ending Balance - Detail				
Reserved for:				
Operations (Policy)	\$ 9,457,606	\$ 7,658,057	\$ 9,453,827	\$ 10,396,037
Long-term obligations	2,924,000	2,924,000	2,924,000	3,500,000
Unassigned	16,086,629	1,856,460	11,998,768	95,553
Total Ending Fund Balance	\$28,468,235	\$ 12,438,517	\$24,376,595	\$ 13,991,590

General Fund

General Fund					% Budget Change
	FY21 Actual	FY22 Budget	FY22 Estimate	FY23 Budget	
Revenues					
Taxes					
Privilege/Use Tax	\$ 21,393,939	\$ 19,800,000	\$ 21,800,000	\$ 22,215,000	12.2%
Franchise Taxes	1,719,356	1,720,000	1,700,000	1,700,000	-1.2%
Primary Property Tax	1,833,266	1,874,215	1,874,215	1,905,279	1.7%
Total Local Taxes	24,946,561	23,394,215	25,374,215	25,820,279	10.4%
Intergovernmental Revenue					
State Sales Tax	5,255,328	5,201,382	5,439,540	6,559,446	26.1%
State Income Tax	6,686,658	5,779,955	6,043,820	8,845,009	53.0%
State Vehicle License Tax	3,757,347	3,389,701	3,441,656	3,798,839	12.1%
Yavapai County Library District	566,516	553,975	553,975	551,975	-0.4%
Total Intergovernmental Revenues	16,265,849	14,925,013	15,478,991	19,755,269	32.4%
Licenses and Permits	1,071,917	1,042,830	1,037,255	1,035,100	-0.7%
Service Charges	4,595,022	4,308,512	5,005,513	4,993,406	15.9%
Fines & Forfeitures	248,068	301,100	306,367	301,100	0.0%
Miscellaneous	160,614	75,933	66,794	65,933	-13.2%
Total General Fund Revenue	47,288,031	44,047,603	47,269,135	51,971,087	18.0%
Other Sources					
Lease Purchase Proceeds	7,551,220	10,000,000	-	30,000,000	
Transfers In	-	1,273,000	1,273,000	2,158,522	69.6%
Total Revenues and Other Sources	54,839,251	55,320,603	48,542,135	84,129,609	52.1%
Operating Expenditures by Departments					
Budget & Finance	\$ 330,836	\$ 382,978	\$ 308,218	\$ 411,778	7.5%
City Clerk	91,381	145,717	112,181	159,710	9.6%
City Council	39,018	50,908	37,822	41,174	-19.1%
City Court	542,239	671,312	655,883	702,806	4.7%
City Manager	399,267	494,334	941,388	415,416	-16.0%
Community Development	2,028,196	1,722,388	1,747,259	2,025,856	17.6%
Rodeo, Parking Garage	197,027	93,937	30,281	82,220	-12.5%
Fire	8,955,808	10,559,466	7,246,541	10,791,252	2.2%
Legal	199,496	258,791	218,793	275,973	6.6%
Library	2,298,709	2,476,127	2,353,559	2,569,974	3.8%
Police	11,181,063	12,776,042	9,140,279	13,928,368	9.0%
Recreation Services	3,270,500	3,611,644	3,526,569	3,823,256	5.9%
Regional Communications	1,425,976	1,671,538	1,620,565	1,928,141	15.4%
Governmental Operating Grant Match	73,019	396,242	171,339	148,691	-62.5%
Airport Operating Transfer	168,749	703,193	542,133	169,342	-75.9%
Golf Course Operating Transfer	-	537,045	631,384	849,417	58.2%
Public Safety Unfunded Liability ARC	4,568,509	3,135,545	3,278,481	3,163,569	0.9%
Total Operating Expenditures	\$ 35,769,792	\$ 39,687,207	\$ 32,562,675	\$ 41,486,943	4.5%
Capital and Other					
Capital Projects and Transfers	13,456,785	13,646,974	20,017,600	18,531,531	35.8%
Debt Service - Contingency	-	-	-	3,980,000	
Contingency	-	17,500,000	-	30,000,000	71.4%
Retirement Contributions Use of Fund	245,001	516,140	53,500	516,140	0.0%
Total Expenditures and Transfers	\$ 49,471,578	\$ 71,350,321	\$ 52,633,775	\$ 94,514,614	32.5%
Ending Balance, 6/30					
Net Change in Fund Balance	\$ 5,367,673	\$ (16,029,718)	\$ (4,091,640)	\$ (10,385,005)	
Fund Balance - Beginning	23,100,562	28,468,235	28,468,235	24,376,595	
Fund Balance - Ending	28,468,235	12,438,517	24,376,595	13,991,590	

Special Revenue Funds

Streets

A special revenue fund accounts for revenues and expenditures that are legally restricted by purpose. The City's most significant special revenue fund is the Streets Fund.

The main sources of revenue for this fund are from the 1% additional sales tax rate and HURF State shared revenue. The 1% tax was restored by voters effective January 1, 2016, establishing the 1% tax for Streets only. Previously, voters approved the 1% tax for both streets and open space acquisitions. These revenues provide the funding for street construction and maintenance.

Streets Fund					
	FY21	FY22	FY22	FY23	%
	Actual	Budget	Estimate	Budget	Budget Change
Revenues					
Sales Tax	\$ 21,393,939	\$ 19,800,000	\$ 21,800,000	\$ 22,215,000	12.2%
Highway Users Revenue	3,906,556	3,829,598	3,937,685	4,785,603	25.0%
Partnering	240,000	825,000	350,320	840,000	1.8%
Street Light Fee	249,366	230,000	230,000	240,000	4.3%
Miscellaneous/Interest Earnings	1,058,803	280,000	395,000	295,000	5.4%
Total Revenues	\$ 26,848,664	\$ 24,964,598	\$ 26,713,005	\$ 28,375,603	13.7%
Expenditures					
Recreation Services	\$ 214,996	\$ 278,841	\$ 266,325	\$ 339,522	21.8%
Public Works	7,118,308	8,337,189	7,836,988	8,439,956	1.2%
Debt Service	1,957,160	1,953,725	1,953,725	1,956,350	0.1%
Total Operations	9,290,465	10,569,755	10,057,038	10,735,828	1.6%
Recreation Services Capital Outlay	214,996	4,400,000	266,325	8,889,522	102.0%
Streets Capital Outlay	27,215,343	15,754,500	18,774,856	32,849,346	108.5%
Total Expenditures	\$ 36,720,804	\$ 30,724,255	\$ 29,098,219	\$ 52,474,696	70.8%
Ending Balance, 6/30					
Net Change in Fund Balance	\$ (9,872,140)	\$ (5,759,657)	\$ (2,385,214)	\$ (24,099,093)	
Fund Balance - Beginning	38,254,659	28,382,519	28,382,519	25,997,305	
Fund Balance - Ending	28,382,519	22,622,862	25,997,305	1,898,212	

Revenue and Trends

Transaction Privilege (Sales) Tax: Voters have approved various options for additional dedicated transaction privilege tax. The history of the voter approved sales tax is below. The latest ballot was August 2015, when voters repealed the ¾% tax expected to begin January 1, 2016 and replaced it with a 1% streets only tax.

Rate	Streets Tax Votes	Begins	Ends
1%	September 1995, streets only	1/1/1996	12/31/2005
1%	May 2000, extend 10 year, includes open space	1/1/2006	12/31/2015
¾%	September 2009, streets only	1/1/2016	12/31/2035
1%	August 2015, repeals 2009 vote and adopts 1% streets only	1/1/2016	12/31/2035

Special Revenue Funds

The 12.2% increase in the FY23 budget shows increased taxable sales activity is occurring as the economy improves post-pandemic.

Highways Users Revenue: The revenue estimate of \$4,785,603 is provided by the State and is higher than the FY22 budget by 25.0%. Highway User Revenue was hit by the pandemic in FY21. This revenue source is commonly referred to as the gasoline tax; however, there are a number of additional transportation related fees including a portion of vehicle license taxes that are placed in the highway user revenue fund. The distribution formula is adopted by the state legislature. Currently 27.5% of total State HURF collections is distributed to incorporated cities and towns on the basis of (a) one-half based on the city's population relative to statewide population of incorporated cities and towns and (b) one-half, first, on the basis of county origin of sales of motor vehicle fuel, and secondly, on the basis of the city's population relative to county-wide population of incorporated cities.

Intergovernmental/Partnering: Intergovernmental Partnering revenues included in this fund relate to contributions from Yavapai County for major street and related drainage projects.

Street Light Fee: This fee, which was implemented during FY1995, is projected to bring in \$240,000. The fee is based on \$.75 per residence or commercial unit and \$.75 per unit for multi-family structures. The purpose of this fee is to help offset electrical and maintenance costs for street lights located throughout the City of Prescott and is collected on utility bills.

Miscellaneous Revenues: Miscellaneous revenues include interest earned on fund balance and the interest rebates through the issuance of Build America Bonds for the MPC 2010 bond which was used to construct the SR89A/Side Road Interchange project in FY2010. For accounting purposes, the reduction in interest costs on the bonds is being recorded as revenue.

Expenditures

Operating expenditures include street maintenance and ongoing costs related to capital program development, handled jointly by the Recreation Services and Public Works Departments. Changes in departmental operating budgets will be discussed in the Department Operational Plans section of this document.

The capital projects budget increases with a capital plan that includes some major reconstruction projects.

Transfers Out

The transfer out in FY23 is for a grant funded street project.

Fund Balance

Although the fund balance is projected to decrease, based on trends, the City does not expect all capital projects to be accomplished. Also, the five year projection indicates that fewer projects will be planned in future years so the fund balance will increase again.

Special Revenue Funds

Transient Occupancy Tax

The Transient Occupancy Tax Occupancy (Bed Tax) Fund is limited by ballot language to tourism promotion and recreational development.

Transient Occupancy Tax Fund

	FY21	FY22	FY22	FY23	%
	Actual	Budget	Estimate	Budget	Budget Change
Revenues					
Bed Tax Revenues (3% levy)	\$ 1,228,518	\$ 900,000	\$ 1,450,000	\$ 1,475,000	63.9%
Total Revenues	\$ 1,228,518	\$ 900,000	\$ 1,450,000	\$ 1,475,000	63.9%
Expenditures					
Tourism Office - Sales/Marketing/Admin	\$ 384,285	\$ 518,716	\$ 893,470	\$ 631,160	21.7%
Tourism Grant Allocations	89,542	101,000	145,000	150,000	48.5%
Airport Service Media	2,730	10,000	7,707	10,000	0.0%
Courthouse Lighting	30,000	95,000	160,000	40,000	-57.9%
Prescott Frontier Days Rodeo	40,000	40,000	40,000	40,000	0.0%
Prescott Downtown Partnership/SCS	86,000	65,000	65,000	65,000	0.0%
Parks Tourism and Open Space	39,970	50,000	50,000	50,000	0.0%
PAAHC - Arts and Cultural Grants	38,466	45,000	40,000	45,000	0.0%
Sister Cities	1,818	-	-	-	
Museum Support					
Sharlot Hall Utilities	9,977	10,000	10,000	10,000	0.0%
Sharlot Hall Marketing Support	25,000	25,000	25,000	25,000	0.0%
Phippen Marketing Support	15,000	15,000	15,000	15,000	0.0%
Indigenous People Marketing Support	-	15,000	15,000	15,000	0.0%
Contingency	-	100,000		100,000	
Total Operations	762,788	1,089,716	1,466,177	1,196,160	9.8%
Operating Transfer					
Events Overtime (transfer to General Fund)	18,000	18,000	18,000	18,000	0.0%
Parking Garage	20,000	55,000	55,000	55,000	0.0%
Airport Events	418	-	-	25,000	
Downtown Courtesy Can	36,276	36,276	36,276	39,276	8.3%
Operating Transfer	74,694	109,276	109,276	137,276	25.6%
Total Operating Uses	\$ 837,482	\$ 1,198,992	\$ 1,575,453	\$ 1,333,436	11.2%
Recreation Development Capital		\$ -	\$ 300,000	\$ 357,500	
Total Expenditures	\$ 837,482	\$ 1,198,992	\$ 1,875,453	\$ 1,690,936	41.0%
Ending Balance, 6/30					
Net Change in Fund Balance	\$ 391,036	\$ (298,992)	\$ (425,453)	\$ (215,936)	
Fund Balance - Beginning	570,667	961,703	961,703	536,250	
Fund Balance - Ending	961,703	662,711	536,250	320,314	

Special Revenue Funds

Revenue

The main source of revenue is the transient occupancy tax (bed tax) which is an additional 3% transaction privilege tax levied on the gross income of all businesses engaged in transient lodging. Transient lodging is defined as lodging for any period of not more than thirty consecutive days. The original bed tax was established by a vote of the citizens of Prescott in 1987 and was set at 2%. In 2007, the voters approved a tax rate increase to 3%. These revenues are project to have a 63.9% increase expected from FY22 budget to FY23 budget. The fund is another area that was budgeted conservatively in FY22 because of the pandemic's unknown impact on the economy.

Expenditures

Community Outreach & Tourism actively promotes Prescott as a destination for tourists. Recreation Services includes capital projects related to recreation development. Bed Tax allocations are support and grants to local community events and organizations which promote tourism and recreation. These allocations are recommended by the Tourism Advisory Committee to the City Council for approval. A contingency is included for opportunities that may arise during the fiscal year.

Special Revenue Funds

Grants

The Grant Funds schedule below represents a group of funds which expends grants received by the City for various projects. This accounts for all grants City wide, except for Airport grants which are accounted for in the Airport Enterprise Fund. Grant funds must be used for the stated purpose of the grant and must meet expenditure guidelines. Departments identify grant opportunities and a budget is established in these funds to have appropriation available to pursue the grants. These grants are both operating and capital grants.

Fund balance is strictly related to timing between receipts and disbursements.

Grant Funds					
	FY21	FY22	FY22	FY23	%
	Actual	Budget	Estimate	Budget	Budget Change
Revenues					
Grant Revenues	\$ 1,726,014	\$ 12,965,854	\$ 15,283,075	\$ 8,533,832	-34.2%
Miscellaneous/Interest Earning	34,663	65,700	67,204	77,000	17.2%
Transfers In	2,395,429	1,426,242	1,172,913	2,209,906	54.9%
Total Revenues	<u>\$ 4,156,105</u>	<u>\$ 14,457,796</u>	<u>\$ 16,523,192</u>	<u>\$ 10,820,738</u>	<u>-25.2%</u>
Expenditures					
City Court	\$ 9,155	\$ 29,000	\$ 29,000	\$ 36,000	24.1%
City Manager	91,591	3,552,634	1,143,409	3,025,225	0.0%
Community Development	281,028	887,753	530,898	817,051	-8.0%
Recreation Services	-	81,000	81,000	-	-100.0%
Library	11,261	-	9,003	-	0.0%
Police Department	570,500	936,401	3,775,235	1,136,026	21.3%
Regional Communications	-	-	-	-	-
Fire Department	253,548	476,348	3,121,156	1,457,214	205.9%
Public Works	2,707,942	50,000	-	50,000	0.0%
Non Departmental (Contingency)	45,000	8,257,511	5,075,000	5,075,000	-38.5%
Total Expenditures	<u>\$ 3,970,025</u>	<u>\$ 14,270,647</u>	<u>\$ 13,764,701</u>	<u>\$ 11,596,516</u>	<u>-18.7%</u>
Ending Balance, 6/30					
Net Change in Fund Balance	\$ 186,080	\$ 187,149	\$ 2,758,491	\$ (775,778)	
Fund Balance - Beginning	(2,343,972)	(2,157,892)	(2,157,892)	600,599	
Fund Balance - Ending	<u>(2,157,892)</u>	<u>(1,970,743)</u>	<u>600,599</u>	<u>(175,179)</u>	

Special Revenue Funds

Impact Fees

The next special revenue funds are the Governmental Impact Fees. These are typically paid when building permits are issued to fund infrastructure needed to serve new development. In August 2014, due to new legislation, the Parks, Fire, Library, Police, and Streets impact fees were eliminated. Effective August 1, 2019, the Fire, Police and Streets impact fees were reinstated following the new legislative rules. The remaining impact fees collected by the City of Prescott are the Water and Wastewater Impact Fees which are accounted for in the Enterprise Funds. The summaries of the balances below will mainly grow as a result of interest earnings and expended with eligible capital projects are identified by the City.

Governmental Impact Fees

FY23 Impact Fee Budget	Parks	Fire	Library	Police	Streets
Revenues					
Impact Fees	\$ -	\$ 180,000	\$ -	\$ 180,000	\$ 600,000
Rent - Fire Station 75	-	19,000	-	-	-
Interest	-	-	-	-	-
Total Revenues	\$ -	\$ 199,000	\$ -	\$ 180,000	\$ 600,000
Expenditures					
Capital Outlay	\$ 15,000	\$ -	\$ -	\$ -	\$ -
Total Expenditures	\$ 15,000	\$ -	\$ -	\$ -	\$ -
Ending Balance, 6/30					
Net Change in Fund Balance	\$ (15,000)	\$ 199,000	\$ -	\$ 180,000	\$ 600,000
Fund Balance - Beginning	46,485	1,351,941	487,401	1,367,997	1,492,129
Fund Balance - Ending	31,485	1,550,941	487,401	1,547,997	2,092,129

Note: Parks and Library impact fees are no longer being collected.

Special Revenue Funds

Trust Funds

Lastly are two Trust funds the Acker Trust and Gifts and Donations Funds. The Acker Trust Fund is a special revenue fund to account for the assets willed to the City of Prescott by J.S. Acker to be expended for “purposes of improving and perpetually maintaining parks and for the purpose of promoting music, all for the use and benefit of the public.” The Acker Trust board typically awards music scholarships to music organizations by expending interest earned on the balance. The Gifts and Donations fund is for tracking funds donated to the City to be used as specified by the donor. Some ongoing programs funded with donations include Show-With-A-Cop, Police Explorers, Friends of the Public Library, and Volunteers Park Rangers. Often donations are received for one-time purchases or projects for example for improvements to parks and trails.

Trust Funds

FY23 Trust Funds Budget	Acker Trust	Gifts & Donations
Revenues		
Gifts/Donations	\$ -	\$ 155,744
Interest	14,375	-
Total Revenues	\$ 14,375	\$ 155,744
Expenditures		
Scholarships	\$ 14,375	\$ -
Gift/Donation Expenditures	-	1,057,099
Total Expenditures	\$ 14,375	\$ 1,057,099
Ending Balance, 6/30		
Net Change in Fund Balance	\$ -	\$ (901,355)
Fund Balance - Beginning	549,242	938,738
Fund Balance - Ending	549,242	37,383

Special Revenue Funds

PSPRS Dedicated Tax

Revenue for this fund is provided by the August 2017 voter approved 0.75% additional transaction privilege tax to pay down the unfunded Public Safety Personnel Retirement System pension liability. The tax went into effect on January 1, 2018, and ends the earlier of December 31, 2027, or at such time as the City's PSPRS unfunded liability is \$1.5 million or less as determined by actuarial value.

	FY21	FY22	FY22	FY23	%
	Actual	Budget	Estimate	Budget	Budget Change
Revenues					
Sales Tax Revenues (0.75%)	\$ 16,042,564	\$ 14,780,000	\$ 16,350,000	\$ 8,330,625	-43.6%
Total Revenues	<u>\$ 16,042,564</u>	<u>\$ 14,780,000</u>	<u>\$ 16,350,000</u>	<u>\$ 8,330,625</u>	<u>-43.6%</u>
Expenditures					
Non Departmental - PSPRS contributions	\$ 14,475,000	\$ 14,780,000	\$ 16,350,000	\$ 8,330,625	-43.6%
Total Expenditures Budget	<u>\$ 14,475,000</u>	<u>\$ 14,780,000</u>	<u>\$ 16,350,000</u>	<u>\$ 8,330,625</u>	<u>-43.6%</u>
Ending Balance, 6/30					
Net Change in Fund Balance	\$ 1,567,564	\$ -	\$ -	\$ -	
Fund Balance - Beginning	(1,053,194)	514,370	514,370	514,370	0.0%
Fund Balance - Ending	<u>514,370</u>	<u>514,370</u>	<u>514,370</u>	<u>514,370</u>	<u>0.0%</u>

The current PSPRS actuarial valuation shows unfunded liability as of June 30, 2021 of approximately \$22.3 million and funding ratios of 82.8% for Police and 85.7% for Fire. The total PSPRS annual required contribution in FY23 is \$4.4 million dollars and this will be funded out of the general fund. About 28% of the total contribution costs relate to normal retirement costs (benefits earned by employees this current year) and the remaining 72% pays for the amortization of unfunded liabilities over a 20 year period. The PSPRS Dedicated Tax Fund is intended to be additional contributions above the annual required contribution which will pay down the unfunded liability much sooner (estimated at under 10 years) and with much less cost to the community. It is anticipated that this tax will be eliminated during FY23.

Debt Service Fund

The Debt Service Fund was created during FY1999 primarily as the result of the voter-approved general obligation issue for the purchase of Watson and Willow Lakes in September, 1998. Added to the debt service payments for the aforementioned project are the debt service for the Police Station building approved by the voters in 1989 and special assessment payments for improvement districts previously issued and to be issued in the future.

As part of the issuance of the bonds for the purchase of Watson and Willow Lakes, the remainder of the debt for the Police Station was also refunded without extending the life of the debt service (final payment was made in FY2009). The bonds for the lakes was paid in full during FY17 and the remaining debt service for a small sanitary improvement district was paid in full in FY22.

Debt Service Fund

	FY21	FY22	FY22	FY23	%
	Actual	Budget	Estimate	Budget	Budget Change
Revenues					
Secondary Property Taxes	\$ 41	\$ -			0.0%
Special Assessments Billing	5,044	4,586	4,586	-	-100.0%
Interest	219	71	71		-100.0%
Total Revenues	<u>\$ 5,304</u>	<u>\$4,657</u>	<u>\$ 4,657</u>	<u>\$ -</u>	<u>-100.0%</u>
Expenditures					
Special Assessment Bonds	\$ 5,263	\$4,657	\$ 4,657		-100.0%
Total Expenditures Budget	<u>\$ 5,263</u>	<u>\$4,657</u>	<u>\$ 4,657</u>	<u>\$ -</u>	<u>-100.0%</u>
Ending Balance, 6/30					
Net Change in Fund Balance	\$ 41	\$ -	\$ -	\$ -	
Fund Balance - Beginning	4,008	4,049	4,049	4,049	
Fund Balance - Ending	<u>4,049</u>	<u>4,049</u>	<u>4,049</u>	<u>4,049</u>	

Revenue

Secondary property taxes are levied to service General Obligation bonds. Special assessment billings relates to the collection of payments for a small sanitary improvement district.

Fund Balance

The remaining fund balance is for timing of the payments on the special assessment bonds.

Enterprise Funds

Water

The purpose of the Water Fund is to insure a safe and reliable supply of water to the City's customer base through the protection of existing supplies, the acquisition of new supplies, and the continued maintenance and upgrade of the existing water delivery infrastructure. All activities necessary to provide this service are accounted for in this fund. The capital program will replace deficient infrastructure as standalone projects or in conjunction with street projects. The operations annual work program is focused on providing continuous service without disruption by performing preventative maintenance on existing infrastructure.

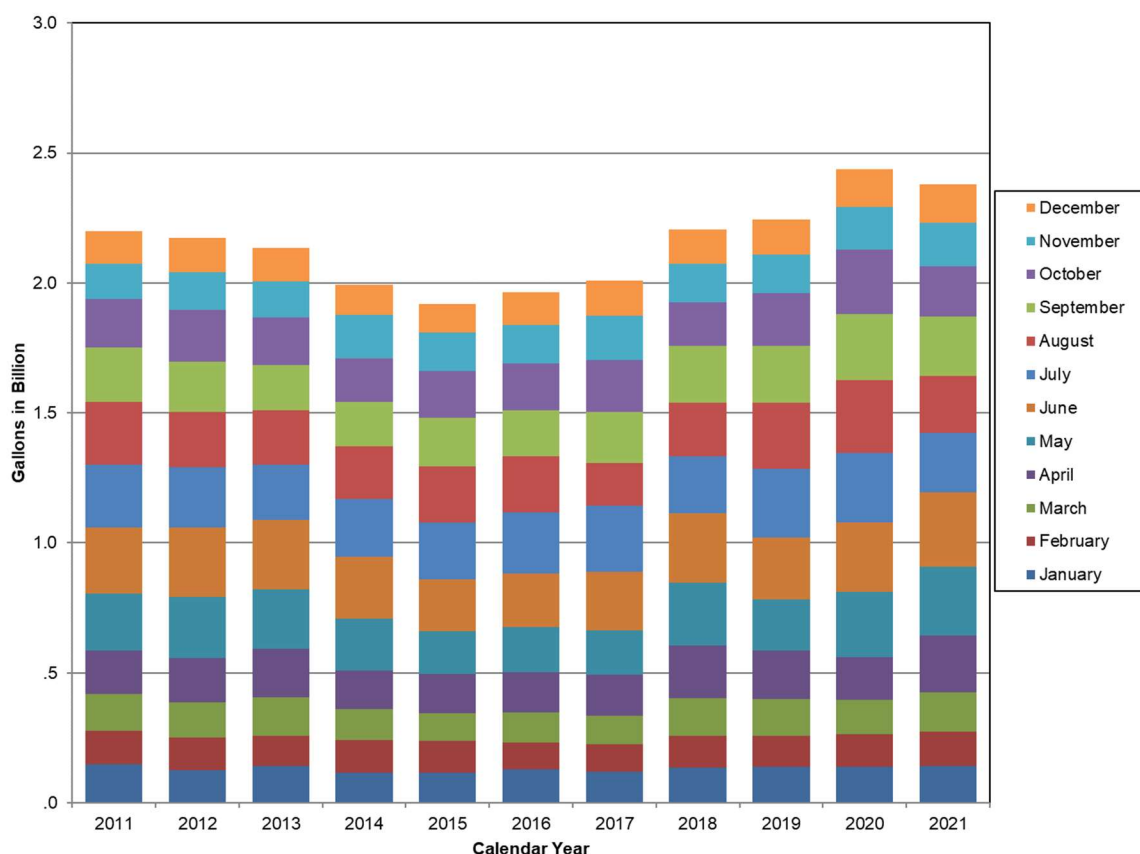
	FY21	FY22	FY22	FY23	%
	Actual	Budget	Estimate	Budget	Budget Change
Revenues					
Water Sales	\$ 19,573,091	\$ 19,104,601	\$ 18,500,000	\$ 19,000,000	-0.5%
Water Connection Fees	311,825	175,000	275,000	175,000	0.0%
Aquifer Protection Fee	275,436	275,000	275,000	275,000	0.0%
Water Resource Development Fee	686,286	680,657	680,657	680,000	-0.1%
Water System Impact Fee	2,729,706	2,504,873	2,504,873	2,400,000	-4.2%
Miscellaneous/Interest Earnings	266,028	173,600	257,080	289,600	66.8%
Total Revenues	\$ 23,842,371	\$ 22,913,731	\$ 22,492,610	\$ 22,819,600	-0.4%
Other Sources					
Bond Proceeds - WIFA Draws	\$ 2,536,721	\$ 17,033,702	\$ 22,243,482	\$ 25,947,888	52.3%
Water Resource Partnering	60,206	-	-	-	
Total Revenues and Other Sources	\$ 26,439,297	\$ 39,947,433	\$ 44,736,092	\$ 48,767,488	22.1%
Expenditures					
Budget & Finance	\$ 250,228	\$ 279,314	\$ 238,121	\$ 306,195	9.6%
Public Works	8,457,900	10,548,536	9,888,893	9,736,159	-7.7%
Debt Service	3,210,881	3,582,457	3,417,801	3,584,535	0.1%
Subtotal Operations	11,919,009	14,410,307	13,544,815	13,626,889	-5.4%
Water System Capital Projects	8,420,775	18,442,437	15,743,088	28,611,689	55.1%
Aquifer Protection Capital Projects	54,891	375,000	-	375,000	0.0%
Water System Impact Capital Projects	5,468,112	11,176,215	11,805,324	15,838,142	41.7%
Total Expenditures Budget	\$ 25,862,787	\$ 44,403,959	\$ 41,093,227	\$ 58,451,720	31.6%
Transfers Out	\$ 662,383	\$ 480,000	\$ 522,980	\$ 834,209	73.8%
Ending Balance, 6/30					
Net Change in Fund Balance	\$ (85,872)	\$ (4,936,526)	\$ 3,119,885	\$ (10,518,441)	
Fund Balance - Beginning	28,651,291	28,565,419	28,565,419	31,685,304	
Fund Balance - Ending	28,565,419	23,628,893	31,685,304	21,166,863	

Enterprise Funds

Revenue and Trends

Current water rates and impact fees can be found at www.prescott-az.gov.

Water Sales: During FY2019 the City contracted with Raftelis Financial Consultants on a utility rate update. The rate changes continue to encourage conservation through an inverted pyramid rate structure. Water sales are projected at \$19,000,000 in FY2023 compared to an estimated \$19,104,601 for FY2022 representing a slight decrease. This revenue is very weather sensitive; although trends are indicating consumption per capita is decreasing. The total consumption per capita in 2021 (50,832.10) is down from 2011 (55,173.55). However, water sales are increasing as rates are set to cover the costs of operating the water utility as well as for funding necessary capital improvements.



Water Connection Fees: These fees are for costs involved with the City installing new water meters, as well as new service connection and disconnection fees. The fees vary with meter size and include the parts, labor and equipment to install the water meter, water box or yoke, and water tap.

Aquifer Protection Fees: This is a new fee implemented with the latest rate study effective January 1, 2015 as a monthly fixed charge based on meter size to provide a dedicated funding source for design, construction and operation of facilities and implementation of other measures and practices necessary to achieve and maintain water quality mandated by state and federal law applicable to surface, reuse and recharge assets.

Enterprise Funds

Water Resource Development Fee (formerly Alternative Water Impact Fee): Water Resource Development Fees are assessed on new construction building permits and are designed to fund infrastructure for capacity needed to serve new development. The City of Prescott adjusted the Water Resource Development Fee through a development fee update prepared by Raftelis Financial Consultants. This fee recovers costs associated with acquiring the Big Chino Water Ranch in accordance with Arizona Revised Statutes 9-463.05. Effective August 1, 2019, this fee is based on the customer's meter size ranging from \$1,481 for a 5/8" x 3/4" meter to \$76,840 for an 8" meter.

Water System Impact Fee: Water Resource Development Fees are assessed on new construction building permits based on location of development (service area) and meter size and are designed to fund infrastructure for capacity needed to serve new development. Water system impact fees were adjusted during FY2019 in conjunction with Raftelis Financial Consultants. This fee is assessed during the building permit process and is based on location of development (service area) and meter size. The FY2019 fee study set forth a fee schedule that ranges from \$862 for a 5/8" x 3/4" meter in service area A to \$282,826 for an 8" meter in service area B. This adjustment was predicated upon growth related projects, derived from the City's hydraulic utility models, needed in future years in conjunction with Arizona Revised Statutes 9-463.05.

Miscellaneous/Interest earnings: Miscellaneous income encompasses NSF charges, sales tax accounting allowance and other minor fees that may be collected by this fund throughout the year. Interest earnings are monies earned on the available cash in the Water Fund.

Bond Proceeds – WIFA draws: These are bonds for capital projects through the Water Infrastructure Finance Authority (WIFA) of Arizona. WIFA is an independent agency of the State of Arizona and is authorized to finance the construction, rehabilitation and/or improvement of drinking water, wastewater, wastewater reclamation, and other water quality facilities/projects. Generally, WIFA offers borrowers below market interest rates on loans.

Water Resource Partnering: This category is for reimbursements made to the City of Prescott by the Town of Prescott Valley and Salt River Project pursuant to the Comprehensive Agreement #1 related to the Big Chino Aquifer.

Expenditures

Operating expenditures are for the Utilities and Water Resource Divisions of Public Works and the Utility Billing Division of Budget and Finance.

Capital Projects are significant to maintain and improve aging infrastructure in the City of Prescott.

Fund Balance

The Water Fund has a healthy fund balance which has allowed the City to mainly fund capital through a "pay-as-you-go" program. This means the City typically finances capital with cash on hand rather than borrow.

Enterprise Funds

Wastewater

The purpose of the Wastewater Fund is to account for the provision of wastewater services to the residents of the City of Prescott and some residents of the County. The Utilities Division is responsible for the operation and maintenance of the City wastewater system. The system requires cleaning of approximately 546 miles of main line, 8,634 manholes and 61 lift stations. System maintenance includes main line repairs, manhole rehabilitation, and pump replacement/repairs.

Wastewater collected by the City wastewater system flows to the wastewater treatment plants, where it undergoes a multi-faceted biological process to separate out the solids and treat the water for reuse and recharge. The Wastewater Fund operates and maintains two wastewater treatment plants: Sundog and Airport. All plants are operated in accordance with Environmental Protection Agency and Arizona Department of Environmental Quality standards. The treated water, called effluent, is sold for use in watering golf courses and construction to reduce potable water demand or recharged to the ground water through the City's recharge facilities. The solids are used in land application and/or hauled off to a landfill for disposal.

All activities necessary to provide wastewater services are accounted for in the fund.

Wastewater Fund

	FY21	FY22	FY22	FY23	%
	Actual	Budget	Estimate	Budget	Budget Change
Revenues					
Wastewater Service Fees	\$ 13,767,344	\$ 14,449,893	\$ 14,449,893	\$ 14,680,000	1.6%
Wastewater Impact Fees	1,356,764	1,108,340	1,108,340	1,200,000	8.3%
Effluent Sales	920,620	550,000	550,000	550,000	0.0%
Miscellaneous/Interest Earnings	360,749	134,664	124,664	119,664	-11.1%
Total Revenues	\$ 16,405,476	\$ 16,242,897	\$ 16,232,897	\$ 16,549,664	1.9%
Other Sources					
Bond Proceeds - WIFA Draws	\$ 1,783,209	\$ 2,600,898	\$ 3,221,671	\$ 1,229,971	-52.7%
Total Revenues and Other Sources	\$ 18,188,686	\$ 18,843,795	\$ 19,454,568	\$ 17,779,635	-5.6%
Expenditures					
Public Works Operating	7,758,427	8,005,207	7,626,325	8,563,663	7.0%
Debt Service	4,662,483	4,832,620	4,753,786	4,829,595	-0.1%
Subtotal Operations	12,420,910	12,837,827	12,380,111	13,393,258	4.3%
Wastewater Systems Capital Projects	819,812	8,579,334	4,143,924	7,848,803	-8.5%
Wastewater System Impact Capital Projects	359,604	2,814,814	2,666,811	4,052,587	44.0%
Total Expenditures Budget	\$ 13,600,326	\$ 24,231,975	\$ 19,190,846	\$ 25,294,648	4.4%
Ending Balance, 6/30					
Net Change in Fund Balance	\$ 4,588,360	\$ (5,388,180)	\$ 263,722	\$ (7,515,013)	
Fund Balance - Beginning	8,212,199	12,800,559	12,800,559	13,064,281	
Fund Balance - Ending	12,800,559	7,412,379	13,064,281	5,549,268	

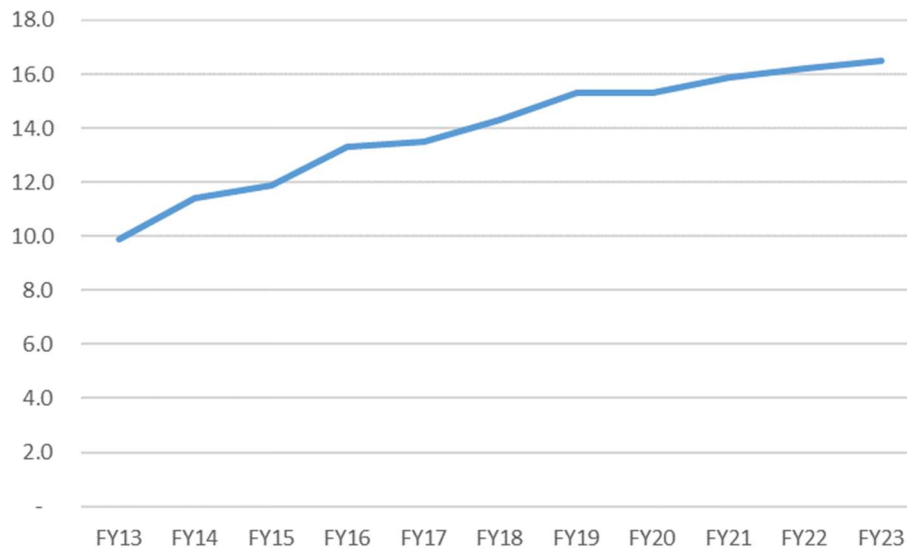
Enterprise Funds

Revenues

Current wastewater rates and impact fees can be found at www.prescott-az.gov.

Wastewater Service Fees: Wastewater fees were evaluated during the FY19 utility rate update prepared by Raftelis Financial Consultants. Wastewater revenues have increased steadily over the last ten years as rates are set to fund increased operating and capital improvement costs to service the City's complex wastewater system.

Wastewater Revenue Trend



Wastewater Impact Fees: Wastewater system impact fees are assessed on new construction building permits based on location of development (service area) and meter size. The FY2019 fee study modified the service unit (fixtures to meter size) which yielded fees ranging from \$3,020 for a 5/8" x 3/4" meter to \$161,068 for an 8" meter. This adjustment was predicated upon growth related projects, derived from the City's hydraulic utility models, needed in future years in conjunction with Arizona Revised Statutes 9-463.05.

Effluent Sales: The City of Prescott charges for the sale of effluent. This revenue category reflects the sale of effluent to externally to the Hassayampa and Prescott Lakes golf courses, as well as internally to the City owned Antelope Hills Golf Course. It is also used by vendors in the construction industry such as Hanson Concrete. The fees for the effluent are based on existing contract agreements with these users.

Miscellaneous/Interest Earned: Miscellaneous revenues include interest earned, private lift station charges, septage disposal fees, plan reviews and inspection fees, and wastewater connections. Septage disposal fees are collected at the wastewater treatment plant from septic pumpers and private recreational vehicles. Plan Review Fees are collected to cover costs for Public Works staff to review infrastructure plans to ensure compliance with codes. Inspection Fees are to cover the costs for inspection of new development infrastructure to ensure the work is in compliance with the approved plans, specifications, and codes. Finally, wastewater connections are the charges to customers when tapping to the existing wastewater mains.

Enterprise Funds

Bonds Proceeds - WIFA: These are bonds for capital projects through the Water Infrastructure Finance Authority of Arizona. WIFA is an independent agency of the State of Arizona and is authorized to finance the construction, rehabilitation and/or improvement of drinking water, wastewater, wastewater reclamation, and other water quality facilities/projects. Generally, WIFA offers borrowers below market interest rates on loans. Draws are made on approved bonds as the capital projects progress.

Expenditures

Operating expenditures are for the Utilities Division of Public Works. Changes in departmental operating budgets will be discussed in the Department Operational Plans section of this document.

Fund Balance

The Fund balance is expected to decrease from FY22 Budget to FY23 Budget as a result of timing of capital expenditures. The Wastewater Fund has less funds available than the Water fund for capital projects, thus debt financing is used more frequently.

Enterprise Funds

Solid Waste

The Solid Waste Division manages municipal solid waste City-wide. The Division provides solid waste and recycling collection services to all City residents and contracted commercial customers; operates a 250 ton-per-day transfer station; and monitors a closed landfill. The Division educates residents regarding acceptable recycling materials in order to increase participation in the City's recycling program and divert recyclable materials from the waste stream.

The purpose of the Solid Waste Fund, an enterprise fund, is to account for the financial activities of solid waste and recycling collection, disposal and other related services provided to the citizens of Prescott. Costs are fully recovered through fees charged to customers.

The City is responsible for providing solid waste collection services to its residents according to Arizona State law and City Ordinance. Collection is provided weekly for residential customers, and collection for commercial customers ranges from once per week to six times per week depending on the individual commercial customer's needs.

During FY1992, the landfill was officially closed to residential and commercial customers with the exception of continuing to accept construction debris from City accounts and private contractors. The partial closure was necessary because the landfill had almost reached capacity. The collected solid waste and recyclables are now taken to the City's Transfer Station and then hauled by a contracted firm to a private disposal site.

Voluntary curbside recycling began in 1992, following a very successful pilot program. Recyclables are collected on a weekly basis with the City providing the containers to the customers. In June 1996, the City added plastics to items collected for recycling purposes. During FY1999, the City mailed a survey along with the utility bills asking the public their opinions on expanding the residential recycling program. As a result of the favorable responses, Council approved expanding and automating the program to enable collection and transportation of commingled recyclable materials. The new program commenced in spring of FY2000.

During FY1992, the Sundog Transfer Station was constructed in partnership with Yavapai County. The partnership was subsequently dissolved in 2009. All vehicles, including the City's solid waste trucks, are weighed at the station and are charged accordingly. This fund accounts for the payments of tipping fees and hauling costs to private companies for the transporting and disposal of solid waste and recyclables and accounts for tipping fees paid by individuals, contractors and private collection companies opting to use the Transfer Station.

Enterprise Funds

Solid Waste

	FY21 Actual	FY22 Budget	FY22 Estimate	FY23 Budget	% Budget Change
Revenues					
Refuse Collection Fees	\$ 6,538,455	\$ 6,785,000	\$ 7,160,000	\$ 7,198,000	6.1%
Transfer Station Fees	2,461,386	2,317,500	3,281,000	3,200,000	38.1%
Landfill Closure Surcharge	140,170	155,000	143,500	155,000	0.0%
Recycling Revenue	4,546	13,000	25,000	13,000	0.0%
Miscellaneous/Interest Earnings	37,667	82,372	82,501	69,372	-15.8%
Total Revenues	\$ 9,182,225	\$ 9,352,872	\$ 10,692,001	\$ 10,635,372	13.7%
Other Sources					
Lease/Purchase Proceeds	\$ 774,712	\$ 625,000	\$ 1,033,330	\$ 1,250,213	100.0%
Total Revenues and Other Sources	\$ 9,956,937	\$ 9,977,872	\$ 11,725,331	\$ 11,885,585	19.1%
Expenditures					
Public Works Operating	8,446,217	8,926,671	8,487,757	9,802,381	9.8%
Debt Service	221,564	425,854	509,577	718,165	68.6%
Subtotal Operations	8,667,781	9,352,525	8,997,334	10,520,546	12.5%
Capital	785,676	2,603,543	1,218,436	2,858,107	9.8%
Total Expenditures Budget	\$ 9,453,457	\$ 11,956,068	\$ 10,215,770	\$ 13,378,653	11.9%
Ending Balance, 6/30					
Net Change in Fund Balance	\$ 503,480	\$ (1,978,196)	\$ 1,509,561	\$ (1,493,068)	
Fund Balance - Beginning	1,134,946	1,638,426	1,638,426	3,147,987	
Fund Balance - Ending	1,638,426	(339,770)	3,147,987	1,654,919	

Revenues

Refuse Collection Fees: Until 2010, the City collected all solid waste within its city limits. In 2010, as a result of a change in the Arizona State Statute, commercial companies now have the ability to service commercial solid waste customers located within the City of Prescott city limits. In addition in 2015, the State Statutes were again amended to allow for competition for multifamily residential properties. Residential rates are currently to \$19.50 per month structured as follows: \$19.00 to pay for the collection and disposal of solid waste and \$.50 for a landfill closure fee.

Transfer Station Fees: Effective July 1, 2022, the tipping fee increased from \$71.00 per ton to \$72.00 per ton with an \$14.00 minimum. Tipping fees are also charged internally. When City departments use the landfill to dispose of inert debris, these departments are billed for their usage. With the closure of the MSW (municipal solid waste) landfill in FY1999, the City opened a transfer station for debris disposal.

Landfill Closure Surcharge: The landfill closure surcharge became effective September 1, 1993, and is designed to help defray the long term costs of maintaining the City's closed landfill. The landfill closure plan was approved by the State, and the State granted the City a small landfill exemption which avoids full closure requirements. The landfill was officially closed on February 21, 2002.

Recycling Revenue: Revenues received from the sale of recyclables obtained from residents and commercial customers. This revenue stream is based on, and sensitive to, the market value of recyclable materials. The current market value of recyclables has decreased to the point where the City will likely have to begin to pay for disposal rather than sell recyclables.

Enterprise Funds

Miscellaneous Revenue/Interest Income: This includes charge account permits, interest earnings and county contribution for use of land south of the Transfer Station for their tire yard. With regard to charge account permits, the City of Prescott handles approximately 350 charge accounts for users of the Transfer Station. Each account is charged a \$12 plate fee.

Lease/Purchase Proceeds: The proceeds will be used to purchase replacement fleet and a new truck for an additional route.

Expenditures

The expenditures account for the Solid Waste Division of the Public Works Department. The changes in expenditures will be discussed in the “Department Operational Plans” section in this document.

Fund Balance

Fund balance is decreasing with ongoing capital expenditures. Ongoing rate adjustments will help maintain sufficient funds to operate the waste collection and transfer station for City residents.

Enterprise Funds

Golf Course

The purpose of the Golf Course Fund is to account for the financial activities of Antelope North and South Golf Courses. It is the mission of the Golf Course to provide a positive golf experience and an enjoyable atmosphere for our customers while assuring revenues are more than sufficient to cover operating expenses, capital investments and debt payments.

Antelope Hills North Golf Course is a championship 18-hole course located on Highway 89 at the intersection of Highway 89 and Willow Creek Road. The PGA-sanctioned course, which surrounds the City of Prescott's municipal airport, is open to the public year-round. Antelope Hills South Golf Course was completed during FY1992. This 18 hole, par 72 course was opened for play July 1, 1992. The scenic landscaped course has views of Mingus Mountain, Granite Dells, Granite Mountain and a 100 mile view of the San Francisco Peaks, the highest point in Arizona. The South course is state of the art and includes a computerized irrigation system, multi-tees, bent grass greens and three lakes. Seventy-seven homes sites were developed surrounding the course and all sites have been sold.

The clubhouse on Perkins Drive was built in 1993 and contains a restaurant, bar and full-line golf shop. The restaurant, Manzanita Grille, is currently operated by the City and is open daily to serve the public. Golfers are able to start on either course from the clubhouse.

Wastewater effluent from the City's wastewater treatment plant is used to irrigate the golf course turf on both courses. A well-organized golf maintenance and development program is carried out including daily upkeep of golf course greens, fairways, tees and rough.

Indigo Golf (Formerly Billy Casper Golf) operates golf-related activities, including the pro shop, driving range, carts, cart barn and restaurant at the 36-hole facility, while the City will continue to be responsible for golf-course maintenance and capital improvements.

The partnership with Indigo Golf is designed to bring a new approach to the management of Antelope Hills. The company will utilize its purchasing efficiencies, lower operating costs, marketing strength, and customer-service training to assure enjoyable guest experiences and improved fiscal outlook.

Enterprise Funds

Golf Course					
	FY21	FY22	FY22	FY23	%
	Actual	Budget	Estimate	Budget	Budget Change
Revenues					
Greens Fees	\$ 1,952,022	\$ 1,647,350	\$ 1,647,500	\$ 1,975,500	19.9%
Cart Rentals	664,552	568,100	568,100	654,500	15.2%
Pro Shop	152,965	112,728	112,728	180,800	60.4%
Food and Beverage	1,073,310	974,136	974,136	1,345,405	38.1%
Miscellaneous/Contingency	15,813	309,800	9,650	523,150	68.9%
Total Revenues	\$ 3,858,662	\$ 3,612,114	\$ 3,312,114	\$ 4,679,355	
Other Sources					
Sale of Property (Golf Carts)	\$ -	\$ -	\$ -	\$ 490,750	
Total Revenues and Other Sources	\$ 3,858,662	\$ 3,612,114	\$ 3,312,114	\$ 5,170,105	43.1%
Expenditures					
Indigo Golf Operations	2,220,640	1,877,511	1,878,061	2,398,531	27.8%
Recreation Services Operations	1,479,565	1,379,648	1,473,437	1,576,657	14.3%
Contingency	-	300,000	-	300,000	0.0%
Subtotal Operations	3,700,205	3,557,159	3,351,498	4,275,188	20.2%
Capital	-	592,000	592,000	2,084,250	252.1%
Total Expenditures Budget	\$ 3,700,205	\$ 4,149,159	\$ 3,943,498	\$ 6,359,438	53.3%
Net Income/(Loss)	\$ 158,457	\$ (537,045)	\$ (631,384)	\$ (1,189,333)	

Revenues

Greens Fees: These are projected to increase slightly. This revenue is extremely sensitive to weather.

Cart Rentals: This revenue is derived from golf cart rentals.

Pro Shop Sales: These are merchandise sales from the shop located at the golf course.

Restaurant (Food and Beverage): The Manzanita Grill is a full service restaurant and bar to serve golfers and non-golfers. The restaurant also provides banquet catering for the Centennial Center for group events. This revenue source is estimated to increase 38.1% in FY23 compared to FY22.

Contingency: A contingency revenue and matching expense is budgeted to provide flexibility if revenues exceed projections.

Expenditures

The Parks, Lakes, Trails, and Landscape Division of Recreation Services maintains the course. All other aspects of the golf course operations and staff are managed by Indigo Golf. Capital expenditures are to purchase some golf course equipment in need of replacement.

Enterprise Funds

Fund Balance

The Golf Course Fund has operated in a deficit position. In previous years, the General Fund providee an internal loan with interest to offset the negative balance. During FY19, this internal loan was resolved or forgiven by City Council. In conjunction a policy change occurred to begin allowing the General Fund to cover any operational deficits and capital expenditures through an annual transfer of funds. The contract for operations is intended to improve the financial outlook of this fund.

Enterprise Funds

Airport

The Airport is classified by the Federal Aviation Administration as a primary, non-hub commercial service airport (more than 10,000 passenger boardings per year but less than 0.05% of total passenger boardings within the United States) and is used for a wide range of activities to include scheduled airline service, recreational aviation, corporate aviation, aircraft maintenance, extensive flight training, aerial firefighting operations, military aviation, medical flights, and aviation educational activities.

The Airport Enterprise Fund accounts for the financial activities for the operation, maintenance and development of Ernest A. Love Field/Prescott Municipal Airport. The airport opened in 1926 and re-named in 1928 to honor Prescott native Ernest A. Love who died while serving as a fighter pilot in the U.S. Army Air Service during World War I.

Over time, the airport has evolved into a facility comprised of approximately 760 acres of land with three runways, an airport terminal, FAA air traffic control tower, fixed base operation. Services provided include aviation fuel, aircraft services, and aircraft storage (hangar and tie-downs) to accommodate approximately 350 airplanes and helicopters in addition to transient aircraft.

Embry-Riddle Aeronautical University (ERAU), the world's only accredited 100% aviation-oriented university, has conducted flight training operations at Love Field since 1977. The university opened their western campus in Prescott in 1978 and currently hosts over 1,500 students annually.

In addition to ERAU, several other companies conduct fixed wing and helicopter flight training operations. Guidance Aviation conducts helicopter training through partnership with Yavapai College; North-Aire Aviation conducts fixed wing training through partnership with Yavapai College; and Universal Helicopters conducts helicopter training through partnership with ERAU.

Legend Aviation currently operates as the sole fixed-base operation (FBO) providing aviation fuel services and customer support services to include assisting customers with arranging for ground transportation, lodging and catering. The City of Prescott operated the FBO until privatizing the operation in 2008.

The United States Forest Service (USFS) established an aerial firefighting base at Prescott in 1962. In May 1992, the USFS dedicated a new facility, the Prescott Fire Center and Henry Y.H. Kim Aviation Facility, to support firefighting operations. With its aviation, communications and coordination capabilities, the Center can dispatch aircraft/helicopters, supplies, equipment, and crews to assist with emergency incidents throughout Southwest.

Enterprise Funds

Airport					
	FY21	FY22	FY22	FY23	%
	Actual	Budget	Estimate	Budget	Budget Change
Operating Revenues					
Tie Down and Hangar Rentals	\$ 644,633	\$ 677,185	\$ 630,598	\$ 686,482	1.4%
Ground Rentals	566,335	566,783	592,545	686,364	21.1%
Facilities Rentals	222,976	226,045	221,697	225,289	-0.3%
Fuel Flowage Fee	174,595	133,035	139,050	154,875	16.4%
Landing Fees	153,657	82,965	102,518	84,465	1.8%
Miscellaneous/Interest Earnings	424,712	310,644	475,621	417,246	34.3%
Total Revenues	\$ 2,186,908	\$ 1,996,657	\$ 2,162,029	\$ 2,254,721	12.9%
Operating Expenditures					
Fire Department - ARFF	384,068	392,245	411,161	417,460	6.4%
Airport Operations	1,767,827	2,137,205	2,023,564	2,367,202	10.8%
Total Operating Expenditures	\$ 2,151,896	\$ 2,529,450	\$ 2,434,725	\$ 2,784,662	10.1%
Operating Profit (Loss)	\$ 35,012	\$ (532,793)	\$ (272,696)	\$ (529,941)	
Capital Outlay/Projects					
FAA/ADOT Grant Revenue	\$ 11,887,076	\$ 14,164,117	\$ 5,955,125	\$ 13,792,048	-2.6%
Capital Outlay/Projects	15,442,293	15,673,979	6,712,470	15,306,388	-2.3%
City Share of Projects	\$ (3,555,217)	\$ (1,509,862)	\$ (757,345)	\$ (1,514,340)	0.3%
Total General Fund Transfer In	\$ (3,520,205)	\$ (2,042,655)	\$ (1,030,041)	\$ (2,044,281)	0.1%

Revenue

Tie Down and Hangar Rentals: Monthly rental of city-operated aircraft hangars, shades, open tie-downs and storage units. Rental fees are evaluated on an annual basis. A 1.4% increase is anticipated in FY23.

Ground Rentals: Rental of vacant property as well as existing ground leases based on fair market appraisals.

Facilities Rentals: Represent facility lease and license agreement charges for commercial tenants operating in the terminal building and other leased facilities.

Fuel Flowage Fee: A fuel flowage fee is a specified charge per gallon of fuel pumped and paid to the airport by the entity pumping the fuel (retail sale or bulk self-service non-retail). This revenue is expected to be 16.4% higher in FY23 in relation to the increased number of flights when compared to the previous fiscal year.

Landing Fees: These are fees assessed to all air carriers, cargo carriers, and chartered flights/large commercial aircraft above 12,500 pounds gross landing weight using the airport per landing. A higher number of flights should lead to an increase in landing fees received in FY23.

Enterprise Funds

Miscellaneous/Interest Earnings: Miscellaneous revenues consist of other revenue items that do not occur on a regular basis or are minor in total revenues received. This includes transient aircraft overnight parking fees, facility transfer fees, aviation self-fuel permits, vehicles storage permits, vending concessions, fingerprinting, and advertising concessions.

Expenditures

Operations at the airport are managed by the Airport Department. The Fire Department staffs and manages the Aircraft Rescue and Firefighting (ARFF) service, which is charged to the Airport Fund. Beginning in FY21, personnel costs for three firefighters are charged to the Airport Fund with a 50% cost recovery coming from the General Fund. Also, the PSPRS unfunded liability portion of personnel costs will be funded from the General Fund. Combined, this results in a 6.4% increase (before cost recovery) in ARFF expenditures in the Airport.

The changes in expenditures will be discussed in the “Department Operational Plans” section in this document.

The capital budget consists of three types of funding structures:

1. For federally-eligible projects, the Federal Aviation Administration (FAA) provides grant funding for 95% of eligible project costs, with the Arizona Department of Transportation Aeronautics Division contributing 2.5% of eligible project costs through the State Aviation Fund. The City contributes the remaining 2.5%.
2. For state-eligible projects, the Arizona Department of Transportation (ADOT) Aeronautics Division provides State Aviation Funds for 90% of eligible project costs with the City contributing the remaining 10%.
3. For local-only projects, the City provides 100% of all project costs.

The total City share for capital is a combination of the city grant match and the local only projects. The capital program at the Airport is largely funded through grants.

General Fund Transfer In

Per Council policy, to the extent airport revenues do not cover operations or capital expenditures, non-airport revenues are used to fund these requirements. This General Fund support does not constitute an internal loan.

City Debt Summary

The City of Prescott's internal service funds are used to account for services provided to other City funds on a cost-reimbursement basis and are accounted for separately. These include the Engineering, Facilities Maintenance, Fleet Maintenance, and Risk Management Funds.

Internal Service Funds					
	FY21	FY22	FY22	FY23	%
	Actual	Budget	Estimate	Budget	Budget Change
Revenues					
Engineering	\$ 1,534,456	\$ 1,500,500	\$ 1,500,000	\$ 1,500,000	0.0%
Facilities Maintenance	1,794,367	1,860,437	1,859,937	1,957,459	5.2%
Fleet Maintenance	2,506,407	2,100,100	2,650,000	2,700,000	28.6%
Risk Management	1,154,341	1,105,000	1,095,000	1,095,000	-0.9%
Total Revenues	\$ 6,989,570	\$ 6,566,037	\$ 7,104,937	\$ 7,252,459	10.5%
Operating Expenditures					
Engineering	1,553,662	1,695,207	1,531,223	1,732,117	2.2%
Facilities Maintenance	1,518,076	1,780,090	1,515,135	1,865,511	4.8%
Fleet Maintenance	2,283,472	2,407,528	2,457,277	2,550,323	5.9%
Risk Management	758,323	1,095,000	1,095,000	1,095,000	0.0%
Total Operating Expenditures	\$ 6,113,534	\$ 6,977,825	\$ 6,598,635	\$ 7,242,951	3.8%
Capital Expenditures					
Engineering	\$ -	\$ 37,000	\$ 2,750	\$ 111,000	
Facilities Maintenance	-	365,800	260,000	835,800	
Fleet Maintenance	-	-	-	115,000	
Total Capital	\$ -	\$ 402,800	\$ 262,750	\$ 1,061,800	
Total Expenditures	\$ 6,113,534	\$ 7,380,625	\$ 6,861,385	\$ 8,304,751	12.5%
Ending Fund Balance, 6/30					
Engineering	\$ 804,356	\$ 572,649	\$ 770,383	\$ 427,266	
Facilities Maintenance	812,842	527,389	897,644	153,792	
Fleet Maintenance	974,808	667,380	1,167,531	1,202,208	
Risk Management	2,439,875	2,449,875	2,439,875	2,439,875	

Revenue

Revenues represent charges to other City operating units on a cost reimbursement basis. Engineering services are mainly charged on an hour per worked basis to capital projects. Facilities charges each City facility it maintains a cost per square foot. Fleet charges an hourly shop rate for labor and recovers the costs of the parts by charging for all vehicle maintenance and repairs. Risk Management recovers the cost of the City's liability policy on a proportion of budget basis.

Expenditures

Engineering operates as a division of Public Works, Fleet and Facilities are in the Recreation Services Department, and Risk Management is managed by the Legal Department.

Fund Balance

The fund balance for internal service funds is accumulated for capital items.

City Debt Summary

The following summaries are intended to provide general information on City-wide debt obligations. The debt service payments for all other debt besides the General Obligation bonds are accounted for in their respective funds.

General obligation bonds are perhaps the most common method used to raise revenues for large scale municipal projects. The bonds are referred to as general obligation or full faith and credit bonds because they are guaranteed by the full taxing power of the city or town. These bonds are retired from secondary property tax funds. The amount of indebtedness that a city or town can incur through the issuance of general obligation bonds is limited in the state constitution. The constitution states that for general municipal purposes a municipality cannot incur a debt exceeding 6 percent of the assessed valuation of taxable property in the city or town. Additional bonds amounting to 20 percent of the assessed valuation of taxable property can be issued for supplying such specific city and town projects as water, artificial light, sewers, and for the acquisition and development of land for open space preserves, parks, playgrounds and recreational facilities.

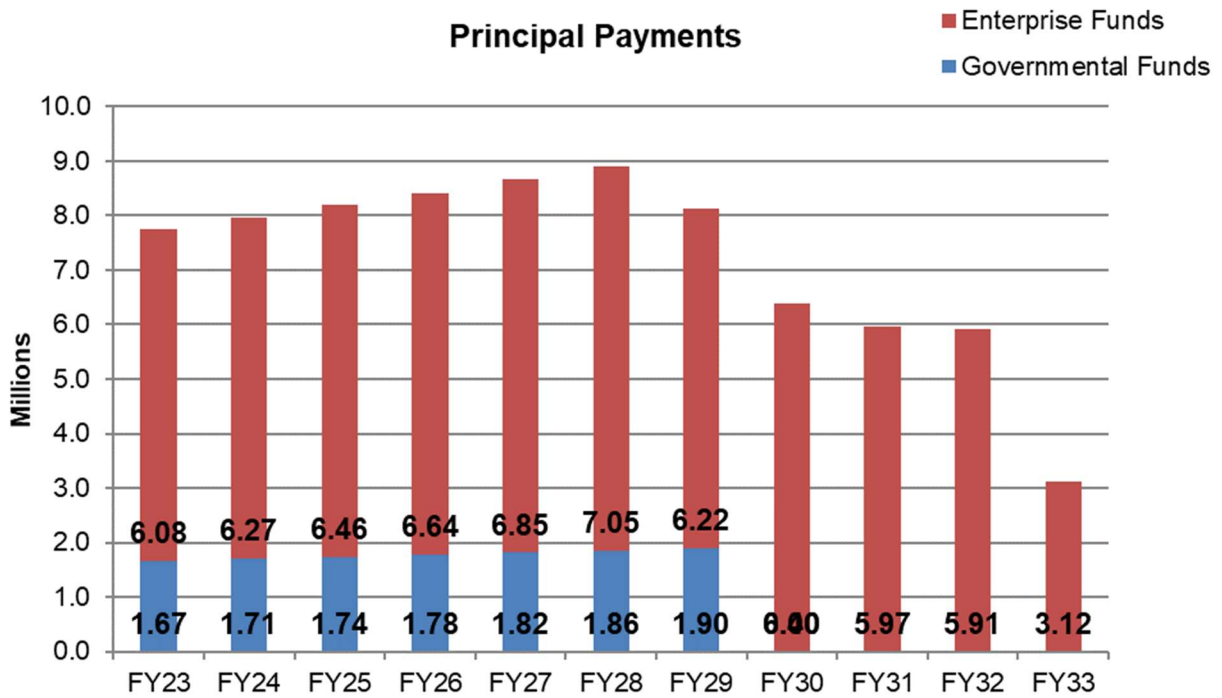
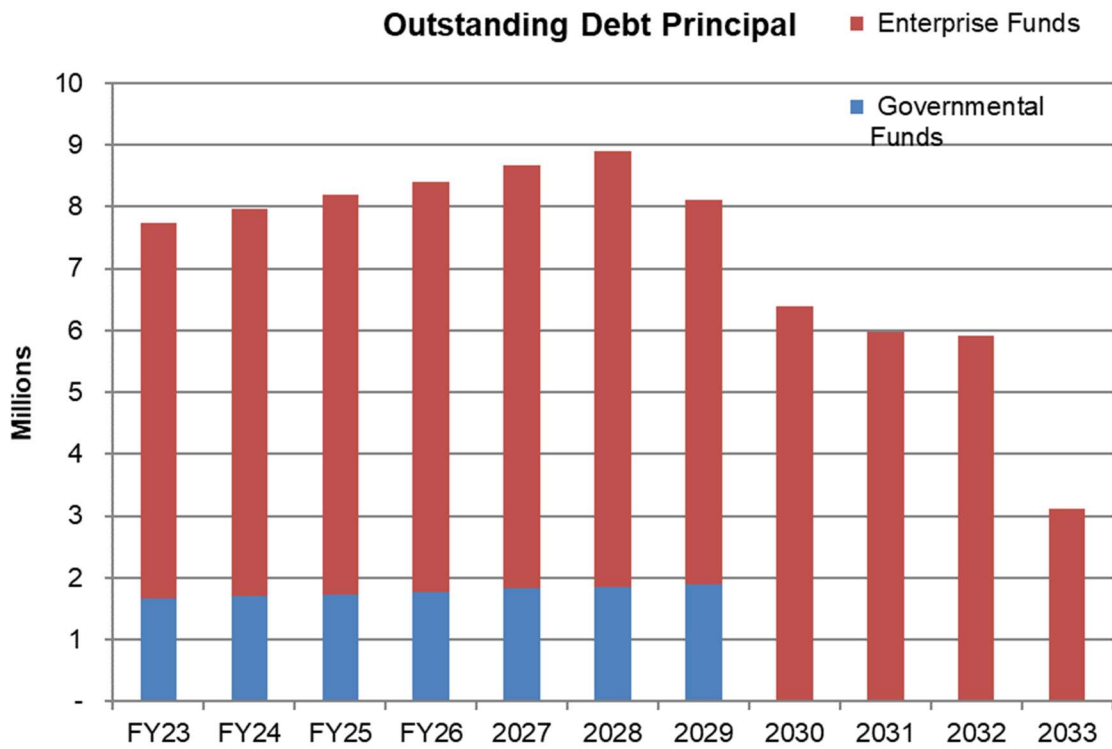
The issuance of general obligation bonds must be submitted to the voters for approval. The City currently has no outstanding general obligation bonds and the total bonding capacity is depicted below:

	<u>General Obligation Bonds</u>	
	All Others 6%	Water & Sewer 20%
<u>Legal Debt Limitation</u>		
Assessed Valuation - \$821,592,811	\$ 49,295,569	\$ 164,318,562
<u>Outstanding Debt</u>		
No outstanding GO Bond Debt	-	-
Total outstanding debt	-	-
Total margin available	\$ 49,295,569	\$ 164,318,562
Total debt applicable to the limit as a percentage	0.0%	0.0%

City-wide, the debts are mostly obligations of Enterprise funds, which are repaid by charges for services. The governmental debt is for municipal property corporation bonds issued for the State Route 89A/Granite Dells Parkway Interchange and is repaid by the 1% sales tax dedicated to streets.

Outstanding debt principal city-wide can be observed in the charts on the following:

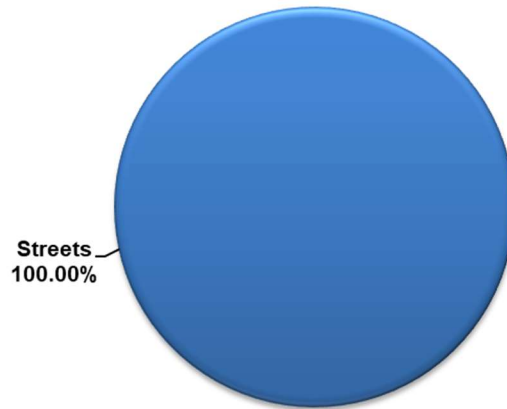
City Debt Summary



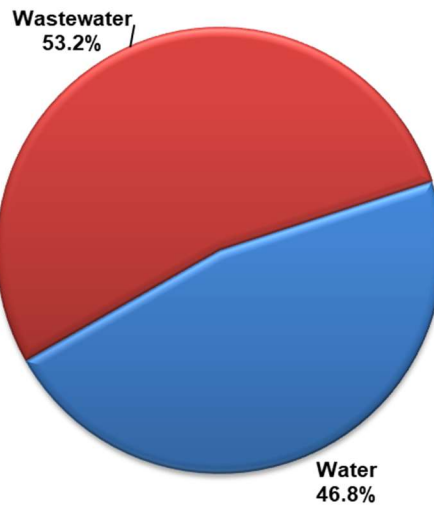
City Debt Summary

Below are two charts that show the share of the proprietary and governmental funds debt into funds:

Governmental Fund Debt



Proprietary Fund Debt



City Debt Summary

Department Operational Plans

Departmental Operational Plans Overview	101
City Expenditure Budget by Department and Fund	103
City Expenditure Budget by Department and Category	104
Airport.....	105
Budget and Finance	110
City Clerk	120
City Council	124
City Court.....	129
City Manager	134
Community Development.....	151
Fire	162
Legal.....	175
Library.....	181
Police.....	190
Public Works.....	205
Recreation Services	228
Regional Communications	243



Department Operational Plans

Department Operational Plans Overview

In formulating the budget each year, the City's departments translate high-level strategic direction of the City Council into action plans. Council's strategic goals are summarized below:

Goal #1 Stabilizing the General Fund

Objectives:

1. Continue supporting the market compensation plan.
2. Provide adequate and stable funding and flexibility to maintain a balanced budget as required by the City Charter.
3. Monitor the City's PSPRS unfunded liability status to ensure that past issues don't occur.
4. Retire the PSPRS unfunded liability based on FY17/18 actuarial, administrative, and financial assumptions as soon as possible.
5. Monitor Legislative, State Executive, and other Political Subdivision Actions

Goal #2 Economic Development – providing an environment to enable prosperity and job/career creation.

Objectives:

1. Taking better advantage of community assets
2. Utilize established regional commonalities to support necessary sewer, water, and other transportation infrastructure growth and development
3. Continue to monitor a moderate, healthy, and sustainable rate of growth to act as a renewal of the City and to support the local economy

Goal #3 Airport – an airport which is preserved, dynamic, and has the capacity to accommodate current and future needs.

Objectives:

1. Protect the airport from encroachment by development that would impede its airspace.
2. Acknowledge and better utilize regional commonalities to support necessary airport and airpark growth and development.
3. Seek federal, state, and regional financial support for current and future airport development.
4. Support future commercial air service growth.
5. Support airport safety.

Goal #4 Quality of Life – Create a clean and safe city that provides superior essential services and enhances opportunities that allow for retention and attraction of people who want to live, learn, work, and play in Prescott.

Objectives:

1. Establish several methods to ensure funding and other mechanisms to create a park in or near the Dells.
2. Evaluate, within the calendar year, the feasibility and establishment of an ongoing, dedicated funding mechanism for the purchase of open space in Prescott.
3. Continue to monitor legislation affecting sober living homes.

Department Operational Plans Overview

4. Assess, within the calendar year, the vulnerabilities of environmental impacts that could affect the City.
5. Natural Resource Preservation and Conservation – Engage in cooperative efforts with political entities, subdivisions, and private property owners to work to assure the preservation and conservation of our natural resources
6. Highly-Rated City Services: Perceived as and are (measurably) delivering efficient and effective services including transportation with improved flow, well-maintained streets, public safety, code compliance, water and wastewater services
7. Plan and budget to improve response times and additional, necessary facilities for first responders.
8. Improve planning, budgeting, and management of the traffic flow, traffic enforcement, and pedestrian interface within the City.
9. Cultural and Recreational Experiences – To facilitate intergovernmental agreements and public-private partnerships to provide opportunities for cultural and recreational experiences.

Goal #5 Service-Oriented Culture – Promote an accountable organizational culture of excellent/superior/solutions-driven service

Objectives:

1. Measurably promote excellent service delivery based on trustworthy, timely, problem-solving, engaging, valuable, accessible, actionable, fair, consistent, and common-sense service as permitted by existing resources and by effective use of those resources.
2. Promote continuous process improvement which fosters better processes and procedures to improve customer service and provide quality services at the lowest possible cost to taxpayers.
3. Dispose of City real property assets that will go towards paying down the internal loan for the new City Hall.

Goal #6 Establish a Charter Review Commission to make recommendations to the Council to determine which Charter adjustments will go to the voters.

A summary of each department and the divisions are presented in this section of this budget document. Each department and division section includes a mission and a description of the services it provides. On the division level, the main objectives are presented. Each division includes performance measures to evaluate progress toward and achievement of the desired outcomes. Divisions also provide key results and outcomes for the prior fiscal year. The financial and staffing resources allocated to each department are summarized in schedules. The budgeted expenditures for the fiscal year will be compared to the two prior fiscal years.

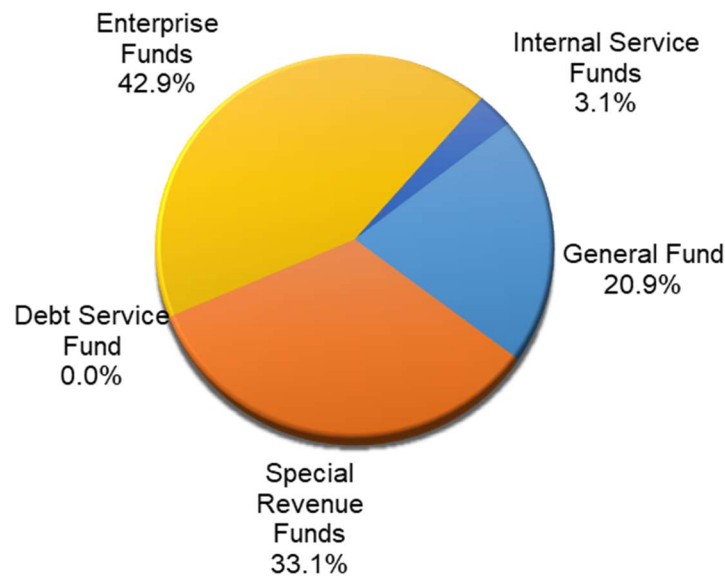
City Expenditure Budget by Department and Fund

Department	General						Total
	General Fund Tax Base	General Fund Program Revenues	Special Revenue Funds	Debt Service Funds	Enterprise Funds	Internal Service Funds	
Airport	\$ 2,097,635	\$ -	\$ 13,919,792	\$ -	\$ 1,746,163	\$ -	\$ 17,763,590
Budget & Finance	453,558	10,220	283,221	-	1,581,667	49,163	2,377,829
City Clerk	148,210	11,500	93,967	-	303,998	22,535	580,210
City Council	41,174	-	51,466	-	166,506	12,343	271,489
City Court	614,173	88,633	36,000	-	-	-	738,806
City Manager	4,506,128	-	3,446,697	-	1,668,418	31,231	9,652,474
Community Development	502,856	1,654,000	822,083	-	-	-	2,978,939
Fire	14,165,360	559,481	1,470,592	-	452,460	-	16,647,893
Legal	275,973	-	174,970	-	566,061	1,136,960	2,153,964
Library	1,837,029	732,945	90,661	-	-	-	2,660,635
Police	15,995,758	317,800	1,273,970	-	-	-	17,587,528
Public Works	-	-	31,810,742	-	95,984,617	1,843,117	129,638,476
Recreation Services	11,232,719	766,800	9,021,175	-	3,540,907	5,366,634	29,928,235
Regional Communications	1,955,992	2,025,905	-	-	-	-	3,981,897
Non-departmental ¹	3,679,709	-	43,330,625	3,980,000	2,698,995	-	53,689,329
Internal Cost Allocations ²	(3,463,892)	-	(1,258,798)	-	(4,392,889)	(315,512)	(9,431,091)
City Total	<u>\$ 54,042,382</u>	<u>\$ 6,167,284</u>	<u>\$ 104,567,163</u>	<u>\$ 3,980,000</u>	<u>\$104,316,903</u>	<u>\$ 8,146,471</u>	<u>\$281,220,203</u>

¹Non-departmental budgets including the use of General Fund retirement reserve, Debt Service Fund, Golf course operations managed by Billy Casper Golf, grant contingency, PSPRS dedicated tax payments, and General Fund PSPRS unfunded liability payments.

²Expenditures for General Fund administrative support departments are shown in total, as well as included as internal costs in the department where the costs are allocated. To reconcile total expenditures to the FY23 adopted budget this duplication is eliminated in the line titled "Internal Cost Allocations."

FY23 City Budget by Fund



City Expenditure Budget by Department and Category

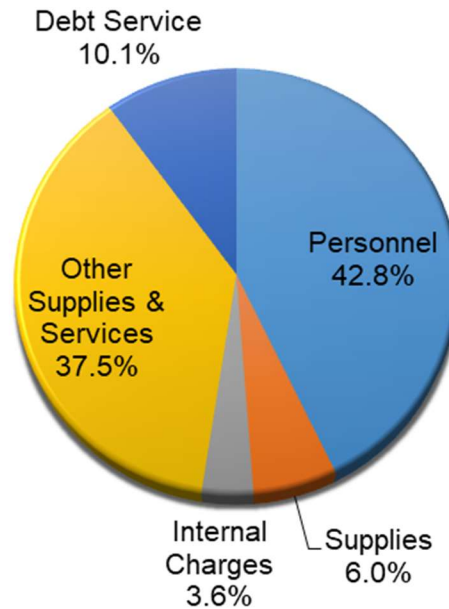
Department	FTEs	Personnel	Supplies	Internal Charges	Other Supplies & Services	Debt Service	Capital	Total
Airport	12.00	\$ 1,360,518	\$ 156,567	\$ 306,583	\$ 543,534	\$ -	\$ 15,396,388	\$ 17,763,590
Budget & Finance	17.00	1,637,328	17,200	80,943	642,358	-	-	2,377,829
City Clerk	3.00	304,238	5,000	27,372	243,600	-	-	580,210
City Council	7.75	112,549	16,000	27,882	115,058	-	-	271,489
City Court	7.00	515,096	7,000	16,942	199,768	-	-	738,806
City Manager	29.75	3,215,281	576,339	156,332	2,248,200	-	3,456,322	9,652,474
Community Development	15.50	1,505,381	28,600	145,443	366,464	-	933,051	2,978,939
Fire	79.00	9,597,227	621,519	1,517,726	914,422	-	3,996,999	16,647,893
Legal	8.00	843,430	9,800	40,923	1,259,811	-	-	2,153,964
Library	21.50	1,838,933	327,497	261,386	232,819	-	-	2,660,635
Police	99.50	10,561,312	830,828	2,539,189	1,201,279	-	2,454,920	17,587,528
Public Works	161.00	14,253,736	3,673,762	8,503,794	11,842,984	10,880,093	80,484,107	129,638,476
Recreation Services	52.00	4,680,185	1,986,686	1,145,112	2,506,659	815,995	18,793,598	29,928,235
Regional Communications	35.00	3,115,696	29,500	286,043	350,658	-	200,000	3,981,897
Non-Departmental ¹	-	13,065,774	997,437	47,321	35,598,797	3,980,000	-	53,689,329
Internal Cost Allocations ²	-	-	-	(9,431,091)	-	-	-	(9,431,091)
City Total	548.00 ³	\$ 66,606,684	\$ 9,283,735	\$ 5,671,900	\$ 58,266,411	\$ 15,676,088	\$ 125,715,385	\$ 281,220,203

¹Non-departmental budgets including the use of General Fund retirement reserve, Debt Service Fund, Golf course operations managed by Billy Casper Golf, grant contingency, PSPRS dedicated tax payments, and General Fund PSPRS unfunded liability payments.

²Expenditures for General Fund administrative support departments are shown in total, as well as included as internal costs in the department where the costs are allocated. To reconcile total expenditures to the FY21 adopted budget this duplication is eliminated in the line titled "Internal Cost Allocations."

³Full time equivalents (FTEs) include only permanent employees. In addition, the City employs temporary employees estimated at 50.17 FTEs.

FY23 Operating Budget by Type



Airport

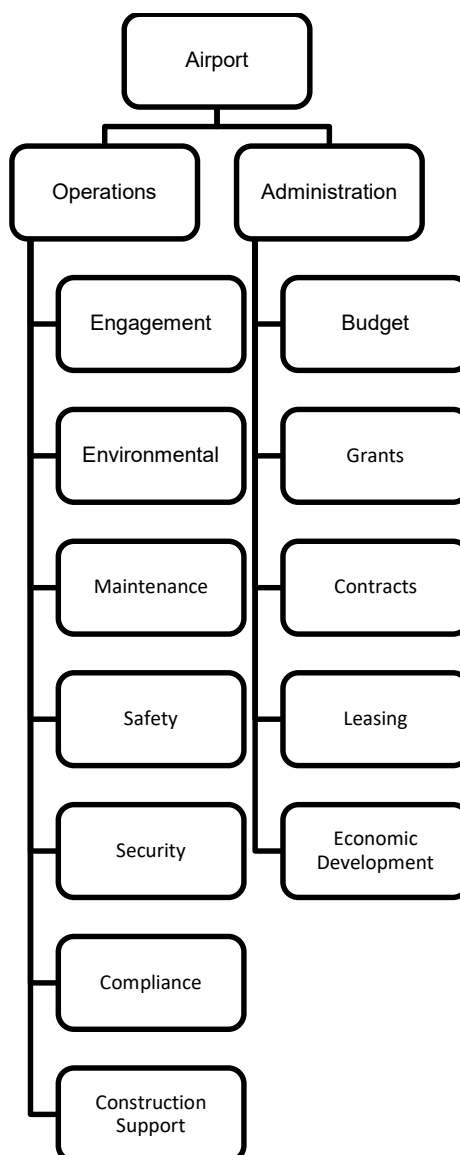
Department Mission

To operate the airport facilities in a safe, efficient, and customer friendly manner by ensuring the effective and efficient use of City resources, and enabling optimal access to the National Air Transportation System; thus contributing to the economic growth of the community, while complying with all applicable laws, regulations, and compliance requirements.

Services

The Airport Department is responsible for the safety, security of the general aviation and commercial air service operations at Prescott Regional Airport – Ernest A. Love Field. The Department also manages all airport properties and facilities, provides tenant services and undertakes grant administration, contract negotiation and management, and airfield and landside management and maintenance functions.

Organization and Personnel



Airport

Department Staffing					Change FY2022 to
	Actual FY2021	Adopted FY2022	Est End FY2022	Adopted FY2023	FY2023
Airport Director	1.00	1.00	1.00	1.00	0.00
Operations & Maintenance Superintendent	1.00	1.00	1.00	1.00	0.00
Airport Services Manager	0.00	1.00	1.00	1.00	0.00
Capital Project Manager	0.00	0.00	0.00	1.00	1.00
Airport Operations Supervisor	0.00	1.00	2.00	2.00	1.00
Management Analyst	1.00	0.00	0.00	1.00	1.00
Airport Operations and Maint Coordinator	1.00	1.00	1.00	1.00	0.00
Airport Operations Specialist	2.00	2.00	1.00	1.00	-1.00
Administrative Services Specialist	2.00	2.00	2.00	0.00	-2.00
Airport Operations Technician	3.00	3.00	3.00	3.00	0.00
Total	11.00	12.00	12.00	12.00	0.00

FY23 Objectives

- Seek continued pandemic-related recovery in annual passenger enplanements by investing in marketing and conducting active outreach to current and prospective users.
- Develop airport facilities in accordance with planning documents and seeking maximum external (Federal and State) funding to support necessary capital improvements in accordance with the Airport Master Plan.
- Ensure safe and efficient airside and landside operations (including ensuring proper maintenance of facilities) in compliance with Federal, state, and local standards and grant assurances.
- Seek self-sustaining income levels and promote economic growth by enhancing facility capacity, collecting airport fees, and charging fair market values for land and facilities.
- Complete the next phase of an important Taxiway relocation project, begin the Environmental Assessment for a Runway Extension.
- Assure continued infrastructure development and optimal airfield use for airport tenants by supporting the Strategic Academic Flight Training (SAFE) complex planning/development, USFS planning/development efforts, and major tenant hangar/ramp construction.
- Support Council goals/objectives relating to Airport & Airport area planning, development, and protection (including increasing public engagement and supporting economic development) to assure the Airport's continued success as an economic engine for North Prescott and the Region.

Airport

Measure Type	Performance Measure	FY21 Actual	FY22 Target	FY22 Estimate	FY23 Target
Outcome	Obtain a minimum of \$2Mil a year from capital funding from state and federal sources	\$8.6M	\$6M	\$7.1M	\$3.5M
Outcome	Maximize annual air carrier revenue passenger enplanement loads at/above the 73% EAS-reported load factor estimates by providing superior airport/city staff outreach and innovative marketing support.*	41.7%	60%	56.8%	62.0%
Outcome	Maintain or improve a minimum of 10% of taxiway linear feet per fiscal year in support of grant assurances	13%	10%	15%	10%
Outcome	Achieve maximum occupancy (rental) of available City-owned facilities at the Airport (as of years end)	99%	100%	98%	100%
Outcome	Exceed the United Airlines (UA) system- wide annual average score by 10% at the PRC station location, based on UA's Customer Satisfaction (CSAT) survey.**	87.7%	85%	85%	85%

* Achievement not met due to COVID pandemic. Targets based on anticipated recovery

** The UA CSAT survey tool is administered to all United Airlines to its passengers; FY22 data reported above is based on CY21 CSAT responses.

FY2022 Major Achievements

- Achieved 311,342 flight operations (total aircraft take-offs and landings) in CY2021.
- Ranked as the 18th busiest US airport and 3rd busiest Arizona airport for flight operations in CY2021.
- Reached 23,626 commercial passenger enplanements with United Express operated by SkyWest Airlines in CY2021.
- Maintained Primary Commercial Service Non-Hub status, ensuring \$1M in Airport Improvement Program annual entitlements for PRC airport capital development.
- Solicited/received \$7,051,00 in Federal and state grants, including:
 - Taxiway-C Relocation and Hot Spot No. 3 & 4 Phase II Construction: \$5,407,787 (100% Federally funded with no local match due to CRSSA Act funding)
 - Coronavirus Response & Relief Supplemental Appropriation Act (Covid Relief): \$1,009,434
 - American Relief Plan Act (Covid Relief): \$1,136,874
 - Replacement Terminal (Additional Funds): \$894,736
 - Wildlife Hazard Assessment & Mitigation Plan: \$105,263
 - Perimeter Security Upgrades: \$1,575,000 (from the Arizona Department of Transportation)
- Encouraged continuation of commercial air service to DEN and LAX on United Express (operated by SkyWest Airlines) during a challenging pandemic period that impacted air transportation globally.
- Completed the first year of a three-year Essential Air Service contract with SkyWest, through the US Department of Transportation to ensure air service at PRC through August 31, 2023.
- Opened and operated our new 18,600+ SF passenger terminal.
- Finalized a Focused Runway Extension Planning Study (submitted to the Federal Aviation Administration and worked toward next steps on the pending environmental assessment).

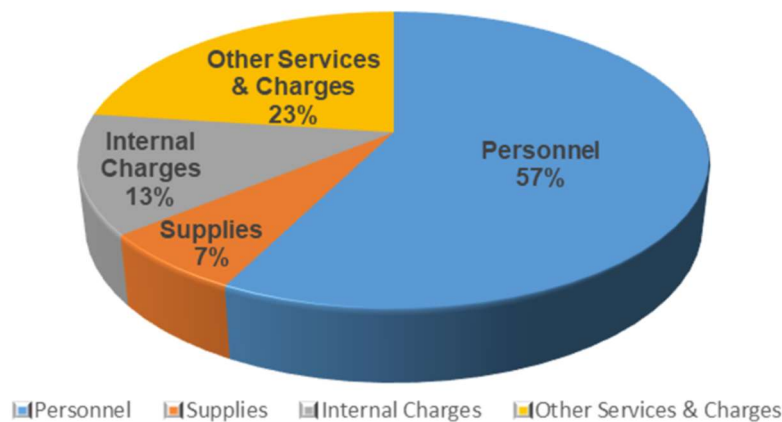
Airport

- Completed Phase I of construction of a realignment of Taxiway C, to provide a 400-foot separation from Runway 3R/21L, to meet FAA safety separation requirements.
- Received the *2021 ENR Southwest Award of Merit: Airport/Transit* for the Prescott Regional Airport Passenger Terminal.
- Worked with City legal and outside Aviation legal counsel on Airport compliance items.
- Worked on several noise/overflight and community engagement efforts.
- Worked with several airport tenants on leasing/business efforts, including major leasehold transfers, flight training relocations and split operation areas, to promote safer and more efficient flight training at PRC.

Expenditure Budget

Expenditures by Type	Actual FY2021	Adopted FY2022	Est End FY2022	Adopted FY2023	% Change FY2022 to FY2023
Personnel	\$ 932,338	\$ 1,190,052	\$ 986,882	\$ 1,360,518	14%
Supplies	123,313	139,651	150,629	156,567	12%
Internal Charges	233,911	295,427	304,223	306,583	4%
Other Services & Charges	497,834	512,075	581,830	543,534	6%
Subtotal Operating	\$ 1,787,396	\$ 2,137,205	\$ 2,023,564	\$ 2,367,202	11%
Capital Projects/Outlay	15,442,293	15,638,979	6,712,470	15,396,388	-2%
Total	\$ 17,229,689	\$ 17,776,184	\$ 8,736,034	\$ 17,763,590	0%

Airport
FY23 Operating Expenditure Budget by Type



Staff Summary	Actual FY2021	Adopted FY2022	Est End FY2022	Adopted FY2023	Change FY2022 to FY2023
Full-time Equivalents (FTE)	11.00	12.00	12.00	12.00	0.00
% of city's FTEs	2.2%	2.3%	2.3%	2.2%	

Airport

Budget Notes and Significant Changes:

Personnel increased 14% from FY22 to FY23. This is the result of the cost-of-living increase that can be observed in several departments. As part of the Class and Comp Study implemented in FY22, an annual increase was recommended that is tied to the Consumer Price Index (CPI). Also, the reclassification of two positions along with additional temporary salary monies led to a higher personnel budget.

The Supplies category is also higher. The increased operations at the Airport results in higher expenditures.

Budget Funding Sources: The airport operates within an Enterprise Fund to account for the provision of airport services to the general aviation and commercial flying public. By policy, a General Fund transfer is used to cover capital expenditures and capital grant matches as well as any operational shortfall that user fees do not cover. For more detail on the airport fund revenues and transfers refer to the Fund Summary section of the document.

Airport Capital Projects/Outlay Detail	Adopted FY2023	Federal Grant	State Grant	City Share
<u>Funded by City Only</u>				
Airport Pavement Preservation Program - City	\$ 611,362			\$ 611,362
T-Shade/Hangar Acquisition or Construction	600,000			600,000
Vehicle Replacements	360,000			360,000
Bottleneck Hangar Complex Improvements	192,500			192,500
Fuel System	100,000			100,000
Airport Master Lock System	40,000			40,000
Subtotal, City Only	\$ 1,903,862	\$ -	\$ -	\$ 1,903,862
<u>Grant Funded Projects</u>				
TWY C Realignment, RIM & Hotspot Mitigation	\$ 6,785,000	\$ 6,412,500	\$ 168,750	\$ 203,750
Runway 3R/21L Extension	2,668,174	2,534,766	66,704	66,704
Perimeter Security Upgrades	1,803,706		1,575,000	228,706
Runway 3L-21R Lighting & Signage	867,367		780,630	86,737
Strategic Academic Flight Education (SAFE) Complex	600,000		600,000	-
North Ramp Rehabilitation	375,000		337,500	37,500
Runway 3L-21R PAPI's	171,125		154,013	17,112
E.A. Love Statue*	125,000			125,000
Taxiway D Rehabilitation	56,025		50,423	5,602
West Ramp Rehabilitation	25,188		22,669	2,519
Wildlife Hazard Management Plan	15,941	15,941		-
Subtotal, Grant Projects	13,492,526	8,963,207	3,755,689	773,630
Total	\$ 15,396,388	\$ 8,963,207	\$ 3,755,689	\$ 2,677,492

*Paid for with a private donation

Capital Budget Notes: The airport capital projects have significant grant funding through the Federal Aviation Administration (FAA) and the Arizona Department of Transportation (ADOT). Refer to the Capital Budget Section of this document for descriptions of each project as well as the Five-Year Capital Plan.

Budget and Finance

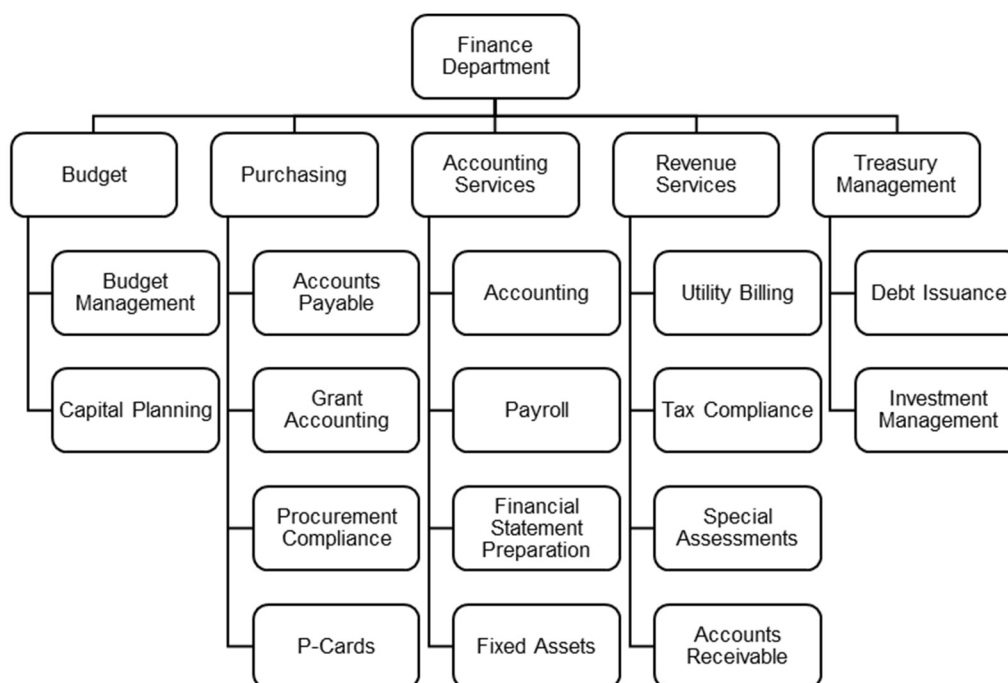
Department Mission

To ensure the effective and efficient use of City resources, conducting budgetary and financial affairs in an innovative and transparent manner in conformance with all applicable laws, and providing timely, accurate financial information to internal and external customers.

Services

The Budget and Finance Department is responsible for all major financial management functions of the City. In addition to facilitating overall financial management and reporting for the City Manager, City Council, and the general public, the department has the responsibility for budget preparation and management, accounting, transaction privilege tax, utility billing, payroll, grant accounting, procurement code compliance, cash handling controls, investments, and debt issuances.

Organization and Personnel



Budget and Finance

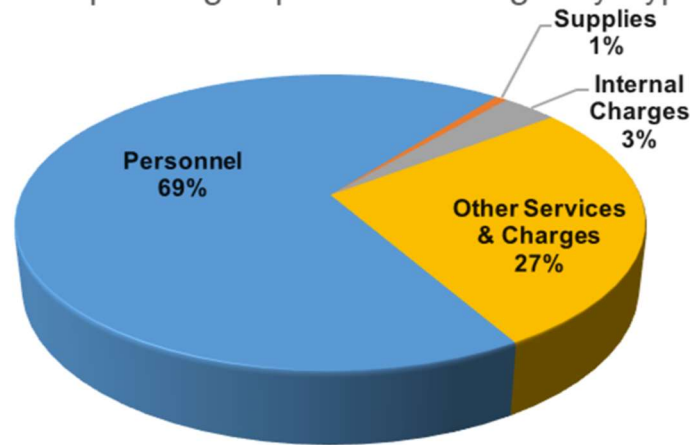
	Actual FY2021	Adopted FY2022	Est End FY2022	Adopted FY2023	Change FY2022 to FY2023
Department Staffing					
Finance Director	1.00	1.00	1.00	1.00	0.00
Deputy Finance Director	0.00	0.00	0.00	1.00	1.00
Accounting Services Manager	1.00	1.00	1.00	1.00	0.00
Revenue Manager	1.00	1.00	1.00	1.00	0.00
Senior Accountant	0.00	0.00	0.00	1.00	1.00
Budget Manager	1.00	1.00	1.00	1.00	0.00
Payroll Supervisor	1.00	1.00	1.00	1.00	0.00
Accountant	1.00	1.00	1.00	1.00	0.00
Billing Analyst	0.00	0.00	0.00	1.00	1.00
Tax Compliance Analyst	0.00	0.00	0.00	1.00	1.00
Senior Utility Billing Specialist	0.00	1.00	1.00	0.00	-1.00
Financial Services Specialist III	0.00	0.00	0.00	3.00	3.00
Financial Services Specialist I & II	0.00	0.00	0.00	4.00	4.00
Tax Compliance Specialist	1.00	1.00	1.00	0.00	-1.00
Accounts Payable & Purchasing Specialist	1.00	1.00	1.00	0.00	-1.00
Accounts Receivable & Assessments Specialist	1.00	1.00	1.00	0.00	-1.00
Utility Billing Specialist	3.00	2.00	2.00	0.00	-2.00
Utility Biling Representative	3.00	4.00	4.00	0.00	-4.00
Accounting Clerk	1.00	0.00	0.00	0.00	0.00
Total	16.00	16.00	16.00	17.00	1.00

Expenditure Budget

	Actual FY2021	Adopted FY2022	Est End FY2022	Adopted FY2023	Change FY2022 to FY2023
Expenditures by Type					
Personnel	\$ 1,322,433	\$ 1,398,147	\$ 1,337,833	\$ 1,637,328	17%
Supplies	10,571	17,200	14,100	17,200	0%
Internal Charges	68,665	77,419	77,419	80,943	5%
Other Services & Charges	592,766	703,853	545,514	642,358	-9%
Total	\$ 1,994,436	\$ 2,196,619	\$ 1,974,866	\$ 2,377,829	8%

Budget and Finance

Budget and Finance
FY23 Operating Expenditure Budget by Type



Department Summary - Operating Expenditure by Division and Capital

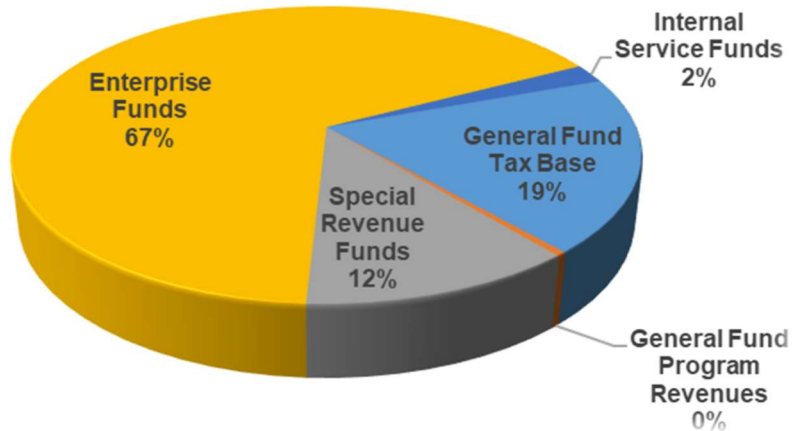
	Actual FY2021	Adopted FY2022	Est End FY2022	Adopted FY2023	Change FY2022 to FY2023
Accounting Services	\$ 661,531	\$ 749,727	\$ 705,015	\$ 728,632	-3%
Budget and Finance	313,275	340,960	330,328	564,330	66%
Utility Billing	1,019,630	1,105,932	939,523	1,084,867	-2%
Total	\$ 1,994,436	\$ 2,196,619	\$ 1,974,866	\$ 2,377,829	8%

Department Summary - Funding Sources

	Actual FY2021	Adopted FY2022	Est End FY2022	Adopted FY2023	Change FY2022 to FY2023
General Fund Source of Funds					
Tax Base	\$ 178,101	\$ 424,778	\$ 244,218	\$ 453,558	7%
Licenses & Permits	9,735	10,000	10,000	10,000	0%
Charges for Services	176,310	220	200	220	0%
General Fund Budget	364,146	434,998	254,418	463,778	7%
Special Revenue Funds	306,713	325,576	325,576	283,221	-13%
Enterprise Funds	1,290,198	1,395,757	1,354,564	1,581,667	13%
Internal Service Funds	33,379	40,308	40,308	49,163	22%
Total	\$ 1,994,436	\$ 2,196,639	\$ 1,974,866	\$ 2,377,829	8%

Budget and Finance

Budget and Finance Funding Sources
FY23 Budget



Department Funding Sources: The Budget and Finance Department is funded through multiple funds. Per budget policy and to present the full cost of providing services, general fund internal support is allocated to Enterprise Funds, Internal Service Funds and Special Revenue Funds that benefit from the services being provided. For the Accounting Services and Budget and Finance the General Fund net impact (proposed budget less projected program revenues) is allocated to other City operating units outside the General Fund on the proportion of budget basis. The Privilege Tax portion of Revenues Services is split evenly between General Fund and 1% Streets and Open Space Tax. For the remaining portion of Revenue Services, one third of operating costs are allocated to the Wastewater Fund, one third to the Solid Waste fund, and one third remains in the Water Fund.

Budget and Finance

Accounting Services

Division Mission

Maintain the City's overall financial stability through sound financial planning and management. We are committed to the highest standards of accountability, accuracy, timeliness, and professionalism and innovation in providing financial services that not only meet but exceed the expectations of those we serve.

Services

The Accounting Services Division provides support services in the areas of Internal Control, Fixed Assets, Accounts Payable, General Revenues, Purchasing, Payroll, Treasury Management, Debt Financing, Grant Management, and Financial Reporting per Federal and State Standards.

FY2023 Objectives

- Apply innovative financial solutions to deliver efficient, effective, and economic accounting support.
- Provide sound financial management
- Maintain strong financial policies and management practices to safeguard the City's financial position and minimize borrowing cost.
- Manage the City's investments in accordance with the investment policy while obtaining high yields
- Prepare financial documents in accordance with the best-recognized principles and standards to achieve distinction in reporting.

Measure Type	Performance Measure	FY21 Actual	FY22 Target	FY22 Estimate	FY23 Target
Outcome	Purchases paid by credit card with a corresponding decreasing use of check or wire payments.				
	• Volume	12,000	14,500	13,500	14,000
	• % of Volume Total	41.5%	40.5%	44.3%	45.0%
	• % of Dollar Total	3.5%	3.5%	3.3%	3.4%

FY2022 Major Achievements

- Maintained unqualified audit opinion
- Received the Certificate of Achievement for Excellence in Financial Reporting from the Government Finance Officers Association (GFOA) of the United States and Canada for the City's Comprehensive Annual Financial Report for the forty-first year in a row.

Budget and Finance

Expenditure Budget

Expenditures by Type	Actual FY2021	Adopted FY2022	Est End FY2022	Adopted FY2023	% Change FY2022 to FY2023
Personnel	\$ 472,779	\$ 504,990	\$ 479,810	\$ 468,403	-7%
Supplies	6,219	6,700	6,500	6,700	0%
Internal Charges	19,575	22,605	22,605	22,298	-1%
Other Services & Charges	162,958	215,432	196,100	231,231	7%
Total	\$ 661,531	\$ 749,727	\$ 705,015	\$ 728,632	-3%

Staff Summary	Actual FY2021	Adopted FY2022	Est End FY2022	Adopted FY2023	Change FY2022 to FY2023
Full-time Equivalents (FTE)	6.00	6.00	5.00	5.00	-1.00
% of city's FTEs				0.9%	

Budget Notes and Significant Changes: Personnel decreased in this division when comparing the FY2022 budget to FY2023. This is the result of reclassifying the Account Clerk position to a Financial Services Specialist I & II and moving it to the Revenue Services Division.

Other Services & Charges is higher due to the rising costs of maintenance and licenses for the computer software necessary for completing financial tasks.

Budget and Finance

Budget & Finance

Division Mission

To provide leadership and direction to maintain the financial stability of the City.

Services

The Budget and Finance Division is responsible for financial planning, policy development and administration of the City's financial activities. This includes facilitating the annual budget preparation process by assisting departments with budget requests, compiling budget workshop materials, analyzing budget changes, assisting with revenue forecasts, and assembling the annual budget document.

FY2023 Objectives

- Produce a comprehensive, user-friendly budget document that meets the criteria prescribed by the Government Finance Officers Association (GFOA).
- Continue budget improvements, especially in performance based budgeting and capital planning.
- Maintain solid obligation / excise tax bond rating:
 - Standard & Poor's: AA+
 - Moody's: Aa2/Aa3
 - Fitch: AA/AA

Measure Type	Performance Measure	FY21 Actual	FY22 Target	FY22 Estimate	FY23 Target
Outcome	Citywide earning Investment earnings rate	1.49%	2.00%	0.90%	1.50%
	3 mo. US Treasury rate (BM)	0.03%	0.10%	0.10%	0.30%

Analysis of Performance: The City continues to exceed investment policy benchmarks providing consistent earnings.

FY2022 Major Achievements

- Received the Government Finance Officers Association (GFOA) of the United States and Canada Distinguished Budget Presentation Award for the 20th year in a row.

Budget and Finance

Expenditure Budget

Expenditures by Type	Actual FY2021	Adopted FY2022	Est End FY2022	Adopted FY2023	% Change FY2022 to FY2023
Personnel	\$ 303,356	\$ 323,087	\$ 316,480	\$ 515,896	60%
Supplies	5	4,000	1,700	4,000	0%
Internal Charges	5,944	7,873	7,873	8,434	7%
Other Services & Charges	3,969	6,000	4,275	36,000	500%
Total	\$ 313,275	\$ 340,960	\$ 330,328	\$ 564,330	66%

Staff Summary	Actual FY2021	Adopted FY2022	Est End FY2022	Adopted FY2023	Change FY2022 to FY2023
Full-time Equivalents (FTE)	2.00	2.00	2.00	3.00	1.00
% of city's FTEs				0.5%	

Budget Notes and Significant Changes: The new position of the Deputy Finance Director causes a significant increase in Personnel when comparing the FY2022 Budget to the FY2023 Budget. This was a position that was in existence several years ago but was reclassified to the Accounting Services Manager in FY2014.

The higher budget in Other Services & Charges is due a contingency being placed in the budget for a potential MUNIS upgrade. MUNIS is the City of Prescott's financial software program.

Budget and Finance

Revenue Services

Division Mission

Provide excellent service to the City's utility customers through accurate assessment of user charges, timely billing, and convenient payment options while protecting the City's financial interest through assertive collection processes and appropriate controls over cash.

Promote voluntary tax compliance through systematic programs designed to educate the community in a fair, equitable, and cost-effective manner.

Services

The Revenue Service Division administers the billing and collection process for the City's 24,800+ water, wastewater and solid waste accounts. In addition to billing, the Division processes service requests, changes to services, payments and pursues the collection of delinquent accounts. The Division is also responsible for managing the City's cash handling and cashiering functions including processing all cash receipts received by the City.

The Division provides taxpayer assistance and education on City Tax Code and reporting to the Arizona Department of Revenue (ADOR), analyzes ADOR provided data for taxability trends and compliance, and performs compliance audits. Additional duties include the City-wide switchboard, and the centralized mail room.

FY2023 Objectives

- Produce monthly utility bills with an accurate assessment of user charges and standard billing cycle. Keep average bill cycle between 28-32 days.
- Provide excellent customer service through cost-effective convenient payment options such as auto pay, and online bill pay.
- Continue customer service policy of responding to all phone calls within 24 hours.

Measure Type	Performance Measure	FY21 Actual	FY22 Target	FY22 Estimate	FY23 Target
Outcome	Percentage of customers enrolled in auto pay	37%	38%	39%	40%
Outcome	Percentage using online bill pay	9%	13%	13%	14%
Outcome	Percentage of customers enrolled in email option	32%	33%	38%	39%

FY2022 Major Achievements

- Increased enrollment in auto pays by 7%. Currently 10,102 customers are utilizing the service which is 39% of our active customer base.
- Customer enrollment in email program is 37% that is a 5% increase.

Budget and Finance

Expenditures by Type	Actual FY2021	Adopted FY2022	Est End FY2022	Adopted FY2023	% Change FY2022 to FY2023
Personnel	\$ 546,298	\$ 570,070	\$ 541,543	\$ 653,029	15%
Supplies	4,347	6,500	5,900	6,500	0%
Internal Charges	43,146	46,941	46,941	50,211	7%
Other Services & Charges	425,839	482,421	345,139	375,127	-22%
Total	\$ 1,019,630	\$ 1,105,932	\$ 939,523	\$ 1,084,867	-2%

Staff Summary	Actual FY2021	Adopted FY2022	Est End FY2022	Adopted FY2023	Change FY2022 to FY2023
Full-time Equivalents (FTE)	8.00	8.00	9.00	9.00	1.00
% of city's FTEs				1.6%	

Budget Notes and Significant Changes: In addition to the 5% cost of living increase and the 2% merit included in the FY2023 budget, the 15% increase in Personnel is the result of reclassifying the Account Clerk position to a Financial Services Specialist I & II and moving it from the Accounting Services Division.

Other Services and Charges decreased substantially due to the Department of Revenue opting against charging Cities and Towns a share of their operating costs.

City Clerk

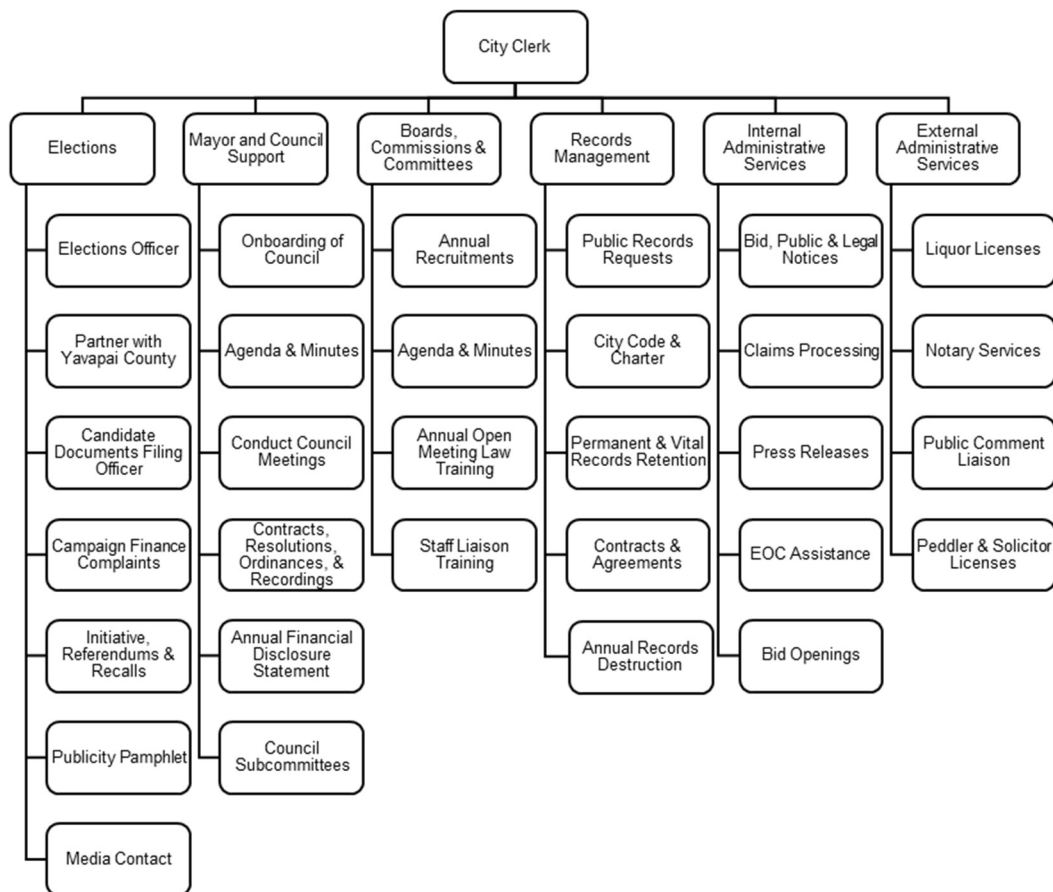
Department Mission

The City Clerk's Office strives to be accessible to the public and other city departments as well as to provide accurate information and services in a timely and professional manner to those parties and City Council. The City Clerk's Office provides fair and impartial awareness of democratic governmental processes, maintains the integrity of the city's records, and continues to maintain the preservation of the city's history.

Services

The City Clerk's office continues to focus its efforts on providing the highest quality service that meets its customers' needs while looking for ways to be creative and innovative in delivering those services and providing government transparency by following the Open Meeting Law.

Organization and Personnel



City Clerk

Department Staffing					Change FY2022 to FY2023
	Actual FY2021	Adopted FY2022	Est End FY2022	Adopted FY2023	
City Clerk	1.00	1.00	1.00	1.00	0.00
Deputy City Clerk	1.00	1.00	1.00	1.00	0.00
City Clerk Specialist	1.00	1.00	1.00	1.00	0.00
Total	3.00	3.00	3.00	3.00	0.00

FY2023 Objectives

- Continue to work through historic City Contracts to ensure properly filing and electronic retention
- Review of Prescott City Charter for Revisions to be proposed to Council for placement on 2023 Ballot
- Join beta testing through Arizona Municipal Clerk Association (AMCA) for electronic filing of Election Documents in preparation for next election cycle (2023) – this was an Objective for FY2022 however the SOS put the program on hold for new municipalities
- Coordinate with IT & Facilities for design and optimization of Council Chambers at new City Hall
- Review and digitization of historic Agendas & Minutes, Resolutions & Ordinances
- Continue Cross Training with Department Staff
- Creation of New Candidate Packets for 2023 Election Cycle
- Revisions & Updates to Agenda Management System

Measure Type	Performance Measure	FY21 Actual	FY22 Target	FY22 Estimate	FY23 Target
Outcome	Percent of records destroyed, by cubic feet per records retention schedules	750	500	600	500
Outcome	Percent of satisfaction questionnaires at Good or Above for Special Event Liquor License Process	100%	100%	100%	100%
Outcome	Percent of satisfaction questionnaires at Good or Above for Liquor License Application Process	97%	100%	100%	100%
Outcome	Percent of agendas and minutes (Council and BCC) posted per the Open Meeting Law	100%	100%	95%*	100%
Outcome	Ongoing organization of contracts	Ongoing	Ongoing	Ongoing	Ongoing

*Awaiting minutes from BCC Staff Liaisons

City Clerk

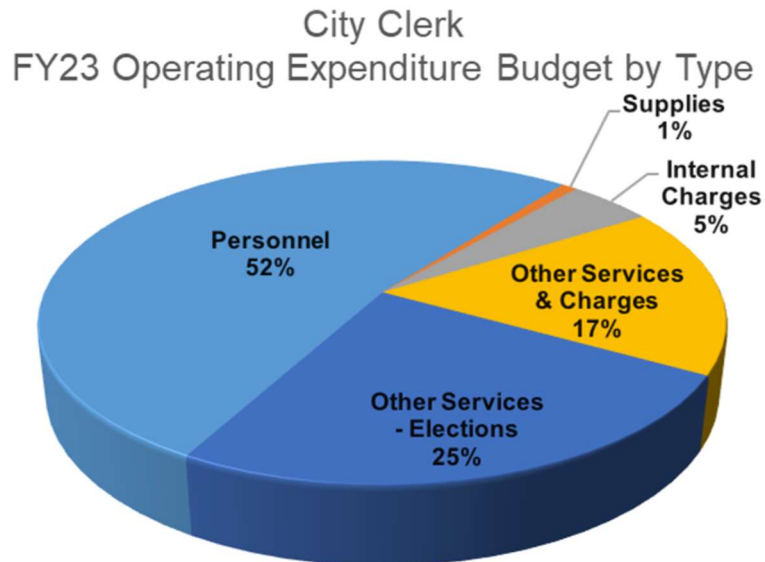
FY2022 Major Achievements

- Successful reorganization of Departmental Records Officials to work with Deputy City Clerk with annual records destruction and support Department with Public Records Requests.
- Bulk destruction of overdue records
- Caught up on outstanding records requests, streamline process for more effective time management and less overdue responses (Processed 1255 Records Requests in CY2021)
- Streamline of BCC Recruitment Process & completion of Spring term end recruitment
- Successful completion of 2021 Election Cycle & Onboarding of New Members of City Council

Expenditure Budget

Department Summary - Expenditures by Type

Expenditures by Type	Actual FY2021	Adopted FY2022	Est End FY2022	Adopted FY2023	Change FY2022 to FY2023
Personnel	\$ 267,700	\$ 289,604	\$ 282,129	\$ 304,238	5%
Supplies	4,651	7,000	4,018	5,000	-29%
Internal Charges	44,896	47,835	47,835	27,372	-43%
Other Services & Charges	69,822	98,128	78,709	98,600	0%
Other Services - Elections	9,000	145,000	175,893	145,000	0%
Total	\$ 396,070	\$ 587,567	\$ 588,584	\$ 580,210	-1%



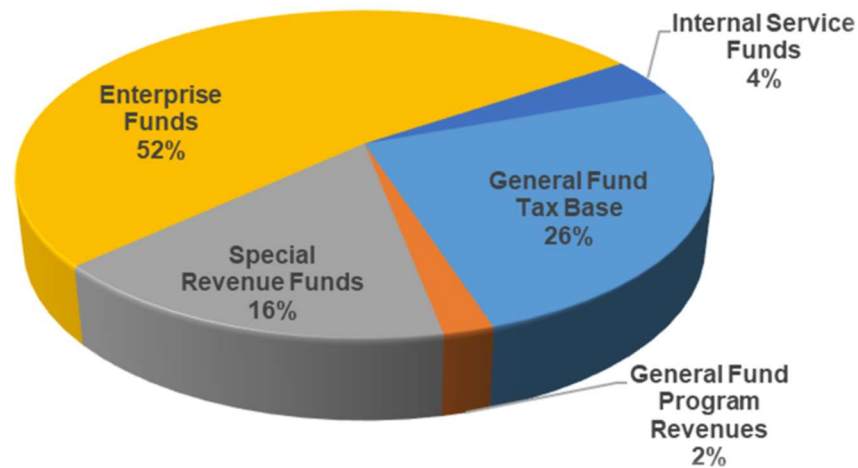
Budget Notes and Significant Changes: Internal Charges fluctuate yearly based on the methodology used in the calculation.

City Clerk

Department Summary - Funding Sources

	Actual FY2021	Adopted FY2022	Est End FY2022	Adopted FY2023	Change FY2022 to FY2023
General Fund Source of Funds					
Tax Base	\$ 81,838	\$ 134,217	\$ 100,581	\$ 148,210	10%
Licenses & Permits	600	500	2,600	500	0%
Charges for Services	8,943	11,000	9,000	11,000	0%
General Fund Budget	91,381	145,717	112,181	159,710	10%
Special Revenue Funds	74,642	109,252	117,796	93,967	-14%
Enterprise Funds	216,391	310,190	334,447	303,998	-2%
Internal Service Funds	13,656	22,408	24,160	22,535	1%
Total	\$ 396,070	\$ 587,567	\$ 588,584	\$ 580,210	-1%

City Clerk Funding Sources
FY23 Budget



Department Funding Sources: The City Clerk Department is funded through multiple funds. Per budget policy and to present the full cost of providing services, general fund internal support is allocated to Enterprise Funds, Internal Service Funds and Special Revenue Funds that benefit from the services being provided. The General Fund net impact (proposed budget less projected program revenues) is allocated to other City operating units outside the General Fund on the proportion of budget basis. Charges for services in the Clerk's office is mainly liquor license application fees.

City Council

Department Mission

To serve as the legislative and policy-making body of the municipal government and have responsibility for enacting City ordinances, appropriating funds to conduct City business, and providing policy direction to the administrative staff.

Services

City Council activities include responding to citizens' questions, concerns, and comments; preparing for Council and committee meetings; and attending civic dedications and fundraisers. City Council members also are called to chair or serve on various citizen committees; represent the City on boards or committees of County, State or intergovernmental associations; and speak to community service organizations, neighborhood associations, and the Chamber of Commerce. The City Council consists of elected officials, a mayor and six council members.

Organization and Personnel

	Actual FY2021	Adopted FY2022	Est End FY2022	Adopted FY2023	Change FY2022 to FY2023
Department Staffing					
Mayor	1.00	1.00	1.00	1.00	0.00
Councilmembers	6.00	6.00	6.00	6.00	0.00
Administrative Specialist	0.00	0.00	0.00	0.75	0.75
Total	7.00	7.00	7.00	7.75	0.75

FY2023 Objectives

To carry out the Strategic Plan, the Council will focus on the following goals and objectives (as well as others):

Goal #1 Maintain a Stable General Fund

Objectives:

1. Continue supporting the market compensation plan
2. Provide adequate and stable funding and flexibility to maintain a balanced budget as required by the City Charter.
3. Monitor the City's PSPRS unfunded liability status to ensure that past issues don't occur.
4. Retire the PSPRS unfunded liability based on FY17/18 actuarial, administrative, and financial assumptions as soon as possible.
5. Monitor Legislative, State Executive, and other Political Subdivision Actions

City Council

Goal #2 Economic Development – providing an environment to enable prosperity and job/career creation.

Objectives:

1. Taking better advantage of community assets
2. Utilize established regional commonalities to support sewer, water, and other transportation infrastructure growth and development
3. Continue to monitor a moderate, healthy, and sustainable rate of growth to act as a renewal of the City and to support the local economy

Goal #3 Airport – an airport which is preserved, dynamic, and has the capacity to accommodate current and future needs.

Objectives:

1. Protect the airport from encroachment by development that would impede its airspace.
2. Acknowledge and better utilize regional commonalities to support necessary airport and airpark growth and development.
3. Seek federal, state, and regional financial support for current and future airport development.
4. Support future commercial air service growth.
5. Support air safety.

Goal #4 Quality of Life – create a clean and safe city that provides superior essential services and enhances opportunities that allow for retention and attraction of people who want to live, learn, work, and play in Prescott.

Objectives:

1. Establish several methods to ensure funding and other mechanisms to create a park in or near the Dells.
2. Evaluate, within the calendar year, the feasibility and establishment of an ongoing, dedicated funding mechanism for the purchase of open space in Prescott.
3. Continue to monitor legislation affecting sober living homes.
4. Assess, within the calendar year, the vulnerabilities of environmental impacts that could affect the City.
5. Natural Resource Preservation and Conservation – Engage in cooperative efforts with political entities, subdivisions, and private property owners to work to assure the preservation and conservation of our natural resources.
6. Highly-Rated City Services – Perceived as and are (measurably) delivering efficient and effective services including transportation with improved flow, well-maintained streets, public safety, code compliance, water and wastewater services.
7. Plan and budget to improve response times and additional, necessary facilities for first responders.
8. Improve planning, budgeting, and management of traffic flow, traffic enforcement, and pedestrian interface within the City.

City Council

9. Cooperate with the state to improve traffic flow on state highways in City limits (Highways 89 and 69).
10. Cultural and Recreational Experiences – To facilitate intergovernmental agreements and public-private partnerships to provide opportunities for cultural and recreational experiences.

Goal #5 Service-Oriented Culture – Promote an accountable organizational culture of excellent/superior/solutions-driven service by the Mayor, Council, and City staff.

Objectives:

1. Measurably promote excellent service delivery based on trustworthy, timely, problem- solving, engaging, valuable, accessible, actionable, fair, consistent, and common-sense service as permitted by existing resources and by effective use of those resources.
2. Promote continuous process improvement which fosters better processes and procedures to improve customer service and provide quality services at the lowest possible cost to taxpayer.

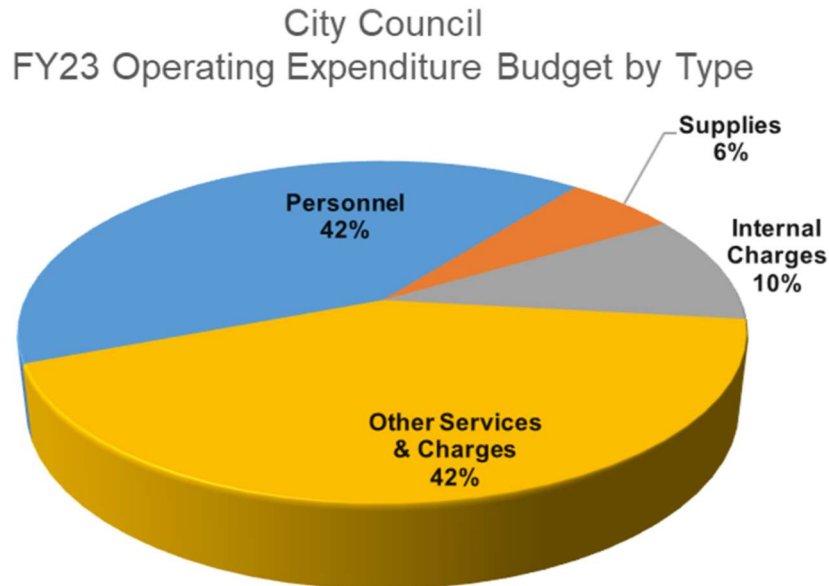
Goal #6 Establish a Charter Review Commission to make recommendations to the Council to determine which Charter adjustments will go to the voters.

City Council

Expenditure Budget

Department Summary - Expenditures by Type

Expenditures by Type	Actual FY2021	Adopted FY2022	Est End FY2022	Adopted FY2023	Change FY2022 to FY2023
Personnel	\$ 49,145	\$ 49,283	\$ 49,070	\$ 112,549	128%
Supplies	5,775	14,000	15,400	16,000	14%
Internal Charges	36,297	39,652	39,652	27,882	-30%
Other Services & Charges	267,821	115,558	115,158	115,058	0%
Subtotal Operating	\$ 359,039	\$ 218,493	\$ 219,280	\$ 271,489	24%
Capital Projects/Outlay	-	375,000	-	-	-100%
Total	\$ 359,039	\$ 593,493	\$ 219,280	\$ 271,489	-54%



Budget Notes and Significant Changes: Personnel shows a significant increase due to the transfer of the .75 Administrative Specialist from the City Manager's Office to City Council. This movement more accurately reflects the duties that the position is performing. .25 has been moved to Bed Tax.

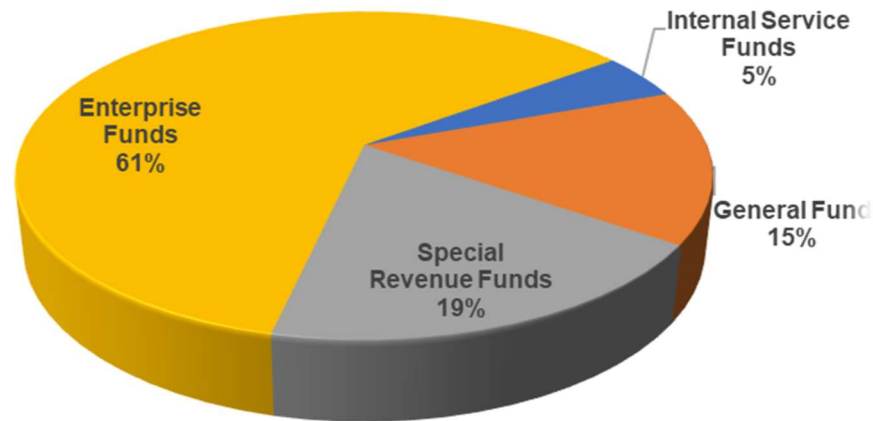
Internal Charges shows a large decrease when comparing the FY23 Budget to FY22. This is a result of the methodology used when calculating Internal Charges and can fluctuate from year to year.

City Council

Department Summary - Funding Sources

	Actual FY2021	Adopted FY2022	Est End FY2022	Adopted FY2023	Change FY2022 to FY2023
General Fund	211,032	50,908	51,091	41,174	-19%
Special Revenue Funds	36,258	416,896	41,586	51,466	-88%
Enterprise Funds	105,115	117,310	118,073	166,506	42%
Internal Service Funds	6,634	8,379	8,530	12,343	47%
Total	\$ 359,039	\$ 593,493	\$ 219,280	\$ 271,489	-54%

City Council Funding Sources
FY23 Budget



Department Funding Sources: The City Council Department is funded through multiple funds. Per budget policy and to present the full cost of providing services, general fund internal support is allocated to Enterprise Funds, Internal Service Funds and Special Revenue Funds that benefit from the services being provided. The General Fund net impact (proposed budget less projected program revenues) is allocated to other City operating units outside the General Fund on the proportion of budget basis.

City Court

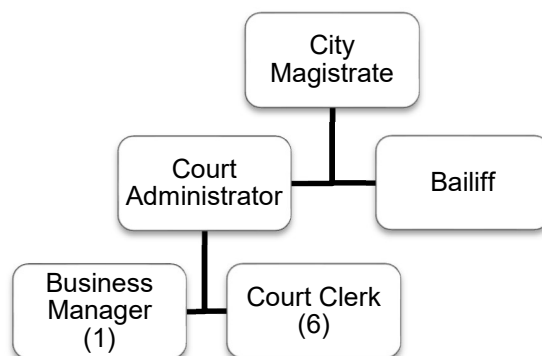
Department Mission

To provide prompt and effective judicial services, adjudicating violations of the Arizona Revised Statutes and the Prescott City Code, Civil and Criminal Violations occurring within the Prescott City Limits in conformity with United State and Arizona Constitutional Due Process principles and in fulfillment of Arizona State Supreme Court standards.

Services

The Court promotes and encourages civility, problem solving with a focus on the quality of life and standards of the community. This is accomplished while being creative, innovative and accountable with an overall purpose of promoting public confidence and trust in the judicial system. The Court also takes into consideration individualized justice in adapting the Arizona State Supreme Court's Fair Justice Initiative into everyday court proceedings.

Organization and Personnel



	Actual FY2021	Adopted FY2022	Est End FY2022	Adopted FY2023	Change FY2022 to FY2023
Department Staffing					
Business Manager	1.00	1.00	1.00	1.00	0.00
Court Clerk	6.00	6.00	6.00	6.00	0.00
Total	7.00	7.00	7.00	7.00	0.00

FY2023 Objectives

- Maintain consistency with standards set by the Arizona Supreme Court and the City of Prescott for case management and reduce litigant time and costs.
- Enforcement of Court Sentencing Orders by taking into consideration the requirements of the law, the ability of the Defendant to comply and consideration of the needs of the Victim.
- Expand the use of collection through FARE to assist, when appropriate, on cases where reduction or community service cannot be utilized thereby reducing the issuance of warrants for issues relating to fine payments.

City Court

- Comply with the Arizona State Supreme Court's directives relating to pre-trial release from the custody on misdemeanor allegations while at the same time taking into consideration the safety of the victim and community.
- Confirm and maintain the Courthouse/Courtroom safety and emergency standards with regard to the public and city employees assigned to the Prescott City Court.

Measure Type	Performance Measure	FY21 Actual	FY22 Target	FY22 Estimate	FY23 Target
Outcome	Case Closure Rates (Cases both filed and paid in full during FY)	85%	90%	90%	90%
Output	Defendant's assigned community restitution	425			
	Restitution hours completed	4,930	N/A*	N/A*	N/A*
	Minimum wage value	\$61,625			
	Incarceration savings at \$70 per day	\$49,300			

*Data to be further determined based upon future COVID-19 restrictions

FY2022 Major Achievements

- The past year has been interesting. The Court is not immune to the situation facing many municipal departments in retaining employees. Doing more with less has become the standard to follow. The Court is very appreciative of the support from City Management and HR through this challenging time. I am glad to report that the Court is fulfilling the terms of the mission statement in providing access to the Court and resolving matters before it in a fair, yet efficient manner. The Court never needed to be closed down during the pandemic and actively engaged in resolving cases through agreement, motion work and conducting both bench and jury trials. The Court served the community in providing availability of a judge to review and issue, if appropriate, protective orders and conducting hearing on those orders. I do take pride in the fact that I was able to be personally present to address the needs of the court and the public on a daily basis during the past year (except during the judicial conference). It is my belief that if the Court is required to remain open, the Judge be present to provide leadership by example and encourage positive morale throughout the trying times.
- The procedures created during the pandemic are now useful to address the employee retention issues the Court is experiencing. Due to staffing issues, for most days on the criminal docket, the Courtroom is being conducted solely by the Judge and Bailiff. The clerks are in the back area processing the cases while the Judge and Bailiff Conduct the in-person procedures. This enables the limited clerk-staff to better utilize their time for data entry on pending cases and answering public questions over the telephone.
- We are engaged in a new era in courtroom procedures focusing foremost on maintaining health and safety of patrons and employees, efficiency in the processing of cases, as well as engaging in fiscal responsibility all while upholding the highest principles of judicial integrity and fundamental fairness to all parties. The Prescott City Court emphasizes personal responsibility starting from the top. It is this reason why this Court promotes personal interaction with all that come before it. We have put in place significant protocols to permit safe interaction with all that come before it. We have put in place significant protocols to permit safe interaction between the Judge and those using the Court services to make sure that all needs are being addressed. It is that in person, one on one, contact and attention that keeps the Court relevant and genuine to those who come before it that permits fair and efficient resolution of cases.

City Court

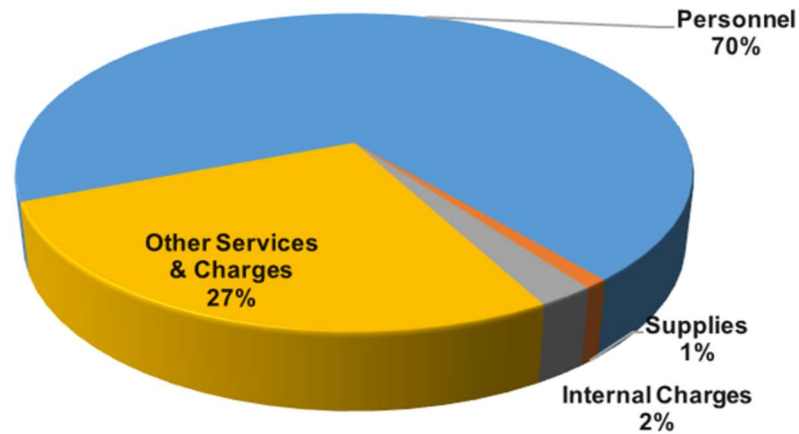
- Working with other outside agencies to streamline processes and procedures. Foster good relations with both the City and the County with the IGA.
- Continued the work of aggressive court-driven case management resulting in decreased time and costs including working with City Legal to continue the clearance of old warrant cases, and to have warrants quashed when there is a change in the law.
- Handling of juvenile criminal traffic cases has continued to allow juveniles and their parents to take care of cases at one court rather than needing to go to both the City Court and Juvenile Probation Department.
- Continue closing out the old CMS Cache' cases and continue the conversion process to get old collection cases into the new CMS AJACS which enables the AOC collection vendor FARE to more aggressively pursue collections for our court. The new CMS also enables customers to pay on-line and greatly reduces time for both the clerks and clients.
- Our JEU (Judicial Enforcement Officer) program continues to be successful in working with clients and their abilities to pay fines and sanctions. We have also continued to expand restorative justice concepts by aggressive assignment of community restitution in lieu of jail and sanctions.
- The court was able to successfully provide needed completion of back-log accounting work with the hiring of a grant-funded PT Court Accountant.
- The court continues to utilize a wonderful group of volunteer Civil Traffic Hearing Officers which enables the area officers and public to receive the benefit of time management and helps to free up time on the court docket for a more efficient flow.
- The City Magistrate Court is to work daily regarding the implementation of new procedures to help ensure the integrity and compliance of documents generated through the court and implement an internal accounting procedure to better service the needs of both the Court and the Administration Offices of the Courts.

Expenditure Budget

Expenditures by Type	Actual FY2021	Adopted FY2022	Est End FY2022	Adopted FY2023	Change FY2022 to FY2023
Personnel	\$ 414,106	\$ 489,820	\$ 474,573	\$ 515,096	5%
Supplies	2,329	7,000	7,000	7,000	0%
Internal Charges	14,171	16,724	16,724	16,942	1%
Other Services & Charges	120,788	186,768	186,586	199,768	7%
Total	\$ 551,394	\$ 700,312	\$ 684,883	\$ 738,806	5%

City Court

City Court
FY23 Operating Expenditure Budget by Type



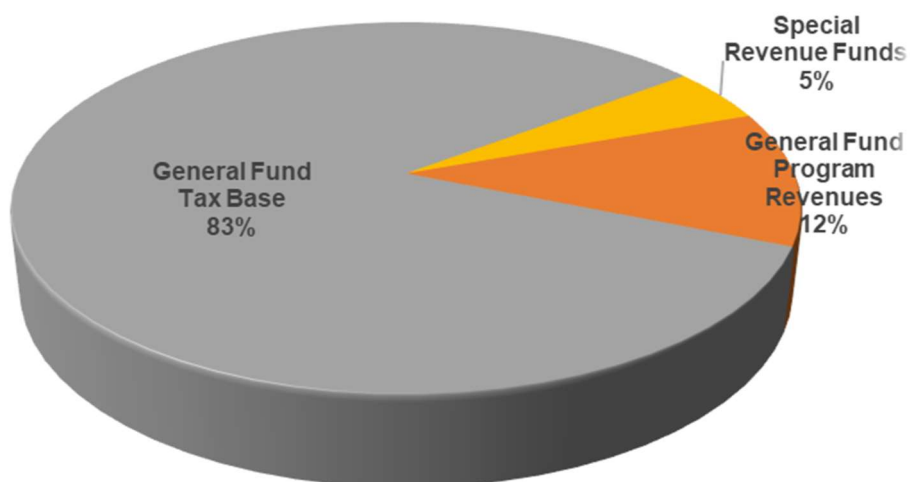
Budget Notes and Significant Changes: The City Court operates as a consolidated court with Yavapai County with operating costs shared through an Intergovernmental Agreement (IGA). The Court Administrator and Bailiff are Yavapai County employees with a portion of the personnel costs paid for by the City of Prescott. In addition, the IGA specifies a payment to Yavapai County for the shared Courthouse facility decreased by the accounting services provided by the City of Prescott. The Court operates in an uncertain environment with multiple government agencies and variables related to case expenses, causing a need for budget capacity.

Department Summary - Funding Sources

	Actual FY2021	Adopted FY2022	Est End FY2022	Adopted FY2023	Change FY2022 to FY2023
General Fund Sources of Funds					
Tax Base	\$ 449,743	\$ 582,679	\$ 570,291	\$ 614,173	5%
Charges for Services	84,505	80,000	80,000	80,000	0%
Fines and Forfeitures	7,990	8,633	5,592	8,633	0%
General Fund Budget	542,239	671,312	655,883	702,806	5%
Special Revenue Funds	9,155	29,000	29,000	36,000	24%
Total	\$ 551,394	\$ 700,312	\$ 684,883	\$ 738,806	5%

City Court

City Court Funding Sources
FY23 Budget



Department Funding Sources: The City Court Department is mainly funded through the General Fund, with 5% of the budget funded through the Grant Special Revenue Fund. Court grants are support from the state court system help to offset operating costs.

City Manager

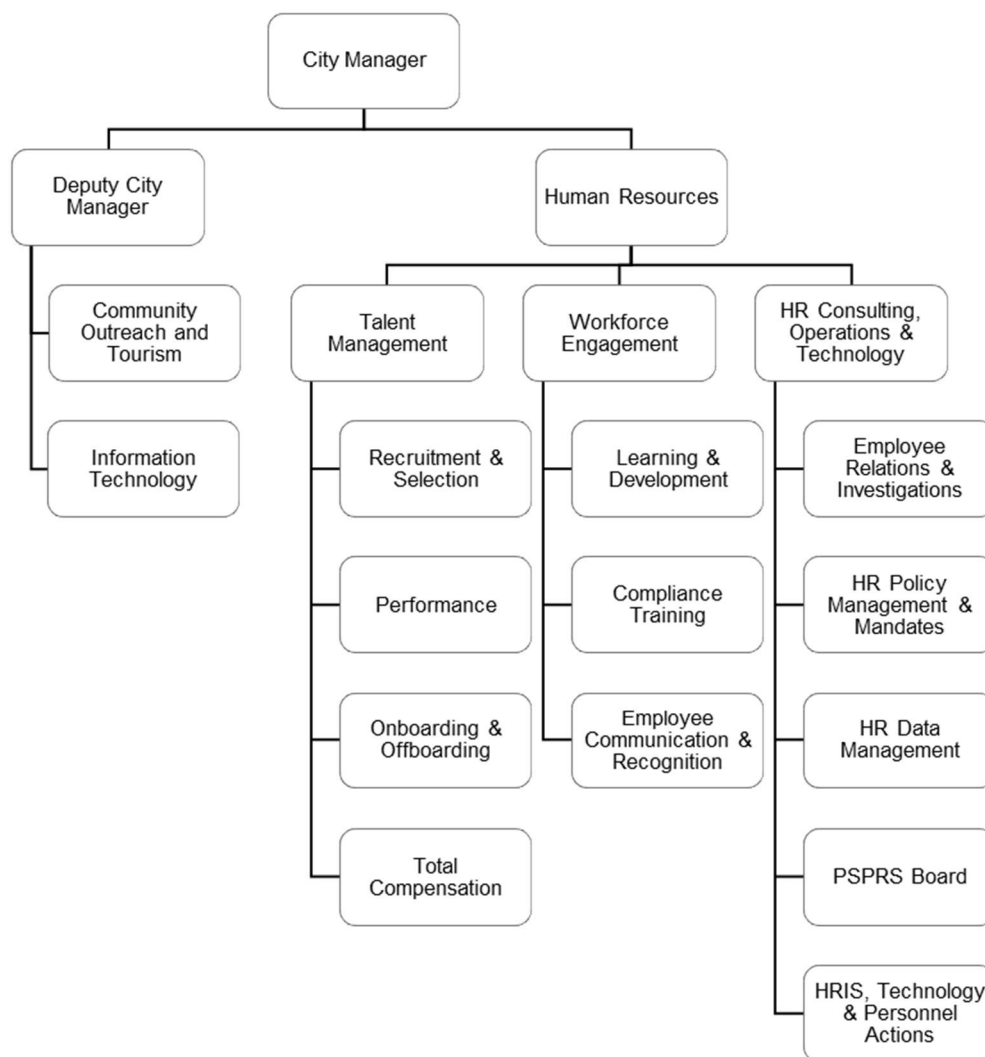
Department Mission

To provide professional administration of the policies and strategic plan goals and objectives established by the City Council; facilitate and promote a culture that encourages the development of City employees; support outreach to citizens to share important information and ensure robust tourism promotion.

Services

Assists the Mayor and Council by executing the enacted polices and by monitoring legislation pertinent to local issues, directs the administration of all departments, meets with and provides information to citizens; assists with promoting employee development and excellent customer service.

Organization and Personnel



City Manager

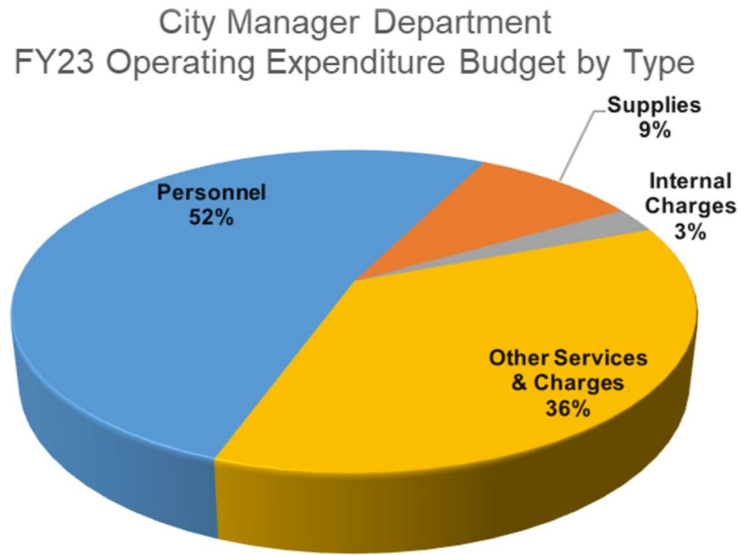
Department Staffing	Actual FY2021	Adopted FY2022	Est End FY2022	Adopted FY2023	Change FY2022 to FY2023
City Manager	1.00	1.00	1.00	1.00	0.00
Deputy City Manager	0.00	1.00	1.00	1.00	0.00
Assistant to City Manager/Intergov. Coordinator	1.00	0.00	0.00	0.00	0.00
Executive Assistant	1.00	1.00	1.00	1.00	0.00
Administrative Specialist	0.50	0.75	1.00	0.25	-0.50
Community Outreach Manager	1.00	1.00	1.00	1.00	0.00
Tourism and Economic Initiatives Manager	1.00	1.00	1.00	1.00	0.00
Tourism and Economic Initiatives Coordinator	1.00	1.00	1.00	1.00	0.00
Human Resources Director	1.00	1.00	1.00	1.00	0.00
Human Resources Manager	1.00	1.00	1.00	1.00	0.00
Senior Human Resources Business Partner	1.00	1.00	1.00	1.00	0.00
Human Resources Business Partner	1.00	1.00	1.00	1.00	0.00
HRIS Technician	1.00	1.00	1.00	1.00	0.00
Human Resources Support Specialist	0.00	1.00	1.00	1.00	0.00
Director of Information Technology	1.00	1.00	1.00	1.00	0.00
IT Operations Manager	0.00	1.00	1.00	1.00	0.00
Help Desk Manager	1.00	1.00	1.00	1.00	0.00
GIS Coord/Historic Preservation	0.50	0.50	0.50	0.50	0.00
Network Engineer	4.00	3.00	3.00	3.00	0.00
IT Database Administrator	1.00	1.00	1.00	1.00	0.00
IT Specialist	5.00	6.00	6.00	7.00	1.00
GIS Specialist	1.00	2.00	2.00	2.00	0.00
Web Development Specialist	1.00	1.00	1.00	1.00	0.00
Code Compliance Inspector	2.00	2.00	2.00	0.00	-2.00
Total	28.00	31.25	31.50	29.75	-1.50

*One GIS Specialist is funded in Engineering – Public Works

Expenditure Budget

Expenditures by Type	Actual FY2021	Adopted FY2022	Est End FY2022	Adopted FY2023	Change FY2022 to FY2023
Personnel	\$ 2,734,458	\$ 3,051,770	\$ 2,985,409	\$ 3,215,281	5%
Supplies	545,242	746,589	760,412	576,339	-23%
Internal Charges	165,031	161,474	165,875	156,332	-3%
Other Services & Charges	1,570,534	1,788,029	2,619,588	2,248,468	26%
Subtotal Operating	\$5,015,266	\$ 5,747,862	\$ 6,531,284	\$ 6,196,420	8%
Capital Projects/Outlay	312,218	5,380,000	11,866,276	3,411,158	-37%
Total	\$5,327,484	\$ 11,127,862	\$ 18,397,560	\$ 9,607,578	-14%

City Manager

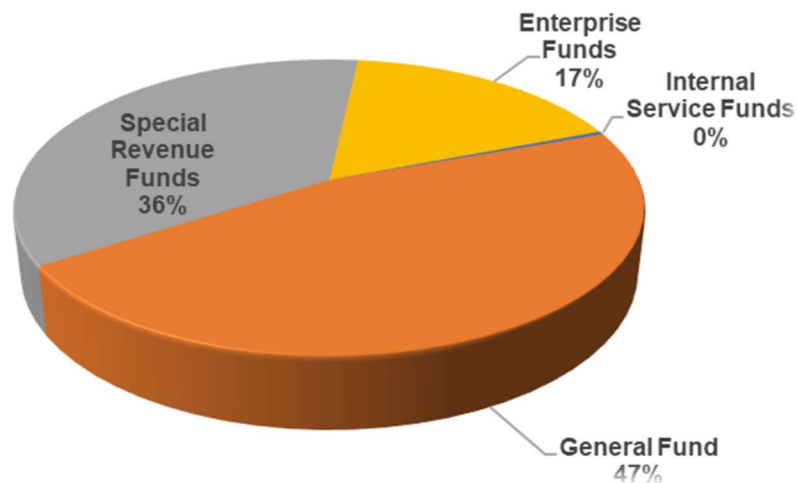


Department Summary - Funding Sources

	Actual FY2021	Adopted FY2022	Est End FY2022	Adopted FY2023	Change FY2022 to FY2023
General Fund	2,201,295	3,817,191	16,118,935	4,461,232	17%
Special Revenue Funds	2,388,539	5,286,641	1,290,000	3,446,697	-35%
Enterprise Funds	693,862	2,001,622	960,000	1,668,418	-17%
Internal Service Funds	43,788	22,408	28,625	31,231	39%
Total	\$5,327,484	\$ 11,127,862	\$ 18,397,560	\$ 9,607,578	-14%

City Manager

City Manager Funding Sources
FY23 Budget



Department Funding Sources: The City Manager Department is funded through multiple funds. The Neighborhood Services Division is funded fully by the General Fund. Community Outreach & Tourism is funded from both general fund and the bed tax fund. Per budget policy and in order to present the full cost of providing a service, the Department's other divisions' costs are allocated internally. The City Manager's Office and Information Technology is allocated to Enterprise Funds, Special Revenue and Internal Service Funds on a proportion of budget basis. Human Resources is allocated based on a cost per employee in each division throughout the City.

City Manager

City Manager's Office

Division Mission

To provide professional administration of the policies and objectives established by the City Council; develop alternative solutions to community problems for Council consideration; and plan programs that meet the future needs of the City.

Services

The City Manager's Office assists the Mayor and Council by monitoring legislation pertinent to local issues, assisting departments in delivery of quality municipal services to internal and external customers, meeting with citizen groups, and providing information to citizens, among many other tasks.

FY2023 Objectives

- Continuously improve customer service by enhancing department responsiveness and effectiveness in responding to citizens and customers
- Be responsive to the City Council and citizens
- Ensure that every department participates meaningfully in performance-based budgeting and process improvement
- Make certain that the Council's strategic plan is implemented, and spending decisions are made accordingly
- Will ensure that the unique assets that make Prescott distinct are maximized for the benefit of the citizenry

Measure Type	Performance Measure	FY21 Actual	FY22 Target	FY22 Estimate	FY23 Target
Outcome	Fulfill 90% of Council requests for information within 3 business days	90%	90%	95%	95%
Output	Respond to 90% of citizen inquiries within 1 business day	90%	90%	95%	95%

FY2022 Major Achievements

- City Manager's Office relocated to the new Montezuma City Hall
- Tyler Goodman was promoted to Deputy City Manager to assist with budgeting and Council assistance
- Amber Fraser was hired as an Executive Assistant and Special Projects Coordinator
- Organized the sale of the Cortez City Hall as well as the City-owned building on McCormick
- Accomplished goals and objectives along with the Council from the FY21 Strategic Plan
- Researched and chose a 3rd party grant writing company
- Successfully hosted two Citizen's Academies
- Managed a successful legislative agenda
- Managed the Youth Advisory Board to assist youth in the community

City Manager

Expenditure Budget

Expenditures by Type	Actual FY2021	Adopted FY2022	Est End FY2022	Adopted FY2023	% Change FY2022 to FY2023
Personnel	\$ 427,092	\$ 453,415	\$ 470,871	\$ 536,931	18%
Supplies	13,575	589	11,039	589	0%
Internal Charges	26,608	32,876	32,876	32,824	0%
Other Services & Charges	39,854	122,578	98,233	32,607	-73%
Subtotal Operating	\$ 507,129	\$ 609,458	\$ 613,019	\$ 602,951	-1%
Capital Projects/Outlay	169,561	1,330,000	1,305,791	3,016,000	127%
Total	\$ 676,690	\$ 1,939,458	\$ 1,918,810	\$ 3,618,951	87%

Staff Summary	Actual FY2021	Adopted FY2022	Est End FY2022	Adopted FY2023	Change FY2022 to FY2023
Full-time Equivalents (FTE)	3.25	3.25	3.50	3.00	-0.25
% of city's FTEs				0.5%	

Capital Projects/Outlay Detail	Adopted FY2023
Granite Creek Corridor	3,016,000
Total	\$ 3,016,000

Budget Notes and Significant Changes: Personnel displays an 18% increase due to the Cost-of-Living Allowance and Merit Increases budgeted for FY2023. There has also been some movement in Personnel with the Administrative Specialist being moved to City Council and Bed Tax. Also, beginning in FY2023 the Deputy City Manager will be 100% charged to this division. Finally, there is a significant decrease in Other Services & Charges. This relates to a Prescott Community Composting grant that occurred in FY2022. This grant partnered the City with the Farmer's Market and restaurants.

City Manager

Community Outreach, Economic Development & Tourism

Division Mission

To enhance the image of the City of Prescott and ensure that stakeholders are well informed. To lead in building a stronger and more diversified local economy by focusing on outreach marketing, assisting Prescott businesses, and attracting new employers that provide quality jobs. To develop, promote and maintain Prescott as a year-round visitor destination benefitting the community economically while contributing to quality of life.

Services

Community Outreach & Tourism provides services in three areas: communications, economic development, and tourism.

Communications provides general communications, public service announcements, calendar of events and activities, and specific service information. The office also coordinates the City's communications efforts with the news media and public groups.

Economic Development attracts and assists a variety of employers to retain/add jobs and tax dollars to economy. By actively marketing Prescott, the goal is to maintain a diverse and healthy economy.

The Tourism Office develops and implements a strategically coordinated marketing and sales plan designed to attract visitors and group events to Prescott. Visitors contribute to Prescott's economy through sales and bed tax during their stay. Bed tax dollars also help fund the activities of many nonprofit organizations that host events throughout the year.

FY2023 Objectives

Community Outreach

- Continue to refine and enhance social media outreach, through a regular schedule of messaging each week, creating consistent, informative messaging across all social media platforms.
- Host and manage City of Prescott Public Access television, including City Board and Commission meetings and video content. Share messages across multiple media to effectively reach citizens through several channels.
- Create unique video content for the city representing individual departments, and the City as a whole, including Prescott Today show hosted by the Mayor, and other programming.
- Organize and produce radio content including shows on two radio stations, hosted by council members, with staff and community guests.
- Share City Information to news media via press release/media alerts to traditional media, and social media channels.
- Share City Information via radio PSAs on six radio stations.
- Organize and distribute Mayoral communications including monthly Talk of the Town letter and weekly video updates.
- Assist City departments including Prescott Police, Prescott Regional Airport, and Recreation Services with their social media channels.

City Manager

Economic Development

- Continue first-ever economic development and business travel tourism marketing campaign.
- Continue to enhance and update the *prescottbiz.com* website.
- Engage in business retention efforts with existing businesses and prime/base industry employers.
- Promote Prescott's assets and opportunities to new and expanding companies.
- Lead sales missions for recruitment of business and workforce.
- Respond to leads generated by Arizona Commerce Authority, commercial real estate partners and other sources.

Tourism

- Focused and strategic advertising initiatives to continue responsible promotion of Prescott as a destination.
- Development and launch of a new *visit-prescott.com* website.
- Implement plans from the Corragio Group Strategic Planning session.
- Create new Sales position to grow weekday business travel and events.
- Continue to work with Arizona Office of Tourism to encourage overnight stays, by promoting regional and domestic travel.
- Capitalize on outdoor, natural and recreation assets for increased visitation, along with implementing efforts of Appreciate Arizona project to encourage responsible recreation.

Measure Type	Performance Measure	FY21 Actual	FY22 Target	FY22 Estimate	FY23 Target
Output	Number of media used to communicate with the public.	6	7	6	7
Output	Number of shows produced	23	23	23	30
Output	Number of releases	92	95	90	90
Output	Number of PSAs	24	30	25	30
Output	Number of companies/retailers/brokers/developers receiving Prescott marketing information	30	35	24	35
Output	Number of lead generated through participating in events and conferences	5	5	5	5
Output	Number of Business Retention/Expansion visits to Prescott businesses	8	10	6	15
Output	Number of CEO Roundtables hosted	3	4	4	4
Output	Number of companies receiving siting information	N/A	12	0	15
Output	# of website visitors (prescott-biz)	3,227	N/A	40,000	50,000
Output	# of website visitors (prescott-az)	594,963	N/A	450,000	500,000
Output	# of website visitors (visit-prescott)	118,575	N/A	125,000	150,000
Output	# of social media impressions (Linkedin)	0	N/A	250	500

City Manager

Output	# of Visit Prescott social media combined impressions	81,777	1,475	180,000	225,000
Output	Fiscal Year Bed Tax revenue	\$914,609	\$1,050,000	\$920,000	\$1,050,000
Output	Number of group lead generation	2	6	6	8

FY2022 Major Achievements

Community Outreach:

- Enhanced social media channels with regular post scheduling, enhanced graphics and dependable messaging. Followers of City Facebook Page increased by 20%.
- Produced 6 Prescott Today TV Shows.
- Produced 30 radio shows.
- Produced 100+ press releases, 14 letters from the Mayor, and 15 Radio PSAs
- Presented at two Citizen's Academy classes.

Economic Development:

- Announced opening of FedEx Ground facility.
- Worked with Heart and Soul Media to create content for first-ever economic development and business travel tourism marketing campaign. "Business Unusual".
 - Seven Marketing Videos
 - Social Media Content
 - Printed materials
 - Website enhancement
- Implemented Placer AI software to generate reports for prospective and existing business. (Void Analysis, Foot Traffic, and Demographics.)
- Assisted with creation of YCERA (Yavapai County Economic Resource Alliance), in cooperation with neighboring municipalities and Chambers to provide information and resources for businesses.
- Represented Prescott on NACOG committees including Tourism, Economic Development, Workforce Development and Broadband.
- Continued CEO Roundtable partnership with the Prescott Chamber of Commerce.
- Researched, prepared, and submitted proposals for 11 RFP/RFI to Arizona Commerce Authority.
- Multiple radio appearances to promote opportunities in Prescott.

Tourism:

- Re-Aligned Tourism & Economic Development Department.
- Adventure Elevate participation and sponsorship with Recreation Services Department.
- Attended ETSO (U.S. Travel Association) conference.
- Attendance and participation in Grand Circle Association.
- Attendance at Arizona Governor's Conference on Tourism.
- TAC:

City Manager

- Committee Coordination and Planning, Grants, Grant Review, Updated Grant Application and Processes
- Airport new Terminal visitor information coordination phase 1 of 3
- Three conference and seminar leads sent.
- Hosted Arizona Association Society of Association Executives
 - 65 Executives stayed in Prescott for 3+ days at varying locations
 - Showcase for Prescott for meetings business
- JR Bonner Anniversary Assistance Planning
- Downtown Kiosks Map revisions
- Assisted 4 stakeholders with Visit Arizona Grants
 - 3 letters of support sent
- Implementation of AirDNA software.
 - Monthly monitoring of reports
- Planed, created and executed for Arizona League Cities and Towns Booth
- Created and coordinated new program for Whiskey Off-Road Pros – Beans, Brews & BEVs.
- Corragio Group Office of Tourism and TAC (Tourism Advisory Committee) Strategic Planning
- Contributed \$160,000 to Arizona Christmas City funding
 - Coordination and assistance with build for Arizona's Christmas City website
- Contributed \$300,00 to Lower Goldwater Lake Improvements
- Contribution for additional temporary World's Oldest Rodeo events bathrooms
- Contribution to the World's Oldest Rodeo Economic Impact Study.

Expenditure Budget

Expenditures by Type	Actual FY2021	Adopted FY2022	Est End FY2022	Adopted FY2023	% Change FY2022 to FY2023
Personnel	\$ 223,343	\$ 311,766	\$ 309,602	\$ 354,085	14%
Supplies	1,406	1,500	4,392	2,550	70%
Internal Charges	20,635	25,710	25,710	29,465	15%
Other Services & Charges	337,496	392,650	738,201	425,650	8%
Subtotal Operating	\$ 582,880	\$ 731,626	\$ 1,077,905	\$ 811,750	11%
Capital Projects/Outlay	137,377	12,311,000	9,928,407	29,836	-100%
Other, Bed Tax Allocations	530,443	580,406	744,282	708,010	22%
Other, Bed Tax Contingency	-	100,000	300,000	200,000	100%
Total	\$ 1,250,700	\$ 13,723,032	\$ 12,050,594	\$ 1,749,596	-87%

Staff Summary	Actual FY2021	Adopted FY2022	Est End FY2022	Adopted FY2023	Change FY2022 to FY2023
Full-time Equivalents (FTE)	3.00	3.00	3.00	3.25	0.25
% of city's FTEs				0.6%	

City Manager

Capital Projects/Outlay Detail	Adopted FY2023
Center for the Future	29,836
Total	\$ 29,836

Budget Notes and Significant Changes: In addition to the COLA and annual merit, the movement of .25 of the Administrative Specialist from City Manager's Office to Tourism resulted in the Personnel category increase. The additional budget in FY2023 for Other Services & Charges is for advertising and marketing.

City Manager

Human Resources

Division Mission

Progressive leaders in Human Resources building a committed engaged workforce by creating exceptional employee experiences through quality HR programs and services.

Services

Human Resources aligns strategies and practices with City vision, mission, core beliefs and organizational goals to deliver HR services to the citizens of Prescott. We identify, model and implement best practices in the following areas: Talent Acquisition, Learning and Talent Development, Employee Relations & Performance Planning, Total Compensation, Rewards and Recognition, HR Technology & Process Improvement, HR Compliance, Employee Communications and HR Administration.

FY2023 Objectives

- Continue to review market strategies, CPI and pay for performance/merit to ensure a competitive compensation structure and pay for city employees.
- Continue to work with Yavapai Combined Trust (YCT) to enhance and improve benefits plan design options, and continue to analyze employer/employee contribution strategies for appropriate alignment.
- Deliver enhanced learning and training compliance programs through Zoom and other online platforms for new employees, current staff and leadership, including annual Management Academy.
- Create a succession program that allows for filling the gaps left by retirements and turnover and to develop a deeper pipeline of both current and future leaders to sustain city success.
- Institute a new onboarding and recruitment strategy to assist with employee retention.
- Develop a plan for enhanced employee engagement.

Measure Type	Performance Measure	FY21 Actual	FY22 Target	FY22 Estimate	FY23 Target
Workload	Number of recruitments	90	80	150	100
Outcome	All FTEs turnover rate	11.5%	9%	17%	10%
Outcome	Reduction in amount of benefit manual transactions	65%	85%	80%	85%
Outcomes	Percent of employees that received at least 3% merit increase	82%	80%	N/A	80%
Workload	Number of employee relations issues	50	30	65	30
Outcome	Employee relations issues that do not result in legal action	100%	100%	100%	100%
Workload	Number of job re-classes	8	15	12	10
Workload	Number of trainings (online and classroom)	65	50	55	50
Outcome	Effectiveness of training as measured by survey.	4.8/5	4.5/5	4.8/5	4.5/5

City Manager

FY2023 Major Achievements

- Introduced a new well-being program to improve employee mind, body, and purpose: physical, emotional, social, career, spiritual, intellectual, etc. and offered well-being incentives to employees to improve overall health of the organization.
- Implemented Pay for Performance system including training workshops
- Strengthened citywide learning program, including conducting on-site "Management Academy" and supervisory training.
- Enhanced new hire on-boarding processes through use of technology to simplify the employee experience.
- Continued to enhance and enrich GUEST program to ensure continuous focus and improvements in Citywide Customer Service.
- Reviewed and revised all safety policies for City, including redesign of safety portal.
- In partnership with Yavapai Combined Trust (YCT), enhanced dental plan design options by adding Delta Dental Network and increased vision benefit from \$300.00 to \$500.00 per person, per plan year.
- Hired and on-boarded 95 full-time employees, as well as over 75 part-time and seasonal employees.

Expenditure Budget

Expenditures by Type	Actual FY2021	Adopted FY2022	Est End FY2022	Adopted FY2023	% Change FY2022 to FY2023
Personnel	\$ 561,869	\$ 622,645	\$ 605,153	\$ 640,222	3%
Supplies	3,785	10,200	8,506	10,200	0%
Internal Charges	21,204	22,260	22,260	15,868	-29%
Other Services & Charges	146,972	216,002	203,750	237,901	10%
Total	\$ 733,830	\$ 871,107	\$ 839,669	\$ 904,191	4%

Staff Summary	Actual FY2021	Adopted FY2022	Est End FY2022	Adopted FY2023	Change FY2022 to FY2023
Full-time Equivalents (FTE)	5.00	6.00	6.00	6.00	0.00
% of city's FTEs				1.1%	

Budget Notes and Significant Changes: Internal Charges has decreased significantly when comparing FY2023 Budget to FY2022. This is the result of the methodology used when calculating internal cost recoveries. These can fluctuate from year to year. Other Services & Charges is higher because of the additional funding added for citywide training, employee recognition program and professional development.

City Manager

Neighborhood Services

Division Mission

To uphold and enforce codes and standards established by the City Council of the City of Prescott, as well as protect the public health, safety and welfare while ensuring every citizen the right to a safe, clean neighborhood.

Services

Protect the public health, safety and welfare, while ensuring every citizen the right to a clean, enjoyable neighborhood by enforcing codes and ordinances. Resolve citizen generated code complaints through a process of notification and education and to obtain voluntary compliance.

FY2023 Objectives

This division was moved under Community Development in FY2023.

Measure Type	Performance Measure	FY21 Actual	FY22 Target	FY22 Estimate	FY23 Target
Workload	Code cases opened	262	500	400	500
Workload	Code cases closed	214	475	400	475
Outcome	Average calendar days, inspection to voluntary compliance	95%	95%	95%	95%
Outcome	Percentage of cases resolved through voluntary compliance	99%	99%	99%	99%

FY2022 Major Achievements

- Successful fall 2021 Neighborhood Clean-up resulting in a total of 17.27 tons of junk, trash, rubbish, and debris collected
- Neighborhood Clean-up planned for late Spring 2022
- Hired a new Code Compliance Inspector, Denise Buchanan
 - Denise has started managing the City-Owned Publication Bins
 - Denise will have her Level 1 Code Compliance Certification in Spring of 2022
- Successfully launched the online Vacation Rental registration
- Educational postcards sent to 1000 people for sidewalk maintenance in February 2022
- Wendie is in the process of obtaining her International Property Maintenance Code, International Zoning Code, Legal Aspects, and International Residential Code certifications
- Opened 129 cases From July 1- February 3
- Closed 214 cases From July 1-February 3

City Manager

Expenditure Budget

Expenditures by Type	Actual FY2021	Adopted FY2022	Est End FY2022	Adopted FY2023	% Change FY2022 to FY2023
Personnel	\$ 162,747	\$ 169,449	\$ 152,230	\$ -	-100%
Supplies	3,422	3,300	3,700	-	-100%
Internal Charges	13,706	16,832	16,832	-	-100%
Other Services & Charges	4,794	15,040	15,050	-	-100%
Total	\$ 184,668	\$ 204,621	\$ 187,812	\$ -	-100%

Staff Summary	Actual FY2021	Adopted FY2022	Est End FY2022	Adopted FY2023	Change FY2022 to FY2023
Full-time Equivalents (FTE)	2.25	2.25	2.25	0.00	-2.25
% of city's FTEs				0.0%	

Budget Notes and Significant Changes: This division was moved to Community Development in FY2023.

City Manager

Information Technology

Division Mission

To provide and deliver quality and innovative information solutions and services in a timely manner through the appropriate use of technology within a long-range plan that enables departments within the City of Prescott to meet their goals in the most cost-effective and efficient manner possible.

Services

The IT department is responsible for the delivery of electronic technology services with the City of Prescott. In essence IT is a technology utility whose customers are City of Prescott departments, other government agencies, and the constituencies that those groups in turn serve.

The core function of IT is to provide the infrastructure necessary to build and develop technology services comprised of software, hardware, and data to meet the business needs of the City of Prescott and associated agencies.

FY2023 Objectives

- Explore and implement methods to improve customer service tools and practices
- Find ways to maintain and expand service delivery levels in the face of rising IT workload
- Expand focus on network design and security to meet service needs
- Continue to focus within IT on a collaborative driven IT working environment

Measure Type	Performance Measure	FY21 Actual	FY22 Target	FY22 Estimate	FY23 Target
Outcome	Network availability (uptime)	99.9%	99.9%	99.9%	99.9%
Workload	Number of work orders and tasks completed	10,000	15,000	13,000	15,000
Outcome	Cybersecurity Events	0	0	0	0
Outcome	Percentage of completed budgeted projects	100%	100%	100%	100%

FY2022 Major Achievements

- Successfully moved hosting of City of Prescott web sites to cloud provider
- Successful migration to Microsoft 365
- Upgraded network security tools to include endpoint detection and response (EDR) and network access control (NAC), FY2023 target is SIEM/SOAR capabilities
- Implemented redundant Internet connections
- Replacement and streamline City of Prescott telephone system

City Manager

Expenditure Budget

Expenditures by Type	Actual FY2021	Adopted FY2022	Est End FY2022	Adopted FY2023	% Change FY2022 to FY2023
Personnel	\$ 1,359,408	\$ 1,494,495	\$ 1,447,553	\$ 1,684,043	13%
Supplies	523,053	731,000	732,775	563,000	-23%
Internal Charges	82,879	63,796	68,197	78,175	23%
Other Services & Charges	510,976	361,353	520,072	644,300	78%
Subtotal Operating	\$ 2,476,315	\$ 2,650,644	\$ 2,768,597	\$ 2,969,518	12%
Capital Projects/Outlay	5,280	1,650,000	632,078	365,322	-78%
Total	\$ 2,481,595	\$ 4,300,644	\$ 3,400,675	\$ 3,334,840	-22%

Staff Summary	Actual FY2021	Adopted FY2022	Est End FY2022	Adopted FY2023	Change FY2022 to FY2023
Full-time Equivalents (FTE)	14.50	16.50	16.50	17.50	1.00
% of city's FTEs				3.2%	

Capital Projects/Outlay Detail	Adopted FY2023
IT Server Farm	\$ 315,322
Replacement Vehicle	50,000
Total	\$ 365,322

Budget Notes and Significant Changes: An IT Specialist was added in FY2023 causing an increase in the Personnel category. This position will focus on Public Safety issues. There is a 23% decrease in Supplies because of the telephone system replacement project that was included in the FY2022 budget. This was a one-time expenditure, so the category is back to normal in FY2023. Internal Charges increased 23% based on the methodology that is used when calculating these charges. Other Services & Charges increased significantly due to the rising costs of maintaining the computer network and infrastructure.

Community Development

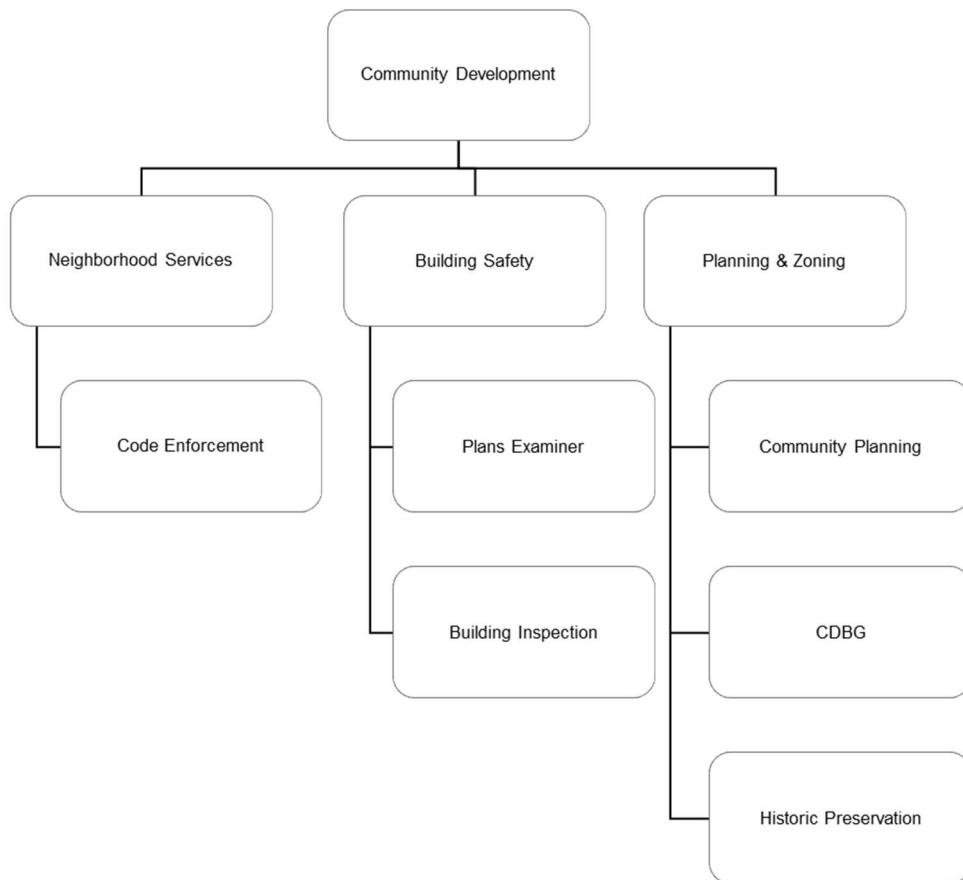
Department Mission

To provide residents, builders and developers with friendly and efficient customer service, useful information, and expeditious processing of projects and permits, facilitating quality development in the City of Prescott.

Service

Community Development provides project review, planning guidance, building permit processing, plan review, and field inspection services to the community. The Planning and Zoning Division processes requests for subdivision plats, zoning amendments, General Plan amendments and various land use permits. The Building Safety Division processes applications for permits, provides building and fire plan review, and conducts inspections of construction work in progress and life safety aspects to assure building code compliance. The department monitors and reviews land use and building codes to eliminate unnecessary or overly burdensome regulations, while protecting the health, safety, and welfare of the community through the thoughtful application of codes and ordinances.

Organization and Personnel



Community Development

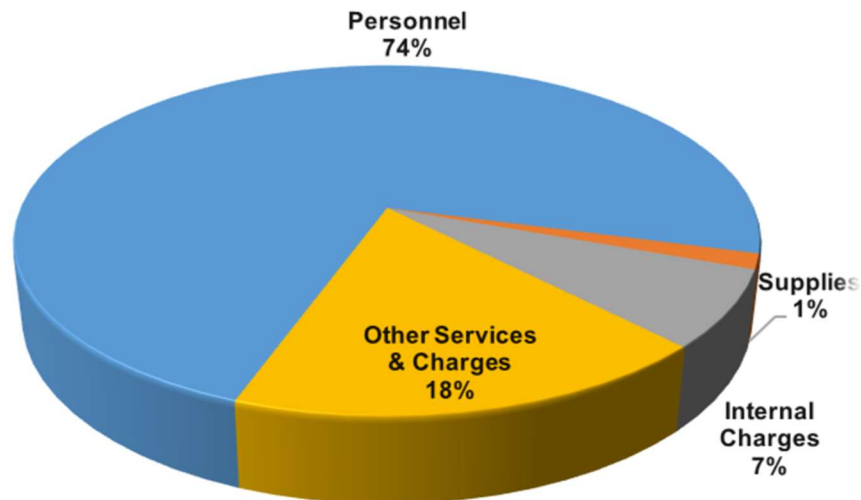
	Actual FY2021	Adopted FY2022	Est End FY2022	Adopted FY2023	Change FY2022 to FY2023
Department Staffing					
Community Development Director	1.00	1.00	1.00	1.00	0.00
Planning Manager	1.00	1.00	1.00	1.00	0.00
Chief Building Official	1.00	1.00	1.00	1.00	0.00
GIS Coordinator/Historic Preservation	0.50	0.50	0.50	0.50	0.00
Planner	1.00	1.00	1.00	1.00	0.00
Senior Plans Examiner/Building Inspector	0.00	0.00	0.00	1.00	1.00
Development Services Supervisor	1.00	1.00	1.00	1.00	0.00
Plans Examiner/Building Inspector	2.00	2.00	2.00	1.00	-1.00
Plans Examiner/Building Fire Inspector	2.00	0.00	0.00	0.00	0.00
CDBG Admin/Com Dev Coordinator	1.00	1.00	1.00	1.00	0.00
Building Inspector	2.00	2.00	2.00	2.00	0.00
Permit Technician/Plans Examiner	1.00	1.00	1.00	1.00	0.00
Code Compliance Inspector	0.00	0.00	0.00	2.00	2.00
Development Services Representative II	1.00	1.00	1.00	1.00	0.00
Development Services Representative I	1.00	1.00	1.00	1.00	0.00
Total	15.50	13.50	13.50	15.50	2.00

Expenditure Budget

	Actual FY2021	Adopted FY2022	Est End FY2022	Adopted FY2023	Change FY2022 to FY2023
Expenditures by Type					
Personnel	\$ 1,294,972	\$ 1,334,062	\$ 1,170,554	\$ 1,505,381	13%
Supplies	16,958	26,950	17,000	28,600	6%
Internal Charges	117,400	121,999	112,299	145,443	19%
Other Services & Charges	418,915	245,194	268,525	366,464	49%
Subtotal Operating	\$ 1,848,245	\$ 1,728,205	\$ 1,568,378	\$ 2,045,888	18%
Capital Projects/Outlay	341,349	1,016,503	586,598	933,051	-8%
Total	\$ 2,189,594	\$ 2,744,708	\$ 2,154,976	\$ 2,978,939	9%

Community Development

Community Development Department
FY23 Operating Expenditure Budget by Type



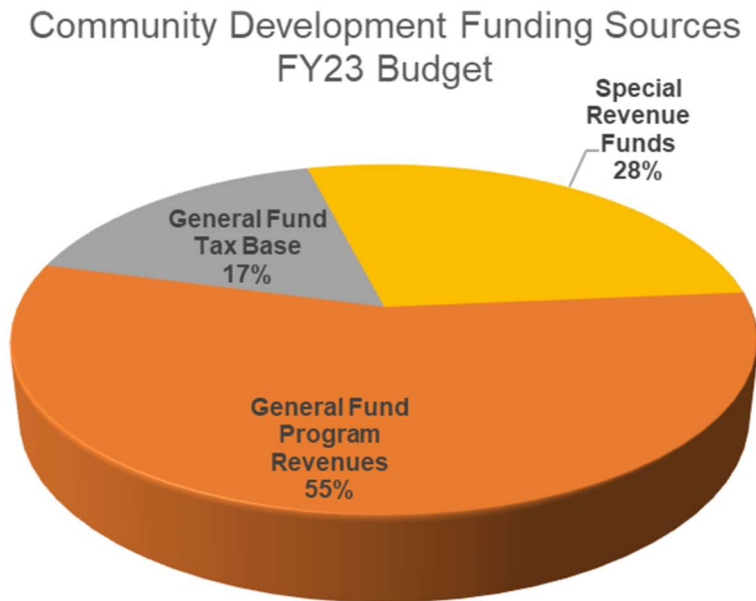
Department Summary - Operating Expenditure by Division and Capital

	Actual FY2021	Adopted FY2022	Est End FY2022	Adopted FY2023	Change FY2022 to FY2023
Planning & Zoning	\$ 724,867	\$ 827,680	\$ 653,735	\$ 826,748	0%
Building Safety	1,123,378	900,525	914,643	1,039,108	15%
Neighborhood Services	-	-	-	180,032	
Subtotal Operations	\$1,848,245	\$ 1,728,205	\$ 1,568,378	\$ 2,045,888	18%
Capital	341,349	1,016,503	586,598	933,051	-8%
Total	\$2,189,594	\$ 2,744,708	\$ 2,154,976	\$ 2,978,939	9%

Department Summary - Funding Sources

	Actual FY2021	Adopted FY2022	Est End FY2022	Adopted FY2023	Change FY2022 to FY2023
General Fund Source of Funds					
Tax Base	\$ (17,829)	\$ 191,908	\$ (38,853)	\$ 502,856	162%
Licenses & Permits	1,046,693	1,009,230	1,002,000	1,002,000	-1%
Charges for Services	874,985	650,000	652,000	652,000	0%
General Fund Budget	1,903,848	1,851,138	1,615,147	2,156,856	17%
Special Revenue Funds	285,746	893,570	539,829	822,083	-8%
Total	\$2,189,594	\$2,744,708	\$2,154,976	\$2,978,939	9%

Community Development



Department Funding Sources: The Community Development's operations are funded through multiple funds. The Building Safety and Planning and Zoning divisions are funded through the General Fund and are significantly offset by program revenues such as building permit fees, inspection fees, and planning and zoning fees. The Special Revenue Fund reflects the funding for the Community Development Block Grant Program (CDGB), which is managed by this department.

Community Development

Planning and Zoning

Division Mission

To provide assistance to the development community through the review and processing of applications for various land use actions. To assist customers with understanding the requirements of codes, and with gathering and submitting necessary application information to assure that review and approval can be completed as expeditiously as possible. To act as liaison between customers, reviewing departments, and the various Boards and Commissions of the City to assure effective communication across all parties.

Services

The Planning and Zoning Division assists applicants with requests for subdivision plats, zoning amendments, General Plan amendments, annexations, and various land use permits. The Division provides staff support for the Board of Adjustment, the Planning and Zoning Commission, the Preservation Commission, and several other standing and ad hoc committees. The Division manages portions of the Pre-application Conference process to provide early and relevant information to builders and developers, with the goal to reduce the review time for plans and to improve the probability of successful project completion within reasonable timeframes.

FY2023 Objectives

- Provide comprehensive and efficient assistance to applicants during development project reviews and any related public meeting processes by applying effective communication, efficient time management and thorough knowledge of state and local regulations. This is an ongoing and important objective.
- Collaborate effectively with the development community to assist in meeting the objectives of the adopted General Plan.
- Provide professional and timely planning and zoning services to residents, developers, builders and the general public to further the City's objective of creating an accountable solution and service-oriented culture within the division.
- Provide professional, accurate and actionable data and recommendations to decision-making bodies of the City to further the goals of the General Plan and the City Council's adopted strategic goals.
- Adapt to ongoing challenges to assure the provision of a high level of customer service.
- Actively engage with Planning staff to offer educational opportunities that improve the function of the division and improve our ability to provide great customer service.

Measure Type	Performance Measure	FY21 Actual	FY22 Target	FY22 Estimate	FY23 Target
Outcome	Percentage of projects meeting review turnaround times	70%	80%	75%	80%
Outcome	Percentage of PAC applications resulting in construction permits	55%	60%	55%	60%

Community Development

Analysis of performance:

Project review times were affected by both Covid-19 and the conversion to full online submittals in our new permitting and project software. With the conversion complete and times adjusted to realistically reflect staffing, we anticipate the times improving to, or above, the targeted 80%.

Percentage of PAC that result in permits or project is a measure subject to market forces. With the uncertainty that prevailed throughout 2020, we noted a slight reduction in the percentage of PAC submittals that later resulted in project or permit applications.

FY2022 Major Achievements

- Adapted Planning Division functions to accommodate fully electronic project submittal and processing
- Adapted Planning Division functions to maintain the expected high level of customer service via remote access options during periods when City Hall was closed to the public due to the pandemic
- Modified staffing by creation of in-office rotation schedules to enhance protection for staff and workloads while maintaining customer service levels
- Completed the Planning Commission stage of the major AED annexation proposals

Expenditure Budget

Expenditures by Type	Actual FY2021	Adopted FY2022	Est End FY2022	Adopted FY2023	% Change FY2022 to FY2023
Personnel	\$ 576,885	\$ 667,787	\$ 571,673	\$ 657,883	-1%
Supplies	6,985	10,950	6,450	9,300	-15%
Internal Charges	52,489	60,091	60,091	64,233	7%
Other Services & Charges	88,508	88,852	15,521	95,332	7%
Subtotal Operating	\$ 724,867	\$ 827,680	\$ 653,735	\$ 826,748	0%
Capital Projects/Outlay	281,028	890,503	530,898	807,051	-9%
Total	\$ 1,005,896	\$ 1,718,183	\$ 1,184,633	\$ 1,633,799	-5%

Staff Summary	Actual FY2021	Adopted FY2022	Est End FY2022	Adopted FY2023	Change FY2022 to FY2023
Full-time Equivalents (FTE)	6.50	6.50	6.50	6.50	0.00
% of city's FTEs				1.2%	

Capital Projects/Outlay Detail	Adopted FY2023
Miscellaneous Grants	\$ 802,051
Customer Service and Staff Area Improvements	5,000
Total	\$ 807,051

Budget Notes and Significant Changes: The Capital budget is for the management of the Community Development Block Grant Program (CDGB). The City of Prescott is an entitlement community receiving annual federal grant allocations from Housing and Urban Development (HUD) to be expended on projects benefiting low to moderate income residents. The grants are allocated through the Annual Action Plan adopted by the City Council.

Community Development

Building Safety

Division Mission

To provide quality customer service through timely plan review and inspection services which facilitate successful completion of code compliant projects while safeguarding the public health, safety, and welfare.

Services

The Building Safety Division applies adopted technical codes to ensure requirements are met that safeguard the public health, safety, and welfare from fire and other hazards, and the safety of first responders during emergency operations. The Division's primary areas of focus are building and fire plan review, field inspections, and safety compliance.

FY2023 Objectives

- Provide staff training on common review items and use of checklists to reduce plan review time frames.
- Provide assistance and proactive outreach to contractors, design professionals and other applicants on elements of a successful plan submittal and methods to reduce review time frames.
- Develop effective plan review and inspection checklists for internal and external customers to expedite accomplishing successful, safe and code-compliant plans and projects.
- Successfully impart the benefits of the remote virtual inspections, allowing for more inspections in less time, the ability of the customer to know the outcome of the inspection immediately and less COVID-19 exposure for the City staff and customers.
- Increase the number of self-certification inspection permitted for building components through manufacturer installer certification programs.

Measure Type	Performance Measure	FY21 Actual	FY22 Target	FY22 Estimate	FY23 Target
Output	Number of contractor outreach meetings	4	4	4	4
Workload	Plan reviews performed	3,034	4,580	3,940	4,000
Outcome	Reviews completed within stated 3-week time frame	75%	90%	80%	80%
Workload	New single family residence permits issued	458	400	425	425
Workload	Total number of field inspections	16,047	17,200	16,200	16,500
Outcome	Average calendar days from application to ready for issuance – residential permits	34	50	45	40
Outcome	Average calendar days from application to ready for issuance – commercial permits	60	40	55	50
Outcome	Percentage of re-inspections	18%	15%	18%	15%
Outcome	Percentage of projects meeting review turnaround times	80%	90%	80%	85%

Community Development

Analysis of performance:

The Division continues to promote plan review and inspection strategies that compress permit issuance and total build timeframes, adapting processes and providing source documents to increase efficiencies across the construction disciplines. The contractor and professional outreach programs have continued through virtual meetings, open forums, e-mails and video phone chats. The Division looks forward to the opportunity to re-launch the contractor outreach meetings on an in-person basis in the coming fiscal year. Our connection with the builder community remains strong, and is strengthened by our efforts to build strong alliances across the industry.

FY2022 Major Achievements

- Educated customers in the use of emergency permit applications, when essential services or equipment (water heaters, gas lines) are cut, damaged or affected during non-business hours, to allow those required permits to be submitted the first working day after the event that caused damage electrical service, heating, water heater or other life, safety and or health essential service or equipment.
- Worked with contractors, professional registrants and other customers to eliminate the amount of paperwork, documentation and time needed in the application for solar permits. Provided a method for solar applications to rely on the APS mandated engineer review, in lieu of two compliance reviews by APS and City plans examiners, when solar installations are performed by a properly licensed electrical/solar contractor.
- Established the requirement of only a manufacturer's material evaluation number from an authorized testing agency instead of the entire evaluation report, eliminating the amount of scanning and research by the applicant when using previously approved systems.
- Reduced the number of multi-reviews on a set of plans, by requiring contact between the applicant and reviewer, prior to a 3rd round or greater re-submittal. The contact is designed to verify that all the information and corrections have been or are addressed in re-submittals.
- Protected our customers and staff and avoided direct physical contact by using telephone, e-mails and zoom meetings due to Covid-19 pandemic social distancing requirements.
- Decreased the number of Stop Work Orders and Notices of Violation issued by providing the customer sufficient information prior to posting and initiating cases, bringing the customer into compliance through personal contact and to help prevent subsequent corrections, as well as establishing realistic expectations to avoid the next step of violating the project or property.
- Performed the Building Division's tasks through the expedited implementation of the department's new digital permitting and plan review systems, enhancing the service delivery model of Community Development even during the duration of the pandemic.

Community Development

Expenditure Budget

Expenditures by Type	Actual FY2021	Adopted FY2022	Est End FY2022	Adopted FY2023	% Change FY2022 to FY2023
Personnel	\$ 718,087	\$ 666,275	\$ 598,881	\$ 703,602	6%
Supplies	9,973	16,000	10,550	16,000	0%
Internal Charges	64,911	61,908	52,208	64,164	4%
Other Services & Charges	330,406	156,342	253,004	255,342	63%
Subtotal Operating	\$ 1,123,378	\$ 900,525	\$ 914,643	\$ 1,039,108	15%
Capital Projects/Outlay	60,321	126,000	55,700	126,000	0%
Total	\$ 1,183,699	\$ 1,026,525	\$ 970,343	\$ 1,165,108	14%

Staff Summary	Actual FY2021	Adopted FY2022	Est End FY2022	Adopted FY2023	Change FY2022 to FY2023
Full-time Equivalents (FTE)	9.00	7.00	7.00	7.00	0.00
% of city's FTEs				1.3%	

Capital Projects/Outlay Detail	Adopted FY2023
Replacement Vehicles	\$ 66,000
Scanning Project	60,000
Total	\$ 126,000

Budget Notes and Significant Changes: The increase in Other Services & Charges is tied to the Wildan Contract. The volume for this division was higher than anticipated in FY2022 which is reflected in the FY2022 estimated ending and the FY2023 budget.

Community Development

Neighborhood Services

Division Mission

To uphold and enforce codes and standards established by the City Council of the City of Prescott, as well as protect the public health, safety and welfare while ensuring every citizen the right to a safe, clean neighborhood.

Services

Protect the public health, safety and welfare, while ensuring every citizen the right to a clean, enjoyable neighborhood by enforcing codes and ordinances. Resolve citizen generated code complaints through a process of notification and education and to obtain voluntary compliance.

FY2023 Objectives

- Continue to strive for voluntary compliance
- Continuously improve customer service by enhancing department responsiveness and effectiveness in responding to citizens and customers
- Provide outreach and neighborhood cleanups
- Continual regulation of the City-owned Publication Bins

Measure Type	Performance Measure	FY21 Actual	FY22 Target	FY22 Estimate	FY23 Target
Workload	Code cases opened	262	500	400	500
Workload	Code cases closed	214	475	400	475
Outcome	Percentage of cases opened reachings voluntary compliance within 30 days	95%	95%	95%	95%
Outcome	Percentage of cases resolved through voluntary compliance	99%	99%	99%	99%

Expenditure Budget

Expenditures by Type	Actual FY2021	Adopted FY2022	Est End FY2022	Adopted FY2023	% Change FY2022 to FY2023
Personnel	\$ -	\$ -	\$ -	\$ 143,896	N/A
Supplies	-	-	-	3,300	N/A
Internal Charges	-	-	-	17,046	N/A
Other Services & Charges	-	-	-	15,790	N/A
Total	\$ -	\$ -	\$ -	\$ 180,032	N/A

Staff Summary	Actual FY2021	Adopted FY2022	Est End FY2022	Adopted FY2023	Change FY2022 to FY2023
Full-time Equivalents (FTE)	0.00	0.00	0.00	2.00	2.00
% of city's FTEs				0.4%	

Community Development

Budget Notes and Significant Changes: This division was moved from the City Manager's Office for FY2023.

Fire

Department Mission

The Prescott Fire Department is dedicated to “compassionately serving the needs of our diverse community” by providing the most efficient and effective services to our community by responding fast, solving the problem, being nice and going home safe. Prescott Fire Department is committed to preserving the quality of life, protecting lives, property, and the environment with compassion, vigilance, and dedication to excellence.

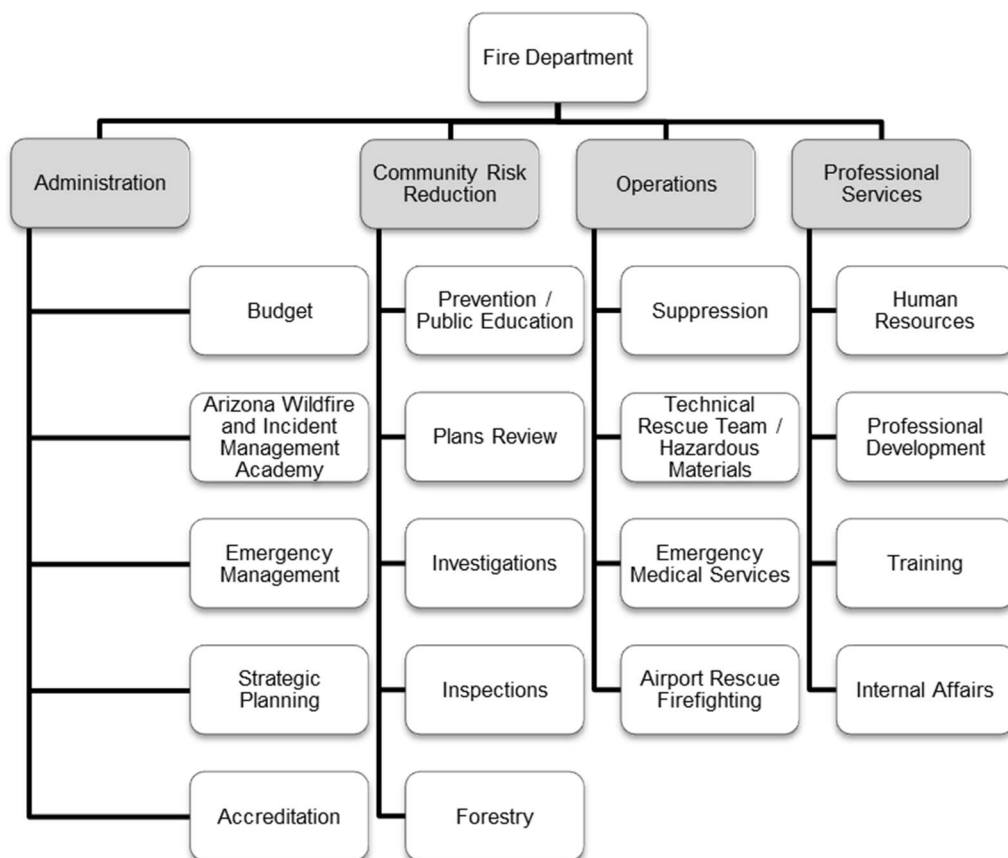
Services

The Department is dedicated to providing the highest level of service in the prevention and mitigation of emergency incidents in a growing community and treating our citizens and employees in a fair and considerate manner while remaining financially responsible.

The Department is considered an “all-risk” municipal fire department and as such responds to calls for service that include but are not limited to: emergency medical services, fires, hazardous material response, technical rescue, and wildland urban interface fires.

The Prescott Fire Department values a creative and proactive work place, and is involved in numerous joint partnerships to include automatic aid with the Central Yavapai Fire District, Chino Valley Fire District, Central Arizona Fire and Medical Authority, United States Forest Service, and Yavapai-Prescott Indian Tribe.

Organization and Personnel



Fire

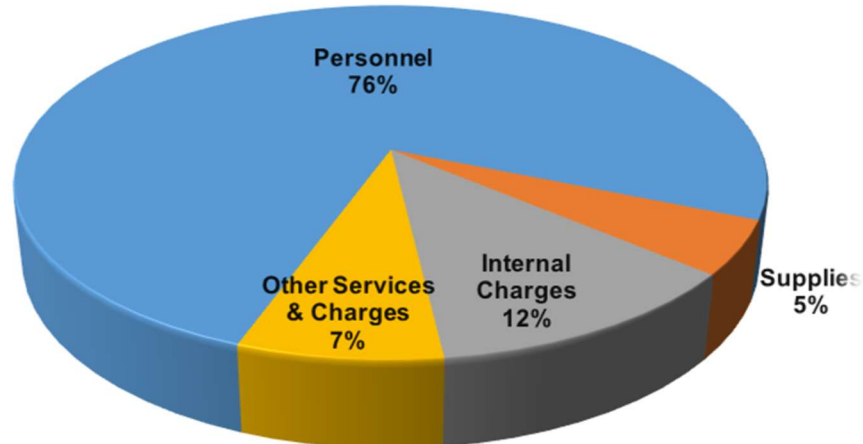
	Actual FY2021	Adopted FY2022	Est End FY2022	Adopted FY2023	Change FY2022 to FY2023
Department Staffing					
Fire Chief	1.00	1.00	1.00	1.00	0.00
Deputy Fire Chief	1.00	1.00	1.00	1.00	0.00
Division Chief/Battalion Chief	4.00	4.00	4.00	4.00	0.00
Fire Captain	15.00	16.00	16.00	16.00	0.00
Fire Engineer	18.00	19.00	19.00	19.00	0.00
Plans Examiner/Building Fire Inspector	0.00	2.00	2.00	2.00	0.00
Firefighter	21.00	22.00	22.00	31.00	9.00
Business Manager	1.00	1.00	1.00	1.00	0.00
Forestry Crew Coordinator	1.00	1.00	1.00	1.00	0.00
Forestry Crew Technician	2.00	2.00	2.00	2.00	0.00
Administrative Specialist	1.00	1.00	1.00	1.00	0.00
Total	65.00	70.00	70.00	79.00	9.00

Expenditure Budget

	Actual FY2021	Adopted FY2022	Est End FY2022	Adopted FY2023	Change FY2022 to FY2023
Expenditures by Type					
Personnel	\$ 7,351,077	\$ 8,638,476	\$ 8,040,702	\$ 9,597,227	11%
Supplies	445,567	598,064	525,709	621,519	4%
Internal Charges	1,294,066	1,524,551	1,521,726	1,517,726	0%
Other Services & Charges	416,722	680,468	693,472	914,422	34%
Subtotal Operating	\$ 9,507,432	\$ 11,441,559	\$ 10,781,609	\$ 12,650,894	11%
Capital Projects/Outlay	956,156	1,824,656	559,224	4,025,409	121%
Total	\$ 10,463,588	\$ 13,266,215	\$ 11,340,833	\$ 16,676,303	26%

Fire

Fire Department
FY23 Operating Expenditure Budget by Type



Department Summary - Operating Expenditure by Division and Capital

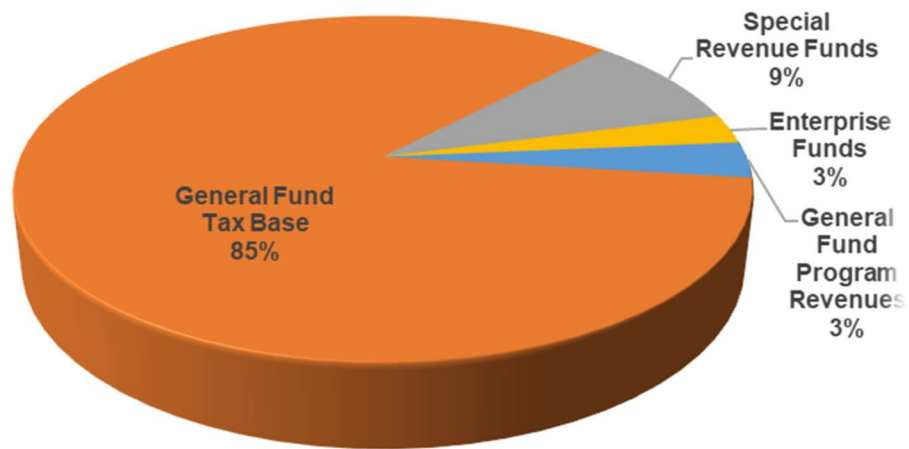
	Actual FY2021	Adopted FY2022	Est End FY2022	Adopted FY2023	Change FY2022 to FY2023
Fire Admin	\$ 423,852	\$ 570,102	\$ 503,235	\$ 851,042	49%
Emergency Services	8,154,256	9,168,711	8,969,941	10,049,725	10%
Fire Professional Services	300,827	353,832	325,703	350,512	-1%
Community Risk Reduction	628,497	1,348,914	982,730	1,399,615	4%
Subtotal Operations	\$ 9,507,432	\$ 11,441,559	\$ 10,781,609	\$ 12,650,894	11%
Capital	956,156	1,824,656	559,224	4,025,409	121%
Total	\$ 10,463,588	\$ 13,266,215	\$ 11,340,833	\$ 16,676,303	26%

Department Summary - Funding Sources

	Actual FY2021	Adopted FY2022	Est End FY2022	Adopted FY2023	Change FY2022 to FY2023
General Fund Source of Funds					
Tax Base	\$ 9,193,658	\$ 11,805,832	\$ 7,272,450	\$ 14,193,770	20%
Licenses & Permits	675	500	525	500	0%
Charges for Services	545,753	542,790	532,790	558,981	3%
General Fund Budget	9,740,086	12,349,122	7,805,765	14,753,251	19%
Special Revenue Funds	257,001	489,848	3,123,907	1,470,592	200%
Enterprise Funds	466,501	427,245	411,161	452,460	6%
Total	\$ 10,463,588	\$ 13,266,215	\$ 11,340,833	\$ 16,676,303	26%

Fire

Fire Department Funding Sources
FY23 Budget



Department Funding Sources: In most years, the Fire Department is largely funded by the General Fund. The Enterprise Fund relates to the Aircraft Rescue and Firefighting (ARFF) staffing which is sourced to the Airport fund. Grants are reflected in the Special Revenue Funds. The Fire Department is budgeting for many other operating type grants such as for fuel mitigation projects.

Fire

Fire Department Administration

Division Mission

To administer and ensure the essential functions of the Fire Department are accomplished, and to support the organization in carrying out its mission.

Services

The Administrative Division serves as the primary point for oversight of the three primary operating divisions and provides for the needed budget development and cost-monitoring needs to ensure efficiencies are recognized. Services provided by way of Fire Administration include: records management, purchasing and expenditure review, personnel action needs, public point of contact for complaints or compliance concerns, aid in the direction of city wide emergency management needs, Arizona Wildfire and Incident Management Academy support services, and support for disaster preparedness efforts.

FY2023 Objectives

- Provide leadership, guidance, and administrative oversight directed towards providing all-risks services that are fiscally responsible, effective, and efficient.
- Provide state of the art training via a one-week intensive wildfire training academy for our employees and regional partners.
- To provide a platform for community engagement for which input is received in regard to process improvement for departmental efforts.
- Increase the number of connections we have with community organizations and initiatives and help strengthen the fabric of our community any way we can.

Measure Type	Performance Measure	FY21 Actual	FY22 Target	FY22 Estimate	FY23 Target
Outcome	Community survey results regarding service level and citizen satisfaction (5 is highest score)	5	5	5	5
Efficiency	Expenditures per capita Emergency Services	\$211	\$247	\$268	\$270
Output	Number of organizations interacted with and the number of community initiatives of which were a part of. (Examples: Prescott Area Shelter Services, Meals on Wheels, etc.)	28	24	24	24

Fire

FY2022 Major Achievements

- Successfully completed our second annual compliance report as an accredited agency through the Commission on Fire Accreditation International.
- Sponsored and supported the Arizona Wildfire and Incident Management Academy.
- Council approved the purchase of an aerial platform ladder truck in the amount of \$1.8 Million utilizing American Recue Plan Act funding.
- Successfully entered into an Ambulance Transportation Agreement with American Medical Response d.b.a. Lifeline Ambulance Service, Inc. in August 2021 for contracted ambulance services and cost-recovery in cases where the contractor is unable to provide the contractually stated level of service.

Expenditure Budget

Expenditures by Type	Actual FY2021	Adopted FY2022	Est End FY2022	Adopted FY2023	% Change FY2022 to FY2023
Personnel	\$ 273,511	\$ 298,757	\$ 292,829	\$ 321,420	8%
Supplies	7,370	30,950	12,420	31,367	1%
Internal Charges	13,066	18,667	18,667	21,214	14%
Other Services & Charges	129,905	221,728	179,319	477,041	115%
Subtotal Operating	\$ 423,852	\$ 570,102	\$ 503,235	\$ 851,042	49%
Capital Projects/Outlay	-	-	46,651	-	
Total	\$ 423,852	\$ 570,102	\$ 549,886	\$ 851,042	49%

Staff Summary	Actual FY2021	Adopted FY2022	Est End FY2022	Adopted FY2023	Change FY2022 to FY2023
Full-time Equivalents (FTE)	2.00	2.00	2.00	2.00	0.00
% of city's FTEs				0.4%	

Budget Notes and Significant Changes: Personnel reflects a 8% increase when comparing FY23 to FY22. As seen throughout the departments, this is the result of the COLA and merit increases approved by Mayor and Council. Internal Charges is up because of the fluctuation of the charges year to year based on the methodology used for calculations. The Smart and Safe Grant was budgeted for FY2023 causing a significant increase in the Other Services & Charges category. This grant is funded by Proposition 207 (Marijuana Fund) money.

Fire

Emergency Services

Division Mission

To provide superior customer services in fire suppression, emergency medical services, hazardous materials, technical rescue, and disaster response, with a well-trained, professional workforce that is responsive to citizen needs and has a high level of productivity.

Services

The Emergency Services Division exists to provide for the point of service delivery for emergent and non-emergent calls, which are routinely answered and assigned by the public safety answering point as part of the Prescott Regional Communications Center. These services include: emergency medical services, fire suppression (structural and wildfire), aircraft rescue firefighting, hazardous materials, technical rescue, and emergency management; and are tailored towards reducing impacts on life, property and the environment by instituting effective and proven best practices by way of a highly qualified and credentialed response force.

FY2023 Objectives

- To provide a service level that meets or exceeds that which is outlined in our standards of cover (SOC) document
- Maintain the response times established via our benchmarks for fire and EMS emergency services 90% of time.
- To provide for measurement of our success rates in regard to the save ratio for cardiac arrest responses.
- To deploy the closest, most appropriate unit to emergent events and deliver the most effective mitigation efforts in line with national best practices
- Effectively integrate the use and staffing of a low-acuity, rescue unit and further other "system improvements" to better use our finite resources.

Measure Type	Performance Measure	FY21 Actual	FY22 Target	FY22 Estimate	FY23 Target
Outcome	Response times under 8 minutes national standard	8:16	9:00	8:45	8:30
Outcome	Percentage of cardiac patients with pulsatile rhythms upon delivery to hospital	10.3%	9%	10%	10%
Outcome	Percentage of time in which the first due unit comes from within the same service area for which an emergent event occurs.				
	Station 71	71%	80%	81%	80%
	Station 72	70%	80%	79%	80%
	Station 73	38%	80%	62%	80%
	Station 74	85%	80%	95%	80%
	Station 75	51%	80%	64%	80%

Analysis of performance: Emergency services were successful towards the use of data to drive our decision making as it relates to apparatus deployment and dispatching. We've successfully been vetted by the Commission on Fire Accreditation and deemed credible against national benchmarks via our annual compliance report.

Fire

FY2022 Major Achievements

- Took delivery and completed the in-service process of a new structural engine and completed the specification process for a wildland fire engine and ladder truck to ensure fiscal accountability through timely replacement of capital.
- Completed an initial response time and station location analysis with council feedback for review and adoption of a cohesive response time improvement strategy in FY 23.
- Responded to an earlier than usual wildland season with responses to wildfires in New Mexico and here in Arizona including the Crooks Fire.
- Implemented an improved physical fitness and health monitoring process for firefighters to ensure long-term cardiac monitoring, cancer prevention, and mental wellness.

Expenditure Budget

Expenditures by Type	Actual FY2021	Adopted FY2022	Est End FY2022	Adopted FY2023	% Change FY2022 to FY2023
Personnel	\$ 6,290,159	\$ 6,915,498	\$ 6,688,371	\$ 7,831,715	13%
Supplies	397,077	486,020	442,230	494,423	2%
Internal Charges	1,220,426	1,433,353	1,429,532	1,410,286	-2%
Other Services & Charges	246,595	333,840	409,808	313,301	-6%
Subtotal Operating	\$ 8,154,256	\$ 9,168,711	\$ 8,969,941	\$ 10,049,725	10%
Capital Projects/Outlay	956,156	1,714,656	438,050	4,025,409	135%
Total	\$ 9,110,412	\$ 10,883,367	\$ 9,407,991	\$ 14,075,134	29%

Staff Summary	Actual FY2021	Adopted FY2022	Est End FY2022	Adopted FY2023	Change FY2022 to FY2023
Full-time Equivalents (FTE)	58.00	61.00	61.00	70.00	9.00
% of city's FTEs				12.8%	

Fire

Capital Projects/Outlay Detail	Adopted FY2023
Vehicle Replacements	\$1,747,888
Fire Station 76	1,600,000
Station Alerting	300,000
Image Trend Software	67,600
Breathing Air Compressor	42,500
Cardiac Heart Monitor	41,000
ARFF - Aqueous Fill Forming Foam (AFFF) Testing Equipment	35,000
Hydraulic Extrication Tool	30,000
PRCC Capital Contribution	28,410
Mobile Data Computers (carryover)	23,200
Lucas Chest Compression System	21,550
SCBA Voice Amplification Devices (carryover)	20,626
Extractor Washing Machine	16,870
EMS Simulation Manikin (carryover)	15,000
N Prescott Radio Repeater	12,500
Radio System GPS Upgrade	11,250
Drone Camera Package	8,531
Battery Operated PPV Fans (carryover)	3,484
Total	\$4,025,409

Budget Notes and Significant Changes: The higher Personnel budget reflects addition of 9 new firefighters. Of these nine, eight are contingent upon the award of a SAFER Grant that has been applied for. Should this grant not be approved, Council will decide how many should be funded from the General Fund.

Fire

Fire Professional Services

Division Mission

To provide for the progressive educational needs of a well-trained, professional, and motivated work force that acts with integrity, solves customers' problems, and works safely and effectively as a team.

Services

The Fire Professional Services Division exists to provide needed structure for fulfilling the training and other needs that is directed towards compliance with laws, statutes, national consensus standards and departmental policy. These services include but are not limited to: maintenance of documentation related to employee, crew, and other training, conducts hands-on and classroom training or coordinates the same, plans and budgets funds to ensure needed credentials for personnel are maintained, conducts internal investigations and after action reviews, forecasts upcoming needs, seeks out and applies for a vast array of grant opportunities and upon awards manages the same and works closely with the operations division to ensure a prepared and honed operation may be delivered to the community.

FY2023 Objectives

- To provide a comprehensive, all-risk training program that improves service and provides for maximum safety of Prescott Fire personnel and the personnel of the cooperating agencies.
- To provide the requisite skills necessary to fulfill our efforts towards succession planning and retention.
- To provide an un-biased and equitable assessment for any injury, accident, or citizen complaint that occurs and provide a recommendation towards preventing future events of a similar nature thus reducing the number of occurrences by five percent annually.

Measure Type	Performance Measure	FY21 Actual	FY22 Target	FY22 Estimate	FY23 Target
Output	Training hours	19,299	16,000	20,000	20,000
Output	Multi-company drills	165	165	165	165
Output	Day/night live fire training evolutions	17	17	17	17
Output	Hours of minimum company standards	135	150	140	150
Output	Accidents investigated determined to have a human element as part of the cause	4	0	2	0
Output	Number of qualified entry level firefighters presented for Fire Chief's interview	13	12	20	20
Output	Number of qualified applicants which meet or exceed the requirements set forth in the promotional job announcement for:				
	Battalion Chief	2	3	3	4
	Captain	5	5	5	5
	Engineer	8	10	6	8

Fire

FY2022 Major Achievements

- Conducted new hire testing and on boarding process for seven members and promotional testing for the position of Engineer resulting in three members being certified ready for promotion.
- Continued work on a multiyear working plan for Drill Ground improvements in cooperation with the Public Works Department.
- Applied for four grants for the funding of eight new firefighter positions, the Drill Grounds Improvement project, car fire training prop, and public education props.

Expenditure Budget

Expenditures by Type	Actual FY2021	Adopted FY2022	Est End FY2022	Adopted FY2023	% Change FY2022 to FY2023
Personnel	\$ 254,881	\$ 257,835	\$ 266,987	\$ 252,774	-2%
Supplies	11,515	21,922	14,560	23,581	8%
Internal Charges	9,359	14,630	14,076	15,114	3%
Other Services & Charges	25,072	59,445	30,080	59,043	-1%
Total	\$ 300,827	\$ 353,832	\$ 325,703	\$ 350,512	-1%

Staff Summary	Actual FY2021	Adopted FY2022	Est End FY2022	Adopted FY2023	Change FY2022 to FY2023
Full-time Equivalents (FTE)	2.00	2.00	2.00	2.00	0.00
% of city's FTEs				0.4%	

Budget Notes and Significant Changes: No significant expenditure changes.

Fire

Community Risk Reduction

Division Mission

To provide enhanced life safety and property conservation through public education, fire investigative services, vegetation management, to maintain a livable and dynamic community.

Services

The Community Risk Reduction Division exists to promote, foster, and develop proactive ways to prevent the loss of life and property through risk assessment, public education, and fuels reduction.

FY2023 Objectives

- To provide a fire prevention or other life-safety message with each and every media contact in order to reduce negative outcomes by repetition of the same mistakes from one emergent event to the similar emergent events.
- Examine trends revealed as part of the normal inspection process and communicate those to others in like type businesses by direct mailing or other outreach.
- Reduce the threat from wildland fires via educational outreach, risk assessments, hazardous fuels treatments, and when necessary, fire suppression.
- Provide for streamlined interactions between Community Development and the Fire Department through reassignment of Plans Examiner-Fire Inspectors as direct reports to the Fire Marshal.

Measure Type	Performance Measure	FY21 Actual	FY22 Target	FY22 Estimate	FY23 Target
Output	Published media releases Safety message embedded	52	36	20	36
Output	Property assessments	432	450	520	500
Output	Residences treated	1,160	1,000	100	1,200
Output	City property treated in acres for fuel reduction	139	191	183	92
Output	Total acres treated for fuel reduction	926	850	688	832

FY2022 Major Achievements

- Completed two fuels reduction projects consisting of approximately 114 acres located on the south side of Prescott utilizing \$150,678 in grant match funding which will provide additional protection to the city. In addition, Prescott Fire was awarded our first Healthy Forest Initiative Grant in the amount of \$148,400 grant match funding which will provide treatment to 108 acres bordering the City of Prescott.
- Integrated inspectors and plans examiners from the community development department back to the fire department to align with departmental mission.
- Completed the community stakeholder and review process to prepare for the adoption of the Wildland Urban Interface Code.

Fire

Expenditure Budget

Expenditures by Type	Actual FY2021	Adopted FY2022	Est End FY2022	Adopted FY2023	% Change FY2022 to FY2023
Personnel	\$ 532,527	\$ 1,166,386	\$ 792,515	\$ 1,191,318	2%
Supplies	29,605	59,172	56,499	72,148	22%
Internal Charges	51,214	57,901	59,451	71,112	23%
Other Services & Charges	15,151	65,455	74,265	65,037	-1%
Subtotal Operating	\$ 628,497	\$ 1,348,914	\$ 982,730	\$ 1,399,615	4%
Capital Projects/Outlay	-	110,000	74,523	-	-100%
Total	\$ 628,497	\$ 1,458,914	\$ 1,057,253	\$ 1,399,615	-4%

Staff Summary	Actual FY2021	Adopted FY2022	Est End FY2022	Adopted FY2023	Change FY2022 to FY2023
Full-time Equivalents (FTE)	3.00	5.00	5.00	5.00	0.00
% of city's FTEs				0.9%	

Budget Notes and Significant Changes: The Supplies category increased by 22% when comparing the FY23 budget to the FY22 budget. This is the result of potential grant funds to be received in FY23. If those grant funds are not received, monies will not be spent. Internal Charges increased also due to the methodology used for calculating these costs. Amounts fluctuate from year to year.

Legal

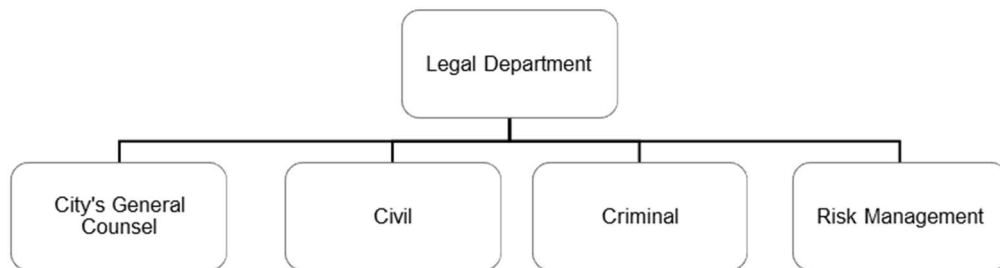
Department Mission

Continue to provide high-caliber, solution-orientated legal advice to the City, its officials and City departments by adhering to professional standards, garnering strong understanding of City operations and incorporating all relevant information to provide timely, common-sense and usable guidance.

Services

Provide highly competent legal services to the City, its officials and City departments. Aggressively defend the City, its officials and employees against claims and in litigation to preserve city resources. Perform diligent risk mitigation and risk management to reduce the financial exposure of the City and to protect the safety of city employees and the public. Prosecute violations of criminal law in an ethical manner to assure that justice is achieved and quality of life for Prescott residents and visitors is enhanced.

Organization and Personnel



	Actual	Adopted	Est End	Adopted	Change
	FY2021	FY2022	FY2022	FY2023	FY2022 to FY2023
Department Staffing					
City Attorney	1.00	1.00	1.00	1.00	0.00
Deputy City Attorney	1.00	1.00	1.00	1.00	0.00
Assistant City Attorney	2.00	2.00	2.00	2.00	0.00
Legal Services Administrator	1.00	1.00	1.00	1.00	0.00
Legal Assistant I	0.00	3.00	3.00	3.00	0.00
Legal Secretary	3.00	0.00	0.00	0.00	0.00
Total	8.00	8.00	8.00	8.00	0.00

Legal

FY2023 Objectives

- Provide outstanding legal services, business advice and procedural guidance to the Mayor, City Council, City Departments and Boards and Commissions necessary for effective and efficient City operations. (Council Goals #1- Maintain a Stable General Fund; #2- Economic Development, #3- Airport, #4- Quality of Life, and #5- Service-Oriented Culture)
- Protect the interests of the City and its residents by comprehensively analyzing claims and lawsuits and aggressively defending City assets through ardent advocacy and a comprehensive insurance program. (Goal #1- Maintain a Stable General Fund)
- Serve the police department, victims, and the City Court of Prescott by assuring the consistent and ethical application of criminal justice and continue to aggressively prosecute City Code and State law misdemeanor violations. (Council Goal #4- Quality of Life and Council Goal #5- Service-Oriented Culture)

Measure Type	Performance Measure	FY21 Actual	FY22 Target	FY22 Estimate	FY23 Target
Workload	Number of liability claims placed for the Fiscal Year	37	<25	20	<25
Outcome	Percentage reduction of the number of claims through mitigation, accountability, employee education and safety training	21%	10%	10%	10%
Workload	Number of property damage claims for City property placed in the Fiscal Year	71	<35	70	<35
Outcome	Percentage reduction of the number of property damage incidents through mitigation, accountability, employee education and safety training	48% increase	10%	10%	10%
Workload	Workers compensation claims per 100 FTEs*	.95	1	1	6
Outcome	Percent reduction of work place accidents	18%	12%	12%	13%

*This measure is per Calendar Year

Analysis of performance: Legal services provided to departments, Council and Mayor are of good quality and useful to those that need or seek legal advice. Claims and lawsuits are being prevented as much as possible and when filed are resolved in a manner generally beneficial to the City. Claims for liability and property damage are up from FY20 to FY21 and FY22 to date, the data from FY22 will change before June, 2022.

FY2022 Major Achievements

- Attended all City Council Meetings, Planning and Zoning Commission meetings, Board of Adjustment meetings, Water Issue Committee meetings, Council Appointments Committee meetings; and other Board and Commission meetings as requested. City Council goal of taking better advantage of community assets and promoting excellent service and problem solving. (Council Goal #5- Service-Oriented Culture)
- Provide Open Meeting Law, Conflict of Interest and Public Records Law training to all elected and appointed positions in the City. City Council goal of providing service-oriented culture. (Council Goal #5- Service-Oriented Culture)
- Drafted Council resolutions and ordinances. (Council Goal #5- Service-Oriented Culture)

Legal

- Worked closely with outside legal counsel in pharmaceutical industry litigation seeking damages caused to the Prescott community by the over prescription of opioids. City Council goal of creating a safe community. (Council Goal #4- Quality of Life)
- Finalized AED Development Agreement and procured hundreds of acres of City open space in the Granite Dells, airport protection and economic development. (Council Goals #1- Maintain a Stable Budget; #2- Economic Development; #3- Airport; #4- Quality of Life)
- Provided formal written legal opinions to City officials and staff. These opinions and memos are sent in an effort to keep the Council informed of important legal issues while achieving the Council's direction to reduce the number of executive sessions. The written memos and opinions are in addition to the daily issuance of verbal legal opinions, emails and counseling provided by the Legal Department. Also processed and completed projects at the request of other City Departments. City Council goal of providing a service-oriented culture. (Council Goal #5- Service-Oriented Culture)
- Reviewed and advised internal clients on all City contracts. City Council goals of stabilizing the general fund taking better advantage of community assets and promote excellent service. (Council Goals #1- Maintain a Stable General Fund; #2- Economic Development, #5- Service-Oriented Culture)
- Review and advise our legislative liaison and lobbyists on relevant proposed legislation and its potential effects on Prescott. City Council goals of stabilizing the general fund taking better advantage of community assets and creating a community of well-being. (Goals #1- Maintain a Stable General Fund; #2- Economic Development; #4- Quality of Life)
- Continue to monitor and assist employees with Workers' Compensation claims and successfully decreased the City financial obligations for previous self-insured workers' compensation security account balance required by the Industrial Commission from \$1,287,516 to \$465,715. (Goal #1- Maintain a Stable General Fund)
- Worked closely with outside legal counsel to successfully defend and settle significant lawsuits; including but not limited to opioid litigation, personal injury claims, excessive use of force claims and employment-related claims. (Goal #1- Maintain a Stable General Fund)
- The City has received and responded to 19 liability claims thus far this fiscal year. City Council goal of stabilizing the general fund. (Goal #1- Maintain a Stable General Fund)
- Assisted Prescott Regional Airport with contracting and economic development matters. Worked with outside legal counsel for airport-specific issues. City Council goal of providing for economic development opportunities and preserved and supported the dynamics of the airport. Worked closely with the airport on complex aviation and FAA issues to help ensure continuation of FAA grants and the success of commercial and general aviation at the Prescott Regional Airport. (Goals #1-Maintain a Stable General Fund; #2- Economic Development and #3-Airport; # 4- Quality of Life)
- The City Attorney's Office was integral in establishing COVID emergency response protocols, interpreting new federal and state laws relating to COVID, and drafting policies and for the City's internal and external responses to the COVID-19 pandemic. (Goal #4- Quality of Life; Goal #5- Service-Oriented Culture)
- Assisted in revisions to water policy. Continued negotiations with regional water users for assured viability of water resources. City Council goal of providing for economic development opportunities and preserving quality of life. (Goals #2- Economic Development; Goal #4- Quality of Life)
- Provide legal advice to Clerk's office for the fulfillment of public record requests. City Council's goal of providing a service-oriented culture. (Goal #5- Service-Oriented Culture)
- Sought justice and appropriate outcomes including fines, restitution, and jail time in all criminal law matters. City Council goals of protecting quality of life and stabilizing general fund. Prosecuted new

Legal

cases and older misdemeanor cases. (Goals #1- Maintain a Stable General Fund; #4- Quality of Life)

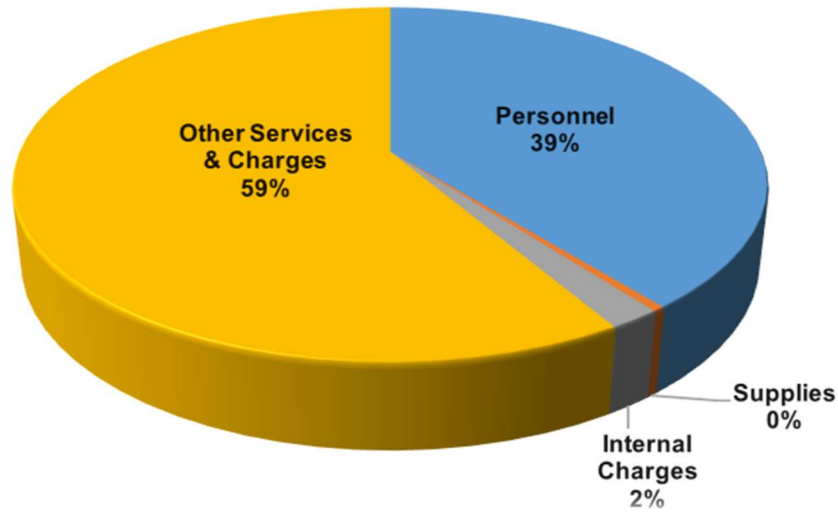
- Continue to move toward a more “paperless” law practice through the use and administration of computer software, e.g., Legal Edge for tracking all criminal, civil and liability matters. This fiscal year the Legal Department converted all older paper file cases to our electronic case system and no longer utilizes paper case files. City Council goal of promoting an accountable organizational culture by providing a tool that allows for better customer service and performance of staff duties. (Goal #5- Service-Oriented Culture)
- Worked closely with Airport Staff in amending various lease and license documents to bring in new FBO (Cutter Aviation) to provide aeronautical services at the Airport. (Goals #1- Maintain a Stable General Fund; #2- Economic Development; #3- Airport; Goal #4- Quality of Life).
- Worked closely with City Council and City staff to procure and begin transitioning into a new City Hall. (Goal #5- Service-Oriented Culture)
- Assisted in multiple property transactions. For example, the Legal Department put together the bid documents and purchase agreements that ultimately led to FedEx beginning to do business on the “W” parcel located near the Airport. (Council Goals #1- Maintain a Stable General Fund, #2- Economic Development, #3- Airport; and #4-Quality of Life)

Expenditure Budget

Expenditures by Type	Actual FY2021	Adopted FY2022	Est End FY2022	Adopted FY2023	Change FY2022 to FY2023
Personnel	\$ 833,041	\$ 893,879	\$ 722,207	\$ 843,430	-6%
Supplies	14,194	9,800	8,700	9,800	0%
Internal Charges	37,337	42,269	42,269	40,923	-3%
Other Services & Charges	322,070	1,259,811	1,260,911	1,259,811	0%
Total	\$ 1,206,642	\$ 2,205,759	\$ 2,034,087	\$ 2,153,964	-2%

Legal

Legal Department
FY23 Operating Expenditure Budget by Type



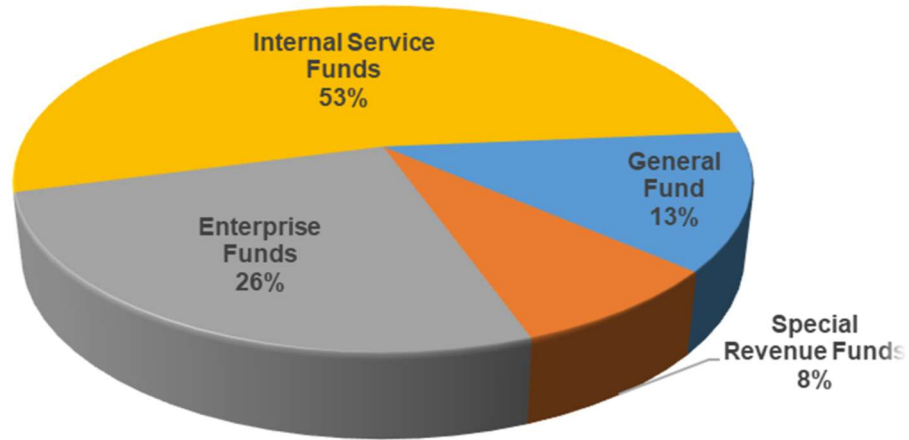
Budget Notes and Significant Changes: There are no significant expenditure changes in this department when comparing FY22 to FY23.

Department Summary - Funding Sources

	Actual FY2021	Adopted FY2022	Est End FY2022	Adopted FY2023	Change FY2022 to FY2023
General Fund	\$ 233,606	\$ 258,791	\$ 291,655	\$ 275,973	7%
Special Revenue Funds	181,951	210,658	160,083	174,970	-17%
Enterprise Funds	527,484	598,101	454,513	566,061	-5%
Internal Service Funds	263,601	1,138,209	1,127,836	1,136,960	0%
Total	\$ 1,206,642	\$ 2,205,759	\$ 2,034,087	\$ 2,153,964	-2%

Legal

Legal Department Funding Sources
FY23 Budget



Department Funding Sources: The Legal Department is funded through multiple funds. Per budget policy and to present the full cost of providing services, General Fund internal support is allocated to Enterprise Funds, Internal Service Funds and Special Revenue Funds that benefit from the services being provided. The allocation for Legal Department costs is proportion of budget. In addition, the City's risk management liability insurance policy is funded through an Internal Service Fund. The Risk Management Internal Service Fund recovers policy expenditures through charges assigned to each City division and the charges are accounted for as revenues.

Library

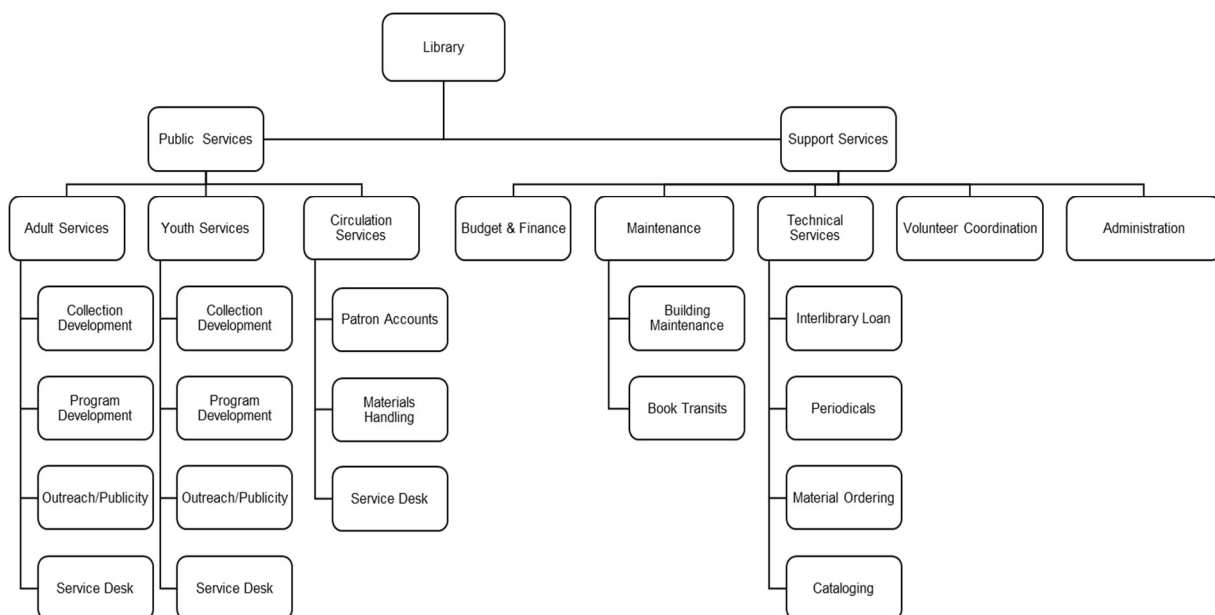
Department Mission

To connect community members with innovative, value-added services to increase the quality of life and strengthen the fabric of our community.

Services

The Library focuses on community driven needs by providing information in a variety of formats including print and non-print materials, providing access to and assistance with public computers and electronic information as well as providing answers to reference and reader's advisory questions by phone, email and in person. The Library promotes lifelong learning through library programs and outreach programs in the community. Also, the Library efficiently maintains the physical facilities of the library to provide an attractive gathering place and meeting facilities for the community and a safe environment for both public and staff.

The Library is fiscally responsible in ordering and preparing library materials for public use by utilizing volunteer workers in non-professional roles in order to more efficiently provide service to the community and leveraging membership in the Yavapai Library Network to provide more materials and services to our community than would be possible to provide as a single public library.



Library

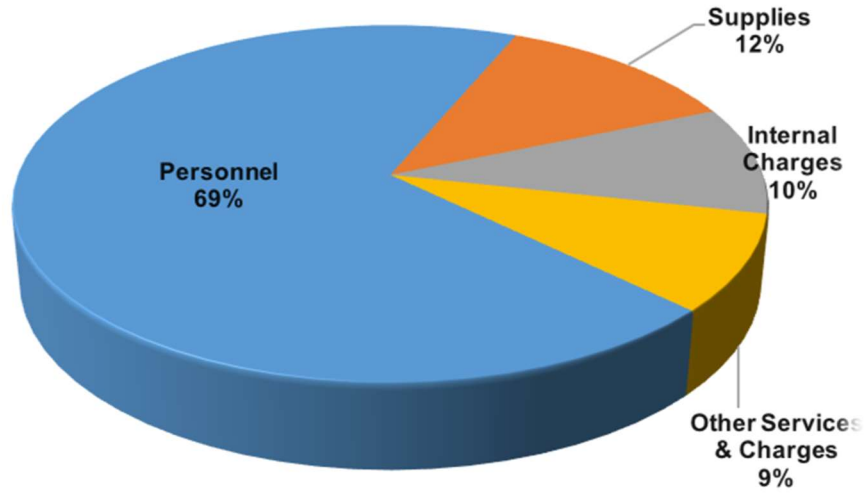
	Actual FY2021	Adopted FY2022	Est End FY2022	Adopted FY2023	Change FY2022 to FY2023
Department Staffing					
Library Director	1.00	1.00	1.00	1.00	0.00
Library Manager, Senior	1.00	1.00	1.00	1.00	0.00
Library Manager, Support Services	1.00	1.00	1.00	1.00	0.00
Lead Librarian	2.00	2.00	2.00	2.00	0.00
Librarian	5.00	5.00	5.00	5.00	0.00
Librarian Trainee	1.00	1.00	1.00	1.00	0.00
Library Specialist	2.00	2.00	2.00	2.00	0.00
Maintenance Technician	1.00	1.00	1.00	1.00	0.00
Administrative Specialist	0.00	0.00	0.00	1.00	1.00
Library Assistant	6.50	6.50	6.50	5.50	-1.00
Custodian	1.00	1.00	1.00	1.00	0.00
Total	21.50	21.50	21.50	21.50	0.00

Expenditure Budget

	Actual FY2021	Adopted FY2022	Est End FY2022	Adopted FY2023	Change FY2022 to FY2023
Expenditures by Type					
Personnel	\$ 1,623,739	\$ 1,760,379	\$ 1,643,354	\$ 1,838,933	4%
Supplies	256,755	315,911	314,356	327,497	4%
Internal Charges	220,932	246,581	246,181	261,386	6%
Other Services & Charges	215,159	228,302	211,568	232,819	2%
Subtotal Operating	\$ 2,316,586	\$ 2,551,173	\$ 2,415,459	\$ 2,660,635	4%
Capital Projects/Outlay	-	35,000	35,000	-	-100%
Total	\$ 2,316,586	\$ 2,586,173	\$ 2,450,459	\$ 2,660,635	3%

Library

Library Department
FY23 Operating Expenditure Budget by Type



Department Summary - Operating Expenditure by Division and Capital

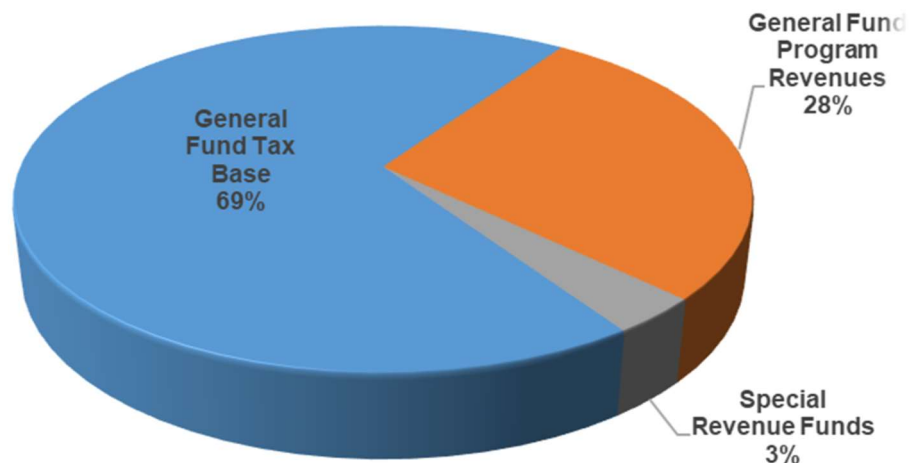
	Actual FY2021	Adopted FY2022	Est End FY2022	Adopted FY2023	Change FY2022 to FY2023
Public Services	\$ 1,327,694	\$ 1,508,193	\$ 1,400,207	\$ 1,573,886	4%
Support Services	988,892	1,042,980	1,015,252	1,086,749	4%
Subtotal Operations	\$ 2,316,586	\$ 2,551,173	\$ 2,415,459	\$ 2,660,635	4%
Capital	-	35,000	35,000	-	-100%
Total	\$ 2,316,586	\$ 2,586,173	\$ 2,450,459	\$ 2,660,635	3%

Library

Department Summary - Funding Sources

	Actual FY2021	Adopted FY2022	Est End FY2022	Adopted FY2023	Change FY2022 to FY2023
General Fund Funding Sources					
Tax Base	\$ 1,551,617	\$ 1,742,294	\$ 1,666,001	\$ 1,837,029	5%
Intergovernmental Revenues	566,516	553,975	553,975	551,975	0%
Charges for Services	5,034	4,200	8,500	6,000	43%
Fines and Forfeitures	181,951	210,658	160,083	174,970	-17%
General Fund Budget	2,305,119	2,511,127	2,388,559	2,569,974	2%
Special Revenue Funds	11,467	75,046	61,900	90,661	21%
Total	\$ 2,316,585	\$ 2,586,173	\$ 2,450,459	\$ 2,660,635	3%

Library Department Funding Sources
FY23 Budget



Department Funding Sources: The Library receives significant funding from the Yavapai County Library District shown as intergovernmental revenues. Special Revenue funds account for grants and donations to support the library.

Library

Public Services

Division Mission

To provide opportunities for work, learning and play through resources, expertise and programs delivered with exemplary customer service.

Services

The Public Services Division provides materials in a variety of formats: print and electronic versions of books, magazines and reference sources, audio and visual media, and additional innovative materials such as early iPads for individuals who have vision or hearing loss. The Division provides expertise to assist library users with early literacy skills, knowledge of literature for youth and adults, knowledge of electronic and print resources and skills in assisting with and teaching technology and job-seeking skills. The Division staff provides a broad range of library programs and outreach to address the educational, cultural and recreational needs of community members.

FY2023 Objectives

- Provide cost-effective, convenient, accessible resources to people in the community
- Provide tools and training to access and use digital information
- Utilize Yavapai Library Network to access over 1.3 million items from over 40 libraries
- Select print and non-print materials to meet community needs
- Provide access to lifelong learning, recreational and cultural opportunities
- Provide early childhood literacy skills training imbedded in programs and materials to increase awareness among parents and caregivers of best practices for preparing children for school
- Effectively communicate with community members about library programs and services
- Provide programs and outreach that offer adults and teens lifelong learning opportunities
- Provide a summer reading program that encourages children and teens to read throughout the summer months to maintain or improve their reading skills
- Provide library services to individuals who are unable to visit the library
- Continue work with Friends of the Library, the Rotary Clubs of Prescott, Read on Prescott and other local literacy focused groups to establish a permanent presence of the Prescott Area * ICMA Open Access Benchmarking Indicator

Measure Type	Performance Measure	FY21 Actual	FY22 Target	FY22 Estimate	FY23 Target
Workload	Number of registered borrowers *	24,587	27,500	28,000	28,300
Workload	% of residents with library card	56%	63%	63%	63%
Workload	Customer Visits *	145,594	145,000	275,000	325,000
Workload	Visits per capita	3.32	3.31	6.3	7.4
Efficiency	Library expenditures per visitor *	\$15.45	\$8.00	\$9.13	\$9.00
Efficiency	Library expenditures per capita	\$53.76	\$53.00	\$57.42	\$58.00

Library

Output	Digital access and use training: percentage of responders agreeing strongly with survey statements		98%		
Output	Items borrowed from network libraries	73,816	70,000	64,450	65,000
Output	As percentage of items checked out	16%	15.00%	11%	10%
Output	Items loaned to network libraries	63,612	66,000	54,000	55,000
Output	Wireless use w/in library	58,011	80,000	128,000	130,000
Output	Computer use w/in library	13,894	18,000	33,000	35,000
Output	Website page views	229,297	600,000	221,000	225,000
Output	Circulation of physical items *	145,495	500,000	580,600	635,000
Output	Circulation of electronic items *	115,132	115,000	124,000	136,000
Output	Total circulation	575,873	615,000	704,600	771,000
Output	Circulation per capita *	13.15	14.05	16.10	17.61
Output	Number of outreach events to communicate with library programs and services	**	125	40	50
Output	Attendance at outreach events	**	2,000	507	60
Outcome	Overall customer satisfaction: percent of responders agree/strongly agree with survey statements.		98%	97%	98%
Outcome	Customer satisfaction with materials available: percent of responders that agree/strongly agree with statement		95%	92%	95%
Outcome	Impact of early child literacy programs: percent of responders that agree/strongly agree with statement**		96%	N/A	95%
Outcome	Impact of programs and outreach by percent of responders agree/strongly agree that they benefitted from library programs or services**		95%	N/A	95%
Outcome	Summer reading programs customer satisfaction: percent of responders agree/strongly agree with surveys to measure increase in time children and teen spend reading.		75%	83%	80%

FY2022 Major Achievements

- Served 286,783 persons at the library.
- Checked out 582,720 physical and 124,449 electronic items to library patrons
- Hosted 522 programs with 11,007 attendance.
- Began working with the Friends of the Library and a library consulting firm to determine the needs of the community for a new branch library in the north part of Prescott.
- An ARPA grant was used to provide a Part-Time librarian to assist with technology questions
- Implemented Culture Pass Program which allows free admission to various cultural institutions, museums, and zoos throughout the state

Library

- Finalized work with Prescott Rotary Clubs and the Friends of the Prescott Public Library to create a 501(c)3 organization to continue the Dolly Parton Imagination Library in western portion of Yavapai County
- Created monthly podcasts about the library and literacy for youth.
- Continued presence in the Daily Courier with a monthly “Library Corner” article.
- Acquired travel telescopes for public check out.
- Reviewed and selected for purchase 12,761 items.
- Provided 56,881 items to other Yavapai Library Network libraries and borrowed 64,800 items.
- Processed 4,062 library card applications

Expenditure Budget

Expenditures by Type	Actual FY2021	Adopted FY2022	Est End FY2022	Adopted FY2023	% Change FY2022 to FY2023
Personnel	\$ 1,195,849	\$ 1,297,600	\$ 1,201,904	\$ 1,354,792	4%
Supplies	8,315	66,311	62,356	74,897	13%
Internal Charges	119,935	135,547	135,547	143,033	6%
Other Services & Charges	3,595	8,735	400	1,164	-87%
Total	\$ 1,327,694	\$ 1,508,193	\$ 1,400,207	\$ 1,573,886	4%

Staff Summary	Actual FY2021	Adopted FY2022	Est End FY2022	Adopted FY2023	Change FY2022 to FY2023
Full-time Equivalents (FTE)	15.50	15.50	15.50	15.50	0.00
% of city's FTEs				2.8%	

Budget Notes and Significant Changes: Changes shown in Supplies and Other Services & Charges is due to potential gift fund expenditures and grants. Internal Services Charges, as stated earlier in the book, fluctuate yearly due to the methodology used for the calculation.

Library

Support Services

Division Mission

To provide a safe, attractive, fiscally responsible, efficient and sustainable organization for Prescott residents, visitors and library staff

Services

The Support Services Division maintains the facility and oversees processes that allow the public to utilize a safe and convenient location for gathering, exchanging ideas and meeting with one another. In addition, the Division ensures the efficient delivery of materials and services to Prescott residents by being fiscally prudent in the selection and preparation of items for the public. The Division is responsible for selecting, training and supervising volunteers in non-professional activities in order to operate as efficiently as possible. The Division provides the residents of Prescott with information and items from across the world by participating in an interlibrary loan system.

FY2023 Objectives

- Provide cost-effective services to support library operations
- Supplement library personnel and services with appropriate use of volunteers
- Partner with Friends of the Prescott Public Library to deliver value-added services
- Provide access to large print library materials for those unable to visit the library
- Provide meetings via Zoom for community groups and organizations

Measure Type	Performance Measure	FY21 Actual	FY22 Target	FY22 Estimate	FY23 Target
Outcome	Customer satisfaction with meeting rooms: percent of responders agree/strongly agree with survey statements		N/A restricted by COVID		85%
Efficiency	Volunteer hours represented as an estimated number of full-time equivalents	2.6	3.5	4.9	5
Efficiency	Estimated personnel savings from volunteer hours	\$70,395	\$95,406	\$134,000	\$135,000
Input	Donations received from Friends of the Prescott Public Library for supplemental programming and library improvements	\$78,805	\$102,000	\$90,000	\$150,000
Input	Number of community meetings hosted over Zoom	220	150	170	140
Input	Number of meeting participants	1296	800	1154	950

Library

FY2022 Major Achievements

- Ordered, processed, and cataloged 12,761 new items.
- Continued to make Zoom meetings available to the public. 163 meetings with 2,046 participants used this service
- Onboarded new Library Manager for Support Services and a new Administrative Specialist. New procedures and work processes were implemented

Expenditure Budget

Expenditures by Type	Actual FY2021	Adopted FY2022	Est End FY2022	Adopted FY2023	% Change FY2022 to FY2023
Personnel	\$ 427,890	\$ 462,779	\$ 441,450	\$ 484,141	5%
Supplies	248,440	249,600	252,000	252,600	1%
Internal Charges	100,997	111,034	110,634	118,353	7%
Other Services & Charges	211,564	219,567	211,168	231,655	6%
Subtotal Operating	\$ 988,892	\$ 1,042,980	\$ 1,015,252	\$ 1,086,749	4%
Capital Projects/Outlay	-	35,000	35,000	-	
Total	\$ 988,892	\$ 1,077,980	\$ 1,050,252	\$ 1,086,749	1%

Staff Summary	Actual FY2021	Adopted FY2022	Est End FY2022	Adopted FY2023	Change FY2022 to FY2023
Full-time Equivalents (FTE)	6.00	6.00	6.00	6.00	0.00
% of city's FTEs				1.1%	

Budget Notes and Significant Changes: Internal Charges are up because of the methodology used when calculating these charges. Fluctuations are seen from year to year in this category. The slight increase in Other Services & Charges is due to increased funding for County Automation.

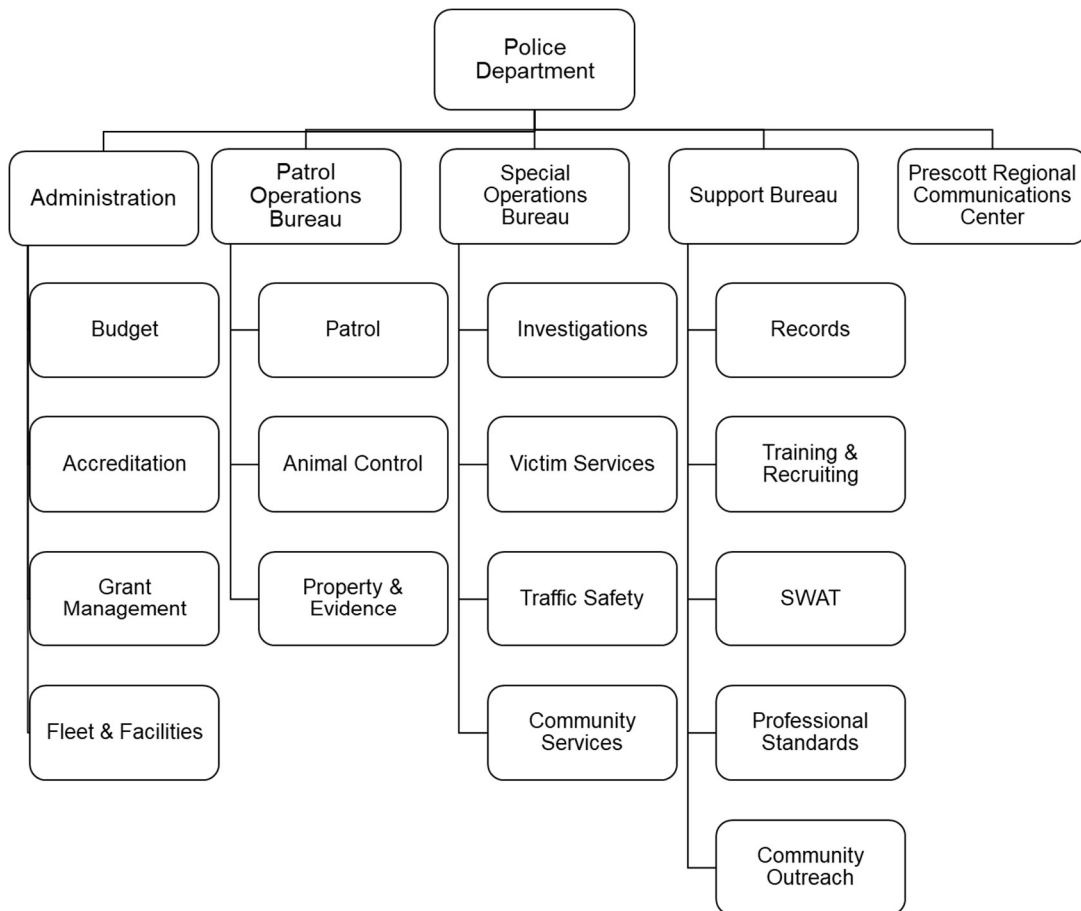
Police

Department Mission

To provide the highest level of service in a collaborative effort with our community to protect life, property, and the rights of citizens.

Services

The Prescott Police Department is dedicated to providing our community with the best professional services available within our resources. The Department is committed to establishing close working relationships with our citizens and visitors to resolve problems and issues. This Department is committed to an aggressive response to criminal activity throughout the City of Prescott in a manner consistent with safeguarding the rights of all citizens.



Police

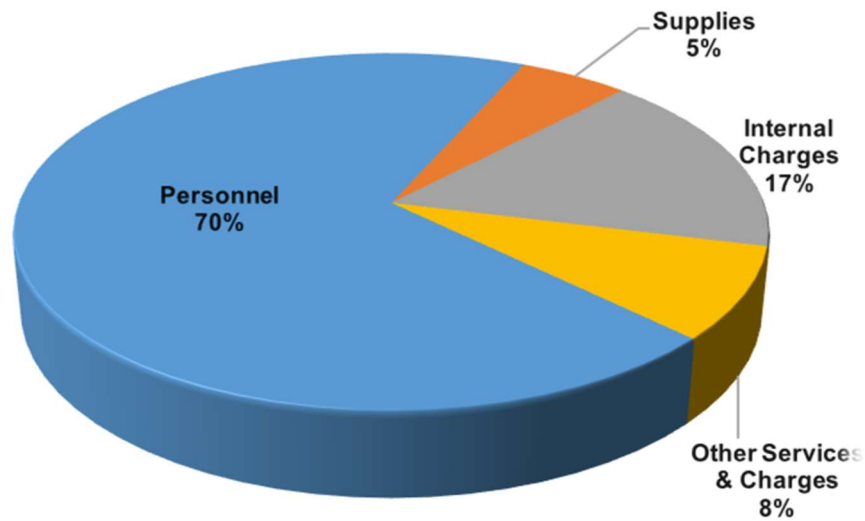
	Actual FY2021	Adopted FY2022	Est End FY2022	Adopted FY2023	Change FY2022 to FY2023
Department Staffing					
Police Chief	1.00	1.00	1.00	1.00	0.00
Deputy Police Chief	1.00	1.00	1.00	1.00	0.00
Police Administrator	0.00	1.00	1.00	1.00	0.00
Police Lieutenant	3.00	3.00	3.00	3.00	0.00
Police Sergeant	8.00	9.00	9.00	9.00	0.00
Police Officer	61.00	62.00	62.00	66.00	4.00
Police Records Supervisor	1.00	1.00	1.00	1.00	0.00
Administrative Coordinator	0.00	0.00	0.00	2.00	2.00
Property & Evidence Technician - CSI	1.00	0.00	0.00	0.00	0.00
Crime Scene Investigator	0.00	1.00	1.00	1.00	0.00
Property & Evidence Technician	1.00	1.00	1.00	2.00	1.00
Animal Control Supervisor	1.00	1.00	1.00	1.00	0.00
Administrative Supervisor	1.00	1.00	1.00	1.00	0.00
Senior Victim Advocate	1.00	1.00	1.00	1.00	0.00
Administrative Services Specialist	1.00	2.00	2.00	0.00	-2.00
Civilian Parking Accident Investigator	1.00	1.00	1.00	1.00	0.00
Animal Control Officer	1.00	1.00	1.00	1.00	0.00
Victim Advocate	1.00	1.00	1.00	1.00	0.00
Station Coordinator	1.00	1.00	1.00	1.00	0.00
Police Records Clerk	3.00	3.00	3.00	3.00	0.00
Administrative Specialist	0.50	0.50	0.50	1.00	0.50
Office Assistant	0.00	1.50	1.50	1.50	0.00
Secretary	1.50	0.00	0.00	0.00	0.00
Total	90.00	94.00	94.00	99.50	5.50

Expenditure Budget

	Actual FY2021	Adopted FY2022	Est End FY2022	Adopted FY2023	Change FY2022 to FY2023
Expenditures by Type					
Personnel	\$ 8,449,676	\$ 9,731,342	\$ 8,943,791	\$ 10,561,312	9%
Supplies	536,697	739,084	696,648	830,828	12%
Internal Charges	2,034,168	2,330,928	2,297,891	2,539,189	9%
Other Services & Charges	709,769	909,038	857,088	1,201,279	32%
Subtotal Operating	\$ 11,730,310	\$ 13,710,392	\$ 12,795,418	\$ 15,132,608	10%
Capital Projects/Outlay	649,039	1,781,180	1,035,081	2,524,650	42%
Total	\$ 12,379,349	\$ 15,491,572	\$ 13,830,499	\$ 17,657,258	14%

Police

Police Department
FY23 Operating Expenditure Budget by Type



Department Summary - Operating Expenditure by Division and Capital

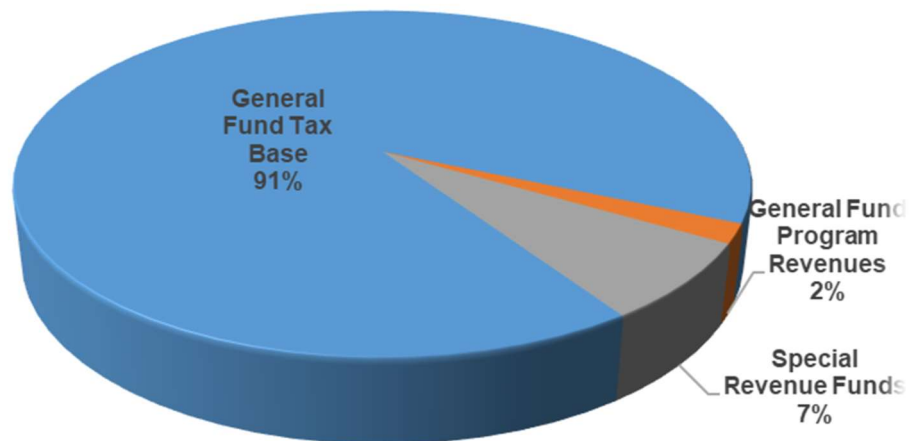
	Actual FY2021	Adopted FY2022	Est End FY2022	Adopted FY2023	Change FY2022 to FY2023
Police Administration	\$ 1,147,730	\$ 1,600,546	\$ 1,209,160	\$ 2,027,597	27%
Patrol Operations Bureau	6,878,299	7,758,441	7,529,077	8,425,315	9%
Special Operations Bureau	3,138,259	3,689,011	3,411,017	3,906,125	6%
Support Bureau	566,022	662,394	646,164	773,571	17%
Subtotal Operations	\$ 11,730,310	\$ 13,710,392	\$ 12,795,418	\$ 15,132,608	10%
Capital	649,039	1,781,180	1,035,081	2,524,650	42%
Total	\$ 12,379,349	\$ 15,491,572	\$ 13,830,499	\$ 17,657,258	14%

Police

Department Summary - Funding Sources

	Actual FY2021	Adopted FY2022	Est End FY2022	Adopted FY2023	Change FY2022 to FY2023
General Fund Funding Sources					
Tax Base	\$ 11,506,467	\$ 14,108,422	\$ 9,632,547	\$ 16,065,488	14%
Intergovernmental Revenue	21,869	31,000	31,000	31,000	0%
Fines and Forfeitures	231,158	286,800	341,800	286,800	0%
General Fund Budget	11,759,494	14,426,222	10,005,347	16,383,288	14%
Special Revenue Funds	619,855	1,065,350	3,825,152	1,273,970	20%
Total	\$ 12,379,349	\$ 15,491,572	\$ 13,830,499	\$ 17,657,258	14%

Police Department Funding Sources
FY23 Budget



Department Funding Sources: The Police Department is primarily funded through the General Fund. Special Revenue Funds account for donations and grants. FY22 Estimated Endings shows a larger Special Revenue Funds funding source than usual. This is the result of the state program called the that will provided monies for coronavirus relief and recovery money to local governments and non profits.

Police

Police Administration

Division Mission

To manage and support the bureaus within the Prescott Police Department to ensure all sections are working toward the accomplishment of their goals and the Department's mission.

Services

The Police Administration Division is responsible for all management functions of the Bureaus within the department.

FY2023 Objectives

- Enhance and utilize technology to enrich engagement with our community and improve performance.
- Resume positive police-community relations critical for active crime prevention, officer safety, and successful police-citizen relationships.

Measure Type	Performance Measure	FY21 Actual	FY22 Target	FY22 Estimate	FY23 Target
Workload	Reduce Uniform Crime Reporting (UCR) Part 1 Crimes	1,189	1,450	N/A	N/A
Workload	Reduce Uniform Crime Reporting (UCR) Part II Property Crimes	1,290	2,450	N/A	N/A
Workload	Reduce Uniform Crime Reporting (UCR) Part 1 Violent Crimes	94	170	N/A	N/A
Workload*	Reduce Group A Crimes Against Person	552	N/A	578	565
Workload*	Reduce Group A Crimes Against Property	666	N/A	754	750
Workload*	Reduce Group A Crimes Against Society	294	N/A	295	290
Workload*	Increase Group B Arrests	190	N/A	207	235
Output	Increase officer initiated contacts including traffic stops, business checks and other community related policing efforts	40,647	41,000	41,365	41,500
Efficiency	Sworn police per 1,000 population	1.65	1.77	1.65	1.76

*New measure (change from UCR to NIBRS reporting)

FY2022 Major Achievements

- Received accreditation in July 2021 through the Arizona Law Enforcement Accreditation Program of the Arizona Association of Chiefs of Police.
- Lieutenant Jon Brambila was promoted to the rank of Deputy Chief in September 2021.
- Acquired an emotional support facility canine, donated by the Arizona Department of Public Safety, that provides emotional support to victims of crime during forensic and other interviews, court testimony, and therapeutic sessions with counselors or physicians.
- Three (3) automated external defibrillators (AEDs), donated by the Prescott Police Foundation, were installed throughout the department and Prescott Regional Communications Center.

Police

- Launched public safety survey tools to assist in better understanding local concerns and community priorities.
- Implemented the Bulletproof Wellness App, provided by the 100 Club of Arizona, that provides first responders and their families confidential resources for their health and wellness needs.
- Published a 2021 Annual Report and 2022 Strategic Plan.

Expenditure Budget

Expenditures by Type	Actual FY2021	Adopted FY2022	Est End FY2022	Adopted FY2023	% Change FY2022 to FY2023
Personnel	\$ 658,276	\$ 887,082	\$ 633,851	\$ 953,124	7%
Supplies	115,313	181,288	101,104	180,289	-1%
Internal Charges	136,107	162,467	161,867	179,207	10%
Other Services & Charges	238,035	369,709	312,338	714,977	93%
Subtotal Operating	\$ 1,147,730	\$ 1,600,546	\$ 1,209,160	\$ 2,027,597	27%
Capital Projects/Outlay	991	376,680	334,079	338,155	-10%
Total	\$ 1,148,720	\$ 1,977,226	\$ 1,543,239	\$ 2,365,752	20%

Staff Summary	Actual FY2021	Adopted FY2022	Est End FY2022	Adopted FY2023	Change FY2022 to FY2023
Full-time Equivalents (FTE)	5.00	7.00	7.00	7.00	0.00
% of city's FTEs				1.3%	

Capital Projects/Outlay Detail	Adopted FY2023
Police Facility Enhancements	\$ 295,000
Police Office Workstation and Furniture	43,155
Total	\$ 338,155

Budget Notes and Significant Changes: The 7% increase in the Personnel category can be contributed to several factors. As seen in other departments, there is a 5% cost of living adjustment along with a 2% merit. The Administrative Services Specialist was reclassified to an Administrative Coordinator which also leads to the increase.

Supplies (decrease) and Other Services & Charges (increase) is tied to Grants. Several grants are applied for each year and they may vary from tangible and intangible items.

Internal Charges changes are tied to the methodology used to calculate internal services which cause them to fluctuate from year to year.

Police

Patrol Operations Bureau

Division Mission

To provide high quality police and animal control services to the people in our community through integrity, compassion, and commitment to innovation while enforcing the law and safeguarding constitutional rights.

Services

The Patrol Operation Bureau consists of two sections: Patrol Section and Animal Control Section.

The Patrol Section consists of uniformed patrol officers and sergeants staff, resulting in five 24/7 patrol teams with assistance from a dedicated K9 team. These patrol teams provide city-wide coverage, responding to calls for service from citizens and visitors.

The Animal Control Section provides services consisting of dog licensing, animal impounds, and bite investigations as well as educational classes to various groups.

FY2023 Objectives

- Maintain response to priority 1 calls for service at an average time of five minutes equivalent to industry standards.
- Implement customer survey system for citizens in order to increase external customer satisfaction.
- Maintain accountability of the Sex Offender Accountability Program through monthly checks on registered sex offenders in our community.
- Provide ongoing education to improve communication skills, promote independent decision making and problem solving, and develop overall leadership abilities necessary to continue to provide a high level of service to our community.
- Provide community outreach education and bite prevention by Animal Control Officers to both internal and external customers
- Focus weekly Animal Control proactive patrols to include education and enforcement at City of Prescott Trails and Parks.

Measure Type	Performance Measure	FY21 Actual	FY22 Target	FY22 Estimate	FY23 Target
Output	Priority calls: average time, dispatch to arrival on scene in minutes	5 MIN	5 MIN	5 MIN	5 MIN
Output	Attempt contact with every sex offender each month as provided by the SOAP coordinator	95%	100%	100%	100%
Output	Provide quarterly in-house training	4	6	6	6
Output	Provide two community education events*	0	2	2	2
Output	Provide a minimum of 16 weekly proactive parks and trail checks by Animal Control*	0	832	832	832
Outcome	# of on-line customer satisfaction survey received	0	1,000	0	1,000

Police

FY2022 Major Achievements

Patrol

- Promoted one (1) officer to the rank of sergeant.
- Assigned one (1) sergeant to the assignment of Administration Sergeant, who is responsible for overseeing and supervising the K9 Unit, Property and Evidence Unit, Citizens on Patrol (C.O.P.s) program, field training program, and special events.
- Promoted one (1) sergeant to the rank of lieutenant.
- Assigned four (4) officers to the auxiliary assignment of Field Training Officer.
- Installed AXON vehicle camera system in all patrol vehicles, which included license plate reader (LPR) capabilities.
- Ensured that every officer in the Patrol Operations Bureau was trained and rifle certified.
- Provided off-duty officers for many special details to include security details at local establishments, protests, and rallies as well as functions at church services.
- All patrol officers attended monthly firearms training opportunities through the department's contract with the indoor shooting facility at Prescott Gun Club.
- Maintained a high level of accountability through monthly checks by patrol officers on registered sex offenders.

Animal Control

- Maintained a high level of citizen and animal safety by providing 1,946 extra patrols throughout the city and in city parks and trailheads.
- Responded to 1,087 calls for service.
- Processed 3,833 dog license renewals, 1,108 past due notices, and sold 3,587 new licenses.
- Participated in community outreach, to include speaking to the department's citizens academy.

Expenditure Budget

Expenditures by Type	Actual FY2021	Adopted FY2022	Est End FY2022	Adopted FY2023	% Change FY2022 to FY2023
Personnel	\$ 4,674,535	\$ 5,194,782	\$ 4,971,175	\$ 5,725,454	10%
Supplies	282,673	362,792	403,534	374,442	3%
Internal Charges	1,609,628	1,877,311	1,837,255	2,066,840	10%
Other Services & Charges	311,462	323,556	317,113	258,579	-20%
Subtotal Operating	\$ 6,878,299	\$ 7,758,441	\$ 7,529,077	\$ 8,425,315	9%
Capital Projects/Outlay	386,263	819,500	443,749	124,246	-85%
Total	\$ 7,264,562	\$ 8,577,941	\$ 7,972,826	\$ 8,549,561	0%

Police

	Actual FY2021	Adopted FY2022	Est End FY2022	Adopted FY2023	Change FY2022 to FY2023
Staff Summary					
Full-time Equivalents (FTE)	52.50	50.50	50.50	54.50	4.00
% of city's FTEs				9.9%	

Capital Projects/Outlay Detail	Adopted FY2023
PRCC Capital Contribution	\$ 69,730
Binocular Night Vision	30,766
North Prescott Radio Repeater	12,500
Radio System GPS Upgrade	11,250
Total	\$ 124,246

Budget Notes and Significant Changes: The addition of four new officers increased the Personnel budget when comparing FY2023 to FY2022. As observed in other departments, the methodology used for calculating Internal Charges causes fluctuations from year to year.

Police

Special Operations Bureau

Division Mission

To provide public safety services and support by investigating felony and high priority crime, securing and documenting property and evidence, responding to requests for traffic crash investigation, proactively enforcing traffic law to incentivize safe driving habits, resolving crime related community issues through personalized service, and ensuring public safety at City of Prescott special events.

Services

The Police Department Special Operations Bureau consists of three sections:

The Investigations Section investigates specifically assigned crimes against persons and property as well as financial crimes, while supporting other department sections and criminal justice practitioners in law enforcement duties; provide victim advocacy services to victims of crime and provide property and evidence storage and record keeping.

The Traffic Safety Section performs proactive enforcement of traffic laws, investigates death/serious injury crashes, and coordinates and participates in numerous special events within the city that showcase our community.

The Community Services Section solves crime-related community problems, ensures school security and safety, develops community relationships by participating in community outreach, and provides numerous training sessions throughout the community on subjects such as Alzheimer's Alert, active shooter survival, and Red Ribbon anti-drug training.

FY2023 Objectives

- Proactive enforcement of traffic laws to reduce fatal crashes by 50% using speed enforcement, saturation patrols, etc.
- Reduce patrol response to traffic crashes using civilian traffic investigators.
- Reduce collisions through education, enforcement, and community outreach.
- Improve service to victims of crime by ensuring timely follow-up and quality communication.
- Develop and implement satisfaction survey of crime victims of cases assigned to investigations.
- Reduce crime in the business district through high visibility walking and bicycling patrols.

Measure Type	Performance Measure	FY21 Actual	FY22 Target	FY22 Estimate	FY23 Target
Output	Traffic contacts by the Traffic Safety Section	6,679	7,500	7,100	7,500
Output	Traffic crash investigations, non-injury, injury and fatality as a percentage of department total	62%	65%	59%	65%
Output	DUI arrests per 1,000 population	4.81	6.75	5.16	6.25
Output	Number of bicycle and foot patrols in the downtown area and public spaces.	640	650	608	650
Outcome	On a weekly basis, target enforcement efforts in high complaint areas to address specialized concerns	160	180	144	180

Police

Outcome*	Receive positive CueHit review in reference to Special Operations Bureau customer service % of responses	N/A	N/A	N/A	90%
Outcome	Achieve 90% customer satisfaction rate on all completed surveys administered through the office of the Victim Advocate	90%	95%	95%	97%

*New measure

FY2022 Major Achievements

Community Services Section

- Investigated an ongoing issue of indecent exposure and public sexual indecency occurring along a city of Prescott public trail for over a year, with multiple victims resulting in the identification and arrest of a suspect.
- The School Resource Officer (SRO) successfully applied the three tier concepts of the Mentor/Counselor, Teacher, and Law Enforcement Officer program at Prescott High School. His efforts resulted in approximately 22 classes taught, reaching 700 students, approximately 80 reports written, and approximately 80 arrests made. Additionally, the SRO helped develop a Safety and Security Assessment Team comprised of members of the high school as well as oversaw and administered the Youth Role Model Scholarship Program, resulting in five (5) scholarships awarded to Prescott High School seniors.
- The Safety and Intelligence Officer achieved basic and advanced Crime Prevention Through Environmental Design (CPTED) certification and conducted ten (10) threat and vulnerability assessments on various City facilities, including the Prescott Regional Airport, the water department, the new city hall building, and the public Granite Street parking garage.
- Provided security via bicycle patrol officers at multiple city events, including the 4th of July Parade, the 4th of July fireworks event at Watson Lake Park, the Halloween events on Mt. Vernon St. and Country Club Dr., the Veteran's Day Parade, the Nighttime Electrical Parade, the Christmas Parade, the Courthouse Lighting, Acker Night, and New Year's Eve downtown celebrations.

Investigations

- Certified/trained a second detective of the section's current cellular phone analysis software program, Cellebrite.
- Remodeled the soft interview room, which increased sound proofing and is providing a more useful and comfortable space for interviewing victims.
- Remodeled a former storage closet to a new computer forensic lab as well as upgraded existing cell phone storage and processing equipment.
- Investigated a fraud being committed by the director of the Prescott Downtown Partnership. The investigation revealed that over \$200,000 in funds had been stolen over the previous two years, resulting in the arrest of the director.
- Investigated the homicide/death of a 24-year-old male. The victim was shot by a 26-year-old male in an apartment and died on scene. The suspect was arrested for first degree murder and is awaiting trial.
- The section's advanced computer forensic examiner is frequently receiving tips/leads from the Internet Crimes Against Children (ICAC) Task Force regarding possible child pornography cases. Since July 2021, this detective has been able to investigate three (3) different tips/leads that each lead to multiple search warrants and the arrest of three (3) different suspects in the Prescott area for sexual exploitation of a minor.

Police

Special Weapons and Tactics (SWAT)

- Successfully deployed on overwatch details for four (4) special city-sponsored events.
- Successfully resolved a high-risk residential barricade involving a suspect wanted on multiple felony charges.
- Maintained recommended proficiency training hours for all team members as well as auxiliary assignments members.

Traffic Safety

- Conducted 12 DUI taskforce operations.
- Conducted 10 speed and aggressive driving details.
- Averaged 2 special enforcement complaint areas a week for a total of 104 enforcement areas in 2021.
- Investigated 552 crashes, including 5 fatal crashes.
- Assisted in traffic control of multiple special events, including the 4th of July Watson Lake event, Halloween detail, Veteran's Day parade, Shop with a Cop event, Christmas Day Parade, MLK March, and Bike with the Mayor.

Expenditure Budget

Expenditures by Type	Actual FY2021	Adopted FY2022	Est End FY2022	Adopted FY2023	% Change FY2022 to FY2023
Personnel	\$ 2,736,338	\$ 3,239,337	\$ 2,945,308	\$ 3,427,399	6%
Supplies	85,157	118,050	122,975	143,160.00	21%
Internal Charges	287,383	291,150	298,769	293,142	1%
Other Services & Charges	29,382	40,474	43,965	42,424	5%
Subtotal Operating	\$ 3,138,259	\$ 3,689,011	\$ 3,411,017	\$ 3,906,125	6%
Capital Projects/Outlay	261,785	585,000	257,253	10,000	-98%
Total	\$ 3,400,044	\$ 4,274,011	\$ 3,668,270	\$ 3,916,125	-8%

Staff Summary	Actual FY2021	Adopted FY2022	Est End FY2022	Adopted FY2023	Change FY2022 to FY2023
Full-time Equivalents (FTE)	27.00	31.00	31.00	32.00	1.00
% of city's FTEs				5.8%	

Capital Projects/Outlay Detail	Adopted FY2023
Darkness Block Box Lab and Locker	10,000
Total	\$ 10,000

Budget Notes and Significant Changes: The addition of a Property & Evidence Technician results in a 6% increase in Personnel. The increasing cost of gas along with budgeting for materials used to maintain the TCU Drone Equipment forces an increase in the Supplies category.

Police

Support Bureau

Division Mission

To support and serve the community, the police department, and other criminal justice partners by maintaining a record management system, an enhanced training and recruitment section, and high professional standards through oversight for policy revision, accreditation, and all employee internal investigations.

Services

The Support Operations Bureau provides internal and external customer service in the areas of records management, department training and recruiting of all sworn and civilian employees, professional standard complaints and investigations, policy and procedure updates and compliance, and crime prevention and community outreach programs.

The Records Section provides support services to the officers and staff of the police department and the City of Prescott. This Section also provides walk-in and telephone services to the citizens of Prescott needing report copies, local background checks, and general police information. The Records Section is responsible for fulfilling any routine request for public records from all external customers.

Additionally, the Support Operations Bureau provides for scheduling, coordination, and posting of all department required and supplemental training, works to recruit and hire both sworn and civilian employees by conducting all background investigations and utilizing creative strategies such as the Recruitment Bonus Incentive Program and provides public awareness of programs that focus on crime prevention and community outreach.

The Property and Evidence Unit provides services to both our internal and external customers regarding the property collection, processing, storage and disposition of both evidentiary and non-evidentiary items in accordance with State laws.

FY2023 Objectives

- Attract the best employees for all areas of the police department through active recruiting and detailed background investigations.
- Provide service to our internal and external customers regarding requests for any records maintained by the Records Section.
- Maintain ACJIS certification for all users within the police department.
- Plan, organize and host regular community outreach events throughout the year.

Measure Type	Performance Measure	FY21 Actual	FY22 Target	FY22 Estimate	FY23 Target
Outputs*	Use of social media platforms for active recruiting of open positions.	1	1	10	12
Outputs*	Host monthly community outreach events	12	12	12	12
Outcome	Fulfill 90% of records requests within two business days	90%	90%	90%	90%
Outcome	Notify 100% of ACJIS users of recertification within 30 days of expiration	100%	100%	100%	100%

*New measure

Police

FY2022 Major Achievements

Support Operations Bureau Administrative Support

- Organized and hosted 17 community outreach events, 6 Coffee with a Cop events, and 4 block watch meetings.
- Organized and facilitated the annual Shop with a Cop event. Provided funding for 65 at-risk youth in our community.
- Organized our annual Pink Patch Project fundraising campaign in cooperation with the Prescott Police Foundation, raising over \$5,300, which was donated to YRMC Breast Care Center.
- Significantly increased our community outreach efforts by gaining over 13,000 followers on Facebook alone and increasing presence on all social media platforms, generating media releases with over 300 posts made.
- Managed ten (10) grants. Two of the grants provide funding for the costs associated with four (4) fulltime employees; two (2) in our Victim Services Unit and two (2) sexual assault investigators.
- Hosted fall and spring citizens academies with a total of 35 participants graduating the program.

Property and Evidence Section

- Hired a total of four (4) new Property and Evidence Technicians since July 2021.
- Successful reclassification of one Property and Evidence Technician to Crime Scene Investigator who is now assigned to the Special Operations Bureau.
- Successfully passed a full audit of all high liability items under property and evidence control.
- Successfully notified all ACJIS users of recertification within 30 days of certification expiration.

Records

- Successfully backfilled a vacant Records Clerk position.
- Fulfilled all Freedom of Information Act (FOIA) requests with 48 hours.
- Successfully fulfilled 41 requests for body camera footage.

Training and Recruiting

- Hired a total of six (6) new police recruits and four (4) lateral police officers.
- Hired a total of 24 civilian personnel to include 16 public safety dispatchers, a victim advocate, a records clerk, a Community Outreach Coordinator, and administrative support staff.
- Organized and maintained sworn personnel training hours in both continuing education as well as proficiency trainings to minimum standards.

Police

Expenditure Budget

Expenditures by Type	Actual FY2021	Adopted FY2022	Est End FY2022	Adopted FY2023	% Change FY2022 to FY2023
Personnel	\$ 380,528	\$ 410,141	\$ 393,457	\$ 455,335	11%
Supplies	53,554	76,954	69,035	132,937	73%
Internal Charges	1,051	-	-	-	
Other Services & Charges	130,890	175,299	183,672	185,299	6%
Subtotal Operating	\$ 566,022	\$ 662,394	\$ 646,164	\$ 773,571	17%
Capital Projects/Outlay	-	-	-	2,052,249	
Total	\$ 566,022	\$ 662,394	\$ 646,164	\$ 2,825,820	327%

Staff Summary	Actual FY2021	Adopted FY2022	Est End FY2022	Adopted FY2023	Change FY2022 to FY2023
Full-time Equivalents (FTE)	5.50	5.50	5.50	6.00	0.50
% of city's FTEs				1.1%	

Capital Projects/Outlay Detail	Adopted FY2023
Replacement Vehicles	2,052,249
Total	\$ 2,052,249

Budget Notes and Significant Changes: Personnel exhibits an 11% increase when comparing FY2023 to FY2022. This is a combination of the cost of living increase and the converting of the Administrative Specialist from part-time to full-time. The 73% increase in Supplies is tied to combining the uniform budget into one division along with the purchase of new uniforms for the four new officers that are being added in FY2023.

Public Works

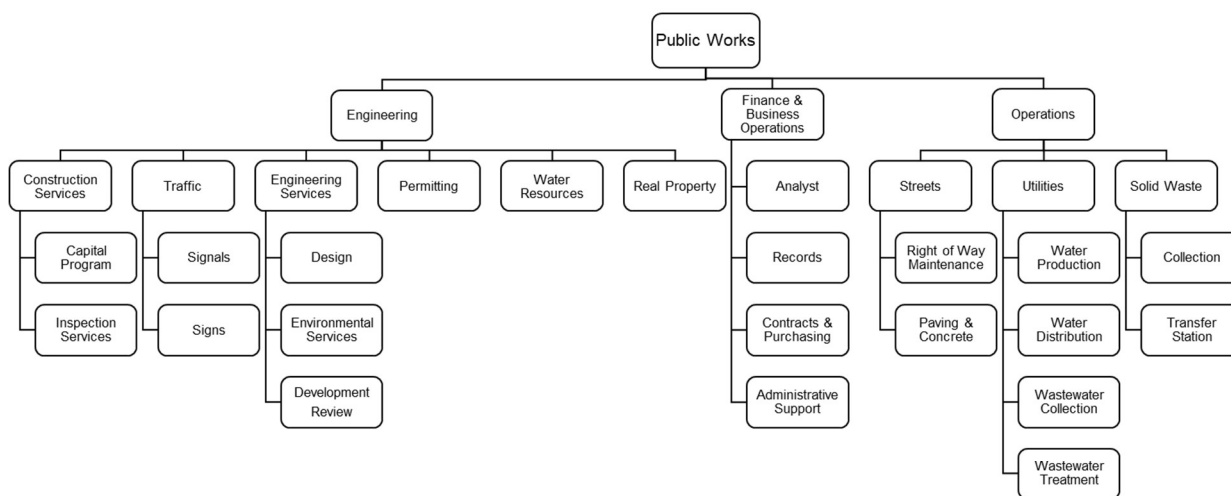
Department Mission

To support the City of Prescott's quality of life and economic prosperity by effectively managing the infrastructure and natural and man-made resources through timely, quality and cost effective services.

Services

The Public Works Department is responsible for the planning, design, construction, maintenance, performance, function and efficiency of a variety of City infrastructure. This includes roads, traffic control devices and signs, sidewalks, water and wastewater utilities, drainage systems and real property. In addition to City infrastructure and assets, the Department supports private development efforts within the City and utility service areas by providing plan review, permitting, and inspection services. The Department operates and maintains a first class Water and Wastewater Utility system for over 24,000 customers. The Solid Waste Division provides trash and recycling services to over 24,000 residential and commercial customers. The transfer station operates 6 days a week for customers within the quad-city area. The Streets Division maintains over 765 miles of city paved streets, alleyways, signs, and related items in the public right of ways.

Organization and Personnel



Public Works

					Change FY2022 to FY2023
Department Staffing	Actual FY2021	Adopted FY2022	Est End FY2022	Adopted FY2023	
Public Works Director	1.00	1.00	1.00	1.00	0.00
Deputy Public Works Director	0.00	1.00	1.00	1.00	0.00
City Engineer	1.00	1.00	1.00	1.00	0.00
Utilities Manager	1.00	1.00	1.00	1.00	0.00
Quality Assurance Manager	0.00	1.00	1.00	1.00	0.00
Capital Program Manager	0.00	1.00	1.00	1.00	0.00
Construction Services Manager	1.00	0.00	0.00	0.00	0.00
Financial & Business Operations Manager	1.00	1.00	1.00	1.00	0.00
Traffic Engineer	1.00	1.00	1.00	1.00	0.00
Senior Infrastructure Analyst	1.00	1.00	1.00	1.00	0.00
Civil Engineer	1.00	1.00	1.00	1.00	0.00
Capital Project Manager	5.00	5.00	5.00	5.00	0.00
Real Estate Administrator	1.00	1.00	1.00	1.00	0.00
Water Resource Project Manager	2.00	2.00	2.00	2.00	0.00
Water Superintendent	1.00	1.00	1.00	1.00	0.00
Wastewater Superintendent	1.00	1.00	1.00	1.00	0.00
City Surveyor	1.00	1.00	1.00	1.00	0.00
Solid Waste Superintendent	1.00	1.00	1.00	1.00	0.00
Street Maintenance Superintendent	1.00	1.00	1.00	1.00	0.00
Development Services Facilitator	1.00	0.00	0.00	0.00	0.00
Traffic Signal Supervisor	1.00	1.00	1.00	1.00	0.00
Construction Inspection Supervisor	1.00	1.00	1.00	1.00	0.00
Senior Engineering Technician/EIT	0.00	0.00	0.00	1.00	1.00
Senior Engineering Technician/Plan Review Sup	0.00	1.00	1.00	0.00	-1.00
Senior Engineering Technician/Plans Examiner	0.50	0.00	0.00	0.00	0.00
Senior Engineering Technician	1.50	1.00	1.00	1.00	0.00
Environmental Coordinator	1.00	1.00	1.00	1.00	0.00
Water Operations Supervisor	2.00	2.00	2.00	2.00	0.00
Wastewater Collection Supervisor	2.00	2.00	2.00	2.00	0.00
WW Treatment Plant Operations Supervisor	1.00	1.00	1.00	1.00	0.00
Management Analyst	0.00	1.00	1.00	1.00	0.00
Public Works Analyst	1.00	0.00	0.00	0.00	0.00
Solid Waste Supervisor	2.00	2.00	2.00	2.00	0.00
Street Maintenance Supervisor	2.00	2.00	2.00	2.00	0.00
Traffic Control Supervisor	1.00	1.00	1.00	1.00	0.00
Contract/Purchasing Administrator	1.00	1.00	1.00	1.00	0.00

Public Works

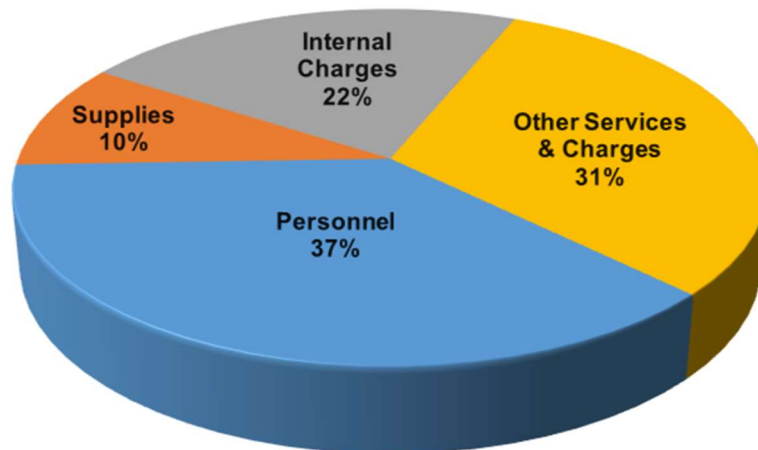
Department Staffing	Actual FY2021	Adopted FY2022	Est End FY2022	Adopted FY2023	Change FY2022 to
					FY2023
Senior WW Treatment Plant Operator	2.00	2.00	2.00	2.00	0.00
Stormwater Specialist	1.00	1.00	1.00	1.00	0.00
Construction Inspector	5.00	5.00	5.00	5.00	0.00
Building Inspector	1.00	1.00	1.00	1.00	0.00
Engineering Technician	1.00	1.00	1.00	1.00	0.00
Permit Technician/Plans Examiner	1.00	1.00	1.00	1.00	0.00
Wastewater Treatment Plant Operator	5.00	5.00	5.00	5.00	0.00
WWTP Lab Tech/Relief Operator	1.00	1.00	1.00	1.00	0.00
Business Manager	1.00	0.00	0.00	0.00	0.00
Traffic Signal Specialist	2.00	2.00	2.00	2.00	0.00
Traffic Engineering Technician	1.00	0.75	0.75	1.00	0.25
Senior Equipment Operator	7.00	8.00	8.00	8.00	0.00
Elect Maint & SCADA Tech	1.00	1.00	1.00	1.00	0.00
Maintenance Specialist	4.00	4.00	4.00	4.00	0.00
Water Protection Specialist	1.00	2.00	2.00	2.00	0.00
Water Operator	5.00	5.00	5.00	5.00	0.00
Water Protection Inspector	1.00	0.00	0.00	0.00	0.00
Senior Utility Worker	11.00	11.00	11.00	11.00	0.00
Equipment Mechanic	1.00	1.00	1.00	1.00	0.00
Development Coordinator/Records Control	1.00	1.00	1.00	1.00	0.00
Equipment Operator	30.00	31.00	31.00	34.00	3.00
Traffic Control Worker	2.00	2.00	2.00	2.00	0.00
Accounts Payable/Purchasing Specialist	1.00	1.00	1.00	1.00	0.00
Utility Worker	19.00	19.00	19.00	19.00	0.00
Administrative Specialist	4.00	5.00	5.00	5.00	0.00
Office Assistant	0.00	3.00	3.00	3.00	0.00
Secretary	3.00	0.00	0.00	0.00	0.00
Fee Booth Attendant	1.00	1.00	1.00	1.00	0.00
Maintenance Worker	6.00	5.00	5.00	3.00	-2.00
Total	158.00	159.75	159.75	161.00	1.25

Public Works

Expenditure Budget

Expenditures by Type	Actual FY2021	Adopted FY2022	Est End FY2022	Adopted FY2023	Change FY2022 to FY2023
Personnel	\$ 12,980,255	\$ 13,811,549	\$ 12,808,667	\$ 14,253,736	3%
Supplies	2,812,308	3,360,044	3,087,874	3,673,762	9%
Internal Charges	8,100,136	8,468,183	8,018,553	8,503,794	0%
Other Services & Charges	9,738,332	11,873,034	11,458,842	11,842,984	0%
Debt Service	4,119,201	10,794,656	10,514,889	10,880,093	1%
Subtotal Operating	\$ 37,750,231	\$ 48,307,466	\$ 45,888,825	\$ 49,154,369	2%
Capital Projects/Outlay	20,253,772	59,081,343	43,961,726	80,484,107	36%
Total	\$ 58,004,003	\$ 107,388,809	\$ 89,850,551	\$ 129,638,476	21%

Public Works
FY23 Operating Expenditure Budget by Type



Public Works

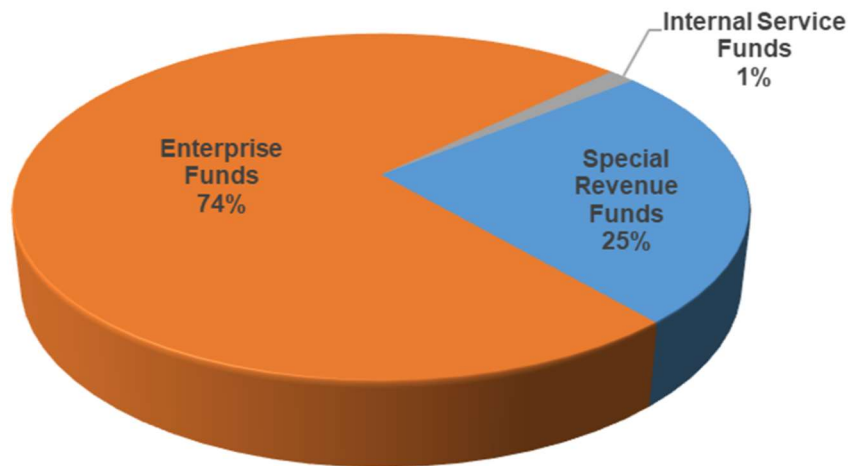
Department Summary - Operating Expenditure by Division and Capital

	Actual FY2021	Adopted FY2022	Est End FY2022	Adopted FY2023	Change FY2022 to FY2023
Engineering	\$ 4,189,028	\$ 4,631,226	\$ 4,174,616	\$ 4,535,765	-2%
Utilities	17,937,613	26,386,978	25,306,813	26,127,866	-1%
Solid Waste	8,530,579	9,352,525	8,877,334	10,311,994	10%
Street Maintenance	7,093,011	7,936,737	7,530,062	8,178,744	3%
Subtotal Operations	\$ 37,750,231	\$ 48,307,466	\$ 45,888,825	\$ 49,154,369	2%
Capital	20,253,772	59,081,343	43,961,726	80,484,107	36%
Total	\$ 58,004,003	\$ 107,388,809	\$ 89,850,551	\$ 129,638,476	21%

Department Summary - Funding Sources

	Actual FY2021	Adopted FY2022	Est End FY2022	Adopted FY2023	Change FY2022 to FY2023
Special Revenue Funds	\$ 28,377,725	\$ 25,823,914	\$ 18,534,856	\$ 31,810,742	23%
Enterprise Funds	28,052,172	79,832,688	69,781,722	95,984,617	20%
Internal Service Fund	1,574,106	1,732,207	1,533,973	1,843,117	6%
Total	\$ 58,004,003	\$ 107,388,809	\$ 89,850,551	\$ 129,638,476	21%

Public Works Funding Sources
FY23 Budget



Department Funding Sources: Public Works is funded mainly through Enterprise Funds, which primarily consist of user fees and development impact fees. Special Revenue Funds are the Streets 1% dedicated sales tax and Grants. Some of the staff in the Engineering Division operate in an Internal Service fund for charging out internal engineering services to capital projects.

Public Works

Administrative Support Services

Division Mission

As a team provide high level customer service by providing professional quality support and services to internal and external customers. Provide clear, consistent and responsible communication. Promote economic prosperity through timely and efficient plan review and permitting activities for private development and Capital Improvement Projects. Support the objectives of the Water Management Policy. Improve the operation, longevity and reliability of public infrastructure to the users of these systems through project documentation.

Services

Administrative Support, including Financial and Business Operations is responsible for the development and management of the departmental budget, facilitates the procurement process, manages contracts and provides records management for the Department. The Division is also responsible for the acquisition and management of City owned property to meet infrastructure needs, providing professional real estate services to other departments, residents and tenants. Water Resource Management staff provides technical support for the Big Chino Water Ranch, operation and maintenance of the Water Resources Management Model (WRMM) and develops water conservation and education outreach programs.

The Division also staffs the permit center at City Hall in support of Public Works activities. Providing building permit plan review, engineering permit plan review/permits, right of way permit plan review/permits and pre-application conference reviews of Public Works engineering components.

FY2023 Objectives

- Effectively prepare and manage the fiscal year budget.
- Ensure compliance with all Federal, State and Local guidelines for procurement and ensure contracts remain in compliance throughout the process within specific guidelines.
- Provide timely and accurate processing of payment requests from vendors.
- Provide applicable responses to public records requests in a timely and professional manner.
- Maintain departmental records according to adopted records schedule.
- Provide professional level customer service.
- Provide professional real property acquisition, abandonment, leases and real estate management services City-wide.
- Support, manage and implement the Water Management Policy.
- Provide technical support to, Comprehensive Agreement No. 1 and administer its subcontracts.
- Operate and maintain the Water Resources Management Model.
- Support the Council Subcommittee for Water Issues and the Mayors Water Policy Ad Hoc Committee.
- Distribute literature and supplies for the community water education program.
- Administer the Water Conservation Incentive Program.
- Provide accurate and timely permit processing and issuance.
- Ensure services are completed in the most effective, efficient and economical method for the customer and the division.
- Provide accurate and timely information to customers via the phone, web or in person.

Public Works

Measure Type	Performance Measure	FY21 Actual	FY22 Target	FY22 Estimate	FY23 Target
Efficiency	Percentage of spending within budgeted amount by Division	90%	100%	92%	90%
Outcome	Percentage of completed pay apps within established timeframes	90%	98%	95%	98%
Efficiency	Percentage of public records requests completed within 10 days	90%	90%	86%	90%
Outcome	Annual Records Destruction Complete	Yes	Yes	Yes	Yes
Outcome	Water rebate applications	82	125	80	130
Outcome	Percentage of Permit Center plan reviews related to Engineering completed within established turn-around times	81%	90%	80%	90%
Outcome	Percentage of Engineering Permits processed and issued within 15 days	95%	90%	90%	95%

Analysis of Performance:

The Division met most of the primary goals set for FY22, including budgeting and procurement targets due to quarterly oversight and training for supervisors. The Department records retention schedules were followed for hardcopy records, which allowed cataloging and destruction work to be accomplished. The Public Works report library was completed in FY22 providing another source for permanent records to the public. The implementation of on-line permitting in FY21 has improved the turn-around times for permitting activities at the permit center and created a more seamless interface with customers in FY22. The internal review and update to the General Engineering Standards is on-going, the draft document is complete and public outreach and participation will begin in FY22.

Water Resource Management remains a major focus in FY22. The City is participating in the Governor's Water Augmentation, Innovation and Conservation Council, which includes several Committees. The City's modification to its Decision and Order was submitted to the Arizona Department of Water Resource in December 2021. A response is due back to the City within 210 days of submittal. Efforts continue on Comprehensive Agreement No. 1 with a draft model release expected in July 2022. Conservation education and outreach continues with an update to the City's conservation website and participation at public events when possible. The financial partnership continues with the Highland Center for Natural History as part of their virtual outreach program.

FY2022 Major Achievements

- Council passed 2022 Water Policy on April 26, 2022.
- During April's Water Awareness Month, the Library viewerie featured a display on rainwater harvesting. Water Resource Management also had a booth at the Earth Day event, distributing literature, leak-detection kits, and household water saving devices. Supplied 200 water conservation goodie bags at the Highlands Center annual plant sale.
- Awarded 134 water conservation rebates, totaling \$30,201.50, with an estimated water savings of 152,000 gallons.
- Provided real estate professional guidance in conjunction with the purchase of the New City Hall property, McCormick Street Property, AED Granite Dells purchase, Parcel "W" real property purchase and sale, Yavapai Humane Society real property sale.

Public Works

- Sundog Trunk Main Phase C2 Sewer Easements.
- Arizona State Land Department (ASLD) Leases for the Zone 52, Zone 56, and Stringfield Ranch water main projects.
- ASLD application for the purchase of Glassford Hill.
- Researched and completed 325+ records requests from the general public.
- Manage 165+ active contracts that support Public Works Capital and Operating budget, Airport, City Manager and Other Departments.
- Completed 3980+ Permit Center civil plan reviews.
- Processed 525+ Engineering permits.

Public Works

Engineering

Division Mission

Support the City of Prescott's quality of life and economic prosperity by improving the operation, longevity and reliability of all public infrastructures. Provide timely and professional level engineering and customer service in support of the City's Capital Improvement Program and private development.

Services

The Engineering Division is responsible for the design of public infrastructure and plan review for privately installed infrastructure that will ultimately become the City's responsibility for operation and maintenance. These activities support the water and wastewater utilities, streets and solid waste operations within the City.

The Engineering Division provides plan review services in support of private development and the capital improvement program, develops in-house design projects for public infrastructure, provides FEMA floodplain administration, computer aided design and drafting services for internal customers, professional survey services, and the storm water management program.

The Engineering Division designs pavement preservation, pavement rehabilitation, drainage system, sidewalks and other public infrastructure.

The Construction Services Division is responsible for the design, construction and inspection of public infrastructure as well as inspection for private infrastructure that will be given to the City for long-term maintenance. These activities support two primary areas of work, utilities and streets operations within the City.

Construction Services is responsible for the implementation of the Capital Improvement Program including water and wastewater system upgrades, roadway pavement system preservation, rehabilitation and reconstruction, drainage system improvements, and transportation system enhancements and improvements.

Construction Inspection provides inspections for all public works and private development projects to assure quality assurance, adherence to construction practices and technical specifications.

FY2023 Objectives

- Streamline private plan review process to meet or exceed established plan review turnaround times.
- Provide professional engineering services through the design of in-house projects, including: pavement preservation, pavement rehabilitation, drainage, and sidewalk replacement/repairs.
- Compile a new Stormwater Management Program as obligated by the Arizona Department of Environmental Quality (ADEQ)'s 2021 MS4 permit and fulfill the annual requirements it identifies.
- Implementation of the Watson Lake TMDL Action Plan.
- Implementation of The Watershed Pollution Reduction Plan to address TMDL requirements and document pollution reductions through Stormwater (NPDES) programmatic efforts.
- Provide survey services to internal and external clients, as well as developing and maintaining tools which will enable the City to better serve the engineering and surveying community.
- Providing safe and reliable water, wastewater, drainage and transportation systems by completing capital projects.

Public Works

- Improve the quality of Capital Improvement Projects and private development within the City by reviewing and implementing adopted construction and inspection standards, resulting in an efficient use of funds.
- Develop pavement and sidewalk preservation, rehabilitation and reconstruction programs to improve the quality of the City's roadways and sidewalks.
- Provide professional level inspection services.

Measure Type	Performance Measure	FY21 Actual	FY22 Target	FY22 Estimate	FY23 Target
Outcome	Percentage of implementation of Stormwater Management Plan	100%	100%	100%	100%
Outcome	Develop TMDL Action Plan	65%	100%	100%	100%
Outcome	Implement TMDL Action Plan	N/A	10%	10%	25%
Outcome	Completed projects out of total projects	30/46	35/50	25/46	35/50
Outcome	Expended or Encumbered CIP Budget (dollars)	80%	80%	95%	85%
Outcome	Roadway System Pavement Quality Index (PQI) – Goal of 75 <u>100 to 70 – Good</u> Needs Preservation <u>40 to 70 – Fair</u> Needs Rehabilitation <u>40 and Below – Poor</u> Needs Reconstruction	62	63	63	65
Workload	Completed in-house projects	8	9	9	9
Outcome	Provided Survey Services	100%	100%	100%	100%
Workload	Number of Private Development inspections performed per year.	5,900	5,900	3,800	4,200
Workload	Number of Public Capital Improvement Project inspections performed per year per inspector (5.5 inspectors)	2,700	2,600	2,700	2,200

Analysis of performance:

The In-house design team has developed in-house projects, which represents approximately \$7.5M in CIP projects.

The Watershed Pollution Reduction Plan and Watson Lake Management Plan (addressing their TMDLs) were completed. Implementation of the plans commenced in FY22.

Private Development inspections are down this year as a result of no longer needing to provide PVC water main inspections. CIP inspections are also a little lower, the Water Production Facility/Intermediate Pump Stations Project requires significant inspection time while documented as a single inspection. Two long anticipated Capital projects went out to bid; The Zone 56 Tank Project and the Penn Ave./Eastwood Dr. Projects were advertised in February. With additional funding for the pavement improvement program, there has been an incremental increase in the City's overall PQI.

Public Works

FY2022 Major Achievements

- Completed 373 Stormwater inspections or investigations. This included 182 stormwater inspections, 29 pollution investigations and 162 drainage complaint investigations. Additionally, over 69 surface water samples have been collected and analyzed to meet regulatory requirements and to identify pollution sources within our watershed that contribute to the impairment of 14 local water bodies.
- Completed Engineering designs:
 - Street Division Snow Equipment Storage Grading Project
 - FY22 Pavement Preservation Project
 - FY22 Pavement Rehabilitation Project, Phase 1
 - FY22 Pavement Preservation Project, Phase 2
 - FY22 Pavement Reconstruction Project Phase 1
 - FY22 Miscellaneous Concrete Repairs Project
 - Rodeo Grounds Rainwater Harvesting & Aquifer Recharge Project
 - Jenny Drive Drainage Improvements
 - American Legion Sidewalk Improvements
- Completed Engineering Construction
 - Rodeo Grounds Rainwater Harvesting Aquifer Recharge Project.
- Completed the following Capital Improvement Projects:
 - Streets Division Snow Equipment Facility Grading (Streets Reconstruction/Circulation)
 - Ho Kay Gan Water Main Relocations (Water Distribution)
 - Equestrian Way Water Main Replacement Project (Water Distribution)
 - Intermediate Pump Station Off-Site Water Main Phase 1 (Water Distribution)
 - Cliff Rose Pavement Replacement (Streets Reconstruction/Circulation)
 - West Ramp Pavement Maintenance (Airport Operations)
 - FY22 Pavement Reconstruction – Phase 1 (Streets Reconstruction/Circulation)
 - Sunrise Boulevard Improvements (Streets Reconstruction/Circulation)
 - FY22 Pavement Rehab Phase 1 Wilkinson Drive (Streets Reconstruction/Circulation)
 - Rocky Dells Water Main Replacement (Water Distribution)
 - EZ Street Sewer Relocation (Wastewater Collections)
 - Intermediate Pump Station Off-Site Water Main Phase 2 (Water Distribution)
 - Sundog Trunk Main Phase C2 (Wastewater Collections)
 - FY22 Pavement Preservation Chip Seal (Streets Reconstruction/Circulation)
 - FY22 Pavement Preservation Crack Seal (Streets Reconstruction/Circulation)
 - FY22 Pavement Rehabilitation Phase 2 (Streets Reconstruction/Circulation)
 - FY22 Trip Hazard Elimination Project (Streets Reconstruction/Circulation)

Public Works

Expenditure Budget

Expenditures by Type	Actual FY2021	Adopted FY2022	Est End FY2022	Adopted FY2023	% Change FY2022 to FY2023
Personnel	\$ 2,293,281	\$ 2,417,915	\$ 2,233,079	\$ 2,492,939	3%
Supplies	40,998	45,800	45,400	46,518	2%
Internal Charges	1,747,679	1,769,496	1,527,130	1,592,254	-10%
Other Services & Charges	107,070	398,015	369,007	404,054	2%
Subtotal Operating	\$ 4,189,028	\$ 4,631,226	\$ 4,174,616	\$ 4,535,765	-2%
Capital Projects/Outlay	18,140,630	54,728,800	41,683,470	75,044,120	37%
Total	\$ 22,329,658	\$ 59,360,026	\$ 45,858,086	\$ 79,579,885	34%

Staff Summary	Actual FY2021	Adopted FY2022	Est End FY2022	Adopted FY2023	Change FY2022 to FY2023
Full-time Equivalents (FTE)	18.17	18.17	18.17	18.17	0.00
% of city's FTEs				3.3%	

Public Works

Capital Projects/Outlay Detail	Adopted FY2023
Water Production and Intermediate Pump Station, Tanks and Pipeline	\$ 25,947,888
Penn Avenue and Eastwood Drive Reconstruction	10,312,237
Pavement Preservation Program	10,000,000
Zone 56 Tank and Pipeline and Zone 7 Pump Station	8,554,080
Ruger Road Trunk Main	3,275,000
Production Well No. 3	2,618,253
Main Line Replacements	2,250,000
Zone 52 Water Main	1,603,336
Sundog Trunk Main, Phase C	1,430,199
Streets Division Snow Equipment Facility	1,092,000
Pioneer Parkway/Commerce Drive Roundabout	1,000,000
Citywide Drainage Improvements	840,000
Centralizaton - Sundog Equalization Basin and Plant Decommissioning	800,000
Cent - Effluent Tank, Pipeline	656,393
Slaughterhouse Gulch	637,000
Miscellaneous Water and Wastewater Projects	600,000
Mullen Way	495,000
Willow Creek Trunk Main	412,407
Miscellaneous Traffic Studies	400,000
Watson Lake Improvements	375,000
Library Sidewalk Improvements	366,681
Yavapai Hills #1 Lift Station	256,121
Sidewalk Replacement Program	200,000
Miscellaneous Streets Projects	200,000
Zone 24/27 Water Pipeline	134,525
Zone 41 Mingus Pump Station, Tank and Pipeline	127,027
Prescott Lakes Parkway	119,973
Vehicle Replacements	111,000
Water and Wastewater Model	100,000
Green Lane/Yakashba Water	50,000
Willow Creek Berm Improvement	50,000
Buttermilk Drive Distribution System Loop	30,000
Total	\$ 75,044,120

Budget Notes and Significant Changes: There are no significant expenditure changes.

Public Works

Utilities

Division Mission

To support the City of Prescott's quality of life and economic prosperity by providing high quality, cost effective management of the City's utility system. Provide utility related services that meet or exceed all State and Federal regulations through compliance, communication and outstanding customer service. Maintain the utility systems to protect the environment and assure that every resource is managed in a sustainable manner.

Services

The Utilities Division is responsible for providing water, wastewater, and surface water management services to City customers.

Potable water is produced from groundwater wells, treated as necessary to comply with all State and Federal Drinking Water Standards, pumped into the water distribution system, and delivered to residential, commercial and industrial customers throughout the City of Prescott water service area.

Wastewater is collected from City and County users utilizing a system of gravity main line, lift stations and force mains, treated at City facilities to State mandated standards, and delivered for reuse or recharge into the groundwater aquifer.

All water and wastewater infrastructure is operated and maintained in a manner to support the City's goals of having a fully functioning utility system. This involves routine maintenance, planning for system expansion, implementation of the capital improvement program, and replacement of infrastructure that has reached the end of its service life.

The Utilities division also supports other divisions, departments, entities and projects on an as-needed basis, to help maintain a positive image for the City of Prescott.

FY2023 Objectives

- Operate and maintain the Water, Wastewater and Surface Water systems in a safe manner to provide uninterrupted service and protect the health and safety of the general public.
- Continually inspect, evaluate and assess the Water, Wastewater and Surface Water systems to be proactive regarding repairs/replacements of system deficiencies and to protect the health and safety of the general public.
- Provide a high level of customer service from the water and wastewater operations divisions.

Measure Type	Performance Measure	FY21 Actual	FY22 Target	FY22 Estimate	FY23 Target
Output	Percentage of water system valves exercised and maintained.	4.2%	10%	8.6%	10%
Output	Percentage of wastewater collection system cleaned and maintained	41%	35%	45%	45%
Output	Percentage of fire hydrants inspected, evaluated, repaired or replaced.	46.4%	50%	26.6%	50%
Output	Percentage of wastewater collection system CCTV inspected or evaluated.	13.4%	20%	14%	20%

Public Works

Output	Percentage of surface water assets inspected and maintained annually.	100%	100%	100%	100%
Output	Percentage of meter sets completed within two working days of work-order generation.	85.3%	85%	79.3%	85%
Output	Percentage of emergencies responded to within 45 minutes during working hours.	100%	100%	100%	100%
Output	Percentage of wastewater, effluent, and surface water monitoring points sampled that meet permit compliance.	99%	100%	99%	100%
Output	Percentage of water quality samples of potable water that meet regulatory standards.	100%	100%	100%	100%

Analysis of performance:

The Utilities Division is continuing a high level of productivity through FY22. The utilities division has absorbed the increased capital improvement activity and increased special assignments, without increasing budget or personnel.

Wastewater CCTV inspection experienced a reduction in performance due to aged equipment and the failures of that equipment. A new CCTV van was purchased in FY22 which will allow a performance rebound in FY23.

FY2022 Major Achievements

- The City recharged 2,365 acre-feet of Surface Water. This is approximately 61% of the City's maximum allowable recharge volume.
- Wastewater Treatment staff completed the addition of an 18th disc to each of the three existing cloth media disc filter units and upgraded one existing effluent pump with a higher head pump. This work increased the permitted capacity of the treatment plant from 3.75 MGD to 4.75 MGD at minimal cost to the City.
- Wastewater Collections contracted with AUI, Inc to pipe burst 3,402 lineal feet of 6-inch diameter clay pipe with new 8-inch diameter High Density Polyethylene (HDPE) and 959 lineal feet of 8-inch diameter PVC pipe with new 10-inch diameter HDPE. Completing these projects eliminates infiltration and increased the capacity of the sewer main.
- Wastewater Collections contracted with Dukes Root Control to treat 74,158 lineal feet of sewer main line with herbicide to kill roots and eliminate backups due to root obstruction.
- Wastewater Collections crews rehabilitated the Kingswood Lift Station with new pumps and controls to eliminate failures and sewer overflows in the collection system.
- Water Protection staff completed 239 backflow tests, repaired 70 backflow devices, performed 56 Fats, Oils, Grease inspections, and inspected 3 industrial users.
- Water Operations staff finalized the City's Emergency Response Plan Update and has submitted certification to meet the Environmental Protection Agency's (EPA's) regulatory requirement for water service providers.
- Water Operations has been awarded a Certificate of Membership in the D.I.P.R.A (Ductile Iron Pipe Research Association) Century Club by virtue of having a cast iron underground pressure main in continuous service for 100 years or more. The City of Prescott is the first city in the state of Arizona to be awarded this designation.

Public Works

- Water Operations underwent our extensive ADEQ triennial inspection of the entire system. No violations or notice of corrections were given or found. This result is substantial for the City because with no violations the next inspection period is extended to five years out.
- Water Operations Staff assisted Ripple Industries with the transition from Citect to Ignition Supervisory Control Data and Data Acquisition (SCADA) control at all remaining Citect water sites. This included Airport well #3, the Zone 12 interconnect, Zone 24 tank and pump station, Zone 27 tank and pump station and the Zone 39 tank and pump station.
- Water Operations staff coordinated the replacement of the well #4 power pole with APS after a lightning strike caused it to catch fire during a monsoon storm, the work was completed in less than 8 hours and our major producing well back online.
- Water Operations staff shut down the single feed into the Longview subdivision to facilitate the lowering of the water main through the commerce extension corridor.
- Water Operations staff repaired a major drainage way that had plugged and washed away material covering the water main along Kiji Dava during the heavy monsoon storm events.
- Water Operations staff has completed the installation of battery backups at water pump stations to further enhance the SCADA system reliability.

Expenditure Budget

Expenditures by Type	Actual FY2021	Adopted FY2022	Est End FY2022	Adopted FY2023	% Change FY2022 to FY2023
Personnel	\$ 5,552,110	\$ 5,892,539	\$ 5,423,004	\$ 6,045,260	3%
Supplies	1,468,830	1,680,219	1,542,762	1,758,819	5%
Internal Charges	3,843,690	4,023,439	4,011,675	4,143,092	3%
Other Services & Charges	4,940,160	6,375,704	6,157,785	5,766,565	-10%
Debt Services	2,132,823	8,415,077	8,171,587	8,414,130	0%
Subtotal Operating	\$ 17,937,613	\$ 26,386,978	\$ 25,306,813	\$ 26,127,866	-1%
Capital Projects/Outlay	55,609	709,000	290,522	1,090,978	54%
Total	\$ 17,993,222	\$ 27,095,978	\$ 25,597,335	\$ 27,218,844	0%

Staff Summary	Actual FY2021	Adopted FY2022	Est End FY2022	Adopted FY2023	Change FY2022 to FY2023
Full-time Equivalents (FTE)	73.66	74.26	74.26	74.26	0.00
% of city's FTEs				13.6%	

Capital Projects/Outlay Detail	Adopted FY2023
Vehicle Replacements	\$ 743,478
Impact Fee Ordinance Implementation	300,000
North Prescott Radio Repeater	25,000
Radio System GPS Upgrade	22,500
Total	\$ 1,090,978

Budget Notes and Significant Changes: The 10% decrease is related to the Big Chino Water Ranch Model.

Public Works

Solid Waste

Division Mission

Support the City of Prescott's quality of life and economic prosperity by providing solid waste services in an environmentally, fiscally responsible and customer service-oriented manner. Educate and encourage waste reduction and recycling practices throughout the community. Divert inert and organic materials from the landfill by processing them into valuable recycled commodities such as clean aggregate fill and wood chips.

Services

The Solid Waste Division manages municipal solid waste City-wide. The Division provides solid waste and recycling collection services to City residents and commercial customers; operates a 250 ton-per-day Transfer Station; and provides post closure care of the City's closed landfill.

FY2023 Objectives

- Provide quality, customer service oriented solid waste and recycling disposal services to protect the health and safety of the community.
- New development in the City has increased the number of homes requiring service. The Division is planning future route changes to maintain service levels while adding new customer accounts. This will provide cost effective services with minimal impact to customers.
- Increase public education and outreach to decrease contamination of City's comingled recycle stream, general collection tips for residential and commercial service, holiday collection schedules and additional services offered to residential collection customers.

Measure Type	Performance Measure	FY21 Actual	FY22 Target	FY22 Estimate	FY23 Target
Outcome	Tons of Metal Diverted	118	200	200	210
Outcome	Tons of Inert Debris Diverted	5,465	5,300	5,400	5,500
Outcome	Tons of Wood Waste Diverted	4,917	5,100	6,000	5,500
Outcome	Tons of Co-mingled Recycle Diverted	5,579	6,000	6,200	6,100
Outcome	Percentage of Recycled waste diverted from landfill for material collected	23%	28%	23%	26%
Outcome	Public Education and Outreach Events	1	8	0	8

Analysis of performance:

The Transfer Station customer counts continue to increase with an estimated 101,000 customers crossing the scales and dropping off 71,500 tons of material in FY22.

Consistent diversion of scrap metals due to improved separation at the Transfer Station's service bays, relatively strong metals markets over time, and an improved reimbursement system due to a department-wide contract with metal recycling vendor reducing materials sent to landfill.

Both inert debris and wood waste continue to grow in volume and customer participation due to a strong economy (home improvement projects, growing residential and commercial development), and citizen awareness to maintain quality of living in the Prescott area by reducing threat of wildfire in the City of Prescott, Arizona

Public Works

wildland/urban interface. The Division diverts these materials from the landfill by processing them into valuable recycled commodities such as clean aggregate fill and wood chips and then offers them back to the community.

Co-mingle recycling tonnage is projected to be slightly over the FY22 target, which shows a growing interest in the community to keep these items out of the landfill. With the rise of commodity values in the 2nd half of FY22, resulting in a decrease in processing fees at the Materials Recovery Facility during that period.

Successfully diverted 23% of the material coming into the Transfer Station from going to the landfill.

Public Education and Outreach Events are provided upon request. No events were planned or scheduled this fiscal year due to ongoing COVID restrictions, regulations and guidelines.

FY2022 Major Achievements

- Completed 6,195 work orders which include replacing, repairing and delivering residential containers and commercial dumpsters.
- Working in conjunction with Fleet Services the Division was able to procure one used rear loader and one route ready commercial roll off truck.
- Supported seventeen (17) special events with solid waste services, which is lower than previous years due to ongoing COVID restrictions.
- Assisted Prescott Creeks and provided collection and disposal for the annual Granite Creek Clean Up.
- Provided our 5th curbside collection household hazardous waste (HHW) collection event to 774 Prescott residents in March of 2022 diverting 25 tons of hazardous materials from being put in the sewer system, storm drains or illegally dumped.
- 818 Prescott residents brought in brush for the annual free brush drop off event which assisted with providing defensible space around their homes.
- Obtained City Council approval to pre purchase 3 replacement collection vehicles planned for the FY23 budget due to extended lead times (465 days). This preauthorization will allow the Division to receive these vehicles within FY23 and not run replacement vehicles beyond their maximum useful lives or interfere with daily collection operations.

Public Works

Expenditure Budget

Expenditures by Type	Actual FY2021	Adopted FY2022	Est End FY2022	Adopted FY2023	% Change FY2022 to FY2023
Personnel	\$ 2,343,587	\$ 2,443,183	\$ 2,337,652	\$ 2,618,409	7%
Supplies	619,201	721,800	771,759	954,900	32%
Internal Charges	1,646,358	1,889,676	1,656,176	1,961,060	4%
Other Services & Charges	3,892,215	3,872,012	3,722,170	4,268,012	10%
Debt Services	29,218	425,854	389,577	509,613	20%
Subtotal Operating	\$ 8,530,579	\$ 9,352,525	\$ 8,877,334	\$ 10,311,994	10%
Capital Projects/Outlay	781,847	2,483,543	1,218,436	2,858,107	15%
Total	\$ 9,312,426	\$ 11,836,068	\$ 10,095,770	\$ 13,170,101	11%

Staff Summary	Actual FY2021	Adopted FY2022	Est End FY2022	Adopted FY2023	Change FY2022 to FY2023
Full-time Equivalents (FTE)	30.75	30.85	30.85	31.85	1.00
% of city's FTEs				5.8%	

Capital Projects/Outlay Detail	Adopted FY2023
Vehicle Replacements	\$ 2,333,213
Solid Waste Additional Fee Booth	510,000
Solid Waste Maintenance Building	14,894
Total	\$ 2,858,107

Budget Notes and Significant Changes: The 7% increase in Personnel when comparing the FY2023 budget to FY2022 can be linked to the addition of a Solid Waste Equipment Operator and the reclassification of two Maintenance Workers to Equipment Operators. Supplies is significantly higher due to the budgeting of funds for replacement dumpsters. Other Services & Charges is higher in FY2022 due to the increase in tipping fees and Gray Wolf Landfill. The procedure of purchasing new Solid Waste trucks through Lease Purchase proceeds leads to the increase in Debt Service.

Public Works

Street Maintenance

Division Mission

To support the City of Prescott's quality of life and economic prosperity by providing high quality, cost effective management of the City's roadway system through quality maintenance, environmentally safe, accessible streets.

Communication and outstanding customer service. Maintain drainage system to protect the environment and assure that every resource is managed in a sustainable manner.

Maintain serviceable, environmentally safe, accessible streets; an effective storm water drainage system; informative signage; and aesthetically pleasing rights-of-way for residents and visitors.

Maintain a serviceable, safe, accessible street signage, striping, traffic control and signalization system that meets regulatory requirements and supports the City of Prescott's quality of life and economic prosperity by providing high mobility and efficient transport of people, goods and services throughout the City.

Services

Street Operations performs maintenance of pavement, curb & gutter, street sweeping, pothole repair, crack sealing, right-of-way, including weeds, brush, trees and sight-distance issues City-wide. The City's drainage infrastructure, pedestrian safety devices, hand rail, and guard rail are also part of the services provided by this division. The Division also responds year-round to rain and snow storms, including the ensuing clean-up requirements.

Traffic Engineering and Transportation planning includes, the evaluation, design and maintenance of signals, signage and pavement markings, traffic calming and other measures to increase safety and minimize delays. The Division also provides review of construction and special event traffic control plans, and barricade setup for city sponsored events.

FY2023 Objectives

- Ensure city streets are well maintained through an effective maintenance plan.
- Implement preventative maintenance practices to include crack sealing operations, repair of utility asphalt cuts in the roadway and repair or replacement of mill paved roads.
- Proactively repair pot holes on all arterial, collector and residential streets.
- Proactively prepare for snow events by outfitting all snow response equipment prior to events.
- Improve traffic safety, minimize delay and reduce City liability through a modern well maintained traffic control system and high quality pavement markings.
- Improve the quality of private development and capital improvement projects within the City by reviewing and implementing traffic standards and overseeing the traffic impact analysis (TIA) process.

Public Works

Measure Type	Performance Measure	FY21 Actual	FY22 Target	FY22 Estimate	FY23 Target
Output	Weeks in average sweeping cycle for residential and collector streets	17	17	17	17
Outcome	Activate snow response prior to accumulation of snow on the street network	100%	100%	100%	100%
Outcome	Prepare equipment for snow response prior to events	100%	100%	100%	100%
Output	Inspect drainage ways and structures 2 times annually	100%	100%	85%	100%
Output	Inspect minor arterial streets and major collectors following storm events or bi-monthly for pothole repairs.	100%	100%	100%	100%
Output	Number of times gateways and corridors are mowed/weeds trimmed annually	4	4	6	4
Outcome	Traffic signal and roundabout call-out maintenance/repairs made within 4 hours of notification. ¹	90%	85%	88%	85%
Outcome	Traffic request is resolved within 2 weeks of initial citizen contact.	86%	94%	78%	80%
Outcome	Percentage of regulatory signing replaced in priority intersections within 8 hours	95%	100%	95%	100%
Outcome	Inspect and replace 10% of 10,000+ signs per year. Target reduced from 12.5% to 10% annually. ²	850	1,000	900	1,000

Analysis of performance:

The Division met the primary goals set for FY22, including activation of its snow response to meet the FY22 target of 100% and met the target for equipment preparedness. Due to an unusually heavy monsoon season, inspection of drainage structures twice annually was partially completed (85%).

The Division was also able to repave previously mill paved residential streets with conventional asphalt making a positive impact for the residents living on those streets with the added benefit of reducing the amount of time and materials required to maintain those streets.

Street Maintenance also responded to and cleaned up after several intense monsoon storms that left many streets and drainage structures clogged with debris. This was accomplished in an effective and timely manner resulting in a positive impact to the traveling public as well as quickly restoring functionality to those drainage structures impacted by the storms.

¹Some traffic signal maintenance requires traffic control or repair parts that may not be available the same day. The 85% target allows for 15% of the requests to be of this type.

²FY23 targets for traffic response has been lowered from 94% to 80% to reflect staffing limitations and increased citizen request volumes. This is for non-emergency traffic requests.

Public Works

FY2022 Major Achievements

- Poured 2,053 square feet of flat concrete work throughout the City to include sidewalk repairs on White Spar Rd. and Leroux St.
- Repaired 18,669 lineal feet of shoulder throughout the City following the rains last year.
- Permanently repaired 1,839 potholes throughout the City.
- Repaired 85,563 square feet of asphalt to include Chestnut Dr., Darca Dr., Blooming Hills Dr., and Savage Ln.
- Repaired 724 lineal feet of curb and gutter.
- Swept 2,653 lane miles of City streets.
- Cleaned and maintained the downtown area for 1,663 hours.
- Removed 79 nuisance trees and trimmed 160 cubic yards of brush and trees.
- Re-established 3,876 lineal feet of drainage ditch.
- Cleaned debris on roadways on 656 occasions to include leaf, tree and vegetative matter, sand, rock and gravel, mud and other storm-related debris.
- Plowed over 20,490 miles while performing snow removal operations.
- Installation of new solar powered radar speed feedback signs on Williamson Valley Road near Yakashba curve.
- Installed a new midblock crosswalk and Rectangular Rapid Flash Beacon (RRFB) on S. Mount Vernon at Oak Street.
- Installed 2 new "Do Not Block Intersection" pavement treatments at Fire Station No. 75 and No. 1, with the goal of improving safety and emergency response.
- Installed 2 new "Do Not Block Intersection" pavements treatments on Gail Gardner Way and Willow Creek Road to improve safety and reduce delay due to congestion.
- Modified the striping on Willow Creek Road in front of the Lakeview Plaza Shopping Center to prohibit left turns out and better channelize right turn vehicles into the site, improving safety.
- Added crosswalks and striped corner bulb-outs on Willis Street at Granite Street to improve pedestrian safety and improve sight visibility at this busy intersection.
- Installed a new RRFB crossing on Willis Street at the Granite Creek Trail.
- Installed a new protected two-way bike lane on the north side of Willow Lake Road between SR89 and Prescott Lakes Parkway to improve Circle Trail connectivity and enhance pedestrian and bicycle mobility in the area.
- Managed the Annual Pavement Marking Contract, painting 612,000 lineal feet of long line.
- Maintained 56 traffic signals and 7 roundabouts
- Responded to 130 traffic requests
- Reviewed and approved 225 construction traffic control plans
- Installed streetlight-mounted Christmas decorations
- Replaced the traffic signal poles at the southeast corner of Goodwin and Cortez and the northeast corner of Gurley and Cortez, upgrading the old poles to modern style ones.
- Implemented enhanced LED street lighting on Willow Creek Road between 4-Points and Ainsworth near Yavapai Regional Medical Center (YRMC).
- Installed new video detection systems at 8 intersections on Willow Creek Road.
- Installed new traffic signal radio communication systems at 7 intersections on Willow Creek Road.
-

Public Works

Expenditure Budget

Expenditures by Type	Actual FY2021	Adopted FY2022	Est End FY2022	Adopted FY2023	% Change FY2022 to FY2023
Personnel	\$ 2,791,277	\$ 3,057,912	\$ 2,814,932	\$ 3,097,128	1%
Supplies	683,279	912,225	727,953	913,525	0%
Internal Charges	862,409	785,572	823,572	807,388	3%
Other Services & Charges	798,887	1,227,303	1,209,880	1,404,353	14%
Debt Services	1,957,160	1,953,725	1,953,725	1,956,350	0%
Subtotal Operating	\$ 7,093,011	\$ 7,936,737	\$ 7,530,062	\$ 8,178,744	3%
Capital Projects/Outlay	1,275,686	1,160,000	769,298	1,490,902	29%
Total	\$ 8,368,697	\$ 9,096,737	\$ 8,299,360	\$ 9,669,646	6%

Staff Summary	Actual FY2021	Adopted FY2022	Est End FY2022	Adopted FY2023	Change FY2022 to FY2023
Full-time Equivalents (FTE)	35.42	36.47	36.47	36.72	0.25
% of city's FTEs				6.7%	

Capital Projects/Outlay Detail	Adopted FY2023
Vehicle Replacements	\$ 1,075,702
Intersection Signalization	220,000
Remote Control Skid Steer	132,000
Concrete Mixer	43,200
Whiskey Row Alley	20,000
Total	\$ 1,490,902

Budget Notes and Significant Changes: The increase in Other Services & Charges relates to the budget for the City Shop UST. There are ongoing requirements for the area due to the removal of the tanks.

Recreation Services

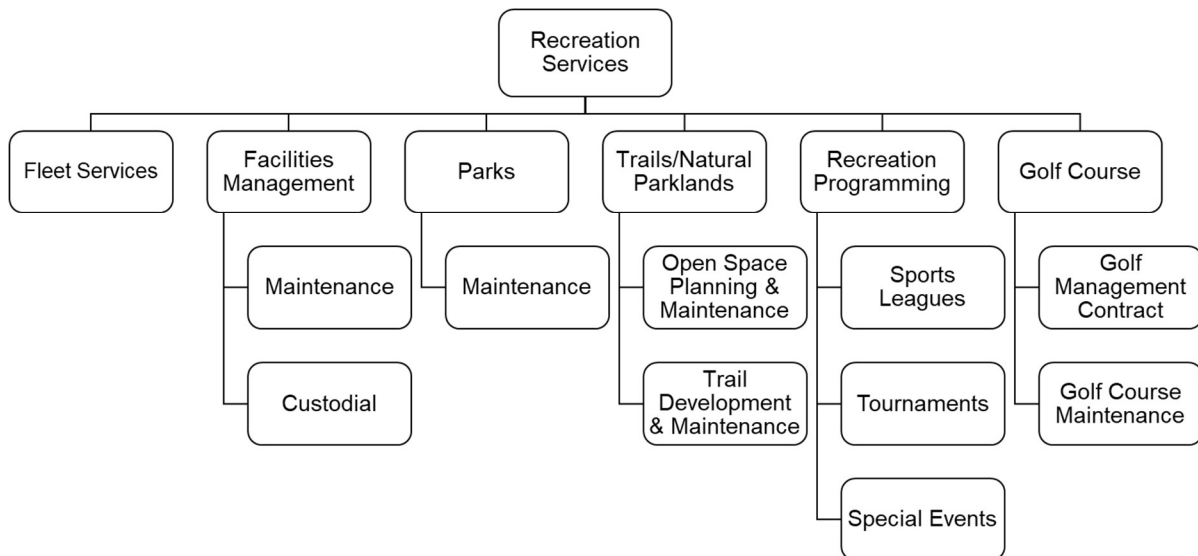
Department Mission

To preserve, protect, and enhance the parklands, public open spaces, trails, lakes, and golf course for the benefit of City of Prescott Citizens and visitors. To maintain City owned vehicles and facilities in a safe, clean, and efficient manner. To promote tourism and its associated economic benefits through hosting and facilitating events.

Services

The Recreation Services Department is responsible for the parks, lakes, trails, sports tournaments, Antelope Hills Golf Course, special events, city facilities and fleet. In addition to these responsibilities Recreation Services is responsible for all associated maintenance within these areas.

Organization and Personnel



Recreation Services

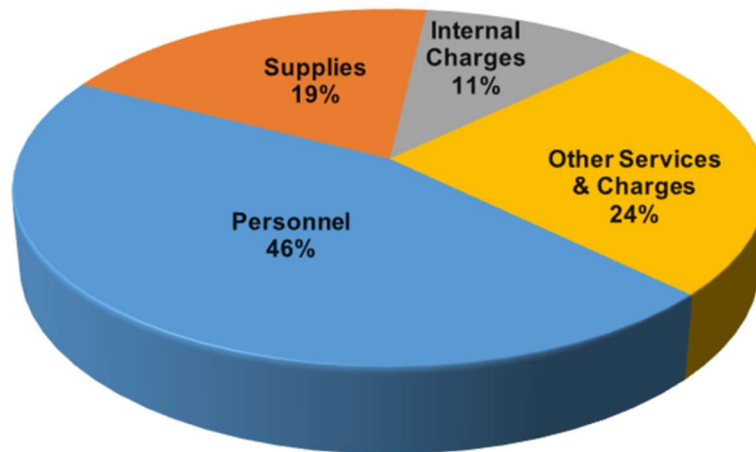
Department Staffing	Actual FY2021	Adopted FY2022	Est End FY2022	Adopted FY2023	Change FY2022 to
					FY2023
Recreation Services Director	1.00	1.00	1.00	1.00	0.00
Deputy Recreation Services Director	1.00	1.00	1.00	1.00	0.00
Trails/Natural Parklands Planner	0.00	1.00	1.00	1.00	0.00
Recreation Supervisor	1.00	0.00	0.00	0.00	0.00
Fleet Manager	1.00	1.00	1.00	1.00	0.00
Golf Course Maintenance Superintendent	0.00	0.00	0.00	1.00	1.00
Facilities Superintendent	1.00	1.00	1.00	1.00	0.00
Trails/Natural Parklands Coordinator	1.00	0.00	0.00	0.00	0.00
Recreation Services Supervisor	4.00	4.00	4.00	4.00	0.00
Administrative Supervisor	0.00	1.00	1.00	1.00	0.00
Fleet Maintenance Supervisor	1.00	1.00	1.00	1.00	0.00
Recreation Program Manager	0.00	1.00	1.00	1.00	0.00
Recreation Services Manager	1.00	0.00	0.00	0.00	0.00
Administrative Coordinator	1.00	1.00	1.00	1.00	0.00
Parks Maintenance Coordinator	0.00	1.00	1.00	1.00	0.00
Landscape Coordinator	1.00	1.00	1.00	1.00	0.00
Lakes Coordinator	1.00	1.00	1.00	1.00	0.00
Recreation Coordinator	1.00	1.00	1.00	1.00	0.00
Maintenance Specialist	3.00	2.00	2.00	2.00	0.00
Facilities Coordinator	1.00	2.00	2.00	2.00	0.00
Senior Equipment Mechanic	1.00	1.00	1.00	2.00	1.00
Parts and Service Specialist	1.00	1.00	1.00	1.00	0.00
Equipment Mechanic	8.00	8.00	8.00	8.00	0.00
Turf & Irrigation Specialist	1.00	1.00	1.00	1.00	0.00
Maintenance Technician	10.00	9.00	9.00	10.00	1.00
Irrigation Technician	2.00	2.00	2.00	2.00	0.00
Facilities Maintenance Technician	0.00	0.00	0.00	1.00	1.00
Service Technician	1.00	0.00	0.00	0.00	0.00
Administrative Specialist	1.00	1.00	1.00	1.00	0.00
Groundskeeper	1.00	2.00	2.00	2.00	0.00
Custodian	2.00	2.00	2.00	2.00	0.00
Total	48.00	48.00	48.00	52.00	4.00

Recreation Services

Expenditure Budget

Expenditures by Type	Actual FY2021	Adopted FY2022	Est End FY2022	Adopted FY2023	Change FY2022 to FY2023
Personnel	\$ 3,866,665	\$ 4,278,502	\$ 4,032,280	\$ 4,680,185	9%
Supplies	1,869,214	1,861,276	2,058,419	1,986,686	7%
Internal Charges	943,374	1,010,621	1,034,521	1,145,112	13%
Other Services & Charges	2,446,959	2,481,270	2,216,204	2,506,659	1%
Subtotal Operating	\$ 9,126,212	\$ 9,631,669	\$ 9,341,424	\$ 10,318,642	7%
Capital Projects/Outlay	8,707,777	10,590,800	6,685,753	19,489,593	84%
Total	\$ 17,833,989	\$ 20,222,469	\$ 16,027,177	\$ 29,808,235	47%

Recreation Services
FY23 Operating Expenditure Budget by Type



Recreation Services

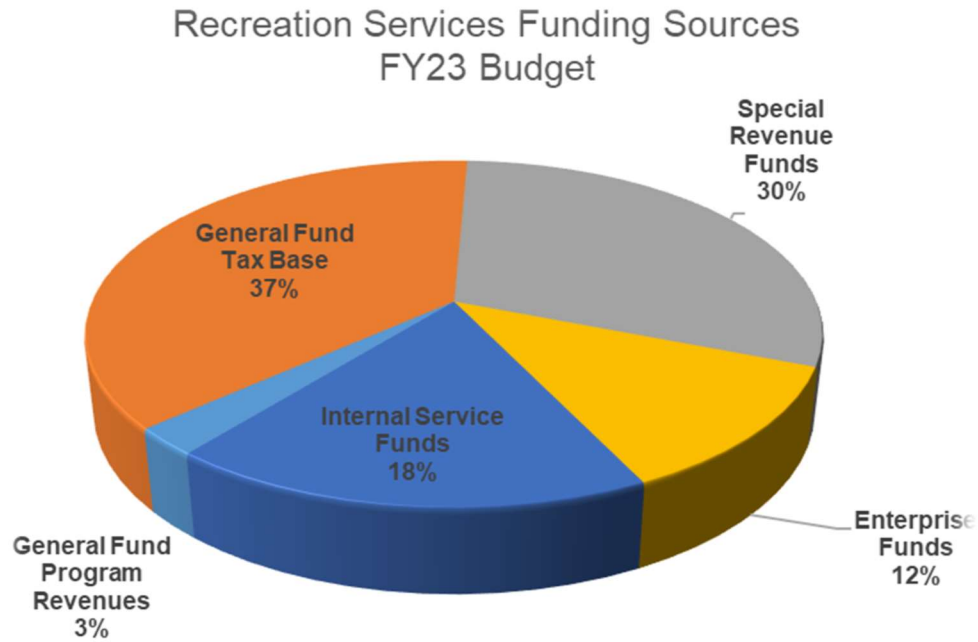
Department Summary - Operating Expenditure by Division and Capital

	Actual FY2021	Adopted FY2022	Est End FY2022	Adopted FY2023	Change FY2022 to FY2023
Parks, Lakes, Trails & Landscap	\$ 4,403,162	\$ 4,540,144	\$ 4,547,540	\$ 4,939,641	9%
Recreation Programming	693,037	809,970	791,191	880,947	9%
Facilities Maintenance	1,719,819	1,874,027	1,545,416	1,947,731	4%
Fleet Services	2,310,194	2,407,528	2,457,277	2,550,323	6%
Subtotal Operations	\$ 9,126,212	\$ 9,631,669	\$ 9,341,424	\$ 10,318,642	7%
Capital	8,707,777	10,590,800	6,685,753	19,489,593	84%
Total	\$ 17,833,989	\$ 20,222,469	\$ 16,027,177	\$ 29,808,235	47%

Department Summary - Funding Sources

	Actual FY2021	Adopted FY2022	Est End FY2022	Adopted FY2023	Change FY2022 to FY2023
General Fund Source of Funds					
Tax Base	\$ 10,747,373	\$ 8,210,581	\$ 8,556,673	\$ 11,112,719	35%
Licenses & Permits	130	500	30	-	-100%
Charges for Services	808,993	606,500	712,900	736,800	21%
Miscellaneous	22,334	25,000	25,000	30,000	20%
General Fund Budget	11,578,830	8,842,581	9,294,603	11,879,519	34%
Special Revenue Funds	896,379	4,854,822	434,725	9,021,175	86%
Enterprise Funds	1,525,795	1,971,648	2,065,437	3,540,907	80%
Internal Service Fund	3,832,986	4,553,418	4,232,412	5,366,634	18%
Total	\$ 17,833,989	\$ 20,222,469	\$ 16,027,177	\$ 29,808,235	47%

Recreation Services



Department Funding Sources: The General Fund provides for most of the operational funding for the Parks, Lakes, Trails, and Landscape Maintenance as well as Recreation programming. Charges for services include parking fees, tournament fees, and facility rentals. Special Revenue Funds account for open space capital projects, grants, and donations. Golf course maintenance is sourced to the Golf Course Enterprise Fund. Facilities Management and Fleet Services operate as Internal Service Funds.

Recreation Services

Parks, Lakes, Trails, and Landscape Maintenance

Division Mission

The Mission of the Parks Maintenance Division is to enrich the quality of life for our community by providing and maintaining a variety of recreation activities, parks, and facilities that promote health and wellness, learning, and fun.

Dedicated to maintaining and keep our City Lakes and Open Spaces clean, safe, and pleasing to the highest quality, while embodying the city of Prescott's core beliefs; acting with integrity, having personal commitment and loyalty, working as a team, solving problems, taking pride in excellent results, high level of productivity, and being nice.

Prepare, preserve, and maintain the golf complex as a City of Prescott asset, and provide an enjoyable golfing experience for golfers of all abilities and ages.

Services

The Parks, Lakes, Trails, and Landscape Maintenance Division is responsible for maintenance of the City's parks, lakes, trails, right of way landscape, and golf facilities. Maintain the 36-hole golf complex to the highest standards.

FY2023 Objectives

- Complete the planning for the Granite Dells Gateway Park
- Start construction on the Granite creek corridor
- Effectively prepare and manage the fiscal year budget.
- Renovate the landscaping at the new City Hall
- Start trail construction in the newly acquired Granite Dells properties
- Continue to improve the "curb appeal" in all landscape areas
- Assist Public Works in implementing the Watson Lake TMDL Action Plan
- Continue to upgrade our aging irrigation system following the phased plan outlined in the 2020 irrigation study by consultant Marvin Mills
- Renovate the on-course restrooms on the South course
- Increase the revenue at the Centennial Center with more bookings
- Improve course conditions by filling our vacant Golf Superintendent position
- Perform a Spring clean up of the North course with a 600 work hour project over one week

Measure Type	Performance Measure	FY21 Actual	FY22 Target	FY22 Estimate	FY23 Target
Output	Revenue generated from parking fees	\$317,000	\$300,000	\$320,000	\$335,000
Output	Revenue generated from Ramada rentals	\$48,000	\$50,000	\$62,000	\$70,000
Output	Number of miles of trail in the City's Mile High trail system	108	122	130	145
Output	Total golf rounds played	78,002	78,500	78,000	78,500
Output	Total golf revenue	\$3,124,850	\$3,350,000	\$3,400,000	\$3,500,000

Recreation Services

FY2022 Major Achievements

- Completed construction of Lower Goldwater Lake improvements
- Closed on the sale of 300+/- acres of Storm Ranch in the Granite Dells
- Completed Peavine Trail connection to Chino Valley
- Increased revenue generated from user fees at Parks and Lakes
- Connected Heritage Park field lighting to remote lighting management control
- Completed a trail connecting upper and lower Goldwater Lake
- Completed a trail through Granite Dells estates connecting the Iron King trail and the Peavine
- Completed Splash-park construction
- Closed Antelope Hills North course for one week and completed a 600-work hour makeover
- Installed new irrigation controller's
- Renovated the on-course restrooms on the North course
- Remodeled the kitchen and Bar at the Manzanita grill
- Finished the FY with a record number of rounds played - 90,434

Expenditure Budget

Expenditures by Type	Actual FY2021	Adopted FY2022	Est End FY2022	Adopted FY2023	% Change FY2022 to FY2023
Personnel	\$ 2,238,736	\$ 2,391,962	\$ 2,326,342	\$ 2,696,954	13%
Supplies	588,982	605,968	669,419	608,778	0%
Internal Charges	332,671	342,618	369,518	428,113	25%
Other Services & Charges	1,242,774	1,199,596	1,182,261	1,205,796	1%
Subtotal Operating	\$ 4,403,162	\$ 4,540,144	\$ 4,547,540	\$ 4,939,641	9%
Capital Projects/Outlay	1,141,300	7,069,000	2,394,445	13,331,750	89%
Total	\$ 5,544,462	\$ 11,609,144	\$ 6,941,985	\$ 18,271,391	57%

Staff Summary	Actual FY2021	Adopted FY2022	Est End FY2022	Adopted FY2023	Change FY2022 to FY2023
Full-time Equivalents (FTE)	27.00	27.00	27.00	29.00	2.00
% of city's FTEs				5.3%	

Recreation Services

Capital Projects/Outlay Detail	Adopted FY2023
Open Space Acquisitions	\$ 8,500,000
West Granite Creek Park Improvements	1,000,000
Replacement Vehicles	1,435,750
Irrigation Improvements - North and South Course	540,000
Granite Dells Gateway Park	350,000
Goldwater Lake Expansion	320,000
Basketball Courts	250,000
Parks Maintenance Shop	150,000
Recreation Services Pavement Preservation	100,000
Kubota	72,000
Fairway Mower	70,000
Inline Hockey Maintenance	60,000
Parks Irrigation Controllers	60,000
Reel Grinder	58,000
Reel Master	53,000
Workman Carts	50,000
Golf Course Bunker Improvements	45,500
3500 Mower	45,000
Pickleball Court Resurfacing	35,000
Golf Course Equipment	30,000
Golf Course Tee Renovations	25,000
Parks Irrigation System	25,000
Playground Component Equipment	20,000
Park Amenities Replacement Program	15,000
Golf Course Cart Path Paving	12,500
Camp Grounds Upgrades and Replacements	10,000
Total	\$ 13,331,750

Budget Notes and Significant Changes: Personnel increased due to addition of a Golf Course Superintendent and a Maintenance Technician for Facilities Maintenance. Methodology used for calculating Internal Charges causes fluctuation from year to year.

Recreation Services

Recreation Programming

To strive to enhance the visitor experience and quality of life in Prescott by providing healthy, sustainable, and enriching environments for all, through world-class Parks and recreation experiences.

Services

The Recreation Programming Division provides a variety of recreational programming opportunities to our residents and surrounding communities. These include adult sports leagues in softball, basketball, volleyball and tennis, special needs programming and contract classes. The Recreation Programming Division is also the primary contact for all the Department's revenue securing and scheduling management that include the Grace Sparkes Memorial Activity Center, and rentals of fields, ramadas, camping, Trek about, and parking passes.

FY2023 Objectives

- Complete transition to online RecDesk registration program for Sports League registration, schedules and standings for City Softball, Basketball, Volleyball and Kickball programs
- Internalize the Adult Slow pitch softball program without utilizing outside sanctioning association
- Successfully transition Recreation programming Full time staff responsibilities with retirement of Recreation Supervisor including hiring/training new Recreation Coordinator.
- Renovate the Grace Sparkes Activity Center Tennis courts replacing existing synthetic turf
- Partner with PPA and PHS to build 3 pickleball courts at Prescott High School
- Increase events at City Parks to include more car shows and music festivals
- Create an online RSVP reservation system for (Special Needs) SNAP programs through the online RecDesk program to help with more accurate participation numbers.
- "Spruce Up" the entrance to gym and lobby of the GSAC/Recreation Services Building to create a more welcoming, fun, informative, and promotional area for the public who come to visit our office or utilize the facility.
- Review Trek about fees (\$18/year) and determine method to cap each hike on calendar to 25 hikers. Any amount beyond that is overwhelming for the leaders where sometimes 35 or more show up for any given hike without warning.
- Pursue additional contractual classes or outside organization meeting rental opportunities at the Grace Sparkes Activity Center by utilizing the unused office spaces and Flagstone room.

Measure Type	Performance Measure	FY21 Actual	FY22 Target	FY22 Estimate	FY23 Target
Outcome	Average rating by league managers, achieve at least 4.0 out of 5.0	4.5	4.75	4.5	4.75
Output	Total number of Special Needs events that attract at least 50 participants	12*	24	24	24
Output	Increase the number of Shoulder season events (October-March)	7	7	7	9
Output	Total Tournaments attracted	*22	43	40	43
Outcome	Direct Spending for tournament participation	\$2.05M	\$3.0M	\$3.0M	\$3.2M

Recreation Services

Output	Number of Special events on City property	*53	75	70	75
--------	---	-----	----	----	----

*Numbers reflected due to Covid-19.

FY2022 Major Achievements

- Replaced former Arizona NSA tournaments with American Fast Pitch Association to seamlessly retain four girls fast pitch sanctioned tournaments on 2022 Calendar of Sporting Events
- Assisted Kiwanis Auction to successfully host an online auction due to covid 19 restrictions
- Utilize Constant Contact online program for promoting Recreation Services programs and surveys
- Increased tournament calendar from 10 to 40 tournaments/races after Covid 19 limitations in FY21
- Assisted PPA with increasing membership to over 700 members and improved amenities to Pioneer Park Complex
- Improved customer service with online registration program, RecDesk, to limit walk in registrations and league sign ups
- Successfully hosted a Teen Task Force Fashion Show raising funds to purchase clothing for teens in need. Each participant received \$150.00 in clothing items. Some of those items were donated by Diamond D, The Hike Shake and Clothes Hound.
- Successfully conducted the 2021 Veterans Day Parade with 110 participants, making it the largest Veterans Day parade in the State.
- Increased participation in the 2021 Senior Women's Softball tournament to 36 teams, the most since 2009

Expenditure Budget

Expenditures by Type	Actual FY2021	Adopted FY2022	Est End FY2022	Adopted FY2023	% Change FY2022 to FY2023
Personnel	\$ 393,668	\$ 479,980	\$ 463,326	\$ 499,855	4%
Supplies	31,955	39,600	41,100	43,700	10%
Internal Charges	195,820	208,422	208,422	225,149	8%
Other Services & Charges	71,595	81,968	78,343	112,243	37%
Subtotal Operating	\$ 693,037	\$ 809,970	\$ 791,191	\$ 880,947	9%
Capital Projects/Outlay	-	200,000	100,000	-	-100%
Total	\$ 693,037	\$ 1,009,970	\$ 891,191	\$ 880,947	-13%

Staff Summary	Actual FY2021	Adopted FY2022	Est End FY2022	Adopted FY2023	Change FY2022 to FY2023
Full-time Equivalents (FTE)	4.00	4.00	4.00	4.00	0.00
% of city's FTEs				0.7%	

Budget Notes and Significant Changes: Other Services & Charges is 37% higher in FY2023 when compared to FY2022. This is due to the inclusion of a contribution to Prescott Unified School District to help fund the Community Nature Partnership.

Recreation Services

Facilities Management

Division Mission

Provide the City of Prescott's employees, citizens, and visitors with safe, clean, efficient, aesthetically pleasing, and properly maintained buildings and structures.

Services

The Facilities Management Division maintains city buildings comprising of office space, warehouses, and equipment bays. The Division maintains several 24hr operations including Prescott Police Department, PRCC Dispatch Center, and 5 fire stations. We maintain the Prescott Regional Airport terminals and administration building, Antelope Hills Golf Course structures, Public library, Adult Center of Prescott, Meals on Wheels facility, the 175,000 square foot/ 500 space Granite Street parking structure, and provide maintenance oversight of the Prescott Rodeo Grounds, a 34-acre facility under lease to the Prescott Frontier Days and several other leases.

FY2023 Objectives

- Complete 2nd and 3rd floor renovations on New City Hall
- Create and implement barcode system to track and organize maintenance on HVAC systems city wide, including development of a life cycle program to replace units and minimize breakdowns.
- Get the new card lock system implemented into as many of the city's major facilities as possible and continue to clean up building key records & storage.
- Perform "remodels" based on a schedule of need and assist departments on building major work into CIPs
- Increase career pathing by adding the Maintenance Tech classification to our division. This will give us the ability to promote from within when higher skill level jobs become vacant while providing adequate staff at lower overhead.

Measure Type	Performance Measure	FY21 Actual	FY22 Target	FY22 Estimate	FY23 Target
Outcome	Response time to "time or impact critical" requests	N/A	<4	<3.5	<2 HR
Outcome	Work with other departments to clarify wants vs needs & get large projects worked into CIP's for all buildings	N/A	10%	10%	50%
Outcome	Inventory HVAC Units for age to build a life cycle analysis	N/A	20%	20%	75%
Outcome	Preventing breakdowns and becoming energy efficient through proper maintenance	N/A	N/A	N/A	75%

Recreation Services

FY2022 Major Achievements

- Implemented new work order system utilizing the Happy Fox platform. This has created a much more efficient way to categorize, prioritize, and delegate the requests of our customers.
- Manage, update, inspect, and record all city building fire safety systems including alarm systems, extinguishers, and suppression systems, which was not previously complete or up to date.
- Completed remodel of the Manzanita Grill kitchen & Bar at the Antelope Hills Golf Course. Both floors were epoxy coated, equipment was thoroughly cleaned or replaced, electrical, fire suppression, and plumbing were updated including gas service, and space was maximized to improve efficiency and cleanliness.
- Remodeled the 218 S. Marina St. Annex 300 upper-level offices for the Center for The Future.
- Completed multiple remodels at the Prescott Police Dept. including building a new office out of storage space in the server room, securing & sound proofing the soft interview room and many other smaller improvements.
- Completing the install of the new consul system at PRCC.
- Getting the Goldwater house that is now at IT, sealed up, patched, painted & hooked up to utilities.

Expenditure Budget

Expenditures by Type	Actual FY2021	Adopted FY2022	Est End FY2022	Adopted FY2023	% Change FY2022 to FY2023
Personnel	\$ 488,537	\$ 627,635	\$ 498,952	\$ 622,942	-1%
Supplies	196,072	160,208	245,300	280,508	75%
Internal Charges	146,217	148,864	148,864	174,461	17%
Other Services & Charges	888,993	937,320	652,300	869,820	-7%
Subtotal Operating	\$ 1,719,819	\$ 1,874,027	\$ 1,545,416	\$ 1,947,731	4%
Capital Projects/Outlay	7,566,477	3,321,800	4,191,308	6,042,843	82%
Total	\$ 9,286,296	\$ 5,195,827	\$ 5,736,724	\$ 7,990,574	54%

Staff Summary	Actual FY2021	Adopted FY2022	Est End FY2022	Adopted FY2023	Change FY2022 to FY2023
Full-time Equivalents (FTE)	7.00	7.00	7.00	8.00	1.00
% of city's FTEs				1.5%	

Recreation Services

Capital Projects/Outlay Detail	Adopted FY2023
New City Hall	\$ 4,971,043
Parking Garage Stair Replacement	236,000
Parking Lots - Replacement/Refurbished	200,000
Citywide Card Lock System	200,000
Replacement Vehicles	105,000
HVAC Replacements	100,000
Fire Station 71 Reroof	75,000
Fire Station Restroom Remodel	35,000
Motorcycle Cops Entry	45,000
Police Headquarter Electrical System	30,000
Engineering Building Restroom Remodel	30,000
Apparatus Bay Floor Replacement	15,800
Total	\$ 6,042,843

Budget Notes and Significant Changes: In FY2023 Facilities Maintenance is responsible for maintaining two City Halls. The increase in Supplies is a result of higher costs of materials used to sustain the two buildings. It is anticipated that the old location for City Hall will be sold during FY2023.

Recreation Services

Fleet Services

Division Mission

Provide fleet management services that support City departments and functions by ensuring that City vehicles and equipment are available, dependable, and safe to operate.

Services

The Fleet Services Division strategically plans, maintains, acquires, and disposes of approximately 530 fleet vehicles and equipment through efficient fleet operations, ensuring transparency and accountability through a dedicated, highly trained, and certified fleet staff. The Division maintains a diversified shop that provides welding, machining, and metal fabrication services. To fulfill its mission, the Fleet Services Division manages the fleet in a manner that insures the lowest possible operating cost while maintaining consistently high mechanical reliability.

FY2023 Objectives

- Manage the fleet in a manner that ensures vehicles and equipment are dependable and safe to operate.
- Ensure that the type and number of vehicles necessary and appropriate to meet the needs of the city are available to departments and functions.
- Provide monthly billing and work order information to each department.
- Perform proactive maintenance to reduce unscheduled down time repairs and costs.
- Reduce unscheduled repairs and maximize equipment availability to user departments.
- Warehouse, inventory, and issue parts to meet the need of the City fleet.
- Continue to reduce the average age of the City's fleet through the budgeting process

Measure Type	Performance Measure	FY21 Actual	FY22 Target	FY22 Estimate	FY23 Target
Efficiency	Mechanic Productivity Rate	75%	80%	78%	80%
Efficiency	Average Cost Per Mile: Refuse Trucks	\$3.40	\$3.38	\$3.58	\$3.50
Efficiency	Average Cost Per Mile: Police Vehicles	\$0.32	\$0.27	\$0.55	\$0.25
Efficiency	Average Cost Per Mile: Pickup Trucks	\$0.36	\$0.33	\$0.45	\$0.30
Efficiency	Average Cost Per Mile: Fire Equipment	\$3.51	\$3.50	\$3.25	\$3.15

FY2022 Major Achievements

- Procure 49 vehicles for the city fleet allowing safer, more efficient, and better reliability.
- Completed the fleet management software upgrade to help, with better tracking of inventory and allowing the mechanic to be more efficient at their job.

Recreation Services

Expenditure Budget

Expenditures by Type	Actual FY2021	Adopted FY2022	Est End FY2022	Adopted FY2023	% Change FY2022 to FY2023
Personnel	\$ 745,725	\$ 778,925	\$ 743,660	\$ 860,434	10%
Supplies	1,052,205	1,055,500	1,102,600	1,053,700	0%
Internal Charges	268,667	310,717	307,717	317,389	2%
Other Services & Charges	243,598	262,386	303,300	318,800	22%
Subtotal Operating	\$ 2,310,194	\$ 2,407,528	\$ 2,457,277	\$ 2,550,323	6%
Capital Projects/Outlay	-	-	-	115,000	
Total	\$ 2,310,194	\$ 2,407,528	\$ 2,457,277	\$ 2,665,323	11%

Staff Summary	Actual FY2021	Adopted FY2022	Est End FY2022	Adopted FY2023	Change FY2022 to FY2023
Full-time Equivalents (FTE)	10.00	10.00	10.00	11.00	1.00
% of city's FTEs				2.0%	

Capital Projects/Outlay Detail	Adopted FY2023
Heavy Duty Drive on Lift	\$ 65,000
Replacement Vehicle	50,000
Total	\$ 115,000

Budget Notes and Significant Changes: The addition of a Senior Equipment Mechanic results in a higher Personnel budget for FY23. Increased costs of maintaining an aging fleet results in a 22% higher budget for FY2023 in Other Services & Charges. Many factors have contributed to replacement vehicle purchases being placed on hold. In the upcoming fiscal year it is anticipated several vehicles will be replaced leading to lower maintenance costs in future fiscal years.

Regional Communications

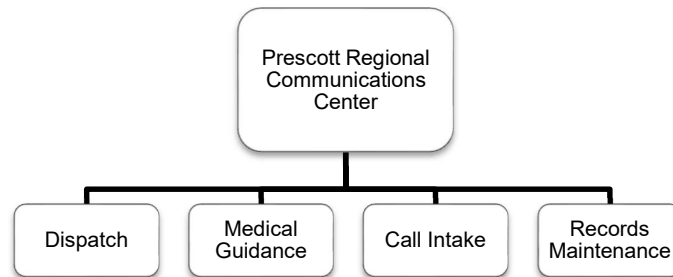
Department Mission

Provide superior public safety services to citizens, firefighters and officers through life saving techniques, accurate receipt and relay of critical information and expedient dispatch of fire and police personnel.

Services

The Prescott Regional Communications Center (PRCC) is responsible for answering 911 lines as well as emergency and non-emergency telephone calls. We are a primary Public Safety Answering Point (PSAP) and dispatch for 8 Partnered agencies; 4 fire and 4 police departments. In addition to call taking and dispatching police and fire personnel, staff is responsible to guide callers through CPR and Emergency Medical Dispatch (EMD); they are also responsible for entering and updating warrants, performing records searches through ACJIS of people, plates and items, running criminal histories, executing in-house searches of people and addresses, pulling numerous recordings for County Attorneys, citizens, command staff, and fire and police personnel.

Organization and Personnel



					Change FY2022 to FY2023
Department Staffing	Actual FY2021	Adopted FY2022	Est End FY2022	Adopted FY2023	
Police Administrator	1.00	1.00	1.00	0.00	-1.00
PRCC Director	1.00	1.00	1.00	1.00	0.00
PRCC Manager	1.00	1.00	1.00	1.00	0.00
Public Safety Dispatch Supervisor	4.00	4.00	4.00	5.00	1.00
Public Safety Dispatcher	23.00	23.00	23.00	28.00	5.00
Total	30.00	30.00	30.00	35.00	5.00

Regional Communications

FY2023 Objectives

- Provide training, equipment and staffing to adequately comply with this national standard of one hundred percent (100%) of 911 calls arriving at the PRCC answered within ten (10) seconds.

Measure Type	Performance Measure	FY21 Actual	FY22 Target	FY22 Estimate	FY23 Target
Outcome	Answer 100% of 911 calls within ten seconds.	98.73%	99.00%	99.25%	99.35%
Outcome	Answer 100% of PRCC's seven 10-digit emergency lines within ten seconds.	98.98%	99.00%	99.25%	99.30%

FY2022 Major Achievements

- PRCC handled 199,149 inbound/outbound calls which included 82,361 fire, police and EMS responses.
- Conducted one new hiring process/panel interview and four lateral panel interviews.
- Conducted one classroom training session which resulted in a 100% success rate times three people.
- Maintained active participation in Yavapai County Regional 9-1-1 committee whereby PRCC Manager is the Co-Chair.
- Participation in community events such as National Night Out and Shop with a Cop.
- Participation and support of airport mass casualty drill.
- Maintained certification with the National Center for Missing and Exploited Children.
- Coordinated week-long recognition during National Telecommunications Week.
- Conducted presentations at Prescott, Prescott Valley and Fire citizen academies.
- Fulfilled 528 recording requests for partner agencies and prosecutor offices.
- Revised/rewrote the PRCC Procedural Manual and transferred the document to Lexipol.
- Continuous, in-house Trittech (CentralSquare) training of PRCC support personnel.
- Participated in the APCO visit funded by CRITAC through IACP.
- Coordinated TriTech's CAD and Mobile upgrade to latest version.
- Assisted the Fire Departments in executing a successful "Duty Medic" program.

Regional Communications

Expenditure Budget

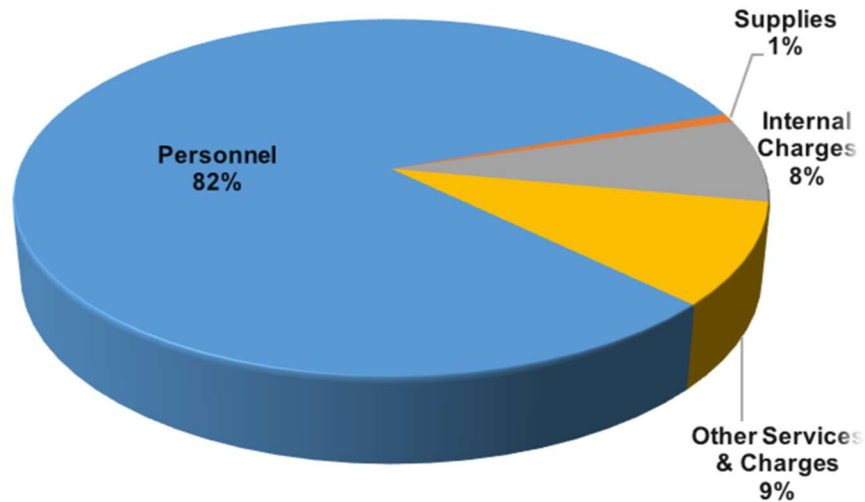
Expenditures by Type	Actual FY2021	Adopted FY2022	Est End FY2022	Adopted FY2023	Change FY2022 to FY2023
Personnel	\$ 2,363,245	\$ 2,624,182	\$ 2,540,244	\$ 3,115,696	19%
Supplies	19,544	35,000	31,700	29,500	-16%
Internal Charges	253,258	267,248	267,248	286,043	7%
Other Services & Charges	313,002	354,858	354,668	350,658	-1%
Subtotal Operating	\$ 2,949,048	\$ 3,281,288	\$ 3,193,860	\$ 3,781,897	15%
Capital Projects/Outlay	-	610,000	562,239	200,000	-67%
Total	\$ 2,949,048	\$ 3,891,288	\$ 3,756,099	\$ 3,981,897	2%

Department Staffing	Actual FY2021	Adopted FY2022	Est End FY2022	Adopted FY2023	Change FY2022 to FY2023
Police Administrator	1.00	0.00	0.00	0.00	0.00
PRCC Director	1.00	1.00	1.00	1.00	0.00
PRCC Manager	1.00	1.00	1.00	1.00	0.00
Public Safety Dispatch Supervisor	4.00	4.00	4.00	5.00	1.00
Public Safety Dispatcher	23.00	23.00	23.00	28.00	5.00
Total	30.00	29.00	29.00	35.00	6.00

Capital Projects/Outlay Detail	Adopted FY2023
Generator/Cement Pad Replacement	200,000
Total	\$ 200,000

Regional Communications

Regional Communications
FY23 Operating Expenditure Budget by Type



Department Summary - Funding Sources

	Actual FY2021	Adopted FY2022	Est End FY2022	Adopted FY2023	Change FY2022 to FY2023
General Fund Source of Funds					
Tax Base	\$ 1,518,152	\$ 1,921,486	\$ 1,850,176	\$ 1,955,992	2%
Charges for Services	1,430,896	1,969,802	1,905,923	2,025,905	3%
General Fund Budget	\$ 2,949,048	\$ 3,891,288	\$ 3,756,099	\$ 3,981,897	2%

Budget Notes and Significant Changes: The significant increase in Personnel is the result of six new positions. A new Public Safety Dispatch Supervisor along with five new Public Safety Dispatchers were added in FY2023. Supplies category is 16% lower due to the FY2022 budget including a budget for battery replacement. Internal Charges, as shown in other departments, fluctuates from year to year based on the methodology used for the calculation.

Charges for services are charges to area partners who share the cost of the Regional Communications center. The General Fund Tax Base amount less the amount related to capital is charged to the Police and Fire Departments and is included in their budgets under internal charges.

Capital Budget

Capital Budget Overview	249
Capital Budget Listing	252
Capital Budget and Project Descriptions.....	257
Five-Year Capital Improvement Plan	308



Capital Budget

Capital Budget Overview

The Capital Budget for the City of Prescott is significant and is presented in a separate section of this document to provide more detail. The Department Operational Plans included the total allocated for capital in each Department.

The City of Prescott plans for sustainable infrastructure improvements that keep pace with the growth of the community and meets the needs of the City's residents. The City has significant investments in its streets, water infrastructure, wastewater infrastructure, public facilities, parks and other city infrastructure. In addition, capital investment is necessary to keep operations running smoothly such as vehicles, equipment, information technology, and facility improvements.

Capital expenditures are purchases that meet the following requirements:

1. Estimated useful life over one year
2. Unit cost of \$5,000 or more
3. If considered an addition or improvement to an existing asset, expenditure significantly increases the capacity of an asset or extends the useful life.

Funding for the capital budget is appropriated annually, however, many of these projects span multiple years. In this case, the budgeted amount in each year is the estimate for expenditures for that particular year. Requirements for funding projects are addressed each year prior to projects moving forward. Also, organizational changes, funding uncertainties, unforeseen emergencies, project delays, or plans by other governmental units can cause changes to the capital plan.

Long-range planning requires estimating and projecting of revenues as well as expenditures. This is a dynamic process and is reviewed each year during the budgeting process. Financing of capital expenditures from available funds, pay-as-you-go funding, is the least costly and most desirable method to cover capital expenditures. Every effort will be made to accumulate funds to allow this method of funding. Should the City not have sufficient funds available, it has a formal Debt Policy and issues debt for the purpose of acquiring or constructing capital projects including buildings, machinery equipment and furniture and fixtures. These needs are addressed through the budget process and the annual five-year capital improvement plan.

Capital Budget Categories

The capital budget is separated into three categories, which are defined in the following table.

Capital Budget Category	Definition
Capital Improvement Plan (CIP)	A project that is more than \$100,000 for a <i>new</i> infrastructure asset or to increase the capacity, efficiency, or expected life span of an <i>existing</i> infrastructure asset. This consists of infrastructure projects such as streets, utilities, and airport projects as well as major renovations to or additional City buildings or facilities.
Vehicle Replacements and Additions	Requests regarding fleet additions or replacements.
Operating Capital	All other capital requests not in the above categories, such as information technology infrastructure, major tools, and equipment purchases of any unit cost over \$5,000. Projects otherwise matching the CIP definition but for which the cost is between \$5,000 and \$100,000 will be categorized as operating capital.

Capital Budget Overview

Below is a summary of the budget in each category for FY23 as well as the projection for the next five fiscal years.

Capital Budget Category	FY23 Budget	5 Year Projection				
		FY24 Projection	FY25 Projection	FY26 Projection	FY27 Projection	FY28 Projection
Operating Capital	\$ 1,661,630	\$ 155,500	\$ 172,500	\$ 40,500	\$ 138,500	\$ 331,960
Vehicle Replacements	10,460,280	5,477,167	5,200,000	5,707,000	5,541,000	2,919,000
Capital Improvement Plan	113,601,778	72,791,227	100,598,751	81,241,525	64,101,596	21,158,757
Total	\$ 125,723,688	\$ 78,423,894	\$ 105,971,251	\$ 86,989,025	\$ 69,781,096	\$ 24,409,717

The Capital Improvement Plan (CIP) is the largest component of the capital budget. The CIP identifies projects to be completed throughout the next five years. The plan outlines project costs, funding sources, and future operating costs associated with each capital improvement. Because these projects typically span more than one fiscal year, the plan is updated annually to track existing projects and to identify new projects.

The five-year Capital Improvement Plan is an important component of the City's budgeting process. It helps focus the budget process on a longer-term than just the next fiscal year. Here are some of the benefits from this longer-term approach:

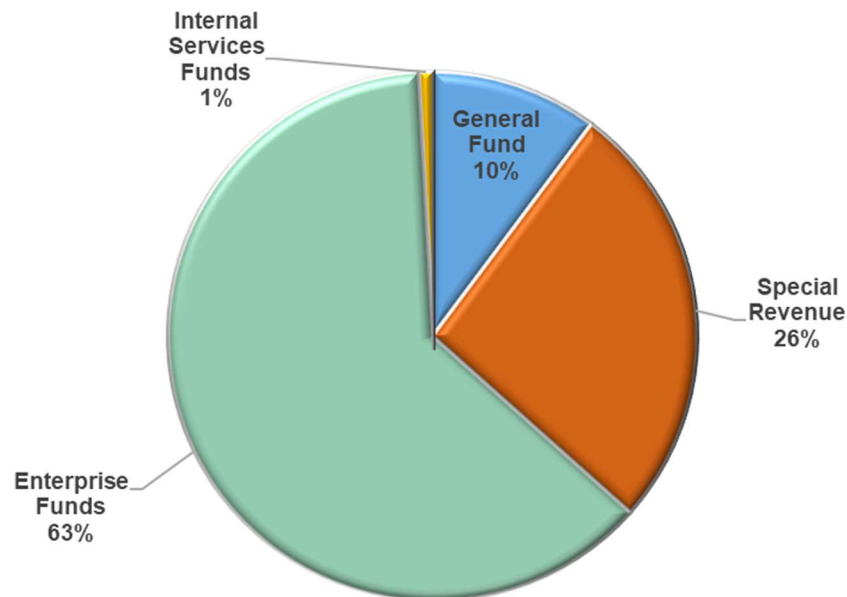
- Facilitates long-range financial planning, allowing us to look at not only what the community wants, but also what they can afford.
- Enhances coordination of capital improvements among City departments and other governmental agencies.
- Clearly identifies the Council's goals and their capital priorities to achieve those goals.

In developing this financial plan, current Council policies were used. The annual review and update of a long-term plan is an excellent opportunity to reexamine Council goals and policies.

Capital Budget Categories and Funding Sources

Funding Source	Capital Budget Category			Total
	Capital Improvement Plan	Vehicle Replacements and Additions	Operating Capital	
General Fund	\$ 7,208,846	\$ 4,826,137	\$ 834,282	\$ 12,869,265
Special Revenue				
Streets	\$ 29,821,736	\$ 1,075,702	\$ 71,503	\$ 30,968,941
Bed Tax	220,000	-	37,500	257,500
Grants	1,694,071	-	217,151	1,911,222
Total Special Revenue	\$ 31,735,807	\$ 1,075,702	\$ 326,154	\$ 33,137,663
Enterprise Funds				
Water	\$ 45,126,841	\$ 464,000	\$ -	\$ 45,590,841
Wastewater	11,545,762	279,478	25,000	11,850,240
Solid Waste	701,502	2,333,213	14,894	3,049,609
Golf Course	763,000	1,155,750	165,500	2,084,250
Airport	16,020,020	60,000	-	16,080,020
Total Enterprise Funds	\$ 74,157,125	\$ 4,292,441	\$ 205,394	\$ 78,654,960
Internal Service Funds				
Fleet Maintenance	\$ -	\$ 50,000	\$ 65,000	115,000
Engineering	-	111,000	-	111,000
Facilities Maintenance	500,000	105,000	230,800	835,800
Total Internal Service Funds	\$ 500,000	\$ 266,000	\$ 295,800	\$ 1,061,800
Total FY22 Budget	\$ 113,601,778	\$ 10,460,280	\$ 1,661,630	\$ 125,723,688

FY23 Capital Budget by Fund Type



FY23 Capital Budget Listing by Department

Page No.	Title	Funding	FY2023 Budget
	<u>Airport - City Only Funded Projects</u>		
257	Airport Pavement Preservation Program - City	AP	611,362
257	T-Shade/Hangar Acquisition or Construction	AP	600,000
258	Vehicle Replacements	AP	360,000
258	Bottleneck Hangar Complex Improvements	AP	192,500
259	Fuel System	AP	100,000
259	Airport Master Lock System	AP	40,000
	Total Airport		1,903,862
	<u>Airport - Grant Funded Projects</u>		
260	TWY C Realignment, RIM & Hotspot Mitigation	AP,GR	6,785,000
260	Runway 3R/21L Extension	AP,GR	2,668,174
261	Perimeter Security Upgrades	AP,GR	1,803,706
261	Runway 3L-21R Lighting & Signage	AP,GR	867,367
261	Strategic Academic Flight Education (SAFE) Complex	AP,GR	600,000
262	North Ramp Rehabilitation	AP,GR	375,000
262	Runway 3L-21R PAPI's	AP,GR	171,125
263	E.A. Love Statue	AP,GR	125,000
263	Taxiway D Rehabilitation	AP,GR	56,025
263	West Ramp Rehabilitation	AP,GR	25,188
264	Wildlife Hazard Management Plan	AP,GR	15,941
	Total Airport - Grants		13,492,526
	<u>City Manager</u>		
264	Granite Creek Corridor Grant	GR,BT,GF,S,GFT	3,016,000
264	Yavapai Gaming Contract	GR	75,000
	Total City Manager		3,091,000
	<u>Community Development</u>		
265	CDBG Grants	GR	659,900
265	Vehicle Replacements	G	66,000
265	Elevator - US Vets Grant	GR	64,707
266	Scanning Project	G	60,000
266	Launch Pad Outdoor Grant	GR	55,000
266	New Horizons Disability Grant	GR	17,944
267	Customer Service and Staff Area Improvements	G	5,000
267	Historic Preservation Grant	GR	4,500
	Total Community Development		933,051
	<u>Facilities Maintenance</u>		
267	New City Hall Improvements	G,W,WW,S,SW	3,830,048
268	New City Hall Generator	G,W,WW,S,SW	225,000
268	Parking Lots; replacement/refurbished	FAC	200,000
268	City-Wide Card Lock System	FAC	200,000
269	New City Hall Signage	G,W,WW,S,SW	100,000
269	HVAC Replacements	FAC	100,000

FY23 Capital Budget Listing by Department

Page No.	Title	Funding	FY2023 Budget
<u>Facilities Maintenance</u>			
269	Fire Station 71 Reroof	FAC	75,000
270	Motorcycle Cops Entry Replacement	FAC	45,000
270	Fire Station Restroom Remodel	FAC	35,000
270	Police Headquarters Electrical Survey	FAC	30,000
271	Engineering Building Restroom Upgrades	FAC	30,000
271	Apparatus Bay Floor Replacement	FAC	15,800
Total Facilities Maintenance			4,885,848
<u>Fire Department</u>			
271	Vehicle Replacements	G	1,747,888
272	Fire Station 76	G	1,600,000
272	Station Alerting	G	300,000
273	ImageTrend Software Package	G	67,600
273	Breathing Air Compressor	G	42,500
274	Cardiac Heart Monitor	G	41,000
274	ARFF - Aqueous Film Forming Foam (AFFF) Testing Equipment	AP	35,000
274	Hydraulic Extrication Tool	G	30,000
275	Mobile Data Computers	G	23,200
275	Lucas Chest Compression System	G	21,550
275	SCBA Voice Amplification Devices	G	20,626
276	Extractor Washing Machine	G	16,870
276	EMS Simulation Manikin	G	15,000
276	Drone Camera Package	G	8,531
277	Battery Operated PPV Fans	G	3,484
Total Fire Department			3,973,249
<u>Fleet Maintenance</u>			
277	Heavy Duty Drive on Lift	FM	65,000
Total			65,000
<u>Information Technology</u>			
277	IT Server Farm	G	315,322
278	Vehicle Replacements	G	50,000
278	North Prescott Radio Repeater Site at Melville Airport WRF	G,W,WW	50,000
278	Radio System GPS Upgrade and PL Code Transition	G	45,000
Total Information Technology			460,322
<u>Parking Garage</u>			
279	Parking Garage NE Stair Replacement	G	236,000
Total Parking Garage			236,000

FY23 Capital Budget Listing by Department

Page No.	Title	Funding	FY2023 Budget
<u>Police Department</u>			
279	Vehicle Replacements	G	1,552,249
280	Mobile Command Center	G	500,000
280	Police Facility Enhancements and Renovations	G	295,000
281	Police Office Workstations and Furniture	G	43,155
281	Binocular Night Vision	G	30,766
281	Darkness Block Box Lab and Locker	G	10,000
	Total Police Department		2,431,170
<u>Recreation Services</u>			
282	Open Space	S	8,500,000
282	West Granite Creek Park Improvements	G	1,000,000
282	Vehicle Replacements	G,FM,GC,FAC	495,000
283	Granite Dells Gateway Park Planning	G	350,000
283	Goldwater Lake Expansion	G	320,000
283	Basketball Courts (Outdoor)	G	250,000
284	Parks Maintenance Shop	G,S	150,000
284	Rec Services Pavement Preservation	G,P	100,000
284	Parks Kubota	G	72,000
285	Parks Irrigation Controllers	G	60,000
285	In-line Hockey Maintenance	G	60,000
285	Equipment Replacement - Recreation Services	G	53,000
286	Pickleball Court Surfacing	G	35,000
286	Parks Irrigation System Consulting	G	25,000
286	Playground Component Replacement	G	20,000
287	Park Amenities Replacement Program	G	15,000
287	Camp Ground Upgrades and Replacements	G	10,000
	Total Recreation Services		11,515,000
<u>Recreation Services - Golf Course</u>			
287	Golf Cart Replacement	GC	1,125,750
288	Irrigation Improvements - North and South Golf Course	GC	540,000
288	Golf Course Equipment	GC	223,000
288	Antelope Hills GC Restaurant Furniture	GC	50,000
289	Golf Course Bunker Improvements	GC	45,500
289	Golf Operations Equipment	GC	30,000
289	Golf Course Tee Renovations	BT	25,000
290	Centennial Center Equipment	GC	20,000
290	Manzanita Grill Equipment	GC	20,000
290	Golf Course Cart Path Paving	BT	12,500
	Total Recreation Services - Golf Course		2,091,750
<u>Regional Communications</u>			
291	Generator/Cement Pad Replacement	G,PART	200,000
	Total Regional Communications		200,000

FY23 Capital Budget Listing by Department

Page No.	Title	Funding	FY2023 Budget
	Public Works		
	<u>Street Circulation</u>		
291	Pioneer Parkway/Commerce Roundabout	S	1,000,000
292	Miscellaneous Traffic Studies	S	400,000
292	Prescott Library Sidewalk Improvements	S	366,681
292	Intersection Signalization Project	S	220,000
293	Sidewalk Repair and Replacement Program	S	200,000
293	Willow Creek Berm Improvement	S,GR	50,000
	Total Street Circulation		<u>2,236,681</u>
	<u>Street Reconstruction</u>		
294	Penn Avenue and Eastwood Drive Reconstruction	S,W,WW	10,312,237
294	Miscellaneous Streets Projects	S	200,000
	Total Street Reconstruction		<u>10,512,237</u>
	<u>Street Preservation, Rehabilitation and Maintenance</u>		
295	Pavement Preservation Program	S	10,000,000
	Total Street Preservation, Rehabilitation and Maintenance		<u>10,000,000</u>
	<u>Drainage</u>		
295	Citywide Drainage Improvements Program	S,CC	840,000
	Total Drainage		<u>840,000</u>
	<u>Water Distribution</u>		
296	Main Line Replacements	W,WW	2,250,000
296	Mullen Way Water Main Extension	W,WW	495,000
296	Zone 24/27 Water Pipeline Upsizing - Thumb Butte Road to Upper Thumb Butte Tank	W	134,525
297	Green Lane and Yakashba Water Main Upsizing	W	50,000
297	Buttermilk Drive Distribution System Loop	W	30,000
	Total Water Distribution		<u>2,959,525</u>
	<u>Water Production</u>		
297	Water Production and Intermediate Pump Station, Tanks and Pipeline	W	25,947,888
298	Zone 56 Tank and Pipeline and Zone 7 Pump Station	W	8,554,080
299	Production Well No. 3 CV-Rehabilitation	W	2,618,253
299	Zone 52 Water Main Connect to Northwest Regional Tank	W	1,603,336
299	Zone 41 Mingus Pump Station, Tank and Pipeline	W	127,027
	Total Water Production		<u>38,850,584</u>
	<u>Water Quality</u>		
300	Watson Lake Improvements	S,W,WW	375,000
	Total Water Quality		<u>375,000</u>

FY23 Capital Budget Listing by Department

Page No.	Title	Funding	FY2023 Budget
	<u>Wastewater Collections</u>		
300	Airport Ruger Road Trunk Main Extension	WW	3,275,000
301	Sundog Trunk Main, Phase C	W,WW	1,430,199
301	Slaughterhouse Gulch Sewer Improvement	WW	637,000
301	Willow Creek Gravity Sewer	WW	412,407
302	Yavapai Hills #1 Lift Station Rehabilitation	WW	256,121
302	Prescott Lakes Parkway Lift Station	WW	119,973
	Total Wastewater Collections		6,130,700
	<u>Wastewater Treatment</u>		
302	Centralization - Sundog Equalization Basin and Plant Decommissioning	WW	800,000
303	Centralization - Effluent Tank, Pipeline and SR89 Widening (Dells)	WW	656,393
	Total Wastewater Treatment		1,456,393
	<u>Facility, Vehicles, Other Capital</u>		
303	Vehicle Replacements	W,WW,ENG	4,238,393
304	Streets Division Snow Equipment Facility	S	1,092,000
304	Miscellaneous Water and Wastewater Projects	W,WW	600,000
304	Solid Waste Additional Fee Booth and Scales	SW	510,000
305	Impact Fee Ordinance Project	W,WW	300,000
305	Remote-Controlled Skid Steer	S	132,000
305	Water and Wastewater Models Update	W,WW	100,000
306	Pull Behind Concrete Mixer	S	43,200
306	Wastewater Golf Cart Replacement	WW	25,000
306	Whiskey Row Alley	S	28,303
307	Solid Waste Maintenance Building	SW	14,894
	Total Facility, Vehicles, Other Capital		7,083,790
	Funding Sources, all projects		
	General Fund	GF	12,767,405
	Airport Fund (GF)	AP	2,587,494
	Golf Course Fund (GF)	GC	2,084,250
	Streets Fund	S	30,128,941
	County Contribution	CC	840,000
	Water Fund	W	29,752,699
	Water Impact Fee Fund	W	15,838,142
	Wastewater Fund	WW	7,983,578
	Wastewater Impact Fee Fund	WW	3,866,662
	Solid Waste Fund	SW	3,049,609
	Grant Fund	GR	14,614,445
	Facilities Fund	FAC	835,800
	Fleet Maintenance Fund	FM	115,000
	Engineering Fund	ENG	111,000
	Bed Tax Fund	BT	257,500
	Gifts/Donations Fund	GFT	789,303
	PRCC Partnering	PART	101,860
	Total Funding Sources		125,723,688

Capital Budget and Project Descriptions

Airport – City Only Funded Projects

Airport Pavement Preservation Program

Dept/Division: Airport
Category: Capital Improvement Plan

Funding Plan	FY23 Budget	FY24 Projection	FY25 Projection	FY26 Projection	FY27 Projection	FY28 Projection	Total
Airport Fund	611,362	357,091	600,651	575,670	796,596	550,757	3,492,127

Description: FY23 – RW 3R/21L Crack Seal, Seal Coat Rubber Removal, Markings; Terminal Ramp (Spot 1) Pavement Repair, concrete Pads, markings; (3) Taxiway F: (F1-TW-D Crack Seal, Seal Coat, markings; (4) Taxiway D: (D1-D6) Crack Seal, markings
FY24 – Bottleneck Hangars: Crack Seal, Pavement Repairs around Manholes; (2) South Hangar Repairs (T-Top, Mill & Pave, Seal Coat, Markings; (3) Admin Parking Lots: Crack Seal, Markings
FY25 – Terminal Parking Lots: Crack Seal, Seal Coat, markings; (2) Terminal Ramp: Crack Seal, Seal Coat, markings; (3) Runway 3L/21R: Crack Seal, Seal Coat, Markings; (4) Taxiway A: Crack Seal & Seal Coat
FY26 – Taxiway-E: (E4-TW C) Crack Seal, Seal Coat, Markings; (2) South Loop/East Loop Roads: Crack Seal, Seal Coat; (3) Taxiway D: (D1-D7): Crack Seal, Seal Coat, Markings
FY27 – Taxiway-C: Crack Seal, Seal Coat, markings; (2) North Ramp: Crack Seal, Seal Coat, Markings; (3) Bottleneck Hangars: Crack Seal, Seal Coat, markings
FY28 - RW 3R/21L Crack Seal, Seal Coat Rubber Removal, Markings; Terminal Ramp (Spot 1) Pavement Repair, concrete Pads, markings; (3) Taxiway F: (F1-TW-D Crack Seal, Seal Coat, markings

Operating Impact: Proper pavement maintenance to include crack seal and seal coating on a regularly scheduled basis will allow the City to maximize the useful life cycle of airport pavements and reduce the needs for more costly pavement overlays and/or reconstruction.

T-Shade/Hangar Acquisition or Construction

Dept/Division: Airport
Category: Capital Improvement Plan

Funding Plan	FY23 Budget	FY24 Projection	FY25 Projection	FY26 Projection	FY27 Projection	FY28 Projection	Total
Airport Fund	600,000	700,000	-	-	-	-	1,300,000

Description: Design and construct T-Shades and/or hangars at the Bottleneck Hangar area to replace the T-Shades that were demolished in preparation for construction of a replacement terminal. This includes all necessary environmental requirements. Alternately, funding would allow for acquisition of facilities instead.

Operating Impact: Maintenance costs will increase due to additional facilities. Possible utility cost increase depending upon what type of structure is built.

Vehicle Replacements

Capital Budget and Project Descriptions

Dept/Division: Airport
Category: Vehicle Replacements and Additions

Funding Plan	FY23 Budget	FY24 Projection	FY25 Projection	FY26 Projection	FY27 Projection	FY28 Projection	Total
Airport Fund	360,000	185,000	-	60,000	120,000	-	725,000

Description: FY23 – Truck #5 (fleet ID#1215) Replacement; Sweeper (fleet ID#1361)
FY24 – John Deere Tractor (fleet ID#1095) Replacement; Truck #6 (fleet ID#1216) Replacement
FY26 - Truck #1 (fleet ID#1279) Replacement
FY27 – Truck #8 (fleet ID#1290) Replacement; Bobcat (fleet ID #1464) Replacement

Operating Impact: Decrease in maintenance costs.

Bottleneck Hangar Complex Improvements

Dept/Division: Airport
Category: Capital Improvement Plan

Funding Plan	FY23 Budget	FY24 Projection	FY25 Projection	FY26 Projection	FY27 Projection	FY28 Projection	Total
Airport Fund	192,500	-	-	-	-	-	192,500

Description: This project will upgrade services available for the tenants in the City owned hangar complex, known as the Bottleneck hangars. Add WiFi capabilities for pilots to be able to utilize their flight planning software, crack seal and pavement preservation, and addition of an aircraft wash rack for compliance with the airport Stormwater Pollution Prevention Plan

Operating Impact: Proper pavement maintenance, to include crack seal & seal coating on a regularly scheduled basis will allow the City to maximize the useful life cycle of airport pavements and reduce the need for more costly pavement overlay and/or reconstruction.

Capital Budget and Project Descriptions

Fuel System

Dept/Division: Airport
Category: Capital Improvement Plan

Funding Plan	FY23 Budget	FY24 Projection	FY25 Projection	FY26 Projection	FY27 Projection	FY28 Projection	Total
Airport Fund	100,000	-	-	-	-	-	100,000

Description: This project is to purchase replacement Diesel & Unleaded Fuel Dispensing system for airport vehicles and equipment.

Operating Impact: Having the fuel tanks located on the north side of the airport will allow for less driving to the opposite side of the airport to fuel vehicles.

Airport Master Lock System

Dept/Division: Airport
Category: Operating Capital

Funding Plan	FY23 Budget	FY24 Projection	FY25 Projection	FY26 Projection	FY27 Projection	FY29 Projection	Total
Airport Fund	40,000	-	-	-	-	-	40,000

Description: Design and construct upgrade airport master lock and key system for all airport facilities. This will be coordinated with the new Commercial Service Terminal and in preparation for the ARFF and Operations Building and the Security Upgrades.

Operating Impact: The airport replaces/changes-out locks on every hangar prior to a new tenant taking possession of the unit. In going with a modern computer based/electronic system, coordinated with the Security Upgrades, all systems will work together; therefore, this portion of the overall system is very small in comparison.

Capital Budget and Project Descriptions

Airport – Grant Funded

Taxiway C Realignment, RIM & Hotspot Mitigation

Dept/Division: Airport
Category: Capital Improvement Plan

Funding Plan	FY23 Budget	FY24 Proj	FY25 Proj	FY26 Proj	FY27 Proj	FY28 Proj	Total
Airport Fund/ Grant Match	6,785,000	-	-	-	-	-	6,785,000

Description: Construct realignment/relocation of Taxiway C, parallel to Runway 3R-21L (primary runway) offset to the north to provide 400 feet between runway and taxiway centerline per FAA separation requirements.

Operating Impact: The positive impact to the operating budget is the potential to charge up to 5% of the grant amount towards staff reimbursements. This project could reduce the amount of staff salaries paid by the airport fund in the amount of approximately \$500,000 during the course of design and construction.

Runway 3R/21L Extension

Dept/Division: Airport
Category: Capital Improvement Plan

Funding Plan	FY23 Budget	FY24 Proj	FY25 Proj	FY26 Proj	FY27 Proj	FY28 Proj	Total
Airport Fund/ Grant Match	2,668,174	3,176,850	6,000,000	33,000,000	33,000,000	-	77,345,024

Description: As part of the City's long-term efforts to construct a replacement airline terminal to support larger commercial airline aircraft, it is necessary to upgrade the main runway to support service by larger (and heavier) regional airline aircraft and the next generation of air tankers used by the US Forest Service. This project will provide for the environmental, design and construction for the ultimate lengthening and strengthening of Runway 3R-21L.

Operating Impact: Ultimately, by extending the runway length there will be additional budget impact of pavement preservation, additional lighting, and signage required.

Capital Budget and Project Descriptions

Perimeter Security Upgrades

Dept/Division: Airport
Category: Capital Improvement Plan

Funding Plan	FY23 Budget	FY24 Proj	FY25 Proj	FY26 Proj	FY27 Proj	FY28 Proj	Total
Airport Fund/ Grant Match	1,803,706	-	-	-	-	-	1,803,706

Description: Revalidate design and construct upgrades to include approximately 29,000 linear feet of fencing, with cameras, access control devices to meet FAA Runway Safety Action Team Report Item PRC-2006-006.

Operating Impact: This project will include replacing the current access control system and motorized gates which will reduce the time airport maintenance and operations staff spend continually repairing the existing gates and access control system. In addition, it will ultimately require the creation of an Airport Security Coordinator position to oversee the operation and administration of the access control system, airport badging system, and act as the primary airport security employee if the aircraft capacity exceeds 60 passengers. This position will include salary and benefits and regular training costs.

Runway 3R/21L Lighting, Signage

Dept/Division: Airport
Category: Capital Improvement Plan

Funding Plan	FY23 Budget	FY24 Projection	FY25 Projection	FY26 Projection	FY27 Projection	FY28 Projection	Total
Airport Fund/ Grant Match	867,367	-	-	-	-	-	867,367

Description: Construct the replacement of existing lighting and signage on Runway 3L/21R

Operating Impact: Upon completion of this project, the operating budget will see a positive impact by reduction in electricity by utilizing LED lighting.

Strategic Academic Flight Education (SAFE) Complex

Dept/Division: Airport
Category: Capital Improvement Plan

Funding Plan	FY23 Budget	FY24 Proj	FY25 Proj	FY26 Proj	FY27 Proj	FY28 Proj	Total
Airport Fund/ Grant Match	600,000	-	-	-	-	-	600,000

Description: Site preparation for the Strategic Academic Flight Education (SAFE) Complex

Operating Impact: Ultimately, this project will increase various operating expenses for maintaining public use areas of the SAFE Complex. For this initial planning and site preparation stage of the project, operating budget will be impacted primarily through airport personnel time.

Capital Budget and Project Descriptions

North Ramp Rehabilitation

Dept/Division: Airport
Category: Capital Improvement Plan

Funding Plan	FY23 Budget	FY24 Proj	FY25 Proj	FY26 Proj	FY27 Proj	FY28 Proj	Total
Airport Fund/ Grant Match	375,000	-	2,000,000	818,055	-	-	3,193,055

Description: Design mill and overlay (rehabilitation) of 58,800 sq yds on the North Ramp

Operating Impact: By completing this grant eligible project, the airport will ultimately save money by not having to utilize city funds under the Airport Pavement Preservation Program.

Runway 3L/21R PAPIs

Dept/Division: Airport
Category: Capital Improvement Plan

Funding Plan	FY23 Budget	FY24 Projection	FY25 Projection	FY26 Projection	FY27 Projection	FY28 Projection	Total
Airport Fund/ Grant Match	171,125	-	-	-	-	-	171,125

Description: Design and Construct - Runway 3L and 21R Precision Approach Path Indicators (PAPI) Replacements.

Operating Impact: The various lighting, signage and navigational aid systems for the airport's runways and taxiways have exceeded their useful life cycles and are in need of replacement to ensure the systems function properly. Due to their advanced age (25-plus years), the systems are experiencing frequent outages and equipment is in need of replacement before they suffer complete failure. Some system components are no longer supported by the manufacturer and replacement parts must be specially-made. Upgrading the systems will ensure the systems operate properly, reduce maintenance costs, reduce replacement part costs and reduce electrical costs by upgrading to new LED lights, signs and navigational aids.

Capital Budget and Project Descriptions

E.A. Love Statue

Dept/Division: Airport
Category: Capital Improvement Plan

Funding Plan	FY23 Budget	FY24 Projection	FY25 Projection	FY26 Projection	FY27 Projection	FY28 Projection	Total
Airport Fund/ Grant Match	125,000	-	-	-	-	-	125,000

Description: Commission of a bronze sculpture of airport namesake Ernest A. Love to be placed at the new terminal building.

Operating Impact: No significant operating impact

Taxiway D Rehabilitation

Dept/Division: Airport
Category: Capital Improvement Plan

Funding Plan	FY23 Budget	FY24 Projection	FY25 Projection	FY26 Projection	FY27 Projection	FY28 Projection	Total
Airport Fund/ Grant Match	56,025	2,300,000	-	-	-	-	2,356,025

Description: FY22/23 - Design for Taxiway-D Rehabilitation for 77,010 sq. yds.
FY24 - Construction of Rehabilitation of Taxiway-D between the D1 and D7 connectors.

Operating Impact: By completing this grant eligible project, the airport will ultimately save money by not having to utilize city funds under the Airport Pavement Preservation Program.

West Ramp Rehabilitation

Dept/Division: Airport
Category: Capital Improvement Plan

Funding Plan	FY23 Budget	FY24 Projection	FY25 Projection	FY26 Projection	FY27 Projection	FY28 Projection	Total
Airport Fund/ Grant Match	25,188	-	-	-	-	-	25,188

Description: FY22 - Design mill and overlay (rehabilitation) of the West Ramp
FY23 - Complete design of mill and overlay of the West Ramp

Operating Impact: By completing this grant eligible project, the airport will ultimately save money by not having to utilize city funds under the Airport Pavement Preservation Program.

Capital Budget and Project Descriptions

Wildlife Hazard Assessment and Management Plan

Dept/Division: Airport
Category: Capital Improvement Plan

Funding Plan	FY23 Budget	FY24 Projection	FY25 Projection	FY26 Projection	FY27 Projection	FY28 Projection	Total
Airport Fund/Grant Match	15,941	-	-	-	-	-	15,941

Description: Conduct a Wildlife Hazard Assessment and mitigation plan

Operating Impact: No change in operating costs is expected.

City Manager

Granite Creek Corridor Master Plan Implementation

Dept/Division: City Manager
Category: Capital Improvement Plan

Funding Plan	FY23 Budget	FY24 Projection	FY25 Projection	FY26 Projection	FY27 Projection	FY28 Projection	Total
General Fund/Grant Match	3,016,000	-	-	-	-	-	3,016,000

Description This project includes implementing the Granite Creek Corridor Master Plan. It includes riparian area improvements (cross vein weirs, split & narrowed channels, and more), stormwater outfall improvements, trail improvements (trail surface, constructing or improving access points, retaining walls), and amenity additions (lighting, signage, and more).

Operating Impact: Ongoing maintenance

Yavapai Gaming Contract

Dept/Division: City Manager
Category: Capital Improvement Plan

Funding Plan	FY23 Budget	FY24 Projection	FY25 Projection	FY26 Projection	FY27 Projection	FY28 Projection	Total
Grant Funds	75,000	-	-	-	-	-	75,000

Description: Pass through grant from Yavapai Prescott Indian Tribe

Operating Impact: None

Capital Budget and Project Descriptions

Community Development

CDBG Annual Entitlement Grant

Dept/Division: Community Development

Category: Operating Capital

Funding Plan	FY23 Budget	FY24 Projection	FY25 Projection	FY26 Projection	FY27 Projection	FY28 Projection	Total
Grants	659,900	-	-	-	-	-	659,900

Description: This is the annual CDBG Entitlement Grant received from HUD. The grant funds may be spent on capital projects and grant administration. The grant is allocated through development and adoption of a budget and Annual Action Plan by the City Council.

Operating Impact: The grant is in a reimbursement format, with Prescott expending the funds and then drawing down the grant for the various projects.

Vehicle Replacements – Community Development

Dept/Division: Community Development

Category: Vehicle Replacement and Additions

Funding Plan	FY23 Budget	FY24 Projection	FY25 Projection	FY26 Projection	FY27 Projection	FY28 Projection	Total
General Fund	66,000	-	-	-	-	-	66,000

Description: This capital request is for replacement of aging Community Development fleet vehicles and equipment. This equipment is used on a daily basis to perform site inspections.

Operating Impact: Decrease costs for aging fleet

Elevator – US Vets Grant

Dept/Division: Community Development

Category: Capital Improvement Plan

Funding Plan	FY23 Budget	FY24 Projection	FY25 Projection	FY26 Projection	FY27 Projection	FY28 Projection	Total
Grant Funds	64,707	-	-	-	-	-	64,707

Description: Potential US Vets Grant

Operating Impact: None

Capital Budget and Project Descriptions

Scanning Project for Commercial Building Permits

Dept/Division: Community Development
Category: Operating Capital

Funding Plan	FY23 Budget	FY24 Projection	FY25 Projection	FY26 Projection	FY27 Projection	FY28 Projection	Total
General Fund	60,000	-	-	-	-	-	60,000

Description: A scanning project for the residential building permit records was initiated in FY19; the department requires electronic access to these documents for the course of daily business. This request will fund the continuation of digitalization of Community Development's permanent building permit records database by completing the digitization of the commercial building permit records so they may be readily accessed by Community Development staff in the conduct of daily business.

Operating Impact: None

Launch Pad Outdoor Grant

Dept/Division: Community Development
Category: Capital Improvement Plan

Funding Plan	FY23 Budget	FY24 Projection	FY25 Projection	FY26 Projection	FY27 Projection	FY28 Projection	Total
Grant Funds	55,000	-	-	-	-	-	55,000

Description: Potential grant for the Launch Pad

Operating Impact: None

New Horizons Disability Grant

Dept/Division: Community Development
Category: Capital Improvement Plan

Funding Plan	FY23 Budget	FY24 Projection	FY25 Projection	FY26 Projection	FY27 Projection	FY28 Projection	Total
Grant Funds	17,944	-	-	-	-	-	17,944

Description: Potential grant

Operating Impact: None

Capital Budget and Project Descriptions

Customer Service and Staff Area Improvements

Dept/Division: Community Development
Category: Capital Improvement Plan

Funding Plan	FY23 Budget	FY24 Projection	FY25 Projection	FY26 Projection	FY27 Projection	FY28 Projection	Total
Grant Funds	5,000	-	-	-	-	-	5,000

Description: Purchase of modular office fixtures and accompanying items to create the new, visible, fresh face of the City via procurement of modern, functional, and space saving office modular walls and furniture for the customer service counter.

Operating Impact: None

Historic Preservation Grant

Dept/Division: Community Development
Category: Capital Improvement Plan

Funding Plan	FY23 Budget	FY24 Projection	FY25 Projection	FY26 Projection	FY27 Projection	FY28 Projection	Total
Grant Funds	4,500	-	-	-	-	-	4,500

Description: Potential grant funds to be used for Historic Preservation

Operating Impact: None

Facilities Maintenance

New City Hall Improvements

Dept/Division: Facilities Maintenance
Category: Capital Improvement Plan

Funding Plan	FY23 Budget	FY24 Projection	FY25 Projection	FY26 Projection	FY27 Projection	FY28 Projection	Total
Various Funds	3,830,048	-	-	-	-	-	3,830,048

Description: A new City Hall was purchased in FY2021. These funds are to remodel and furnish the new offices.

Operating Impact: Increased utility and maintenance costs until the old City Hall is sold.

Capital Budget and Project Descriptions

New City Hall Generator

Dept/Division: Facilities Maintenance
Category: Capital Improvement Plan

Funding Plan	FY23 Budget	FY24 Projection	FY25 Projection	FY26 Projection	FY27 Projection	FY28 Projection	Total
Various Funds	225,000	-	-	-	-	-	225,000

Description: Install backup generator at the new City Hall

Operating Impact: General maintenance

Parking Lots – Replacement/Refurbished

Dept/Division: Facilities Maintenance
Category: Capital Improvement Plan

Funding Plan	FY23 Budget	FY24 Projection	FY25 Projection	FY26 Projection	FY27 Projection	FY28 Projection	Total
Facilities Fund	200,000	-	-	-	-	-	200,000

Description: Multiple parking lots in the City need to have the asphalt replaced or refurbished.

Operating Impact: None

City-Wide Card Lock System

Dept/Division: Facilities Maintenance
Category: Capital Improvement Plan

Funding Plan	FY23 Budget	FY24 Projection	FY25 Projection	FY26 Projection	FY27 Projection	FY28 Projection	Total
Facilities Fund	200,000	-	-	-	-	-	200,000

Description: Installation of card reader system/locks in City buildings.

Operating Impact: None

Capital Budget and Project Descriptions

New City Hall Signage

Dept/Division: Facilities Maintenance
Category: Capital Improvement Plan

Funding Plan	FY23 Budget	FY24 Projection	FY25 Projection	FY26 Projection	FY27 Projection	FY28 Projection	Total
Facilities Fund	100,000	-	-	-	-	-	100,000

Description: Install City sign and logo onto new city hall.

Operating Impact: None

HVAC Replacements

Dept/Division: Facilities Maintenance
Category: Capital Improvement Plan

Funding Plan	FY23 Budget	FY24 Projection	FY25 Projection	FY26 Projection	FY27 Projection	FY28 Projection	Total
Facilities Fund	100,000	100,000	100,000	100,000	100,000	-	500,000

Description: The City has HVAC units which have reached life expectancy. Facilities is currently working on an accurate inventory of all HVAC systems and will need to replace units.

Operating Impact: Saving inevitable repair costs of existing units.

Fire Station 71 Reroof

Dept/Division: Facilities Maintenance
Category: Capital Improvement Plan

Funding Plan	FY23 Budget	FY24 Projection	FY25 Projection	FY26 Projection	FY27 Projection	FY28 Projection	Total
Facilities Fund	75,000	-	-	-	-	-	75,000

Description: The flat roof at Fire Station 71, 333 White Spar Road, over the apparatus bay has reached its end-of-life cycle and needs replacing.

Operating Impact: Reduced maintenance costs from leaks

Capital Budget and Project Descriptions

Motorcycle Cops Entry Replacement

Dept/Division: Facilities Maintenance
Category: Capital Improvement Plan

Funding Plan	FY23 Budget	FY24 Projection	FY25 Projection	FY26 Projection	FY27 Projection	FY28 Projection	Total
Facilities Fund	45,000	-	-	-	-	-	45,000

Description: Replace two double entry locations at the Motorcycle Police building at 430 N Virginia Street that are aged.

Operating Impact: Eliminates reoccurring repairs, improves value and lifespan of structure

Fire Station Restroom Remodel

Dept/Division: Facilities Maintenance
Category: Capital Improvement Plan

Funding Plan	FY23 Budget	FY24 Projection	FY25 Projection	FY26 Projection	FY27 Projection	FY28 Projection	Total
Facilities Fund	35,000	-	-	-	-	-	35,000

Description: The crew restroom facilities at 1700 Iron Springs Road has reached its end of its serviceable life. There are multiple broken / missing tile issues, no ADA compliant stalls and the shower is in need of replacement. Facilities recommends a total demo and rebuild to extend the usefulness of this structure.

Operating Impact: None

Police Headquarters Electrical Survey

Dept/Division: Facilities Maintenance
Category: Capital Improvement Plan

Funding Plan	FY23 Budget	FY24 Projection	FY25 Projection	FY26 Projection	FY27 Projection	FY28 Projection	Total
Facilities Fund	30,000	-	-	-	-	-	30,000

Description: Hire an electrical engineering firm to analyze the power requirements for the Police Station.

Operating Impact: None

Capital Budget and Project Descriptions

Engineering Building Restroom Upgrades

Dept/Division: Facilities Maintenance
Category: Capital Improvement Plan

Funding Plan	FY23 Budget	FY24 Projection	FY25 Projection	FY26 Projection	FY27 Projection	FY28 Projection	Total
Facilities Fund	30,000	-	-	-	-	-	30,000

Description: Update restroom in building that has not been updated since fleet maintenance moved out.

Operating Impact: None

Apparatus Bay Floor Refurbishment Station 71

Dept/Division: Facilities Maintenance
Category: Capital Improvement Plan

Funding Plan	FY23 Budget	FY24 Projection	FY25 Projection	FY26 Projection	FY27 Projection	FY28 Projection	Total
Facilities Fund	15,800	-	-	-	-	-	15,800

Description: Refurbishment of the apparatus bay floor is necessary as in the present condition it is cracked, chipped, and an eyesore to the visiting public.

Operating Impact: None

Fire

Vehicle Replacements – Fire Department

Dept/Division: Fire
Category: Vehicle Replacement and Additions

Funding Plan	FY23 Budget	FY24 Projection	FY25 Projection	FY26 Projection	FY27 Projection	FY28 Projection	Total
General Fund	1,747,888	1,251,167	1,485,000	2,475,000	1,100,000	86,000	8,145,055

Description: This capital request is for replacement of aging Fire Department fleet vehicles and equipment.

Operating Impact: Decrease costs for aging fleet

Capital Budget and Project Descriptions

Fire Station 76 Granite Dells

Dept/Division: Fire
Category: Capital Improvement Program

Funding Plan	FY23 Budget	FY24 Projection	FY25 Projection	FY26 Projection	FY27 Projection	FY28 Projection	Total
General Fund	1,600,000	4,000,000	-	-	-	-	5,600,000

Description: Construction of a three (3) bay, 15,000 square foot fire station in the vicinity of Granite Dells in north Prescott; includes equipment and personnel. The station is projected to include a police substation to serve the north Prescott area.

Operating Impact: Significant due to the need to add no less than 12 firefighters combined with regular maintenance and supplies.

Fire Station Alerting Modernization Project

Dept/Division: Fire
Category: Capital Improvement Program

Funding Plan	FY23 Budget	FY24 Projection	FY25 Projection	FY26 Projection	FY27 Projection	FY28 Projection	Total
General Fund	300,000	-	-	-	-	-	300,000

Description: The Prescott Fire Department utilizes a station alerting system with technology originally installed in the 1980's. While the system continues to operate, upgrading to modern technology will help in accomplishing several key objectives. The first of these is a reduction in total response time. Currently, the system uses a sequential toning system that requires up to 15 seconds to alert units on incidents requiring multiple engines. Upgrading this system could reduce the time from call receipt to units going enroute to the call by 16% to 18% and 2% to 5%, for a total response time with no other capital investment. A second benefit is an increase in reliability. Much of the infrastructure in our stations is old and can be prone to failure in the future. Modernizing this system should reduce maintenance costs and increase reliability. Finally, the system includes "heartsaver" features that slowly ramp up the alerting at night and decreases the stress on firefighters being woken up. Station alerting has been clinically proven to be correlated with long-term cardiac impacts.

Operating Impact: Yearly software subscription and maintenance

Capital Budget and Project Descriptions

ImageTrend Software Package

Dept/Division: Fire
Category: Operating Capital

Funding Plan	FY23 Budget	FY24 Projection	FY25 Projection	FY26 Projection	FY27 Projection	FY28 Projection	Total
General Fund	67,600	-	-	-	-	-	67,600

Description: Purchase and implementation of the ImageTrend Software package in order to fully integrate the majority of our records management systems for emergency medical services and national fire incident reporting on a single platform.

Operating Impact: Annual license fee

Breathing Air Compressor

Dept/Division: Fire
Category: Operating Capital

Funding Plan	FY23 Budget	FY24 Projection	FY25 Projection	FY26 Projection	FY27 Projection	FY28 Projection	Total
General Fund	42,500	-	-	-	-	-	42,500

Description: The City of Prescott currently manages and staffs five fire stations that include approximately 65 line personnel and five staff safety officer personnel. Each of these personnel are required to utilize a self-contained breathing apparatus (SCBA) in a dangerous work environment. These breathing apparatus contain oxygenated air that is refilled by the requested capital item. Each SCBA last approximately 30 to 40 minutes. During use, personnel will often require SCBA bottles to be refilled multiple times at a large incident. We also utilize SCBAs during training and recruitment of our personnel, which requires refilling of SCBA bottles often.

Operating Impact: Minimal maintenance costs

Capital Budget and Project Descriptions

Cardiac Heart Monitor

Dept/Division: Fire
Category: Operating Capital

Funding Plan	FY23 Budget	FY24 Projection	FY25 Projection	FY26 Projection	FY27 Projection	FY28 Projection	Total
General Fund	41,000	-	-	-	-	-	41,000

Description: The request is to add one additional cardiac monitor for use on the Alternative Response Unit (ARU). The fire department implemented the ARU at the beginning of this year. This is to ensure the availability of Advanced Life Support capabilities on this unit. Currently, paramedics assigned to this unit will have to call for additional resources if a patient requires a higher level of care. This can also occur if no other units are available and the ARU responds to critical patients.

Operating Impact: Annual comprehensive service plan

ARFF – Aqueous Film Forming Foam (AFFF) Testing Equipment

Dept/Division: Fire
Category: Operating Capital

Funding Plan	FY23 Budget	FY24 Projection	FY25 Projection	FY26 Projection	FY27 Projection	FY28 Projection	Total
Airport Fund	35,000	-	-	-	-	-	35,000

Description: The equipment will need to be used twice per year to conduct the required AFFF inspections for Foam 73 and Foam 731.

Operating Impact: Minimal operating impact

Hydraulic Extrication Tool

Dept/Division: Fire
Category: Operating Capital

Funding Plan	FY23 Budget	FY24 Projection	FY25 Projection	FY26 Projection	FY27 Projection	FY28 Projection	Total
General Fund	30,000	-	-	-	-	-	30,000

Description: Hydraulic extrication tools used to force entry by cutting, shredding, prying, and stretching are used to gain access to entrapped patients/victims at auto accidents and other technical rescue locations.

Operating Impact: Annual tool inspection performed by manufacturer on site at the individual fire stations.

Capital Budget and Project Descriptions

Mobile Data Computer

Dept/Division: Fire
Category: Operating Impact

Funding Plan	FY23 Budget	FY24 Projection	FY25 Projection	FY26 Projection	FY27 Projection	FY28 Projection	Total
General Fund	23,200	-	-	-	-	-	23,200

Description: The project represents purchase and installation of the Mobile Data Computers (MDC) in the vehicles for the Division Chief overseeing Professional Services and the Deputy Fire Chief/Fire Marshal. Installations will be outfitted with the hardware outlined in this project while the scope of this project is existing MDC units.

Operating Impact: Minimal operating impact

Lucas Chest Compression System

Dept/Division: Fire
Category: Operating Impact

Funding Plan	FY23 Budget	FY24 Projection	FY25 Projection	FY26 Projection	FY27 Projection	FY28 Projection	Total
General Fund	21,550	-	-	-	-	-	21,550

Description: Add one additional Lucas Chest Compression Device for use on the Alternative Response Unit (ARU). The fire department implemented the ARU at the beginning of this year. This is to ensure the availability of Advanced Life Support capabilities on this unit. Currently, paramedics assigned to this unit will have to call for additional resources if a patient requires a higher level of care. This can also occur if no other units are available, and the ARU responds to critical patients.

Operating Impact: Minimal operating impact

SCBA Voice Amplification Devices

Dept/Division: Fire
Category: Operating Capital

Funding Plan	FY23 Budget	FY24 Projection	FY25 Projection	FY26 Projection	FY27 Projection	FY28 Projection	Total
General Fund	20,626	-	-	-	-	-	20,626

Description: The purchase of the devices is to provide each member a personalized voice amplifier to be integrated into their self-contained breathing apparatus (SCBA).

Operating Impact: Minimal operating impact

Capital Budget and Project Descriptions

Extractor Washing Machine

Dept/Division: Fire
Category: Operating Impact

Funding Plan	FY23 Budget	FY24 Projection	FY25 Projection	FY26 Projection	FY27 Projection	FY28 Projection	Total
General Fund	16,870	-	-	-	-	-	16,870

Description: Purchase of a Continental G-Flex Washer-Extractor for firefighting garments, 40 lbs Capacity

Operating Impact: Minimal operating impact

EMS Simulation Manikin

Dept/Division: Fire
Category: Operating Capital

Funding Plan	FY23 Budget	FY24 Projection	FY25 Projection	FY26 Projection	FY27 Projection	FY28 Projection	Total
General Fund	15,000	-	-	-	-	-	15,000

Description: Purchase of a simulation manikin for use during regular schedule and refresher training.

Operating Impact: Minimal operating impact

Drone Camera Package

Dept/Division: Fire
Category: Operating Capital

Funding Plan	FY23 Budget	FY24 Projection	FY25 Projection	FY26 Projection	FY27 Projection	FY28 Projection	Total
General Fund	8,531	-	-	-	-	-	8,531

Description: The request is being made to support the newly established Small Unmanned Aircraft Systems (sUAS) Program. This is for the purchase of a new sUAS platform that will be utilized for both fire and police responses. Currently, the police department provides drone response to the fire department. However, having additional resources available for this program would not just benefit the fire department but also the police department by ensuring interoperability between the departments and creating a reciprocal relationship. The items being requested include a new aerial platform, additional batteries and charging station, propeller guards, and additional propellers.

Operating Impact: Minimal operating impact

Capital Budget and Project Descriptions

Battery Operated PPV Fans

Dept/Division: Fire
Category: Operating Capital

Funding Plan	FY23 Budget	FY24 Projection	FY25 Projection	FY26 Projection	FY27 Projection	FY28 Projection	Total
General Fund	3,484	-	-	-	-	-	3,484

Description: Battery operated positive pressure ventilation (PPV) fans are the industry standard for ensuring the absence of Carbon Monoxide post fire.

Operating Impact: Minimal operating impact

Fleet Maintenance

Heavy Duty Drive on Lift

Dept/Division: Information Technology
Category: Capital Improvement Plan

Funding Plan	FY23 Budget	FY24 Projection	FY25 Projection	FY26 Projection	FY27 Projection	FY28 Projection	Total
General Fund	65,000	-	-	-	-	-	65,000

Description: Heavy duty drive on lift is tool the mechanics use to raise larger vehicles in air to perform services, inspections and repairs needed. The lift would be installed on our heavy duty side at Fleet Services.

Operating Impact: The current wheel lifts are fifteen years of age and parts are becoming increasing difficult to source parts as this model of lift is no longer produced. The drive on lift will better suit the needs of our operation and will decrease operating costs.

Information Technology

IT Server Farm Consolidation

Dept/Division: Information Technology
Category: Capital Improvement Plan

Funding Plan	FY23 Budget	FY24 Projection	FY25 Projection	FY26 Projection	FY27 Projection	FY28 Projection	Total
General Fund	315,322	-	-	-	-	-	315,322

Description: Project will consolidate IT server and related network equipment to a centralized facility.

Operating Impact: Reduced operating impact by consolidating seven Server Farm locations into one site.

Capital Budget and Project Descriptions

Vehicle Replacements – Information Technology

Dept/Division: Information Technology
Category: Vehicle Replacement and Additions

Funding Plan	FY23 Budget	FY24 Projection	FY25 Projection	FY26 Projection	FY27 Projection	FY28 Projection	Total
General Fund	50,000	-	-	-	-	-	50,000

Description: This capital request is for replacement of aging Information Technology fleet vehicles and equipment.

Operating Impact: Decrease costs for aging fleet

North Prescott Radio Repeater Site at Melville Airport WRF

Dept/Division: Information Technology
Category: Capital Improvement Plan

Funding Plan	FY23 Budget	FY24 Projection	FY25 Projection	FY26 Projection	FY27 Projection	FY28 Projection	Total
General Fund/Water Fund/WW Fund	50,000	-	-	-	-	-	50,000

Description: The expansion of Prescott to the north and east around Deep Well and the air park area necessitates the need to add a radio repeater site at the Airport WRF at Melville Road.

Operating Impact: Minimal operating impact as the new radio system architecture uses digital components that are common to all of our radio sites.

Radio System GPS Upgrade and PL Code Transition

Dept/Division: Information Technology
Category: Capital Improvement Plan

Funding Plan	FY23 Budget	FY24 Projection	FY25 Projection	FY26 Projection	FY27 Projection	FY28 Projection	Total
General Fund/Water Fund/WW Fund	45,000	-	-	-	-	-	45,000

Description: This project is a GPS system upgrade for our radio sites. The upgrade is necessary to facilitate the move to unique PL codes on our Police and Fire radio channels.

Operating Impact: Minimal as the GPS units have built-in redundancy and do not require additional year to year maintenance and support.

Capital Budget and Project Descriptions

Parking Garage

Parking Garage NE Stair Replacement

Dept/Division: Parking Garage
Category: Capital Improvement Plan

Funding Plan	FY23 Budget	FY24 Projection	FY25 Projection	FY26 Projection	FY27 Projection	FY28 Projection	Total
General Fund	236,000	-	-	-	-	-	236,000

Description: Replacement of North-East stairs of Parking Garage, located at 135 S Granite Street, due to deterioration of existing Stair system. The existing stair system has rusting metal and crumbling concrete caused by water and snow seeping into cracks and voids over the lifetime of the stairs. With falling temperatures the moisture froze and expanded causing the concrete to crumble and the metal to expand / distort and develop rust over time.

Operating Impact: None

Police

Vehicle Replacements – Police Department

Dept/Division: Police
Category: Vehicle Replacements and Additions

Funding Plan	FY23 Budget	FY24 Projection	FY25 Projection	FY26 Projection	FY27 Projection	FY28 Projection	Total
General Fund	1,552,249	757,000	629,000	593,000	637,000	398,000	4,556,249

Description: Vehicle replacements allow for a modern, efficient, and well maintained fleet, crucial to the continued provision of services to the public.

Operating Impact: Reduced maintenance costs from an aging fleet.

Capital Budget and Project Descriptions

Mobile Command Center

Dept/Division: Police
Category: Vehicle Replacements and Additions

Funding Plan	FY23 Budget	FY24 Projection	FY25 Projection	FY26 Projection	FY27 Projection	FY28 Projection	Total
General Fund	500,000	-	-	-	-	-	500,000

Description The intent of the project is to obtain and develop a self-contained Mobile Major Incident Command Center, providing numerous management resources and public safety operational work stations. The Mobile Center will be capable of coordinating and providing multiple public safety agencies and other community resources with all necessary operational, specialty and communications required to support local and regional emergency services during response to any incident management, natural hazard or terrorism incident. Provide the ability to meet backup and additional public safety (Police and Fire) communication needs of our community.

Operating Impact: Costs for maintaining vehicle and equipment.

Police Facility Enhancements and Renovations

Dept/Division: Police
Category: Capital Improvement Plan

Funding Plan	FY23 Budget	FY24 Projection	FY25 Projection	FY26 Projection	FY27 Projection	FY28 Projection	Total
General Fund	295,000	295,000	-	-	-	-	590,000

Description: This project entails improvements to the police facility located at 222 S. Marina Street and addresses needs and deficiencies identified through a threat and vulnerability assessment conducted in 2017. Renovation includes existing offices and spaces to increase capacity and allow expansion for a larger report writing area for police officers and modification to the Animal Control office.

Operating Impact: None

Capital Budget and Project Descriptions

Police Office Workstations and Furniture

Dept/Division: Police
Category: Operating Capital

Funding Plan	FY23 Budget	FY24 Projection	FY25 Projection	FY26 Projection	FY27 Projection	FY28 Projection	Total
General Fund	43,155	-	-	-	-	-	43,155

Description: Reconfigure and update various existing work spaces and training/conference room facilities with well-designed and flexible work stations, tables, and seating that maximize our current space and promotes productivity and creativity, providing comfort and functionality to our workforce and guests.

Operating Impact: None

Binocular Night Vision

Dept/Division: Police
Category: Operating Capital

Funding Plan	FY23 Budget	FY24 Projection	FY25 Projection	FY26 Projection	FY27 Projection	FY28 Projection	Total
General Fund	30,766	-	-	-	-	-	30,766

Description: This proposed project would fund the purchase of three (3) L3 Harris PVS1531 binocular style night vision sets to include three (3) Wilcox G24 mounts and shipping.

Operating Impact: None

Darkness Block Box Lab and Locker

Dept/Division: Police
Category: Operating Capital

Funding Plan	FY23 Budget	FY24 Projection	FY25 Projection	FY26 Projection	FY27 Projection	FY28 Projection	Total
General Fund	10,000	-	-	-	-	-	10,000

Description: Acquisition of a faraday enclosure block box lab and a blocker locker for use by our forensic technicians which enables them to operate and download cell phones, computers and tablets related to criminal investigations.

Operating Impact: None

Capital Budget and Project Descriptions

Recreation Services

Open Space Acquisitions

Dept/Division: Recreation Services

Category: Capital Improvement Program

Funding Plan	FY23 Budget	FY24 Projection	FY25 Projection	FY26 Projection	FY27 Projection	FY28 Projection	Total
Streets Fund	8,500,000	-	-	-	-	-	8,500,000

Description: This project provides dedicated fund balance for future open space acquisition opportunities. This funding will carry forward until depleted.

Operating Impact: Unknown until property is identified

West Granite Creek Park Improvements

Dept/Division: Recreation Services

Category: Capital Improvement Program

Funding Plan	FY23 Budget	FY24 Projection	FY25 Projection	FY26 Projection	FY27 Projection	FY28 Projection	Total
General Fund	1,000,000	-	-	-	-	-	500,000

Description: Improvements to West Granite Creek Park including a large pavilion and grass gathering area.

Operating Impact: Costs for general maintenance and upkeep.

Vehicle Replacements – Recreation Services

Dept/Division: Recreation Services

Category: Vehicle Replacements and Additions

Funding Plan	FY23 Budget	FY24 Projection	FY25 Projection	FY26 Projection	FY27 Projection	FY28 Projection	Total
General Fund	495,000	580,000	275,000	210,000	150,000	320,000	2,030,000

Description: Vehicle replacements allow for a modern, efficient, and well maintained fleet, crucial to the continued provision of services to the public.

Operating Impact: Reduced maintenance costs from an aging fleet.

Capital Budget and Project Descriptions

Granite Dells Gateway Park Planning

Dept/Division: Recreation Services
Category: Capital Improvement Program

Funding Plan	FY23 Budget	FY24 Projection	FY25 Projection	FY26 Projection	FY27 Projection	FY28 Projection	Total
General Fund	350,000	4,000,000	-	-	-	-	4,350,000

Description Planning for the Granite Dells Gateway Park on approximately 25 acres of the property acquired through the AZ Eco development agreement. The park will include a small fishing lake and natural play features, trails, ADA walking paths and pedestrian bridges.

Operating Impact: Costs for general maintenance and upkeep once the park is complete.

Goldwater Lake Expansion

Dept/Division: Recreation Services
Category: Capital Improvement Program

Funding Plan	FY23 Budget	FY24 Projection	FY25 Projection	FY26 Projection	FY27 Projection	FY28 Projection	Total
General Fund	320,000	-	-	-	-	-	320,000

Description This is to expand the lower lake to open it to the public. This will generate additional revenue to the general fund from parking revenue and sales tax from visitation to Prescott.

Operating Impact: Costs for general maintenance and upkeep once the park is complete.

Basketball Courts (Outdoor)

Dept/Division: Recreation Services
Category: Capital Improvement Program

Funding Plan	FY23 Budget	FY24 Projection	FY25 Projection	FY26 Projection	FY27 Projection	FY28 Projection	Total
General Fund	250,000	-	-	-	-	-	250,000

Description: Build two outdoor basketball courts at Willow Creek Park

Operating Impact: Future impact will be general maintenance and upkeep.

Capital Budget and Project Descriptions

Parks Maintenance Shop

Dept/Division: Recreation Services
Category: Capital Improvement Program

Funding Plan	FY23 Budget	FY24 Projection	FY25 Projection	FY26 Projection	FY27 Projection	FY28 Projection	Total
General Fund	150,000	-	-	-	-	-	320,000

Description Addition of shop for securing and storing equipment, materials, and supplies.

Operating Impact: Costs for general maintenance and upkeep once building is complete. Positive impact for asset preservation and security of assets.

Pavement Preservation – Recreation Services

Dept/Division: Recreation Services
Category: Capital Improvement Program

Funding Plan	FY23 Budget	FY24 Projection	FY25 Projection	FY26 Projection	FY27 Projection	FY28 Projection	Total
General Fund	100,000	100,000	-	100,000	-	-	300,000

Description Pavement Preservation in all of the parks with pavement surfaces. This will be done in conjunction with the public works pavement preservation program.

Operating Impact: Reduced maintenance costs with new pavement.

Parks Kubota

Dept/Division: Recreation Services
Category: Vehicle Replacements and Additions

Funding Plan	FY23 Budget	FY24 Projection	FY25 Projection	FY26 Projection	FY27 Projection	FY28 Projection	Total
General Fund	72,000	-	-	-	-	-	72,000

Description Kubota type tractor for Parks Maintenance

Operating Impact: This will reduce the maintenance cost of the current tractor as it is beyond the life of its useful time.

Capital Budget and Project Descriptions

Parks Irrigation Controllers

Dept/Division: Recreation Services

Category: Operating Capital

Funding Plan	FY23 Budget	FY24 Projection	FY25 Projection	FY26 Projection	FY27 Projection	FY28 Projection	Total
General Fund	60,000	-	-	-	-	-	60,000

Description: Update the irrigation controllers for all parks

Operating Impact: Having controllers that are reliable will help to better manage the irrigation system and create more efficient water use.

In-Line Hockey Maintenance

Dept/Division: Recreation Services

Category: Capital Improvement Program

Funding Plan	FY23 Budget	FY24 Projection	FY25 Projection	FY26 Projection	FY27 Projection	FY28 Projection	Total
General Fund	60,000	-	-	-	-	-	60,000

Description: In-line hockey court resurface and lighting upgrades

Operating Impact: There is no impact on the operating budget as we have an agreement with the Hockey Association for maintenance.

Equipment Replacement – Recreation Services

Dept/Division: Recreation Services

Category: Operating Capital

Funding Plan	FY23 Budget	FY24 Projection	FY25 Projection	FY26 Projection	FY27 Projection	FY28 Projection	Total
General Fund	53,000	-	-	-	-	-	53,000

Description: Reel Master

Operating Impact: Reduced maintenance costs from an aging equipment.

Capital Budget and Project Descriptions

Pickleball Court Surfacing

Dept/Division: Recreation Services
Category: Operating Capital

Funding Plan	FY23 Budget	FY24 Projection	FY25 Projection	FY26 Projection	FY27 Projection	FY28 Projection	Total
General Fund	35,000	-	-	-	-	-	35,000

Description: Resurface of all Pickleball Courts

Operating Impact: General maintenance and upkeep

Parks Irrigation System Consulting

Dept/Division: Recreation Services
Category: Operating Capital

Funding Plan	FY23 Budget	FY24 Projection	FY25 Projection	FY26 Projection	FY27 Projection	FY28 Projection	Total
General Fund	25,000	-	-	-	-	-	25,000

Description: This item is to have a professional company look into the aging irrigation system and provide recommendations of needs.

Operating Impact: No impact to the operating budget at this time.

Playground Component Replacement

Dept/Division: Recreation Services
Category: Operating Capital

Funding Plan	FY23 Budget	FY24 Projection	FY25 Projection	FY26 Projection	FY27 Projection	FY28 Projection	Total
General Fund	20,000	20,000	20,000	20,000	-	-	100,000

Description: Most of the playgrounds are 15-20 years old. This will be used to replace the un-safe and non-compliant parts.

Operating Impact: Minimal Impact

Capital Budget and Project Descriptions

Park Amenities Replacement Program

Dept/Division: Recreation Services
Category: Operating Capital

Funding Plan	FY23 Budget	FY24 Projection	FY25 Projection	FY26 Projection	FY27 Projection	FY28 Projection	Total
General Fund	15,000	-	15,000	-	-	-	30,000

Description: This item addresses meeting future demand for picnic area expansion to include adding tables, grills, pads, garbage receptacles, and parking. It is also to replace aging equipment.

Operating Impact: This item will reduce operating budget impacts as it will also replace deteriorating picnic area amenities.

Camp Ground Upgrades and Replacements

Dept/Division: Recreation Services
Category: Operating Capital

Funding Plan	FY23 Budget	FY24 Projection	FY25 Projection	FY26 Projection	FY27 Projection	FY28 Projection	Total
General Fund	10,000	-	-	-	-	-	10,000

Description: Camp ground upgrades and replacements of existing components.

Operating Impact: Future impact will be general maintenance and upkeep.

Recreation Services – Golf Course

Golf Cart Replacement

Dept/Division: Recreation Services
Category: Capital Improvement Program

Funding Plan	FY23 Budget	FY24 Projection	FY25 Projection	FY26 Projection	FY27 Projection	FY28 Projection	Total
General Fund	1,125,750	-	-	-	-	-	1,125,750

Description: Replace current golf carts

Operating Impact: Savings due to not repairing the old carts.

Capital Budget and Project Descriptions

Irrigation Improvements – North and South Golf Course

Dept/Division: Recreation Services – Golf Course
Category: Capital Improvement Plan

Funding Plan	FY23 Budget	FY24 Projection	FY25 Projection	FY26 Projection	FY27 Projection	FY28 Projection	Total
Golf Course	540,000	620,000	440,000	-	-	-	1,600,000

Description: FY23: \$540,000- South Course, replacement of existing sprinkler heads and swing joints that are currently 29 yrs of age and at end of life.
FY24: \$620,000- North Course, Replacement of sprinkler heads and swing joints that are at end of life.
FY25: \$440,000- Pump Station Replacement. Current pump station is beyond its useful life.

Operating Impact: Reduced cost of repairs to existing system.

Golf Course Equipment

Dept/Division: Recreation Services – Golf Course
Category: Operating Capital

Funding Plan	FY23 Budget	FY24 Projection	FY25 Projection	FY26 Projection	FY27 Projection	FY28 Projection	Total
Golf Course	223,000	260,000	92,000	-	-	-	575,000

Description: FY23: Fairway Mower \$70,000; Workman carts (4) \$50,000; 3500 Mower (1) \$45,000; Reel Grinder (1) \$58,000
FY24: Rough Mower \$80,000; 6500 Mower (1) \$80,000; Workman carts (4) \$55,000; Reel Deck 91) \$45,000

Operating Impact: Having operable and the right equipment for projects allows the maintenance crew to work more efficiently and reduce labor hours.

Antelope Hills GC Restaurant Furniture

Dept/Division: Recreation Services – Golf Course
Category: Operating Capital

Funding Plan	FY23 Budget	FY24 Projection	FY25 Projection	FY26 Projection	FY27 Projection	FY28 Projection	Total
Golf Course	50,000	-	-	-	-	-	50,000

Description: Replace the worn tables and chairs in the Manzanita Grill and Centennial Center

Operating Impact: None

Capital Budget and Project Descriptions

Golf Course Bunker Improvements

Dept/Division: Recreation Services – Golf Course
Category: Operating Capital

Funding Plan	FY23 Budget	FY24 Projection	FY25 Projection	FY26 Projection	FY27 Projection	FY28 Projection	Total
Golf Course	45,500	-	45,500	-	45,500	-	136,500

Description: Rebuild North and South bunkers, including complete excavation, drainage tile installation with ADS and gravel, phased plan

Operating Impact: None

Golf Operations Equipment

Dept/Division: Recreation Services – Golf Course
Category: Operating Capital

Funding Plan	FY23 Budget	FY24 Projection	FY25 Projection	FY26 Projection	FY27 Projection	FY28 Projection	Total
Golf Course	30,000	-	-	-	-	-	30,000

Description: Purchase of beverage cart

Operating Impact: This will be equipment replacements and upgrades. The impact to the operating budget will be positive as the new equipment is more efficient and by adding certain equipment it will increase revenue.

Golf Course Tee Renovations

Dept/Division: Recreation Services – Golf Course
Category: Operating Capital

Funding Plan	FY23 Budget	FY24 Projection	FY25 Projection	FY26 Projection	FY27 Projection	FY28 Projection	Total
Bed Tax	25,000	-	25,000	-	25,000	-	75,000

Description: Laser level and re-sod various north course tee surfaces

Operating Impact: Minimal impact

Capital Budget and Project Descriptions

Centennial Center Equipment

Dept/Division: Recreation Services – Golf Course
Category: Operating Capital

Funding Plan	FY23 Budget	FY24 Projection	FY25 Projection	FY26 Projection	FY27 Projection	FY28 Projection	Total
Golf Course	20,000	20,000	-	-	-	-	40,000

Description: Purchase awnings, storage shed, blinds and sound system upgrades

Operating Impact: Increased revenue due to more events and conferences

Manzanita Grill Equipment

Dept/Division: Recreation Services – Golf Course
Category: Operating Capital

Funding Plan	FY23 Budget	FY24 Projection	FY25 Projection	FY26 Projection	FY27 Projection	FY28 Projection	Total
Golf Course	20,000	8,000	8,000	-	-	-	44,000

Description: FY23: Walk In Freezer

Operating Impact: This will be equipment replacements and upgrades. The impact to the operating budget will be positive as the newer equipment is more efficient.

Golf Course Path Paving

Dept/Division: Recreation Services – Golf Course
Category: Operating Capital

Funding Plan	FY23 Budget	FY24 Projection	FY25 Projection	FY26 Projection	FY27 Projection	FY28 Projection	Total
Bed Tax	12,500	12,500	12,500	12,500	12,500	-	62,500

Description: Ongoing cart path improvement plan

Operating Impact: None

Capital Budget and Project Descriptions

Regional Communications

Generator/Cement Pad Replacement

Dept/Division: Regional Communications

Category: Operating Capital

Funding Plan	FY23 Budget	FY24 Projection	FY25 Projection	FY26 Projection	FY27 Projection	FY28 Projection	Total
General Fund/PRCC Partners	200,000	-	-	-	-	-	200,000

Description: Replacement of the Generator and Cement Pad due to a fire which occurred on Thursday, January 7, 2021. The loss occurred when a fire started at the solenoid of the gas engine of the Generac Generator; the main fire damage was to the wiring harness which runs from the solenoid to the starter. The Cement Pad will also have to be removed and new cement re-poured. The cost of the project will be shared by the Partners of the Center.

Operating Impact: No change operationally

Public Works – Streets Circulation

Pioneer Parkway/Commerce Roundabout

Dept/Division: Public Works

Category: Capital Improvement Plan

Funding Plan	FY23 Budget	FY24 Projection	FY25 Projection	FY26 Projection	FY27 Projection	FY28 Projection	Total
Streets Fund	1,000,000	-	-	-	-	-	1,000,000

Description: City contribution to assist in funding for County roundabout at Commerce Drive and Pioneer Parkway.

Operating Impact: None. This roundabout will be County maintained.

Capital Budget and Project Descriptions

Miscellaneous Traffic Studies

Dept/Division: Public Works
Category: Capital Improvement Plan

Funding Plan	FY23 Budget	FY24 Projection	FY25 Projection	FY26 Projection	FY27 Projection	FY28 Projection	Total
Streets Fund	400,000	-	-	-	-	-	400,000

Description: Council has asked Public Works to conduct a Citywide Transportation Study which may evaluate existing roadway and intersection Level of Service (LOS), travel times and identify areas of congestion to develop mitigation plans and guidance for future system improvements.

Operating Impact: No operating budget impact.

Prescott Library Sidewalk Improvements

Dept/Division: Public Works
Category: Capital Improvement Plan

Funding Plan	FY23 Budget	FY24 Projection	FY25 Projection	FY26 Projection	FY27 Projection	FY28 Projection	Total
Streets Fund	366,681	-	-	-	-	-	366,681

Description: This project will consist of new sidewalk and parking configuration on the south side of E. Goodwin Street, east of Marina Street adjacent to the Prescott Public Library.

Operating Impact: Completion of this project will result in an initial reduction in overall maintenance and operational expenses due to the improved condition of the sidewalks. Long-term maintenance costs will be required for the life of the infrastructure.

Intersection Signalization Project

Dept/Division: Public Works
Category: Capital Improvement Plan

Funding Plan	FY23 Budget	FY24 Projection	FY25 Projection	FY26 Projection	FY27 Projection	FY28 Projection	Total
Streets Fund	220,000	20,000	200,000	20,000	200,000	20,000	680,000

Description: Design and install complete signal system at one (1) intersection as warranted. The City routinely monitors various intersections to determine those that potentially meet signal warrants.

Operating Impact: This project could expand the number of maintained traffic signal systems.

Capital Budget and Project Descriptions

Sidewalk Repair and Replacement Program

Dept/Division: Public Works
Category: Capital Improvement Plan

Funding Plan	FY23 Budget	FY24 Projection	FY25 Projection	FY26 Projection	FY27 Projection	FY28 Projection	Total
Streets Fund	200,000	200,000	200,000	200,000	200,000	200,000	1,200,000

Description: This is an annual project to improve pedestrian safety, circulation and connectivity within the City.

Operating Impact: Long-term maintenance costs will be required for the life of the infrastructure.

Willow Creek Berm Improvement

Dept/Division: Public Works
Category: Capital Improvement Plan

Funding Plan	FY23 Budget	FY24 Projection	FY25 Projection	FY26 Projection	FY27 Projection	FY28 Projection	Total
Streets Fund	50,000	350,000	-	-	-	-	400,000

Description: This project is for the design and construction of improvements to the existing Willow Creek Berm and/or the channel of Willow Creek to reduce the number of properties that would be within the FEMA designated floodplain on the landward side of the levee. The first step of this project will be to identify options and feasibility. Once the options have been identified, FEMA funding will be considered.

Operating Impact: No operating impact

Capital Budget and Project Descriptions

Public Works – Street Reconstruction

Penn Avenue and Eastwood Drive Reconstruction

Dept/Division: Public Works
Category: Capital Improvement Plan

Funding Plan	FY23 Budget	FY24 Proj	FY25 Proj	FY26 Proj	FY27 Proj	FY28 Proj	Total
Streets Fund	5,774,853	700,000	-	-	-	-	6,474,853
Water	2,268,692	275,000	-	-	-	-	2,543,692
Wastewater	2,268,692	275,000	-	-	-	-	2,543,692

Description: This project is for the reconstruction of Penn Avenue from Gurley Street to Eastwood Drive AND the reconstruction of Eastwood Drive from Penn Avenue to Deveroux Drive. Improvements needed include roadway and drainage. Sidewalk will be added on Penn Avenue. Subsurface water, sewer and improvements are included with the project, as necessary.

Operating Impact: Completion of this project will result in an initial reduction in overall maintenance and operational expenses due to the improved condition of the roadway, drainage, water and sewer system. Long-term maintenance costs will be required for the life of the infrastructure.

Miscellaneous Streets Projects

Dept/Division: Public Works
Category: Capital Improvement Program

Funding Plan	FY23 Budget	FY24 Projection	FY25 Projection	FY26 Projection	FY27 Projection	FY28 Projection	Total
Streets	200,000	200,000	200,000	200,000	200,000	200,000	1,200,000

Description: Funding source for roadway projects that become a priority that may not have been specifically budgeted for in the Pavement Preservation, Rehabilitation and Reconstruction Programs.

Operating Impact: Completion of this project will result in an initial reduction in overall maintenance and operational expenses due to the improved condition of the roadway. Long-term maintenance costs will be required for the life of the infrastructure.

Capital Budget and Project Descriptions

Public Works – Street Preservation, Rehabilitation and Maintenance

Pavement Preservation Program

Dept/Division: Public Works
Category: Capital Improvement Program

Funding Plan	FY23 Budget	FY24 Proj	FY25 Proj	FY26 Proj	FY27 Proj	FY28 Proj	Total
Streets	10,000,000	8,500,000	8,500,000	8,500,000	8,500,000	8,500,000	52,500,000

Description: This is an annual program that includes pavement maintenance, preservation and rehabilitation on various streets. Maintenance and preservation activities include various seal coatings, and micro-surfacing projects. Pavement rehabilitation typically includes milling and overlay of various streets. Pavement reconstruction typically includes the complete reconstruction of the paved surface that has failed to a point beyond rehabilitation. The list of streets to be maintained, rehabilitated or reconstructed is evaluated on an annual basis using the Pavement Maintenance Program and is subject to change based on the actual performance of the pavement from year to year. As part of this program, alley, curb, gutter and minor sidewalk repairs are made concurrently with the pavement preservation program.

Operating Impact: Continued maintenance of the city's pavement asset will result in a reduction in overall maintenance and operational expenses, due to improved condition of the pavement system, as well as the elimination or reduction of on-going pavement maintenance.

Public Works – Drainage

Citywide Drainage Improvements Program

Dept/Division: Public Works
Category: Capital Improvement Program

Funding Plan	FY23 Budget	FY24 Projection	FY25 Projection	FY26 Projection	FY27 Projection	FY28 Projection	Total
Streets	840,000	600,000	600,000	600,000	600,000	600,000	3,840,000

Description: Funding source for roadway projects that become a priority that may not have been specifically budgeted for in the Pavement Preservation, Rehabilitation and Reconstruction Programs.

Operating Impact: Completion of this project will result in an initial reduction in overall maintenance and operational expenses due to the improved condition of the roadway. Long-term maintenance costs will be required for the life of the infrastructure.

Capital Budget and Project Descriptions

Public Works – Water Distribution

Main Line Replacements

Dept/Division: Public Works
Category: Capital Improvement Program

Funding Plan	FY23 Budget	FY24 Proj	FY25 Proj	FY26 Proj	FY27 Proj	FY28 Proj	Total
Water	1,787,500	1,275,000	1,275,000	1,275,000	1,275,000	1,275,000	8,162,500
Wastewater	462,500	225,000	225,000	225,000	225,000	225,000	1,587,500

Description: This project will replace existing deficient (age, condition, capacity) mains with new water mains to meet current system requirements and operational needs. Minor sewer main replacements are also considered in areas where the water mains are replaced.

Operating Impact: Reduction in continuous high maintenance costs and extensive repairs associated with old and inefficient water mains.

Mullen Way Water Main Extension

Dept/Division: Public Works
Category: Capital Improvement Program

Funding Plan	FY23 Budget	FY24 Projection	FY25 Projection	FY26 Projection	FY27 Projection	FY28 Projection	Total
Water	205,077	-	-	-	-	-	205,077
Wastewater	289,923	-	-	-	-	-	289,923

Description: This project is to construct approximately 1,100LF water main extension from Copper Basin Road, south on Mullen Way, to provide domestic water service.

Operating Impact: Long-term maintenance costs will be required for the life of the infrastructure.

Zone 24/27 Water Pipeline Upsizing – Thumb Butte Road to Upper Thumb Butte Tank

Dept/Division: Public Works
Category: Capital Improvement Program

Funding Plan	FY23 Budget	FY24 Projection	FY25 Projection	FY26 Projection	FY27 Projection	FY28 Projection	Total
Water	-	1,500,000	1,850,000	-	-	-	3,350,000
Wastewater	134,525	-	-	-	-	-	134,525

Description: This project is to upsize the existing 6" water line that currently supplies water to the Lower and Upper Thumb Butte Tanks to a new 12" water line. This line will connect to the 12" water line in Thumb Butte Road, proceed up to the existing Lower Thumb Butte Water Tank and continue to the Upper Thumb Butte Water Tank.

Operating Impact: This project will reduce maintenance costs due to elimination of aged infrastructure.

Capital Budget and Project Descriptions

Green Lane and Yakashba Water Main Upsizing

Dept/Division: Public Works
Category: Capital Improvement Program

Funding Plan	FY23 Budget	FY24 Projection	FY25 Projection	FY26 Projection	FY27 Projection	FY28 Projection	Total
Water	50,000	-	750,000	-	-	-	800,000
Streets	-	500,000	4,920,000	-	-	-	5,470,000

Description: This project is to construct a new booster pump station at the intersection of Meadowridge Drive and Green Lane, and to install 2,020 lineal feet of new twelve (12") inch water main connected to thirty (30") inch water main in Willow Creek Road at Green Lane extending west, to near Green Lane and Meadow Ridge Drive. The project includes upsizing of 3,970 lineal feet of existing water main to new twelve (12") inch water main along Yakashba (west extension of Green Lane) to Peaceful Mesa Drive.

Operating Impact: Long-term maintenance costs will be required for the life of the infrastructure.

Buttermilk Drive Distribution System Loop

Dept/Division: Public Works
Category: Capital Improvement Program

Funding Plan	FY23 Budget	FY24 Projection	FY25 Projection	FY26 Projection	FY27 Projection	FY28 Projection	Total
Water	30,000	260,000	-	-	-	-	290,000

Description: Construct 900 lineal feet of eight (8") inch water main distribution system loop along Buttermilk Drive, west of Thumb Butte Road.

Operating Impact: Long-term maintenance costs will be required for the life of the infrastructure.

Capital Budget and Project Descriptions

Public Works – Water Production

Water Production and Intermediate Pump Station, Tanks and Pipeline

Dept/Division: Public Works
Category: Capital Improvement Program

Funding Plan	FY23 Budget	FY24 Proj	FY25 Proj	FY26 Proj	FY27 Proj	FY28 Proj	Total
Water	25,947,887	5,000,000	-	-	-	-	30,947,887

Description: This project consists of two major components: Water Production Booster Facility and Intermediate Pump Station. The new intermediate pump station, tanks and pipeline facility will reduce the pipeline pressure and provide additional tank storage closer to Prescott. The site is located about 1 mile north of Pioneer Parkway and 1 mile west of Willow Creek Road on City owned property within the currently undeveloped Deep Well Ranch and the site will be accessed by a new road from Willow Creek Road. The project will coordinate with replacement of the Chino Valley pumping facility to adjust for lower operating pressures at the Chino Valley Facility. This portion of the project will consist of replacing the City of Prescott water production booster facility (buildings, boosters, electrical, controls) in the Town of Chino Valley. Portions of the existing facility date back to the original 1947 pump station.

Operating Impact: The Operating budget will increase with the addition of the new intermediate booster pump station. However, no significant impact to the operating budget associated with the Booster Facility upgrades are expected because the facilities are already operational. A decrease in operational costs may be experienced with modernized facilities and more efficient motors, pumps and buildings.

Zone 56 Tank and Pipeline and Zone 7 Pump Station

Dept/Division: Public Works
Category: Capital Improvement Program

Funding Plan	FY23 Budget	FY24 Proj	FY25 Proj	FY26 Proj	FY27 Proj	FY28 Proj	Total
Water	8,554,080	2,300,000	-	-	-	-	10,854,080

Description: This project will consist of a new 1.5 million gallon tank and piping from the new tank westward to U-Haul along SR69 for Zone 56.

Operating Impact: Additional long-term tank maintenance including cleaning and painting.

Capital Budget and Project Descriptions

Production Well No. 3 CV - Rehabilitation

Dept/Division: Public Works
Category: Capital Improvement Program

Funding Plan	FY23 Budget	FY24 Projection	FY25 Projection	FY26 Projection	FY27 Projection	FY28 Projection	Total
Water	2,618,253	-	-	-	-	-	2,618,253

Description: The City's water system utilizes a number of production wells that have been in service for up to 40 years. Many of these wells need rehabilitation due to age, condition and technological efficiency advances. The well houses, electrical controls, pump systems, HVAC and other well components are failing and/or need significant service repair. Projects in subsequent years will redrill or re-equip production wells to meet regulatory standards.

Operating Impact: Completion of this project will result in an initial reduction in overall maintenance and operational expenses due to the improved condition of the well. Long-term maintenance costs will be required for the life of the infrastructure.

Zone 52 Water Main Connect to Northwest Regional Tank

Dept/Division: Public Works
Category: Capital Improvement Program

Funding Plan	FY23 Budget	FY24 Projection	FY25 Projection	FY26 Projection	FY27 Projection	FY28 Projection	Total
Water	1,603,336	-	-	-	-	-	1,603,336

Description: This project is to construct 4,587 lineal feet of twelve (12") inch water main to connect Zone 51 to Northwest Regional Tank.

Operating Impact: Long-term maintenance costs will be required for the life of the infrastructure.

Zone 41 Mingus Pump Station, Tank and Pipeline

Dept/Division: Public Works
Category: Capital Improvement Program

Funding Plan	FY23 Budget	FY24 Proj	FY25 Proj	FY26 Proj	FY27 Proj	FY28 Proj	Total
Water	127,027	2,164,359	4,250,000	2,625,000	-	-	9,166,386

Description: This project is to replace two existing 200,000 gallon water storage tanks northwest of the corner of Mingus Avenue and Northside Drive currently known as Mingus Tanks #1 and #2 with a single 1.50 million gallon (MG) storage tank. The project will also replace the existing Mingus Pump Station to meet demands and upsize the pipeline between the pump station and the tank.

Operating Impact: Completion of this project will result in an initial reduction in overall maintenance and operational expenses due to the improved condition of the pump stations, tank and water mains. Long-term maintenance costs will be required for the life of the infrastructure.

Capital Budget and Project Descriptions

Public Works – Water Quality

Watson Lake Improvements

Dept/Division: Public Works
Category: Capital Improvement Program

Funding Plan	FY23 Budget	FY24 Projection	FY25 Projection	FY26 Projection	FY27 Projection	FY28 Projection	Total
Water	375,000	-	-	-	-	-	375,000

Description: This project has two distinct components, aeration and fish barrier. A fish barrier will be installed across the Watson Lake dam and spillway to prevent herbivorous fish from migrating downstream. A rope log feature will also be installed to reduce the amount of woody debris that could reach and compromise the barrier structure. Bottom diffuse aerators will also be installed at various points within the lake, which may require power to some of the sites. The initial stocking of fish in Watson Lake will also be included upon successful completion of the work.

Operating Impact: Ongoing maintenance of the fish barrier will be performed by the Recreation Services lake staff as part of their regular duties. Maintenance of the bottom diffuse aerators will be done by Public Works utilities staff.

Public Works – Wastewater Collection

Ruger Road Trunk Main Extension

Dept/Division: Public Works
Category: Capital Improvement Program

Funding Plan	FY23 Budget	FY24 Projection	FY25 Projection	FY26 Projection	FY27 Projection	FY28 Projection	Total
Wastewater	3,275,000	-	-	-	-	-	3,275,000

Description: This project is to upsize the existing Ruger Road Trunk Main to create sewer collection system capacity for future airport area development.

Operating Impact: Long-term maintenance costs will be required for the life of the infrastructure.

Capital Budget and Project Descriptions

Sundog Trunk Main, Phase C

Dept/Division: Public Works
Category: Capital Improvement Program

Funding Plan	FY23 Budget	FY24 Proj	FY25 Proj	FY26 Proj	FY27 Proj	FY28 Proj	Total
Water	200,228	1,330,000	301,000	-	-	-	1,831,228
Wastewater	1,229,971	8,170,000	1,849,000	-	-	-	11,248,971

Description: This project is to replace approximately 10,300 linear feet of existing undersized sewer main from Miller Valley Road to the Veterans Administration (VA). This upsizing project will provide the required sewer capacity for the trunk main and reduce sanitary sewer overflows.

Operating Impact: This project will reduce longer term operations and maintenance costs through a centralized wastewater system.

Slaughterhouse Gulch Sewer Improvement

Dept/Division: Public Works
Category: Capital Improvement Program

Funding Plan	FY23 Budget	FY24 Projection	FY25 Projection	FY26 Projection	FY27 Projection	FY28 Projection	Total
Wastewater	637,000	-	-	-	-	-	637,000

Description: Project consists of the replacement and realignment of an aerial 24-inch diameter ductile iron pipe (DIP) sanitary sewer line crossing the Slaughterhouse Wash. The existing sewer line is a 24-inch diameter DIP supported on cradles, mounted on steel columns with concrete foundations.

Operating Impact: Completion of this project will result in an initial reduction in overall maintenance and operational expenses due to the improved condition of the sewer main.

Willow Creek Gravity Sewer

Dept/Division: Public Works
Category: Capital Improvement Program

Funding Plan	FY23 Budget	FY24 Proj	FY25 Proj	FY26 Proj	FY27 Proj	FY28 Proj	Total
Wastewater	412,407	2,658,000	1,550,000	-	-	-	4,620,407

Description: This project will replace the existing Willow Lake Regional Lift Station and the existing Willow Lake Estates Lift Station with a gravity sewer main to the Prescott Lake Regional Lift Station.

Operating Impact: This project will eliminate the need to upgrade the aged Willow Lake Regional lift station and will also eliminate future operation and maintenance costs for both lift stations being removed from the system.

Capital Budget and Project Descriptions

Yavapai Hills #1 Lift Station Rehabilitation

Dept/Division: Public Works
Category: Capital Improvement Program

Funding Plan	FY23 Budget	FY24 Proj	FY25 Proj	FY26 Proj	FY27 Proj	FY28 Proj	Total
Wastewater	256,121	2,100,000	-	-	-	-	2,356,121

Description: This project is to rehabilitate the existing Yavapai Hills No. 1 Lift Station, which will include new pumps, wetwells and control, removal of hazardous infrastructure and miscellaneous site improvements.

Operating Impact: Completion of this project will result in a long term reduction in overall operational and maintenance expenses due to the improved infrastructure.

Prescott Lakes Parkway Lift Station

Dept/Division: Public Works
Category: Capital Improvement Program

Funding Plan	FY23 Budget	FY24 Projection	FY25 Projection	FY26 Projection	FY27 Projection	FY28 Projection	Total
Wastewater	119,973	1,110,000	-	-	-	-	1,229,973

Description: This project is for the construction of a lift station located near SR89 on Prescott Lakes Parkway to provide sewer service to parcels in the surrounding area.

Operating Impact: Long-term maintenance costs will be required for the life of the infrastructure.

Wastewater Treatment

Centralization – Sundog Equalization Basin and Plant Decommissioning

Dept/Division: Public Works
Category: Capital Improvement Program

Funding Plan	FY23 Budget	FY24 Projection	FY25 Projection	FY26 Projection	FY27 Projection	FY28 Projection	Total
Wastewater	800,000	1,500,000	-	-	-	-	2,300,000

Description: This project is to construct peak wet weather equalization basins at the Sundog Wastewater Treatment Plant site and then to decommission the plant. This will complete the centralization projects and provide significant operational savings to the City.

Operating Impact: This project will reduce longer term operations and maintenance costs through a centralized wastewater system.

Capital Budget and Project Descriptions

Centralization – Effluent Tank, Pipeline and SR89 Widening (Dells)

Dept/Division: Public Works
Category: Capital Improvement Program

Funding Plan	FY23 Budget	FY24 Proj	FY25 Proj	FY26 Proj	FY27 Proj	FY28 Proj	Total
Wastewater	656,393	4,675,000	8,150,000	-	-	-	13,481,393
Streets Fund			8,800,000	1,600,000			10,400,000
Impact Fees			2,200,000	400,000			2,600,000

Description: This project is for the installation of a new effluent line in SR89 through the Granite Dells, and an additional effluent storage tank near Watson Lake Park. This project will also include the conversion of the existing effluent line to use for sewage conveyance to the Airport Water Reclamation Facility (AWRF) which will allow continued effluent delivery after the completion of the centralization projects.

Operating Impact: This project will reduce long-term maintenance costs through a centralized wastewater system.

Public Works – Facility, Vehicles, Other Capital

Vehicle Replacement – Public Works

Dept/Division: Public Works
Category: Vehicle Replacements and Additions

Funding Plan	FY23 Budget	FY24 Proj	FY25 Proj	FY26 Proj	FY27 Proj	FY28 Proj	Total
Streets	1,075,702	1,244,000	769,000	330,000	310,000	190,000	3,918,702
Water	464,000	225,000	235,000	310,000	420,000	325,000	1,979,000
Wastewater	254,478	150,000	415,000	680,000	485,000	230,000	2,214,478
Solid Waste	2,333,213	902,000	1,155,000	975,000	1,082,000	1,370,000	7,817,213
Engineering	111,000	148,000	37,000	74,000	37,000		407,000

Description: This capital request is for replacement of aging Public Works vehicles and equipment. This equipment is used on a daily basis to perform routine maintenance and emergency repairs to utility infrastructure, traffic control devices, and perform daily inspections of capital and private development projects.

Operating Impact: Reduced maintenance costs due to elimination of high mileage/hour vehicles. A reduction to the operating budget is expected because these are replacements for existing units that have developed extensive repair needs and result in higher gas consumption than newer technology vehicles.

Capital Budget and Project Descriptions

Streets Division Snow Equipment Facility

Dept/Division: Public Works
Category: Capital Improvement Program

Funding Plan	FY23 Budget	FY24 Projection	FY25 Projection	FY26 Projection	FY27 Projection	FY28 Projection	Total
Streets	1,092,000	1,080,000	-	-	-	-	2,172,000

Description: As part of the efforts to relocate Streets Maintenance, this project includes the installation of a new snowplow spreader rack and material missing station in the Street Maintenance Yard.

Operating Impact: Impacts to the operating budget would include building maintenance and electric

Miscellaneous Water and Wastewater Projects

Dept/Division: Public Works
Category: Capital Improvement Program

Funding Plan	FY23 Budget	FY24 Projection	FY25 Projection	FY26 Projection	FY27 Projection	FY28 Projection	Total
Water	384,000	352,000	352,000	352,000	352,000	352,000	2,144,000
Wastewater	216,000	198,000	198,000	198,000	198,000	198,000	1,206,000

Description: Unforeseen and unexpected water system failures happen from time to time due to the City's aging infrastructure. Repairs to water pipe failures and/or valve or other system components are sometimes beyond normal maintenance repairs. This item is to provide for unanticipated design and construction necessary when a capital project has not been identified.

Operating Impact: Completion of this project will result in an initial reduction in overall maintenance and operational expenses due to the improved condition of the water and wastewater system. Long-term maintenance costs will be required for the life of the infrastructure.

Solid Waste Additional Fee Booth and Scales

Dept/Division: Public Works
Category: Capital Improvement Program

Funding Plan	FY23 Budget	FY24 Projection	FY25 Projection	FY26 Projection	FY27 Projection	FY28 Projection	Total
Water	384,000	352,000	352,000	352,000	352,000	352,000	2,144,000
Wastewater	216,000	198,000	198,000	198,000	198,000	198,000	1,206,000

Description: Design and construction of a new Fee Booth Building and Inbound/Outbound scales that will consist of a fee booth building, 70' inbound and outbound weight scales and all necessary computers and software.

Operating Impact: Routine maintenance and upkeep.

Capital Budget and Project Descriptions

Impact Fee Ordinance Project

Dept/Division: Public Works
Category: Capital Improvement Program

Funding Plan	FY23 Budget	FY24 Projection	FY25 Projection	FY26 Projection	FY27 Projection	FY28 Projection	Total
Water	150,000	-	2,750	-	2,750	162,500	318,000
Wastewater	150,000	-	2,750	-	2,750	162,500	318,000

Description: Perform an updated rate and fee analysis associated with the water and wastewater models updates.

Operating Impact: No impact.

Remote-Controlled Skid Steer

Dept/Division: Public Works
Category: Capital Improvement Program

Funding Plan	FY23 Budget	FY24 Projection	FY25 Projection	FY26 Projection	FY27 Projection	FY28 Projection	Total
Streets	132,000	-	-	-	-	-	132,000

Description: Purchase Hardline LP401-MOD2 Remote Controlled with Camera Skid Steer loader

Operating Impact: This machinery will reduce manual labor costs allowing for more efficient completion of tasks.

Water and Wastewater Models Update

Dept/Division: Public Works
Category: Capital Improvement Program

Funding Plan	FY23 Budget	FY24 Projection	FY25 Projection	FY26 Projection	FY27 Projection	FY28 Projection	Total
Water	36,000	-	-	-	-	180,000	216,000
Wastewater	64,000	-	-	-	-	320,000	384,000

Description: Update water and wastewater model to account for changes in growth patterns, as-built infrastructure and facilities that have differed from original projections.

Operating Impact: No impact.

Capital Budget and Project Descriptions

Pull Behind Concrete Mixer

Dept/Division: Public Works
Category: Capital Improvement Program

Funding Plan	FY23 Budget	FY24 Projection	FY25 Projection	FY26 Projection	FY27 Projection	FY28 Projection	Total
Streets	43,200	-	-	-	-	-	43,200

Description: Purchase CMK 1.75 CY Towable Concrete Mixing Trailer

Operating Impact: The new mixer will eliminate most of the short load charges as well as streamline the way the Division completes the majority of its smaller concrete projects.

Wastewater Golf Cart Replacement

Dept/Division: Public Works
Category: Capital Improvement Program

Funding Plan	FY23 Budget	FY24 Projection	FY25 Projection	FY26 Projection	FY27 Projection	FY28 Projection	Total
Wastewater	25,000	-	-	-	-	-	25,000

Description: Replacement of dated golf carts that are used to inspect equipment, collect samples, and take readings around the facility.

Operating Impact: A reduction to the operating budget is expected because these are replacements for existing units that have developed extensive repair needs.

Whiskey Row Alley

Dept/Division: Public Works
Category: Operating Capital

Funding Plan	FY23 Budget	FY24 Projection	FY25 Projection	FY26 Projection	FY27 Projection	FY28 Projection	Total
Streets	28,303	-	-	-	-	-	28,303

Description: In May 2019, the City began working on efforts to enhance, clean-up and revitalize Whiskey Row Alley for potential use with special events. There were three focus areas identified for the project: 1) clean-up; 2) access, lighting and signage; and, 3) art/mural. Improvements to date include the clean-up of grease stains and the placement of two trash compactors and one recycling compactor, installation of light posts and string lights, completion of a mural depicting Prescott life, and two archways placed at the north and south ends of the alley.

Operating Impact: Long-term maintenance costs will be required for the life of any improvements, as well as continual efforts for clean-up.

Capital Budget and Project Descriptions

Solid Waste Maintenance Building

Dept/Division: Public Works/Information Technology
 Category: Capital Improvement Program

Funding Plan	FY23 Budget	FY24 Projection	FY25 Projection	FY26 Projection	FY27 Projection	FY28 Projection	Total
Solid Waste	14,894	-	-	-	-	-	14,894

Description: As identified in the Solid Waste Rate Study (2019), this project is to identify a suitable location and construct a maintenance building for the Solid Waste Equipment Mechanic to house equipment, tools and supplies.

Operating Impact: Routine maintenance and upkeep will be required.

Capital Budget

Five-Year Capital Improvement Plan

		5 Year Projection							
Description	Funding	FY2023	FY2024	FY2025	FY2026	FY2027	FY2028	Total	
Airport - City Only Funded Projects									
Airport Pavement Preservation Program - City	AP	611,362	357,091	600,651	575,670	796,596	550,757	3,492,127	
T-Shade/Hangar Acquisition or Construction	AP	600,000	700,000					1,300,000	
Vehicle Replacements	AP	360,000	185,000		60,000	120,000		725,000	
Bottleneck Hangar Complex Improvements	AP	192,500						192,500	
Fuel System	AP	100,000						100,000	
Airport Master Lock System	AP	40,000						40,000	
T-Hangar Taxilanes and Ramp Expansion	AP		300,000	1,400,000				1,700,000	
New Vehicles and Equipment	AP		35,000	200,000				235,000	
Landside Expansion - Parking	AP				300,000			300,000	
Clubhouse Drive Extension Study	AP					100,000		100,000	
Total		1,903,862	1,577,091	2,200,651	935,670	1,016,596	550,757	8,184,627	
Airport - Grant Funded Projects									
TWY C Realignment, RIM & Hotspot Mitigation	AP,GR	6,785,000						6,785,000	
Runway 3R/21L Extension	AP,GR	2,668,174	3,176,850	6,000,000	33,000,000	33,000,000		77,845,024	
Perimeter Security Upgrades	AP,GR	1,803,706						1,803,706	
Runway 3L-21R Lighting & Signage	AP,GR	867,367						867,367	
Strategic Academic Flight Education (SAFE) Complex	AP,GR	600,000						600,000	
North Ramp Rehabilitation	AP,GR	375,000		2,000,000	818,055			3,193,055	
Runway 3L-21R PAPI's	AP,GR	171,125						171,125	
E.A. Love Statue	AP,GR	125,000						125,000	
Taxiway D Rehabilitation	AP,GR	56,025	2,300,000					2,356,025	
West Ramp Rehabilitation	AP,GR	25,188						25,188	
Wildlife Hazard Management Plan	AP,GR	15,941						15,941	
New Vehicles and Equipment	AP,GR						1,000,000	1,000,000	
Airport Master Plan	AP,GR		700,000					700,000	
ARFF - Index B Truck	AP,GR					1,200,000		1,200,000	
ARFF, Airport Ops & Maintenance and Snow Removal	AP,GR					800,000		800,000	
Equip Storage Facility									
Taxiway E Rehabilitation	AP,GR					350,000	1,800,000	2,150,000	
Runway 12-30 Lighting and Signage Improvements	AP,GR					350,000	3,300,000	3,650,000	
Perimeter Vehicle Service Roadway Completion	AP,GR					275,000		275,000	
Total		13,492,526	6,176,850	8,000,000	33,818,055	35,975,000	6,100,000	103,562,431	
City Manager									
Granite Creek Corridor Grant	GR,BT,GF,S,GFT	3,016,000						3,016,000	
Yavapai Gaming Contract	GR	75,000						75,000	
Total		3,091,000						3,091,000	
Community Development									
CDBG Grants	GR	659,900						659,900	
Vehicle Replacements	G	66,000						66,000	
Elevator - US Vets Grant	GR	64,707						64,707	
Scanning Project	G	60,000						60,000	
Launch Pad Outdoor Grant	GR	55,000						55,000	
New Horizons Disability Grant	GR	17,944						17,944	
Customer Service and Staff Area Improvements	G	5,000						5,000	
Historic Preservation Grant	GR	4,500						4,500	
Total		933,051	-	-	-			933,051	
Facilities Maintenance									
New City Hall Improvements	G,W,WW,S,SW	3,830,048						3,830,048	
New City Hall Generator	G,W,WW,S,SW	225,000						225,000	
Parking Lots; replacement/refurbished	FAC	200,000	200,000	200,000	200,000	200,000	200,000	1,200,000	
City-Wide Card Lock System	FAC	200,000						200,000	
New City Hall Signage	G,W,WW,S,SW	100,000						100,000	
HVAC Replacements	FAC	100,000	100,000	100,000	100,000	100,000		500,000	
Fire Station 71 Reroof	FAC	75,000						75,000	
Motorcycle Cops Entry Replacement	FAC	45,000						45,000	
Fire Station Restroom Remodel	FAC	35,000						35,000	
Police Headquarters Electrical Survey	FAC	30,000						30,000	
Engineering Building Restroom Upgrades	FAC	30,000						30,000	
Apparatus Bay Floor Replacement	FAC	15,800						15,800	
Total		4,885,848	300,000	300,000	300,000	300,000	200,000	6,285,848	
Fire Department									
Vehicle Replacements	G	1,747,888	1,251,167	1,485,000	2,475,000	1,100,000	86,000	8,145,055	
Fire Station 76	G	1,600,000	4,000,000					5,600,000	
Station Alerting	G	300,000						300,000	
ImageTrend Software Package	G	67,600						67,600	
Breathing Air Compressor	G	42,500						42,500	
Cardiac Heart Monitor	G	41,000				372,000		413,000	
ARFF - Aqueous Film Forming Foam (AFFF) Testing	AP	35,000						35,000	
Hydraulic Extrication Tool	G	30,000						30,000	
Mobile Data Computers	G	23,200						23,200	
Lucas Chest Compression System	G	21,550						21,550	

Five-Year Capital Improvement Plan

Description	Funding	5 Year Projection						Total
		FY2023	FY2024	FY2025	FY2026	FY2027	FY2028	
SCBA Voice Amplification Devices	G	20,626						20,626
Extractor Washing Machine	G	16,870						16,870
EMS Simulation Manikin	G	15,000						15,000
Drone Camera Package	G	8,531						8,531
Battery Operated PPV Fans	G	3,484						3,484
Fire Drill Ground Improvements	G		927,327	3,147,000	163,100			4,237,427
Fire Station 73 Structural Station Relocation	G,FIMP		500,000	3,800,000				4,300,000
System Status Management	G			800,000				800,000
Fire Station 77 (Vicinity of Prescott North)	G			780,000	4,900,000			5,680,000
BullEx Laser Fire Extinguishing Training Simulator	G,GFT			41,000				41,000
Thermal Imaging Cameras	G				174,000			174,000
Fire Safety Training House Prop	G					40,000		40,000
Self Contained Breathing Apparatus	G						558,000	558,000
Station 78 TBD Land Acquisition & Station Design	G						380,000	380,000
Rescue Boat Motor Replacement	G						6,960	6,960
Total		3,973,249	6,678,494	10,053,000	7,712,100	1,512,000	1,030,960	30,924,803
<u>Fleet Maintenance</u>								
Heavy Duty Drive on Lift	FM	65,000						65,000
Total		65,000	-	-	-	-	-	65,000
<u>Information Technology</u>								
IT Server Farm	G	315,322						315,322
Vehicle Replacements	G	50,000						50,000
North Prescott Radio Repeater Site at Melville Airport	G,W,WW	50,000						50,000
Radio System GPS Upgrade and PL Code Transition	G	45,000						45,000
Mingus Tank Site Tower Replacement	G,W,WW		60,000					60,000
Total		460,322	60,000	-	-	-	-	420,322
<u>Parking Garage</u>								
Carryovers	GF	236,000				10,000		246,000
Total		236,000	-	-	-	10,000	-	246,000
<u>Police Department</u>								
Vehicle Replacements	G	1,552,249	757,000	629,000	593,000	637,000	398,000	4,566,249
Mobile Command Center	G	500,000						500,000
Police Facility Enhancements and Renovations	G	295,000	295,000					590,000
Police Office Workstations and Furniture	G	43,155						43,155
Binocular Night Vision	G	30,766						30,766
Darkness Block Box Lab and Locker	G	10,000						10,000
Police Facility Improvements	G,IMP		250,000	2,000,000	250,000	3,000,000		5,500,000
Ballistic Vests and Helmets for SWAT Members	G					180,000		180,000
Total		2,431,170	1,302,000	2,629,000	843,000	3,817,000	398,000	11,420,170
<u>Recreation Services</u>								
Open Space	S	8,500,000						8,500,000
West Granite Creek Park Improvements	G	1,000,000						1,000,000
Vehicle Replacements	G,FM,GC,FAC	495,000	580,000	275,000	210,000	150,000	320,000	2,030,000
Granite Dells Gateway Park Planning	G	350,000	4,000,000					4,350,000
Goldwater Lake Expansion	G	320,000						320,000
Basketball Courts (Outdoor)	G	250,000						250,000
Parks Maintenance Shop	G,S	150,000						150,000
Rec Services Pavement Preservation	G,P	100,000	100,000		100,000			300,000
Parks Kubota	G	72,000						72,000
Parks Irrigation Controllers	G	60,000						60,000
In-line Hockey Maintenance	G	60,000						60,000
Equipment Replacement - Recreation Services	G	53,000						53,000
Pickelball Court Surfacing	G	35,000						35,000
Parks Irrigation System Consulting	G	25,000						25,000
Playground Component Replacement	G	20,000	20,000	20,000	20,000			80,000
Park Amenities Replacement Program	G	15,000	15,000					30,000
Camp Ground Upgrades and Replacements	G	10,000						10,000
Tennis Court Renovation	G		300,000					300,000
Camping - Willow Lake	G		200,000					200,000
Parks and Recreation Master Plan	G		100,000					100,000
Mountain Bike Competitive Track - Pioneer Park	BT		80,000					80,000
Total		11,515,000	5,380,000	310,000	330,000	150,000	320,000	18,005,000
<u>Recreation Services - Golf Course</u>								
Golf Cart Replacement	GC	1,125,750						1,125,750
Irrigation Improvements - North and South Golf Course	GC	540,000	620,000	440,000				1,600,000
Golf Course Equipment	GC	223,000	260,000	92,000				575,000
Antelope Hills GC Restaurant Furniture	GC	50,000						50,000
Golf Course Bunker Improvements	GC	45,500		45,500		45,500		136,500
Golf Operations Equipment	GC	30,000						30,000
Golf Course Tee Renovations	BT	25,000		25,000		25,000		75,000
Centennial Center Equipment	GC	20,000	20,000					40,000
Manzanita Grill Equipment	GC	20,000	8,000	8,000	8,000			44,000
Golf Course Cart Path Paving	BT	12,500	12,500	12,500	12,500	12,500		62,500
Golf Cart Barn Resurfacing	GC		35,000					35,000
Total		2,091,750	955,500	623,000	20,500	83,000	-	3,773,750

Capital Budget

Five-Year Capital Improvement Plan

		5 Year Projection							
Description	Funding	FY2023	FY2024	FY2025	FY2026	FY2027	FY2028	Total	
Regional Communications									
Generator/Cement Pad Replacement	G,PART	200,000						200,000	
Total		200,000	-	-	-	-	-	200,000	
Public Works									
<u>Street Circulation</u>									
Pioneer Parkway/Commerce Roundabout	S	1,000,000						1,000,000	
Miscellaneous Traffic Studies	S	400,000						400,000	
Prescott Library Sidewalk Improvements	S	366,681						366,681	
Intersection Signalization Project	S	220,000	20,000	200,000	20,000	200,000	20,000	680,000	
Sidewalk Repair and Replacement Program	S	200,000	200,000	200,000	200,000	200,000	200,000	1,200,000	
Willow Creek Berm Improvement	S, GR	50,000	350,000					400,000	
Total		2,236,681	570,000	400,000	220,000	400,000	220,000	4,046,681	
<u>Street Reconstruction</u>									
Penn Avenue and Eastwood Drive Reconstruction	S, W, WW	10,312,237	1,250,000					11,562,237	
Miscellaneous Streets Projects	S	200,000	200,000	200,000	200,000	200,000	200,000	1,200,000	
W. Merritt Avenue Reconstruction	S, W, WW		250,000	2,275,000				2,525,000	
McCormick/Sheldon Street Reconstruction - Gurley to	S, W, WW		150,000	1,500,000				1,650,000	
E. Willis Street Reconstruction	S, W, WW			450,000	2,500,000	2,500,000		5,450,000	
Gail Gardner Way Improvements	S			130,000	1,500,000			1,630,000	
Total		10,512,237	1,850,000	4,555,000	4,200,000	2,700,000	200,000	24,017,237	
<u>Street Preservation, Rehabilitation and Maintenance</u>									
Pavement Preservation Program	S	10,000,000	8,500,000	8,500,000	8,500,000	8,500,000	8,500,000	52,500,000	
Total		10,000,000	8,500,000	8,500,000	8,500,000	8,500,000	8,500,000	52,500,000	
<u>Drainage</u>									
Citywide Drainage Improvements Program	S, CC	840,000	600,000	600,000	600,000	600,000	600,000	3,840,000	
Carleton St Neighborhood Reconstruction and	S			250,000	2,250,000			2,500,000	
Sheldon Street Drainage Improvements	S				100,000	1,000,000		1,100,000	
Total		840,000	600,000	850,000	2,950,000	1,600,000	600,000	7,440,000	
<u>Water Distribution</u>									
Main Line Replacements	W, WW	2,250,000	1,500,000	1,500,000	1,500,000	1,500,000	1,500,000	9,750,000	
Mullen Way Water Main Extension	W, WW	495,000						495,000	
Zone 24/27 Water Pipeline Upsizing - Thumb Butte	W	134,525	1,500,000	1,850,000				3,484,525	
Road to Upper Thumb Butte Tank									
Green Lane and Yakashba Water Main Upsizing	W	50,000	500,000	5,670,000				6,220,000	
Buttermilk Drive Distribution System Loop	W	30,000	260,000					290,000	
Quaka Crossing - YPIT Water Main Upgrade	W		1,242,000					1,242,000	
Downtown Water Main Replacement Program	W		800,000	2,800,000				3,600,000	
SR69 Corridor Water Main	W		470,000	200,000	1,330,000			2,000,000	
Arrowhead Distribution System Loop	W		80,000	865,000				945,000	
Zone 61 Water Main Upgrade	S, W, WW			2,243,300	1,156,700			3,400,000	
North Airport Distribution System Loop	W			1,071,000				1,071,000	
Zone 40 and Zone 41 Water Main Upgrades	S, W, WW			145,000	1,450,000			1,595,000	
Wilkinson/Larry Caldwell Drive Water Main Upsizing	W				650,000			650,000	
Zone 42 Pipeline Upgrade	S, W, WW				175,000			175,000	
Zone 48 Distribution System Loop	W					500,000		500,000	
Total		2,959,525	6,352,000	16,344,300	6,261,700	2,000,000	1,500,000	35,417,525	
<u>Water Production</u>									
Water Production and Intermediate Pump Station,	W	25,947,888	5,000,000					30,947,888	
Zone 56 Tank and Pipeline and Zone 7 Pump Station	W	8,554,080	2,300,000					10,854,080	
Production Well No. 3 CV-Rehabilitation	W	2,618,253						2,618,253	
Zone 52 Water Main Connect to Northwest Regional	W	1,603,336						1,603,336	
Zone 41 Mingo Pump Station, Tank and Pipeline	W	127,027	2,164,359	4,250,000	2,625,000			9,166,386	
Production Well No. 6 AP - New	W		300,000	3,000,000				3,300,000	
Zone 40 Cedarwood Tank Upsizing	W		225,000	750,000				975,000	
Production Well No. 1 CV-Rehabilitation	W		200,000	3,000,000				3,200,000	
Production Well No. 2 CV-Rehabilitation	W		200,000	3,000,000				3,200,000	
Zone 30 Pump Station	W		200,000	2,181,000				2,381,000	
Granite Creek and Willow Creek Dam Repairs	W		150,000					150,000	
Upper Rancho Vista Pump Station Upgrade	W		145,000	880,000				1,025,000	
Total		38,850,584	10,884,359	17,061,000	2,625,000			69,420,943	
<u>Water Quality</u>									
Watson Lake Improvements	W	375,000						375,000	
Total		375,000	-	-	-	-	-	375,000	

Five-Year Capital Improvement Plan

		5 Year Projection						
Description	Funding	FY2023	FY2024	FY2025	FY2026	FY2027	FY2028	Total
Wastewater Collections								
Airport Ruger Road Trunk Main Extension	WW	3,275,000						3,275,000
Sundog Trunk Main, Phase C	W,WW	1,430,199	9,500,000	2,150,000				13,080,199
Slaughterhouse Gulch Sewer Improvement	WW	637,000						637,000
Willow Creek Gravity Sewer	WW	412,407	2,658,000	1,550,000				4,620,407
Yavapai Hills #1 Lift Station Rehabilitation	WW	256,121	2,100,000					2,356,121
Prescott Lakes Parkway Lift Station	WW	119,973	1,110,000					1,229,973
Willow Creek Trunk Main Upsize	WW		317,600	2,858,400				3,176,000
Montezuma Trunk Main Upsizing	WW		268,000	1,427,000				1,695,000
Willow Creek Road, Rosser St and Demerse St Area Sewer Main Upsize	WW		250,000	2,568,400				2,818,400
Hassayampa Sewer Trunk Main Upsizing	WW			275,000	2,812,000			3,087,000
Gurley, Sheldon, EZ Street and Roughrider	WW				542,000			542,000
5th Street, 6th Street and Hillside Sewer Main Upsize	WW					821,000		821,000
Montezuma and Gurley Street Improvements	WW					215,000		215,000
Shadow Valley Drive and Archers Path	WW					42,000		42,000
Sun Street Sewer Main Upgrade	WW						1,200,000	1,200,000
Peace Lane and Gail Gardner Way	WW						100,000	100,000
Total		6,130,700	16,203,600	10,828,800	3,354,000	1,078,000	1,300,000	38,895,100
Wastewater Treatment								
Centralizaton - Sundog Equalization Basin and Plant Decommissioning	WW	800,000	1,500,000					2,300,000
Centralization - Effluent Tank, Pipeline and SR89	WW	656,393	4,675,000	19,150,000	2,000,000			26,481,393
Centralization - Airport WRF Expansion, Phase 2	WW			1,000,000	10,000,000	7,750,000		18,750,000
Total		1,456,393	6,175,000	20,150,000	12,000,000	7,750,000	-	47,531,393
Facility, Vehicles, Other Capital								
Vehicle Replacements	W,WW,ENG	4,238,393	2,669,000	2,611,000	2,369,000	2,334,000	2,115,000	16,336,393
Streets Division Snow Equipment Facility	S	1,092,000	1,080,000					2,172,000
Miscellaneous Water and Wastewater Projects	W,WW	600,000	550,000	550,000	550,000	550,000	550,000	3,350,000
Solid Waste Additional Fee Booth and Scales	SW	510,000						510,000
Impact Fee Ordinance Project	W,WW	300,000		5,500		5,500	325,000	636,000
Remote-Controlled Skid Steer	S	132,000						132,000
Water and Wastewater Models Update	W,WW	100,000					500,000	600,000
Pull Behind Concrete Mixer	S	43,200						43,200
Wastewater Golf Cart Replacement	WW	25,000						25,000
Whiskey Row Alley	S	28,303						28,303
Solid Waste Maintenance Building	SW	14,894						14,894
Transfer Station/Street Maintenance Yard Paving	S,SW		250,000					250,000
Transfer Station Master Plan	SW		200,000					200,000
Aerial, Digital Elevation Model, Contour	S,W,WW		110,000					110,000
Total		7,083,790	4,859,000	3,166,500	2,919,000	2,889,500	3,490,000	24,407,790
Funding Sources, all projects								
General Fund		12,767,405	12,845,994	9,532,600	8,767,600	4,079,000	1,688,960	49,681,559
Airport Fund (GF)		2,587,494	2,856,512	2,550,651	1,842,475	3,084,096	838,257	13,759,485
Golf Course Fund (GF)		2,084,250	943,000	585,500	8,000	45,500	-	3,666,250
Streets Fund		30,128,941	12,696,167	24,781,000	17,473,750	12,635,000	9,110,000	106,824,858
Street Impact Fee Fund		-	-	2,200,000	400,000	-	-	2,600,000
County Contribution		840,000	600,000	600,000	600,000	600,000	600,000	3,840,000
Water Fund		29,752,699	14,848,526	29,119,625	7,432,775	2,755,500	2,123,250	86,032,375
Water Impact Fee Fund		15,838,142	4,300,000	5,065,575	1,101,675	2,750	171,250	26,479,392
Wastewater Fund		7,983,578	17,870,866	15,722,050	4,269,500	2,052,500	2,194,250	50,092,744
Wastewater Impact Fee Fund		3,866,662	4,185,900	3,175,350	10,703,000	7,752,750	241,250	29,924,912
Solid Waste Fund		3,049,609	1,227,000	1,155,000	975,000	1,082,000	1,370,000	8,858,609
Grant Fund		14,614,445	5,026,929	7,650,000	32,911,250	33,907,500	5,812,500	99,922,624
Facilities Fund		835,800	350,000	350,000	300,000	300,000	200,000	2,335,800
Fleet Maintenance Fund		115,000	-	75,000	-	-	60,000	250,000
Engineering Fund		111,000	148,000	37,000	74,000	37,000	-	407,000
Fire Impact Fee Fund		-	315,000	2,394,000	-	-	-	2,709,000
Police Impact Fee Fund		-	117,500	940,000	117,500	1,410,000	-	2,585,000
Bed Tax Fund		257,500	92,500	37,500	12,500	37,500	-	437,500
Gifts/Donations Fund		789,303	-	400	-	-	-	789,703
PRCC Partnering		101,860	-	-	-	-	-	101,860
Total Funding Sources		125,723,688	78,423,894	105,971,251	86,989,025	69,781,096	24,409,717	491,298,671

Five-Year Capital Improvement Plan

Appendix

Budget Resolutions	315
Auditor General Schedules	321
Authorized Position Listing	333
Authorized Pay Ranges.....	341
Glossary of Terms	342



Appendix

Budget Resolutions

RESOLUTION NO. 2022-1824

A RESOLUTION OF THE MAYOR AND COUNCIL OF THE CITY OF PRESCOTT, YAVAPAI COUNTY, ARIZONA, ADOPTING A TENTATIVE BUDGET, ADOPTING THE ESTIMATED AMOUNTS REQUIRED TO MEET THE PUBLIC EXPENSES FOR THE CITY OF PRESCOTT FOR THE FISCAL YEAR 2023, AUTHORIZING AND DIRECTING PUBLICATION OF STATEMENTS AND SCHEDULES OF THE TENTATIVE BUDGET, TOGETHER WITH NOTICE OF HEARING ON SAID BUDGET AND NOTICE OF DATE OF FINAL ADOPTION OF SAID BUDGET, AND NOTICE OF DATE OF ESTABLISHMENT OF THE EXPENDITURE LIMITATION, AND NOTICE OF THE DATE FOR FIXING A TAX LEVY

ENACTMENTS:

NOW, THEREFORE, BE IT RESOLVED BY THE MAYOR AND COUNCIL OF THE CITY OF PRESCOTT AS FOLLOWS:

SECTION 1. THAT the statements and schedules attached are hereby adopted as the estimated amounts required to meet the public expenses for the City of Prescott and as the tentative budget for the Fiscal Year 2023. Copies of said statements and schedules have been distributed to the Council and are on file in the office of the City Manager. Said copies are attached hereto for the purpose of publication only, except that they are hereby ordered to be entered into the minutes of the City Council of the City of Prescott.

SECTION 2. THAT the Clerk is hereby authorized and directed to publish in the manner prescribed by law, the attached schedule A as said tentative budget, together with a copy of this Resolution as notice of the meetings of the City Council, to wit:

- A. That the City Council will meet on the 28th day of June, 2022, at 3:00 P.M., in the Council Chambers of the Municipal Offices Building, 201 South Cortez Street, Prescott, Arizona, at a Regular Meeting to hold a public hearing when and where any citizen may appear and be heard or submit written comments in favor of or against any proposed use within the budget, expenditure limitation, or the tax levy; at said time and place or after said hearing for the purpose of finally adopting the budget and establishment of the expenditure limitation for the fiscal year 2023 for the City of Prescott. The proposed budget may be examined weekdays at 201 South Cortez Street, Prescott, Arizona, between 8:00 A.M. and 5:00 P.M. or by accessing the budget documents on the City's website www.prescott-az.gov.
- B. That the City Council will further meet at a Regular Meeting on the 12th day of July, 2022, at 3:00 P.M. in the Council Chambers of the Municipal Building, 201 South Cortez Street, Prescott, Arizona, for the purpose of adopting the property tax levy for Fiscal Year 2023 for the City of Prescott.

SECTION 3. THAT money from any fund may be used for any of these appropriations

Budget Resolutions

RESOLUTION NO. 2022-1824

PAGE 2

except money specifically restricted by State Law, City Charter, codes, ordinance, or resolution.

PASSED and ADOPTED by the Mayor and Council of the City of Prescott, Arizona, on this 14th day of June, 2022.



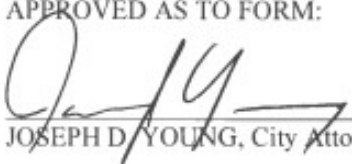
PHILIP R. GOODE, Mayor

ATTEST:



SARAH M. SIEP, City Clerk

APPROVED AS TO FORM:



JOSEPH D. YOUNG, City Attorney

PAGE 3

STATE OF ARIZONA)
County of Yavapai) ss.

Given under my hand and sealed this 20 day of June, 2022.



Saturday

Budget Resolutions

RESOLUTION NO. 2022-1826

A RESOLUTION OF THE MAYOR AND COUNCIL OF THE CITY OF PRESCOTT, YAVAPAI COUNTY, ARIZONA, DETERMINING AND ADOPTING FINAL ESTIMATES OF PROPOSED EXPENDITURES FOR FISCAL YEAR 2023, DECLARING THAT THE SAME SHALL CONSTITUTE THE BUDGET FOR THE CITY OF PRESCOTT FOR SAID FISCAL YEAR, ESTABLISHING THE EXPENDITURE LIMITATION, AND APPROVING AND UPDATING THE JOB ROSTER FOR THE CITY OF PRESCOTT

RECITALS:

WHEREAS, in accordance with the Provisions of Title 42, Chapter 17, Articles 1-5, Arizona Revised Statutes (A.R.S.), the City Council did, on June 14th, 2022, make an estimate of the different amounts required to meet the public expenses for the ensuing year, also an estimate of revenues from sources other than direct taxation, and the amount to be raised by taxation upon real and personal property within the City of Prescott; and

WHEREAS, in accordance with said chapter of said title, and following due public notice, the Council met on June 28, 2022, at which meetings any taxpayer was privileged to appear and be heard in favor of or against any of the proposed expenditures/expenses, establishing the expenditure limitation, or tax levies; and

WHEREAS, the City Job Roster is included in the accompanying exhibit and the Council wishes to update its job roster and approve the job roster as provided by the Prescott City Charter; and

WHEREAS, publication has been duly made as required by law, of said estimates together with a notice that the City Council would meet on July 12, 2022, in Prescott City Council Chambers at 201 South Cortez Street, Prescott, Arizona, for the purpose of making tax levies as set forth in said estimates; and

WHEREAS, it appears that the sums to be raised by primary taxation, as specified therein, do not in the aggregate amount exceed that amount as computed in A.R.S §42-17051(A).

ENACTMENTS:

NOW, THEREFORE, BE IT RESOLVED BY THE COUNCIL OF THE CITY OF PRESCOTT AS FOLLOWS:

SECTION 1. THAT, the said estimates of revenue and expenditures shown on the accompanying exhibit as now increased, reduced or changed are hereby adopted as the budget of the City of Prescott for the Fiscal Year 2023.

SECTION 2. THAT, all sums contained in said estimated expenditures shall be considered as specific appropriation and authority for the expenditure thereof, as provided for and

Budget Resolutions

RESOLUTION NO. 2022-1826

PAGE 2

in said budget, the laws of the United States, the State of Arizona, and the Charter and Code of the City of Prescott.

SECTION 3. THAT, the expenditure limitation for the City of Prescott for Fiscal Year 2023 be established at \$281,220,203.

SECTION 4. THAT, the Roster of Jobs shown in the attached accompanying exhibit be adopted and approved by the City of Prescott and in accordance with Article IV of the Prescott City Charter.

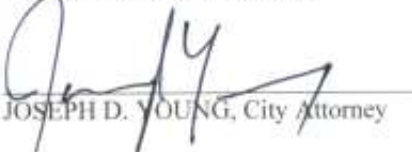
PASSED and ADOPTED by the Mayor and Council of the City of Prescott, Arizona, on this 28th day of June, 2022.


PHILIP R. GOODE, Mayor

ATTEST:


SARAH M. SLEP, City Clerk

APPROVED AS TO FORM:


JOSEPH D. YOUNG, City Attorney

Budget Resolutions

RESOLUTION NO. 2022-1826

PAGE 3

CERTIFICATION OF RECORDING OFFICER

STATE OF ARIZONA
County of Yavapai

)
) ss.

I, the undersigned Sarah Siep, being the duly appointed, qualified City Clerk of the City of Prescott, Yavapai County, Arizona, certify that the foregoing Resolution No. 2022-1826 is a true, correct and accurate copy of Resolution No. 2022-1826, passed and adopted at a Voting Meeting of the Council of the City of Prescott, Yavapai County, Arizona, held on the 28th day of June 2022, at which a quorum was present and, by a 6-0 vote, 6 voted in favor of said resolution.

Given under my hand and sealed this 1st day of July, 2022.



[Signature]

Auditor General Schedules

City of Prescott, Arizona

Table of Contents

Fiscal Year 2023

Resolution for the adoption of the budget

Schedule A—Summary Schedule of estimated revenues and expenditures/expenses

Schedule B—Tax levy and tax rate information

Schedule C—Revenues other than property taxes

Schedule D—Other financing sources/(uses) and interfund transfers

Schedule E—Expenditures/expenses by fund

Schedule F—Expenditures/expenses by department (as applicable)

Schedule G—Full-time employees and personnel compensation

Auditor General Schedules

City of Prescott, Arizona Summary Schedule of estimated revenues and expenditures/expenses Fiscal Year 2023									
Fiscal year	S c h	Funds							Total all funds
		General Fund	Special Revenue Fund	Debt Service Fund	Capital Projects Fund	Permanent Fund	Enterprise Funds Available	Internal Service Funds	
2022 Adopted/adjusted budgeted expenditures/expenses*	E 1	65,072,453	63,607,379	4,657	15,000		102,464,590	7,380,625	238,444,604
2022 Actual expenditures/expenses**	E 2	49,607,139	46,333,744	4,657	15,000		83,110,535	6,861,385	187,827,461
2023 Beginning fund balance/(deficit) or net position/(deficit) at July 1***	3	24,016,895	2,085,579	4,545	2,745,952	0	47,897,572	5,275,433	82,025,180
2023 Primary property tax levy	B 4	1,906,278							1,906,278
2023 Secondary property tax levy	B 5								0
2023 Estimated revenues other than property taxes	C 6	50,065,808	46,962,179		979,000		71,155,808	7,252,455	176,415,254
2023 Other financing sources	D 7	30,000,000	0				28,429,072		68,429,072
2023 Other financing (uses)	D 8	0	0				0		0
2023 Interfund transfers in	D 9	2,158,522	2,209,906				4,965,871		8,434,299
2023 Interfund Transfers (out)	D 10	(4,567,091)	(2,090,850)				(1,565,475)		(8,434,299)
2023 Line 11: Reduction for fund balance reserved for future budget year expenditures									
Maintained for future debt retirement									0
Maintained for future capital projects	11								0
Maintained for future financial stability									0
									0
2023 Total financial resources available	12	112,813,205	62,359,644	4,049	3,724,952		183,215,741	12,527,892	326,646,383
2023 Budgeted expenditures/expenses	E 13	89,847,613	62,326,639	0	0		120,741,300	8,304,751	281,220,203
Expenditure limitation comparison							2022	2023	
1 Budgeted expenditures/expenses							\$ 238,444,604	\$ 281,220,203	
2 Add/subtract: estimated net reconciling items									
3 Budgeted expenditures/expenses adjusted for reconciling items							238,444,604	281,220,203	
4 Less: estimated exclusions									
5 Amount subject to the expenditure limitation							\$ 238,444,604	\$ 281,220,203	
6 EEC expenditure limitation							\$ 238,444,604	\$ 281,220,203	

☐ The city/town does not levy property taxes and does not have special assessment districts for which property taxes are levied. Therefore, Schedule B has been omitted.

* Includes expenditure/response adjustments approved in the current year from Schedule E.

** Includes actual amounts as of the date the proposed budget was prepared, adjusted for estimated activity for the remainder of the fiscal year.

*** Amounts on this line represent beginning fund balance/(deficit) or net position/(deficit) amounts except for nonexpendable amounts (e.g., prepaids and inventories) or amounts legally or contractually required to be maintained intact (e.g., principal of a permanent fund).

Auditor General Schedules

City of Prescott, Arizona Tax levy and tax rate information Fiscal Year 2023

	2022	2023
1. Maximum allowable primary property tax levy. A.R.S. §42-17051(A)	\$ 2,016,593	\$ 2,109,461
2. Amount received from primary property taxation in the current year in excess of the sum of that year's maximum allowable primary property tax levy. A.R.S. §42-17102(A)(18)	\$	
3. Property tax levy amounts		
A. Primary property taxes	\$ 1,874,215	\$ 1,905,279
Property tax judgment		
B. Secondary property taxes		
Property tax judgment		
C. Total property tax levy amounts	\$ 1,874,215	\$ 1,905,279
4. Property taxes collected*		
A. Primary property taxes		
(1) Current year's levy	\$ 1,858,475	
(2) Prior years' levies	15,718	
(3) Total primary property taxes	\$ 1,874,193	
B. Secondary property taxes		
(1) Current year's levy	\$ 22	
(2) Prior years' levies	22	
(3) Total secondary property taxes	\$ 44	
C. Total property taxes collected	\$ 1,874,215	
5. Property tax rates		
A. City/Town tax rate		
(1) Primary property tax rate	0.2378	0.2281
Property tax judgment		
(2) Secondary property tax rate		
Property tax judgment		
(3) Total city/town tax rate	0.2378	0.2281
B. Special assessment district tax rates		
Secondary property tax rates—As of the date the proposed budget was prepared, the city/town was not operating any special assessment districts for which secondary property taxes are levied. For information pertaining to these special assessment districts and their tax rates, please contact the city/town.		

* Includes actual property taxes collected as of the date the proposed budget was prepared, plus estimated property tax collections for the remainder of the fiscal year.

Auditor General Schedules

City of Prescott, Arizona Revenues other than property taxes Fiscal Year 2023

Source of revenues	Estimated revenues 2022	Actual revenues* 2022	Estimated revenues 2023
General Fund			
Local taxes			
Privilege and Use Tax	\$ 19,800,000	\$ 21,800,000	\$ 22,215,000
Franchise Taxes	1,720,000	1,700,000	1,700,000
Intergovernmental			
State	10,981,337	11,483,360	15,404,455
County	3,955,676	4,007,631	4,362,814
Local Jurisdictions	2,374,592	2,310,713	2,446,886
Licenses and Permits	1,042,830	1,037,255	1,035,100
Charges for services	1,933,920	2,694,800	2,546,520
Fines and forfeits	301,100	306,367	301,100
Interest Earned	16,500	1,500	1,500
Miscellaneous	47,433	53,294	52,433
Total General Fund	\$ 42,173,388	\$ 45,394,920	\$ 50,065,808
SPECIAL REVENUE FUNDS			
Streets Fund			
Streets Privilege and Use Tax	\$ 19,800,000	\$ 21,800,000	\$ 22,215,000
Intergovernmental - State (HURF)	3,829,598	3,937,685	4,785,603
Intergovernmental - County	945,000	470,320	840,000
Charges for Services	355,000	355,000	365,000
Interest Earned	5,000		
Licenses and Permits	30,000	150,000	100,000
Miscellaneous			70,000
Total Streets Fund	\$ 24,964,598	\$ 26,713,005	\$ 28,375,603
PSPRS			
PSPRS Privilege and Use Tax	\$ 14,780,000	\$ 16,350,000	\$ 8,330,625
Total PSPRS Dedicated Tax Fund	\$ 14,780,000	\$ 16,350,000	\$ 8,330,625
Transient Occupancy Tax			
Transient Occupancy Tax	\$ 900,000	\$ 1,450,000	\$ 1,475,000
Total Transient Occupancy Tax Fund	\$ 900,000	\$ 1,450,000	\$ 1,475,000
Grant Funds			
Miscellaneous Grants	\$ 13,031,554	\$ 15,350,279	\$ 8,610,832
Total Grant Funds	\$ 13,031,554	\$ 15,350,279	\$ 8,610,832
Acker Trust			
Interest Earned	\$	\$	\$ 14,375
Total Acker Trust	\$	\$	\$ 14,375
Miscellaneous Trust Funds			
Gifts and Donations	\$ 10,000	\$ 337,448	\$ 155,744
Interest Earned	10,000	10,000	
Total Miscellaneous Trust Funds	\$ 20,000	\$ 347,448	\$ 155,744
Total Special Revenue Funds	\$ 53,696,152	\$ 60,210,732	\$ 46,962,179
DEBT SERVICE FUNDS			
Special Assessments	\$ 4,586	\$ 4,586	\$
Interest Earned	71	71	
Total Debt Service Funds	\$ 4,657	\$ 4,657	\$
CAPITAL PROJECTS FUNDS			
Impact Fees			
Charges for Services	\$ 979,102	\$ 979,102	\$ 979,000
Interest Earned	1,500		
Total Impact Fee Funds	\$ 980,602	\$ 979,102	\$ 979,000
Total Capital Projects Funds	\$ 980,602	\$ 979,102	\$ 979,000

Auditor General Schedules

City of Prescott, Arizona Revenues other than property taxes Fiscal Year 2023

Source of revenues	Estimated revenues 2022	Actual revenues* 2022	Estimated revenues 2023
ENTERPRISE FUNDS			
Water			
Charges for Services	\$ 20,358,258	\$ 19,931,637	\$ 20,403,000
Impact Fees	2,504,873	2,504,873	2,400,000
Interest Earned	10,600	100	100
Miscellaneous	40,000	56,000	18,500
Total Water Fund	\$ 22,913,731	\$ 22,492,610	\$ 22,819,600
Wastewater			
Charges for Services	\$ 15,124,557	\$ 15,124,557	\$ 15,349,684
Impact Fees	1,108,340	1,108,340	1,200,000
Interest Earned	10,000		
Total Wastewater Fund	\$ 16,242,897	\$ 16,232,897	\$ 16,549,684
Solid Waste			
Charges for Services	\$ 9,278,500	\$ 10,609,500	\$ 10,566,000
Interest Earned	5,000		
Miscellaneous	4,670	17,799	4,670
Total Solid Waste Fund	\$ 9,288,170	\$ 10,627,299	\$ 10,570,670
Golf Course			
Charges for Services	\$ 3,302,314	\$ 3,302,314	\$ 4,156,205
Miscellaneous	309,800	9,800	1,013,900
Total Golf Course Fund	\$ 3,612,114	\$ 3,312,114	\$ 5,170,105
Airport			
Intergovernmental - Grants	\$ 14,164,117	\$ 5,955,125	\$ 13,792,048
Charges for Services	1,984,357	2,127,824	2,239,771
Miscellaneous	12,300	34,205	23,950
Total Airport Fund	\$ 16,160,774	\$ 8,117,154	\$ 16,048,769
Total Enterprise Funds	\$ 68,217,686	\$ 60,782,074	\$ 71,156,808
INTERNAL SERVICE FUNDS			
Fleet Maintenance	\$ 2,100,100	\$ 2,650,000	\$ 2,700,000
Risk Management	1,105,000	1,095,000	1,095,000
Engineering	1,500,500	1,500,000	1,500,000
Facilities Maintenance	1,860,437	1,859,937	1,957,459
Total Internal Service Funds	\$ 6,566,037	\$ 7,104,937	\$ 7,252,459
Total all funds	\$ 171,638,522	\$ 174,475,422	\$ 176,416,254

* Includes actual revenues recognized on the modified accrual or accrual basis as of the date the proposed budget was prepared, plus estimated revenues for the remainder of the fiscal year.

Auditor General Schedules

City of Prescott, Arizona
Other financing sources/(uses) and interfund transfers
Fiscal Year 2023

Fund	Other financing 2023		Interfund transfers 2023	
	Sources	(Uses)	In	(Out)
General Fund				
General Fund	\$ 30,000,000	\$	\$ 2,158,522	\$ (4,667,001)
Total General Fund	\$ 30,000,000	\$	\$ 2,158,522	\$ (4,667,001)
Special revenue funds				
Streets Fund	\$	\$	\$	\$ (1,088,604)
Bed Tax				(354,276)
Grant Funds			2,209,906	
Gift Funds				(656,000)
Total special revenue funds	\$	\$	\$ 2,209,906	\$ (2,098,880)
Enterprise funds				
Water Fund	\$ 25,947,888	\$	\$	\$ (834,209)
Wastewater Fund	1,229,971			(625,657)
Solid Waste Fund	1,250,213		64,702	(208,552)
Golf Course Fund			1,254,333	
Airport Fund			2,746,836	
Total enterprise funds	\$ 28,428,072	\$	\$ 4,065,871	\$ (1,668,418)
Total all funds	\$ 58,428,072	\$	\$ 8,434,299	\$ (8,434,299)

Auditor General Schedules

City of Prescott, Arizona Expenditures/expenses by fund Fiscal Year 2023				
Fund/Department	Adopted budgeted expenditures/ expenses 2022	Expenditure/ expense adjustments approved 2022	Actual expenditures/ expenses* 2022	Budgeted expenditures/ expenses 2023
GENERAL FUND				
City Council	\$ 50,908		\$ 37,822	\$ 41,174
City Clerk	145,717		112,181	159,710
City Court	671,312		655,883	702,806
City Manager	2,424,334	9,911,000	11,924,167	810,574
Legal	258,791		218,793	275,973
Budget & Finance	382,978		308,218	411,778
Community Development	1,851,138		1,617,897	2,156,856
Recreation Services	8,842,581	500,000	9,294,603	11,692,519
Library	2,511,127		2,388,559	2,569,974
Police Department	14,426,222		10,005,347	16,383,288
Fire Department	12,349,122		7,805,765	14,753,251
Regional Communications	2,281,538		1,905,923	2,030,001
Non-Departmental	21,151,685	(12,686,000)	3,331,981	37,659,709
Total General Fund	\$ 67,347,453	\$ (2,275,000)	\$ 49,607,139	\$ 89,847,613
SPECIAL REVENUE FUNDS				
Streets				
Public Works	\$ 25,773,914		\$ 18,534,856	\$ 31,760,742
Recreation Services	4,678,841		266,325	8,889,522
Total Streets Fund	\$ 30,452,755		\$ 18,801,181	\$ 40,650,264
Transient Occupancy Tax				
City Manager	\$ 1,039,716	\$ 675,000	\$ 1,716,177	\$ 1,246,160
Recreation Services	50,000		50,000	87,500
Total Transient Occupancy Tax	\$ 1,089,716	\$ 675,000	\$ 1,766,177	\$ 1,333,660
Grants				
City Court	\$ 29,000		\$ 29,000	\$ 36,000
City Manager	3,552,634		3,543,409	3,025,225
Community Development	887,753		530,898	817,051
Recreation Services	81,000		81,000	
Library		10,000	9,003	
Police Department	936,401	2,900,000	3,775,235	1,136,026
Fire Department	476,348	2,700,000	3,121,156	1,457,214
Public Works	50,000			50,000
Non-Departmental	8,257,511	(5,615,000)	75,000	5,075,000
Total Grants Fund	\$ 14,270,847	\$ (5,000)	\$ 11,164,701	\$ 11,596,516
Acker Trust				
Recreation Services	\$		\$	\$ 14,375
Total Acker Trust				\$ 14,375
Miscellaneous Trust Funds				
City Council	\$ 375,000		\$	\$
City Manager	10,404		4,789	11,842
Community Development	5,817	5,000	8,931	5,032
Recreation Services	30,445		22,400	17,242
Library	75,046		52,897	90,661
Police Department	128,949		49,917	137,944
Fire Department	13,500		2,751	13,378
Airport				125,000
Miscellaneous Total Trust Funds	\$ 639,161	\$ 5,000	\$ 141,685	\$ 401,099
PSPRS Dedicated Tax				
Non-Departmental	\$ 14,780,000	\$ 1,600,000	\$ 16,350,000	\$ 8,330,625
Total PSPRS Dedicated Tax	\$ 14,780,000	\$ 1,600,000	\$ 16,350,000	\$ 8,330,625
Total Special Revenue Funds	\$ 61,232,279	\$ 2,275,000	\$ 48,223,744	\$ 62,326,539
DEBT SERVICE FUNDS				
Non-Departmental	\$ 4,657		\$ 4,657	\$
Total Debt Service Funds	\$ 4,657		\$ 4,657	

Auditor General Schedules

City of Prescott, Arizona Expenditures/expenses by fund Fiscal Year 2023				
Fund/Department	Adopted budgeted expenditures/ expenses 2022	Expenditure/ expense adjustments approved 2022	Actual expenditures/ expenses* 2022	Budgeted expenditures/ expenses 2023
CAPITAL PROJECTS FUNDS				
Impact Fees				
Recreation	\$ 15,000	\$	\$ 15,000	\$
Total Impact Fee Funds	\$ 15,000	\$	\$ 15,000	\$
Total Capital Projects Funds	\$ 15,000	\$	\$ 15,000	\$
ENTERPRISE FUNDS				
Water Fund				
Budget & Finance	\$ 279,314	\$	\$ 238,121	\$ 306,195
Public Works	44,124,645		40,855,106	58,145,525
Total Water Fund	\$ 44,403,959	\$	\$ 41,093,227	\$ 58,451,720
Wastewater Fund				
Public Works	\$ 23,871,975	\$	\$ 18,830,846	\$ 24,668,991
Total Wastewater Fund	\$ 23,871,975	\$	\$ 18,830,846	\$ 24,668,991
Solid Waste Fund				
Public Works	\$ 11,836,068	\$	\$ 10,095,770	\$ 13,170,101
Total Solid Waste Fund	\$ 11,836,068	\$	\$ 10,095,770	\$ 13,170,101
Golf Course Fund				
Recreation Services	\$ 1,971,648	\$ 100,000	\$ 2,065,437	\$ 3,660,907
Non-Departmental	2,177,511	(100,000)	1,878,061	2,698,531
Total Golf Course Fund	\$ 4,149,159	\$	\$ 3,943,498	\$ 6,359,438
Airport Fund				
Fire Department	\$ 427,245	\$	\$ 411,161	\$ 452,460
Airport	17,776,184		8,736,034	17,638,590
Total Airport Fund	\$ 18,203,429	\$	\$ 9,147,195	\$ 18,091,050
Total Enterprise Funds	\$ 102,464,590	\$	\$ 83,110,536	\$ 120,741,300
INTERNAL SERVICE FUNDS				
Fleet Maintenance				
Recreation Services	\$ 2,407,528	\$ 75,000	\$ 2,457,277	\$ 2,665,323
Risk Management				
Legal	\$ 1,095,000	\$	\$ 1,095,000	\$ 1,095,000
Engineering				
Public Works	\$ 1,732,207	\$	\$ 1,533,973	\$ 1,843,117
Facilities Maintenance				
Recreation Services	\$ 2,145,890	\$ (75,000)	\$ 1,775,135	\$ 2,701,311
Total internal service funds	\$ 7,380,625	\$	\$ 6,861,385	\$ 8,304,751
Total all funds	\$ 238,444,604	\$	\$ 187,822,461	\$ 281,220,203

* Includes actual expenditures/expenses recognized on the modified accrual or accrual basis as of the date the proposed budget was prepared, plus estimated expenditures/expenses for the remainder of the fiscal year.

Auditor General Schedules

City of Prescott, Arizona Expenditures/expenses by department Fiscal Year 2023				
Department/Fund	Adopted budgeted expenditures/ expenses 2022	Expenditure/ expense adjustments approved 2022	Actual expenditures/ expenses* 2022	Budgeted expenditures/ expenses 2023
Airport				
Airport Fund	\$ 17,776,184	\$	\$ 8,736,034	\$ 17,638,590
Miscellaneous Trust Funds				125,000
Airport Total	\$ 17,776,184	\$	\$ 8,736,034	\$ 17,763,590
Budget & Finance				
General Fund	\$ 382,978	\$	\$ 308,218	\$ 411,778
Water Fund	\$ 279,314	\$	\$ 238,121	\$ 306,195
Budget & Finance Total	\$ 662,292	\$	\$ 546,339	\$ 717,973
City Clerk				
General Fund	\$ 145,717	\$	\$ 112,181	\$ 159,710
City Clerk Total	\$ 145,717	\$	\$ 112,181	\$ 159,710
City Council				
General Fund	\$ 50,908	\$	\$ 37,822	\$ 41,174
Miscellaneous Trust Funds	\$ 375,000	\$	\$	\$
City Council Total	\$ 425,908	\$	\$ 37,822	\$ 41,174
City Court				
General Fund	\$ 671,312	\$	\$ 655,883	\$ 702,806
Water Fund	\$ 29,000	\$	\$ 29,000	\$ 36,000
City Court Total	\$ 700,312	\$	\$ 684,883	\$ 738,806
City Manager				
General Fund	\$ 2,424,334	\$ 9,911,000	\$ 11,924,167	\$ 810,574
Grant Funds	\$ 3,552,634		\$ 3,543,409	\$ 3,025,225
Miscellaneous Trust Funds	\$ 10,404		\$ 4,789	\$ 11,842
Transient Occupancy Tax	\$ 1,039,716	\$ 675,000	\$ 1,716,177	\$ 1,246,160
City Manager Total	\$ 7,027,088	\$ 10,586,000	\$ 17,188,542	\$ 5,093,801
Community Development				
General Fund	\$ 1,851,138	\$	\$ 1,617,897	\$ 2,156,856
Grant Funds	\$ 887,753		\$ 530,898	\$ 817,051
Miscellaneous Trust Funds	\$ 5,817	\$ 5,000	\$ 8,931	\$ 5,032
Com Development Total	\$ 2,744,708	\$ 5,000	\$ 2,157,726	\$ 2,978,939
Fire Department				
General Fund	\$ 12,349,122	\$	\$ 7,805,765	\$ 14,753,251
Grant Funds	\$ 476,348	\$ 2,700,000	\$ 3,121,156	\$ 1,457,214
Miscellaneous Trust Funds	\$ 13,500		\$ 2,751	\$ 13,378
Airport Fund	\$ 427,245		\$ 411,161	\$ 452,460
Fire Department Total	\$ 13,266,215	\$ 2,700,000	\$ 11,340,833	\$ 16,676,303
Legal				
General Fund	\$ 258,791	\$	\$ 218,793	\$ 275,973
Airport Fund	\$ 1,095,000	\$	\$ 1,095,000	\$ 1,095,000
Legal Department Total	\$ 1,353,791	\$	\$ 1,313,793	\$ 1,370,973
Library				
General Fund	\$ 2,511,127	\$	\$ 2,388,559	\$ 2,569,974
Grant Funds		\$ 10,000	\$ 9,003	\$
Miscellaneous Trust Funds	\$ 75,046		\$ 52,897	\$ 90,661
Library Total	\$ 2,586,173	\$ 10,000	\$ 2,450,459	\$ 2,660,635

Auditor General Schedules

City of Prescott, Arizona Expenditures/expenses by department Fiscal Year 2023

Department/Fund	Adopted budgeted expenditures/ expenses 2022	Expenditure/ expense adjustments approved 2022	Actual expenditures/ expenses* 2022	Budgeted expenditures/ expenses 2023
Police Department				
General Fund	\$ 14,426,222	\$	\$ 10,005,347	\$ 16,383,288
Grant Funds	936,401	2,900,000	3,775,235	1,136,026
Miscellaneous Trust Funds	128,949		49,917	137,944
Police Department Total	\$ 15,491,572	\$ 2,900,000	\$ 13,830,499	\$ 17,657,258
Public Works				
Streets Fund	\$ 25,773,914	\$	\$ 18,534,856	\$ 31,760,742
Grant Funds	50,000			50,000
Water	44,124,645		40,855,106	58,145,525
Wastewater	23,671,975		18,830,846	24,668,991
Solid Waste	11,836,068		10,095,770	13,170,101
Engineering	1,732,207		1,533,973	1,843,117
Public Works Total	\$ 107,388,809	\$	\$ 89,850,551	\$ 129,638,476
Recreation Services				
General Fund	\$ 8,842,581	\$ 500,000	\$ 9,294,603	\$ 11,892,519
Streets	4,678,841		266,325	6,889,522
Transient Occupancy Tax	50,000		50,000	87,500
Impact Fee	15,000		15,000	
Grant Funds	81,000		81,000	
Miscellaneous Trust Funds	30,445		22,400	17,242
Acker Trust				14,375
Golf Course	1,971,648	100,000	2,065,437	3,660,907
Fleet Services	2,407,528	75,000	2,457,277	2,665,323
Facilities Maintenance	2,145,890	(75,000)	1,775,135	2,701,311
Recreation Services Total	\$ 20,222,933	\$ 600,000	\$ 16,027,177	\$ 29,928,699
Regional Communications				
General Fund	\$ 2,281,538	\$	\$ 1,905,923	\$ 2,030,001
Reg Communications Total	\$ 2,281,538	\$	\$ 1,905,923	\$ 2,030,001
Non-Departmental				
General Fund	\$ 21,151,685	\$ (12,686,000)	\$ 3,331,981	\$ 37,659,709
Debt Service	4,657		4,657	
Golf (Outsourced Operations)	2,177,511	(100,000)	1,878,061	2,698,531
Grant Funds	8,257,511	(5,615,000)	75,000	5,075,000
PSPRS Dedicated Tax	14,780,000	1,600,000	16,350,000	8,330,825
Non-Departmental Total	\$ 46,371,364	\$ (16,801,000)	\$ 21,639,699	\$ 53,763,865
TOTAL ALL DEPARTMENTS	\$ 238,444,604	\$	\$ 187,822,461	\$ 281,220,203

- * Includes actual expenditures/expenses recognized on the modified accrual or accrual basis as of the date the proposed budget was prepared, plus estimated expenditures/expenses for the remainder of the fiscal year.

Auditor General Schedules

City of Prescott, Arizona Full-time Employees and Personnel Compensation Fiscal Year 2023						
Fund	Full-Time Equivalent (FTE) 2023	Employee Salaries and Hourly Costs 2023	Retirement Costs 2023	Healthcare Costs 2023	Other benefit costs 2023	Total estimated personnel compensation 2023
General Fund	346.20	\$ 24,894,550	\$ 5,823,003	\$ 3,446,518	\$ 2,120,071	\$ 36,284,142
Special Revenue Funds						
Streets Fund	49.54	\$ 2,812,301	\$ 316,645	\$ 515,867	\$ 329,751	\$ 3,974,564
PSPRS Dedicated Tax			8,330,625			8,330,625
Transient Occupancy Tax	1.75	142,017	16,300	17,823	11,452	187,592
Grants	15.48	1,714,676	28,127	49,721	25,197	1,817,721
Total special revenue funds	66.77	\$ 4,668,994	\$ 8,691,697	\$ 583,411	\$ 366,400	\$ 14,310,502
Enterprise funds						
Water	42.53	\$ 2,615,792	\$ 293,448	\$ 468,708	\$ 231,769	\$ 3,609,717
Wastewater	40.13	2,465,366	284,360	418,989	240,360	3,409,075
Solid Waste	33.00	1,859,102	212,617	327,073	219,617	2,618,409
Golf Course	12.85	595,501	65,274	95,570	52,129	808,474
Airport	19.93	1,315,605	130,455	150,446	102,696	1,699,202
Total enterprise funds	148.44	\$ 8,851,366	\$ 986,154	\$ 1,460,786	\$ 846,571	\$ 12,144,877
Internal service funds						
Fleet Maintenance	11.00	\$ 621,599	\$ 72,183	\$ 107,430	\$ 59,222	\$ 860,434
Engineering	17.28	1,087,308	124,744	149,974	90,553	1,452,579
Facilities Maintenance	8.48	437,831	45,837	87,884	40,425	611,977
Total internal service fund	36.76	\$ 2,146,738	\$ 242,764	\$ 345,288	\$ 190,200	\$ 2,924,990
Total all funds	598.17	\$ 40,561,648	\$ 15,743,618	\$ 5,836,003	\$ 3,523,242	\$ 65,664,511

Auditor General Schedules

Authorized Position Listing

FY2023 Budget - Authorized Position Roster

Positions by Department and Division	FTE's			Pay Range			Pay
	FY2021	FY2022	FY2023	Min	Mid	Max	Grade
Airport							
Airport Director	1.00	1.00	1.00		Unclassified		Open
Airport Operations & Maintenance Superintendent	1.00	1.00	1.00		Unclassified		Open
Airport Services Manager	0.00	1.00	1.00		Unclassified		Open
Capital Project Manager	0.00	0.00	1.00	73,992	92,490	110,988	118
Airport Operations Supervisor	0.00	2.00	2.00	55,291	69,114	82,937	113
Management Analyst	1.00	0.00	1.00	55,291	69,114	82,937	113
Airport Operations & Maintenance Coordinator	1.00	1.00	1.00	46,423	58,029	69,635	110
Airport Operations Specialist	2.00	1.00	1.00	44,213	55,266	66,319	109
Administrative Services Specialist	2.00	2.00	0.00	40,102	50,128	60,154	107
Airport Operations Technician	3.00	3.00	3.00	40,102	50,128	60,154	107
Total Airport	11.00	12.00	12.00				
Budget and Finance							
Budget and Treasury							
Finance Director	1.00	1.00	1.00		Unclassified		Open
Deputy Finance Director	0.00	0.00	1.00		Unclassified		Open
Budget Manager	1.00	1.00	1.00	58,609	73,261	87,913	114
Total Budget and Finance	2.00	2.00	3.00				
Accounting Services							
Accounting Services Manager	1.00	1.00	1.00		Unclassified		Open
Sr Accountant	0.00	0.00	1.00	62,125	77,656	93,188	115
Payroll Supervisor	1.00	1.00	1.00	58,609	73,261	87,913	114
Accountant	1.00	1.00	1.00	52,161	65,202	78,242	112
Financial Services Specialist III	0.00	0.00	1.00	42,107	52,634	63,161	108
Accounts Payable & Purchasing Specialist	1.00	1.00	0.00	38,194	47,741	57,289	106
Accounts Receivable & Assessments Specialist	1.00	1.00	0.00	38,194	47,741	57,289	106
Accounting Clerk	1.00	0.00	0.00	36,374	45,468	54,561	105
Total Accounting Services	6.00	5.00	5.00				
Revenue Services							
Revenue Manager	1.00	1.00	1.00		Unclassified		Open
Billing Analyst	0.00	0.00	1.00	46,423	58,029	69,635	110
Tax Compliance Analyst	0.00	0.00	1.00	46,423	58,029	69,635	110
Senior Utility Billing Specialist	0.00	1.00	0.00	42,107	52,634	63,161	108
Financial Services Specialist III	0.00	0.00	2.00	42,107	52,634	63,161	108
Financial Services Specialist I & II	0.00	0.00	4.00	38,194	47,741	57,289	106
Tax Compliance Specialist	1.00	1.00	0.00	38,194	47,741	57,289	106
Utility Billing Specialist	3.00	2.00	0.00	38,194	47,741	57,289	106
Utility Billing Representative	3.00	4.00	0.00	36,374	45,468	54,561	105
Total Revenue Services	8.00	9.00	9.00				
Total Budget and Finance	16.00	16.00	17.00				
City Clerk							
City Clerk	1.00	1.00	1.00		Unclassified		Open
Deputy City Clerk	1.00	1.00	1.00		Unclassified		Open
City Clerk Specialist	1.00	1.00	1.00	40,102	50,128	60,154	107
Total City Clerk	3.00	3.00	3.00				
City Council							
Mayor	1.00	1.00	1.00	9,000	9,000	9,000	
Councilmembers	6.00	6.00	6.00	6,000	6,000	6,000	
Administrative Specialist	0.00	0.00	0.75	36,374	45,468	54,561	105
Total City Council	7.00	7.00	7.75				

Authorized Position Listing

FY2023 Budget - Authorized Position Roster

Positions by Department and Division	FTE's			Pay Range			Pay Grade
	FY2021	FY2022	FY2023	Min	Mid	Max	
City Court							
Business Manager	1.00	1.00	1.00	46,423	58,029	69,635	110
Court Clerk	6.00	6.00	6.00	36,374	45,468	54,561	105
Total City Court	7.00	7.00	7.00				
City Manager							
<u>City Manager's Office</u>							
City Manager	1.00	1.00	1.00		Unclassified		Open
Deputy City Manager	0.00	0.75	1.00		Unclassified		Open
Assistant to City Manager/Intergov. Coordinator	0.75	0.00	0.00		Unclassified		Open
Executive Assistant	1.00	1.00	1.00	46,423	58,029	69,635	110
Administrative Specialist	0.50	1.00	0.00	36,374	45,468	54,561	105
Total City Manager's Office	3.25	3.75	3.00				
<u>Community Outreach & Tourism</u>							
Community Outreach Manager	1.00	1.00	1.00		Unclassified		Open
Tourism and Economic Initiatives Manager	1.00	1.00	1.00		Unclassified		Open
Tourism and Economic Initiatives Coordinator	1.00	1.00	1.00	52,161	65,202	78,242	112
Administrative Specialist	0.00	0.00	0.25	36,374	45,468	54,561	105
Total Community Outreach & Tourism	3.00	3.00	3.25				
<u>Human Resources</u>							
Human Resources Director	1.00	1.00	1.00		Unclassified		Open
Human Resources Manager	1.00	1.00	1.00		Unclassified		Open
Senior Human Resources Business Partner	1.00	1.00	1.00	58,609	73,261	87,913	114
Human Resources Business Partner	1.00	1.00	1.00	46,423	58,029	69,635	110
HRIS Technician	1.00	1.00	1.00	40,102	50,128	60,154	107
Human Resources Support Specialist	0.00	1.00	1.00	36,374	45,468	54,561	105
Total Human Resources	5.00	6.00	6.00				
<u>Information Technology</u>							
Director of Information Technology	1.00	1.00	1.00		Unclassified		Open
IT Operations Manager	0.00	1.00	1.00		Unclassified		Open
Help Desk Manager	1.00	1.00	1.00		Unclassified		Open
GIS Coord/Historic Preservation	0.50	0.50	0.50	65,853	82,316	98,779	116
Network Engineer	4.00	3.00	3.00	62,125	77,656	93,188	115
IT Database Administrator	1.00	1.00	1.00	62,125	77,656	93,188	115
IT Specialist	5.00	6.00	7.00	52,161	65,202	78,242	112
GIS Specialist	1.00	2.00	2.00	52,161	65,202	78,242	112
Web Development Specialist	1.00	1.00	1.00	49,209	61,511	73,813	111
Total Information Technology	14.50	16.50	17.50				
<u>Neighborhood Services</u>							
Deputy City Manager	0.00	0.25	0.00		Unclassified		Open
Assistant to City Manager/Intergov. Coordinator	0.25	0.00	0.00		Unclassified		Open
Code Compliance Inspector	2.00	2.00	0.00	46,423	58,029	69,635	110
Total Neighborhood Services	2.25	2.25	0.00				
Total City Manager	28.00	31.50	29.75				
Community Development							
<u>Administration/Planning and Zoning</u>							
Community Development Director	0.50	0.50	0.50		Unclassified		Open
Planning Manager	1.00	1.00	1.00		Unclassified		Open
GIS Coord/Historic Preservation	0.50	0.50	0.50	65,853	82,316	98,779	116
Planner	1.00	1.00	1.00	58,609	73,261	87,913	114
Development Services Supervisor	0.50	0.50	0.50	52,161	65,202	78,242	112
CDBG Admin/Com Dev Coordinator	1.00	1.00	1.00	49,209	61,511	73,813	111
Development Services Representative II	1.00	1.00	1.00	38,194	47,741	57,289	106
Development Services Representative I	1.00	1.00	1.00	36,374	45,468	54,561	105
Total Administration/Planning and Zoning	6.50	6.50	6.50				

Authorized Position Listing

FY2023 Budget - Authorized Position Roster

Positions by Department and Division	FTE's			Pay Range			Pay
	FY2021	FY2022	FY2023	Min	Mid	Max	Grade
<u>Building Safety</u>							
Community Development Director	0.50	0.50	0.50		Unclassified		Open
Chief Building Official	1.00	1.00	1.00	69,804	87,255	104,706	117
Senior Plans Examiner/Building Inspector	0.00	0.00	1.00	55,291	69,114	82,937	113
Development Services Supervisor	0.50	0.50	0.50	52,161	65,202	78,242	112
Plans Examiner/Building Inspector	2.00	2.00	1.00	52,161	65,202	78,242	112
Plans Examiner/Building Fire Inspector	2.00	0.00	0.00	52,161	65,202	78,242	112
Building Inspector	2.00	2.00	2.00	46,423	58,029	69,635	110
Permit Technician/Plans Examiner	1.00	1.00	1.00	40,102	50,128	60,154	107
Total Building Safety	9.00	7.00	7.00				
<u>Neighborhood Services</u>							
Assistant to City Manager/Intergov. Coordinator	0.00	0.00	0.00		Unclassified		Open
Code Compliance Inspector	0.00	0.00	2.00	46,423	58,029	69,635	110
Total Neighborhood Services	0.00	0.00	2.00				
Total Community Development	15.50	13.50	15.50				
Fire Department							
<u>Administration</u>							
Fire Chief	1.00	1.00	1.00		Unclassified		Open
Business Manager	1.00	1.00	1.00	46,423	58,029	69,635	110
Total Administration	2.00	2.00	2.00				
<u>Community Risk Reduction</u>							
Plans Examiner/Building Fire Inspector	0.00	2.00	2.00	52,161	65,202	78,242	112
Forestry Crew Coordinator	1.00	1.00	1.00	44,213	55,266	66,319	109
Forestry Crew Technician	2.00	2.00	2.00	40,102	50,128	60,154	107
Total Community Risk Reduction	3.00	5.00	5.00				
<u>Emergency Services</u>							
Deputy Fire Chief	1.00	1.00	1.00		Unclassified		Open
Division Chief/Battalion Chief	3.00	3.00	3.00		Unclassified		Open
Fire Captain	15.00	16.00	16.00	69,804	87,255	104,706	117
Fire Engineer	18.00	19.00	19.00	58,609	73,261	87,913	114
Firefighter	21.00	22.00	31.00	46,423	58,029	69,635	110
Total Emergency Services	58.00	61.00	70.00				
<u>Fire Professional Services</u>							
Division Chief/Battalion Chief	1.00	1.00	1.00		Unclassified		Open
Administrative Specialist	1.00	1.00	1.00	36,374	45,468	54,561	105
Total Fire Professional Services	2.00	2.00	2.00				
Total Fire Department	65.00	70.00	79.00				
Legal							
City Attorney	1.00	1.00	1.00		Unclassified		Open
Deputy City Attorney	1.00	1.00	1.00		Unclassified		Open
Assistant City Attorney	2.00	2.00	2.00	83,137	103,922	124,706	120
Legal Services Administrator	1.00	1.00	1.00	46,423	58,029	69,635	110
Legal Assistant I	0.00	3.00	3.00	38,194	47,741	57,289	106
Legal Secretary	3.00	0.00	0.00	38,194	47,741	57,289	106
Total Legal Department	8.00	8.00	8.00				
Library							
<u>Public Services</u>							
Library Director	1.00	1.00	1.00		Unclassified		Open
Library Manager, Senior	1.00	1.00	1.00		Unclassified		Open
Lead Librarian	2.00	2.00	2.00	55,291	69,114	82,937	113
Librarian	4.00	4.00	4.00	49,209	61,511	73,813	111
Librarian Trainee	1.00	1.00	1.00	49,209	61,511	73,813	111
Library Specialist	2.00	2.00	2.00	38,194	47,741	57,289	106
Library Assistant	4.50	4.50	4.50	32,992	41,240	49,488	103
Total Public Services	15.50	15.50	15.50				

Authorized Position Listing

FY2023 Budget - Authorized Position Roster

Positions by Department and Division	FTE's			Pay Range			Pay Grade
	FY2021	FY2022	FY2023	Min	Mid	Max	
<u>Support Services</u>							
Library Manager, Support Services	1.00	1.00	1.00		Unclassified		Open
Librarian	1.00	1.00	1.00	49,209	61,511	73,813	111
Maintenance Technician	1.00	1.00	1.00	38,194	47,741	57,289	106
Administrative Specialist	0.00	0.00	1.00	36,374	45,468	54,561	105
Library Assistant	2.00	2.00	1.00	32,992	41,240	49,488	103
Custodian	1.00	1.00	1.00	29,925	37,406	44,888	101
Total Support Services	6.00	6.00	6.00				
Total Library	21.50	21.50	21.50				
<u>Police Department</u>							
<u>Administration</u>							
Police Chief	1.00	1.00	1.00		Unclassified		Open
Deputy Police Chief	1.00	1.00	1.00		Unclassified		Open
Police Administrator	0.00	1.00	1.00	93,413	116,767	140,120	122
Administrative Supervisor	1.00	1.00	1.00	55,291	69,114	82,937	113
Administrative Coordinator	0.00	0.00	1.00	46,423	58,029	69,635	110
Senior Victim Advocate	1.00	1.00	1.00	42,107	52,634	63,161	108
Administrative Services Specialist	0.00	1.00	0.00	40,102	50,128	60,154	107
Victim Advocate	1.00	1.00	1.00	38,194	47,741	57,289	106
Total Administration	5.00	7.00	7.00				
<u>Patrol Operations Bureau</u>							
Police Lieutenant	2.00	2.00	2.00	93,413	116,767	140,120	122
Police Sergeant	5.00	6.00	6.00	73,992	92,490	110,988	118
Police Officer	43.00	40.00	44.00	55,291	69,114	82,937	113
Animal Control Supervisor	1.00	1.00	1.00	42,107	52,634	63,161	108
Animal Control Officer	1.00	1.00	1.00	38,194	47,741	57,289	106
Office Assistant	0.00	0.50	0.50	31,421	39,277	47,132	102
Secretary	0.50	0.00	0.00	31,421	39,277	47,132	102
Total Patrol Operations Bureau	52.50	50.50	54.50				
<u>Special Operations Bureau</u>							
Police Lieutenant	1.00	1.00	1.00	93,413	116,767	140,120	122
Police Sergeant	3.00	3.00	3.00	73,992	92,490	110,988	118
Police Officer	17.00	21.00	21.00	55,291	69,114	82,937	113
Administrative Coordinator	0.00	0.00	1.00	46,423	58,029	69,635	110
Property & Evidence Technician - CSI	1.00	0.00	0.00	44,213	55,266	66,319	109
Crime Scene Investigator	0.00	1.00	1.00	44,213	55,266	66,319	109
Property & Evidence Technician	1.00	1.00	2.00	42,107	52,634	63,161	108
Administrative Services Specialist	1.00	1.00	0.00	40,102	50,128	60,154	107
Civilian Parking Accident Investigator	1.00	1.00	1.00	40,102	50,128	60,154	107
Station Coordinator	1.00	1.00	1.00	36,374	45,468	54,561	105
Office Assistant	0.00	1.00	1.00	31,421	39,277	47,132	102
Secretary	1.00	0.00	0.00	31,421	39,277	47,132	102
Total Special Operations Bureau	27.00	31.00	32.00				
<u>Support Bureau</u>							
Police Officer	1.00	1.00	1.00	55,291	69,114	82,937	113
Police Records Supervisor	1.00	1.00	1.00	52,161	65,202	78,242	112
Police Records Clerk	3.00	3.00	3.00	36,374	45,468	54,561	105
Administrative Specialist	0.50	0.50	1.00	36,374	45,468	54,561	105
Total Support Bureau	5.50	5.50	6.00				
Total Police Department	90.00	94.00	99.50				

Authorized Position Listing

FY2023 Budget - Authorized Position Roster

Positions by Department and Division	FTE's			Pay Range			Pay
	FY2021	FY2022	FY2023	Min	Mid	Max	Grade
Public Works							
Engineering							
City Engineer	0.34	0.34	0.34		Unclassified		Open
Quality Assurance Manager	0.00	0.40	0.40		Unclassified		Open
Civil Engineer	0.33	0.33	0.33	73,992	92,490	110,988	118
Capital Project Manager	5.00	5.00	5.00	73,992	92,490	110,988	118
Real Estate Administrator	1.00	1.00	1.00	73,992	92,490	110,988	118
City Surveyor	1.00	1.00	1.00	69,804	87,255	104,706	117
Development Services Facilitator	0.40	0.00	0.00	62,125	77,656	93,188	115
Construction Inspection Supervisor	1.00	1.00	1.00	55,291	69,114	82,937	113
Senior Engineering Technician/EIT	0.00	0.00	0.50	55,291	69,114	82,937	113
Senior Engineering Technician/Plan Review Supv	0.00	0.50	0.00	55,291	69,114	82,937	113
Senior Engineering Technician	1.00	0.50	0.50	55,291	69,114	82,937	113
Environmental Coordinator	0.80	0.80	0.80	55,291	69,114	82,937	113
Stormwater Specialist	1.00	1.00	1.00	49,209	61,511	73,813	111
Construction Inspector	5.00	5.00	5.00	49,209	61,511	73,813	111
Building Inspector	0.50	0.50	0.50	46,423	58,029	69,635	110
Engineering Technician	0.40	0.40	0.40	46,423	58,029	69,635	110
Permit Technician/Plans Examiner	0.40	0.40	0.40	40,102	50,128	60,154	107
Total Engineering	18.17	18.17	18.17				
Utilities							
Public Works Director	0.50	0.50	0.50		Unclassified		Open
Deputy Public Works Director	0.00	0.50	0.50		Unclassified		Open
City Engineer	0.66	0.66	0.66		Unclassified		Open
Utilities Manager	1.00	1.00	1.00		Unclassified		Open
Construction Services Manager	0.66	0.00	0.00		Unclassified		Open
Capital Program Manager	0.00	0.66	0.66		Unclassified		Open
Financial & Business Operations Manager	0.50	0.50	0.50		Unclassified		Open
Quality Assurance Manager	0.00	0.60	0.60		Unclassified		Open
Senior Infrastructure Analyst	1.00	1.00	1.00	78,432	98,039	117,647	119
Civil Engineer	0.67	0.67	0.67	73,992	92,490	110,988	118
Water Resource Project Manager	2.00	2.00	2.00	69,804	87,255	104,706	117
Water Superintendent	1.00	1.00	1.00	69,804	87,255	104,706	117
Wastewater Superintendent	1.00	1.00	1.00	69,804	87,255	104,706	117
Development Services Facilitator	0.60	0.00	0.00	62,125	77,656	93,188	115
Water Operations Supervisor	2.00	2.00	2.00	55,291	69,114	82,937	113
Wastewater Collection Supervisor	2.00	2.00	2.00	55,291	69,114	82,937	113
WW Treatment Plant Operations Supervisor	1.00	1.00	1.00	55,291	69,114	82,937	113
Management Analyst	0.00	0.50	0.50	55,291	69,114	82,937	113
Public Works Analyst	0.50	0.00	0.00	55,291	69,114	82,937	113
Environmental Coordinator	0.20	0.20	0.20	55,291	69,114	82,937	113
Senior Engineering Technician/EIT	0.00	0.00	0.50	55,291	69,114	82,937	113
Senior Engineering Technician/Plan Review Supv	0.00	0.50	0.00	55,291	69,114	82,937	113
Senior Engineering Technician/Plans Examiner	0.50	0.00	0.00	55,291	69,114	82,937	113
Senior Engineering Technician	0.50	0.50	0.50	55,291	69,114	82,937	113
Contract/Purchasing Administrator	0.50	0.50	0.50	52,161	65,202	78,242	112
Senior WW Treatment Plant Operator	2.00	2.00	2.00	49,209	61,511	73,813	111
Wastewater Treatment Plant Operator	5.00	5.00	5.00	46,423	58,029	69,635	110
WWTP Lab Tech/Relief Operator	1.00	1.00	1.00	46,423	58,029	69,635	110
Engineering Technician	0.60	0.60	0.60	46,423	58,029	69,635	110
Building Inspector	0.50	0.50	0.50	46,423	58,029	69,635	110
Business Manager	0.50	0.00	0.00	46,423	58,029	69,635	110
Elect Maint & SCADA Tech	1.00	1.00	1.00	44,213	55,266	66,319	109

Authorized Position Listing

FY2023 Budget - Authorized Position Roster

Positions by Department and Division	FTE's			Pay Range			Pay Grade
	FY2021	FY2022	FY2023	Min	Mid	Max	
Maintenance Specialist	4.00	4.00	4.00	44,213	55,266	66,319	109
Water Protection Specialist	1.00	2.00	2.00	44,213	55,266	66,319	109
Water Operator	5.00	5.00	5.00	44,213	55,266	66,319	109
Water Protection Inspector	1.00	0.00	0.00	44,213	55,266	66,319	109
Senior Utility Worker	11.00	11.00	11.00	42,107	52,634	63,161	108
Permit Technician/Plans Examiner	0.60	0.60	0.60	40,102	50,128	60,154	107
Development Coordinator/Records Control	0.67	0.67	0.67	40,102	50,128	60,154	107
Accounts Payable/Purchasing Specialist	0.50	0.50	0.50	38,194	47,741	57,289	106
Utility Worker	19.00	19.00	19.00	38,194	47,741	57,289	106
Administrative Specialist	2.00	2.60	2.60	36,374	45,468	54,561	105
Office Assistant	0.00	1.50	1.50	31,421	39,277	47,132	102
Secretary	1.50	0.00	0.00	31,421	39,277	47,132	102
Total Utilities	73.66	74.26	74.26				
<u>Solid Waste</u>							
Public Works Director	0.25	0.25	0.25		Unclassified		Open
Deputy Public Works Director	0.00	0.25	0.25		Unclassified		Open
Traffic Engineer	0.50	0.50	0.50		Unclassified		Open
Financial & Business Operations Manager	0.25	0.25	0.25		Unclassified		Open
Solid Waste Superintendent	1.00	1.00	1.00	69,804	87,255	104,706	117
Management Analyst	0.00	0.25	0.25	55,291	69,114	82,937	113
Public Works Analyst	0.25	0.00	0.00	55,291	69,114	82,937	113
Solid Waste Supervisor	2.00	2.00	2.00	55,291	69,114	82,937	113
Contract/Purchasing Administrator	0.25	0.25	0.25	52,161	65,202	78,242	112
Business Manager	0.25	0.00	0.00	46,423	58,029	69,635	110
Senior Equipment Operator	3.00	4.00	4.00	44,213	55,266	66,319	109
Equipment Mechanic	1.00	1.00	1.00	42,107	52,634	63,161	108
Equipment Operator	14.00	14.00	17.00	40,102	50,128	60,154	107
Accounts Payable/Purchasing Specialist	0.25	0.25	0.25	38,194	47,741	57,289	106
Administrative Specialist	0.50	0.60	0.60	36,374	45,468	54,561	105
Office Assistant	0.00	1.25	1.25	31,421	39,277	47,132	102
Secretary	1.25	0.00	0.00	31,421	39,277	47,132	102
Fee Booth Attendant	1.00	1.00	1.00	31,421	39,277	47,132	102
Maintenance Worker	5.00	4.00	2.00	31,421	39,277	47,132	102
Total Solid Waste	30.75	30.85	31.85				
<u>Street Maintenance</u>							
Public Works Director	0.25	0.25	0.25		Unclassified		Open
Deputy Public Works Director	0.00	0.25	0.25		Unclassified		Open
Traffic Engineer	0.50	0.50	0.50		Unclassified		Open
Financial & Business Operations Manager	0.25	0.25	0.25		Unclassified		Open
Construction Services Manager	0.34	0.00	0.00		Unclassified		Open
Capital Program Manager	0.00	0.34	0.34		Unclassified		Open
Street Maintenance Superintendent	1.00	1.00	1.00	69,804	87,255	104,706	117
Traffic Signal Supervisor	1.00	1.00	1.00	58,609	73,261	87,913	114
Management Analyst	0.00	0.25	0.25	55,291	69,114	82,937	113
Public Works Analyst	0.25	0.00	0.00	55,291	69,114	82,937	113
Street Maintenance Supervisor	2.00	2.00	2.00	55,291	69,114	82,937	113
Traffic Control Supervisor	1.00	1.00	1.00	55,291	69,114	82,937	113
Contract/Purchasing Administrator	0.25	0.25	0.25	52,161	65,202	78,242	112
Traffic Signal Specialist	2.00	2.00	2.00	46,423	58,029	69,635	110
Traffic Engineering Technician	1.00	0.75	1.00	46,423	58,029	69,635	110
Business Manager	0.25	0.00	0.00	46,423	58,029	69,635	110
Senior Equipment Operator	4.00	4.00	4.00	44,213	55,266	66,319	109

Authorized Position Listing

FY2023 Budget - Authorized Position Roster

Positions by Department and Division	FTE's			Pay Range			Pay Grade
	FY2021	FY2022	FY2023	Min	Mid	Max	
Development Coordinator/Records Control	0.33	0.33	0.33	40,102	50,128	60,154	107
Equipment Operator	16.00	17.00	17.00	40,102	50,128	60,154	107
Traffic Control Worker	2.00	2.00	2.00	40,102	50,128	60,154	107
Accounts Payable/Purchasing Specialist	0.25	0.25	0.25	38,194	47,741	57,289	106
Administrative Specialist	1.50	1.80	1.80	36,374	45,468	54,561	105
Office Assistant	0.00	0.25	0.25	31,421	39,277	47,132	102
Secretary	0.25	0.00	0.00	31,421	39,277	47,132	102
Maintenance Worker	1.00	1.00	1.00	31,421	39,277	47,132	102
Total Street Maintenance	35.42	36.47	36.72				
Total Public Works	158.00	159.75	161.00				
Recreation Services							
<u>Parks, Lakes, Trails and Landscape Maintenance & Golf</u>							
Recreation Director	1.00	1.00	1.00		Unclassified		Open
Deputy Recreation Services Director	1.00	1.00	1.00		Unclassified		Open
Trails/Natural Parklands Planner	0.00	1.00	1.00		Unclassified		Open
Golf Course Maintenance Superintendent	0.00	0.00	1.00	69,804	87,255	104,706	117
Trails/Natural Parklands Coordinator	1.00	0.00	0.00	55,291	69,114	82,937	113
Recreation Services Supervisor	4.00	4.00	4.00	55,291	69,114	82,937	113
Parks Maintenance Coordinator	0.00	1.00	1.00	44,213	55,266	66,319	109
Landscape Coordinator	1.00	1.00	1.00	44,213	55,266	66,319	109
Lakes Coordinator	1.00	1.00	1.00	44,213	55,266	66,319	109
Equipment Mechanic	3.00	3.00	3.00	42,107	52,634	63,161	108
Turf & Irrigation Specialist	1.00	1.00	1.00	40,102	50,128	60,154	107
Maintenance Technician	10.00	9.00	10.00	38,194	47,741	57,289	106
Irrigation Technician	2.00	2.00	2.00	38,194	47,741	57,289	106
Service Technician	1.00	0.00	0.00	36,374	45,468	54,561	105
Groundskeeper	1.00	2.00	2.00	31,421	39,277	47,132	102
Total Parks, Lakes, Trails, and Landscape	27.00	27.00	29.00				
<u>Recreation Programming</u>							
Recreation Supervisor	1.00	0.00	0.00		Unclassified		Open
Administrative Supervisor	0.00	1.00	1.00	55,291	69,114	82,937	113
Recreation Program Manager	0.00	1.00	1.00	49,209	61,511	73,813	111
Recreation Services Manager	1.00	0.00	0.00	46,423	58,029	69,635	110
Recreation Coordinator	1.00	1.00	1.00	44,213	55,266	66,319	109
Administrative Specialist	1.00	1.00	1.00	36,374	45,468	54,561	105
Total Recreation Programming	4.00	4.00	4.00				
<u>Facilities Management</u>							
Facilities Superintendent	1.00	1.00	1.00	69,804	87,255	104,706	117
Maintenance Specialist	3.00	2.00	2.00	44,213	55,266	66,319	109
Facilities Coordinator	1.00	2.00	2.00	44,213	55,266	66,319	109
Facilities Maintenance Technician	0.00	0.00	1.00	38,194	47,741	57,289	106
Custodian	2.00	2.00	2.00	29,925	37,406	44,888	101
Total Facilities Management	7.00	7.00	8.00				
<u>Fleet Services</u>							
Fleet Manager	1.00	1.00	1.00		Unclassified		Open
Fleet Maintenance Supervisor	1.00	1.00	1.00	55,291	69,114	82,937	113
Administrative Coordinator	1.00	1.00	1.00	46,423	58,029	69,635	110
Senior Equipment Mechanic	1.00	1.00	2.00	44,213	55,266	66,319	109
Parts and Service Specialist	1.00	1.00	1.00	44,213	55,266	66,319	109
Equipment Mechanic	5.00	5.00	5.00	42,107	52,634	63,161	108
Total Fleet Services	10.00	10.00	11.00				
Total Recreation Services	48.00	48.00	52.00				

Authorized Position Listing

FY2023 Budget - Authorized Position Roster

Positions by Department and Division	FTE's			Pay Range			Pay Grade
	FY2021	FY2022	FY2023	Min	Mid	Max	
Regional Communications							
Police Administrator	1.00	0.00	0.00	93,413	116,767	140,120	122
PRCC Manager	1.00	1.00	1.00	73,992	92,490	110,988	118
PRCC Assistant Manager	1.00	1.00	1.00	62,125	77,656	93,188	115
Public Safety Dispatch Supervisor	4.00	4.00	5.00	55,291	69,114	82,937	113
Public Safety Dispatcher	23.00	23.00	28.00	44,213	55,266	66,319	109
Total Regional Communications	30.00	29.00	35.00				
Total City-wide Authorized	508.00	520.25	548.00				

Authorized Pay Grade Ranges



Pay Plan Fiscal Year 2023						
Grade	Hourly Minimum	Hourly Midpoint	Hourly Maximum	Annual Minimum	Annual Maximum	Annual Maximum
101	14.39	17.98	21.58	29,925.00	37,406.25	44,887.50
102	15.11	18.88	22.66	31,421.25	39,276.56	47,131.88
103	15.86	19.83	23.79	32,992.31	41,240.39	49,488.47
104	16.65	20.82	24.98	34,641.93	43,302.41	51,962.89
105	17.49	21.86	26.23	36,374.02	45,467.53	54,561.04
106	18.36	22.95	27.54	38,192.73	47,740.91	57,289.09
107	19.28	24.10	28.92	40,102.36	50,127.95	60,153.54
108	20.24	25.30	30.37	42,107.48	52,634.35	63,161.22
109	21.26	26.57	31.88	44,212.85	55,266.07	66,319.28
110	22.32	27.90	33.48	46,423.49	58,029.37	69,635.25
111	23.66	29.57	35.49	49,208.91	61,511.13	73,813.36
112	25.08	31.35	37.62	52,161.44	65,201.80	78,242.16
113	26.58	33.23	39.87	55,291.13	69,113.91	82,936.69
114	28.18	35.22	42.27	58,608.60	73,260.74	87,912.89
115	29.87	37.33	44.80	62,125.11	77,656.39	93,187.67
116	31.66	39.57	47.49	65,852.62	82,315.77	98,778.93
117	33.56	41.95	50.34	69,803.77	87,254.72	104,705.66
118	35.57	44.47	53.36	73,992.00	92,490.00	110,988.00
119	37.71	47.13	56.56	78,431.52	98,039.40	117,647.28
120	39.97	49.96	59.95	83,137.41	103,921.77	124,706.12
121	42.37	52.96	63.55	88,125.66	110,157.07	132,188.49
122	44.91	56.14	67.37	93,413.20	116,766.50	140,119.79
OR	-	-	-	-	-	-

Fire Shift							
Firefighter	110-5	15.94	19.93	23.91	46,423.65	58,029.37	69,635.24
Fire Engineer	114-5	20.13	25.16	30.19	58,608.73	73,260.74	87,912.89
Fire Captain	117-5	23.97	29.96	35.96	69,803.92	87,254.72	104,705.66
Battalion Chief	OR	-	-	-	-	-	-

Glossary of Terms

Accrual Basis - A basis of accounting in which transactions are recognized at the time they are incurred, as opposed to when cash is received or spent.

Actual - Actual, as used in the fund summaries and department and division summaries within the budget document, represents the actual costs results of operations. This category is presented on a GAAP basis, with the exception that depreciation and amortization are not budgeted and principal payments on debt in the enterprise funds are budgeted as expenses.

Adopted Budget - Formal action made by City Council which sets the spending limits for the fiscal year.

Appropriation - An authorization granted by the City Council to make expenditures and to incur obligations for purposes specified in the Appropriation Ordinance.

ARFF – Airport Rescue Fire Fighting

Arbitrage – the difference between the interest expense paid by the bond debt issuer and the earning from the invested proceeds.

Assessed Valuation - A value placed upon real estate or other property by the County Assessor and the State as a basis for levying ad valorem property taxes.

Asset - Resources owned or held by a government which has monetary value.

ASRS – Arizona State Retirement System – all civilian employees in the City of Prescott contribute to this statewide retirement system.

Audit – Means through which public management is verified and controlled.

Authorized Positions - Employee positions, which are authorized in the adopted budget, to be filled during the year.

Balanced Budget - Arizona State law requires a “balanced” budget, which is “all-inclusive”. Arizona State Revised Statute (42-17151) defines a “balanced” budget as follows:

“Fix, levy and assess the amount to be raised from primary property taxation and secondary property taxation. This amount, plus all other sources of revenue, as estimated, and unencumbered balances from the preceding fiscal year, shall equal the total of amounts proposed to be spent in the budget for the current fiscal year.”

Base Budget Allowances - Ongoing expense for personnel, commodities, and contractual services.

Beginning Balance - The beginning balance is the residual funds brought forward from the previous fiscal year (ending balance).

Bond Refinancing - The payoff and re-issuance of bonds, to obtain better interest rates and/or bond conditions.

Bonds - Bonds are debt instruments which require repayment of a specified principal amount on a certain date (maturity data), together with interest at a stated rate, or according to a formula for determining the interest rate.

Budget - A budget is a plan of financial operation embodying an estimate of proposed expenditures and the means of financing them.

Glossary of Terms

Budget Basis - This refers to the basis of accounting used to estimate financing sources and uses in the budget. This generally takes one of three forms: GAAP, cash, or modified accrual.

Budget Calendar - The schedule of key dates which a government follows in the preparation and adoption of the budget.

Budgetary Control - The control or management of a government in accordance with the approved budget for the purpose of keeping expenditures within the limitations of available appropriations and resources.

C.Y.M.P.O. - Central Yavapai Metropolitan Planning Organization

CAFR – Comprehensive Annual Financial Report – the audited financial statement for the City.

Capital Assets - Assets of significant value and having a useful life of several years. Capital assets are also called fixed assets.

Capital Improvements - Expenditures related to the acquisition, expansion or rehabilitation of an element of the government's physical plant; sometimes referred to as infrastructure.

Capital Improvement Program (CIP) - A plan for capital outlay to be incurred each year over a fixed number of years to meet capital needs arising from the government's long-term needs.

Capital Project - Major construction, acquisition, or renovation activities which add value to a government's physical assets or significantly increase their useful life. Also called capital improvements.

Capital Outlay - Items costing more than \$5,000 and having a useful life of more than one year are defined as capital outlay.

Carryover - Any equipment, contractual, commodity, or capital project that has been previously approved by the Mayor and Council but for various reasons has not been implemented on schedule. Under the State laws and generally accepted accounting principles only those costs relating to work actually done on or before the last day of the fiscal year can be reflected on the financial statements of that fiscal year. To avoid having to charge the project costs estimated to be incurred in a subsequent fiscal year as an unbudgeted item for that year and, therefore, a violation of State budget law, such project and the associated projected costs are included in the subsequent year's budget.

Cash Basis - A basis of accounting in which transactions are recognized only when cash is increased or decreased.

Commodities - Expendable items used by operating or construction activities. Examples include office supplies, repair and replacement parts for equipment, fuels and lubricants, etc.

Community Development Block Grant (CDBG) - Grant funds allocated by the Federal Government to the City of Prescott to use for the prevention and removal of slum and blight, and to benefit low and moderate income persons. The City of Prescott disburses these funds via an application process open to all non-profit organizations and City of Prescott departments.

Compression - A problem that occurs when, due to market conditions, the bottom of the pay range moves up more rapidly than salaries of the incumbents.

Consumer Price Index (CPI) - A statistical description of price levels provided by the U.S. Department of Labor. The index is used as a measure of the increase in the cost of living (i.e., economic inflation).

Contingency - An appropriation of funds to cover unforeseen events that occur during the fiscal year, such as flood emergencies, Federal mandates, shortfalls in revenue and similar eventualities.

Glossary of Terms

Contractual Services - Contractual Services are services provided to the City by firms, individuals, or other City departments.

Cost Center - An organizational budget/operating unit within each City division or department.

Cost-of-living Adjustment (COLA) - An increase in salaries to offset the adverse effect of inflation on compensation.

D.A.R.E. - Drug Abuse Resistance Education

Debt Service - Payment of interest and principal on an obligation resulting from the issuance of bonds and/or lease purchase contracts.

Deficit - The excess of an entity's liabilities over its assets or the excess of expenditures or expenses over revenues during a single accounting period.

Department - A major administrative division of the City which indicates overall management responsibility for an operation or group of related operations within a functional area.

Depreciation - An accrual accounting method of allocation a capital asset cost over multiple years.

Development-related Fees - Those fees and charges generated by building, development and growth in a community. Included are building and street permits, development review fees, and zoning, platting and subdivision fees.

Disbursement - The expenditure of monies from an account.

Distinguished Budget Presentation Awards Program - A voluntary awards program administered by the Government Finance Officers Association to encourage governments to prepare effective budget documents.

Division - A functional unit within a department consisting of one or more cost centers engaged in activities supporting the unit's mission and objectives.

Employee Benefits - Contributions made by a government to meet commitments or obligations for employee fringe benefits. Included are the government's share of costs for Social Security and the various pension, medical, and life insurance plans.

Encumbrance - A reservation of funds to cover purchase orders, contracts or other funding commitments which are yet to be fulfilled. The budget basis of accounting considers an encumbrance to be the equivalent of an expenditure.

Enterprise Funds - Funds which are accounted for in a manner similar to a private business enterprise. Usually the governmental entity intends for enterprise funds to fully recover their costs (including depreciation) through user fees. The City of Prescott has six such self-supporting funds: Airport, Water, Wastewater, Golf, Solid Waste, and Transfer Station.

Estimate - As used throughout the budget document, represents the most recent estimate for current year revenue and expenditures. The estimates used are prepared using several months of actual expenditure and revenue experience and are prepared to consider the impact of unanticipated price or other economic changes.

Expenditures - Refers to current cash operating expenses and encumbrances.

Glossary of Terms

Expense - Charges incurred (whether paid immediately or unpaid) for operations, maintenance, interest or other charges.

Expenditure Limitation - The Arizona State Legislature imposed constitutional amendment which limits the annual expenditures of all municipalities. This limit is set by the Economic Estimates Commission based on population growth and inflation.

Fiscal Year - The time period designated by the City satisfying the beginning and ending period for recording financial transactions. The City of Prescott has specified July 1 to June 30 as its fiscal year.

Fixed Assets - Assets of a long-term character which are intended to continue to be held or used, such as land, buildings, machinery, furniture and other equipment.

Full-Time Equivalent Position - A part-time position converted to the decimal equivalent of a full-time position based on 2,080 hours per year. For example, a part-time typist working for 20 hours per week would be equivalent to .5 of a full-time position.

Fund - An independent governmental accounting entity with a self-balancing group of accounts including assets, liabilities and fund balance.

Fund Balance - The excess of the assets of a fund over its liabilities, reserves, and carryover.

Governmental Fund: Includes the general fund, special revenue funds and debt service funds. Governmental funds account for all services provided which do not have revenues generated directly by providing services. Rather, revenues are more indirect in forms of taxes or fees.

GAAP - Generally Accepted Accounting Principles. Uniform minimum standards for financial accounting and recording, encompassing the conventions, rules, and procedures that define accepted accounting principles.

General Fund - A fund used to account for all general-purpose transactions of the City which do not require a special type of fund.

General Obligation Bonds (G.O. Bonds) - Bonds that require voter approval and finance a variety of public capital projects such as streets, buildings, parks and improvements. The bonds are backed by the "full faith and credit" of the issuing government.

GFOA – The Government Finance Officers Association is a professional association of approximately 18,500 state, provincial, and local government finance officers in the United States and Canada. GFOA is headquartered in downtown Chicago.

Goal - A statement of broad direction, purpose or intent based on the needs of the community. A goal is general and timeless; that is, it is not concerned with a specific achievement in a given time period.

Governmental Fund – Refers to the General Fund, all Special Revenue Funds and Debt Service Funds.

Grant - A grant is a contribution by one government unit or funding source to another. The contribution is usually made to aid in the support of a specified function, i.e., library materials, drug enforcement, but it is sometimes for general purposes.

Highway User Revenue Fund (HURF) - Highway user revenues are a gasoline tax collected by the state and distributed to counties and cities based on the county of origin and population. These revenues are to be used for highways and streets maintenance and construction.

Glossary of Terms

Impact Fees - Fees charged to developers or individuals to cover, in whole or in part, the anticipated costs of improvements that will be necessary as a result of the development.

Improvement Districts - Consists of property owners desiring improvements to their property. Bonds are issued to finance these improvements, which are repaid by assessments on affected property. Improvement District debt is paid for by a compulsory levy (special assessment) made against certain properties to defray all or part of the cost of a specific capital improvement or service deemed to benefit primarily those properties.

Indirect Cost - A cost necessary for the functioning of the organization as a whole, but which cannot be directly assigned to one service.

Infrastructure - The physical assets of a government (e.g., streets, water, sewer, public buildings and parks).

Interfund Transfers - Transfer of resources between funds that are not recorded as revenues to the fund receiving or expenditures to the fund providing.

Intergovernmental Revenue - Funds received from federal, state and other local government sources in the form of grants, shared revenues, and payments in lieu of taxes.

Internal Charges - The charges to user departments for intercity services provided by another City departments.

Levy - To impose taxes for the support of government activities.

Long-term Debt - Debt with a maturity of more than one year after the date of issuance.

Mandate - Legislation passed by the State or Federal government requiring action or provision of services and/or programs. Examples include the Americans with Disabilities Act which requires actions such as physical facility improvements and provision of specialized transportation services.

Municipal Property Corporation (MPC) - The Municipal Property Corporation is a non-profit corporation established to issue bonds to fund City capital improvement projects.

Net Budget - The legally adopted budget less all interfund transfers and interdepartmental charges.

Objective - Desired output oriented accomplishments which can be measured and achieved within a given time frame. Achievement of the objective advances the activity organization toward a corresponding goal.

Obligations - Amounts which a government may be legally required to meet out of its resources. They include not only actual liabilities, but also encumbrances not yet paid.

Operating Budget - A budget for general expenditures such as salaries, utilities, and supplies.

Operating Expenses - The cost for personnel, materials and equipment required for a department to function.

Operating Funds - Resources derived from recurring revenue sources used to finance ongoing operating expenditures and pay-as-you-go capital projects.

Other Services and Charges: Expenditures for service performed by firms or individuals outside of the City. These include contracted services, insurance, cleaning services, professional services, advertising, postage and freight, telecommunications, travel/training, printing and binding, utilities, rental equipment, and maintenance/repair.

Glossary of Terms

Pay-As-You-Go Capital Projects - Pay-as-you-go capital projects are capital projects whose funding source is derived from City revenue sources other than through the use of debt.

Performance Indicators - Specific quantitative and qualitative measures of work performed as an objective of specific departments or programs.

Performance Measure - Data collected to determine how effective or efficient a program is in achieving its objectives.

Personnel - All employer's costs related to compensating employees of the City of Prescott, including employee fringe benefit costs such as City portion of retirement, social security, and health and industrial insurance.

Primary Property Tax - A limited tax levy used to support general government operations. The total levy for primary property taxes is restricted to a 2% annual increase, plus allowances for previously unassessed property (primarily new construction).

Program - A group of related activities performed by one or more organizational units for the purpose of accomplishing a function for which the City is responsible.

Property Tax - A levy upon each \$100 of assessed valuation of property within the City of Prescott. Arizona has two types of property taxes. Primary property taxes support the City of Prescott's general fund, and secondary property taxes pay general obligation debt.

Proprietary Fund – Funds included are Enterprise Funds and Internal Services Funds. These fund are entirely or predominately self-supported through user charges to the customers both internal and external.

PSPRS – Public Safety Personnel Retirement System – sworn police and fire personnel in the City of Prescott participate in this retirement system.

Reserve - An account used either to set aside budgeted revenues that are not required for expenditure in the current budget year or to earmark revenues for a specific future purpose.

Resolution - A special or temporary order of a legislative body; an order of a legislative body requiring less legal formality than an ordinance or statute.

Resources - Total amounts available for appropriation including estimated revenues, fund transfers and beginning fund balances.

Revenue - Sources of income financing the operations of government.

SCADA - Supervisory Control and Data Acquisition

Secondary Property Tax - An unlimited tax levy restricted to general bonded debt obligations.

Service Level - Services or products which comprise actual or expected output of a given program. Focus is on results, not measures of workload.

Supplies: Includes purchases of tangible personal property for operations. Operating supplies include articles, materials, and commodities which are consumed or generally altered when used. These items are necessary for the basic operation of the program or activity.

Source of Revenue - Revenues are classified according to their source or point of origin.

Glossary of Terms

Special Assessment - A compulsory levy made against certain properties to defray all or part of the cost of a specific capital improvement or service deemed to benefit primarily those properties.

Special Revenue Fund - to account for the proceeds of specific revenue sources that are legally restricted to expenditure for specified purposes.

State-Shared Revenues - Revenues levied and collected by the State but shared on a predetermined basis with local governments.

Tax Levy - The total amount to be raised by general property taxes for purposes specified in the Tax Levy Ordinance.

Tax Rate - The amount of tax levied for each \$100 of assessed valuation.

Taxes - Compulsory charges levied by a government for the purpose of financing services performed for the common benefit of the people. This term does not include specific charges made against particular persons or property for current or permanent benefit, such as special assessments.

Transfers - Transfers are the authorized exchanges of cash or other resources between funds.

Transfers In/Out - Amounts transferred from one fund to another to assist in financing the services for the recipient fund.

U/W/I - Urban Wildland Interface

Unrestricted Fund Balance - The portion of a fund's balance that is not restricted for a specific purpose and is available for general appropriation.

User Charges - The payment of a fee for direct receipt of a public service by the party benefiting from the service.

Workload Indicator - A unit of work to be done (e.g., number of permit applications received, the number of household receiving refuse collection service, or the number of burglaries to be investigated).