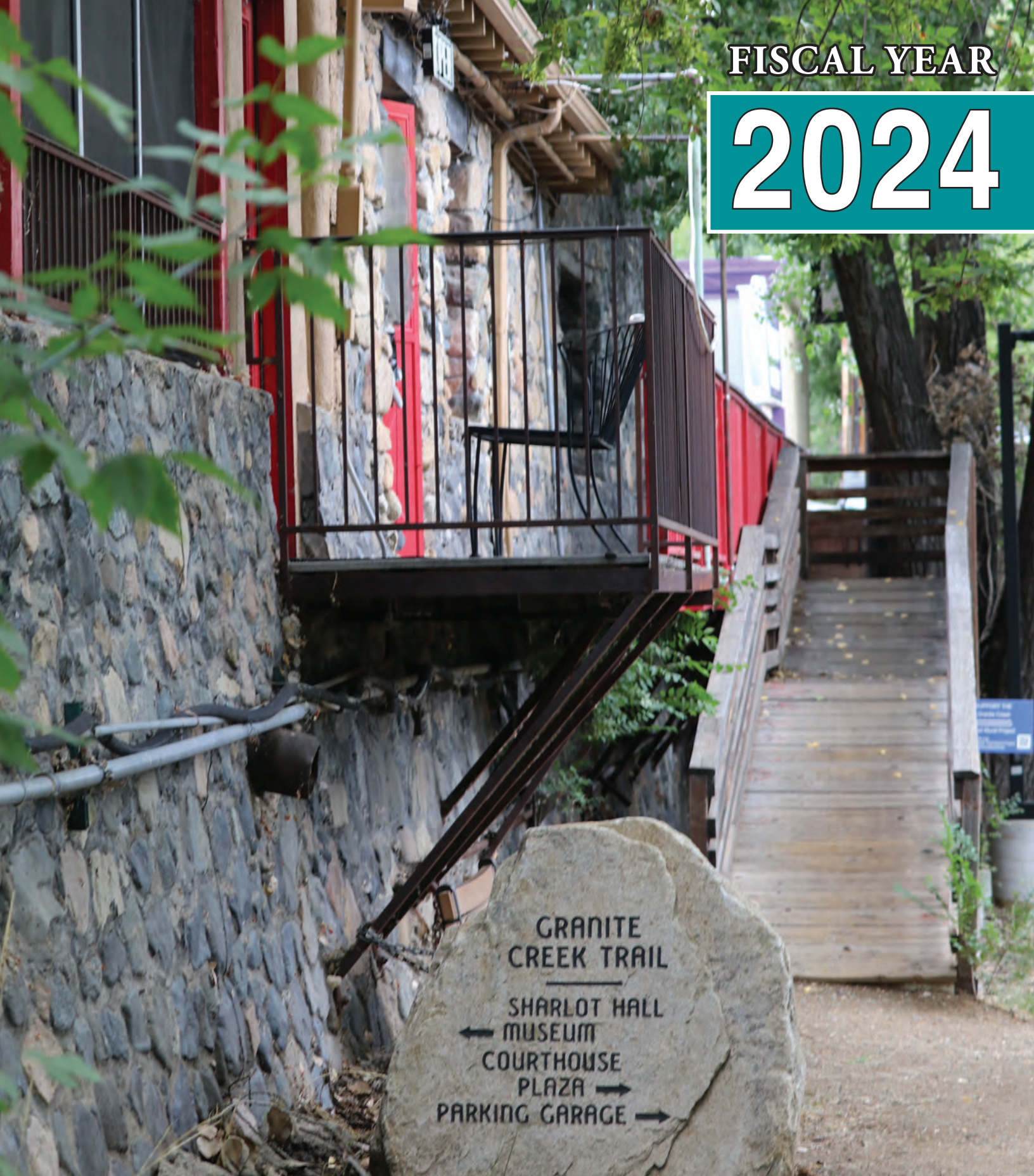


FISCAL YEAR

2024



ANNUAL BUDGET

CITY OF PRESCOTT
ARIZONA

City of Prescott, Arizona Annual Budget

Fiscal Year 2024
July 1, 2023 – June 30, 2024



City Council

Phil Goode, Mayor

Connie Cantelme

Brandon Montoya

Eric Moore

Cathey Rusing

Steve Sischka

Clark Tenney

Administrative Staff

Katie Gregory
City Manager

Tyler Goodman
Deputy City Manager

Mark Woodfill
Finance Director

Lars Johnson
Deputy Finance Director

Jodi Rhodes
Budget Manager

Table of Contents

Budget Award	1
Budget Message	2
City Leadership and Community Overview	5
Mayor and City Council	7
Community Profile	17
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	38
Investment Policy	41
Pension Funding Policy	46
Budget Preparation Process Overview	49
Budget Basis and Budget Amendments	52
Fund Summaries	53
Fund Structure	55
Overall City Budget Summary	59
General Fund	66
Special Revenue Funds	74
Debt Service Fund	82
Enterprise Funds	83
Internal Service Funds	98
City Debt Summary	100
Department Operational Plans	103
Department Operational Plans Overview	105
City Expenditure Budget by Department and Fund	108
City Expenditure Budget by Department and Category	109
Airport	110
Budget and Finance	116
City Clerk	121
City Council	126
City Court	130

Table of Contents

City Manager	134
Community Development	140
Fire.....	147
Legal	153
Library	160
Public Works.....	171
Recreation Services	192
Regional Communications	202
Capital Budget.....	207
Capital Budget Overview	209
Capital Budget Listing.....	212
Capital Budget and Project Descriptions.....	218
Five-Year Capital Improvement Plan.....	261
Appendix	267
Budget Resolutions	269
Auditor General Schedules.....	275
Authorized Position Listing.....	286
Authorized Pay Grade Ranges.....	294
Glossary of Terms.....	295

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, 2022 (FY2023). 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, 2022

Christopher P. Morrell
Executive Director

City Manager Budget Message

Dear Citizens and Council –

I am pleased to present the City of Prescott fiscal year 2024 (FY2024) annual budget. This \$258.1 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.

The City Council's review, revision and approval of an annual budget is the single most important decision made by the governing body during the course of the year because this document is the City's detailed plan for allocating its resources. It serves as the City's primary communication device, presenting not only the budget, but also goals, objectives, and a plan for capital spending for the next five years.

For the creation of the FY2024 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 FY2021

The City Council's Strategic Plan was created in August 2016 and updated in November 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, and Service-Oriented Culture.

This budget contains elements that will further the accomplishments made in the Strategic Plan. In FY2023, the Proposition 443 0.75% sales tax for the payment of the PSPRS unfunded liability was eliminated five years earlier than anticipated. Staff will continue to monitor the actuarial valuations to avoid future issues to maintain a stable General Fund.

The FY2024 budget includes an additional 24 employees that were added to the roster. Three 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 Planner, one Administrative Specialist (Community Development), and one Office Assistant (Public Works). New positions that have been added include one Operations Chief (Fire), one Wildfire Risk Manager, one Administrative Assistant (Fire), five Police officers, one School Resource Officer, one Sergeant, one Traffic Engineering Technician, one Wastewater Maintenance Specialist, one Safety Coordinator, one Human Resources Business Partner, and one Information Technology Specialist. Also, in March of 2023 the maintenance of the Golf Course was contracted out to Indigo Golf resulting in the elimination of seven positions. The net effect is 17 additional positions in FY2024 which bring the total City roster to 565.

Economic Development efforts in FY2024 continue, with a focus on attracting a variety of businesses and industries, including aerospace, high technology, warehousing and distribution, light industrial applications 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 enter our third year of our economic development marketing campaign which highlights Prescott as a

City Manager Budget Message

great location for business. We will also undertake a first-ever strategic planning process for economic development.

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.

The table below shows the overall changes between the FY2023 and FY2024 budgets. The total adopted budget for FY2024 is \$258.1 million. The operating component is \$124.6 million which is a 15.2% increase from last fiscal year. The increase in the operating budget reflects the new positions approved, an investment in our employees through the continued funding of the Class and Comp Study implemented in FY2022, and cost increases necessary to continue to provide city services at equal or better levels.

The FY2024 capital component of the budget is \$118.7 million, which is a 5.6% decrease from FY2023. The capital budget is a vigorous plan for infrastructure improvements for utility and street projects along with other one-time expenditures for purchase or projects. The capital budget fluctuates from year to year based on the city's needs.

As mentioned before, the PSPRS 0.75% sales tax was eliminated in FY2023 resulting in the decreased budget for FY2024. The contingency in the amount of \$14.0 million 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 \$900,000 should a debt service issue be needed as part of the contingency.

	FY23 Budget	FY24 Budget	% Chg
Operating Budget			
General Operations	\$ 108,156,054	\$ 124,593,542	15.2%
PSPRS 0.75% Tax	8,330,625	-	
Contingent Debt Service	3,980,000	885,000	-77.8%
Capital Budget	125,753,524	118,657,017	-5.6%
Contingency			
Potential Grants	5,000,000	3,000,000	-40.0%
Other	30,000,000	11,000,000	-63.3%
Total	\$ 281,220,203	\$ 258,135,559	-8.2%

The FY2024 Budget represents a concerted effort by City Council working with all the departments to meet service demands, subject to available revenues, both in the current year and in the years to come. A Capital Project list, like the ones highlighted in the Capital Improvement Plan will always be ongoing. These items will be budgeted for and may ultimately require additional revenues, but until they are required, we stay the course to accomplish what we can with the revenues and reserves we have available.

City Manager Budget Message

In closing, the budget process requires teamwork and cooperation. Therefore, it is appropriate to thank the department directors and their support staff for the time and talent given toward the completion of this budget plan. Together we will continue to work hard to provide quality services to our residents and business.

Respectfully submitted,

Katie Gregory
City Manager

City Leadership and Community Overview

Mayor and City Council	7
Community Profile	17
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

Mayor and City Council Profiles

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.

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



Connie Cantelme, Council Member

Term: September 2022 – November 2023

Councilwoman Cantelme has a background in general contracting, real estate investment, historic home renovation and consulting. She has built custom homes in Phoenix, Scottsdale, Paradise Valley, Flagstaff and Prescott. Over the last thirty plus years she has been hired by clients for new builds, renovations, remodels and design services for high end custom and turnkey projects; her business is known for specialized services from inception to completion. In addition to ownership of Keswick Construction & Design, Kilduff, Ltd, Keswick Management LLC, Councilwoman Cantelme is involved in many committees and civic organizations in Prescott and throughout Arizona including: Registrar of Contractors Arizona, City of Phoenix Arts Commission, City of Phoenix Historic Preservation Committee, City of Prescott Homeless Solutions Committee, City of Prescott Economic Advisory Committee, City of Prescott Sober Living Homes Ad Hoc Committee, and the City of Prescott Advisory & Appeals Board.

Her commitment and concern with Prescott's wellbeing and economic success lead her to be interested in service on Boards & Commissions as well as the City Council. Councilwoman Cantelme desires to enhance, strengthen and preserve Prescott's history and hometown atmosphere through her tenure on City Council.

Mayor and City Council Profiles



Brandon Montoya, Council Member – Mayor Pro-Tem

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

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 City of Prescott, Arizona

Mayor and City Council Profiles

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.

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 Sischka

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, City of Prescott, Arizona

Mayor and City Council Profiles

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 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.



Community Profile

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 2022 property tax rate (primary and secondary) for residents in the City is 6.437 per \$100 assessed value. The City of Prescott's 2022 rate is only 0.2281 per \$100 assessed value, or 3.5% of the total property tax for residents. The remaining property tax is levied by Yavapai County (33.0%), Prescott Unified School District (39.4%), Yavapai College (23.3%), and Mountain Institute (.8%). The combined Privilege and Use Tax (sales tax) rate in the City of Prescott for most taxable activities is 8.35%. The combined rate consists of 5.6% for the State of Arizona, 0.75% for Yavapai County and 2.00% for the City of Prescott. The City's sales tax and property tax rates are the lowest in the Greater Prescott area.

Local Economy

Although small in population, 47,603, 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

Dignity Health Yavapai Regional
Medical Center
Veteran's Administration Hospital

Manufacturing

Pure Wafer
Sturm Ruger and Company
Nestle
Canyon AeroConnect
Davidson's
CP Technologies

Retail

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

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

Warehousing and Distribution

FedEx

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

Community Profile

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 Dignity Health 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 the tools and resources to foster success.

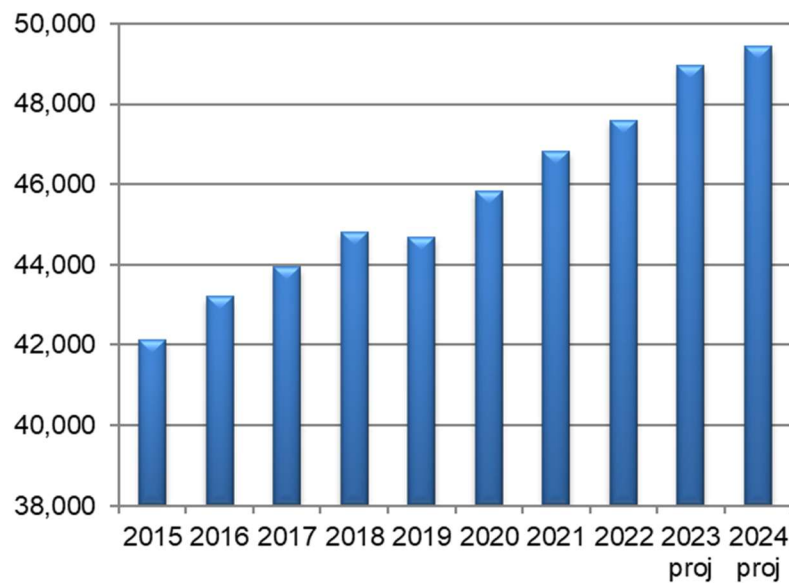
City of Prescott Demographics

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	45,827	236,209	19.4%	45.50 square miles
2021	46,833	242,253	19.3%	45.60 square miles
2022	47,603	246,191	19.3%	49.53 square miles
2023 proj	48,946	248,653	19.7%	49.54 square miles
2024 proj	49,435	251,139	19.7%	49.54 square miles

Population



Source: United States Census Bureau

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

	<u>FY2019</u>	<u>FY2020</u>	<u>FY2021</u>	<u>FY2022</u>	<u>FY2023</u>	<u>FY2024</u>
Total Operating Budget (000s)	\$ 93,907	\$ 99,384	\$ 96,966	\$ 102,362	\$ 108,186	\$ 124,594
Total Regular Employees ¹	498.25	507.00	508.00	520.25	548.00	565.00
Total Employees per 1000 population	11.15	11.06	10.85	6.97	11.20	11.43
Primary Assessed Valuation ² (000s)	\$ 647,649	\$ 691,000	\$ 735,510	\$ 788,147	\$ 835,282	\$ 883,804
City of Prescott Property Tax Rate	0.2699	0.2599	0.2484	0.2378	0.2281	0.252
City Property Tax Paid per Capita	\$ 43.00	\$ 39.19	\$ 39.01	\$ 25.12	\$ 38.93	\$ 45.05
City Sales Tax Rate	2.75%	2.75%	2.75%	2.75%	2.75%	2.00%
City Sales Tax Revenue per Capita ³	\$ 382.00	\$ 363.10	\$ 401.43	\$ 256.69	\$ 437.22	\$ 445.03

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 2.00%. The total rate includes 1% dedicated to streets. The 0.75% dedicated to PSPRS was eliminated December 31, 2022.

Population Estimates from Office of Economic Opportunity, State of Arizona

City Services

City of Prescott Demographics

Neighborhood Resources

Parks	23
Lakes	4
Golf Courses	2
Miles of Trails	140
Open Space - Parks (acres)	3,687
Libraries	1
Total Number of Library Materials Checked out	715,678

Public Safety

Police Employees	106.5
Calls for Services	19,500
Fire Stations	5
Fire Employees	80
Calls for Services	10,988
Fire Inspections	2,051

Building Inspections

Number of Permits Issued	1,843
Value of Permits (in millions)	\$177

Transportation

Total of Miles of Streets (paved miles)	347
Cold Mix Repairs (lbs)	90,888
Hot Mix Repairs (tons)	2,575

Refuse Collection

Household Accounts	24,318
Commercial Accounts	1,431
Refuse Collected (tons)	77,671
Recycle Collected (tons)	5,306

Airport

Ranking for busiest airport in Arizona	3rd
Ranking for busiest airport in US	24th
Passengers on Commercial Flights	23,626
FAA Traffic Count	312,503

City of Prescott Water

Miles of Water Mains	537
Number of Connections	26,535

City of Prescott Wastewater

Miles of Wastewater Lines	408
Number of Connections	21,465

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	38
Investment Policy	41
Pension Funding Policy.....	46
Budget Preparation Process Overview.....	49
Budget Basis and Budget Amendments	52



Organizational Structure, Goals, and Policies

Organizational Values



VISION

To be the premier community in the Southwest.

MISSION STATEMENT

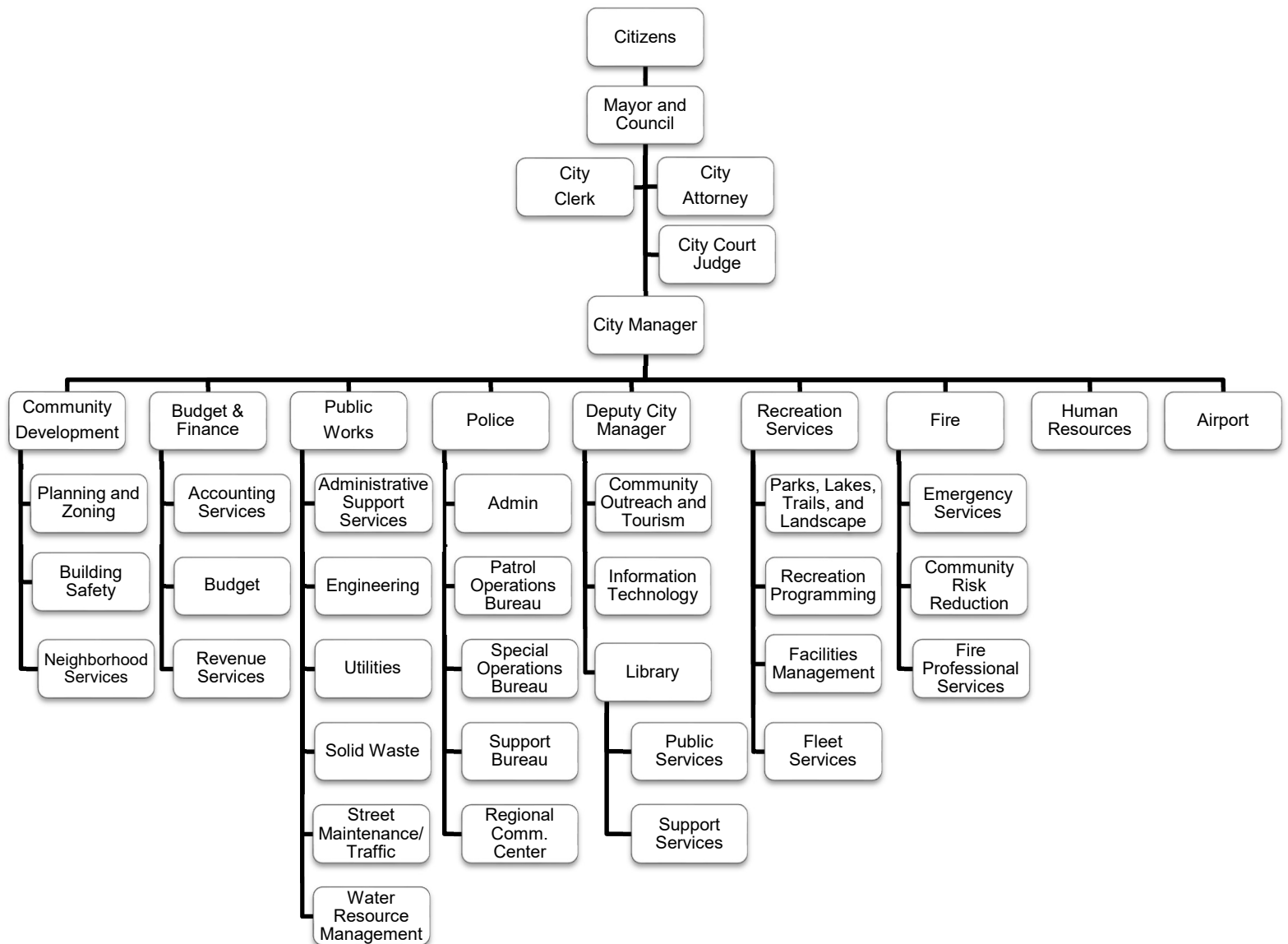
We will embrace our unique past, maximize our current opportunities, and be a catalyst for our future prosperity.

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



Boards, Commissions and Committees

Boards, Commissions and Committees

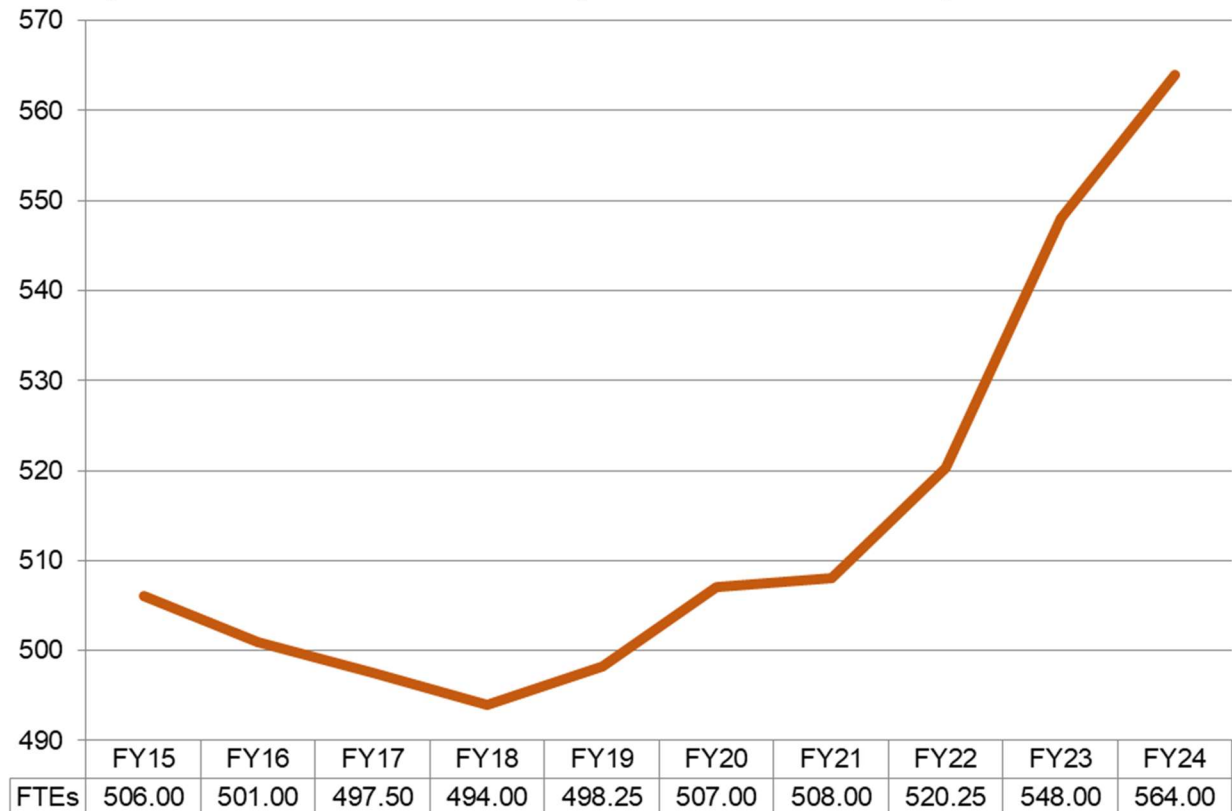
1. Acker Trust Board
2. Airport Advisory Board
3. Art in Public Places Committee
4. Board of Adjustment
5. Building Safety Advisory & Appeals Board
6. CDBG Citizens Advisory Committee
7. Council SubCommittee on Appointments
8. Council SubCommittee on Water Issues
9. Fire Board of Appeals
10. General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

Employees by Department and Ten-Year Trend

Department	FTEs ¹		
	FY22	FY23	FY24
Airport	12.00	12.00	12.00
Budget & Finance	16.00	17.00	17.00
City Clerk	3.00	3.00	3.00
City Council	7.00	7.75	7.75
City Court	7.00	7.00	7.00
City Manager	31.50	30.25	32.25
Community Development	13.50	15.00	17.00
Fire	70.00	79.00	80.00
Legal	8.00	8.00	9.00
Library	21.50	21.50	21.50
Police	94.00	99.50	106.50
Public Works	159.75	161.00	170.00
Recreation Services	48.00	52.00	46.00
Regional Communications	29.00	35.00	35.00
City Total	520.25	548.00	564.00

¹Full time equivalents (FTEs) include only permanent employees. In addition, the City employs temporary and seasonal employees estimated at 34.12 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

Budget Policy

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.

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

Budget Policy

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.

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.

Budget Policy

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 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 Policy

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.

Debt Policy

- 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 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

Debt Policy

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 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.

Investment 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 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.

Investment Policy

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 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.

Investment Policy

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:

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.

Investment Policy

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 06/13/2023 with Resolution 2023-1853)

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, 2022, 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)	\$ 79,507,211	\$ 85,794,108	\$ 6,286,897	92.7%
Prescott Police Dept. (024)	64,180,381	66,568,533	2,388,152	96.4%
City of Prescott Total	<u>\$ 143,687,592</u>	<u>\$ 152,362,641</u>	<u>\$ 8,675,049</u>	94.3%

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

Pension Funding Policy

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. This tax was eliminated December 31, 2022, which is five years early because of the other actions Council has taken to pay off the UPL.

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.

Budget Preparation Process Overview

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.

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 3Prd 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.

Budget Preparation Process Overview

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 as follows.

<u>Date</u>	<u>Description</u>
November 29, 2022	City Manager strategic planning meetings, next year goals and objectives
February 10, 2023	Department & division missions, next year objectives, performance measurements, and org charts
February 24, 2023	Base budgets due – next fiscal year requests, current fiscal year estimated endings
February 24, 2023	New personnel requests
March 10, 2023	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 10-21, 2023	City Manager meetings with departments to review budget, decision packages, and department operational plans.
May 11, 2023	Annual Council Workshop (public invited)
May 25, 2023	Annual Council Workshop #2 (public invited)
June 2, 2023	List of prior year key results and outcomes due
June 13, 2023	Set public hearing on expenditure limitation and tentative adoption
June 27, 2023	Official public hearing on budget and adoption of budget
	Official Truth in Taxation hearing and roll call vote
July 11, 2023	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 measurable. 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

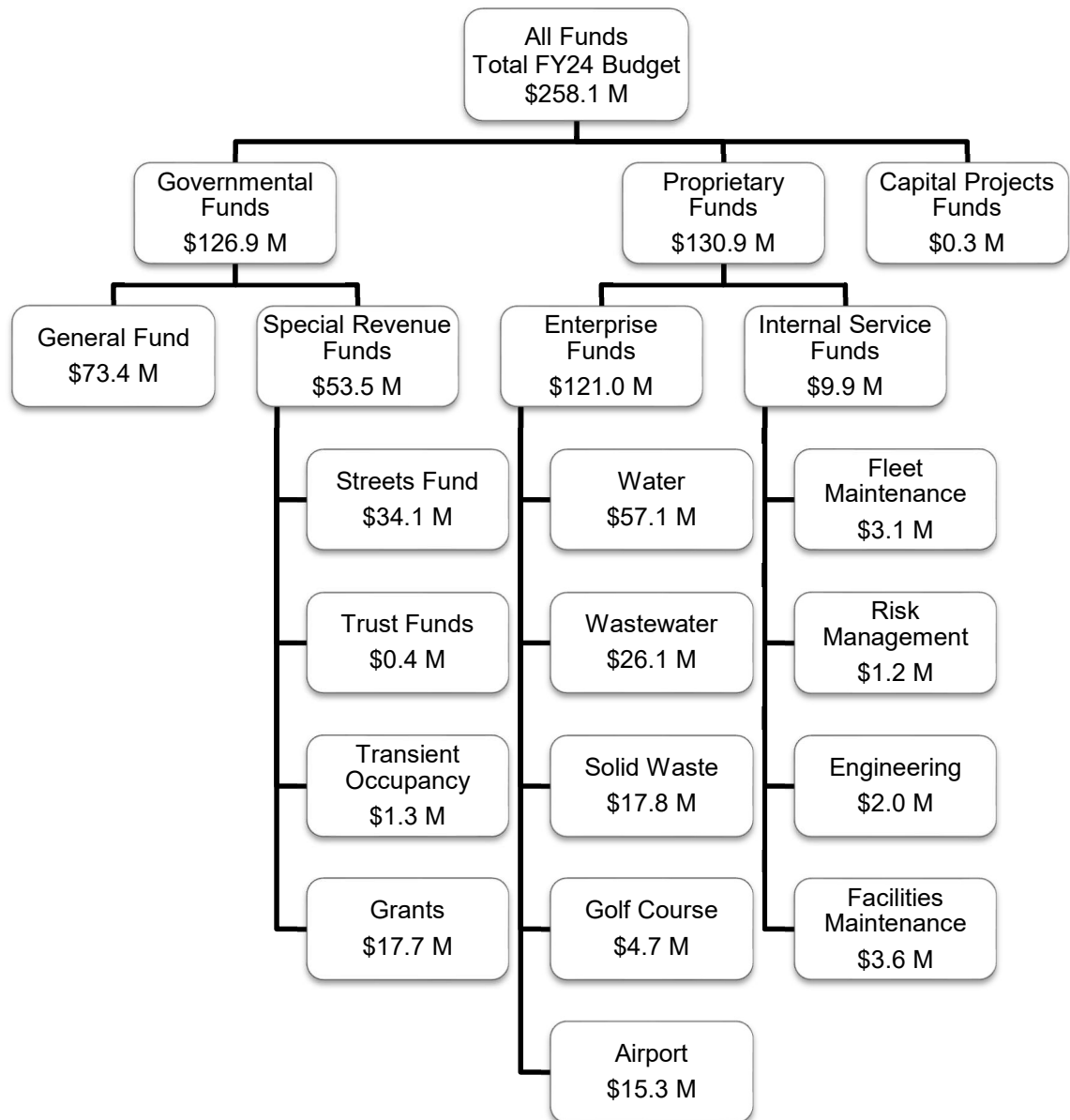
Fund Structure	55
Overall City Budget Summary	59
General Fund.....	66
Special Revenue Funds.....	74
Debt Service Funds.....	82
Enterprise Funds	83
Internal Service Funds.....	98
City Debt Summary	100



Fund Summaries

Fund Structure

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.

Fund Structure

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.

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. This tax was eliminated on December 31, 2022.

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:

Fund Structure

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.

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. This agreement was renewed May 1, 2019. 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. An addendum was made on January 24, 2023 for Billy Casper Golf to take over the golf course maintenance effective March 1, 2023 leaving the City responsible for 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.

Fund Structure

Capital Project Funds are established to record financial resources that are restricted to expenditures for capital outlays.

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.

Overall City Budget Summary

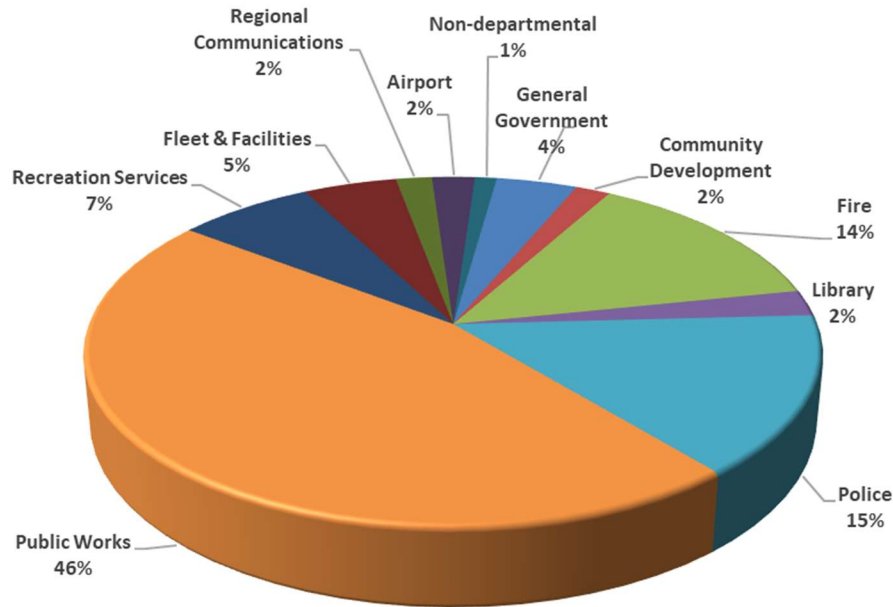
The Fiscal Year 2024 (FY2024) Budget consists of three components – operating budget, capital budget and contingency. PSPRS 0.75% Tax and Contingent is broken out from General Operations to show a better representation of the operating budget. The Contingent Debt Service is budgeted should a debt issue be necessary.

	FY23 Budget	FY24 Budget	% Chg
Operating Budget			
General Operations	\$ 108,156,054	\$ 124,593,542	15.2%
PSPRS 0.75% Tax	8,330,625	-	
Contingent Debt Service	3,980,000	885,000	-77.8%
Capital Budget	125,753,524	118,657,017	-5.6%
Contingency			
Potential Grants	5,000,000	3,000,000	-40.0%
Other	30,000,000	11,000,000	-63.3%
Total	\$ 281,220,203	\$ 258,135,559	-8.2%

The General Operations portion of the operating budget is \$124,593,542 representing a 15.2% increase from FY2023. 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.

Overall City Budget Summary

FY24 Operating Budget by Department



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 paid down this liability through additional payments and revenue from a dedicated sales tax. The .75% tax was eliminated mid-fiscal year 2023.

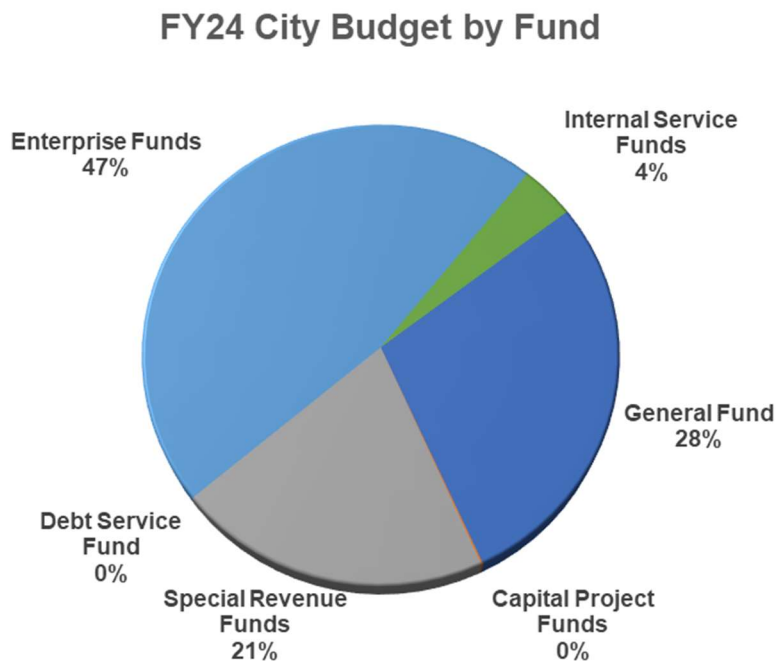
	FY2023 Budget	FY2024 Budget
PSPRS Annual Required Contribution		
Normal Pension Cost	\$ 1,260,215	1,517,358
Unfunded Liability	3,163,569	1,964,053
Total ARC - from Operating Budgets	4,423,784	3,481,411
Additional Payments		
3/4 cent PSPRS Tax	8,330,625	-
Total Additional Payments	8,330,625	-
Total Contributions	\$ 12,754,409	\$ 3,481,411

Overall City Budget Summary

The second component, the capital budget, is \$118,657,017, a 5.6% decrease from FY2023. Capital expenditures are non-routine, one time expenditures for purchase or projects with a value over \$10,000 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 final component, 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 total budget for FY2024 is \$258,135,559, including all funds. The proportionate share of each fund type is displayed in the pie chart below:



The City of Prescott’s budget is funded through multiple sources. The three main sources are 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.

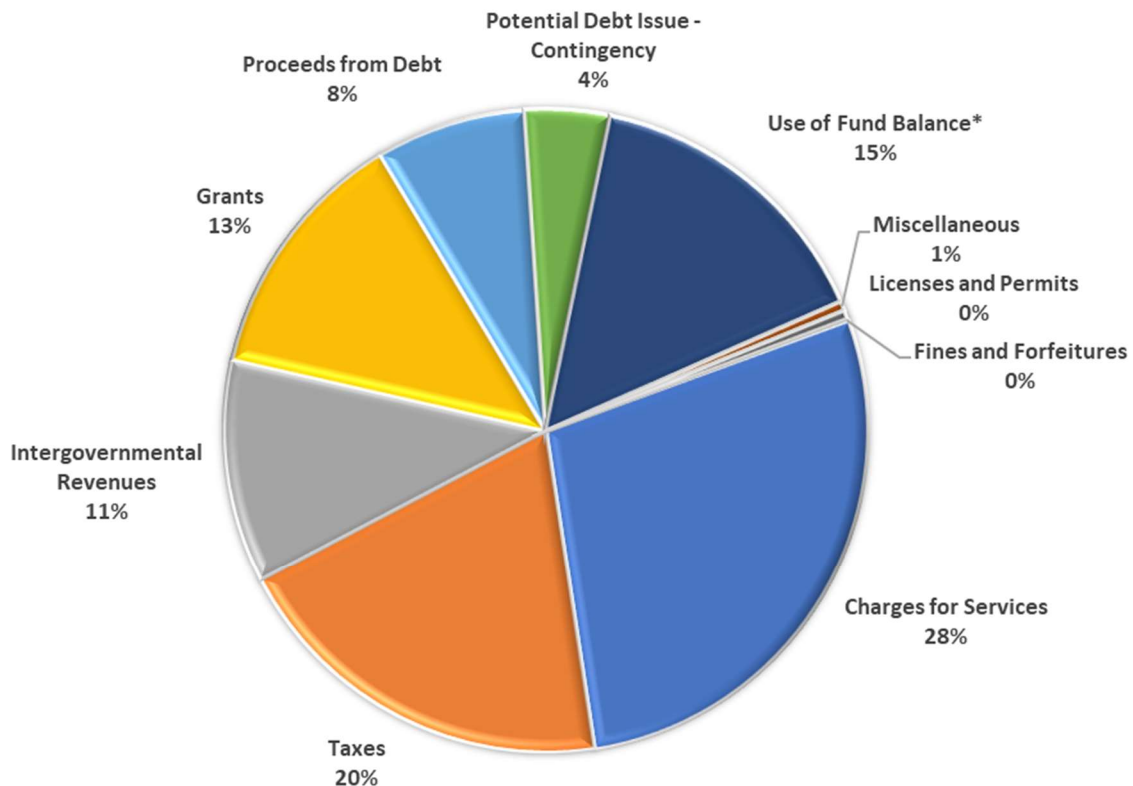
Overall City Budget Summary

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.

Funding Source Category	FY23 Budget	FY24 Budget	FY24% of Total
Charges for Services	68,890,125	72,631,904	28.1%
Taxes	57,853,654	50,934,935	19.7%
Intergovernmental Revenues	24,540,872	28,995,676	11.2%
Grants	23,388,144	33,217,343	12.9%
Proceeds from Debt	28,428,072	19,504,334	7.6%
Potential Debt Issue - Contingency	30,000,000	11,000,000	4.3%
Use of Fund Balance*	44,470,598	39,157,198	15.2%
Miscellaneous	2,182,838	1,256,469	0.5%
Licenses and Permits	1,136,300	1,137,100	0.4%
Fines and Forfeitures	329,600	300,600	0.1%
Total Funding Sources	<u>\$ 281,220,203</u>	<u>\$ 258,135,559</u>	

*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		
	FY2022 Actual	FY2023 Est End	FY2024 Budget	FY2022 Actual	FY2023 Est End	FY2024 Budget
Revenues						
Taxes	\$ 66,807,912	\$ 57,935,279	\$ 49,422,185	\$ 1,642,696	\$ 1,450,000	\$ 1,500,000
Intergovernmental revenues	21,999,677	25,380,873	29,595,676	7,413,490	10,702,128	13,622,166
Licenses and permits	1,047,029	1,037,510	1,035,900			
Fines and forfeitures	263,395	299,491	272,100	11,894	25,000	25,000
Gifts and donations	-	-	-	446,912	375,286	3,289,572
Charges for services	5,569,173	5,130,600	5,353,524	941,187	1,031,000	1,031,000
Miscellaneous	(954,380)	368,489	378,533	(4,389)	15,093	14,500
Total Revenues	94,732,806	90,152,242	86,057,918	10,451,790	13,598,507	19,482,238
Other Sources						
Bond Proceeds	126,387	-	11,000,000	-	-	-
Total Revenues and Other Sources	94,859,193	90,152,242	97,057,918	10,451,790	13,598,507	19,482,238
Expenditures						
Operating						
General Government	3,758,457	4,055,580	5,077,722	1,368,975	1,596,931	1,312,497
Culture and Recreation	6,168,059	6,676,404	8,029,091	144,686	216,930	199,081
Public Safety	36,879,343	35,881,880	33,771,220	6,708,232	1,424,887	3,193,707
Public Works	7,645,562	7,228,109	9,380,878		5,000	15,000
Airport	-	-	-			2,745
Capital Outlay	24,342,320	33,776,733	37,442,455	7,189,909	3,601,410	11,954,844
Debt Service	1,950,475	5,936,350	2,843,055			
Contingency	-	-	11,000,000			3,000,000
Total Expenditures	80,744,216	93,555,056	107,544,421	15,411,802	6,845,158	19,677,874
Other Financing Sources (Uses)						
Transfers In	73,000	1,291,310	1,991,622	156,414	2,159,839	1,654,286
Transfers Out	(1,663,398)	(4,162,239)	(4,662,986)	(109,276)	(990,966)	(109,276)
Total other financing sources (uses)	(1,590,398)	(2,870,929)	(2,671,364)	47,138	1,168,873	1,545,010
Net change in fund balances	12,524,579	(6,273,743)	(13,157,867)	(4,912,873)	7,922,222	1,349,374
Fund Balance - Beginning July 1	45,845,328	58,369,907	52,096,164	(19,910)	(4,932,783)	2,989,439
Fund Balance - Ending June 30	\$ 58,369,907	\$ 52,096,164	\$ 38,938,297	\$ (4,932,783)	\$ 2,989,439	\$ 4,338,813

Overall City Budget Summary

	Proprietary Funds			Total All Funds		
	FY2022 Actual	FY2023 Est End	FY2024 Budget	FY2022 Actual	FY2023 Est End	FY2024 Budget
Revenues						
Taxes	\$ 13,441	\$ 12,750	\$ 12,750	\$ 68,464,049	\$ 59,398,029	\$ 50,934,935
Intergovernmental revenues	5,873,845	9,699,508	11,019,947	35,287,012	45,782,509	54,237,789
Licenses and permits	1,854	3,300	2,000	1,048,883	1,040,810	1,037,900
Fines and forfeitures	2,854	3,500	3,500	278,143	327,991	300,600
Gifts and donations	-	-	-	446,912	375,286	3,289,572
Charges for services	62,545,421	65,099,901	67,181,880	69,055,781	71,261,501	73,566,404
Miscellaneous	122,457	1,117,791	96,636	(836,312)	1,501,373	489,669
Total Revenues	68,559,872	75,936,750	78,316,713	173,744,469	179,687,499	183,856,869
Other Sources						
Bond Proceeds	16,972,582	20,461,107	18,250,160	-	20,461,107	29,250,160
Total Revenues and Other Sources	85,532,454	96,397,857	96,566,873	173,744,469	200,148,606	213,107,029
Expenditures						
Operating						
General Government	4,611,095	6,130,981	6,629,242	9,738,527	11,783,492	13,019,461
Culture and Recreation	4,159,680	3,796,445	4,138,435	10,472,425	10,689,779	12,366,607
Public Safety	417,699	447,793	477,254	44,005,274	37,754,560	37,442,181
Public Works	36,208,218	39,835,346	46,843,094	43,853,780	47,068,455	56,238,972
Airport	2,200,330	2,329,144	2,749,532	2,200,330	2,329,144	2,752,277
Capital Outlay	74,545,998	50,109,521	70,075,707	106,078,226	87,487,664	119,473,006
Debt Service	-	-	-	1,950,475	5,936,350	2,843,055
Contingency	-	-	-	-	-	14,000,000
Total Expenditures	122,143,020	102,649,230	130,913,264	218,299,037	203,049,444	258,135,559
Other Financing Sources (Uses)						
Transfers In	1,500,280	2,672,152	2,671,252	1,729,695	6,123,301	6,317,160
Transfers Out	42,979	(970,096)	(1,544,898)	(1,729,695)	(6,123,301)	(6,317,160)
Total other financing sources (uses)	1,543,260	1,702,056	1,126,354	-	-	-
Net change in fund balances	(35,067,306)	(4,549,317)	(33,220,037)	(27,455,600)	(2,900,838)	(45,028,530)
Fund Balance - Beginning July 1	81,341,036	46,273,730	41,724,413	127,166,454	99,710,854	96,810,016
Fund Balance - Ending June 30	\$46,273,730	\$ 41,724,413	\$ 8,504,376	\$ 99,710,854	\$ 96,810,016	\$ 51,781,486

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 2024, the City's estimated fund balance at July 1, 2023 is \$96.8 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	\$ 52,096,164	\$ 2,989,439	\$ 41,724,413	\$ 96,810,016
FY24 Budget				
Operating Surplus (Deficit)	29,832,574	16,416,239	20,150,408	66,399,221
Capital Expenditures and Transfers	(42,105,441)	(12,064,120)	(71,620,605)	(125,790,166)
Debt Issue - Enterprise	-	-	18,250,160	18,250,160
Contingency	(11,000,000)	(3,000,000)	-	(14,000,000)
Contingency - Debt Issue	11,000,000	-	-	11,000,000
Contingency for Debt Service	(885,000)	-	-	(885,000)
Ending Funding Balance	\$ 38,938,297	\$ 4,341,558	\$ 8,504,376	\$ 51,784,231
Ending Fund Balance Detail				
Reserved for:				
Operating (Policy)	\$ 11,466,701	\$ 1,948,224	\$ 147,500	\$ 13,562,425
Long-term Obligations	3,500,000	-	-	3,500,000
Specific Programs	-	2,393,334	8,356,876	10,750,211
Total Unassigned	\$ 23,971,596	\$ -	\$ -	\$ 23,971,596

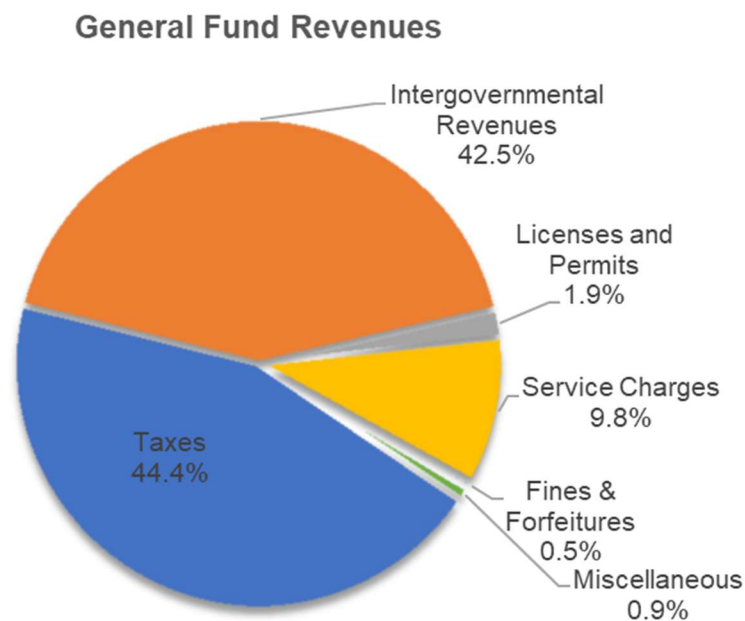
The FY2024 budget has identified the use of \$45 million from fund balance relating to a one time use for capital expenditures, retirement of unfunded pension liability, or specific projects. The fund balance levels are sufficient to maintain adequate cash flow and a reserve to cover unanticipated expenditures 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

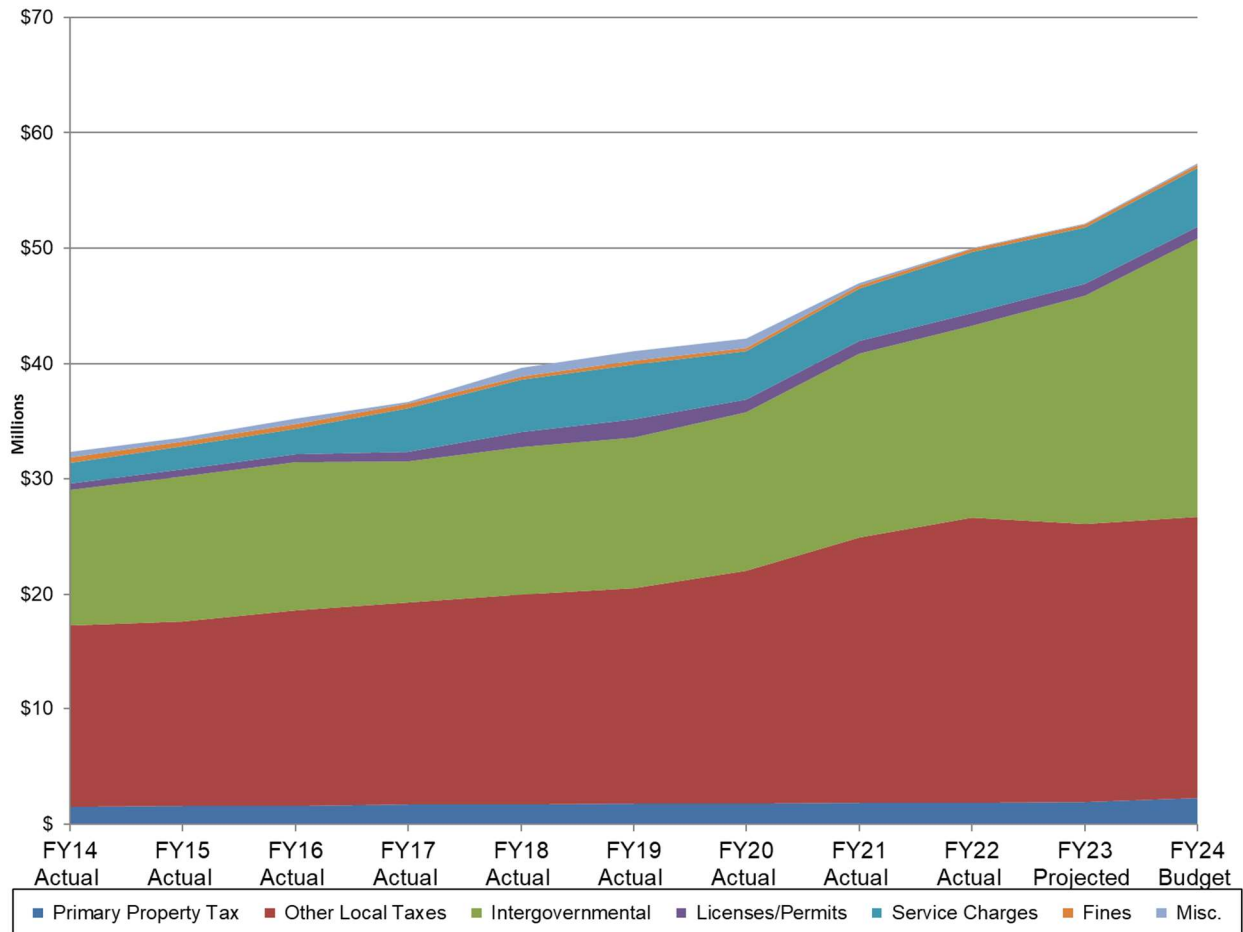
The General Fund source of revenues is primarily (86.9%) City and state-assessed taxes which have no correlation to service demand. These taxes include the local 1% transaction privilege tax, primary property tax, intergovernmental (state shared) revenues, and franchise taxes. Service charges, licenses and permits, fines, and miscellaneous revenues total 13.1% 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 FY24 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%.

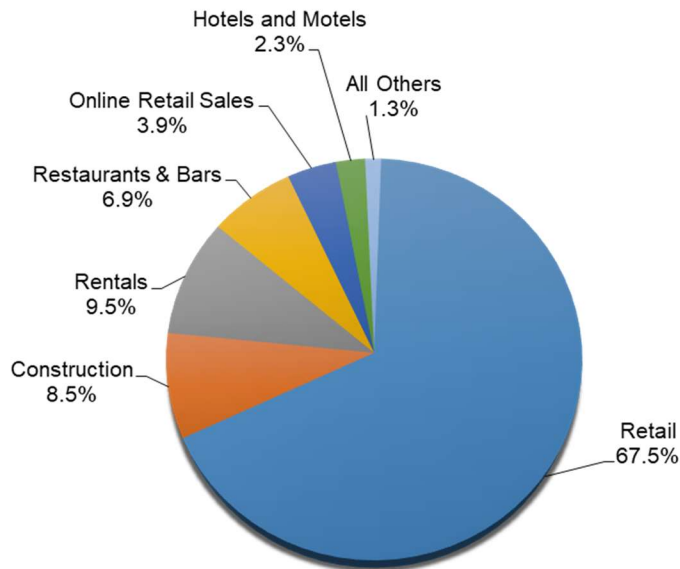
The combined sales tax rate in the City of Prescott for all taxable activities is 8.35%. The combined rate consists of 5.6% for the State of Arizona, 0.75% for Yavapai County and 2.00% for the City of Prescott. Of the City's 2% rate, 1% is dedicated for Streets, and 1% is for the General Fund. The .75% tax for the unfunded PSPRS liability (effective January 1, 2018) was 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 2.4% increase, or \$525,000, is budgeted for privilege tax revenue in the General Fund. This is largely due to the conservative budget due to the inflation concerns in FY24. 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 5.4% 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 to Yavapai County and public schools such as Yavapai College and Prescott Unified School District. The City of Prescott's primary property tax rate for FY24 is 0.2520 per \$100 of assessed value.

General Fund

Franchise Taxes

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 \$506,288 in direct contribution and other direct and indirect services.

General Fund

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.

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

Expenditures and Trends

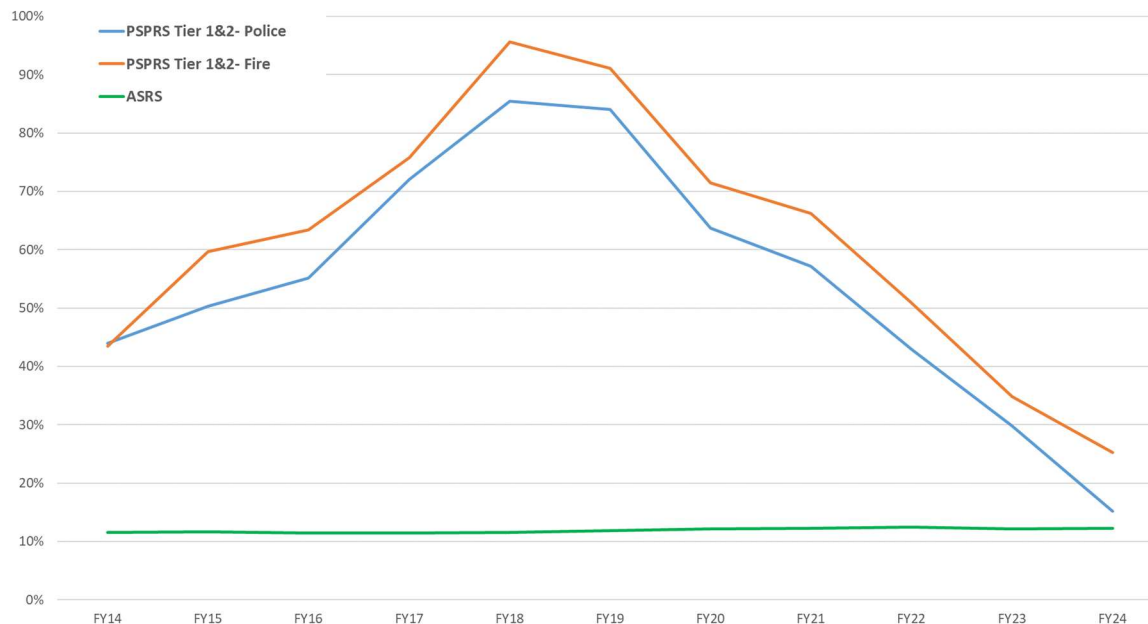
In FY24, personnel costs make up 71.65% of the total operating budget in the General Fund, which include all employer costs related to the compensation for City employees in the General Fund. Costs for personnel in the General Fund have steadily increased.

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 FY24 are 25.26% for Fire and 15.14% 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.

General Fund

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, 2022 of approximately \$8.7 million and funding ratios of 96.4% for Police and 92.7% for Fire. The total PSPRS annual required contribution in FY24 is \$3.5 million dollars. About 43.58% of the total contribution costs relate to normal retirement costs (benefits earned by employees this current year) and the remaining 56.42% pays for the 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.

General Fund

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 FY24 General Fund revenues are budgeted to be up by \$5.4 million and operating expenditures are up \$5.1 million when compared to the FY23 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 \$7.3 million in FY24 for one time capital expenditures. The budgetary reserve would be \$11.5 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

	FY22 Actual	FY23 Budget	FY23 Estimate	FY24 Budget
Net Change in Fund Balance	\$ 2,455,334	\$ (10,385,005)	\$ 291,941	\$ (7,307,161)
Fund Balance - Beginning	28,125,535	30,580,869	30,580,869	30,872,810
Fund Balance - Ending	\$ 30,580,869	\$ 20,195,864	\$ 30,872,810	\$ 23,565,649
Ending Balance - Detail				
Reserved for:				
Operations (Policy)	\$ 9,727,935	\$ 10,394,217	\$ 10,427,744	\$ 11,466,701
Long-term obligations	2,924,000	3,500,000	3,500,000	3,500,000
Unassigned	17,928,934	6,301,647	16,945,066	8,598,949
Total Ending Fund Balance	\$ 30,580,869	\$ 20,195,864	\$ 30,872,810	\$ 23,565,649

General Fund

	FY22	FY23	FY23	FY24	%
	Actual	Budget	Estimate	Budget	Budget Change
Revenues					
Taxes					
Privilege/Use Tax	\$ 22,971,108	\$ 22,215,000	\$ 22,480,000	\$ 22,740,000	2.4%
Franchise Taxes	1,815,127	1,700,000	1,700,000	1,715,000	0.9%
Primary Property Tax	1,866,018	1,905,279	1,905,279	2,227,185	16.9%
Total Local Taxes	26,652,254	25,820,279	26,085,279	26,682,185	3.3%
Intergovernmental Revenue					
State Sales Tax	6,458,478	6,559,446	6,559,446	7,050,195	7.5%
State Income Tax	5,999,845	8,845,009	8,845,009	12,559,023	42.0%
State Vehicle License Tax	3,638,591	3,798,839	3,798,839	4,020,755	5.8%
Yavapai County Library District	550,574	551,975	551,976	506,288	-8.3%
Total Intergovernmental Revenues	16,647,487	19,755,269	19,755,270	24,136,261	22.2%
Licenses and Permits	1,047,029	1,035,100	1,037,510	1,035,900	0.1%
Service Charges	5,314,412	4,993,406	4,890,600	5,103,524	2.2%
Fines & Forfeitures	263,395	301,100	299,491	272,100	-9.6%
Miscellaneous	(1,284,901)	65,933	70,570	103,533	57.0%
Total General Fund Revenue	48,639,676	51,971,087	52,138,720	57,333,503	10.3%
Other Sources					
Lease Purchase Proceeds	126,387	30,000,000	-	11,000,000	-63.3%
Transfers In	73,000	2,158,522	1,291,310	1,991,622	-7.7%
Total Revenues and Other Sources	48,839,063	84,129,609	53,430,030	70,325,125	-16.4%
Operating Expenditures by Departments					
Budget & Finance	\$ 282,222	\$ 411,778	\$ 467,807	\$ 477,355	15.9%
City Clerk	145,717	159,710	31,992	163,675	2.5%
City Council	53,868	41,174	22,507	72,963	77.2%
City Court	626,094	702,806	652,856	777,110	10.6%
City Manager	492,270	415,416	569,492	529,999	27.6%
Community Development	1,836,162	2,025,856	1,784,711	2,186,295	7.9%
Rodeo, Parking Garage	54,105	82,220	87,347	86,593	5.3%
Fire	7,446,098	10,791,252	11,215,561	13,155,794	21.9%
Legal	205,461	275,973	398,215	354,185	28.3%
Library	2,392,762	2,569,974	2,581,209	2,871,757	11.7%
Police	9,589,636	13,928,368	13,343,787	16,351,865	17.4%
Recreation Services	3,452,811	3,823,256	3,692,501	4,681,566	22.4%
Regional Communications	1,342,391	1,928,141	1,754,532	2,299,508	19.3%
Governmental Operating Grant Match	93,246	148,691	143,839	372,336	150.4%
Airport Operating Transfer	181,235	169,342	188,884	192,823	13.9%
Golf Course Operating Transfer	261,724	849,417	-	-	-100.0%
Public Safety Unfunded Liability ARC	2,121,218	3,163,569	68,000	1,964,053	-37.9%
Total Operating Expenditures	\$ 30,577,020	\$ 41,486,943	\$ 37,003,240	\$ 46,537,877	12.2%
Capital and Other					
Capital Projects and Transfers	15,690,046	18,531,531	12,026,849	18,693,269	0.9%
Debt Service - Contingency	-	3,980,000	3,980,000	885,000	-77.8%
Contingency	-	30,000,000	-	11,000,000	-63.3%
Retirement Contributions Use of Fund	116,662	516,140	128,000	516,140	0.0%
Total Expenditures and Transfers	\$ 46,383,729	\$ 94,514,614	\$ 53,138,089	\$ 77,632,286	-17.9%
Ending Balance, 6/30					
Net Change in Fund Balance	\$ 2,455,334	\$ (10,385,005)	\$ 291,941	\$ (7,307,161)	
Fund Balance - Beginning	28,125,535	30,580,869	30,580,869	30,872,810	
Fund Balance - Ending	30,580,869	20,195,864	30,872,810	23,565,649	

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					
	FY22 Actual	FY23 Budget	FY23 Estimate	FY24 Budget	% Budget Change
Revenues					
Sales Tax	\$ 22,962,925	\$ 22,215,000	\$ 22,480,000	\$ 22,740,000	2.4%
Highway Users Revenue	4,527,190	4,785,603	4,785,603	4,859,415	1.5%
Partnering	825,000	840,000	840,000	600,000	-28.6%
Street Light Fee	254,761	240,000	240,000	250,000	4.2%
Miscellaneous/Interest Earnings	330,521	295,000	297,919	275,000	-6.8%
Total Revenues	<u>\$ 28,900,397</u>	<u>\$ 28,375,603</u>	<u>\$ 28,643,522</u>	<u>\$ 28,724,415</u>	1.2%
Expenditures					
Recreation Services	\$ 268,381	\$ 339,522	\$ 315,347	\$ 389,175	14.6%
Public Works	7,645,562	8,439,956	7,228,109	9,380,878	11.1%
Debt Service	1,950,475	1,956,350	1,956,350	1,958,055	0.1%
Total Operations	9,864,419	10,735,828	9,499,806	11,728,108	9.2%
Recreation Services Capital Outlay	10,257	8,550,000	8,474,809	200,000	-97.7%
Streets Capital Outlay	9,769,210	22,453,040	17,104,591	22,647,013	0.9%
Total Expenditures	<u>\$ 19,643,886</u>	<u>\$ 41,738,868</u>	<u>\$ 35,079,206</u>	<u>\$ 34,575,121</u>	-17.2%
Ending Balance, 6/30					
Net Change in Fund Balance	\$ 9,256,511	\$ (13,363,265)	\$ (6,435,684)	\$ (5,850,706)	
Fund Balance - Beginning	18,402,526	27,659,037	27,659,037	21,223,353	
Fund Balance - Ending	<u>27,659,037</u>	<u>14,295,772</u>	<u>21,223,353</u>	<u>15,372,647</u>	

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 ¼% tax expected to begin January 1, 2016 and replaced it with a 1% streets only tax.

Special Revenue Funds

<u>Rate</u>	<u>Streets Tax Votes</u>	<u>Begins</u>	<u>Ends</u>
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
3/4%	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

The 2.4% increase in the FY24 budget shows increased taxable sales activity is occurring as the economy improves post-pandemic.

Highways Users Revenue: The revenue estimate of \$4,859,415 is provided by the State and is higher than the FY23 budget by 1.5%. 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 \$250,000. 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.

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

	FY22	FY23	FY23	FY24	%
	Actual	Budget	Estimate	Budget	Budget Change
Revenues					
Bed Tax Revenues (3% levy)	\$ 1,642,696	\$ 1,475,000	\$ 1,450,000	\$ 1,500,000	1.7%
Total Revenues	\$ 1,642,696	\$ 1,475,000	\$ 1,450,000	\$ 1,500,000	1.7%
Expenditures					
Tourism Office - Sales/Marketing/Admin	\$ 791,310	\$ 631,160	\$ 711,753	\$ 679,810	7.7%
Tourism Grant Allocations	37,417	101,000	101,000	101,000	0.0%
Community Events	36,439	49,000	44,800	44,800	-8.6%
Whiskey Off Road	75,443	-	58,000	29,000	
Airport Service Media	7,707	10,000	-	-	-100.0%
Courthouse Lighting	160,000	40,000	50,000	50,000	25.0%
Prescott Frontier Days Rodeo	50,000	40,000	40,000	40,000	0.0%
Prescott Downtown Partnership/SCS	66,300	65,000	98,000	75,000	15.4%
Parks Tourism and Open Space	49,715	50,000	50,000	50,000	0.0%
PAAHC - Arts and Cultural Grants	28,558	45,000	45,000	45,000	0.0%
Arizona Office of Tourism	-	-	75,000	75,000	
Sister Cities	240	-	6,683	7,381	
Museum Support					
Sharlot Hall Utilities	10,000	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	-	-100.0%
Total Operations	1,353,130	1,196,160	1,445,236	1,261,991	5.5%
Operating Transfer					
Events Overtime (transfer to General Fund)	18,000	18,000	18,000	18,000	0.0%
Parking Garage	55,000	55,000	55,000	55,000	0.0%
Airport Events	-	25,000	-	-	
Downtown Courtesy Can	36,276	36,276	36,276	36,276	0.0%
Operating Transfer	109,276	134,276	109,276	109,276	-18.6%
Total Operating Uses	\$ 1,462,406	\$ 1,330,436	\$ 1,554,512	\$ 1,371,267	3.1%
Recreation Development Capital	\$ 300,000	\$ 357,500	\$ 320,000	\$ 50,000	
Total Expenditures	\$ 1,762,406	\$ 1,687,936	\$ 1,874,512	\$ 1,421,267	-15.8%
Ending Balance, 6/30					
Net Change in Fund Balance	\$ (119,710)	\$ (212,936)	\$ (424,512)	\$ 78,733	
Fund Balance - Beginning	961,703	841,993	841,993	417,481	
Fund Balance - Ending	841,993	629,057	417,481	496,214	

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 1.7% increase expected from FY23 budget to FY24 budget.

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					
	FY22	FY23	FY23	FY24	%
	Actual	Budget	Estimate	Budget	Budget Change
Revenues					
Grant Revenues	\$ 7,456,404	\$ 8,533,832	\$ 10,978,130	\$ 16,796,238	96.8%
Miscellaneous/Interest Earning	35,293	77,000	77,718	77,000	0.0%
Transfers In	156,414	2,209,906	2,159,839	1,654,286	-25.1%
Total Revenues	<u>\$ 7,648,112</u>	<u>\$ 10,820,738</u>	<u>\$ 13,215,687</u>	<u>\$ 18,527,524</u>	71.2%
Expenditures					
City Court	\$ 1,669	\$ 36,000	\$ 36,000	\$ 47,000	30.6%
City Manager	110,124	3,025,225	2,998,326	-	0.0%
Community Development	713,951	817,051	524,224	800,327	-2.0%
Recreation Services	-	-	10,000	9,000,000	
Library	29,036	-	30,046	-	0.0%
Police Department	3,638,759	1,136,026	872,066	1,085,864	-4.4%
Fire Department	3,151,981	1,457,214	397,664	3,197,385	119.4%
Public Works	-	50,000	5,000	466,850	833.7%
Non Departmental (Contingency)	37,503	5,075,000	42,681	3,075,000	-39.4%
Total Expenditures	<u>\$ 7,683,024</u>	<u>\$ 11,596,516</u>	<u>\$ 4,916,007</u>	<u>\$ 17,672,426</u>	52.4%
Ending Balance, 6/30					
Net Change in Fund Balance	\$ (34,912)	\$ (775,778)	\$ 8,299,680	\$ 855,098	
Fund Balance - Beginning	(2,520,166)	(2,555,078)	(2,555,078)	5,744,602	
Fund Balance - Ending	<u>(2,555,078)</u>	<u>(3,330,856)</u>	<u>5,744,602</u>	<u>6,599,700</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

FY24 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	\$ -	\$ -	\$ -	\$ -	\$ 281,342
Total Expenditures	\$ -	\$ -	\$ -	\$ -	\$ 281,342
Ending Balance, 6/30					
Net Change in Fund Balance	\$ -	\$ 199,000	\$ -	\$ 180,000	\$ 318,658
Fund Balance - Beginning	58,228	1,547,168	487,401	1,367,997	1,492,129
Fund Balance - Ending	58,228	1,746,168	487,401	1,547,997	1,810,787

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

FY24 Trust Funds Budget	Acker Trust	Gifts & Donations
Revenues		
Gifts/Donations	\$ -	\$ 115,500
Interest	14,500	-
Total Revenues	\$ 14,500	\$ 115,500
Expenditures		
Scholarships	\$ 14,500	
Gift/Donation Expenditures		397,615
Total Expenditures	\$ 14,500	\$ 397,615
Ending Balance, 6/30		
Net Change in Fund Balance	\$ -	\$ (282,115)
Fund Balance - Beginning	529,593	282,115
Fund Balance - Ending	529,593	-

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.

	FY22	FY23	FY23	FY24	%
	Actual	Budget	Estimate	Budget	Budget Change
Revenues					
Sales Tax Revenues (0.75%)	\$ 17,192,733	\$ 8,330,625	\$ 9,370,000	\$ -	-100.0%
Total Revenues	<u>\$ 17,192,733</u>	<u>\$ 8,330,625</u>	<u>\$ 9,370,000</u>	<u>\$ -</u>	<u>-100.0%</u>
Expenditures					
Non Departmental - PSPRS contributions	\$ 16,380,000	\$ 8,330,625	\$ 9,500,000	\$ -	-100.0%
Total Expenditures Budget	<u>\$ 16,380,000</u>	<u>\$ 8,330,625</u>	<u>\$ 9,500,000</u>	<u>\$ -</u>	<u>-100.0%</u>
Ending Balance, 6/30					
Net Change in Fund Balance	\$ 812,733	\$ -	\$ (130,000)	\$ -	
Fund Balance - Beginning	\$ (682,733)	\$ 130,000	\$ 130,000	\$ -	-100.0%
Fund Balance - Ending	<u>\$ 130,000</u>	<u>\$ 130,000</u>	<u>\$ -</u>	<u>\$ -</u>	<u>-100.0%</u>

The current PSPRS actuarial valuation shows unfunded liability as of June 30, 2022 of approximately \$8.7 million and funding ratios of 96.4% for Police and 92.7% for Fire. The total PSPRS annual required contribution in FY24 is \$3.5 million dollars and this will be funded out of the general fund. About 43.58% of the total contribution costs relate to normal retirement costs (benefits earned by employees this current year) and the remaining 56.42% 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. This tax was 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

	FY22 Actual	FY23 Budget	FY23 Estimate	FY24 Budget
Revenues				
Secondary Property Taxes	22.00	-	67.00	-
Special Assessments Billing	4,586.00	-	-	-
Interest	71.00	-	-	-
Total Revenues	4,679.00	-	67.00	-
Expenditures				
Special Assessment Bonds	4,657.00	-	-	-
Transfers Out	-	-	5,690.00	-
Total Expenditures Budget	4,657.00	-	5,690.00	-
Ending Balance, 6/30				
Net Change in Fund Balance	22.00	-	(5,623.00)	-
Fund Balance - Beginning	5,601.00	5,623.00	5,623.00	-
Fund Balance - Ending	5,623.00	5,623.00	-	-

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.

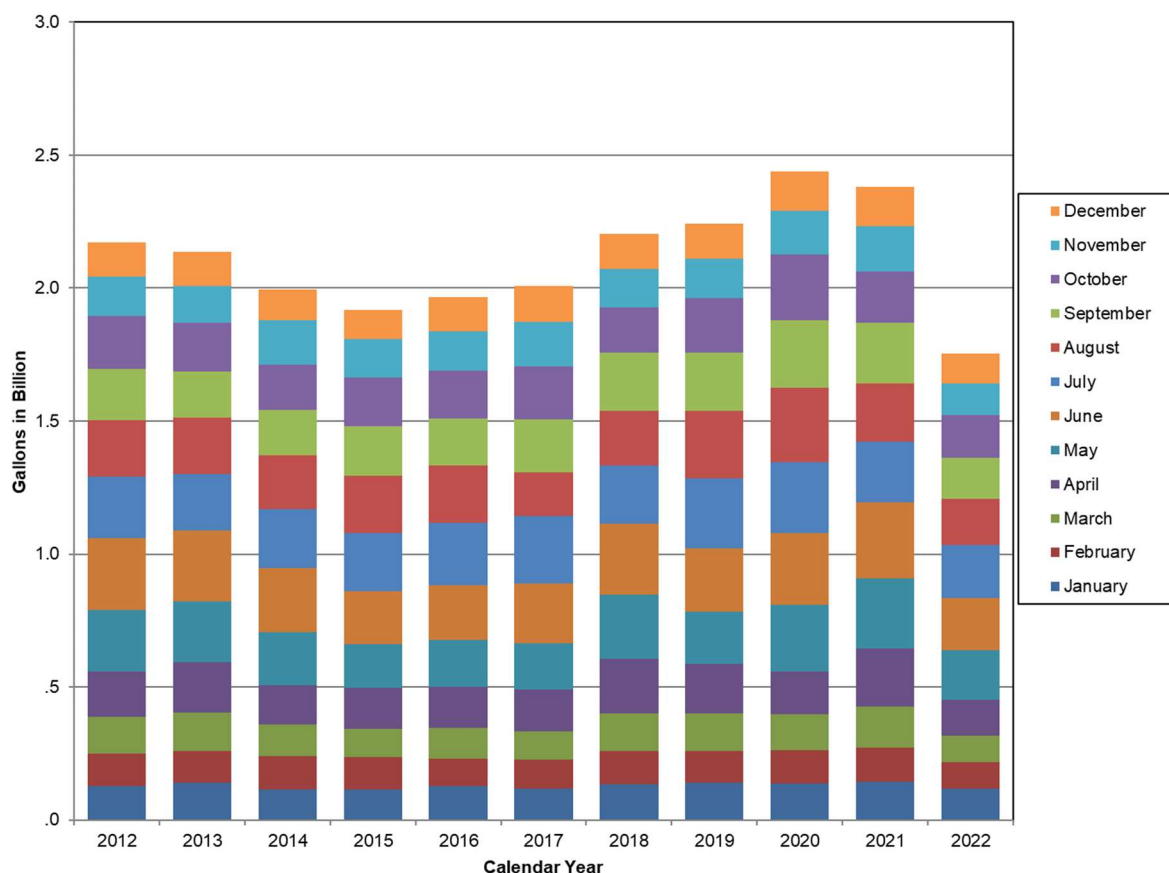
	FY22	FY23	FY23	FY24	%
	Actual	Budget	Estimate	Budget	Budget Change
Revenues					
Water Sales	\$ 18,632,648	\$ 19,000,000	\$ 19,000,000	\$ 19,570,000	3.0%
Water Connection Fees	275,750	175,000	175,000	175,000	0.0%
Aquifer Protection Fee	279,852	275,000	275,000	275,000	0.0%
County Contribution	-	-	-	600,000	
Water Resource Development Fee	533,311	680,000	680,000	500,000	-26.5%
Water System Impact Fee	1,867,564	2,400,000	2,400,000	1,800,000	-25.0%
Miscellaneous/Interest Earnings	400,285	289,600	341,018	291,600	0.7%
Total Revenues	\$ 21,989,410	\$ 22,819,600	\$ 22,871,018	\$ 23,211,600	1.7%
Other Sources					
Bond Proceeds - WIFA Draws	\$ 13,936,940	\$ 25,947,888	\$ 19,434,882	\$ 14,276,734	-45.0%
Water Resource Partnering	70,976	-	-	-	
Total Revenues and Other Sources	\$ 35,997,326	\$ 48,767,488	\$ 42,305,900	\$ 37,488,334	-23.1%
Expenditures					
Budget & Finance	\$ 286,759	\$ 306,195	\$ 318,584	\$ 352,935	15.3%
Public Works	10,715,340	9,736,159	9,758,784	12,642,098	29.8%
Debt Service	3,032,259	3,584,535	4,248,321	5,225,106	45.8%
Subtotal Operations	14,034,357	13,626,889	14,325,689	18,220,139	33.7%
Water System Capital Projects	29,063,052	28,611,689	19,187,493	28,355,023	-0.9%
Aquifer Protection Capital Projects	-	375,000	62,664	1,000,000	166.7%
Water System Impact Capital Projects	22,001,106	15,838,142	11,793,909	9,501,990	-40.0%
Total Expenditures Budget	\$ 65,098,515	\$ 58,451,720	\$ 45,369,755	\$ 57,077,152	-2.4%
Transfers Out	\$ -	\$ 834,209	\$ 485,048	\$ 767,449	-8.0%
Ending Balance, 6/30					
Net Change in Fund Balance	\$(29,101,189)	\$(10,518,441)	\$(3,548,903)	\$(20,356,267)	
Fund Balance - Beginning	55,495,308	26,394,119	26,394,119	22,845,216	
Fund Balance - Ending	26,394,119	15,875,678	22,845,216	2,488,949	

Revenue and Trends

Enterprise Funds

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 \$19,570,000 in FY2024 compared to an estimated \$19,000,000 for FY202 representing a 3% increase. This revenue is very weather sensitive; although trends are indicating consumption per capita is decreasing. The total consumption per capita in 2022 (36,865.99) is down from 2012 (53,861.27). 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 408 miles of main line, 8,634 manholes and 63 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

	FY22 Actual	FY23 Budget	FY23 Estimate	FY24 Budget	% Budget Change
Revenues					
Wastewater Service Fees	\$ 14,893,515	\$ 14,680,000	\$ 14,680,000	\$ 14,950,000	1.8%
Wastewater Impact Fees	1,014,519	1,200,000	1,200,000	1,200,000	0.0%
Effluent Sales	749,867	550,000	550,000	600,000	9.1%
Miscellaneous/Interest Earnings	144,624	119,664	119,664	112,000	-6.4%
Total Revenues	\$ 16,802,525	\$ 16,549,664	\$ 16,549,664	\$ 16,862,000	1.9%
Other Sources					
Bond Proceeds - WIFA Draws	\$ 2,017,279	\$ 1,229,971	\$ 1,026,225	\$ 173,426	-85.9%
Total Revenues and Other Sources	\$ 18,819,804	\$ 17,779,635	\$ 17,575,889	\$ 17,035,426	-4.2%
Expenditures					
Public Works Operating	8,360,567	8,563,663	7,668,147	9,441,380	10.2%
Debt Service	2,092,873	4,829,595	4,786,323	4,826,471	-0.1%
Subtotal Operations	10,453,440	13,393,258	12,454,470	14,267,851	6.5%
Wastewater Systems Capital Projects	9,015,373	7,848,803	2,645,287	11,373,840	44.9%
Wastewater System Impact Capital Projects	2,259,364	4,052,587	2,604,259	1,084,660	-73.2%
Total Expenditures Budget	\$ 21,728,176	\$ 25,294,648	\$ 17,704,016	\$ 26,726,351	5.7%
Ending Balance, 6/30					
Net Change in Fund Balance	\$ (2,908,372)	\$ (7,515,013)	\$ (128,127)	\$ (9,690,925)	
Fund Balance - Beginning	14,946,974	12,038,602	12,038,602	11,910,475	
Fund Balance - Ending	12,038,602	4,523,589	11,910,475	2,219,550	

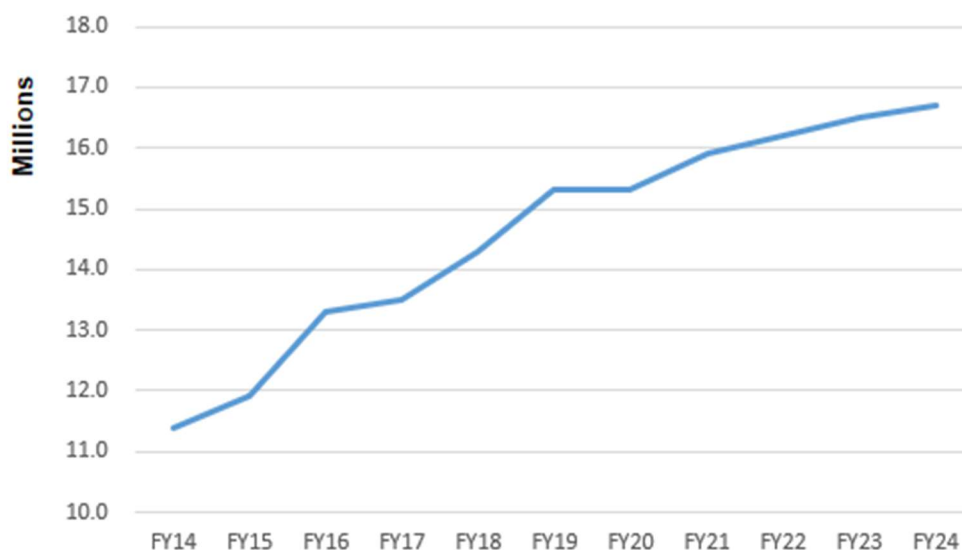
Enterprise Funds

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

Enterprise Funds

approved plans, specifications, and codes. Finally, wastewater connections are the charges to customers when tapping to the existing wastewater mains.

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 FY23 Budget to FY24 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

	FY22	FY23	FY23	FY24	%
	Actual	Budget	Estimate	Budget	Budget Change
Revenues					
Refuse Collection Fees	\$ 6,907,677	\$ 7,008,000	\$ 7,582,500	\$ 8,488,000	21.1%
Transfer Station Fees	3,126,200	3,200,000	3,800,000	4,300,000	34.4%
Landfill Closure Surcharge	142,905	155,000	144,696	155,000	0.0%
Recycling Revenue	270,180	203,000	229,769	253,000	24.6%
Roll Off Charges	30,662	-	62,000	190,000	
Miscellaneous/Interest Earnings	12,454	69,372	79,610	66,852	-3.6%
Total Revenues	\$ 10,490,077	\$ 10,635,372	\$ 11,898,575	\$ 13,452,852	26.5%
Other Sources					
Lease/Purchase Proceeds	\$ 1,018,362	\$ 1,250,213	\$ -	\$ 3,800,000	203.9%
Total Revenues and Other Sources	\$ 11,508,440	\$ 11,885,585	\$ 11,898,575	\$ 17,252,852	45.2%
Expenditures					
Public Works Operating	10,009,065	9,802,381	11,150,524	12,217,678	24.6%
Debt Service	389,575	509,613	610,424	610,424	19.8%
Subtotal Operations	10,398,640	10,311,994	11,760,948	12,828,102	24.4%
Capital	2,917,739	3,066,659	966,817	5,142,258	67.7%
Total Expenditures Budget	\$ 13,316,378	\$ 13,378,653	\$ 12,727,765	\$ 17,970,360	34.3%
Ending Balance, 6/30					
Net Change in Fund Balance	\$ (1,807,938)	\$ (1,493,068)	\$ (829,190)	\$ (717,508)	
Fund Balance - Beginning	5,727,716	3,919,778	3,919,778	3,090,588	
Fund Balance - Ending	3,919,778	2,426,710	3,090,588	2,373,080	

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 \$20.50 per month structured as follows: \$20.00 to pay for the collection and disposal of solid waste and \$.50 for a landfill closure fee.

Transfer Station Fees: Effective March 1, 2023, the tipping fee increased from \$72.00 per ton to \$82.00 per ton with an \$20.00 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.

Enterprise Funds

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.

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.

Effective March 1, 2023, Indigo Golf (Formerly Billy Casper Golf) now operates all golf-related activities, including the pro shop, driving range, carts, cart barn, golf-course maintenance, and restaurant at the 36-hole facility, while the City will continue to be responsible for 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

	FY22	FY23	FY23	FY24	%
	Actual	Budget	Estimate	Budget	Budget Change
Revenues					
Greens Fees	\$ 1,873,027	\$ 1,975,500	\$ 1,975,500	\$ 1,872,650	-5.2%
Cart Rentals	638,262	654,500	654,500	581,350	-11.2%
Pro Shop	204,781	180,800	180,800	222,850	23.3%
Food and Beverage	1,233,381	1,345,405	1,345,405	1,410,305	4.8%
Miscellaneous/Contingency	142,259	523,150	523,150	54,050	-89.7%
Total Revenues	\$ 4,091,710	\$ 4,679,355	\$ 4,679,355	\$ 4,141,205	
Other Sources					
Sale of Property (Golf Carts)	\$ 666	\$ 490,750	\$ 490,750	\$ -	
Total Revenues and Other Sources	\$ 4,092,376	\$ 5,170,105	\$ 5,170,105	\$ 4,141,205	-19.9%
Expenditures					
Indigo Golf Operations	2,446,237	2,398,531	2,494,610	4,138,435	72.5%
Recreation Services Operations	1,713,444	1,576,657	1,301,835	-	-100.0%
Contingency	-	300,000	-	-	-100.0%
Subtotal Operations	4,159,680	4,275,188	3,796,445	4,138,435	-3.2%
Capital	590,109	2,084,250	1,686,032	593,500	-71.5%
Total Expenditures Budget	\$ 4,749,789	\$ 6,359,438	\$ 5,482,477	\$ 4,731,935	-25.6%
Net Income/(Loss)	\$ (657,412)	\$ (1,189,333)	\$ (312,372)	\$ (590,730)	

Revenues

Greens Fees: These are projected to decrease 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 4.8% in FY24 compared to FY23.

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

Expenditures

Effective March 1, 2023, Indigo Golf took responsibility for the maintenance of golf course. They are now manage all aspects of the golf course operations and the staff. 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					
	FY22	FY23	FY23	FY24	%
	Actual	Budget	Estimate	Budget	Budget Change
Operating Revenues					
Tie Down and Hangar Rentals	\$ 641,227	\$ 686,482	\$ 693,137	\$ 739,430	7.7%
Ground Rentals	608,259	686,364	771,216	996,350	45.2%
Facilities Rentals	222,728	225,289	223,683	232,250	3.1%
Fuel Flowage Fee	94,346	154,875	174,653	178,563	15.3%
Landing Fees	140,931	84,465	100,885	111,585	32.1%
Miscellaneous/Interest Earnings	558,063	417,246	441,297	462,748	10.9%
Total Revenues	\$ 2,265,554	\$ 2,254,721	\$ 2,404,871	\$ 2,720,926	20.7%
Operating Expenditures					
Fire Department - ARFF	417,699	417,460	447,793	477,254	14.3%
Airport Operations	2,200,330	2,367,202	2,329,144	2,749,532	16.2%
Total Operating Expenditures	\$ 2,618,029	\$ 2,784,662	\$ 2,776,937	\$ 3,226,786	15.9%
Operating Profit (Loss)	\$ (352,475)	\$ (529,941)	\$ (372,066)	\$ (505,860)	
Capital Outlay/Projects					
FAA/ADOT Grant Revenue	\$ 5,831,722	\$ 13,792,048	\$ 9,696,988	\$ 10,419,947	-24.4%
Capital Outlay/Projects	8,561,880	15,306,388	10,732,481	12,070,201	-21.1%
City Share of Projects	\$ (2,730,159)	\$ (1,514,340)	\$ (1,035,493)	\$ (1,650,254)	9.0%
Total General Fund Transfer In	\$ (3,082,634)	\$ (2,044,281)	\$ (1,407,559)	\$ (2,156,114)	5.5%

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 7.7% increase is anticipated in FY24.

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 15.3% higher in FY24 in relation to the increased number of flights when compared to the previous fiscal year.

Enterprise Funds

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 FY24.

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 14.3% 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.

Internal Service Funds

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					%
	FY22 Actual	FY23 Budget	FY23 Estimate	FY24 Budget	Budget Change
Revenues					
Engineering	\$ 1,457,126	\$ 1,500,000	\$ 1,500,000	\$ 1,500,000	0.0%
Facilities Maintenance	1,862,550	1,957,459	1,957,459	2,177,885	11.3%
Fleet Maintenance	2,679,232	2,700,000	2,857,772	2,800,000	3.7%
Risk Management	1,115,065	1,095,000	1,095,000	1,095,000	0.0%
Total Revenues	\$ 7,113,973	\$ 7,252,459	\$ 7,410,231	\$ 7,572,885	4.4%
Operating Expenditures					
Engineering	1,608,540	1,732,117	1,612,823	1,879,937	8.5%
Facilities Maintenance	1,368,345	1,865,511	1,772,650	2,095,120	12.3%
Fleet Maintenance	2,542,502	2,550,323	2,714,747	2,996,674	17.5%
Risk Management	413,490	1,095,000	1,325,000	1,184,513	8.2%
Total Operating Expenditures	\$ 5,932,877	\$ 7,242,951	\$ 7,425,220	\$ 8,156,244	12.6%
Capital Expenditures					
Engineering	\$ 34,316	\$ 111,000	\$ 34,316	\$ 166,684	50.2%
Facilities Maintenance	134,433	835,800	755,000	1,490,000	78.3%
Fleet Maintenance	-	115,000	126,311	75,000	-34.8%
Total Capital	\$ 168,749	\$ 1,061,800	\$ 915,627	\$ 1,731,684	63.1%
Total Expenditures	\$ 6,101,626	\$ 8,304,751	\$ 8,340,847	\$ 9,887,928	19.1%
Ending Fund Balance, 6/30					
Engineering	\$ 654,070	\$ 310,953	\$ 506,931	\$ (39,690)	
Facilities Maintenance	1,221,915	478,063	651,724	(755,511)	
Fleet Maintenance	1,111,608	1,146,285	1,128,322	856,648	
Risk Management	3,195,792	3,195,792	2,965,792	2,876,279	

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.

Internal Service Funds

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.

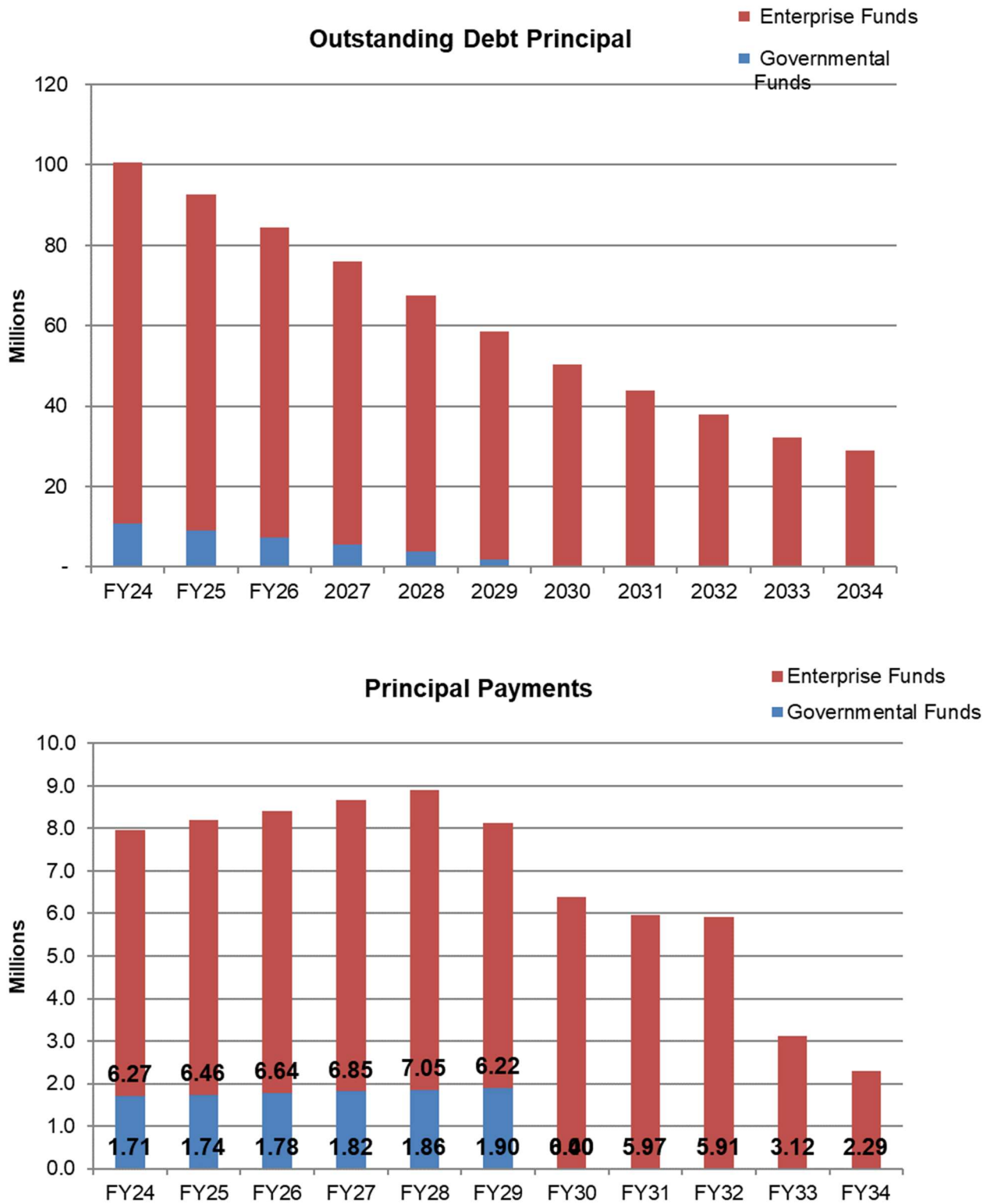
The issuance of general obligation bonds must be submitted to the voters for approval. The City currently has no outstanding general obligation bonds and the total bonding capacity is depicted below:

	<u>General Obligation Bonds</u>	
	All Others 6%	Water & Sewer 20%
<u>Legal Debt Limitation</u>		
Assessed Valuation - \$868,309,324	\$ 52,098,559	\$ 173,661,865
<u>Outstanding Debt</u>		
No outstanding GO Bond Debt	-	-
Total outstanding debt	-	-
Total margin available	<u>\$ 52,098,559</u>	<u>\$ 173,661,865</u>
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:

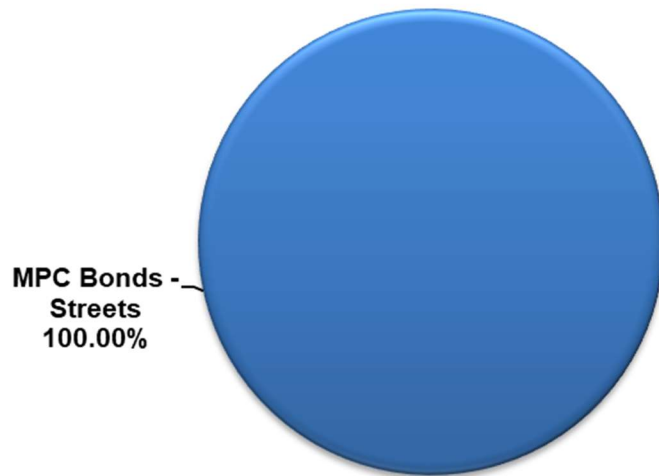
City Debt Summary



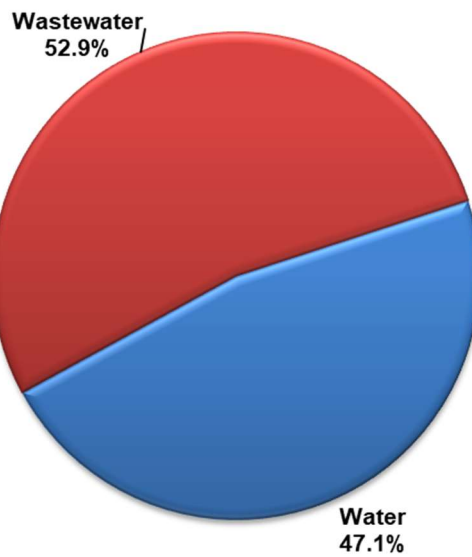
City Debt Summary

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

Governmental Fund Debt



Proprietary Fund Debt



Department Operational Plans

Departmental Operational Plans Overview	105
City Expenditure Budget by Department and Fund	108
City Expenditure Budget by Department and Category.....	109
Airport	110
Budget and Finance.....	116
City Clerk	121
City Council.....	126
City Court.....	130
City Manager	134
Community Development	140
Fire.....	147
Legal	153
Library	160
Public Works.....	171
Recreation Services	192
Regional Communications	202



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 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

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.

Department Operational Plans Overview

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 the traffic flow, traffic enforcement, and pedestrian interface within the City.
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

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.

Department Operational Plans Overview

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.

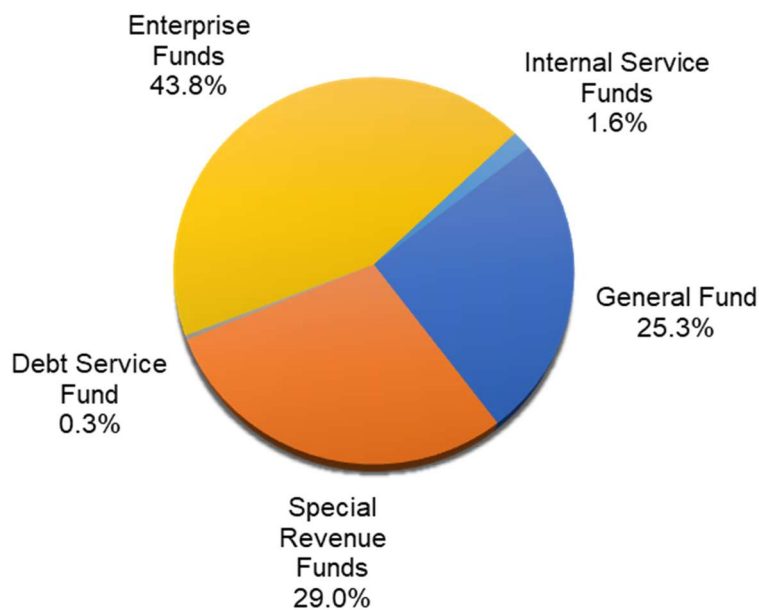
City Expenditure Budget by Department and Fund

Department	General Fund Tax Base	General Fund Program Revenues	Special Revenue Funds	Debt Service Funds	Enterprise Funds	Internal Service Funds	Total
Airport	\$ 1,726,605	\$ -	\$ 10,419,947	\$ -	\$ 2,720,926	\$ -	\$ 14,867,478
Budget & Finance	464,412	13,220	293,630	-	1,944,580	62,864	2,778,706
City Clerk	152,175	11,500	107,555	-	328,533	23,219	622,982
City Council	72,963	-	51,586	-	157,572	11,137	293,258
City Court	692,277	84,833	47,000	-	-	-	824,110
City Manager	2,211,374	-	2,070,095	-	2,567,211	221,290	7,069,970
Community Development	600,295	1,656,000	800,327	-	-	-	3,056,622
Fire	19,163,340	648,415	1,989,870	-	284,617	-	22,086,242
Legal	616,520	10,000	443,020	-	1,353,241	185,154	2,607,935
Library	2,415,363	527,788	118,408	-	-	-	3,061,559
Police	18,484,478	372,800	1,238,806	-	-	-	20,096,084
Public Works	-	-	34,250,414	-	100,643,479	2,046,621	136,940,514
Recreation Services	11,420,969	758,500	10,522,615	-	4,204,038	2,020,959	28,927,081
Regional Communications	2,200,038	2,290,064	-	-	-	-	4,490,102
Non-departmental ¹	2,480,193	-	14,075,000	885,000	4,138,899	-	21,579,092
Internal Cost Allocations ²	(3,793,845)	-	(1,633,928)	-	(5,368,812)	(369,591)	(11,166,176)
City Total	<u>\$58,907,157</u>	<u>\$ 6,373,120</u>	<u>\$ 74,794,345</u>	<u>\$ 885,000</u>	<u>\$112,974,284</u>	<u>\$ 4,201,653</u>	<u>\$258,135,559</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 FY24 adopted budget this duplication is eliminated in the line titled "Internal Cost Allocations."

FY24 City Budget by Fund



City Expenditure Budget by Department and Category

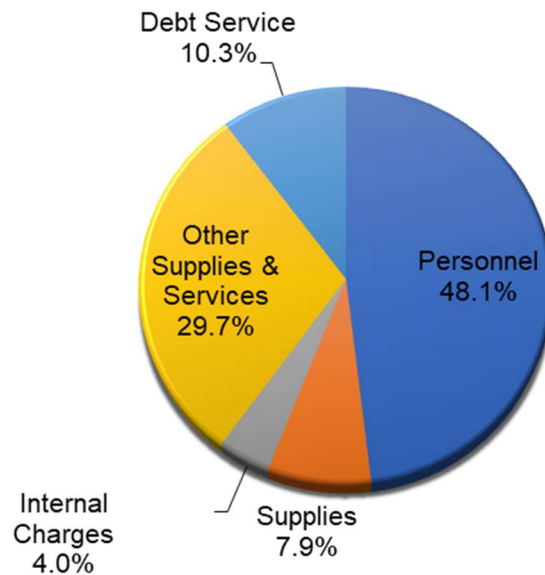
Department	FTEs	Personnel	Supplies	Internal Charges	Other Supplies & Services	Debt Service	Capital	Total
Airport	12.00	\$ 1,602,700	\$ 167,000	\$ 347,507	\$ 635,070	\$ -	\$ 12,115,201	\$ 14,867,478
Budget & Finance	17.00	1,900,271	32,500	89,335	756,600	-	-	2,778,706
City Clerk	3.00	341,807	4,000	32,575	244,600	-	-	622,982
City Council	7.75	106,373	20,000	41,827	125,058	-	-	293,258
City Court	7.00	488,109	7,700	30,533	297,768	-	-	824,110
City Manager	32.25	3,910,744	583,689	212,867	2,321,556	-	41,114	7,069,970
Community Development	17.00	1,771,353	27,600	164,792	267,517	-	825,360	3,056,622
Fire	80.00	11,303,051	1,041,238	1,806,760	1,436,900	-	6,498,293	22,086,242
Legal	9.00	1,205,356	9,800	40,420	1,352,359	-	-	2,607,935
Library	21.50	2,103,993	368,619	279,678	237,869	-	71,400	3,061,559
Police	106.50	12,682,247	1,038,598	2,625,483	1,244,343	-	2,505,413	20,096,084
Public Works	170.00	16,716,758	4,232,468	9,430,980	15,181,765	12,620,056	78,758,487	136,940,514
Recreation Services	47.00	4,830,055	2,067,679	1,190,265	2,241,338	815,994	17,781,750	28,927,081
Regional Communications	35.00	3,706,727	24,500	308,985	449,890	-	-	4,490,102
Non-Departmental ¹	-	4,434,705	1,373,948	194,099	14,691,340	885,000	-	21,579,092
Internal Cost Allocations ²	-	-	-	(11,166,176)	-	-	-	(11,166,176)
City Total	565.00 ³	\$ 67,104,249	\$ 10,999,339	\$ 5,629,930	\$ 41,483,973	\$ 14,321,050	\$ 118,597,018	\$ 258,135,559

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.

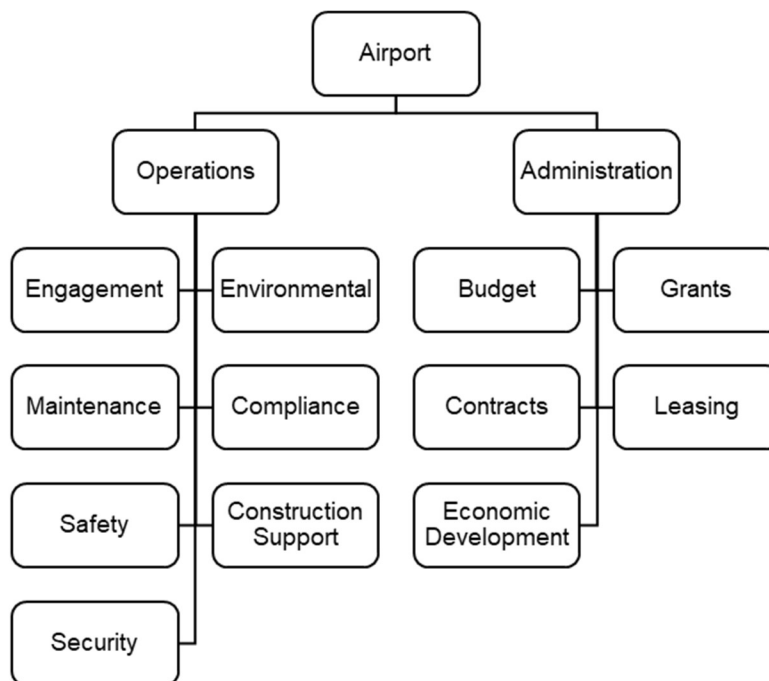
²Expenditures for General Fund administrative support departments are shown in total, as well as included as internal costs in the department where the costs are allocated. To reconcile total expenditures to the FY24 adopted budget this duplication is eliminated in the line titled "Internal Cost Allocations."

³Full time equivalents (FTEs) include only permanent employees. In addition, the City employs temporary employees estimated at 33.12 FTEs.

FY24 Operating Budget by Type



Airport



Department Mission

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

Services

The Airport Department is responsible for the safe, secure, efficient, and compliant operation, maintenance, and oversight of Prescott Regional Airport – Ernest A. Love Field, a busy Primary Commercial Service Airport. Staff provides tenant and user services/support, conducts public outreach; actively engages in grant administration, property/contract management, and construction management; and promotes economic development.

FY2022-23 Accomplishments

- Achieved 307,389 flight operations (total aircraft take-offs and landings) in CY2022.
- Ranked as the 24th busiest US airport and 3rd busiest Arizona airport for flight operations in CY2022.
- Reached 24,058 commercial passenger enplanements with United Express operated by SkyWest Airlines in CY2022.
- Maintained Primary Commercial Service Non-Hub status, ensuring \$1M in Airport Improvement Program annual entitlements for PRC airport capital development.

Airport

- Solicited/received \$9,256,650 in Federal and state grants, including:
 - Taxiway-C Relocation and Hot Spot No. 3 & 4 Phase III Construction: \$7,404,300 Federal and \$195,000 State.
 - Strategic Academic Flight Education (SAFE) Complex: Legislative appropriation \$600,000
 - Planning projects for North Ramp and Aircraft Rescue and Firefighting/Snow removal equipment building: \$1,057,500.
- Encouraged continuation of commercial air service to DEN and LAX on United Express (operated by SkyWest Airlines) as they were shedding other communities due a to pilot shortage.
- Complete the third 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.
- Completed Phase II of construction of a realignment of Taxiway C, to provide a 400-foot separation from Runway 3R/21L, to meet FAA safety separation requirements.
- 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.
- Worked with Embry-Riddle Aeronautical University on the establishment of first phase of the Strategic Academic Flight Education (SAFE) Complex. This location increases safety by decreasing the number of runway crossings and allows more efficient usage of the general aviation runway. PRC anticipates the continuation of development in this area for additional flight schools in future years.
- PRC worked diligently to develop an Airport Vicinity Overlay (AVO) District and obtain approval from P&Z to move it forward to council. The Airport held several public meetings as well as attending public hearings at P&Z. This AVO will help to protect the airport and the community by limiting sensitive structures in higher noise and/or aircraft accident areas.
- Received Voluntary Environmental Stewardship Program – Bronze Level Award to recognize strong environmental compliance at Prescott Regional Airport.
- In conjunction with Dibble Engineering, the Passenger Terminal also received two awards from the American Council of Engineering Companies (ACEC), including the Grand Award for Engineering work and the People’s Choice Award.

FY2023-24 Objectives

- Seek continued 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.

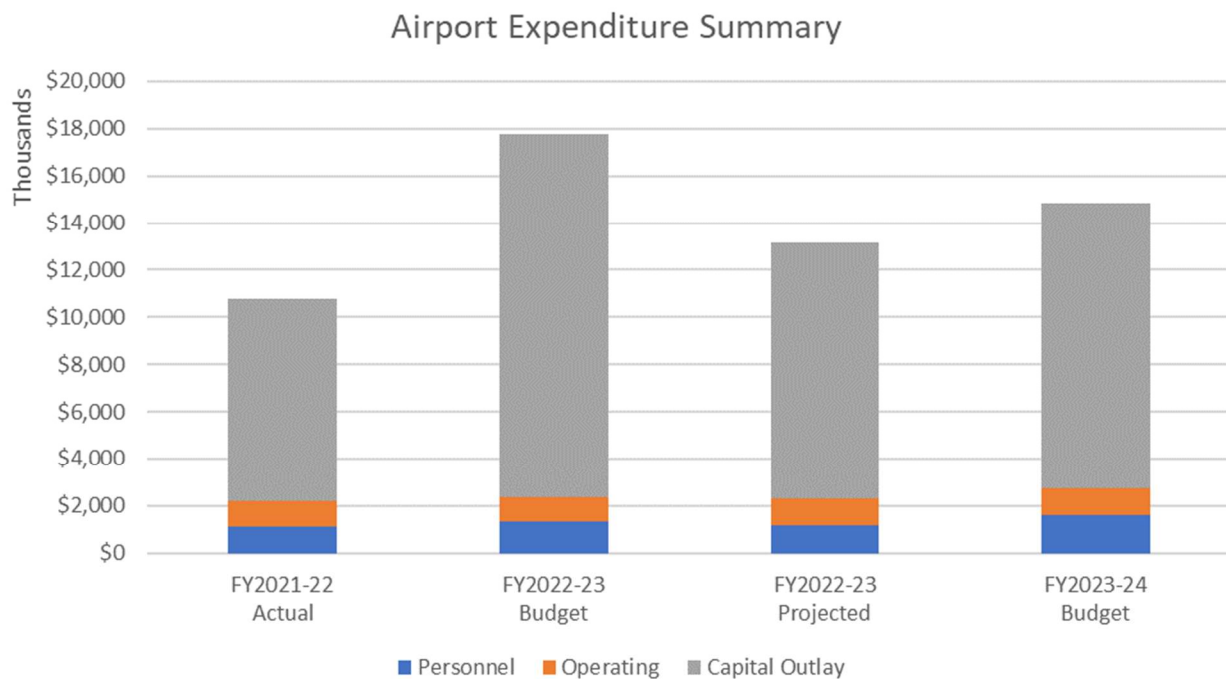
Airport

- 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 final phase of the Taxiway C relocation project. Undertake environmental planning and land acquisition for airport/community protection and the commercial runway extension.
- Assure continued infrastructure development and optimal airfield use by supporting the Strategic Academic Flight Training (SAFE) complex development, USFS needs, Air Traffic Control Tower relocation, Aircraft Rescue & Firefighting and Snow Removal facility needs, and hangar/ramp construction.
- Support Council goals/objectives relating to Airport & Airport area planning, development, and protection (including public engagement, reducing encroachment, achieving compatible zoning (AVO), and supporting economic development) to assure the Airport's continued success as an economic engine for North Prescott and the Region.
- Acknowledge and better utilize regional commonalities to support necessary airport and airpark growth, development, and roadway access.

Measure Type	Performance Measure	FY22 Actual	FY23 Budget	FY23 Estimate	FY24 Target
Outcome	Obtain a minimum of \$2Mil per calendar year from capital funding from state and federal sources	\$8.2M	\$3.5M	\$8.7M	\$3.7M
Outcome	Maximize annual air carrier passenger enplanement loads at/above prior year load factors by providing additional airport/city staff outreach and innovative marketing support	62.0%	62.0%	68.7%	65.0%
Outcome	Maintain/Improve a minimum of 10% of runway & taxiway linear feet per fiscal year in support of grant assurances	15%	10%	9.7%	10%
Outcome	Achieve maximum occupancy (rental) of available City-owned Commercial and Non-Commercial facilities at the Airport (as of years end)	100%	100%	100%	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*	91.5% (UA avg. 80.1)	85%	85%	85%

* The UA CSAT survey tool is administered by United Airlines to its passengers; FY23 data reported is based on CY22 CSAT responses.

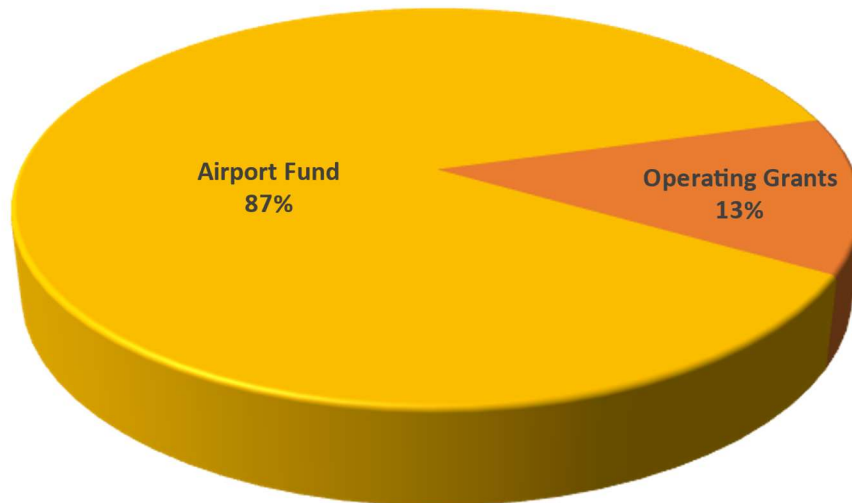
Airport



Airport Expenditure Summary				
Expenditures by Category	FY2021-22 Actual	FY2022-23 Budget	FY2022-23 Projected	FY2023-24 Budget
Personnel Services				
Salaries	810,231	1,051,818	828,603	1,213,113
Benefits	287,435	308,700	334,469	389,587
Operating				
Supplies	190,878	156,567	176,135	167,000
Internal Charges	268,187	306,583	305,083	347,507
Other Services & Charges	643,598	543,534	684,854	635,070
Total Operating Expenditures	2,200,330	2,367,202	2,329,144	2,752,277
Capital Outlay	8,561,880	15,396,388	10,817,481	12,115,201
Total Expenditures by Category	\$10,762,210	\$ 17,763,590	\$ 13,146,625	\$ 14,867,478

Airport

FY24 Airport Operating Funding Sources



Airport Funding Source Summary				
Funding Sources	FY2021-22 Actual	FY2022-23 Budget	FY2022-23 Projected	FY2023-24 Budget
Enterprise Fund - Airport	2,200,330	2,367,202	1,776,095	2,402,841
Operating Grants	-	-	553,049	349,436
Operating Funding Sources	2,200,330	2,367,202	2,329,144	2,752,277
General Fund	2,730,159	2,677,494	1,628,542	1,964,690
Special Revenue Funds - Donations	-	-	45,000	80,000
Capital Grants	5,831,722	12,718,894	9,143,939	10,070,511
Capital Funding Sources	8,561,880	15,396,388	10,817,481	12,115,201
Total Funding Sources	\$10,762,210	\$ 17,763,590	\$ 13,146,625	\$ 14,867,478

Airport

Airport Capital Outlay/Projects	
	FY2023-24 Budget

Funded by City Only

Airport Pavement Preservation Program	\$ 775,581
Bottleneck Hangar Complex Improvements	350,000
Airport Master Lock and Badging System	20,000
Total City Funded Airport Capital Outlay/Projects	\$ 1,145,581

Grant Funded Projects

Land Acquisition - Airport Protection	\$ 3,214,761
Taxiway D Rehabilitation	2,300,000
TWY C Realignment, RIM & Hotspot Mitigation	1,712,550
ARFF, Airport Ops & Maintenance and Snow Removal Equip Storage Facility	775,000
Strategic Academic Flight Education (SAFE) Comp	651,667
Runway 3L/21R Lighting and Signage	642,367
Runway 3R/21L Extension	455,000
Taxiway E Rehabilitation	375,000
North Ramp Rehabilitation	337,500
UL Avgas and Ramp Runup; Bypass	255,150
RWY 3L/21R PAPI's (Both Ends)	170,625
E.A. Love Statue	80,000
Total Grant Funded Airport Capital Outlay/Projects	\$ 10,969,620

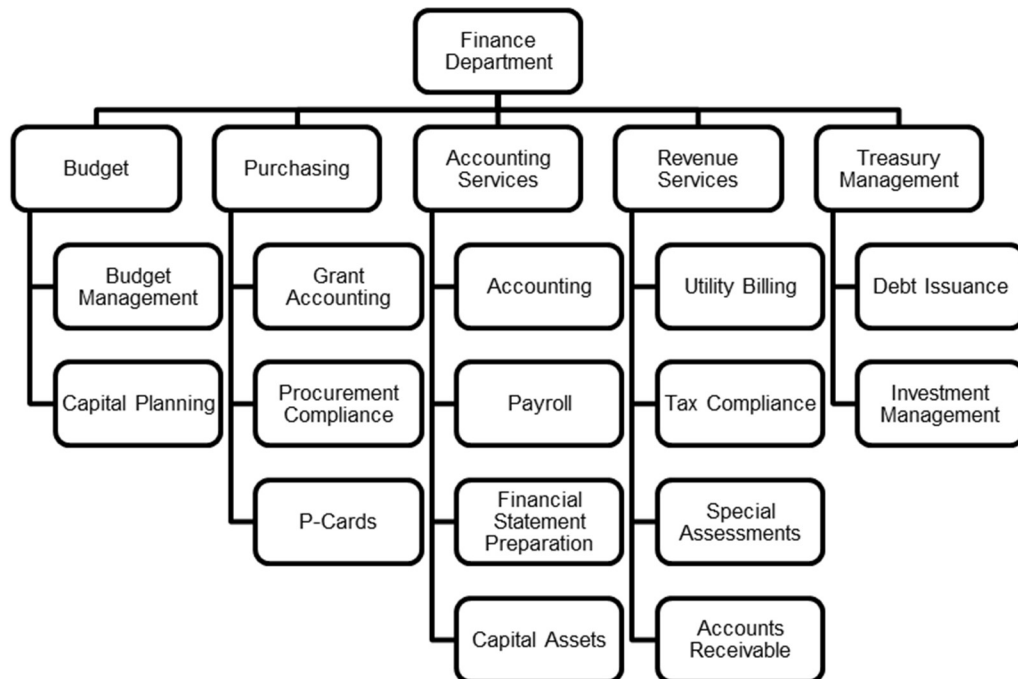
Grant Funded 10,070,511

Donations 80,000

City Share \$ 899,109

Airport Authorized Positions				
Position	FY2021-22 Actual	FY2022-23 Budget	FY2022-23 Projected	FY2023-24 Budget
Airport Director	1.00	1.00	1.00	1.00
Airport Operations & Maintenance Superintendent	1.00	1.00	1.00	1.00
Airport Services Manager	1.00	1.00	1.00	1.00
Capital Project Manager	0.00	1.00	1.00	1.00
Airport Operations Supervisor	2.00	2.00	2.00	2.00
Management Analyst	0.00	1.00	1.00	1.00
Airport Operations & Maintenance Coordinator	1.00	1.00	1.00	1.00
Airport Operations Specialist	1.00	1.00	1.00	1.00
Administrative Services Specialist	2.00	1.00	1.00	1.00
Airport Operations Technician	3.00	2.00	2.00	2.00
Total Airport Authorized Positions	12.00	12.00	12.00	12.00

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 policies, and providing timely, accurate financial information to internal and external customers. 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.

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 public, the department has the responsibility for budget preparation and management, accounting, transaction privilege tax compliance, utility billing, payroll, grant accounting, procurement code compliance, cash handling controls, investments, and debt issuances.

Budget and Finance

FY2022-23 Accomplishments

- Received the Government Finance Officers Association (GFOA) of the United States and Canada Distinguished Budget Presentation Award for the twenty-first (21st) year in a row.
- 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-second (42nd) year in a row.
- Maintained unqualified audit opinion.

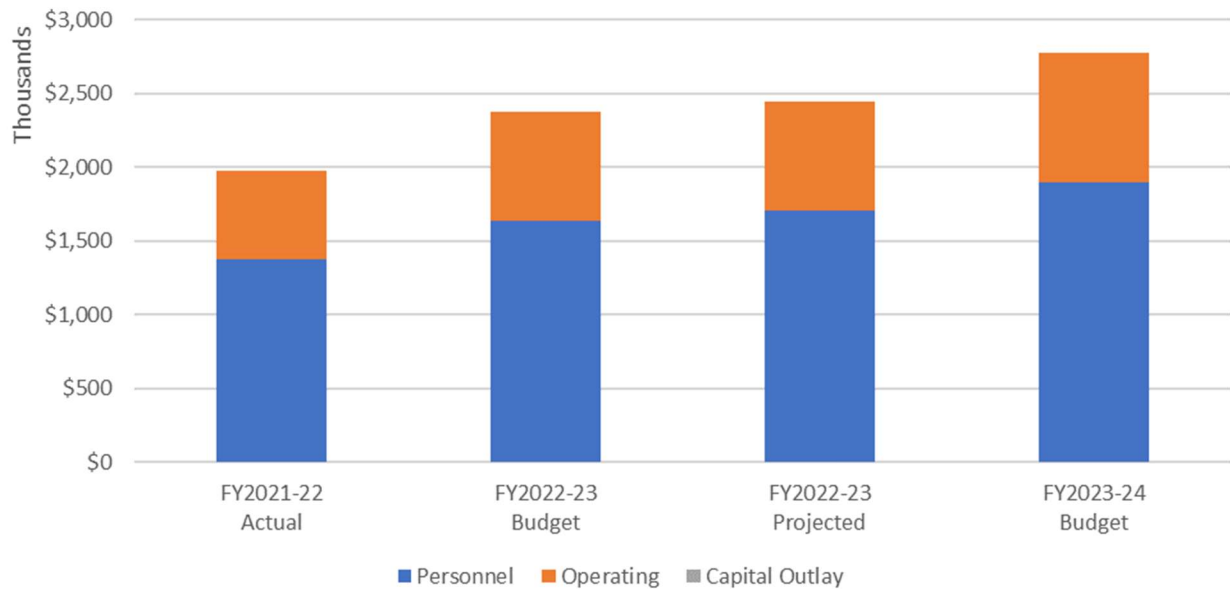
FY2023-24 Objectives

- Upgrade the City's Enterprise Resource Planning (ERP) system – Go-live expected September 2023.
- Prepare financial documents in accordance with the best-recognized principles and standards to achieve distinction in reporting.

Measure Type	Performance Measure	FY22 Actual	FY23 Budget	FY23 Estimate	FY24 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%
Outcome	Purchases paid by credit card with a corresponding decreasing use of check or wire payments.				
	• Volume	13,200	14,000	13,100	13,500
	• % of Volume Total	40.9%	45.0%	46.9%	47.0%
	• % of Dollar Total	6.1%	3.4%	2.9%	3.0%
Outcome	Utility Billing - Percentage of customers enrolled in auto pay	37%	38%	41%	42%
Outcome	Utility Billing - Percentage using online bill pay	9%	13%	13%	14%
Outcome	Utility Billing - Percentage of customers enrolled in email option	32%	33%	41%	42%

Budget and Finance

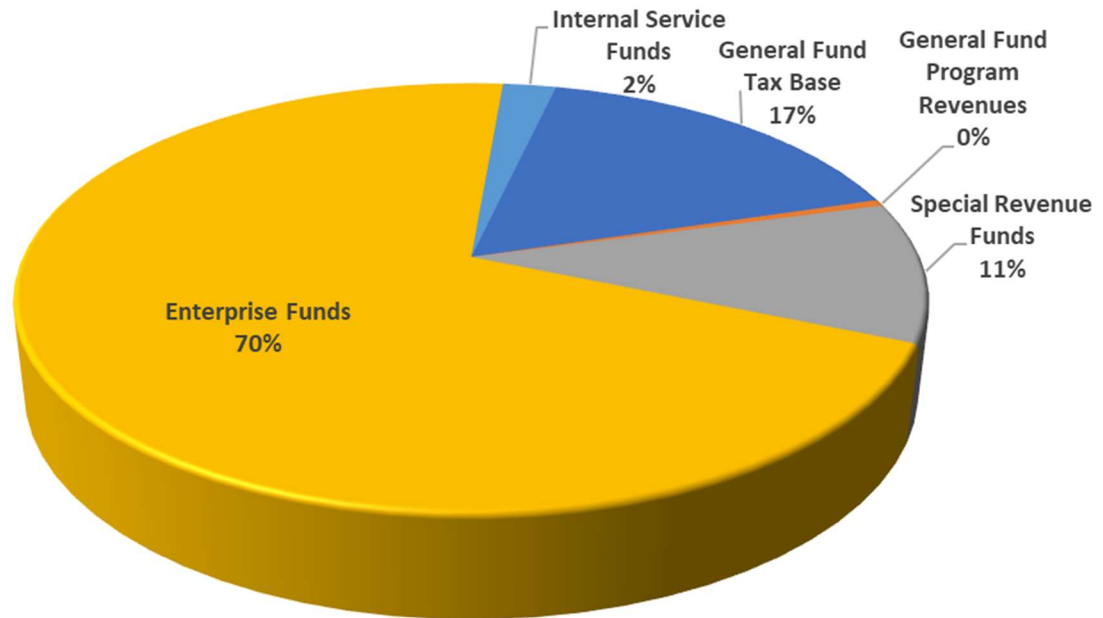
Budget and Finance Expenditure Summary



Budget and Finance Expenditure Summary				
Expenditures by Category	FY2021-22 Actual	FY2022-23 Budget	FY2022-23 Projected	FY2023-24 Budget
Personnel Services				
Salaries	1,005,317	1,227,837	1,267,972	1,427,228
Benefits	368,295	409,491	440,702	473,043
Operating				
Supplies	10,951	17,200	16,300	32,500
Internal Charges	76,069	80,943	80,943	89,335
Other Services & Charges	517,240	642,358	640,330	756,600
Total Expenditures by Category	\$ 1,977,872	\$ 2,377,829	\$ 2,446,247	\$ 2,778,706

Budget and Finance

FY24 Budget and Finance Operating Funding Sources



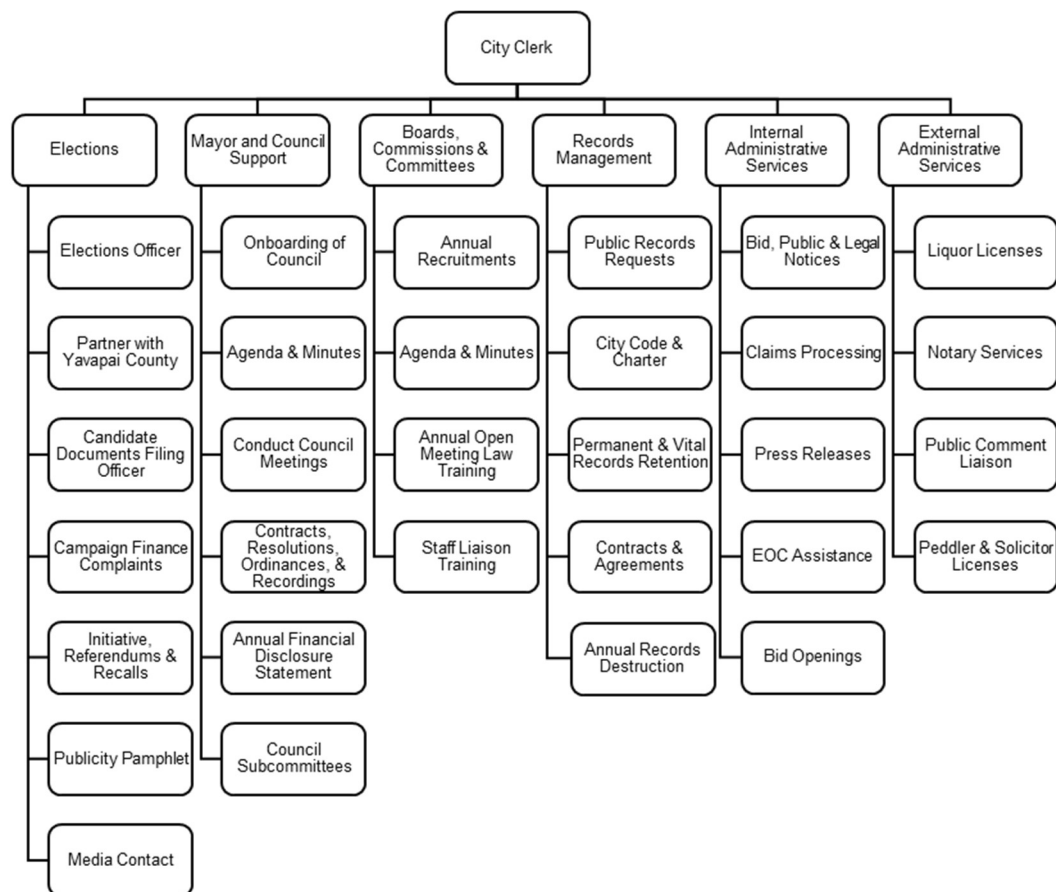
Budget and Finance Funding Source Summary

Funding Sources	FY2021-22 Actual	FY2022-23 Budget	FY2022-23 Projected	FY2023-24 Budget
General Fund Source of Funds				
Tax Base	\$ 278,905	\$ 453,558	\$ 506,587	\$ 464,412
Licenses & Permits	10,564	10,000	13,000	13,000
Charges for Services	198	220	220	220
General Fund Budget	289,667	463,778	519,807	477,632
Special Revenue Funds	255,347	283,221	283,221	293,630
Enterprise Funds	1,394,488	1,581,667	1,594,056	1,944,580
Internal Service Funds	38,370	49,163	49,163	62,864
Total Operating Funding Sources	\$ 1,977,872	\$ 2,377,829	\$ 2,446,247	\$ 2,778,706

Budget and Finance

Budget and Finance Authorized Positions				
Position	FY2021-22 Actual	FY2022-23 Budget	FY2022-23 Projected	FY2023-24 Budget
Finance Director	1.00	1.00	1.00	1.00
Deputy Finance Director	0.00	1.00	1.00	1.00
Accounting Services Manager	1.00	0.00	0.00	0.00
Purchasing Manager	0.00	1.00	1.00	1.00
Revenue Manager	1.00	1.00	1.00	1.00
Senior Accountant	0.00	1.00	1.00	1.00
Budget Manager	1.00	1.00	1.00	1.00
Payroll Supervisor	1.00	1.00	1.00	1.00
Accountant	1.00	1.00	1.00	1.00
Billing Analyst	0.00	1.00	1.00	1.00
Tax Compliance Analyst	0.00	1.00	1.00	1.00
Senior Utility Billing Specialist	1.00	0.00	0.00	0.00
Financial Services Specialist III	0.00	3.00	3.00	3.00
Financial Services Specialist I & II	0.00	4.00	4.00	4.00
Tax Compliance Specialist	1.00	0.00	0.00	0.00
Accounts Payable & Purchasing Specialist	1.00	0.00	0.00	0.00
Accounts Receivable & Assessments Specialist	1.00	0.00	0.00	0.00
Utility Billing Specialist	2.00	0.00	0.00	0.00
Utility Billing Representative	4.00	0.00	0.00	0.00
Total Budget & Finance Authorized Positions	16.00	17.00	17.00	17.00

City Clerk



Department Mission

The City Clerk's Office strives 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.

City Clerk

FY2022-23 Accomplishments

- Received and processed 1,058 public records requests, with 1,049 closed/fulfilled by close of business Dec. 31, 2022, with a 7.5-day average turnaround time
- Development of New Candidate Packet for 2023 Election Cycle & Update Candidate process
- Established and began meetings for Charter Review Commission and General Plan Committee
- On-time destruction of all department records set on a twice-yearly schedule that was maintained and accomplished.
- Coordination with IT & Facilities for design and optimization of Council Chambers at new City Hall (set to host first meetings in March 2023)
- Determined new Agenda Management Software for upcoming Fiscal Year
- Coordination of Appointment of short-term Councilmember to fill vacancy.

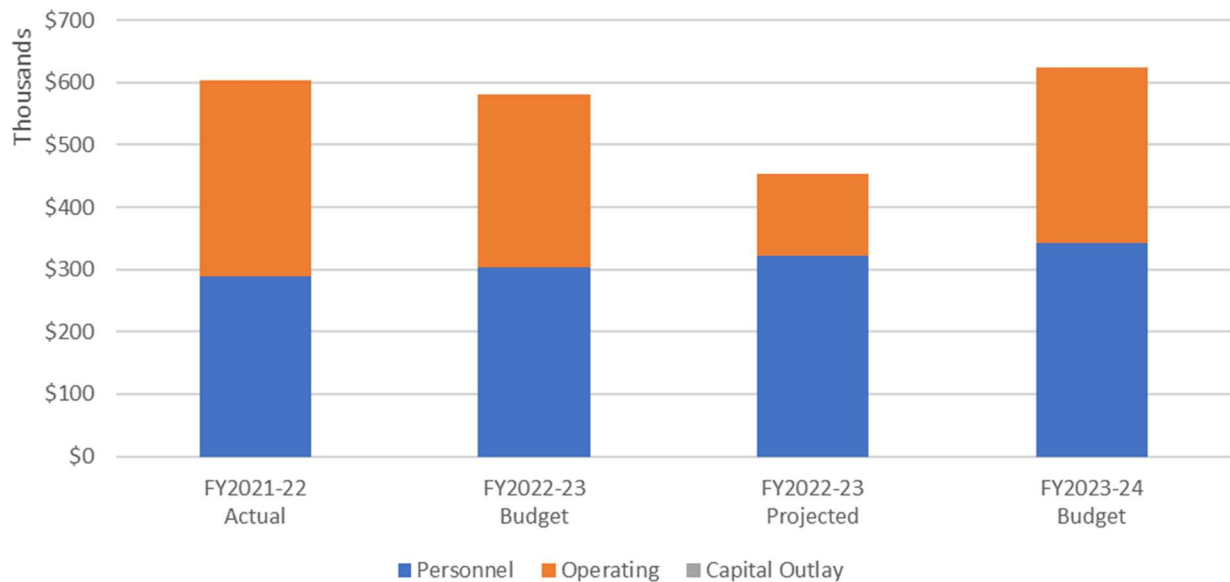
FY2023-24 Objectives

- Ongoing work through historic City Contracts for electronic retention
- Move offices and Chambers to new City Hall
- Beginning January 2024 Coordinate with E-Qual Candidate filing System for 2025 Election Cycle
- Complete conversion to CivicClerk for Agenda, Meeting and Minutes Management
- Begin and complete establishment of CivicClerk Board Management System for Boards/Commissions/Committees
- Successful completion of 2023 Election Cycle to include Charter Amendments on Nov. 7 General Election Ballots
- Assist Department Staff with relocation of permanent records to off-site records facility by end of 2023

City Clerk

Measure Type	Performance Measure	FY22 Actual	FY23 Budget	FY23 Estimate	FY24 Target
Outcome	Percent of records destroyed, by cubic feet per records retention schedules	650	500	500	500
Outcome	Percent of satisfaction questionnaires at Good or Above for Special Event Liquor License Application Process	100%	100%	100%	100%
Outcome	Percent of Satisfaction Questionnaires at Good or Above for Regular Liquor License Application Process	100%	100%	100%	100%
Outcome	Percent of Agendas & Minutes (Council and BCCs) Posted per the Open Meeting Law	100%	100%	93% (awaiting minutes from BCC staff liaisons)	100%
Outcome	Ongoing Organization of Contracts	Ongoing	Ongoing	Approximately 15% of Remaining	30% of Remaining

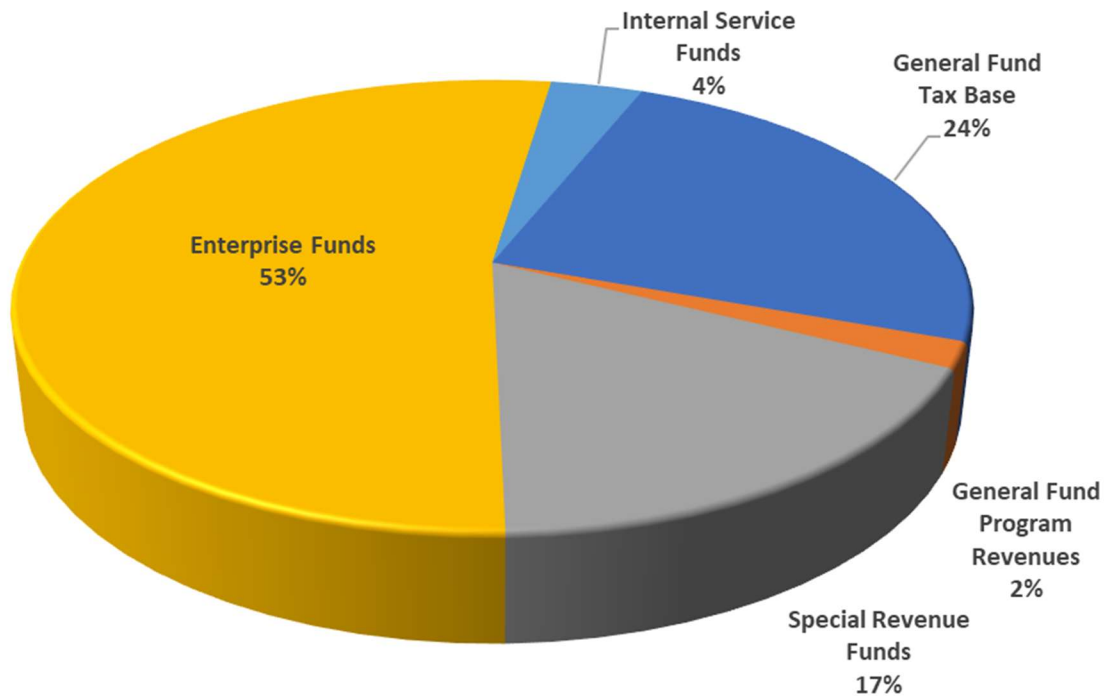
City Clerk Expenditure Summary



City Clerk

City Clerk Expenditure Summary				
Expenditures by Category	FY2021-22 Actual	FY2022-23 Budget	FY2022-23 Projected	FY2023-24 Budget
Personnel Services				
Salaries	212,631	226,901	236,950	252,898
Benefits	77,321	77,337	85,370	88,909
Operating				
Supplies	3,135	5,000	3,500	4,000
Internal Charges	47,658	27,372	27,372	32,575
Other Services & Charges	86,736	98,600	89,300	99,600
Elections	175,893	145,000	10,000	145,000
Total Expenditures by Category	\$ 603,374	\$ 580,210	\$ 452,492	\$ 622,982

FY24 City Clerk Operating Funding Sources



City Clerk

City Clerk Funding Source Summary				
Funding Sources	FY2021-22 Actual	FY2022-23 Budget	FY2022-23 Projected	FY2023-24 Budget
General Fund Source of Funds				
Tax Base	\$ 137,375	\$ 148,210	\$ 20,492	\$ 152,175
Charges for Services	13,023	11,500	11,500	11,500
General Fund Budget	150,398	159,710	31,992	163,675
Special Revenue Funds	112,002	93,967	93,967	107,555
Enterprise Funds	318,000	303,998	303,998	328,533
Internal Service Funds	22,974	22,535	22,535	23,219
Total Operating Funding Sources	\$ 603,374	\$ 580,210	\$ 452,492	\$ 622,982

City Clerk Authorized Positions				
Position	FY2021-22 Actual	FY2022-23 Budget	FY2022-23 Projected	FY2023-24 Budget
City Clerk	1.00	1.00	1.00	1.00
Deputy City Clerk	1.00	1.00	1.00	1.00
City Clerk Specialist	1.00	1.00	1.00	1.00
Total City Clerk Authorized Positions	3.00	3.00	3.00	3.00

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.

FY2023-24 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. Monitor Legislative, State Executive, and other Political Subdivision Actions.

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

Drivers: tourism, medical, government, education, growth, aviation/aerospace, supply chain industries, high-tech, and cyber security

Objectives:

1. Take 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 promote and maintain the quality of life for 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. Enhance public safety by protecting the airport from encroachment by non-compatible development that would impede its airspace.
2. Seek federal, state, and regional financial support for current and future airport development and protection.
3. Support future commercial air service maintenance and growth.

City Council

4. Support airport safety and security.

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 the traffic flow, traffic enforcement, and pedestrian interface within the City.
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.

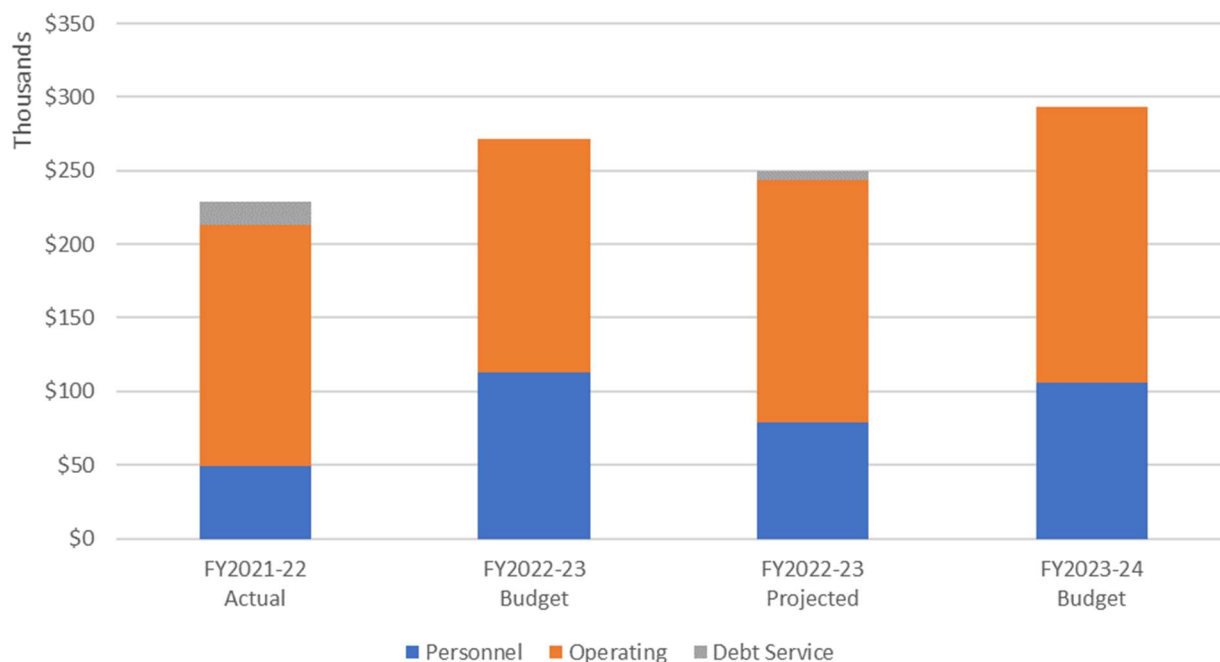
Objectives:

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. Other notes: culture of enforcement changed to culture of service and facilitation (attitude); seeking to have a Solution-Oriented culture.
3. 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.
4. Dispose of City real property assets that will go towards paying down the internal loan for the new City Hall.

Goal #6: Review the recommendations of the Charter Review Commission place on the 2023 general election ballot.

City Council

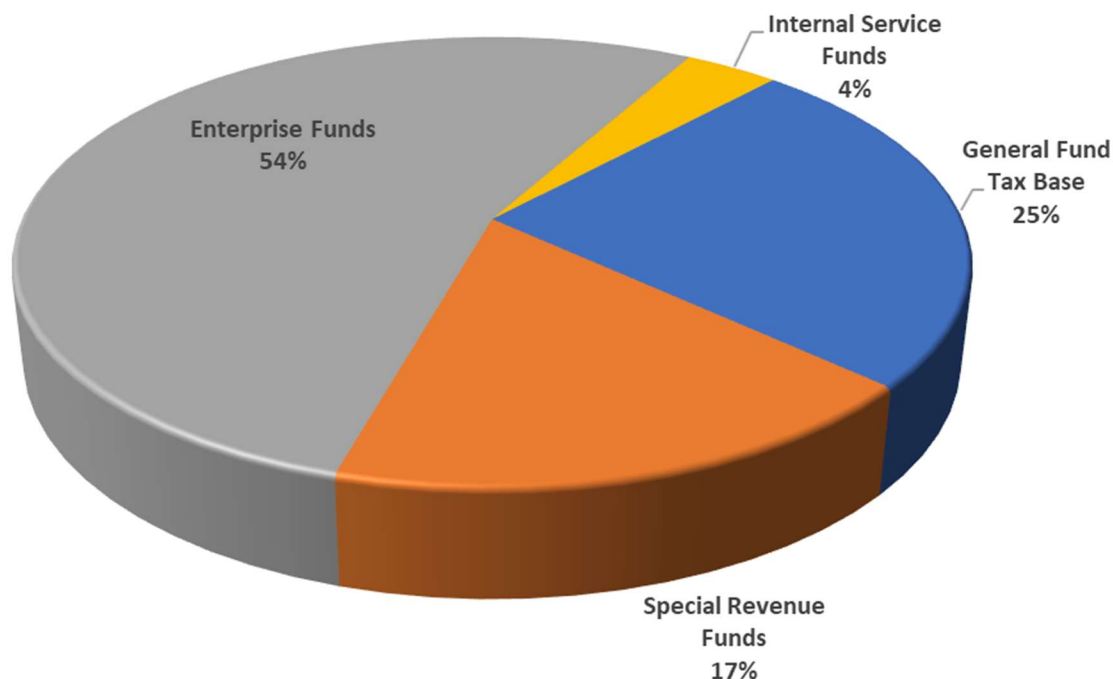
City Council Expenditure Summary



City Council Expenditure Summary				
Expenditures by Category	FY2021-22 Actual	FY2022-23 Budget	FY2022-23 Projected	FY2023-24 Budget
Personnel Services				
Salaries	45,225	92,400	68,558	86,418
Benefits	4,294	20,149	10,525	19,955
Operating				
Supplies	17,175	16,000	21,000	20,000
Internal Charges	39,369	27,882	27,882	41,827
Other Services & Charges	106,952	115,058	116,058	125,058
Debt Service	15,796	-	6,168	-
Total Expenditures by Category	\$ 228,810	\$ 271,489	\$ 250,191	\$ 293,258

City Council

FY24 City Council Operating Funding Sources



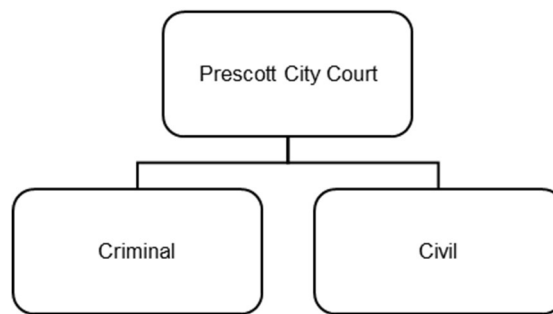
City Council Funding Source Summary

Funding Sources	FY2021-22 Actual	FY2022-23 Budget	FY2022-23 Projected	FY2023-24 Budget
General Fund Tax Base	65,204	41,174	19,876	72,963
Special Revenue Funds	40,454	51,466	51,466	51,586
Enterprise Funds	114,854	166,506	166,506	157,572
Internal Service Funds	8,298	12,343	12,343	11,137
Total Operating Funding Sources	\$ 228,810	\$ 271,489	\$ 250,191	\$ 293,258

City Council Authorized Positions

Position	FY2021-22 Actual	FY2022-23 Budget	FY2022-23 Projected	FY2023-24 Budget
Mayor	1.00	1.00	1.00	1.00
Councilmembers	6.00	6.00	6.00	6.00
Administrative Specialist	0.00	0.75	0.75	0.75
Total City Council Authorized Positions	7.00	7.75	7.75	7.75

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.

FY2022-23 Accomplishments

- The Court and courtroom have successfully been kept open as much as possible to permit the resolution of in person cases.
- The Court continuously works with outside agencies to allow electronic filing.
- Continued to successfully prioritize and manually work the process to convert the legacy Cache' cases into the case management system AJACS database program that is designed for limited jurisdiction courts.
- Continued work with the AOC/Supreme Court to improve the on-line payment system option for fine and fee payments that works with the CMS AJACS, including the new Pay-Near-Me which provides and greatly improves the convenience and customer service aspects for both the clerks and the clients.
- Successfully continue to enforce payment of fines and restitution by utilizing the aggressive FARE program through AJACS at no cost to the City.
- Continued with the implemented Arizona State Supreme Court Fair Justice Initiatives and the new Initial Appearance Directives. Extra effort made to emphasize community service and diversion programs in lieu of Jail time.

City Court

- Conducted regular training for the clerks in various areas such as ethics, customer services, domestic violence/orders of protection, criminal and civil procedure.
- Continued the extremely successful Arizona Tax Interception Program that collects for Justice Court ordered restitution and fine payment through state tax return refunds.

FY2023-24 Objectives

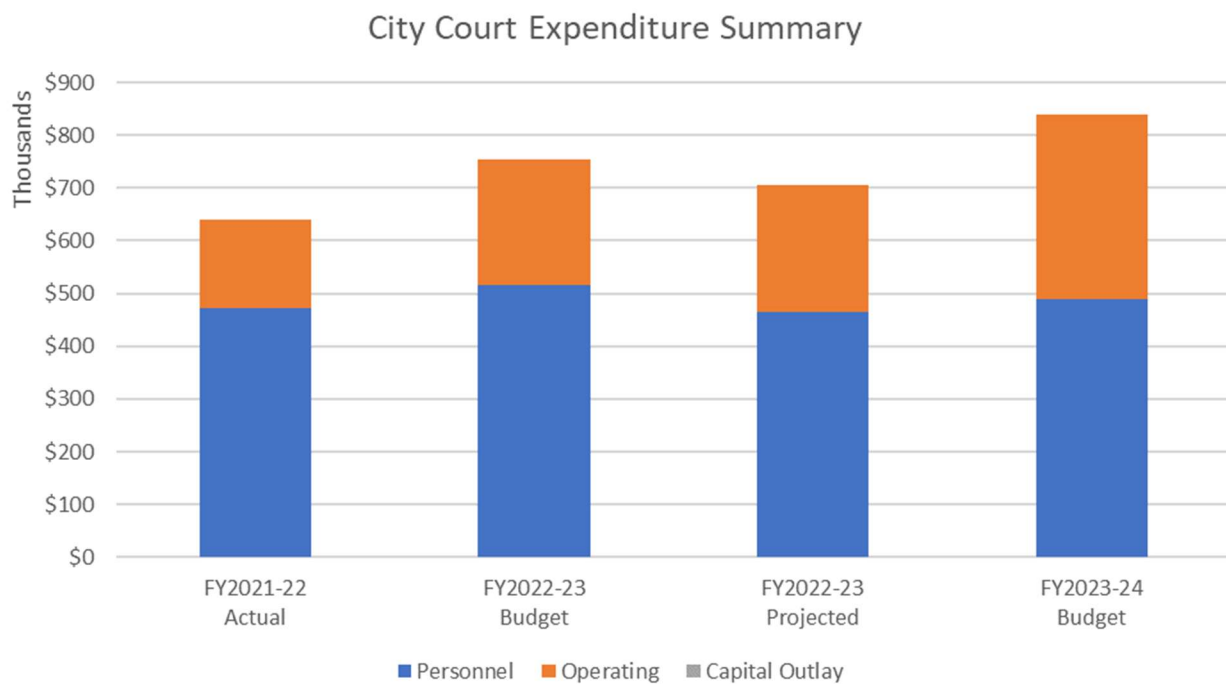
- Maintain consistency with standards set by the Arizona Supreme Court and the City of Prescott for case management and reduce litigant time and costs.
- Enforcement of Court Sentencing Orders by taking into consideration the requirements of the law, the ability of the Defendant to comply and consideration 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.
- 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	FY22 Actual	FY23 Target	FY23 Estimate	FY24 Target
Outcome	Case Closure Rates (Cases both filed and paid in full during FY)	90.24%	90%	93.91%	90%
Output	Defendant's assigned community restitution Restitution hours completed Minimum wage value Incarceration savings at \$70 per day	N/A*	N/A*	N/A*	TBD**

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

**Currently under review for FY24 pending communications with Community Development Services.

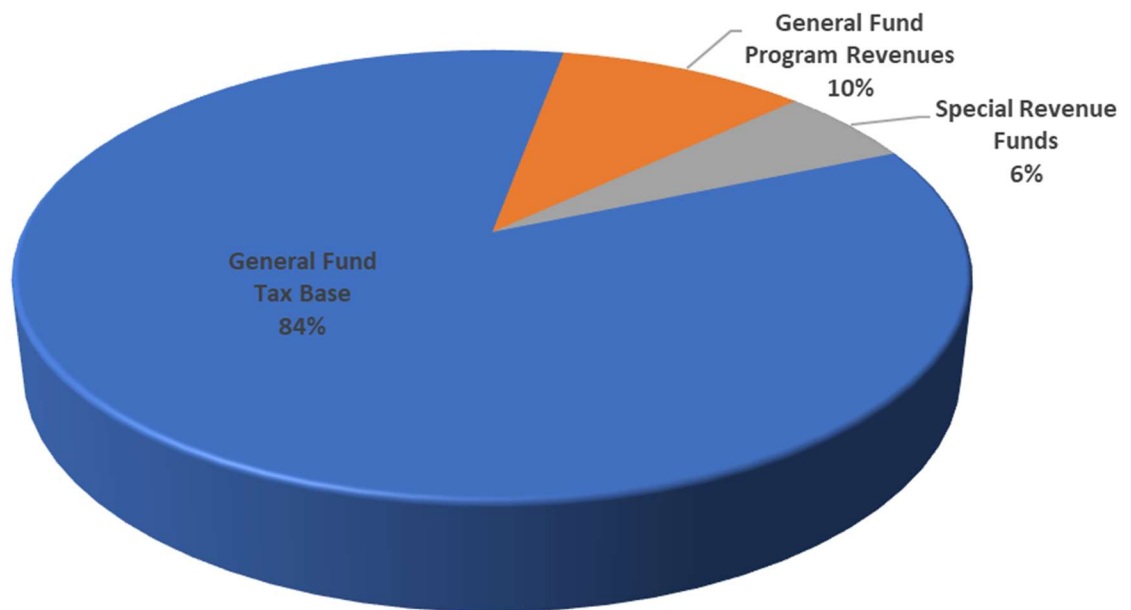
City Court



City Court Expenditure Summary				
Expenditures by Category	FY2021-22 Actual	FY2022-23 Budget	FY2022-23 Projected	FY2023-24 Budget
Personnel Services				
Salaries	326,923	356,927	318,930	342,028
Benefits	144,577	158,169	146,216	146,081
Operating				
Supplies	3,865	7,000	7,000	7,700
Internal Charges	16,085	16,942	16,942	30,533
Other Services & Charges	148,424	214,768	216,968	312,768
Total Expenditures by Category	\$ 639,874	\$ 753,806	\$ 706,056	\$ 839,110

City Court

FY24 City Court Operating Funding Sources



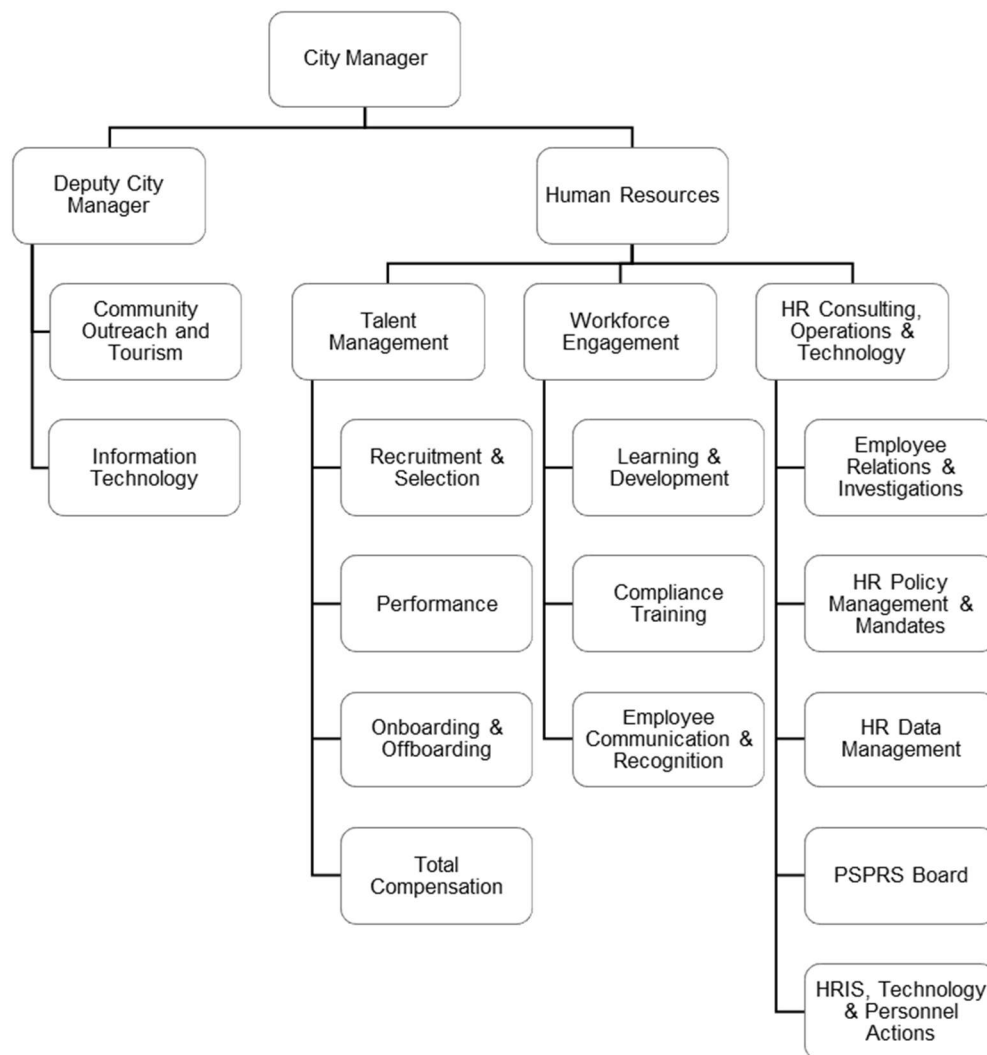
City Council Funding Source Summary

Funding Sources	FY2021-22 Actual	FY2022-23 Budget	FY2022-23 Projected	FY2023-24 Budget
General Fund Sources of Funds				
Tax Base	527,939	626,973	579,223	707,277
Charges for Services	95,370	80,000	80,000	80,000
Fines and Forfeitures	5,785	8,633	8,633	4,833
General Fund Budget	629,094	715,606	667,856	792,110
Special Revenue Funds	10,781	38,200	38,200	47,000
Total Operating Funding Sources	\$ 639,874	\$ 753,806	\$ 706,056	\$ 839,110

City Court Authorized Positions

Position	FY2021-22 Actual	FY2022-23 Budget	FY2022-23 Projected	FY2023-24 Budget
Business Manager	1.00	1.00	1.00	1.00
Court Clerk II	0.00	0.00	0.00	3.00
Court Clerk	6.00	6.00	6.00	3.00
Total City Court Authorized Positions	7.00	7.00	7.00	7.00

City Manager



Department Mission

To provide professional administration of the policies and strategic plan goals and objectives established by the City Council; promote a positive employee experience through quality programs and practices; to maintain, protect, and secure the internal computer network system; to responsibly promote and maintain Prescott as a year-round visitor destination, while creating a stronger and more diversified business environment benefitting the community economically while contributing to quality of life.

Services

Assists the Mayor and Council by executing the enacted policies 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.

City Manager

FY2022-23 Accomplishments

- Tyler Goodman became the Interim City Manager while the process to find a new City Manager takes place.
- City Manager's Office relocated to their final location in Montezuma City Hall.
- Continued negotiations for the sale of Cortez City Hall.
- Successfully hosted three Citizen's Academies.
- Introduced new technology and Human Resources restructuring to expedite recruitment processes.
- Phased in FY2024 pay plan to retain and recruit talent while maintaining the City's compensation strategy.
- Implemented new wellness offerings included in the city benefit package.
- Re-established LinkedIn page.
- Updated Economic Development website.
- Developed and launched new Tourism website.
- Launched Prescott's first accessibility program for color-blind individuals.
- Generated new Tourism Strategic Plan.
- Received Arizona Association Economic Development award – Small Organization of the Year.
- Received Arizona Association Economic Development award – Golden Prospector – Multi-media Campaign.
- Put better instrumentation into place to detect cybersecurity events which results in adjustments/countermeasures to prevent them in the future.
- Accomplished goals and objectives along with the Council from the FY22 Strategic Plan

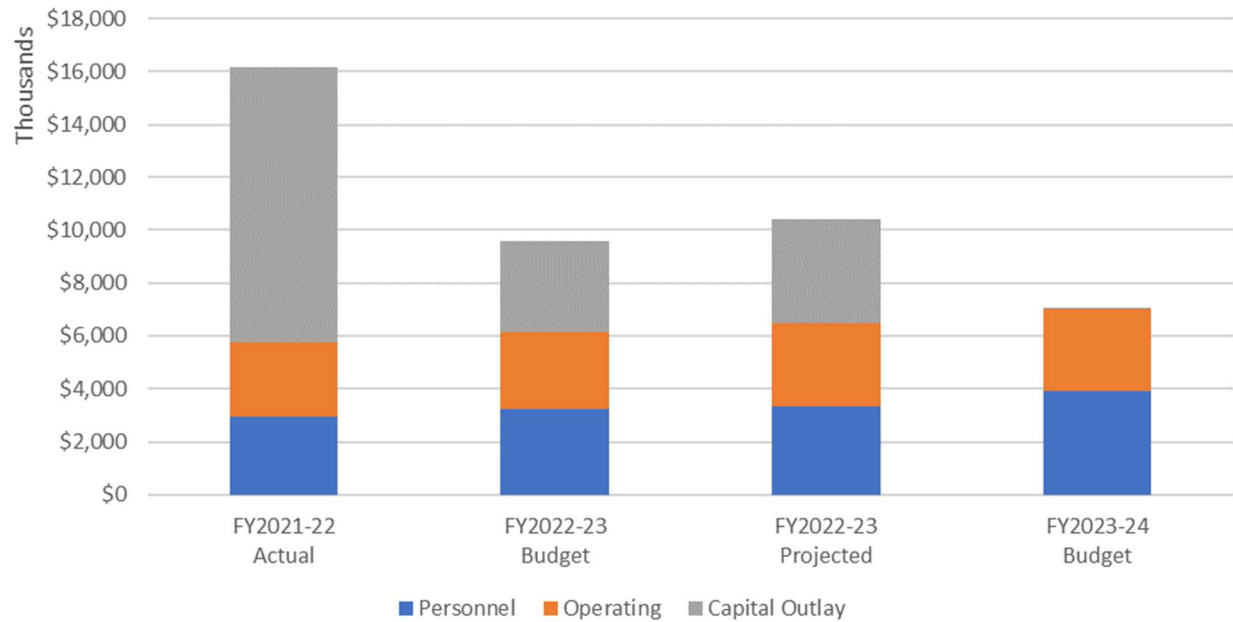
FY2023-24 Objectives

- Continuously improve internal and external customer service by enhancing department responsiveness and effectiveness while making certain that the Council's strategic plan is implemented, and spending decisions are made accordingly by ensuring that every department participates meaningfully in performance-based budgeting and process improvement.
- Maximize Human Resource's community presence by visiting all local schools and organizations that can help create better talent pipelines.
- Brand new Lure Brochure (Visitor Guide)
- Economic Development sales kit
- Public Access Channel to be live streamed on the City of Prescott website.
- Monitor and quickly address cybersecurity events.

City Manager

Measure Type	Performance Measure	FY22 Actual	FY23 Budget	FY23 Estimate	FY24 Target
Output	Fulfill 90% of Council requests for information within 3 business days and 90% of citizen inquiries within 1 business day	95%	90%	95%	95%
Workload	Local school outreach program visits and job fair attendance	12	n/a	16	15
Output	Total annual impressions or visitors to social medias platforms and website	1.2 Million	1.3 Million	1.3 Million	1.35 Million
Output	Number of Economic Development Leads Generated	5	5	5	5
Output	Fiscal Year Transient Occupancy (Bed Tax) collection	\$1.644 Million	\$1.4 Million	\$1.4 Million	\$1.2 Million
Output	Cybersecurity Events	0	n/a	8	0

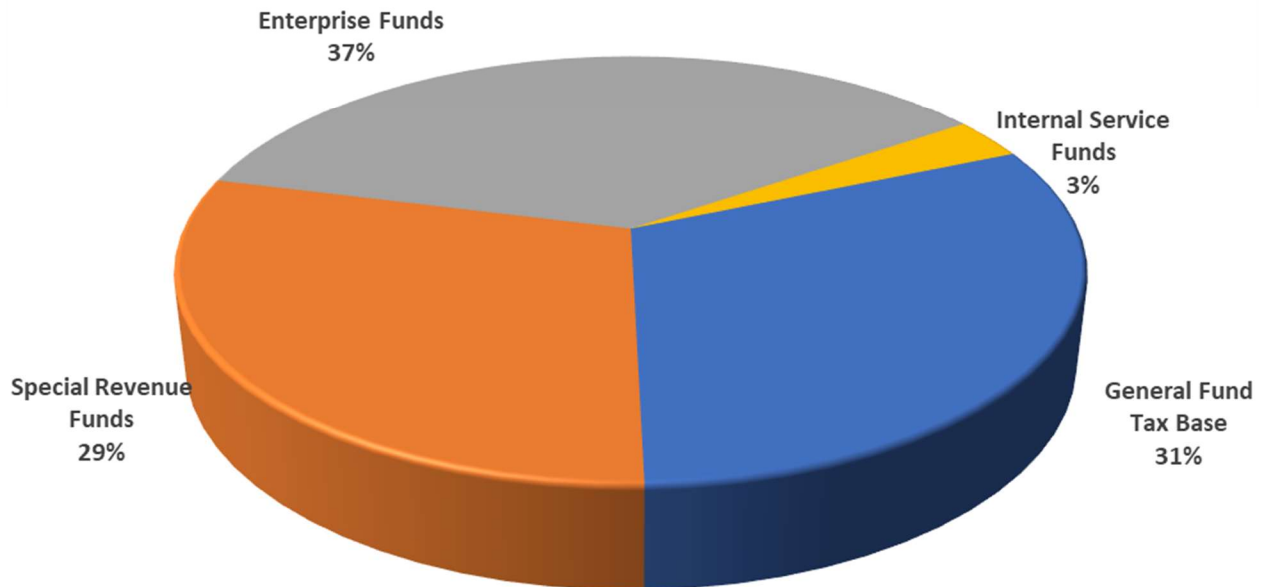
City Manager Expenditure Summary



City Manager

City Manager Expenditure Summary				
Expenditures by Category	FY2021-22 Actual	FY2022-23 Budget	FY2022-23 Projected	FY2023-24 Budget
Personnel Services				
Salaries	2,162,988	2,410,700	2,561,339	2,917,577
Benefits	787,742	804,581	883,668	993,167
Operating				
Supplies	586,788	576,339	551,587	583,689
Internal Charges	147,620	156,332	164,240	212,867
Other Services & Charges	2,191,708	2,215,093	2,396,562	2,321,556
Total Operating Expenditures	5,876,846	6,163,045	6,557,396	7,028,856
Capital Outlay	10,761,176	3,419,461	3,907,859	41,114
Total Expenditures by Category	\$ 16,638,022	\$ 9,582,506	\$ 10,465,255	\$ 7,069,970

FY24 City Manager Operating Funding Sources



City Manager

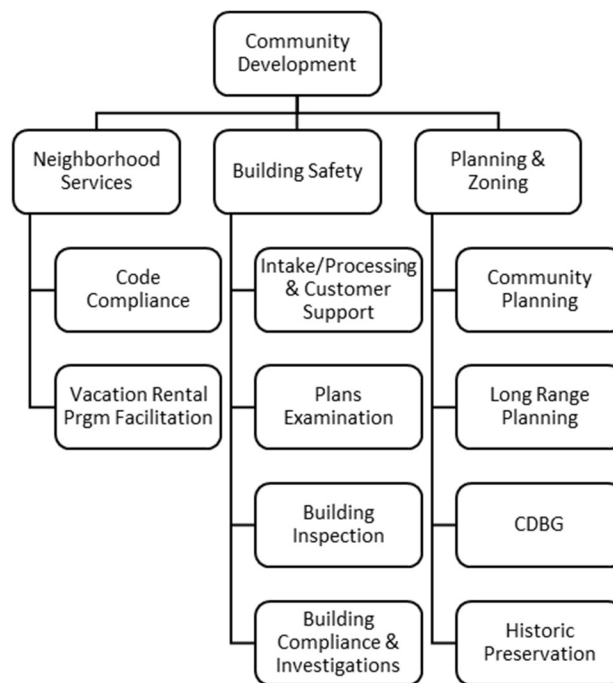
City Manager Funding Source Summary				
Funding Sources	FY2021-22 Actual	FY2022-23 Budget	FY2022-23 Projected	FY2023-24 Budget
General Fund - Tax Base	1,728,905	1,821,031	1,975,107	2,178,563
Special Revenue Funds	1,979,938	1,953,212	2,193,487	2,061,792
Enterprise Funds	1,973,278	2,191,117	2,191,117	2,567,211
Internal Service Funds	194,724	197,685	197,685	221,290
Operating Funding Sources	5,876,846	6,163,045	6,557,396	7,028,856
General Fund -Tax Base	10,708,733	395,158	901,654	32,811
Special Revenue Fund - Grants	52,443	3,024,303	3,006,205	8,303
Capital Funding Sources	10,761,176	3,419,461	3,907,859	41,114
Total Funding Sources	\$ 16,638,022	\$ 9,582,506	\$ 10,465,255	\$ 7,069,970

City Manager Capital Outlay/Projects	
	FY2023-24 Budget
Center for the Future	\$ 32,811
Whiskey Row Alley	8,303
Total City Manager Capital Outlay/Projects	\$ 41,114

City Manager

City Manager Authorized Positions				
Position	FY2021-22 Actual	FY2022-23 Budget	FY2022-23 Projected	FY2023-24 Budget
<u>City Manager's Office</u>				
City Manager	1.00	1.00	1.00	1.00
Deputy City Manager	0.75	1.00	1.00	1.00
Executive Assistant	1.00	1.00	1.00	1.00
Administrative Specialist	1.00	0.00	0.00	0.00
Total City Manager's Office	3.75	3.00	3.00	3.00
<u>Community Outreach & Tourism</u>				
Community Outreach Manager	1.00	1.00	1.00	1.00
Tourism and Economic Initiatives Manager	1.00	1.00	1.00	1.00
Tourism and Economic Initiatives Coordinator	1.00	1.00	1.00	1.00
Administrative Specialist	0.00	0.25	0.25	0.25
Total Community Outreach & Tourism	3.00	3.25	3.25	3.25
<u>Human Resources</u>				
Human Resources Director	1.00	1.00	1.00	1.00
Human Resources Manager	1.00	1.00	1.00	1.00
Senior Human Resources Business Partner	1.00	1.00	1.00	2.00
Human Resources Business Partner	1.00	1.00	2.00	2.00
HRIS Technician	1.00	1.00	0.00	0.00
Human Resources Support Specialist	1.00	1.00	1.00	1.00
Total Human Resources	6.00	6.00	6.00	7.00
<u>Information Technology</u>				
Director of Information Technology	1.00	1.00	1.00	1.00
IT Operations Manager	1.00	1.00	1.00	1.00
Help Desk Manager	1.00	1.00	1.00	1.00
GIS Coordinator	0.00	0.00	1.00	1.00
GIS Coord/Historic Preservation	0.50	0.50	0.00	0.00
Network Engineer	3.00	3.00	3.00	3.00
IT Database Administrator	1.00	1.00	1.00	1.00
IT Specialist	6.00	7.00	8.00	9.00
GIS Specialist	2.00	2.00	2.00	2.00
Web Development Specialist	1.00	1.00	0.00	0.00
Total Information Technology	16.50	17.50	18.00	19.00
<u>Neighborhood Services</u>				
Deputy City Manager	0.00	0.00	0.00	0.00
Assistant to City Manager/Intergov. Coordinator	0.25	0.00	0.00	0.00
Code Compliance Inspector	2.00	0.00	0.00	0.00
Total Neighborhood Services	2.25	0.00	0.00	0.00
Total City Manager	31.50	29.75	30.25	32.25

Community Development



Department Mission

To provide friendly and efficient customer service relating to development processes, including land use actions, construction permitting and inspections, as well as compliance with code requirements, including planning and zoning, building safety, and on-going neighborhood standards. To assist customers in submitting necessary application information to assure that review, approval, and inspection can be performed as expeditiously as possible. To act as liaison between customers, reviewing/inspection staff, and various Boards and Commissions of the City to assure effective communication across all parties. To facilitate City services in successful completion of code compliant projects, as well as upholding and enforcing codes and standards, that safeguard and protect the public health, safety, and welfare within safe, clean neighborhoods.

Services

Community Development provides project review, planning guidance, building permit processing, plan review, and field inspection services to the community. 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.

The Planning and Zoning team processes requests for subdivision plats, zoning amendments, General Plan amendments and various land use permits while also providing staff support for the Board of Adjustment, the Planning and Zoning Commission, the Preservation Commission, and several other standing and ad hoc committees. The Planning and Zoning team manages 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.

Community Development

The Building Safety team processes applications for permits, provides building plan review, and conducts inspections of construction work in progress and life safety aspects to assure building code compliance. The Building Safety team applies adopted technical codes to ensure requirements are met that safeguard the public health, safety, and welfare from hazards, and the safety of first responders and the general public during emergency operations.

The Neighborhood Services team seeks to protect the public health, safety and welfare, while ensuring every citizen the right to a clean, enjoyable neighborhood by enforcing private property codes and ordinances, as well as resolving citizen generated code complaints through a process of notification and education and to obtain voluntary compliance.

FY2022-23 Accomplishments

Planning and Zoning

- 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 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.

Building Safety team

- 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.
- Increase the number of self-certification inspection permitted for building components through manufacturer installer certification programs.
- Successfully manage and facilitate the various building code violation complaints received from the general public and increase customer awareness of what constitutes a life-safety violation.

Community Development

Neighborhood Service

- 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
- Compliance and Inspections of registered vacation rentals
- Continual regulation of the City-owned Publication Bins

FY2023-24 Objectives

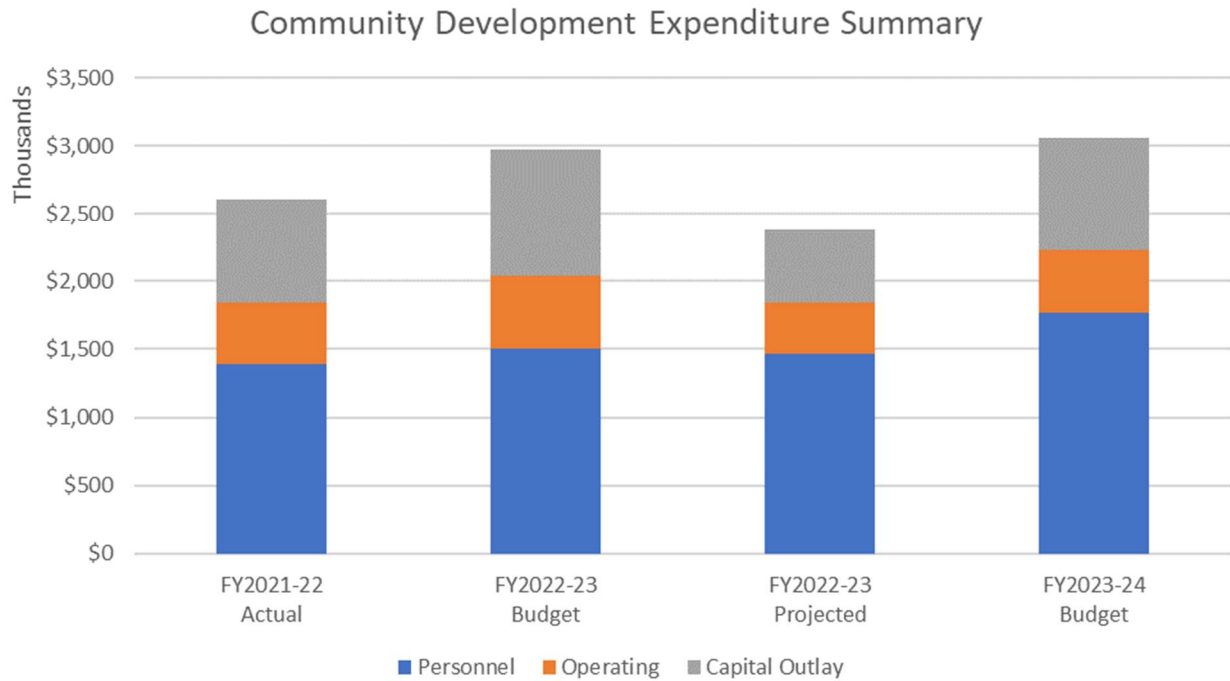
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- Adapt to challenges to assure the provision of a high level of customer service.
- Actively engage with Planning staff to offer educational opportunities that improve the function of the division and improve our ability to provide great customer service.
- 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.
- Increase the number of self-certification inspections permitted for building components through manufacturer installer certification programs.
- Successfully manage and facilitate the various building code violation complaints received from the general public and increase customer awareness of what constitutes a life-safety violation.
- Continue to strive for voluntary compliance.
- Continuously improve customer service by enhancing department responsiveness and effectiveness in responding to citizens and customers

Community Development

- Provide outreach and neighborhood cleanups.
- Compliance and Inspections of registered vacation rentals
- Continual regulation of the City-owned Publication Bins

Measure Type	Performance Measure	FY22 Actual	FY23 Budget	FY23 Estimate	FY24 Target
Workload	Council, Boards & Commissions Agenda Items	48	New FY24 Item	52	55
Workload	Number of Planning projects processed	286	New FY24 Item	240	250
Output	Number of contractor outreach meetings	0	4	1	4
Workload	Plan reviews performed – All CD teams	10,769	New FY24 Item	10,000	10,000
Outcome	Percentage of permit reviews meeting turnaround times	78%	85%	75%	80%
Outcome	Percentage of project reviews meeting turnaround times	79%	80%	80%	90%
Workload	New single-family residence permits issued	299	425	250	300
Workload	Total number of field inspections	12,104	16,500	11,000	14,000
Outcome	Average calendar days from application to ready for issuance – residential permits	76	40	72	30
Outcome	Average calendar days from application to ready for issuance – commercial permits	147	50	180	150
Outcome	Percentage of re-inspections	<1%	15%	2%	5%
Workload	Code cases opened 6 mo. 165	450	500	400	500
Workload	Code cases closed 6 mo. 171	425	475	400	475
Outcome	Percentage of cases opened reaching voluntary compliance within 30 days	90%	95%	90%	95%
Outcome	Percentage of cases resolved through voluntary compliance	99%	99%	99%	99%

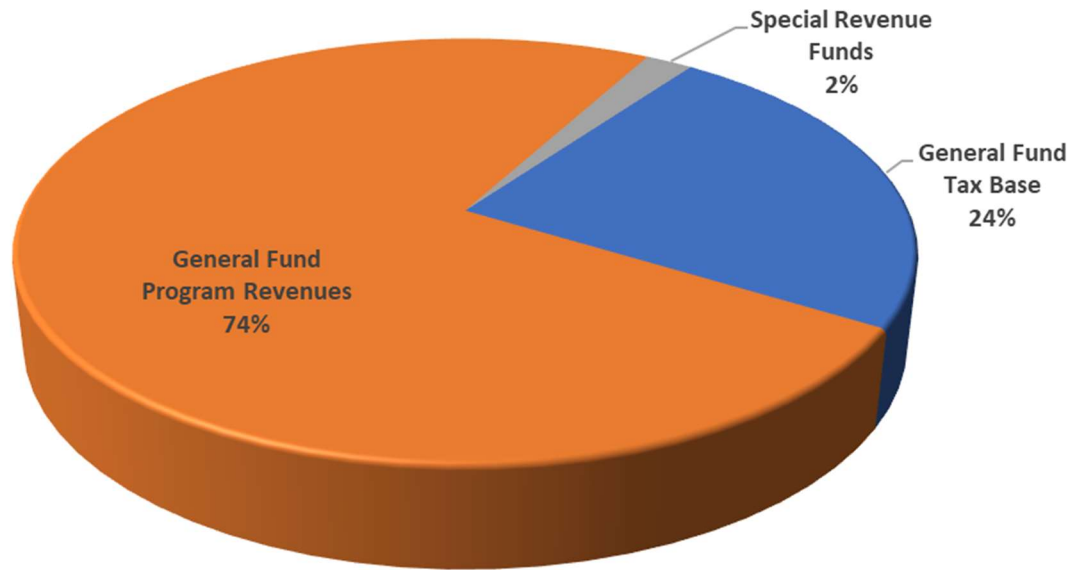
Community Development



Community Development Expenditure Summary				
Expenditures by Category	FY2021-22 Actual	FY2022-23 Budget	FY2022-23 Projected	FY2023-24 Budget
Personnel Services				
Salaries	1,023,289	1,135,109	1,122,899	1,349,117
Benefits	368,073	370,272	344,527	422,236
Operating				
Supplies	16,385	28,600	26,600	27,600
Internal Charges	129,458	145,443	138,443	164,792
Other Services & Charges	306,957	361,432	208,942	267,517
Total Operating Expenditures	1,844,162	2,040,856	1,841,411	2,231,262
Capital Outlay	762,922	933,051	534,754	825,360
Total Expenditures by Category	\$ 2,607,084	\$ 2,973,907	\$ 2,376,165	\$ 3,056,622

Community Development

FY24 Community Development Operating Funding Sources



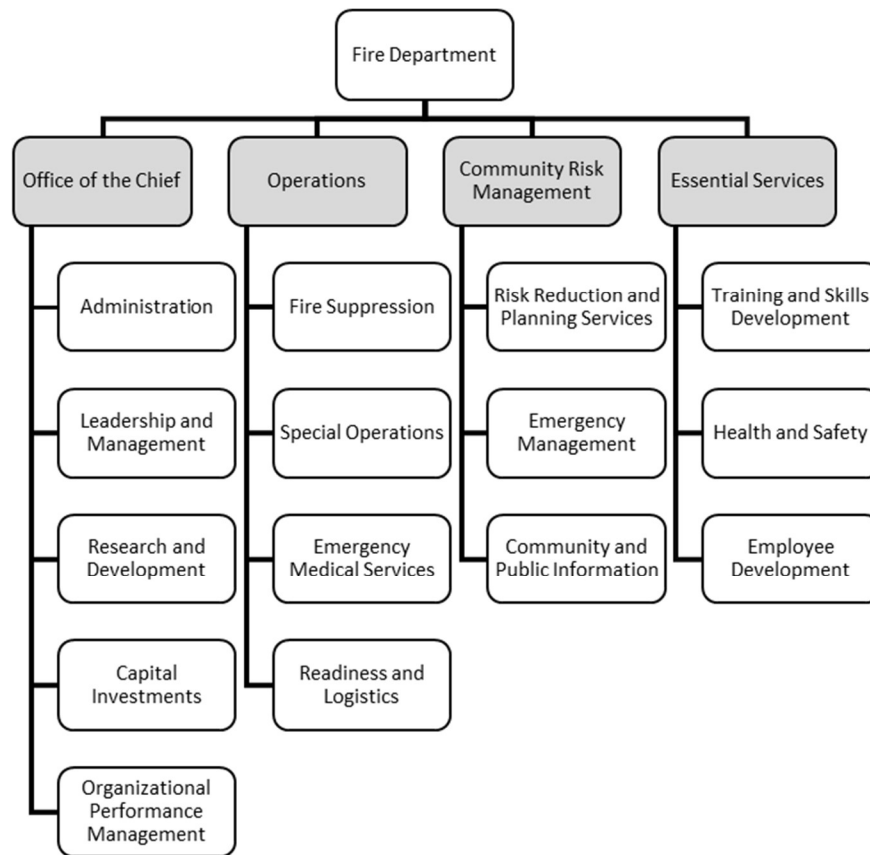
Community Development Funding Source Summary				
Funding Sources	FY2021-22 Actual	FY2022-23 Budget	FY2022-23 Projected	FY2023-24 Budget
General Fund Source of Funds				
Tax Base	75,797	371,856	161,711	530,295
Licenses & Permits	1,016,882	1,002,000	1,004,000	1,003,000
Charges for Services	742,083	652,000	619,000	653,000
General Fund Budget	1,834,762	2,025,856	1,784,711	2,186,295
Special Revenue Funds	9,400	15,000	56,700	44,967
Operating Funding Sources	1,844,162	2,040,856	1,841,411	2,231,262
General Fund -Tax Base	349,669	71,000	67,410	70,000
Special Revenue Fund - Grants	413,254	862,051	467,344	755,360
Capital Funding Sources	762,922	933,051	534,754	825,360
Total Funding Sources	\$ 2,607,084	\$ 2,973,907	\$ 2,376,165	\$ 3,056,622

Community Development

Community Development Capital Outlay/Projects	
	FY2023-24 Budget
CDBG Entitlement Grants	\$ 491,896
CDBG CARES Grant	258,964
Scanning Project for Commercial Building Permit Records	60,000
Customer Service and Staff Area Improvements	10,000
Historic Preservation Grant	4,500
Total Community Development Capital Outlay/Projects	\$ 825,360

Community Development Authorized Positions				
Position	FY2021-22 Actual	FY2022-23 Budget	FY2022-23 Projected	FY2023-24 Budget
Community Development Director	1.00	1.00	1.00	1.00
Planning Manager	1.00	1.00	1.00	1.00
GIS Coord/Historic Preservation Planner	0.50	0.50	0.00	0.00
Development Services Supervisor	1.00	1.00	1.00	1.00
CDBG Admin/Com Dev Coordinator	1.00	1.00	1.00	1.00
Development Services Representative II	1.00	1.00	1.00	1.00
Development Services Representative I	1.00	1.00	1.00	1.00
Chief Building Official	1.00	1.00	1.00	1.00
Senior Plans Examiner/Building Inspector	0.00	1.00	1.00	1.00
Plans Examiner/Building Inspector	2.00	1.00	1.00	1.00
Building Inspector	2.00	2.00	2.00	2.00
Permit Technician/Plan Reviewer	1.00	1.00	1.00	1.00
Code Compliance Inspector	0.00	2.00	2.00	2.00
Administrative Specialist	0.00	0.00	0.00	1.00
Total Community Development	13.50	15.50	15.00	17.00

Fire Department



Department Mission

The employees of the Prescott Fire Department are dedicated to providing services with our core attitude of “Community First - Courage, Grit, and Duty - Driven by Excellence.” On a daily basis we mitigate the community's risk through service, excellence, and compassion and strive to be a community partner that instills pride, supports our people, leads the region, and proactively solves public safety challenges.

Services

The Prescott Fire Department provides all-hazards emergency response and a full range of planning, mitigation, and prevention services which represents roughly 368 unique services. To ensure that high-quality services are maintained, the department has begun to measure and report its effectiveness using measures related to the demand for services, efficiencies, outputs, and performance-based outcomes that are meant to accomplish strategic results logically and predictably. These efforts began with the initial fire-service accreditation in 2019 and has continued into a reshaping of the department’s strategic plan in 2023.

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

Fire Department

FY2022-23 Accomplishments

- Establishment of a new outcomes-based strategic plan and organizational identity with a focus on reaffirming the mission and vision of the department.
- Reassessment of several department areas, including establishing a Forestry Health and Risk Reduction program in partnership with Recreation Services.
- Two successful recruitments for entry-level firefighters, including in-house training academies, resulted in 13 new firefighters beginning their careers with the City of Prescott. Six of these positions were the result of new council-approved positions.

FY2023-24 Objectives¹

- The Prescott Fire Department (PFD) will reduce the negative consequences of life-threatening emergencies experienced by utilizing technology and performance management to affect a 3% annual reduction in response times, establishing a baseline measure for cardiac arrest patients that leave the hospital to live a normal life; and performing a comprehensive update of the Community Risk Assessment (CRA), with particular emphasis on wildland fire risk, followed by a mitigation plan to be approved by City Council.
- The Prescott community will experience a customer-focused, responsive Fire Department capable of delivering services consistent with the City's adopted Standards of Cover by establishing a fire department survey to assess respondents' satisfaction with PFD services by geographic location in the city; and opening two new strategically located stations which will be staffed and operational in FY 25 and 27, respectively.
- The Prescott Fire Department will focus on ensuring that firefighters have their health and safety needs met, experience personal and career development opportunities, and work in an inclusive organizational culture focused on achieving results for the community by reducing the injury rate of personnel by 3% year-over-year; ensuring that 100% of eligible PFD members complete the annual department physical; establishing a career development plan for those interested; establishing an organizational succession plan for the roles of Engineer through Fire Chief; and, ensuring the needed number of qualified applicants are available for all recruitment and promotional opportunities.
- PFD will establish a performance management system to measure, report, and act based on data from cross-disciplinary databases by developing data analysis resources that measure accurate and relevant information; ensuring that results-oriented performance measures will inform operational, policy, and budget decisions regarding the Fire Department; and, successfully applying for progressively rigorous ICMA certificates in performance management to further guide the use of data within the organization.
- The firefighters and civilian staff of the Prescott Fire Department bring strong values and a forward-looking commitment to the work. Therefore, the department seeks and is committed to creating an organizational culture consistent and aligned with its members and values, by ensuring that all messages, behaviors, and beliefs from department leadership are consistent with a customer-focused culture; establishing expectations and support systems for supervisors to reward, manage, and promote organizational values and expectations; evaluating

Fire Department

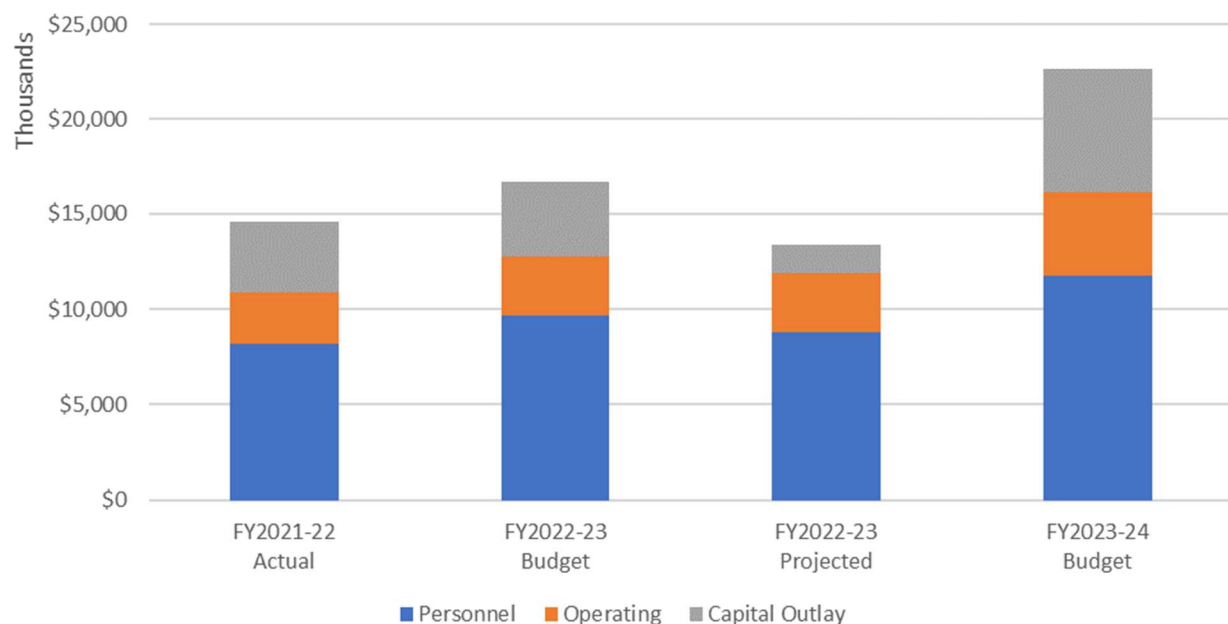
organizational culture through an employee engagement survey that measures adherence to organizational values and expectations; and, ensuring each member and their supervisor have a conversation about the member's contribution to the organizational culture at regular performance evaluations.

¹ The accomplishments of these objectives are multi-year in nature and directly tied to the department's council adopted strategic plan.

Measure Type	Performance Measure	FY22 Actual	FY23 Budget	FY23 Estimate	FY24 Target
Outcome	% Operational Groups that are on or below budget (measured quarterly)	N/A	N/A	75%	90%
Outcome	% Call responses provided within the time frames in the Standards of Cover adopted by the City	N/A	N/A	70%	90%
Outcome	% Change in unplanned/unexpected fire events	N/A	N/A	N/A	-3%
Outcome	% FF the on the force with increased task performance year over year	N/A	N/A	N/A	3%

The outcome measures above are under development as part of the 2023-2028 Fire Strategic Plan. The department is currently establishing performance management systems to accurately report future data to staff and council.

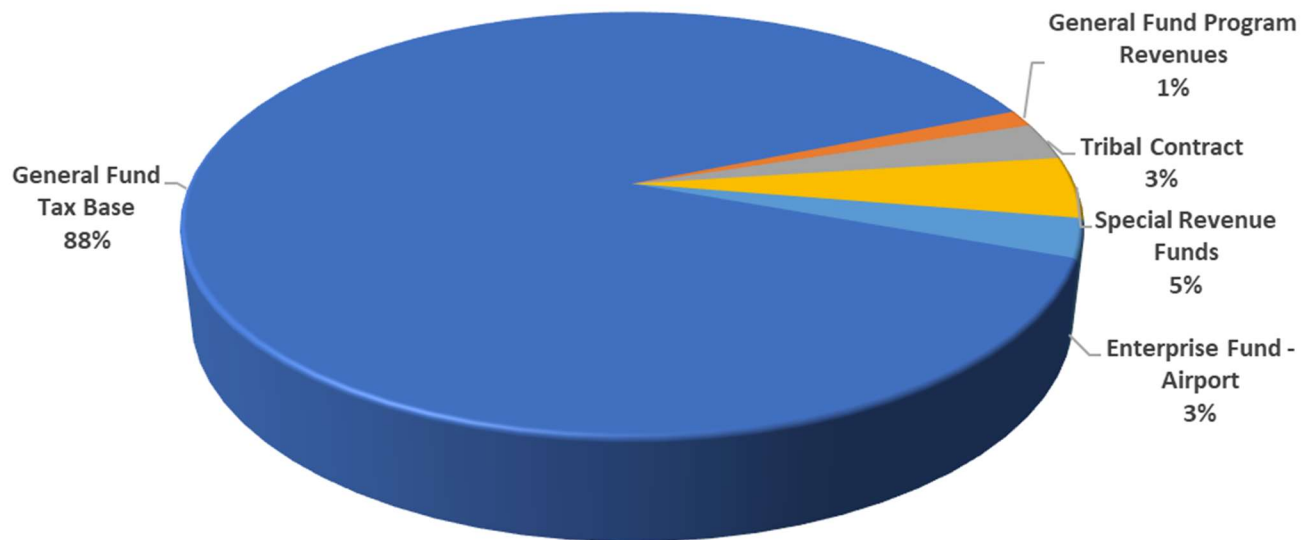
Fire Department Expenditure Summary



Fire Department

Fire Department Expenditure Summary				
Expenditures by Category	FY2021-22 Actual	FY2022-23 Budget	FY2022-23 Projected	FY2023-24 Budget
Personnel Services				
Salaries	6,140,785	7,523,538	6,614,828	8,840,173
Benefits	2,057,462	2,073,689	2,183,812	2,462,878
Operating				
Supplies	615,273	621,519	719,875	1,041,238
Internal Charges	1,532,712	1,517,726	1,612,342	1,806,760
Other Services & Charges	671,557	942,832	757,776	1,436,900
Total Operating Expenditures	11,017,788	12,679,304	11,888,633	15,587,949
Capital Outlay	3,700,710	3,996,999	1,706,388	6,498,293
Total Expenditures by Category	\$ 14,718,498	\$ 16,676,303	\$ 13,595,021	\$ 22,086,242

FY24 Fire Department Operating Funding Sources



Fire Department

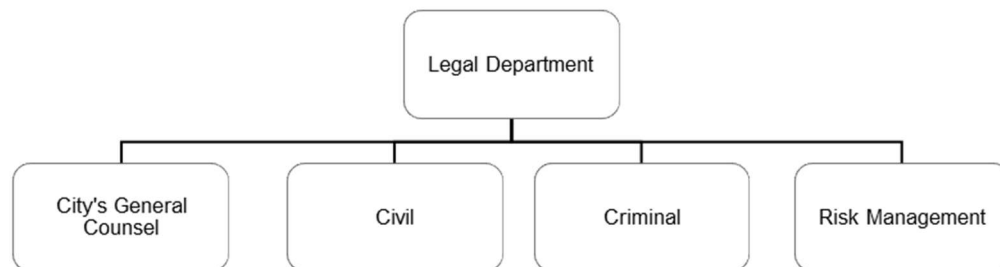
Fire Department Funding Source Summary				
Funding Sources	FY2021-22 Actual	FY2022-23 Budget	FY2022-23 Projected	FY2023-24 Budget
General Fund Source of Funds				
Tax Base	6,990,244	10,281,809	10,642,244	13,918,036
Licenses & Permits	675	500	300	300
Charges for Services	695,470	678,285	778,356	648,115
General Fund Budget	7,686,389	10,960,594	11,420,900	14,566,451
Special Revenue Funds	3,079,063	1,470,592	204,154	736,881
Enterprise Fund - Airport	252,336	248,118	263,579	284,617
Operating Funding Sources	11,017,788	12,679,304	11,888,633	15,587,949
General Fund -Tax Base	3,700,710	3,996,999	1,706,388	5,245,304
Special Revenue Funds	-	-	-	1,252,989
Capital Funding Sources	3,700,710	3,996,999	1,706,388	6,498,293
Total Funding Sources	\$ 14,718,498	\$ 16,676,303	\$ 13,595,021	\$ 22,086,242

Fire Department Capital Outlay/Projects	
	FY2023-24 Budget
Vehicle Replacements	\$ 2,771,777
Fire Station 76	1,600,000
Fire Training Center	1,252,989
Fire Station Alerting	350,000
Fire Status Management Software	140,000
Self Contained Breathing Apparatus (SCBA) Breathing Air Compressor	88,127
ImageTrend Software Package	67,600
Public Safety Radio Replacements	55,000
Cardiac Heart Monitor	45,000
ARFF-Aqueous Film Forming Foam (AFFF) Testing Equipment	35,000
Hydraulic Extrication Tool	30,000
Lucas Chest Compression System	21,550
EMS Simulation Manikin	15,000
Mingus Tank Site	15,000
Radio System GPS Upgrade	11,250
Total Fire Department Capital Outlay/Projects	\$ 6,498,293

Fire Department

Fire Department Authorized Positions				
Position	FY2021-22 Actual	FY2022-23 Budget	FY2022-23 Projected	FY2023-24 Budget
Fire Chief	1.00	1.00	1.00	1.00
Deputy Fire Chief	1.00	1.00	1.00	1.00
Operations Chief	0.00	0.00	0.00	1.00
Division Chief/Battalion Chief	4.00	4.00	4.00	4.00
Fire Captain	16.00	16.00	16.00	16.00
Fire Engineer	19.00	19.00	19.00	19.00
Wildfire Risk Reduction Manager	0.00	0.00	0.00	1.00
Firefighter	22.00	31.00	31.00	31.00
Business Manager	1.00	1.00	1.00	0.00
Administrative Coordinator	0.00	0.00	0.00	2.00
Plans Examiner/Building Fire Inspector	2.00	2.00	2.00	2.00
Forestry Crew Coordinator	1.00	1.00	1.00	0.00
Forestry Crew Technician	2.00	2.00	2.00	0.00
Administrative Specialist	1.00	1.00	1.00	2.00
Total Fire Department	70.00	79.00	79.00	80.00

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.

FY2022-23 Accomplishments

- 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)
- Provided 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)
- 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)
- Provided formal written legal opinions to City officials and staff. These opinions and memos are sent in an effort to keep the Council and staff informed of important legal issues while achieving the Council's direction to reduce the number of executive sessions. The written memos and

Legal

opinions are in addition to the daily issuance of verbal legal opinions, emails, counseling, and special projects provided by the Legal Department. 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)
- Reviewed and advised 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)
- Continued to monitor and assist employees with Workers' Compensation claims. (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 38 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, economic development matters and airport protection, including, but not limited to drafting Airport Vicinity Overlay Ordinance ("AVO") and analyzing the impact of the AVO and proposed noise contours on local property owners and Developers with existing Development Agreements. Worked with outside legal counsel for airport-specific issues. City Council goal of providing for economic development opportunities and airport protection. 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)
- 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)
- Provided 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 cases and older misdemeanor cases. (Goals #1- Maintain a Stable General Fund; #4- Quality of Life)
- Continued to move toward a more "paperless" law practice through the use and administration of computer software, including procurement of new, more efficient and updated case management software. City Council goal of promoting an accountable organizational culture by

Legal

providing a tool that allows for better customer service, record keeping and performance of staff duties. (Goal #5- Service-Oriented Culture)

- 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 and Open Space acquisitions. For example, the Legal Department put together the purchase agreements that ultimately led to large scale Open Space property acquisition at Storm Ranch. (Council Goal #4-Quality of Life)
- Developed and implemented a Diversion Program for first-time criminal offenders. This program generates additional revenue to assist in providing defendants the education and tools needed to turn from criminal behavior and deter future criminal conduct. (Council Goals, #1 Maintain a Stable General Fund and #4 Quality of Life)
- After a brief hiatus, the City Legal Department has restarted the Employee Safety Review Board. Representatives from each of the City's Departments meet to discuss how to ensure the City and its employees are safe. Board duties include facilitating safety processes and procedures, upkeeping City employees' safety training records, and helping sustain regular departmental safety training. Additionally, the Safety Review Board works with the City's Risk Management consultant to identify ways to improve City safety processes and procedures. (Council Goals #1 Maintain a Stable General Fund, #4-Quality of Life and Goal #5- Service-Oriented Culture)

FY2023-24 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)

Legal

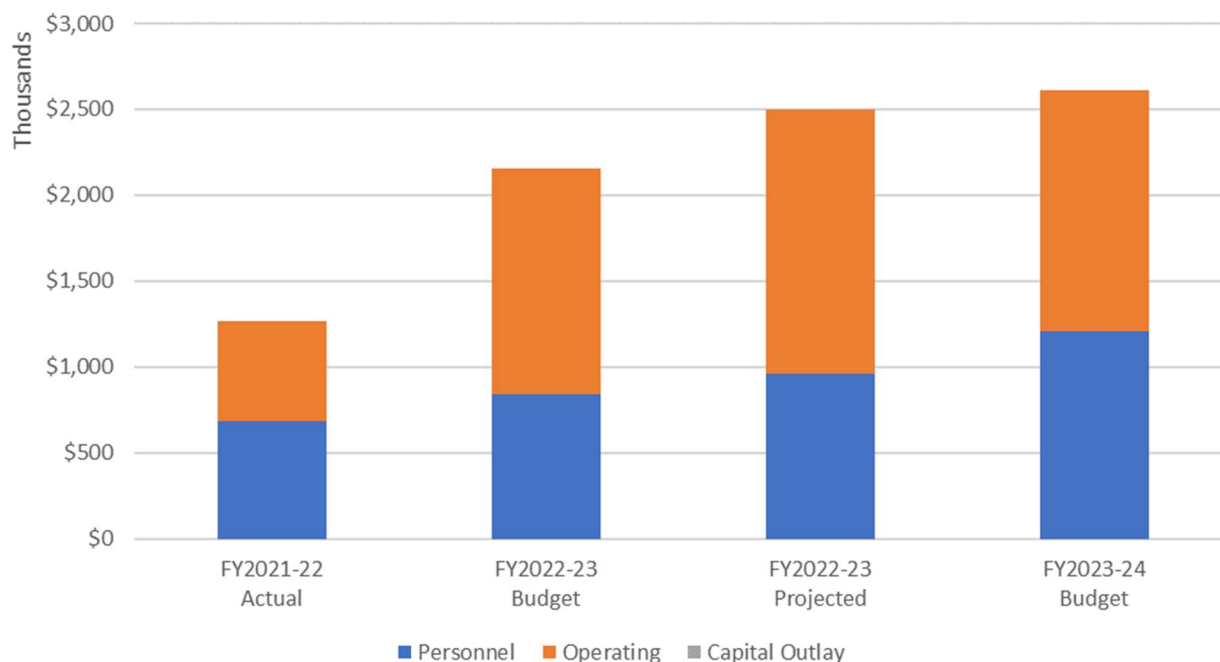
Measure Type	Performance Measure	FY22 Actual	FY23 Target	FY23 Estimate	FY24 Target
Measure	Number of liability claims placed for the Fiscal Year.	35	No more than 25	60	No more than 45
Outcome	Goal to reduce the number of claims through mitigation, accountability, employee education and safety training.	21% reduction	10% reduction	46% increase	10% reduction
Measure	Number of property damage claims for City property placed in the Fiscal Year.	92	No more than 35	78	No more than 75
Outcome	Goal to reduce the number of property damage incidents through mitigation, accountability, employee education and safety training	48% increase	10% reduction	41% decrease	10% reduction
Measure	Workers' compensation claims per 100 FTEs (This measure is per Calendar Year)	7.4	7	7	6
Outcome	Percent reduction of workplace accidents	+2.23% increase	1% reduction	1% reduction	1% reduction

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 FY21 to FY22 and FY23 to date.

Legal

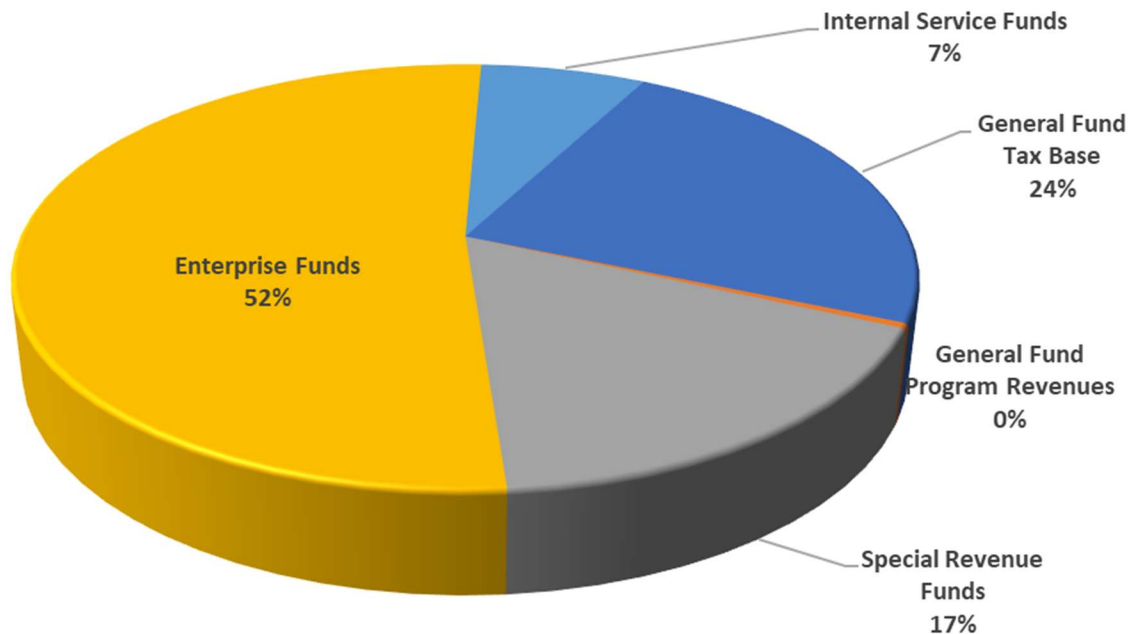
Legal Department Expenditure Summary



Legal Department Expenditure Summary				
Expenditures by Category	FY2021-22 Actual	FY2022-23 Budget	FY2022-23 Projected	FY2023-24 Budget
Personnel Services				
Salaries	518,166	674,798	751,544	910,490
Benefits	164,749	168,632	247,417	294,866
Operating				
Supplies	7,424	9,800	7,300	9,800
Internal Charges	41,445	40,923	40,923	40,420
Other Services & Charges	534,546	1,259,811	1,459,022	1,352,359
Total Expenditures by Category	\$ 1,266,330	\$ 2,153,964	\$ 2,506,206	\$ 2,607,935

Legal

FY24 Legal Department Operating Funding Sources

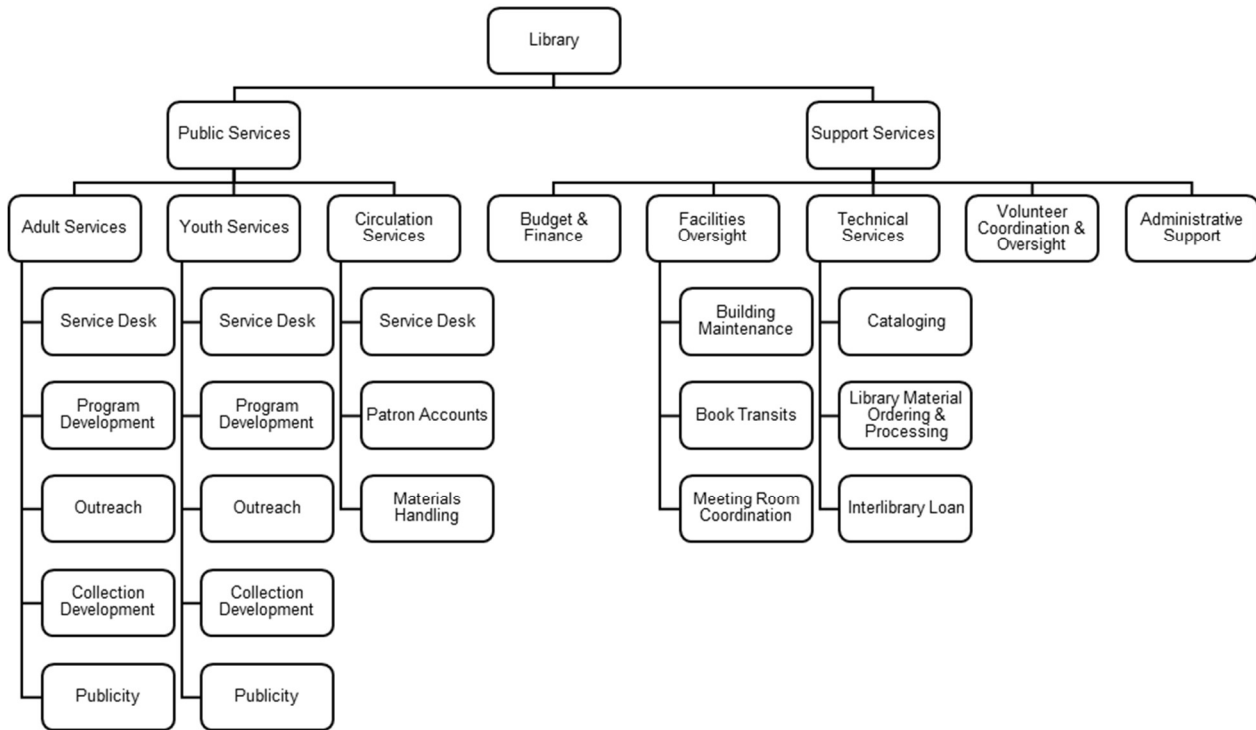


Legal Department Funding Source Summary				
Funding Sources	FY2021-22 Actual	FY2022-23 Budget	FY2022-23 Projected	FY2023-24 Budget
General Fund Source of Funds				
Tax Base	196,271	561,317	673,559	616,520
Charges for Services	-	-	10,000	10,000
General Fund Budget	196,271	561,317	683,559	626,520
Special Revenue Funds	367,748	355,894	355,894	443,020
Enterprise Funds	1,044,129	1,151,404	1,151,404	1,353,241
Internal Service Funds	(341,818)	85,349	315,349	185,154
Total Operating Funding Sources	\$ 1,266,330	\$ 2,153,964	\$ 2,506,206	\$ 2,607,935

Legal

Legal Department Authorized Positions				
Position	FY2021-22 Actual	FY2022-23 Budget	FY2022-23 Projected	FY2023-24 Budget
City Attorney	1.00	1.00	1.00	1.00
Deputy City Attorney	1.00	1.00	1.00	1.00
Assistant City Attorney	2.00	2.00	2.00	2.00
Legal Services Administrator	1.00	1.00	1.00	1.00
Legal Assistant I	3.00	3.00	2.00	2.00
Risk Coordinator	0.00	0.00	1.00	1.00
Safety Coordinator	0.00	0.00	0.00	1.00
Total Legal Department	8.00	8.00	8.00	9.00

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

With a focus on community driven needs, the Library provides information in a variety of formats including print and non-print materials, provides access to and assistance with public computers and electronic information, and answers reference and reader's advisory questions by phone, email and in person. The Library promotes lifelong learning through in-house library programs and outreach programs in the community. 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 utilizing volunteer workers in non-professional roles to provide service more efficiently to the community. Membership in the Yavapai Library Network provides more materials and services to our community than would be possible to provide as a free-standing, single public library.

The Library provides materials and services to bring the joy of reading, the discovery of ideas and the power of information to all of our citizens.

Library

FY2022-23 Accomplishments

Public Services

- 285,897 persons visited the library
- 591,329 physical library items were checked out
- 124,349 electronic items were checked out.
- Presented 608 programs with 13,260 in attendance
- Added a part-time Community Support Specialist using a Library Services & Technology Act grant.
- Added ukuleles to the growing Library of Things
- Developed Strategic Plan for 2023-2026 in one day intensive workshop with all library staff
- Held two staff training workshops in conjunction with Prescott Valley Library staff. This was funded by a Library Services & Technology Act grant.
- Added additional Wi-Fi Hotspots using a Library Services & Technology Act grant.
- Added Notary Services the Ask a Librarian Services
- Increased outreach to the community through speaking engagements at local organizations
- Provided 60,166 items to other Yavapai Library Network libraries and borrowed 69,954 items
- Issued 3,853 library cards. 24,840 persons have library cards

Support Services

- Ordered and processed 11,907 new items
- Added an additional 10 volunteers to the library volunteer corps. There are currently 116 library volunteers. Volunteers worked 9,519 hours in FY2023
- Supported 1,381 uses of library meeting rooms by Community groups
- Worked with Public Works to install new sidewalk on Goodwin Street, reorient parking, and increase number of parking spaces

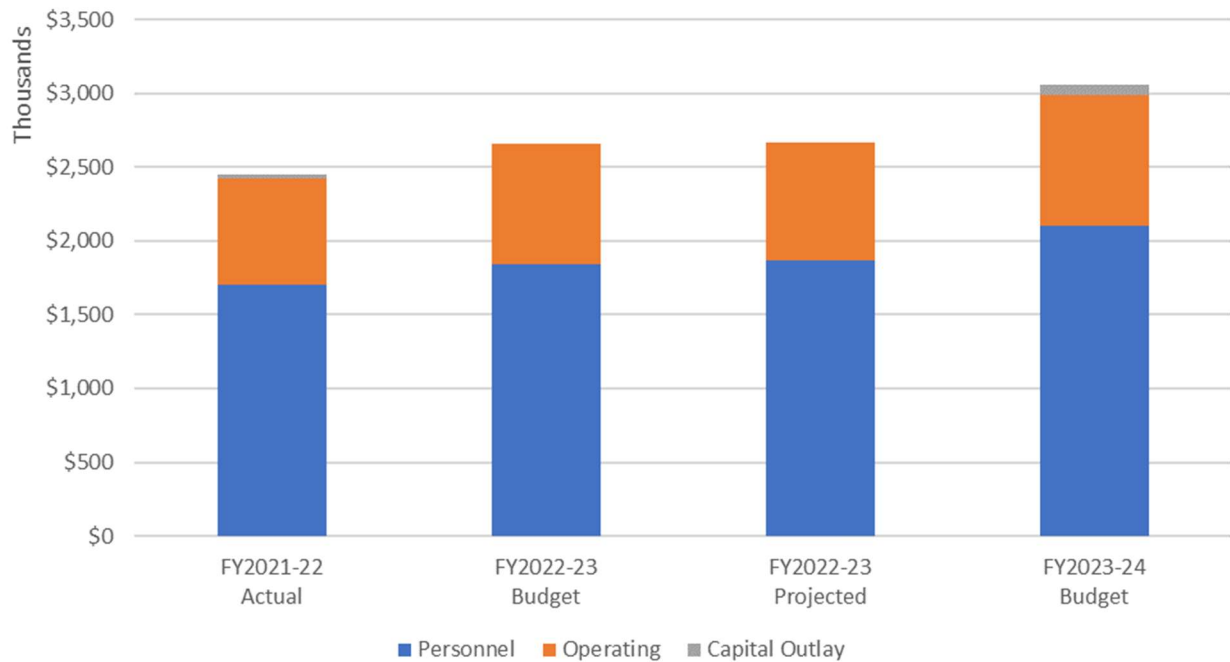
FY2023-24 Objectives

- Implement FY24-FY26 strategic plan
- Work with Friends of the Library, City Management and City Council to plan and implement construction of library branch in north Prescott
- Implement internal facility modifications to better meet user needs
- Supplement library personnel and services with appropriate use of volunteers

Library

Measure Type	Performance Measure	FY22 Actual	FY23 Budget	FY23 Estimate	FY24 Target
Workload	Customer visits	286,783	325,000	284,494	287,000
Workload	Number of registered borrowers	24,520	28,300	25,222	26,000
Output	Items checked out	707,841	771,000	721,975	736,000
Efficiency	Library expenditures per visitor	\$8.77	\$9.00	\$9.35	\$9.50
Efficiency	Volunteer hours as FTE	5.2	5	4.6	5
Outcome	Overall customer satisfaction (agree/strongly agree that library gives good customer service)	97%	98%	98%	98%
Output	Number of programs and outreach events	518	550	600	625
Output	Attendance at programs and outreach events	10,332	11,500	12,000	12,400
Output	Reference questions/patron interactions	128,531	135,000	146,000	150,000

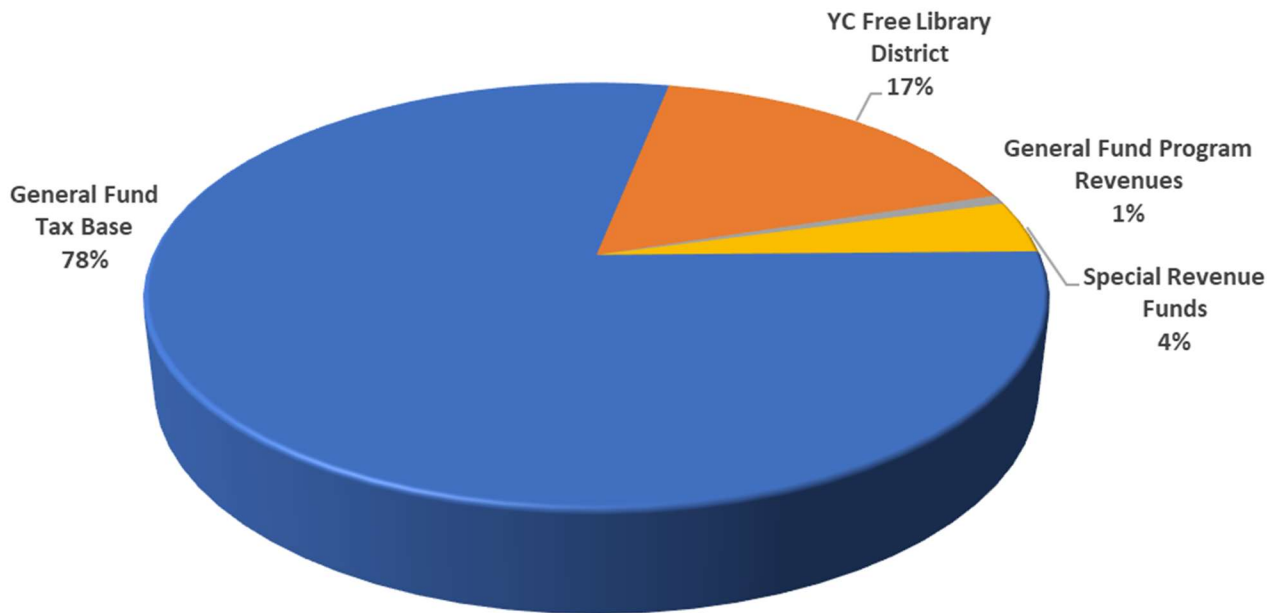
Library Expenditure Summary



Library

Library Expenditure Summary				
Expenditures by Category	FY2021-22 Actual	FY2022-23 Budget	FY2022-23 Projected	FY2023-24 Budget
Personnel Services				
Salaries	1,258,601	1,390,047	1,406,261	1,571,482
Benefits	443,960	448,886	469,913	532,511
Operating				
Supplies	273,137	327,497	337,967	368,619
Internal Charges	245,258	261,386	260,854	279,678
Other Services & Charges	214,973	232,819	226,921	237,869
Total Operating Expenditures	2,435,929	2,660,635	2,701,916	2,990,159
Capital Outlay	22,128	-	-	71,400
Total Expenditures by Category	\$ 2,458,056	\$ 2,660,635	\$ 2,701,916	\$ 3,061,559

FY24 Library Operating Funding Sources



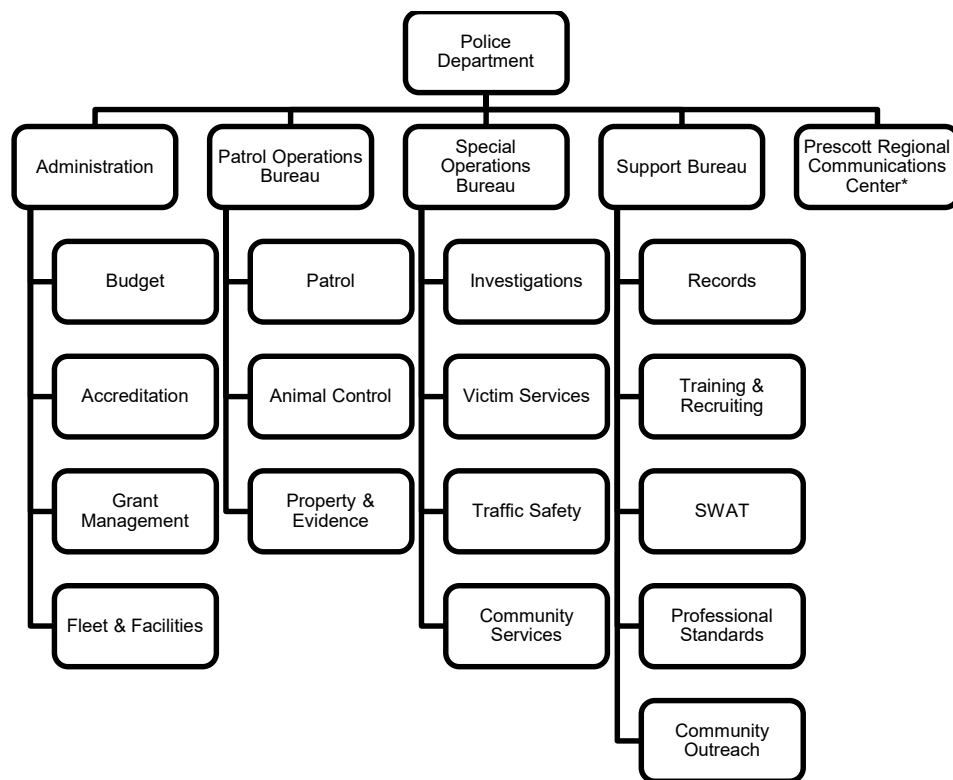
Library

Library Funding Source Summary				
Funding Sources	FY2021-22 Actual	FY2022-23 Budget	FY2022-23 Projected	FY2023-24 Budget
General Fund Funding Sources				
Tax Base	1,821,411	2,000,299	2,010,700	2,343,963
Intergovernmental Revenues	550,574	551,975	551,976	506,288
Charges for Services	14,628	12,000	14,202	13,500
Fines & Forfeitures	9,391	5,700	9,091	8,000
General Fund Budget	2,396,002	2,569,974	2,585,969	2,871,751
Special Revenue Funds	39,926	90,661	115,947	118,408
Operating Funding Sources	2,435,929	2,660,635	2,701,916	2,990,159
General Fund -Tax Base	22,128	-	-	71,400
Capital Funding Sources	22,128	-	-	71,400
Total Funding Sources	\$ 2,458,056	\$ 2,660,635	\$ 2,701,916	\$ 3,061,559

Library Department Capital Outlay/Projects	
	FY2023-24 Budget
Replacement Library Book Transit Van	\$ 60,000
Timeline Sidewalk Railing	11,400
Total Library Department Capital Outlay/Projects	\$ 71,400

Library Authorized Positions				
Position	FY2021-22 Actual	FY2022-23 Budget	FY2022-23 Projected	FY2023-24 Budget
Library Director	1.00	1.00	1.00	1.00
Library Manager, Senior	1.00	1.00	1.00	1.00
Library Manager, Support Services	1.00	1.00	1.00	1.00
Lead Librarian	2.00	2.00	2.00	2.00
Librarian	5.00	5.00	5.00	5.00
Librarian Trainee	1.00	1.00	1.00	1.00
Library Specialist	2.00	2.00	2.00	2.00
Maintenance Technician	1.00	1.00	1.00	1.00
Administrative Specialist	0.00	1.00	1.00	1.00
Library Assistant	6.50	5.50	5.50	5.50
Custodian	1.00	1.00	1.00	1.00
Total Library	21.50	21.50	21.50	21.50

Police



*Prescott Regional Communications Center is in a separate section

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.

FY2022-23 Accomplishments

- Maintained a high level of accountability through monthly checks by patrol officers on registered sex offenders (S.O.A.P. program).
- Animal Control officers participated in community outreach by attending the national kindergarten day where both officers played on the playground and talked to the kids about animal safety. They also participated in the department's citizens academies and attended the Arizona Animal Control Association training / conference. The Animal Control Unit supervisor attended a food drive for the Yavapai Humane Society where she was interviewed twice by a local radio station.

Police

- Hosted a multi-agency child sex trafficking investigation that included the Prescott Police Department, Yavapai County Sheriff's Office, Chandler Police Department, Arizona Attorney General's Office, and the Federal Bureau of Investigation Internet Crimes Against Children Taskforce. The investigation led to the arrest of four adult male individuals for charges of attempted child sex trafficking, attempted sexual conduct with a minor, luring a minor for sexual exploitation, and dangerous drugs.
- Community Service Section provided intelligence work, information gathering to further threat investigations and inquiries, and persons of interest development throughout the year to the Patrol Operations and Special Operations Bureaus as well as for the Prescott Unified School District. The Section also maintained training services on threat assessments, active shooter training/killing presentations for the department and area businesses, city government, schools, and churches.
- Traffic Safety Section reduced collisions through education, enforcement, and community outreach, which included participating in three (3) mock crash scenarios at AAEC high school, Tri City Prep high school and Mayor high school.
- Organized and hosted the annual Shop with a Cop event, which provided funding for 62 at-risk youth in our community.
- Organized the annual Pink Patch Project fundraising campaign, in cooperation with the Prescott Police Foundation, raising \$4,367 which was donated to YRMC Breast Care Center.
- Successfully apprehended a fugitive wanted out of Nevada for Attempted Homicide.

FY2023-24 Objectives

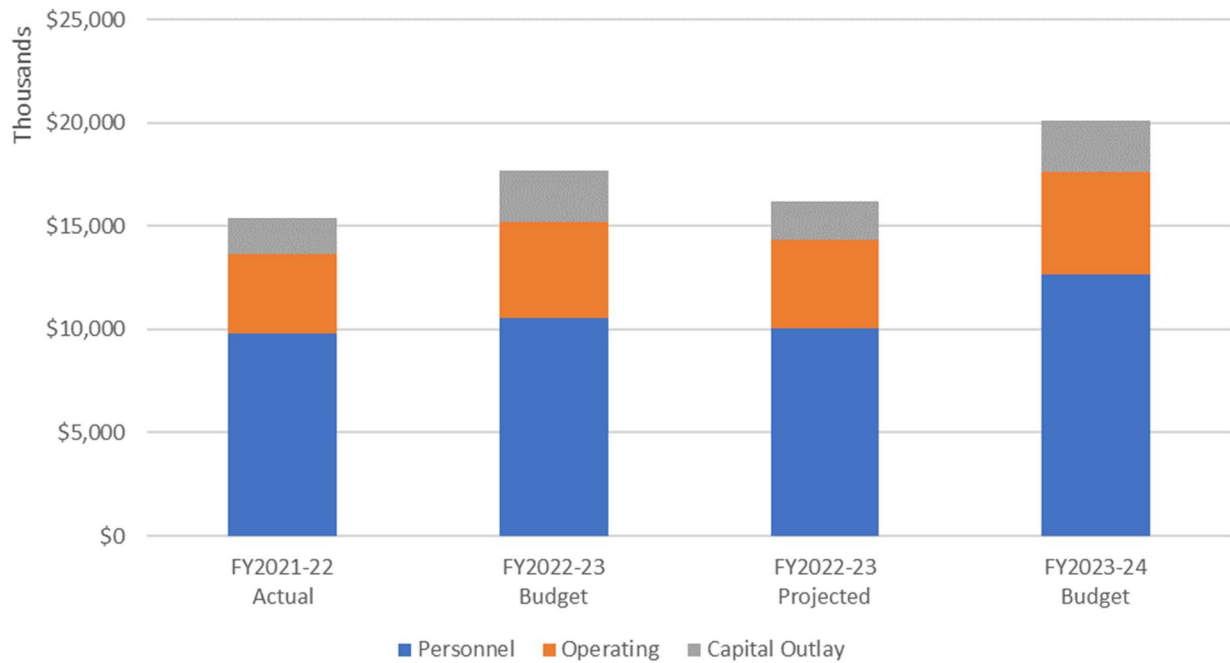
- Provide superior-level public safety service through data informed response to crime and community needs, leveraging technology to support quality customer service and response to crime with a focus on quality of life and crime reduction.
- Evaluate officer deployment and workload continuously to ensure prompt response, maximum efficiencies, and sufficient coverage.
- 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.
- Be industry leader through innovation and cooperative organizational leadership.
- Use best practices and innovative techniques to effectively investigate crimes against persons and property while continually evaluating crime trends, priorities, and investigative priorities.
- Strengthen community relations through various outreach programs and engagements.

Police

Measure Type	Performance Measure	FY22 Actual	FY23 Target	FY23 Estimate	FY24 Target
Workload	NIBRS Group A Crimes				
	- Crimes Against Person	1,106	565	1,104	1,100
	- Crimes Against Property	1,509	750	1,394	1,350
	- Crimes Against Society	542	290	410	400
Workload	NIBRS Group B Arrests	405	235	391	400
Workload	Average response time to emergency calls for service (in minutes)	05:45	05:00	05:50	05:00
Efficiency	Number of calls for service	19,873	20,500	19,594	19,500
Effectiveness	Total number of officer-initiated contacts, including traffic stops, business checks, and other community-related policing efforts	21,306	21,000	22,008	22,500
Workload	Total number of traffic crash investigations completed (non-injury, injury, and fatality)	2,078	2,050	2,238	2,100
Outcome	Percent of public records requests fulfilled within two (2) business days	95	90	95	95
Workload	Use of social media posts for active recruiting of open positions	11	12	12	12
Workload	Number of community outreach events hosted	24	12	20	20
Workload	Total number of quarterly in-house training provided to employees	14	6	12	12
Effectiveness	Number of positive customer satisfaction surveys received	N/A	1,000	2,900	3,100

Police

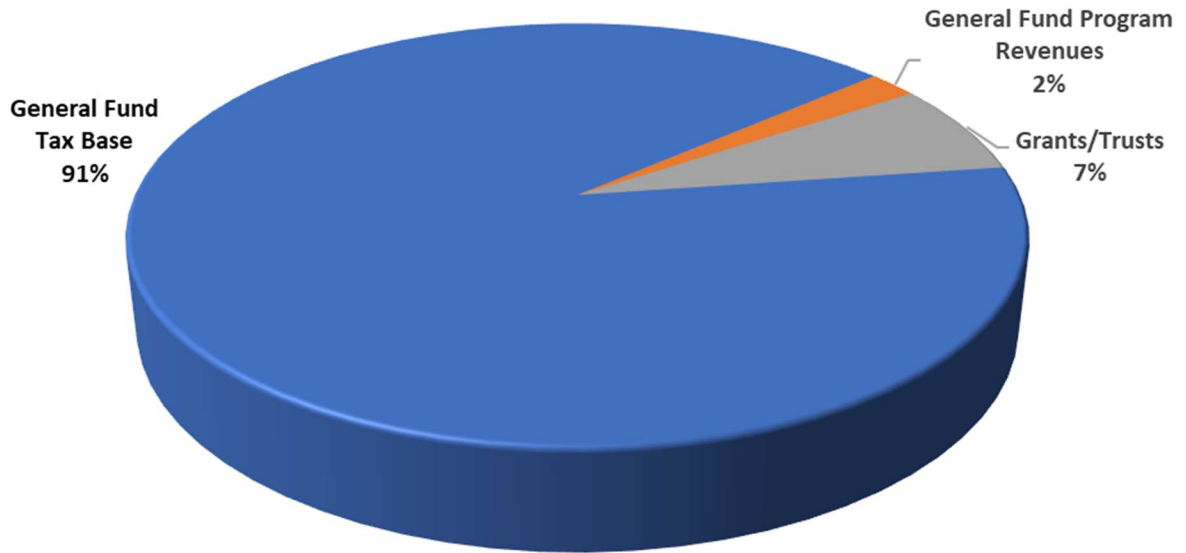
Police Department Expenditure Summary



Police Department Expenditure Summary				
Expenditures by Category	FY2021-22 Actual	FY2022-23 Budget	FY2022-23 Projected	FY2023-24 Budget
Personnel Services				
Salaries	7,358,111	7,907,142	6,708,149	9,431,404
Benefits	2,426,553	2,654,170	3,335,813	3,250,843
Operating				
Supplies	783,889	830,828	869,488	1,038,598
Internal Charges	2,323,692	2,539,189	2,263,021	2,625,483
Other Services & Charges	781,063	1,271,009	1,181,424	1,244,343
Total Operating Expenditures	13,673,308	15,202,338	14,357,895	17,590,671
Capital Outlay	1,704,632	2,454,920	1,836,170	2,505,413
Total Expenditures by Category	\$ 15,377,939	\$ 17,657,258	\$ 16,194,065	\$ 20,096,084

Police

FY24 Police Department Operating Funding Sources



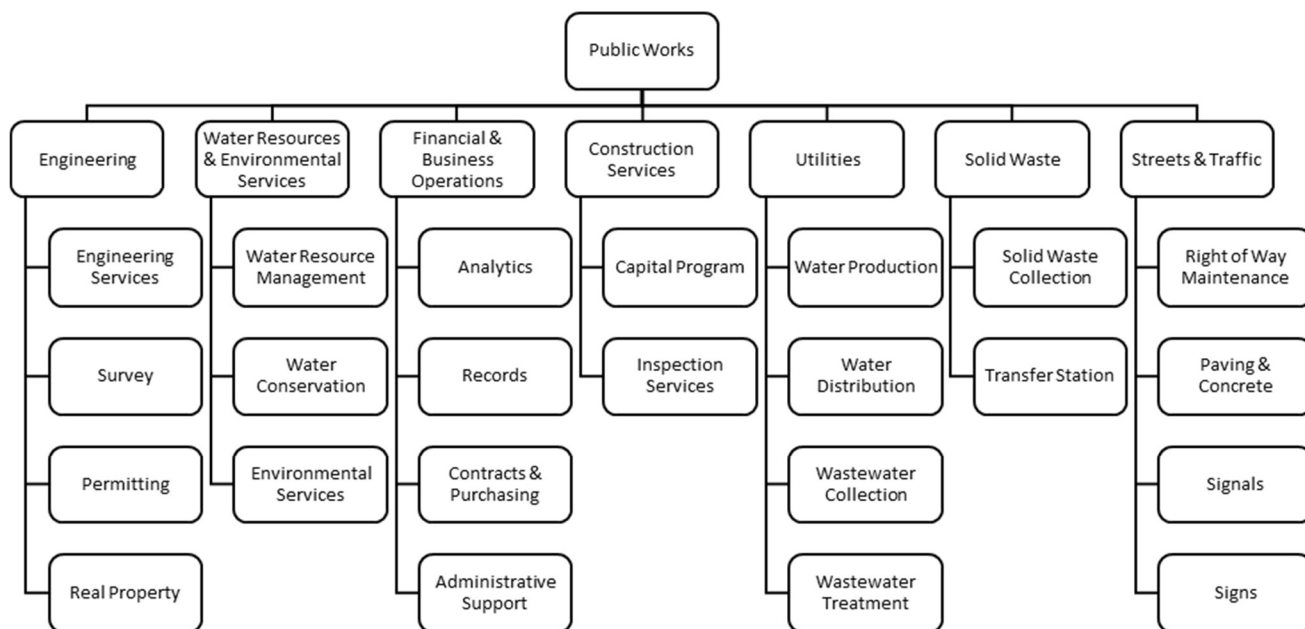
Police Department Funding Source Summary				
Funding Sources	FY2021-22 Actual	FY2022-23 Budget	FY2022-23 Projected	FY2023-24 Budget
General Fund Funding Sources				
Tax Base	9,823,202	13,610,568	13,022,150	15,979,065
Licenses & Permits	25,197	31,000	31,000	31,000
Fines & Forfeitures	247,473	286,800	281,800	286,800
Miscellaneous	51,887	-	8,837	55,000
General Fund Budget	10,147,758	13,928,368	13,343,787	16,351,865
Special Revenue Funds - Grants/Trusts	3,525,549	1,273,970	1,014,108	1,238,806
Operating Funding Sources	13,673,308	15,202,338	14,357,895	17,590,671
General Fund -Tax Base	1,550,170	2,454,920	1,836,170	2,505,413
Special Revenue Fund - Grants	154,461	-	-	-
Capital Funding Sources	1,704,632	2,454,920	1,836,170	2,505,413
Total Funding Sources	\$ 15,377,939	\$ 17,657,258	\$ 16,194,065	\$ 20,096,084

Police

Police Department Capital Outlay/Projects	
	FY2023-24 Budget
Replacement Vehicles	\$ 1,015,000
Public Safety Radio Replacements	545,000
New Police Vehicles	285,000
Police Facility Improvements	250,000
Police Facility Enhancements and Renovations	245,000
Police Fleet Cameras	139,163
Mingus Tank Site	15,000
Radio System GPS Upgrade	11,250
Total Police Department Capital Outlay/Projects	\$ 2,505,413

Police Department Authorized Positions				
Position	FY2021-22 Actual	FY2022-23 Budget	FY2022-23 Projected	FY2023-24 Budget
Police Chief	1.00	1.00	1.00	1.00
Deputy Police Chief	1.00	1.00	1.00	1.00
Police Administrator	1.00	1.00	1.00	1.00
Police Lieutenant	3.00	3.00	3.00	3.00
Police Sergeant	9.00	9.00	9.00	10.00
Administrative Supervisor	1.00	1.00	1.00	1.00
Police Officer	62.00	66.00	66.00	72.00
Administrative Coordinator	0.00	2.00	2.00	2.00
Senior Victim Advocate	1.00	1.00	1.00	1.00
Administrative Services Specialist	2.00	0.00	0.00	0.00
Victim Advocate	1.00	1.00	1.00	1.00
Animal Control Supervisor	1.00	1.00	1.00	1.00
Animal Control Officer	1.00	1.00	1.00	1.00
Office Assistant	1.50	1.50	1.50	1.50
Crime Scene Investigator	1.00	1.00	1.00	1.00
Property & Evidence Technician	1.00	2.00	2.00	2.00
Civilian Parking Accident Investigator	1.00	1.00	1.00	1.00
Station Coordinator	1.00	1.00	1.00	1.00
Police Records Supervisor	1.00	1.00	1.00	1.00
Police Records Clerk	3.00	3.00	3.00	3.00
Administrative Specialist	0.50	1.00	1.00	1.00
Total Police Department	94.00	99.50	99.50	106.50

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.

Public Works

Public Works Authorized Positions				
Position	FY2021-22 Actual	FY2022-23 Budget	FY2022-23 Projected	FY2023-24 Budget
Public Works Director	1.00	1.00	1.00	1.00
Deputy Public Works Director	1.00	1.00	2.00	2.00
City Engineer	1.00	1.00	1.00	1.00
Water Resources & Environmental Services Manager	0.00	0.00	1.00	1.00
Quality Assurance Manager	1.00	1.00	1.00	1.00
Transportation Manager	0.00	0.00	1.00	1.00
Civil Engineer/Supervisor	0.00	0.00	1.00	1.00
Civil Engineer	1.00	1.00	0.00	0.00
Capital Project Manager	5.00	5.00	5.00	5.00
Real Estate Administrator	1.00	1.00	1.00	1.00
City Surveyor	1.00	1.00	1.00	1.00
Construction Inspection Supervisor	1.00	1.00	1.00	1.00
Sr Engineering Tech/EIT	0.00	1.00	0.00	0.00
Sr Engineering Tech/Plan Review Supervisor	1.00	0.00	0.00	0.00
Senior Engineering Technician	1.00	1.00	1.00	1.00
Environmental Coordinator	1.00	1.00	1.00	1.00
Stormwater Specialist	1.00	1.00	1.00	1.00
Construction Inspector	5.00	5.00	5.00	5.00
Building Inspector	1.00	1.00	1.00	1.00
Engineering Technician	1.00	1.00	1.00	2.00
Permit Technician/Plans Examiner	1.00	1.00	1.00	1.00
Utilities Manager	1.00	1.00	1.00	1.00
Capital Program Manager	1.00	1.00	1.00	1.00
Financial & Business Operations Manager	1.00	1.00	1.00	1.00
Senior Infrastructure Analyst	1.00	1.00	1.00	1.00
Water Resource Project Manager	2.00	2.00	2.00	2.00
Water Superintendent	1.00	1.00	1.00	1.00
Wastewater Superintendent	1.00	1.00	1.00	1.00
Water Operations Supervisor	2.00	2.00	2.00	2.00
Wastewater Collection Supervisor	2.00	2.00	2.00	2.00
WW Treatment Plant Operations Supervisor	1.00	1.00	1.00	1.00
Management Analyst	1.00	1.00	1.00	1.00
Contract/Purchasing Administrator	1.00	1.00	1.00	1.00
Senior WW Treatment Plant Operator	2.00	2.00	2.00	2.00
Wastewater Treatment Plant Operator	5.00	5.00	5.00	5.00
WWTP Lab Tech/Relief Operator	1.00	1.00	1.00	1.00
Elect Maint & SCADA Tech	1.00	1.00	1.00	1.00
Maintenance Specialist	4.00	4.00	4.00	5.00
Water Protection Specialist	2.00	2.00	2.00	2.00
Water Operator	5.00	5.00	5.00	5.00
Senior Utility Worker	11.00	11.00	11.00	11.00
Development Coordinator/Records Control	1.00	1.00	1.00	1.00
Accounts Payable/Purchasing Specialist	1.00	1.00	1.00	1.00
City of Prescott, Arizona	172			FY2024 Budget

Public Works

Public Works Authorized Positions - continued				
Position	FY2021-22 Actual	FY2022-23 Budget	FY2022-23 Projected	FY2023-24 Budget
Administrative Coordinator	0.00	0.00	1.00	1.00
Utility Worker	19.00	19.00	19.00	19.00
Administrative Specialist	5.00	5.00	4.00	4.00
Office Assistant	3.00	3.00	3.00	4.00
Traffic Engineer	1.00	1.00	0.00	0.00
Solid Waste Superintendent	1.00	1.00	1.00	1.00
Solid Waste Supervisor	2.00	2.00	2.00	2.00
Senior Equipment Operator	8.00	8.00	8.00	8.00
Equipment Mechanic	1.00	1.00	1.00	1.00
Equipment Operator	31.00	34.00	34.00	40.00
Fee Booth Attendant	1.00	1.00	1.00	1.00
Maintenance Worker	5.00	3.00	3.00	3.00
Street Maintenance Superintendent	1.00	1.00	1.00	1.00
Traffic Signal Supervisor	1.00	1.00	1.00	1.00
Street Maintenance Supervisor	2.00	2.00	2.00	2.00
Traffic Control Supervisor	1.00	1.00	1.00	1.00
Traffic Signal Specialist	2.00	2.00	2.00	2.00
Traffic Engineering Technician	0.75	1.00	0.00	0.00
Traffic Control Worker	2.00	2.00	2.00	2.00
Total Public Works	159.75	161.00	161.00	170.00

Public Works

PUBLIC WORKS – ADMINISTRATION/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.

FY2022-23 Accomplishments

Completed the following Capital Improvement Projects:

- Streets Division Snow Equipment Facility (Streets Reconstruction/Circulation)
- Budsage Court Drainage Improvements (Drainage)
- Rocky Dells Water Main Replacement (Water Distribution)
- Solid Waste Maintenance Building (Solid Waste)
- Airport Ruger Road Sewer Trunk Main Upsizing (Wastewater Collections)
- Intermediate Pump Station Off-Site Water Main Phase 1 (Water Distribution)
- EZ Street Sewer Relocation (Wastewater Collections)
- Intermediate Pump Station Off-Site Electrical (Water Distribution)
- Prescott Library Sidewalk Improvements (Streets Reconstruction/Circulation)
- American Legion Sidewalk (Streets Reconstruction/Circulation)
- FY23 Pavement Preservation Crack Seal (Streets Reconstruction/Circulation)

Public Works

- FY23 Multi-Layer Preservation (Streets Reconstruction/Circulation)
- FY23 Pavement Preservation Micro-Seal Phase 1 (Streets Reconstruction/Circulation)
- FY23 Trip Hazard Elimination Project (Streets Reconstruction/Circulation)

Water Resources and Environmental Services Achievements:

- Completed www.prescottwater.com, a stand-alone Water Conservation webpage for the City.
- Posted 30 Water Conservation Tips for 30 days during April's Water Awareness Month. Library viewerie featured historical display of water in Prescott.
- Awarded 245 water conservation rebates, totaling \$44,162 with an estimated water savings of 1,877,480 gallons.
- Submitted Water Withdrawal & Use Annual Report to ADWR prior to March 31st due date.
- Conducted over 300 water quality tests on Prescott's creeks and lakes to ensure public safety and maintain regulatory compliance.
- Documented 176 stormwater inspections. Completed more than 260 environmental plan reviews.

Real Property Achievements

- Provided real estate professional guidance in conjunction with the purchase of Sundog Ranch and Seaver lands for open space, T-Mobile cell site lease, City's McCormick building sale.
- Completed ASLD Land purchase for Zone 56 water tank project.
- Managed the ASLD application for the Glassford Hill regional park purchase.

Permit Center and Administrative Achievements:

- Completed more than 3,640 Permit Center plan reviews
- Processed over 430 Engineering permits
- Completed more than 330 Public Records Requests

FY2023-24 Objectives

- Ensure compliance with all Federal, State and Local guidelines for procurement and ensure contracts remain in compliance throughout the process within specific guidelines.
- Provide professional level customer service.
- Provide applicable responses to public records requests in a timely and professional manner.
- 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.
- Support the Council Subcommittee for Water Issues and the Mayors Water Policy Ad Hoc Committee.

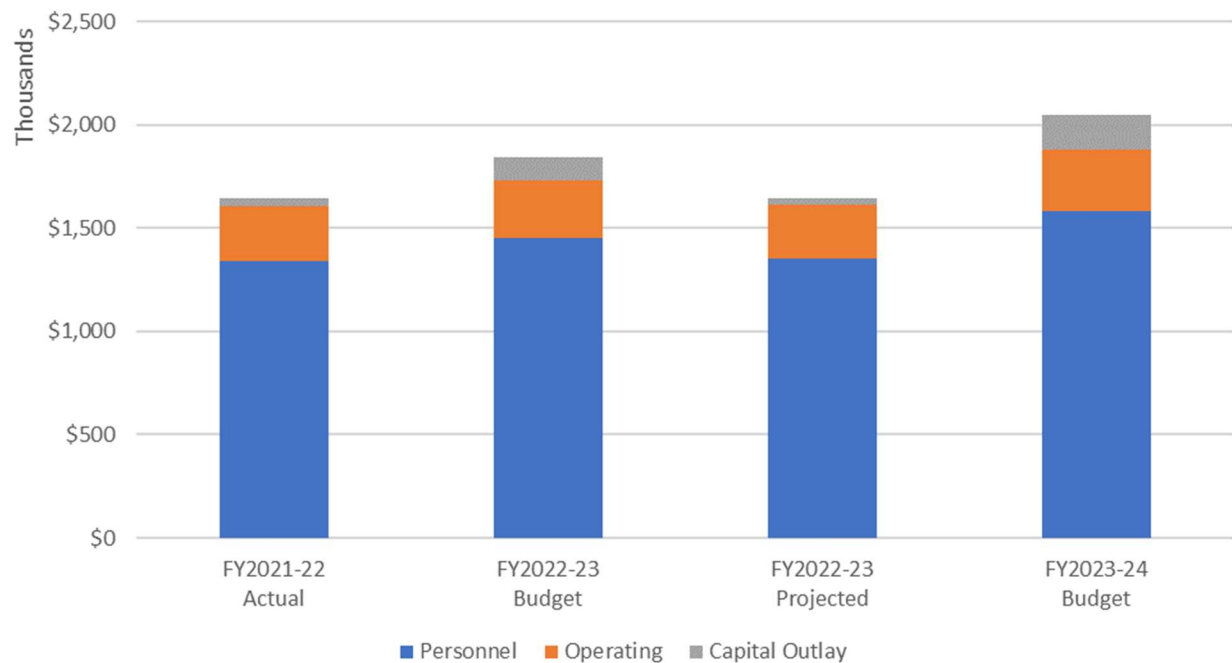
Public Works

- Distribute literature and supplies for the community water education program and administer the Water Conservation Incentive Program.
- 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 Watershed Pollution Reduction Plan to address TMDL requirements and document pollution reductions through Stormwater (NPDES) programmatic efforts.
- Providing safe and reliable water, wastewater, drainage and transportation systems by completing capital projects.
- 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.
- Provide professional level inspection services.

Measure Type	Performance Measure	FY22 Actual	FY23 Target	FY23 Estimate	FY24 Target
Efficiency	Percentage of public records requests completed within 10 days	88%	90%	88%	90%
Outcome	Water rebate applications	178	130	125	125
Outcome	Percentage of Permit Center plan reviews related to Engineering completed within established turn-around times	70%	90%	75%	90%
Outcome	Completed in-house design Projects	9	9	9	9
Outcome	Expended or Encumbered CIP Budget (dollars)	75%	85%	70%	80%
Outcome	Roadway System Pavement Quality Index (PQI) – Goal of 75 (750 lane) <u>100 to 70 – Good</u> Needs Preservation <u>40 to 70 - Fair</u> Needs Rehabilitation <u>40 and Below – Poor</u> Needs Reconstruction	63	65	65	66
Workload	Number of Private Development and Public Capital Improvement Project inspections performed per year.	3800	6400	3600	3800

Public Works

Engineering Expenditure Summary



Engineering Expenditure Summary

Expenditures by Category	FY2021-22 Actual	FY2022-23 Budget	FY2022-23 Projected	FY2023-24 Budget
Personnel Services				
Salaries	979,425	1,083,808	992,955	1,177,271
Benefits	362,801	368,771	362,227	407,311
Operating				
Supplies	38,547	40,718	35,680	40,718
Internal Charges	216,871	201,855	199,080	217,672
Other Services & Charges	10,897	36,965	22,881	36,965
Total Operating Expenditures	1,608,540	1,732,117	1,612,823	1,879,937
Capital Outlay	34,316	111,000	34,316	166,684
Total Expenditures by Category	\$ 1,642,856	\$ 1,843,117	\$ 1,647,139	\$ 2,046,621

Public Works - Administration/Engineering Capital Outlay/Projects

	FY2023-24 Budget
Engineering Replacement Vehicles	166,684
Total Public Works - Engineering/Administration Capital Outlay/Projects	\$ 166,684

Public Works

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 lines, lift stations and force mains. Wastewater is treated at City wastewater treatment facilities to protect the environment and meet regulatory standards before being delivered for reuse or recharged into the groundwater aquifer.

The Division provides operations and maintenance, planning for system expansion, supports the Capital Improvement Program, and replaces infrastructure that has reached the end of its service life.

FY2022-23 Accomplishments

Water Production Achievements:

- 300% increase from last year in water meter and ERT changeouts by internal staff.
- Submitted 166 samples of water and 8 samples of wastewater for the emerging PFAS contaminant.
- EZ Street Water Station was upgraded to accept credit cards and be managed via the internet.

Water Distribution Achievements:

- Supported operational input to new Intermediate Pump Station (IPS) capital improvement project.
- Utilized insertion valves to minimize the number of homes affected during a major service interruption from a few hundred homes down to just 2.
- After the 5-million-gallon Chino West tank rehab at the new WPF, Water Operations installed a 24" pipeline and valve to complete the circuit for proper water flow.
- Completed the installation of master meters in The Mountain Club.

Wastewater Collection Achievements:

- Performed CCTV inspection on 288,548.70 linear feet of sewer main.
- Cleaning crews jetted 519,730.27 linear feet of sewer main.
- Completed 306 preventative maintenance cleanings on lift stations.
- Installed 1,198 linear feet of Cured in Place Pipe in Forest Hylands area.
- Treated 84,000 linear feet of gravity sewer main for root intrusion

Public Works

- Developed and submitted to ADEQ a Capacity, Management, Operations, and Maintenance Plan (CMOM).
- Began installation of 3,000 linear feet of new HDPE pipe to replace failing vitrified clay pipe utilizing “Pipe Bursting” trenchless technology.
- Managed two large weather events that overwhelmed the collection system.
- Installed two new iTracker monitoring devices in the Sundog Trunk Main through Granite Creek Park to track infiltration & inflow (I&I) and provide an early warning system.

Wastewater Treatment Achievements:

- Recharged 4,982 acre-feet of surface water from Watson and Willow Lakes.
- Conducted multiple tours/presentations for public awareness for 300+ people.
- In progress: Programming contractor installing new SCADA system at the Airport WRP.

FY2023-24 Objectives

- Operate and maintain the water, wastewater and surface water systems in a safe efficient manner to provide uninterrupted service and protect the health and safety of the 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.
- Reduce inflow and infiltration in the wastewater collection system by identifying and repairing sewer line segments with high infiltration rates.
- Provide a high level of customer service from the water and wastewater operations divisions.
- Initiate a 5-year complete meter change out program.

Measure Type	Performance Measure	FY22 Actual	FY22 Target	FY23 Estimate	FY24 Target
Output	Percentage of water system valves exercised and maintained.	8.6%	10%	8.0%	10%
Output	Percentage of wastewater collection system cleaned and maintained	45%	45%	42%	45%
Output	Percentage of fire hydrants inspected, evaluated, repaired, or replaced.	26.6%	50%	56%	50%
Output	Percentage of wastewater collection system CCTV inspected or evaluated.	14%	20%	15%	15%
Output	Amount of surface water recharged annually	3000AF	3861AF	3861AF	3861AF
Output	Number of SSOs per year	10	0	5	0

Public Works

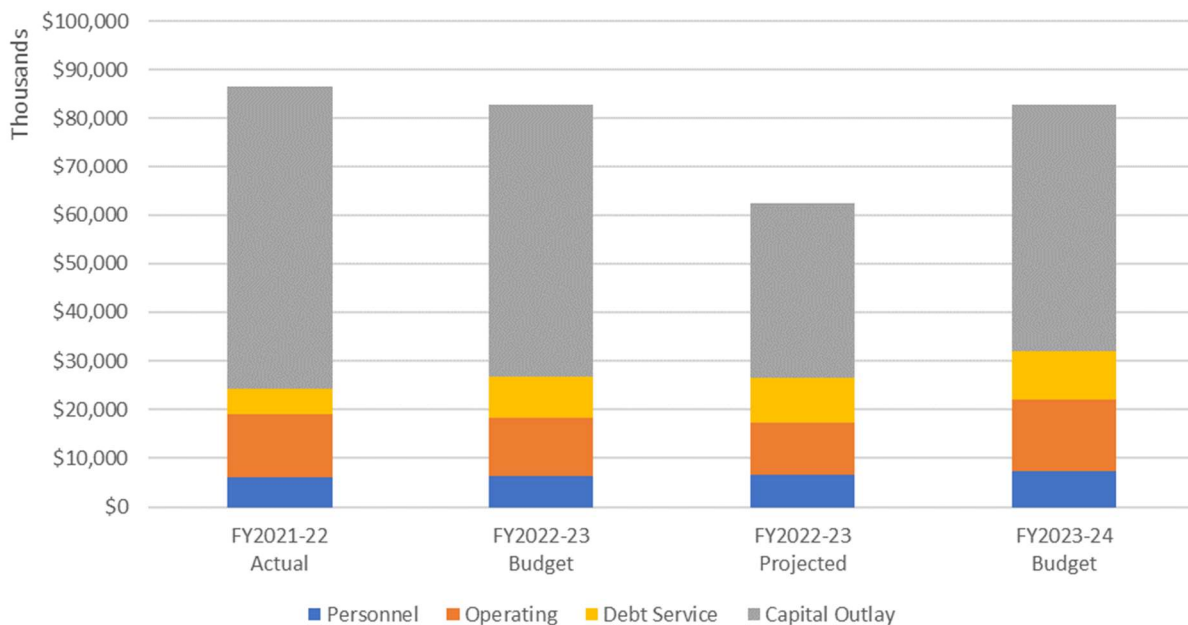
Analysis of performance:

In FY23, Production crews received 10,527 service orders for meter/ERT issues, an increase of 3% over FY22. Distribution crews maintained 2,198 of the 3,746 hydrants exceeding our goal of 50%. Additionally, crews exercised 1,280 of the approximately 16,000 valves in the system, which represents 8% of the valves in the system. Additionally, the West tank in Chino Valley has been rehabilitated and recoated and the tank was connected to the Water Production Facility (WPF) providing flexibility for operations once the WPF is in operation. The rehabilitation of Chino Well #4 was completed and Chino Well #3 rehabilitation was started during this fiscal year.

In April, ADEQ tested all active wells for the concentration of PFAS. May 2022, EPA released new Health Advisory Levels for PFOS and PFOA and when we received the test results from the April samples, several wells tested above these new levels. Staff has worked to adjust well operation and blending to decrease the PFAS concentration in the system. Airport Well #5 has been removed from service, Chino Wells #2 and #4 have been used primarily to blend at the Chino Wellfield. Airport Wells #2 and #3 have been used to support the Airport and Zone 12. All these plans attempt to reduce system PFAS concentrations to near non-detectable levels.

Wastewater Collection cleaned and videoed (CCTV) 400 miles of pipeline, inspected 8,200 manholes, and cleaned and maintained 63 lift stations. The number of sanitary sewer overflows (SSOs) continued to trend downward. In FY23 there were 5 SSOs down from 10 in FY22. This reduction is directly related to the cleaning and maintenance program. Wastewater Treatment continues to operate and maintain 2 wastewater treatment plants as well as the surface water recharge assets, 4 lakes and dams and the pipelines that transport effluent and surface water to the percolation basins at the Airport WRF. The City recharged the maximum permitted volume of 3,861 AF of surface water.

Utilities Expenditure Summary



Public Works

Utilities Expenditure Summary				
Expenditures by Category	FY2021-22 Actual	FY2022-23 Budget	FY2022-23 Projected	FY2023-24 Budget
Personnel Services				
Salaries	4,279,518	4,669,325	4,676,385	5,325,195
Benefits	1,786,495	1,787,021	1,934,351	2,062,243
Operating				
Supplies	1,888,504	1,758,819	1,677,008	1,981,325
Internal Charges	4,134,949	4,268,092	4,209,834	4,972,460
Other Services & Charges	6,986,440	5,816,565	4,929,353	7,742,255
Debt Service	5,125,132	8,414,130	9,034,644	10,051,577
Total Operating Expenditures	24,201,038	26,713,952	26,461,575	32,135,055
Capital Outlay	62,381,874	56,100,564	35,929,826	50,729,926
Total Expenditures by Category	\$ 86,582,912	\$ 82,814,516	\$ 62,391,401	\$ 82,864,981

Public Works

Public Works - Utilities Capital Outlay/Projects	
	FY2023-24 Budget
Water Production and Intermediate Pump Station, Tanks and Pipeline	\$ 14,276,734
Zone 41 Mingus Pump Station, Tank and Pipeline	4,286,027
Citywide Water Main Line Replacement Program	4,000,000
Zone 52 Water Main Connect to Northwest Regional Tank	3,225,000
Penn Avenue and Eastwood Drive Reconstruction	3,131,465
Zone 56 Tank and Pipeline and Zone 7 Pump Station	2,547,177
Willow Creek Gravity Sewer	2,040,000
Sundog Trunk Main, Phase C	1,660,000
Production Well No. 3 CV-Rehabilitation	1,562,647
Replacement Vehicles	1,560,599
Water Meter Replacement Program	1,500,000
Quaka Crossing - YPIT Water Main Upgrade	1,242,000
Yavapai Hills #1 Lift Station Rehabilitation	1,157,444
Slaughterhouse Gulch Sewer Improvement	1,040,000
Watson Lake Improvements	1,000,000
Sundog Wastewater Treatment Plant Sand Filters	800,000
Zone 24/27 Water Pipeline Upsizing - Thumb Butte Road to Upper Thumb Butte Tan	690,000
Centralization - Effluent Tank, Pipeline and SR89 Widening (Dells)	645,000
Mountain Club Water System Study	600,000
Miscellaneous Water and Wastewater Projects	550,000
Centralization - Airport WRF Solids Handling Facility	500,000
Garden/Western Sewer and Pavement Improvements	460,000
PUSD Affordable Housing Project	430,000
Copper and Lead Pipe Inventory	400,000
Prescott Lakes Parkway Lift Station	325,000
Impact Fee Ordinance Project	300,000
Deep Well Water Infrastructure DA	250,000
Card Key Lock System AWRF	150,000
Automatic Meter Reading Equipment	150,000
PFA's Remediation	125,000
Aerial, Digital Elevation Model, Contour	73,333
Mingus Tank Site	30,000
Radio System GPS Upgrade	22,500
Total Public Works - Utilities Capital Outlay/Projects	\$ 50,729,926

Public Works

PUBLIC WORKS - STREETS

Division Mission

Ensure well-maintained, safe roadways, functional drainage and storm water systems and manage rights of way for the safety of the pedestrians, bicyclists and drivers, for the protection of public and private property and to preserve the natural environment of the City of Prescott.

Services

The Street Maintenance Division facilitates the safety and functionality of our roadway network by maintaining and promptly repairing pavement and drainage systems and traffic control devices including hand and guard rails.

The Division tracks storms and prepares an effective plan of mitigation and 24-hour response through a cross-functional team that includes pre-event communication and public outreach, emergency response and post-event clean up and systems restoration.

Rights of way are maintained to reduce visual/line-of-sight impacts, fire risks and impact on the surrounding environments.

Public roads and other infrastructure are cleaned, inspected and serviced for optimal functionality and lifecycle management.

FY2022-23 Accomplishments

Street Maintenance Achievements:

- Swept 2,265.2 lane miles of City streets.
- Replaced 850 roadway signs.
- Responded to approximately 88% of signal and roundabout issues within 4 hours and replaced damaged regulatory signs within 8 hours of notification.
- Cleaned by pressure washing 19,025 square feet of sidewalk in the Downtown area.
- Removed 162 nuisance trees and trimmed 98 cubic yards of brush and trees.
- Re-established 5,832 lineal feet of drainage ditch.
- Cleaned cinders from 297,567 square feet of main arterial sidewalks after snow plowing.
- Plowed over 34,106.40 miles while performing snow removal operations.
- Repaired 73,561 square feet of asphalt. This includes the road repairs necessitated by a water main break on Southview Drive and paving the new parking lot at the golf course.
- Repaired 139 lineal feet of sidewalk.
- Repaired 233 lineal feet of curb and gutter including Garden Street and Cloudberry Circle.
- Permanently repaired 3,201 potholes.

Transportation Services Achievements:

- Installation of new solar powered LED flashing Yield signs at the SR89 at Willow Lake Road Roundabout.
- Completed the S. Willow Street striping modification, improving operations and safety.
- Modified the striping on Gail Gardner Way between Gurley Street and Iron Springs Road to provide parking aisles and bike lanes, slowing traffic and improving safety.
- Modified the striping on Copper Basin Road between Hassayampa Village Lane and Sheriff's Posse to provide bike lanes and shared use lanes, improving bike operations.

Public Works

- Installed ten (10) new bike racks in the downtown business district.
- Installed the Downtown Bike Parking Corral on Goodwin Street at Montezuma Street.
- Added crosswalks and striped corner bulb-outs on Goodwin Street at McCormick Street to improve pedestrian safety and improve sight visibility at the intersection.
- Managed the Annual Pavement Marking Contract, painting 597,000 lineal feet of long line.
- Maintained 59 traffic signals and 8 roundabouts.
- Responded to 167 traffic requests.
- Purchased and installed new upgraded LED streetlight-mounted Christmas decorations.
- Installed bike lanes and sharrow markings on Copper Basin Road between Hassayampa Village Lane and Sheriff's Posse.
- Installed new video detection systems at 11 intersections on Willow Creek Road.
- Installed new traffic signal radio communication systems at 12 intersections on Willow Creek Road.
- Reconfigured the Whiskey Row Alleyway striping and signing to provide one-way and loading zones.
- Conducted three (3) traffic signal warrant studies, Gail Gardner Way @ Fair Street, Gail Gardner Way @ Westridge Drive, and Willow Creek Road @ Pleasant Valley Drive.
- Conducted a Citywide Traffic Volume Count Project.

FY2023-24 Objectives

- Track storms and execute an effective plan of mitigation and 24-hour response through a cross-functional team that includes personnel and equipment preparation and training, communication and public outreach through final clean up and condition restoration.
- Ensure a properly outfitted, well-maintained fleet of vehicles, tools and equipment to meet the needs of our community both proactively and responsively.
- Assemble and retain a well-trained, efficient team of technicians and operators to safely and effectively execute all division services and operations.
- Work closely with associated divisions and departments to ensure the most efficient application of our resources to meet the needs of our city.
- Complete set-up for the snow facility on the Sundog site and begin tenant improvements for its final use.
- Work with capital team to advance design and construction of the Street Maintenance Building with purchased, prefabricated (Tri-City Preparatory Academy) material.

Public Works

Measure Type	Performance Measure	FY22 Actual	FY23 Target	FY23 Estimate	FY24 Target
Output	Weeks in average sweeping cycle for residential and collector streets	17	17	17	17
Outcome	Activate snow response and prepare equipment prior to accumulation of snow on the street network	100%	100%	100%	100%
Output	Inspect drainage ways and structures 2 times annually in support of the City's Storm water Management Plan	100%	100%	60%	100%
Output	Inspect minor arterial streets and major collectors following storm events or bi-monthly for pothole/repair needs.	100%	100%	100%	100%
Output	Number of times gateways and corridors are mowed/weeds trimmed annually	4	4	4	4
Outcome	Traffic signal and roundabout callout response/maintenance/repairs made within 4 hours of notification	90%	85%	88%	85%
Outcome	Traffic requests are resolved within 4 weeks of initial citizen contact	74%	80%	55%	80%
Outcome	Regulatory signage replaced in priority intersections within 8 hours of knockdown	95%	100%	95%	100%
Outcome	Inspect & replace 10% of signs inventory (1,000 signs per year)	85%	100%	85%	100%

Analysis of performance:

The Division met the primary goals set for FY23, including activation of its equipment preparedness and snow response to meet the FY23 target of 100%. Due to an unusually high staffing turnover rate, and difficulty filling vacant positions, periodic maintenance inspection of drainage structures twice annually was only partially completed, (60%).

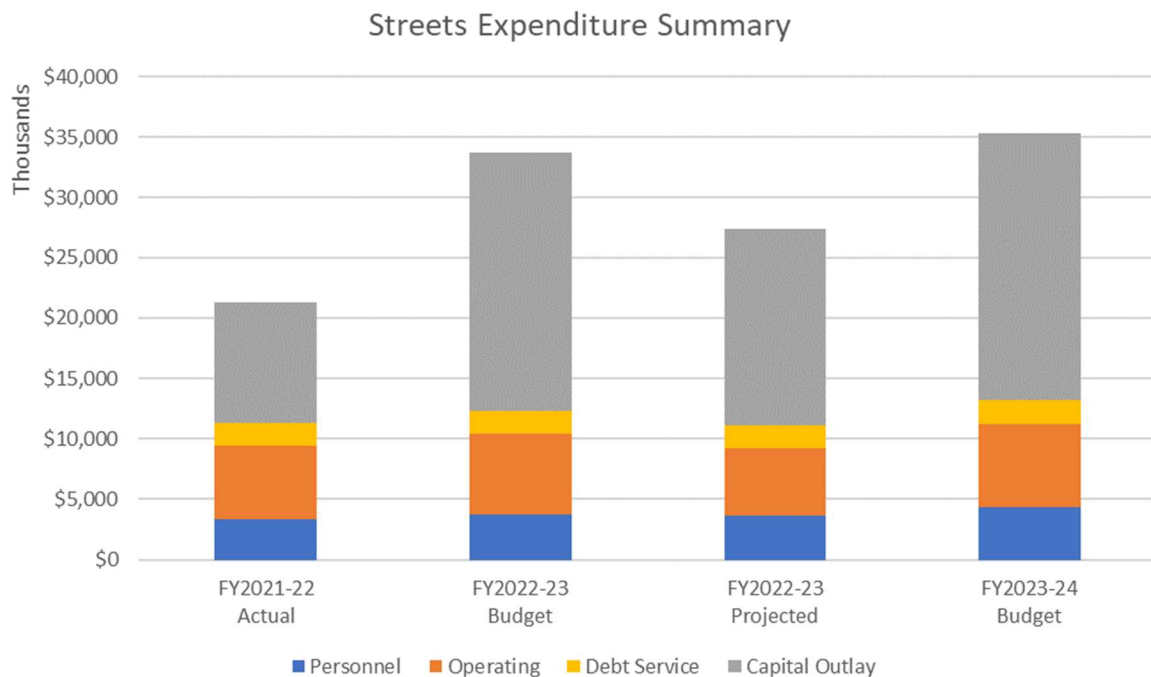
Staffing issues impacted performance targets but overall customer service was prioritized for our residents.

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

Public Works

timely manner, quickly restoring functionality to those drainage structures impacted by the storms. This work resulted in a positive impact to affected residents and the traveling public.



Streets Expenditure Summary				
Expenditures by Category	FY2021-22 Actual	FY2022-23 Budget	FY2022-23 Projected	FY2023-24 Budget
Personnel Services				
Salaries	2,294,128	2,639,195	2,515,730	3,033,817
Benefits	1,076,481	1,087,207	1,132,329	1,303,488
Operating				
Supplies	882,830	919,325	797,009	928,825
Internal Charges	2,224,845	2,072,787	1,794,505	2,057,238
Other Services & Charges	969,014	1,721,442	988,536	1,966,808
Debt Service	1,950,475	1,956,350	1,956,350	1,958,055
Total Operating Expenditures	9,397,773	10,396,306	9,184,459	11,248,231
Capital Outlay	9,882,424	21,364,436	16,222,067	22,163,289
Total Expenditures by Category	\$ 19,280,197	\$ 31,760,742	\$ 25,406,526	\$ 33,411,520

Public Works

Public Works - Streets Capital Outlay/Projects	
	FY2023-24 Budget
Pavement Preservation Program	\$ 10,060,000
Penn Avenue and Eastwood Drive Reconstruction	3,985,501
Vehicle Replacements	2,361,923
Street Maintenance Admin Building	1,650,000
Prescott Lakes Parkway and Sundog Ranch Road Intersection Improvements	1,060,000
Solid Waste Additional Fee Booth and Scales	678,540
Citywide Drainage Improvements Program	600,000
Double D Rd Reconstruction and Drainage Improvements	500,000
Garden/Western Sewer and Pavement Improvements	340,000
Streets Division Snow Equipment Facility	220,000
Intersection Signalization Project	220,000
Sidewalk Repair and Replacement Program	200,000
Miscellaneous Streets Projects	200,000
Inert - Concrete Crushing	100,000
Wing Plows	95,000
Willow Creek Berm Improvement	50,000
Snowplow/Sweeper	42,000
Aerial, Digital Elevation Model, Contour	36,667
Total Public Works - Streets Capital Outlay/Projects	\$ 22,399,631

Public Works

PUBLIC WORKS – SOLID WASTE

Division Mission

Protect the health and quality of life of our citizens and preserve our natural resources by providing a variety of waste diversion and disposal services through a well trained, service-oriented staff.

Services

The Solid Waste Division of Public Works manages municipal solid waste diversion and disposal services for residential and commercial customers. Services include trash collection and disposal, diversion programs and recycling options for brush, inert debris, electronics, metal, oils and antifreeze.

Additional services for our residential customers include Bulk Item Collection, Brush Drop Off Event, Household Hazardous Waste Collection and Christmas Tree Collection / Drop Off.

Recycling and diversion programs incorporate education and outreach to meet objectives of the division services.

The Sundog Transfer Station processes approximately 250 tons of waste per day.

The division also administers regulatory post closure care of Prescott's closed, nonoperational landfill.

FY2022-23 Accomplishments

- Completed construction of a maintenance building that will be utilized for servicing and minor maintenance of Solid Waste collection vehicles and equipment.
- Completed 5,745 work orders which include replacing, repairing and delivering residential containers and commercial dumpsters.
- Division completed a solid waste rate and fee study and received City Council approval for proposed rates, capital plans and staffing levels for the next five (5) fiscal years.
- Supported 22 special events through the City with solid waste services.
- Assisted Prescott Creeks by providing collection and disposal for the material collected during the annual Granite Creek Clean Up.
- Provided our 6th curbside collection household hazardous waste (HHW) collection event to 750 Prescott residents in March of 2023 diverting hazardous materials from being put in the sewer system, storm drains or illegally dumped.
- 966 Prescott residents brought in brush for the annual free brush drop off event which assisted with providing defensible space around their homes.

Public Works

FY2023-24 Objectives

- Provide a variety of service-oriented solid waste and recycling disposal services to protect the health and safety of the community.
- Implement the findings and recommendations of the FY23 Solid Waste Rate Study over the next 5 years including additional personnel and site improvements to better serve our customers:
 - Recruit, train and retain qualified, service-oriented technicians and operators to deliver consistently excellent service to our customers.
 - Relocate the fee booth to facilitate traffic flow and shorten wait / idle times on Sundog Ranch Road.
 - Implement technical applications for routing optimization and efficiencies.
 - Manage the Solid Waste fleet to ensure well-maintained, functional equipment that facilitates optimal service delivery.
 - Increase public education and outreach to decrease contamination of City's comingled recycle stream.
 - Provide general collection tips for residential and commercial service.
 - Promote holiday collection schedules and additional services offered to residential collection customers.

Measure Type	Performance Measure	FY22 Actual	FY23 Target	FY23 Estimate	FY24 Target
Outcome	Tons of Metal Diverted	194	210	150	210
Outcome	Tons of Inert Debris Diverted	4,719	5,500	4,900	5,500
Outcome	Tons of Wood Waste Diverted	5,186	5,500	5,100	5,500
Outcome	Tons of Co-mingled Recycle Diverted	5,711	6,100	6,000	6,300
Outcome	Percentage of Recycled waste diverted from landfill for material collected	20%	26%	19%	25%
Outcome	Public Education and Outreach Events	1	8	4	8

Analysis of performance:

The Transfer Station customer counts continue to increase with an estimated 100,000 customers crossing the scales and dropping off 80,000 tons of material in FY23.

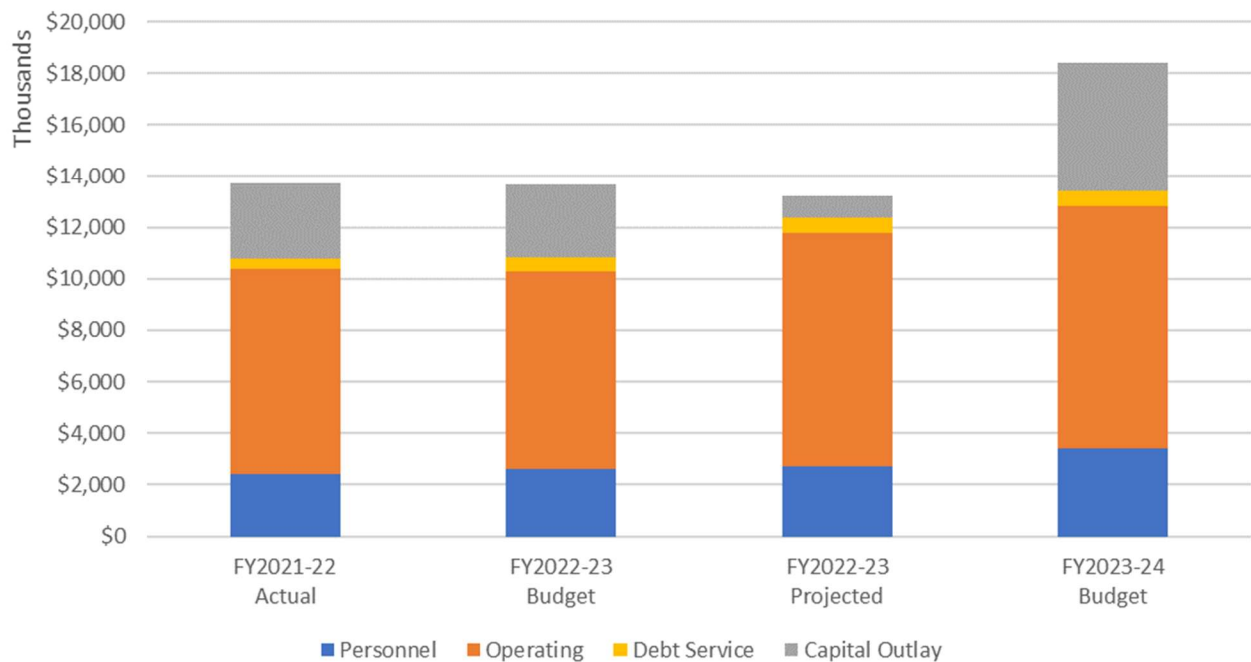
Consistent diversion of scrap metals occurred due to improved separation at the Transfer Station's service bays. A increasingly strong metals markets and an improved reimbursement system has reduced materials sent to landfill.

Due to citizen awareness to maintain quality of life living in the Prescott area by reducing threat of wildfire in the wildland/urban interface has resulted in an increase of inert debris and wood waste materials. The Division diverts these materials from the landfill by processing them into valuable recycled commodities such as clean aggregate fill and wood chips. These materials are then offered back to the community at a reduced or no cost.

Public Works

Co-mingle recycling tonnage is projected to be slightly under the FY23 target, this reflects citizens values to keep these items out of the landfill. The rising values of commodity values in the 1st half of FY23 resulted in a decrease in processing fees at the Materials Recovery Facility during that period. Public Education and Outreach Events are provided upon request. Preliminary discussions have begun with Prescott Unified School District to have Transfer Station tours and recycling outreach.

Solid Waste Expenditure Summary



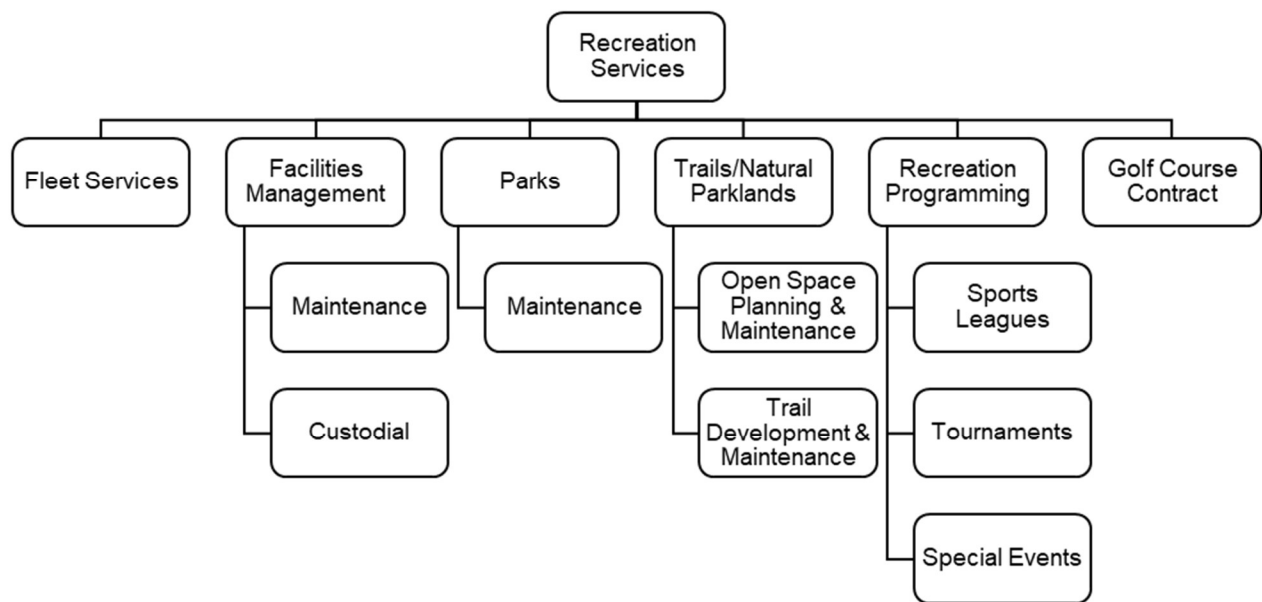
Solid Waste Expenditure Summary

Expenditures by Category	FY2021-22 Actual	FY2022-23 Budget	FY2022-23 Projected	FY2023-24 Budget
Personnel Services				
Salaries	1,707,186	1,859,102	1,901,808	2,399,262
Benefits	732,425	759,307	812,635	1,008,171
Operating				
Supplies	879,686	954,900	1,179,288	1,281,600
Internal Charges	1,778,577	1,961,060	1,850,009	2,092,908
Other Services & Charges	4,911,191	4,268,012	5,406,784	5,435,737
Debt Service	389,575	509,613	610,424	610,424
Total Operating Expenditures	10,398,640	10,311,994	11,760,948	12,828,102
Capital Outlay	2,917,739	2,858,107	845,555	4,950,396
Total Expenditures by Category	\$ 13,316,378	\$ 13,170,101	\$ 12,606,503	\$ 17,778,498

Public Works

Public Works - Solid Waste Capital Outlay/Projects	
	FY2023-24 Budget
New Sideloaders (5)	\$ 2,079,100
Replacement Vehicles	1,799,836
Solid Waste Additional Fee Booth and Scales	471,460
Excavator	300,000
Methane Monitoring Landfill	200,000
Inert - Concrete Crushing	100,000
Total Public Works - Solid Waste Capital Outlay/Projects	\$ 4,950,396

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.

Recreation Services

Recreation Services/Fleet & Facilities Authorized Positions				
Position	FY2021-22 Actual	FY2022-23 Budget	FY2022-23 Projected	FY2023-24 Budget
Recreation Services Director	1.00	1.00	1.00	1.00
Deputy Recreation Services Director	1.00	1.00	1.00	1.00
Trails/Natural Parklands Planner	1.00	1.00	1.00	1.00
Golf Course Maintenance Superintendent	0.00	1.00	1.00	0.00
Recreation Services Superintendent	0.00	0.00	1.00	1.00
Recreation Services Supervisor	4.00	4.00	4.00	2.00
Parks Maintenance Coordinator	1.00	1.00	1.00	1.00
Landscape Coordinator	1.00	1.00	1.00	1.00
Lakes Coordinator	1.00	1.00	1.00	1.00
Equipment Mechanic	8.00	8.00	7.00	6.00
Turf & Irrigation Specialist	1.00	1.00	1.00	1.00
Maintenance Technician	9.00	10.00	9.00	9.00
Irrigation Technician	2.00	2.00	2.00	0.00
Groundskeeper	2.00	2.00	2.00	0.00
Administration Supervisor	1.00	1.00	1.00	1.00
Recreation Program Manager	1.00	1.00	1.00	1.00
Recreation Coordinator	1.00	1.00	1.00	1.00
Administrative Specialist	1.00	1.00	2.00	2.00
Forestry Crew Coordinator	0.00	0.00	0.00	1.00
Forestry Crew Technician	0.00	0.00	0.00	2.00
Facilities Superintendent	1.00	1.00	1.00	1.00
Maintenance Specialist	2.00	2.00	3.00	3.00
Facilities Coordinator	2.00	2.00	2.00	2.00
Facilities Maintenance Technician	0.00	1.00	0.00	0.00
Custodian	2.00	2.00	2.00	2.00
Fleet Manager	1.00	1.00	1.00	1.00
Fleet Maintenance Supervisor	1.00	1.00	1.00	1.00
Administrative Coordinator	1.00	1.00	1.00	1.00
Senior Equipment Mechanic	1.00	2.00	2.00	2.00
Parts and Service Specialist	1.00	1.00	1.00	1.00
Total Recreation Services/Fleet & Facilities	48.00	52.00	52.00	47.00

Recreation Services

RECREATION SERVICES – RECREATION

Division Mission

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.

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.

FY2022-23 Accomplishments

- Completed the North Storm Ranch negotiations and sale.
- Completed the Lower Goldwater Lake improvement project.
- Completed the Granite Creek Corridor project.
- Worked with regional partners on the Glassford/Dells project, led the team in testifying before the State legislators in successfully receiving \$1,750,000 in State funding.
- Constructed over 8 miles of non-motorized trail bringing the total City of Prescott trail system to 140 miles.

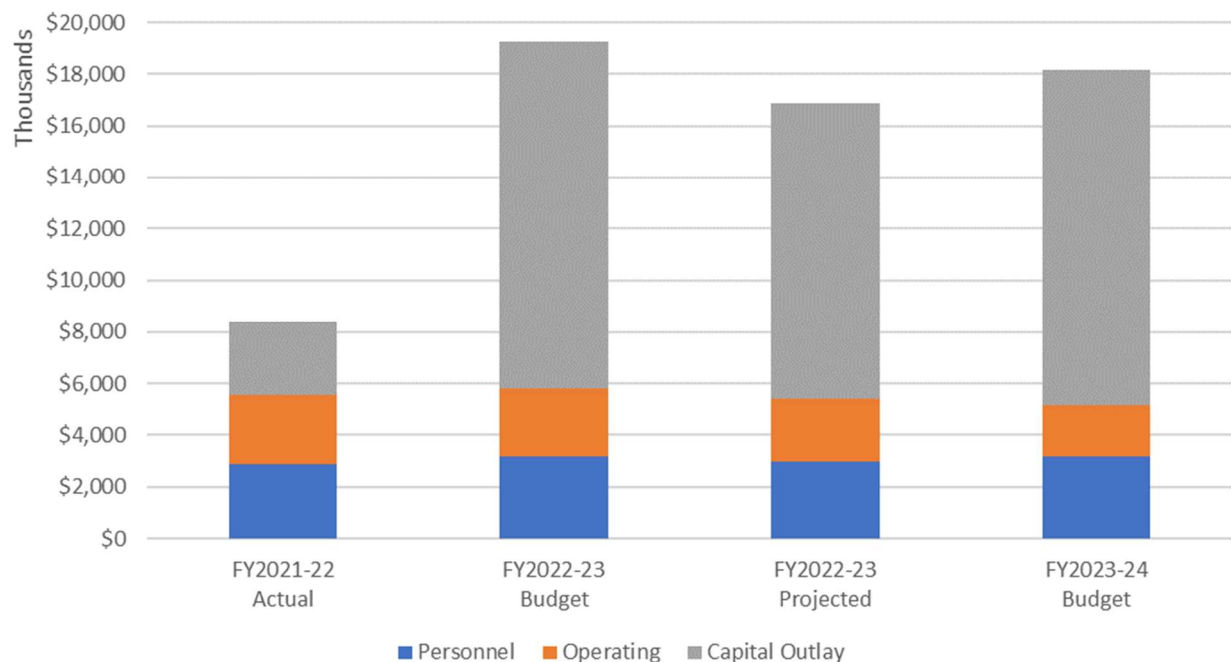
FY2023-24 Objectives

- Complete purchase of Glassford Hill property as identified in the FY 24 budget
- Complete the planning of the Granite Dells Gateway Park
- Improve playing conditions at Antelope Hill golf courses
- Implement forestry division in the Recreation Services Department
- Implement community restitution program in the Recreation Services Department
- Complete trail system on the Storm Ranch property
- Connect the Peavine trail to Chino Valley
- Update the 2009 Open Space Master plan

Recreation Services

Measure Type	Performance Measure	FY22 Actual	FY23 Budget	FY23 Estimate	FY24 Target
Output	Revenue generated from recreation fees	\$723,320	\$735,000	\$735,000	\$750,000
Output	Non –motorized trail miles	122	145	145	155
Output	Golf rounds played	90,434	88,000	88,000	89,000
Output	Total golf revenue	\$4,086,000	\$4,100,000	\$4,000,000	\$4,100,000

Recreation Expenditure Summary

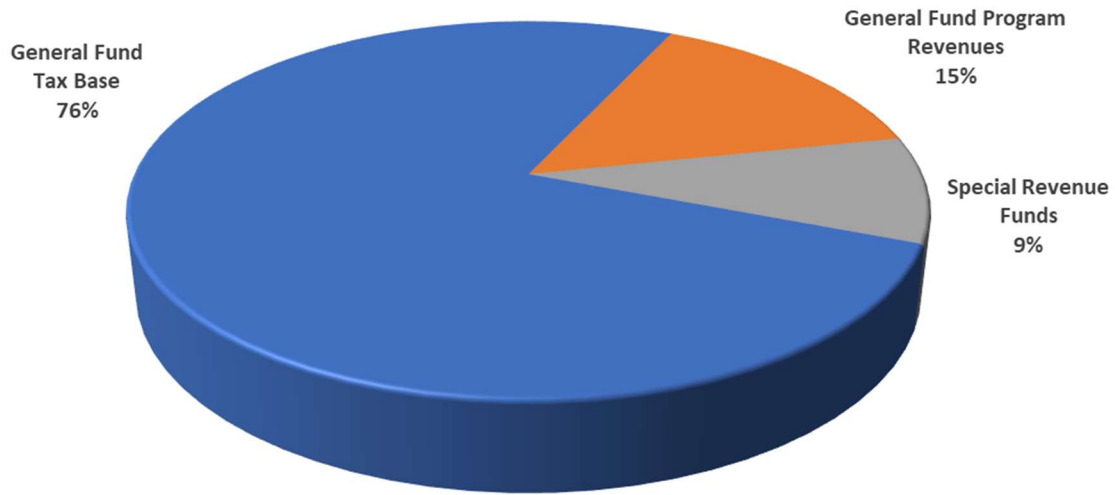


Recreation Services Expenditure Summary

Expenditures by Category	FY2021-22 Actual	FY2022-23 Budget	FY2022-23 Projected	FY2023-24 Budget
Personnel Services				
Salaries	2,125,159	2,349,282	2,176,436	2,316,584
Benefits	765,688	847,527	793,705	875,722
Operating				
Supplies	842,786	652,942	668,953	465,179
Internal Charges	602,700	653,262	723,124	632,037
Other Services & Charges	1,203,061	1,318,039	1,033,224	861,428
Total Operating Expenditures	5,539,395	5,821,052	5,395,442	5,150,950
Capital Outlay	2,873,556	13,451,750	11,488,841	13,021,500
Total Expenditures by Category	\$ 8,412,951	\$ 19,272,802	\$ 16,884,283	\$ 18,172,450

Recreation Services

FY24 Recreation Services Operating Funding Sources



Recreation Services Funding Source Summary				
Funding Sources	FY2021-22 Actual	FY2022-23 Budget	FY2022-23 Projected	FY2023-24 Budget
General Fund Funding Sources				
Tax Base	2,693,539	3,056,456	3,001,481	3,922,602
Licenses & Permits	50	-	10	-
Charges for Services	759,172	766,800	691,000	758,500
Miscellaneous	50	-	10	-
General Fund Budget	3,452,811	3,823,256	3,692,501	4,681,102
Special Revenue Funds	373,140	420,675	401,570	469,848
Enterprise Fund - Golf Course	1,713,444	1,577,121	1,301,371	-
Operating Funding Sources	5,539,395	5,821,052	5,395,442	5,150,950
General Fund -Tax Base	1,969,933	2,780,000	1,328,000	3,178,000
Special Revenue Funds	313,514	8,587,500	8,474,809	9,250,000
Enterprise Fund - Golf Course	590,109	2,084,250	1,686,032	593,500
Capital Funding Sources	2,873,556	13,451,750	11,488,841	13,021,500
Total Funding Sources	\$ 8,412,951	\$ 19,272,802	\$ 16,884,283	\$ 18,172,450

Recreation Services

Recreation Services Capital Outlay/Projects	
	FY2023-24 Budget
Glassford Dells Regional Park	\$ 9,000,000
Granite Dells Gateway Park	1,370,000
West Granite Creek Park Improvements	500,000
Parks Maintenance Shop	450,000
Replacement Vehicles	320,000
Golf Course Equipment	250,000
Golf Course Irrigation Improvements	250,000
Outdoor Basketball Courts	250,000
Rec Services Pavement Preservation	200,000
Groundmaster Mower 4500	110,000
Equipment Replacement	106,000
Parks Maintenance Compact Trailer	72,000
Golf Course Bunker Improvements	45,500
Centennial Center Equipment	40,000
Golf Course Cart Path Paving	25,000
Golf Course Tee Renovations	25,000
Manzanita Grill Equipment	8,000
Total Recreation Services Capital Outlay/Projects	\$ 13,021,500

Recreation Services

RECREATION SERVICES – FLEET AND FACILITIES

Division Mission

Provide the City of Prescott's employees, citizens, and visitors with safe, clean, efficient, aesthetically pleasing, and properly maintained buildings and structures.

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 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.

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.

FY2022-23 Accomplishments

- Completed the 3rd floor renovations to City Hall.
- Self-performed over 30,000 square feet of roof repairs.

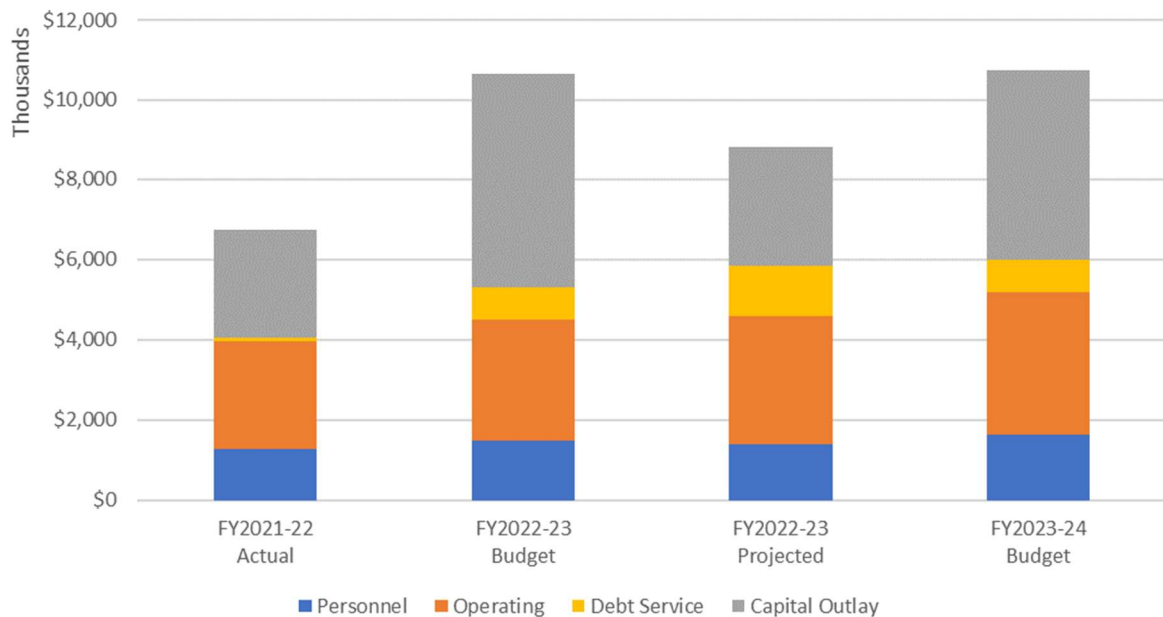
FY2023-24 Objectives

- Reduce the average age of the City's fleet through the budgeting process
- Manage the fleet in a manner that ensures vehicles and equipment are dependable and safe to operate
- Provide monthly billing and work order information to each Department
- Implement barcode system for parts warehouse
- Inventory all HVAC units
- Work with all Departments to budget for prioritized capital building projects
- Complete card lock system for all City buildings
- Complete upgrades to the Antelope Hills cart shed

Recreation Services

Measure Type	Performance Measure	FY22 Actual	FY23 Budget	FY23 Estimate	FY24 Target
Measure	Average Cost Per Mile: Refuse trucks	\$3.65	\$3.50	\$3.87	\$3.50
Measure	Average Cost per Mile: Police vehicles	\$0.55	\$0.25	\$0.47	\$0.27
Measure	Average Cost Per Mile: Pickup trucks	\$0.45	\$0.30	\$0.32	\$0.30
Measure	Average Cost Per Mile: Fire Equipment	\$3.25	\$3.15	\$2.35	\$2.50
Outcome	Inventory HVAC units to build a proactive life cycle analysis	20%	75%	70%	90%

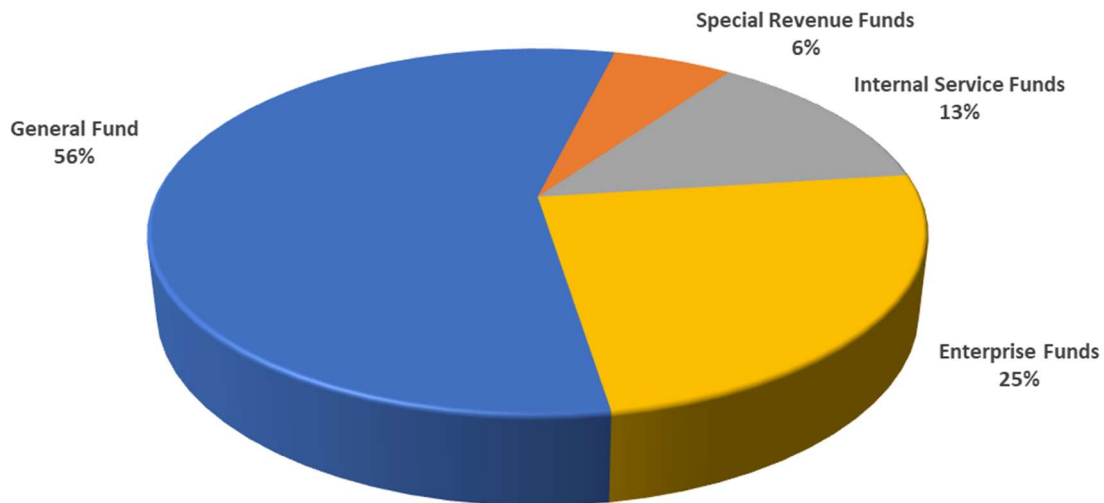
Fleet and Facilities Expenditure Summary



Recreation Services

Fleet & Facilities Expenditure Summary				
Expenditures by Category	FY2021-22 Actual	FY2022-23 Budget	FY2022-23 Projected	FY2023-24 Budget
Personnel Services				
Salaries	911,175	1,069,430	990,282	1,171,029
Benefits	370,483	413,946	403,268	466,720
Operating				
Supplies	1,316,704	1,334,208	1,462,500	1,602,500
Internal Charges	445,101	491,850	489,850	558,228
Other Services & Charges	921,489	1,188,620	1,228,844	1,379,910
Debt Service	92,165	815,995	1,281,995	815,994
Total Operating Expenditures	4,057,117	5,314,049	5,856,739	5,994,381
Capital Outlay	2,686,079	5,341,848	2,974,121	4,760,250
Total Expenditures by Category	\$ 6,743,196	\$ 10,655,897	\$ 8,830,860	\$ 10,754,631

FY24 Fleet & Facilities Operating Funding Sources

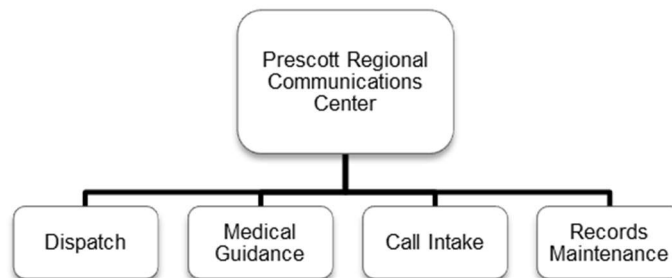


Recreation Services

Fleet & Facilities Funding Source Summary				
Funding Sources	FY2021-22 Actual	FY2022-23 Budget	FY2022-23 Projected	FY2023-24 Budget
General Fund	2,072,210	2,752,396	2,667,416	2,351,494
Special Revenue Funds	556,395	416,643	518,161	498,242
Internal Service Funds	(225,731)	541,798	535,757	1,098,458
Enterprise Funds	1,623,214	1,603,212	2,135,405	2,046,187
Operating Funding Sources	4,026,088	5,314,049	5,856,739	5,994,381
General Fund	1,497,691	2,305,526	1,132,757	1,968,873
Special Revenue Funds	281,636	417,104	192,011	304,525
Enterprise Funds	568,640	1,668,418	768,042	1,564,351
Internal Service Funds	369,141	950,800	881,311	922,501
Capital Funding Sources	2,717,108	5,341,848	2,974,121	4,760,250
Total Funding Sources	\$ 6,743,196	\$ 10,655,897	\$ 8,830,860	\$ 10,754,631

Recreation Services - Fleet & Facilities Capital Outlay/Projects	
	FY2023-24 Budget
New City Hall	\$ 3,195,250
Library ADA Parking Improvement Project	450,000
Parking Lots; replacement/refurbished	250,000
Police Department Card Lock	230,000
City-Wide Card Lock System	200,000
HVAC Replacements	200,000
Replacement Vehicle - Facilities	80,000
New Oil Heater and Oil Heater Replacement	50,000
Solid Waste Building Updates	50,000
Police Headquarters Electrical Survey	30,000
Replacement Pressure Washer on Virginia Street Complex	25,000
Total Recreation Services - Fleet & Facilities Capital Outlay/Projects	\$ 4,760,250

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.

FY2022-23 Accomplishments

- PRCC handled 192,477 inbound /outbound calls which included 85,926 fire, police and EMS responses.
- Conducted 3 new hire hiring process/panel interview; hired 5; retained 5.
- Conducted 2 classroom training session with 6 attendees; retained 3.
- Conducted 7 Lateral interviews; hired 4; retained 4.
- 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, Coffee with a Cop, Pink Patch activities, 2 Citizens Academies and Shop with a Cop.
- Completed the Console furniture upgrade project.
- Contracted with Priority Ambulance.
- Participation and support of airport mass casualty drill.
- Participated in 5 recruitment campaigns/job fairs.

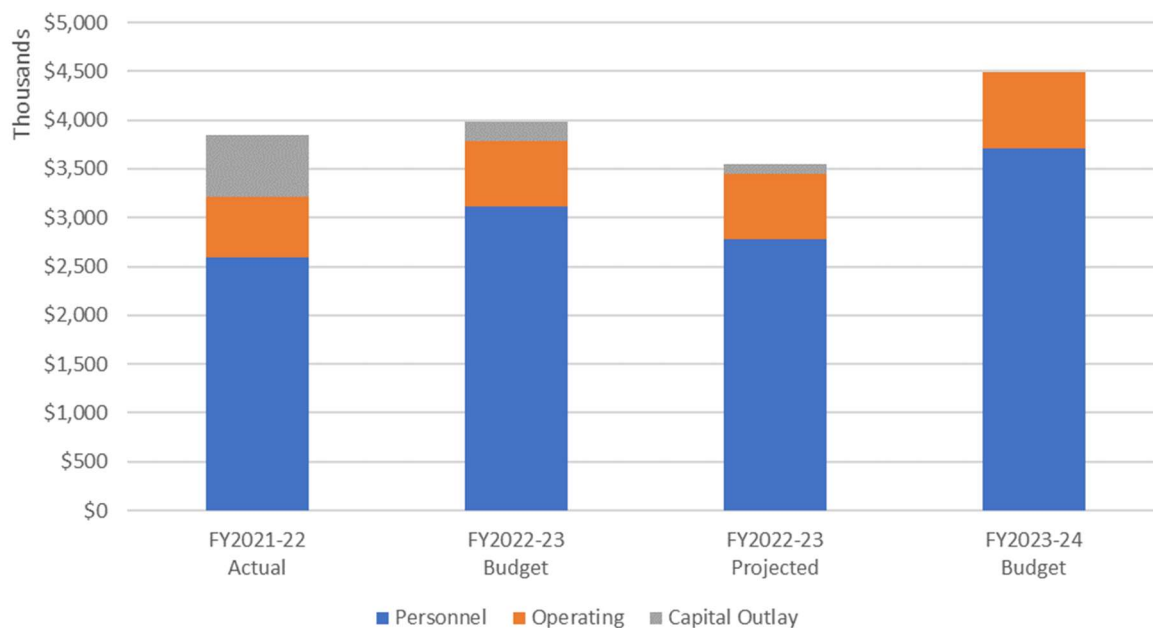
Regional Communications

FY2023-24 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	FY22 Actual	FY23 Target	FY23 Estimate	FY24 Target
Outcome	Answer 100% of 911 calls within 10 seconds	97.10%	98.00%	98.00%	98.50%
Outcome	Answer 100% of PRCC's seven-digit emergency lines within 10 seconds	97.49%	98.00%	98.00%	98.50%

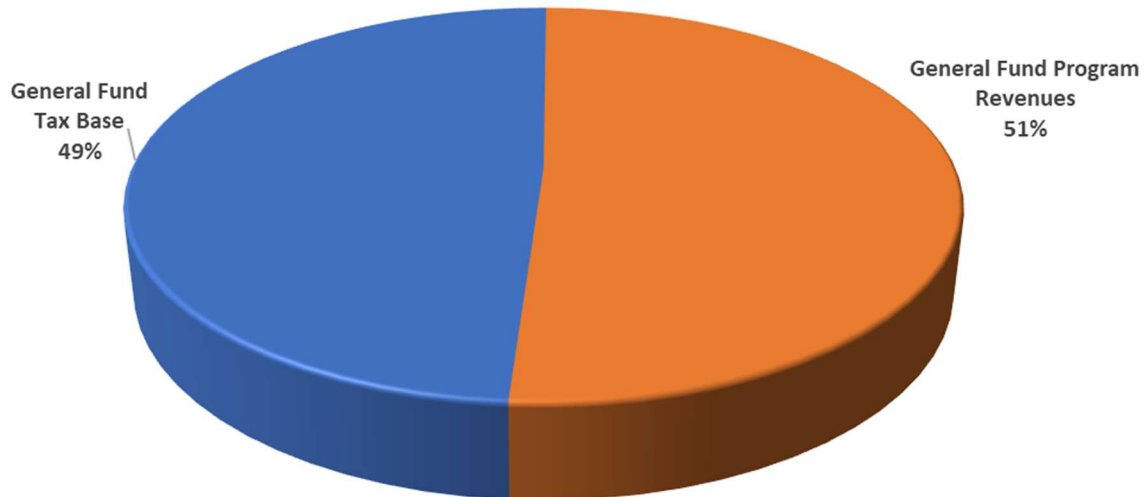
Prescott Regional Communications Center Expenditure Summary



Regional Communications

Prescott Regional Communications Center Expenditure Summary				
Expenditures by Category	FY2021-22 Actual	FY2022-23 Budget	FY2022-23 Projected	FY2023-24 Budget
Personnel Services				
Salaries	1,939,714	2,330,080	2,094,804	2,773,356
Benefits	648,270	785,616	690,555	933,371
Operating				
Supplies	29,370	29,500	25,000	24,500
Internal Charges	265,903	286,043	282,543	308,985
Other Services & Charges	327,129	350,658	351,408	449,890
Total Operating Expenditures	3,210,385	3,781,897	3,444,310	4,490,102
Capital Outlay	634,958	200,000	100,000	-
Total Expenditures by Category	\$ 3,845,343	\$ 3,981,897	\$ 3,544,310	\$ 4,490,102

FY24 PRCC Operating Funding Sources



Regional Communications

Prescott Regional Communications Center Funding Source Summary				
Funding Sources	FY2021-22 Actual	FY2022-23 Budget	FY2022-23 Projected	FY2023-24 Budget
General Fund Funding Sources				
Tax Base	1,583,191	1,857,852	1,689,778	2,200,038
Charges for Services	1,627,194	1,924,045	1,754,532	2,290,064
Operating Funding Sources	3,210,385	3,781,897	3,444,310	4,490,102
General Fund Funding Sources				
Tax Base	340,320	98,140	49,070	-
Charges for Services	294,638	101,860	50,930	-
Capital Funding Sources	634,958	200,000	100,000	-
Total Funding Sources	\$ 3,845,343	\$ 3,981,897	\$ 3,544,310	\$ 4,490,102

Prescott Regional Communications Center Authorized Positions				
Position	FY2021-22 Actual	FY2022-23 Budget	FY2022-23 Projected	FY2023-24 Budget
PRCC Manager	1.00	1.00	1.00	1.00
PRCC Assistant Manager	1.00	1.00	1.00	1.00
Public Safety Dispatch Supervisor	4.00	5.00	5.00	5.00
Public Safety Dispatcher	23.00	28.00	28.00	28.00
Total Prescott Regional Communications Center	29.00	35.00	35.00	35.00

Regional Communications

Capital Budget

Capital Budget Overview	209
Capital Budget Listing	212
Capital Budget and Project Descriptions.....	218
Five-Year Capital Improvement Plan	261



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 tangible or intangible assets that meet all three of the following requirements:

1. Estimated useful life of two years or more
2. Must be used in operations of the City
3. It must not be specifically excluded by policy for example under capitalization thresholds.

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 for which the cost is \$10,000 or more.
Operating Capital	All other capital requests not in the above categories, such as information technology infrastructure, software over \$100,000, major tools, and equipment purchases of any unit cost over \$10,000.

Capital Budget Overview

Below is a summary of the budget in each category for FY24 as well as the projection for the next four fiscal years.

Capital Budget Category	FY24 Budget	FY25 Projection	FY26 Projection	FY27 Projection	FY28 Projection	Future Years	Total
Operating Capital	\$ 2,978,010	\$ 223,495	\$ 20,500	\$ 88,500	\$ 325,000	\$ -	\$ 3,635,505
Vehicle Replacements	13,099,920	7,213,500	6,374,500	4,289,500	3,529,000	-	34,506,420
Capital Improvement Plan	102,104,089	108,625,687	105,652,355	103,153,157	63,950,757	32,811,000	516,297,045
Total	\$ 118,182,019	\$ 116,062,682	\$ 112,047,355	\$ 107,531,157	\$ 67,804,757	\$ 32,811,000	\$ 554,438,970

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:

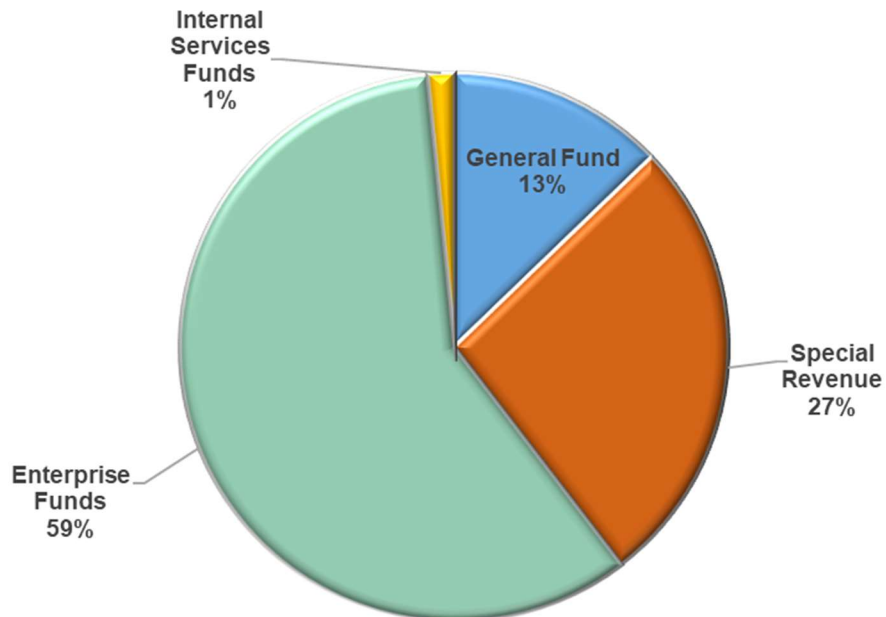
- Facilitates long-range financial planning, allowing us to look at not only what the community wants, but also what they can afford.
- Enhances coordination of capital improvements among City departments and other governmental agencies.
- Clearly identifies the Council's goals and their capital priorities 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	\$ 9,769,576	\$ 5,051,777	\$ 294,150	\$ 15,115,503
Special Revenue				
Streets	\$ 18,574,724	\$ 2,361,923	\$ 1,316,667	\$ 22,253,314
Bed Tax	\$ -	-	50,000	50,000
Impact Fees	\$ 398,842	-	-	398,842
Trust Funds	\$ 80,000	-	-	80,000
Grants	\$ 8,140,692	-	755,360	8,896,052
Total Special Revenue	\$ 27,194,258	\$ 2,361,923	\$ 2,122,027	\$ 31,678,208
Enterprise Funds				
Water	\$ 38,092,250	\$ 1,056,121	\$ 186,667	\$ 39,335,038
Wastewater	11,796,582	504,478	186,666	12,487,726
Solid Waste	1,231,223	3,878,936	-	5,110,159
Golf Course	500,000	-	93,500	593,500
Airport	12,015,201	-	20,000	12,035,201
Total Enterprise Funds	\$ 63,635,256	\$ 5,439,535	\$ 486,833	\$ 69,561,624
Internal Service Funds				
Fleet Maintenance	\$ -	\$ -	\$ 75,000	75,000
Engineering	-	166,685	-	166,685
Facilities Maintenance	1,504,999	80,000	-	1,584,999
Total Internal Service Funds	\$ 1,504,999	\$ 246,685	\$ 75,000	\$ 1,826,684
Total FY22 Budget	\$102,104,089	\$ 13,099,920	\$2,978,010	\$ 118,182,019

FY24 Capital Budget by Fund Type



FY24 Capital Budget Listing by Department

Page No.	Title	Funding	FY2024 Budget
	<u>Airport - City Only Funded Projects</u>		
218	Airport Pavement Preservation Program - City	G	775,581
218	Bottleneck Hangar Complex Improvements	G	350,000
219	Airport Master Lock and Badging System	G	20,000
	Total		1,145,581
	<u>Airport - Grant Funded Projects</u>		
219	Land Acquisition - Airport Protection	G,GR	3,214,761
219	Taxiway D Rehabilitation	G,GR	2,300,000
220	TWY C Realignment, RIM & Hotspot Mitigation	G,GR	1,712,550
220	ARFF, Airport Ops & Maintenance and Snow Removal Equip Storage Facility	G,GR	775,000
221	Strategic Academic Flight Education (SAFE) Comp	G,GR	651,667
221	Runway 3L/21R Lighting and Signage	G,GR	642,367
221	Runway 3R/21L Extension	G,GR	455,000
222	Taxiway E Rehabilitation	G,GR	375,000
222	North Ramp Rehabilitation	G,GR	337,500
222	UL Avgas and Ramp Runup; Bypass	G,GR	255,150
223	RWY 3L/21R PAPI's (Both Ends)	G,GR	170,625
223	E.A. Love Statue	DON	80,000
	Total		10,969,620
	<u>City Manager</u>		
N/A	Center for the Future	G	32,811
N/A	Whiskey Row Alley	GR	8,303
	Total		41,114
	<u>Community Development</u>		
223	CDBG Entitlement Grants	GR	491,896
224	CDBG CARES Grant	GR	258,964
224	Scanning Project for Commercial Building Permit Records	G	60,000
224	Customer Service and Staff Area Improvements	G	10,000
225	Historic Preservation Grant	GR	4,500
	Total		825,360

FY24 Capital Budget Listing by Department

Page No.	Title	Funding	FY2024 Budget
<u>Facilities Maintenance</u>			
225	New City Hall Improvements	G,S,W,WW,SW	2,870,250
225	Library ADA Parking Improvement Project	FAC	450,000
226	Police Department Card Lock	FAC	230,000
226	New City Hall Generator (carryover)	G,S,W,WW,SW	225,000
226	Parking Lots; replacement/refurbished	FAC	250,000
226	City-Wide Card Lock System	FAC	200,000
227	HVAC Replacements (partial carryover)	FAC	200,000
227	New City Hall Signage (carryover)	G,S,W,WW,SW	100,000
227	Solid Waste Building Updates	SW	50,000
228	Police Headquarters Electrical Survey (carryover)	G	30,000
Total			4,605,250
<u>Fire Department</u>			
228	Vehicle Replacements	G	2,771,777
228	Fire Station 76 (Build #1)	G	1,600,000
229	Fire Training Center	GR	1,252,989
229	Fire Station Alerting	G	350,000
230	Fire Status Management Software	G	140,000
230	Self Contained Breathing Apparatus (SCBA) Breathing Air	G	88,127
231	ImageTrend Software Package	G	67,600
231	Cardiac Heart Monitor	G	45,000
231	ARFF - Aqueous Film Forming Foam (AFFF) Testing Equip	G	35,000
232	Hydraulic Extrication Tool	G	30,000
232	Lucas Chest Compression System	G	21,550
232	EMS Simulation Manikin	G	15,000
Total			6,417,043
<u>Fleet Maintenance</u>			
233	New Oil Heater and Oil Heater Replacement	FM	50,000
233	Replacement Pressure Washer on Virginia Street Comple	FM	25,000
Total			75,000
<u>Information Technology</u>			
234	Public Safety Radio Equipment Upgrades	G	600,000
234	Mingus Tank Site Tower Replacement	G,W,WW	60,000
234	Radio System GPS Upgrade and PL Code Transition (c/o)	G,W,WW	45,000
Total			705,000

FY24 Capital Budget Listing by Department

Page No.	Title	Funding	FY2024 Budget
<u>Library</u>			
235	Replacement Library Book Transit Van	G	60,000
235	Timeline Sidewalk Railing	G	11,400
Total			71,400
<u>Police Department</u>			
235	Vehicle Replacements	G	1,015,000
236	New Police Vehicles (tied to new Officer request)	G	285,000
236	Police Facility Expansion	G,IMP	250,000
236	Police Facility Enhancements and Renovations	G	245,000
237	Police Fleet Cameras	G	139,163
Total			1,934,163
<u>Recreation Services</u>			
237	Glassford Dells Regional Park	G,GR,CC	9,000,000
237	Granite Dells Gateway Park	G	1,370,000
238	West Granite Creek Park Improvements (c/o)	G	500,000
238	Parks Maintenance Shop (partial c/o)	G,S	450,000
238	Vehicle Replacements	G,FAC	400,000
238	Basketball Courts (Outdoor) - partial c/o	G	250,000
239	Rec Services Pavement Preservation	G	200,000
239	Groundmaster Mower 4500	G	110,000
239	Equipment Replacement - Recreation Services - partial c/	G	106,000
239	Parks Maintenance Compact Tractor	G	72,000
Total			12,458,000
<u>Recreation Services - Golf Course</u>			
240	Irrigation Improvements - North and South Golf Course	G	250,000
240	Golf Course Equipment	G	250,000
240	Golf Course Bunker Improvements	G	45,500
241	Centennial Center Equipment	G	40,000
241	Golf Course Tee Renovations	BT	25,000
241	Golf Course Cart Path Paving	BT	25,000
241	Manzanita Grill Equipment	G	8,000
Total			643,500

FY24 Capital Budget Listing by Department

Page No.	Title	Funding	FY2024 Budget
	<u>Public Works</u>		
	<u>Street Circulation</u>		
242	Prescott Lakes Parkway and Sundog Ranch Road Intersect	S,IMP	1,060,000
242	Fair Street and Gail Gardner Way Traffic Signal	GR	451,850
242	Intersection Signalization Project	S	220,000
243	Sidewalk Repair and Replacement Program	S	200,000
243	Willow Creek Berm Improvement	S	50,000
	Total		1,981,850
	<u>Street Reconstruction</u>		
243	Penn Avenue and Eastwood Drive Reconstruction	S,W,WW	7,116,966
244	Double D Rd Reconstruction and Drainage Improvements	S,CC	500,000
244	Miscellaneous Streets Projects	S	200,000
	Total		7,816,966
	<u>Street Preservation, Rehabilitation and Maintenance</u>		
245	Pavement Preservation Program	S	10,060,000
	Total		10,060,000
	<u>Drainage</u>		
245	Citywide Drainage Improvements Program	S,CC	600,000
	Total		600,000
	<u>Water Distribution</u>		
246	Citywide Water Main Line Replacement Program	W,WW	4,000,000
246	Water Meter Replacement Program	W	1,500,000
246	Quaka Crossing - YPIT Water Main Upgrade	W	1,242,000
247	Zone 24/27 Water Pipeline Upsizing - Thumb Butte Road	W	690,000
247	Mountain Club Water System Study	CC	600,000
247	Copper and Lead Pipe Inventory	W	400,000
248	Deep Well Water Infrastructure DA	IMP	250,000
	Total		8,682,000
	<u>Water Production</u>		
248	Water Production and Intermediate Pump Station, Tanks	W	14,276,734
249	Zone 41 Mingus Pump Station, Tank and Pipeline	W	4,286,027
249	Zone 56 Tank and Pipeline and Zone 7 Pump Station	W	2,547,177
249	Zone 52 Water Main Connect to Northwest Regional Tank	W	3,225,000
250	Production Well No. 3 CV-Rehabilitation	W	1,562,647
250	PFA's Remediation	W	125,000
	Total		26,022,585

FY24 Capital Budget Listing by Department

Page No.	Title	Funding	FY2024 Budget
	<u>Water Quality</u>		
251	Watson Lake Improvements	W	1,000,000
	Total		1,000,000
	<u>Wastewater Collections</u>		
251	Willow Creek Gravity Sewer	WW	2,040,000
252	Yavapai Hills #1 Lift Station Rehabilitation	WW	1,157,444
252	Sundog Trunk Main, Phase C	W,WW	1,660,000
252	Slaughterhouse Gulch Sewer Improvement	WW	1,040,000
253	Prescott Lakes Parkway Lift Station	WW	325,000
253	Garden/Western Sewer and Pavement Improvements	WW,S	800,000
	Total		7,022,444
	<u>Wastewater Treatment</u>		
253	Sundog Wastewater Treatment Plant Sand Filters	WW	800,000
254	Centralization - Effluent Tank, Pipeline and SR89 Widening	WW,IMP,S	645,000
254	Centralization - Airport WRF Solids Handling Facility	WW	500,000
254	Card Key Lock System AWRF	WW	150,000
	Total		2,095,000
	<u>Facility, Vehicles, Other Capital</u>		
255	Streets Replacement Vehicles	S	2,361,923
255	New Sideloaders (5)	SW	2,079,100
255	Solid Waste Replacement Vehicles	SW	1,799,836
256	Street Maintenance Admin Building	S	1,650,000
256	Solid Waste Additional Fee Booth and Scales	S,SW	1,150,000
256	Water Hydro Excavator Purchase	S	625,000
257	Miscellaneous Water and Wastewater Projects	W,WW	550,000
255	Wastewater Replacement Vehicles	WW	504,478
255	Water Replacement Vehicles	W	431,121
257	Streets Division Snow Equipment Facility	S	220,000
257	PUSD Affordable Housing Project	W,WW	430,000
258	Solid Waste Excavator	SW	300,000
258	Impact Fee Ordinance Project	W,WW,IMP	300,000

FY24 Capital Budget Listing by Department

Page No.	Title	Funding	FY2024 Budget
258	Methane Monitoring Landfill	SW	200,000
259	Inert - Concrete Crushing	S,SW	200,000
255	Engineering Replacement Vehicles	ENG	166,685
259	Automatic Meter Reading Equipment	W	150,000
259	Aerial, Digital Elevation Model, Contour	S,W,WW	110,000
260	Street Division Wing Plows (2)	S	95,000
255	Stormwater Replacement Vehicles	S	45,000
260	Street Division Riding Snowplow/Sweeper Purchase	S	42,000
Total			13,410,143
Funding Sources, all projects			
	General Fund		15,773,505
	Grant Funds		17,713,574
	Facilities Fund		1,504,999
	Fleet Maintenance Fund		75,000
	Police Impact Fee Fund		117,500
	Bed Tax Fund		50,000
	Gifts/Donations Fund		1,332,989
	Streets Fund		22,653,314
	Street Impact Fee Fund		281,342
	County Contribution		2,437,500
	Water Fund		29,221,888
	Water Impact Fee Fund		9,513,150
	Wastewater Fund		11,384,886
	Wastewater Impact Fees		1,102,840
	Solid Waste Fund		5,110,159
	Engineering Fund		166,685
	Airport Fund		142,688
Total Funding Sources			118,582,019

Capital Budget and Project Descriptions

Airport – City Only Funded Projects

Airport Pavement Preservation

Description

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

Funding Sources	Prior Years Actual	FY2023-24 Budget	Future Budget	Total Project Budget
General Fund		775,581	2,216,989	\$2,992,570

Estimated 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.

Bottleneck Hangar Complex Improvements

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

Funding Sources	Prior Years Actual	FY2023-24 Budget	Future Budget	Total Project Budget
General Fund	192,500	350,000		\$542,500

Estimated 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.

Capital Budget and Project Descriptions

Airport Master Lock and Badging System

Description

Complete the Design and Construction of an upgraded airport master lock and key, as well as a badging system for all airport facilities. This will be coordinated with the new Commercial Service Terminal and Perimeter Security Upgrades projects.

Funding Sources	Prior Years Actual	FY2023-24 Budget	Future Budget	Total Project Budget
General Fund	10,000	20,000		\$30,000

Estimated 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.

Airport – Grant Funded

Land Acquisition – Airport Protection

Description

The Airport is purchasing land for two main reasons. 1) Protect aircraft approaches, departures, one engine out splay, to ensure only compliant structures may be built in these sensitive locations. The FAA requires the Airport maintain compatible land use as part of Grant Assurances, which the City agrees to when they take FAA money.

Funding Sources	Prior Years Actual	FY2023-24 Budget	Future Budget	Total Project Budget
Federal Grant		3,054,023		\$3,054,023
State Grant		80,369	6,201,000	\$6,281,369
General Fund		80,369	689,000	\$ 769,369

Estimated Operating Impact

There will be minimal operating budget impact as these lands will be resold or used for aeronautical purposes.

Taxiway D Rehabilitation

Description

Construction of Rehabilitation of Taxiway-D between the D1 and D7 connectors.

Funding Sources	Prior Years Actual	FY2023-24 Budget	Future Budget	Total Project Budget
State Grant	50,423	1,800,000		\$1,850,423
General Fund	5,602	500,000		\$ 505,602

Estimated Operating Impact

Decrease in costs for maintaining the deteriorating taxiway.

Capital Budget and Project Descriptions

Taxiway C Realignment, RIM & Hotspot Mitigation

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.

Funding Sources	Prior Years Actual	FY2023-24 Budget	Future Budget	Total Project Budget
Federal Grant	5,973,440	1,634,610		\$7,608,050
State Grant	155,880	38,970		\$ 194,850
General Fund	155,880	38,970		\$ 194,850

Estimated Operating Impact

Decrease in costs for maintaining the deteriorating taxiway will be offset by the increase from lengthening of the runway.

ARFF, Airport Ops & Maintenance and Snow Removal Equipment Storage Facility

Description

FY23: Environmental Assessment for a combination-use Airport Rescue and Fire Fighting (ARFF), Airport Operations and Maintenance, and Snow Removal Equipment Facility (as part of RW 3L/21R Extension EA).

FY23: Design for a combination-use Airport Rescue and Fire Fighting (ARFF), Airport Operations and Maintenance, and Snow Removal Equipment Facility.

Future FY: Construct Combination-use Airport Rescue and Fire Fighting, Airport Operations and Maintenance, and Snow Removal Equipment building.

Funding Sources	Prior Years Actual	FY2023-24 Budget	Future Budget	Total Project Budget
Federal Grant			13,300,000	\$13,300,000
State Grant	25,000	775,000	350,000	\$ 1,150,000
General Fund			350,000	\$ 350,000

Estimated Operating Impact

The construction of a new facility will result in new costs for utilities, janitorial and building maintenance. However, some of the costs will be off-set by the closing/repurposing/demolition of the current airport fire station building. The airport is losing approximately \$13,000 per year in revenue due to the use of an aircraft hangar and storage unit as a maintenance facility rather than renting it for aircraft storage. This revenue should more than off-set the increase in expenses. The airport is losing additional potential ground lease revenue from the location of the current fire station; the FBO has expressed interest in leasing the location to construct additional improvements to support aeronautical activities.

Capital Budget and Project Descriptions

Strategic Academic Flight Education (SAFE) Complex

Description

Site preparation for the Strategic Academic Flight Education (SAFE) Complex

Funding Sources	Prior Years Actual	FY2023-24 Budget	Future Budget	Total Project Budget
State Grant	13,500	586,500		\$ 600,000
General Fund	1,500	65,167		\$ 66,667

Estimated Operating Impact

Ultimately, this project will increase various operating expenses for maintaining public use areas of the SAFE Complex.

Runway 3L/21R Lighting, Signage

Description

Design and construction for Upgrade to Runway 3L/21R Lighting & Signage

Funding Sources	Prior Years Actual	FY2023-24 Budget	Future Budget	Total Project Budget
State Grant	202,500	578,130		\$ 780,630
General Fund	22,500	64,237		\$ 86,737

Estimated Operating Impact

Upon completion of this project, the operating budget will see a positive impact by reduction in electricity by utilizing LED lighting

Runway 3R/21L Extension

Description

This project will provide for the environmental, design and construction for the ultimate lengthening and strengthening of Runway 3R-21L.

Funding Sources	Prior Years Actual	FY2023-24 Budget	Future Budget	Total Project Budget
Federal Grant	517,750	432,250	67,263,750	\$68,214,050
State Grant	13,625	11,375	1,769,441	\$ 1,794,441
General Fund	13,625	11,375	1,769,441	\$ 1,794,441

Estimated 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

Taxiway E Rehabilitation

Description

Design and construction of Taxiway-E Rehabilitation

Funding Sources	Prior Years Actual	FY2023-24 Budget	Future Budget	Total Project Budget
Federal Grant			1,710,000	\$1,710,000
State Grant		337,500	45,000	\$ 382,500
General Fund		37,500	45,000	\$ 82,500

Estimated Operating Impact

Reduction in operating costs due to less maintenance

North Ramp Rehabilitation

Description

FY23 - Design mill and overlay (rehabilitation) of 58,800 sq yds on the North Ramp

Funding Sources	Prior Years Actual	FY2023-24 Budget	Future Budget	Total Project Budget
State Grant	37,500	337,500	2,536,250	\$2,911,250
General Fund			281,805	\$ 281,805

Estimated Operating Impact

This project will slightly decrease maintenance costs associated with the deteriorated pavement.

UL Avgas and Ramp Runup; Bypass

Description

FY 24: 1) Planning and design for 100UL fueling system 2) Create a run-up area away from residences and an aircraft bypass area.

FY 25: 1) Construction of 100UL fueling system. 2) Construction of run-up area and aircraft bypass

Funding Sources	Prior Years Actual	FY2023-24 Budget	Future Budget	Total Project Budget
Federal Grant		242,392	3,325,000	\$3,567,392
State Grant		6,379	87,500	\$ 93,879
General Fund		6,379	87,500	\$ 93,879

Estimated Operating Impact

Minimal increase in operating costs for the new fueling system and the new run up area will increase the total pavement the Airport needs to maintain.

Capital Budget and Project Descriptions

RWY 3L/21R PAPI's (Both Ends)

Description

Design and Construct - Runway 3L and 21R Precision Approach Path Indicators (PAPI) Replacements.

Funding Sources	Prior Years Actual	FY2023-24 Budget	Future Budget	Total Project Budget
State Grant	18,000	155,513		\$173,513
General Fund	2,000	15,112		\$ 17,112

Estimated Operating Impact

Minimal increase in operating costs for the new fueling system and the new run up area will increase the total pavement the Airport needs to maintain.

E.A. Love Statue

Description

Commission of a bronze sculpture of airport namesake Ernest A. Love to be placed at the new terminal building.

Funding Sources	Prior Years Actual	FY2023-24 Budget	Future Budget	Total Project Budget
Donation	45,000	80,000		\$125,000

Estimated Operating Impact

No significant operating impact

Community Development

CDBG Entitlement Grants

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.

Funding Sources	Prior Years Actual	FY2023-24 Budget	Future Budget	Total Project Budget
Grants Fund		491,896		\$491,896

Estimated Operating Impact

The grant is in a reimbursement format, with Prescott expending the funds and then drawing down the grant for the various projects.

Capital Budget and Project Descriptions

CDBG CARES Grants

Description

This is the CDBG CARES Grant received from HUD. The grant funds may be spent on programs for the homeless, persons with AIDS, tribal programs, rental assistance, programs for the elderly and disabled, and provides additional protections to the public related to eviction moratoriums.

Funding Sources	Prior Years Actual	FY2023-24 Budget	Future Budget	Total Project Budget
Grants Fund		258,964		\$258,964

Estimated Operating Impact

The grant is in a reimbursement format, with Prescott expending the funds and then drawing down the grant for the various projects.

Scanning Project for Commercial Building Permits

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.

Funding Sources	Prior Years Actual	FY2023-24 Budget	Future Budget	Total Project Budget
Grants Fund		60,000		\$60,000

Estimated Operating Impact

None

Customer Service and Staff Area Improvements

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.

Funding Sources	Prior Years Actual	FY2023-24 Budget	Future Budget	Total Project Budget
Grants Fund		10,000		\$10,000

Estimated Operating Impact

None

Capital Budget and Project Descriptions

Historic Preservation Grant

Description

Potential grant funds to be used for Historic Preservation

Funding Sources	Prior Years Actual	FY2023-24 Budget	Future Budget	Total Project Budget
Grants Fund		4,500		\$4,500

Estimated Operating Impact

None

Facilities Maintenance

New City Hall Improvements

Description

A new City Hall was purchased in FY2021. These funds are to remodel and furnish the new offices.

Funding Sources	Prior Years Actual	FY2023-24 Budget	Future Budget	Total Project Budget
General Fund	5,090,391	1,435,125		\$6,525,516
Water Fund	2,036,157	574,050		\$2,610,207
WW Fund	1,527,117	430,538		\$1,957,655
Streets Fund	1,018,078	287,025		\$1,305,103
Solid Waste Fund	509,039	143,513		\$ 652,552

Estimated Operating Impact

Increased utility and maintenance costs until the old City Hall is sold.

Library ADA Parking Improvement Project

Description

Bring ADA parking spaces at the Prescott Public Library into compliance. Significant construction is essential to meet the standard.

Funding Sources	Prior Years Actual	FY2023-24 Budget	Future Budget	Total Project Budget
Facilities Fund		450,000		\$450,000

Estimated Operating Impact

No impact

Capital Budget and Project Descriptions

Police Department Card Lock

Description

Card lock upgrade for the Police Department. This will put PPD and PRCC on the same system that the rest of the City is on. This system provides local 24 hour support.

Funding Sources	Prior Years Actual	FY2023-24 Budget	Future Budget	Total Project Budget
Facilities Fund		230,000		\$230,000

Estimated Operating Impact

No significant impact as it is replacing current system.

New City Hall Generator

Description

Install backup generator at the new City Hall

Funding Sources	Prior Years Actual	FY2023-24 Budget	Future Budget	Total Project Budget
General Fund		112,500		\$112,500
Water Fund		45,000		\$ 45,000
WW Fund		33,750		\$ 33,750
Streets Fund		22,500		\$ 22,500
Solid Waste Fund		11,250		\$ 11,250

Estimated Operating Impact

No significant impact as it is replacing current system.

Parking Lots; replacement/refurbished

Description

Multiple parking lots in the City need to have the asphalt replaced or refurbished.

Funding Sources	Prior Years Actual	FY2023-24 Budget	Future Budget	Total Project Budget
Fac Maint Fund		200,000	800,000	\$1,000,000

Estimated Operating Impact

Reduced maintenance costs due to replacing deteriorating asphalt

City-Wide Card Lock System

Description

Installation of card reader system/locks in City buildings

Funding Sources	Prior Years Actual	FY2023-24 Budget	Future Budget	Total Project Budget
Fac Maint Fund		200,000		\$200,000

Estimated Operating Impact

None

Capital Budget and Project Descriptions

HVAC Replacements

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.

Funding Sources	Prior Years Actual	FY2023-24 Budget	Future Budget	Total Project Budget
Fac Maint Fund	100,000	200,000	300,000	\$600,000

Estimated Operating Impact

Saving inevitable repair costs of existing units.

New City Hall Signage

Description

Install City sign and logo onto new city hall

Funding Sources	Prior Years Actual	FY2023-24 Budget	Future Budget	Total Project Budget
General Fund		50,000		\$50,000
Water Fund		20,000		\$20,000
WW Fund		15,000		\$15,000
Streets Fund		10,000		\$10,000
Solid Waste Fund		5,000		\$ 5,000

Estimated Operating Impact

None

Solid Waste Building Updates

Description

Updates to the interior of the Solid Waste Administration Building. The building has not been updated with flooring or paint since the early 2000's. The flooring in most of the building is the original flooring from when the building was built.

Funding Sources	Prior Years Actual	FY2023-24 Budget	Future Budget	Total Project Budget
Solid Waste Fund		50,000		\$50,000

Estimated Operating Impact

None

Capital Budget and Project Descriptions

Police Headquarters Electrical Survey

Description

Hire an electrical engineering firm to analyze the power requirements for the Police Station.

Funding Sources	Prior Years Actual	FY2023-24 Budget	Future Budget	Total Project Budget
General Fund		30,000		\$30,000

Estimated Operating Impact

None

Fire

Vehicle Replacements – Fire Department

Description

Replacement of aging Fire Department fleet vehicles and equipment

Funding Sources	Prior Years Actual	FY2023-24 Budget	Future Budget	Total Project Budget
General Fund		2,771,777	3,695,500	\$6,467,277

Estimated Operating Impact

Decrease costs for aging fleet

Fire Station 76 (Build #1)

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.

Funding Sources	Prior Years Actual	FY2023-24 Budget	Future Budget	Total Project Budget
General Fund		1,600,000	6,333,000	\$7,933,000

Estimated Operating Impact

Significant due to the need to add no less than 12 firefighters combined with regular maintenance and supplies.

Capital Budget and Project Descriptions

Fire Training Center Improvements

Description

The project will consist of multiple year phased approach. Initially efforts will target drill ground design/space needs analysis, followed by all work related to drainage, demolition of the condemned training tower, underground water, gas, and other sub-grade items as identified through the design process. This subsequently will be followed by all surface improvements such as paving, curbs, and concrete pads. Finally efforts will be targeted towards construction of a new tower and purchase and placement of other props as identified through the design process.

Funding Sources	Prior Years Actual	FY2023-24 Budget	Future Budget	Total Project Budget
Grant Fund		1,252,989		\$1,252,989
General Fund			4,656,135	\$4,656,135

Estimated Operating Impact

Routine maintenance for the property will need to be budgeted in future years to prevent deterioration of improvements (e.g. paving maintenance, etc). Equipment shelf life will be extended as hose, as well as personal protective equipment, and other items will not be subjected to use in austere conditions.

Fire Station Alerting

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.

Funding Sources	Prior Years Actual	FY2023-24 Budget	Future Budget	Total Project Budget
General Fund		350,000		\$350,000

Estimated Operating Impact

Yearly software subscription and maintenance

Capital Budget and Project Descriptions

Fire Status Management Software

Description

The Prescott Fire Department utilizes "closest unit" dispatching that relies on Automatic Vehicle Location (AVL) to send the closest unit to a given emergency regardless of agency affiliation. The system is a very robust approach to resource utilization and efficiency. However, when units begin to be depleted due to multiple incidents or training events, dispatchers use a manual process based on pre-determined flow-charts to "move-up" units in anticipation of filling coverage gaps. The problem is that this approach is not effective at all times of the day/month/year and somewhat decreases the efficiency of AVL based dispatching. Technology has existed for several years that automates the vehicle move up process through predictive modeling based on the specific time of day and time of year. This utilizes actual historical response demands and matches these with future trends. This can be particularly helpful in communities, such as the City of Prescott, where well-established areas and newer rapidly expanding developments quickly change the highest demand call locations.

Funding Sources	Prior Years Actual	FY2023-24 Budget	Future Budget	Total Project Budget
General Fund		140,000		\$140,000

Estimated Operating Impact

Yearly software subscription and maintenance

Self Contained Breathing Apparatus (SCBA) Breathing Air Compressor

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.

Funding Sources	Prior Years Actual	FY2023-24 Budget	Future Budget	Total Project Budget
General Fund		88,127		\$88,127

Estimated Operating Impact

Basic maintenance and supplies

Capital Budget and Project Descriptions

ImageTrend Software Package

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.

Funding Sources	Prior Years Actual	FY2023-24 Budget	Future Budget	Total Project Budget
General Fund		88,127		\$88,127

Estimated Operating Impact

Annual license fee

Cardiac Heart Monitor

Description

Add one additional cardiac monitor for use on the reserve engine 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, which can occur if no other units are available and the reserve engine responds to critical patients.

Funding Sources	Prior Years Actual	FY2023-24 Budget	Future Budget	Total Project Budget
General Fund		45,000		\$45,000

Estimated Operating Impact

Annual license fee

ARFF – Aqueous Film Forming Foam (AFFF) Testing Equipment

Description

Acquire AFFF Testing Equipment

Funding Sources	Prior Years Actual	FY2023-24 Budget	Future Budget	Total Project Budget
General Fund		35,000		\$35,000

Estimated Operating Impact

The equipment will need to be used twice per year to conduct the required AFFF inspections for Foam 73 and Foam 731 and should require staff time only. Any additional maintenance costs are to be determined.

Capital Budget and Project Descriptions

Hydraulic Extrication Tool

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.

Funding Sources	Prior Years Actual	FY2023-24 Budget	Future Budget	Total Project Budget
General Fund		30,000		\$30,000

Estimated Operating Impact

Annual tool inspection performed by manufacturer on site at the individual fire stations.

Lucas Chest Compression System

Description

The request is to add one additional Lucas Chest Compression Device for use on the reserve engine 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 Battalion 1 responds to critical patients.

Funding Sources	Prior Years Actual	FY2023-24 Budget	Future Budget	Total Project Budget
General Fund		21,550		\$21,550

Estimated Operating Impact

Minimal maintenance costs

EMS Simulation Manikin

Description

Purchase of a simulation manikin for use during regular schedule and refresher training.

Funding Sources	Prior Years Actual	FY2023-24 Budget	Future Budget	Total Project Budget
General Fund		15,000		\$15,000

Estimated Operating Impact

Minimal operating impact

Capital Budget and Project Descriptions

Fleet Maintenance

New Oil Heater and Oil Heater Replacement

Description

Fleet currently has two oil burning heater for the Fleet Services. One on the light duty side and one of the heavy duty side. The light duty side was purchased a few years ago and in good shape. The heavy duty side currently is a older unit requiring a lot of maintenances and needs replaced. We would like to add another smaller oil burning heater to the heavy duty side to save utility cost. Fleet has a excess of used motor oil from our Fleet and is a clean cost effective way of heating the shop. If we did not burn the old waste oil Fleet would have to pay to dispose of the oil.

Funding Sources	Prior Years Actual	FY2023-24 Budget	Future Budget	Total Project Budget
Fleet Maint Fund		50,000		\$50,000

Estimated Operating Impact

Minimal maintenance costs along with reduced costs because of not having to dispose of the oil.

Replacement Pressure Washer on Virginia Street Complex

Description

Replace current pressure washer and relocate to the outside side of the Motors building on Virginia Street. The current pressure washer is at the end of it life useful life requiring constant maintenances. The new pressure would be relocated in a new building built to house the pressure washer. Currently during the winter months the pressure washer is not operational because the hose and wand is exposed to the element's. The pressure washer is used by many department to keep the best appearances, promote longevity to the vehicles condition and keep them clean from unnecessary debris that could catch fire and undue wear.

Funding Sources	Prior Years Actual	FY2023-24 Budget	Future Budget	Total Project Budget
Fleet Maint Fund		25,000		\$25,000

Estimated Operating Impact

Reduced maintenance costs

Capital Budget and Project Descriptions

Information Technology

Public Safety Radio Equipment Upgrades

Description

Installation of Wifi capabilities in Police vehicle radios, P25 Radio system upgrade, "PD 103" which is getting adequate radio functionality into the Police Admin building, and installing radio repeaters in PD vehicles to remove radio signal dead zones all around the city. This will also include some Fire Department radios.

Funding Sources	Prior Years Actual	FY2023-24 Budget	Future Budget	Total Project Budget
General Fund		600,000		\$600,000

Estimated Operating Impact

Minimal operating impact

Mingus Tank Site Tower Replacement

Description

There is a 100 foot radio/data antenna tower at Mingus Tank (Northside and Douglas Ave) which is a guide wire antenna installed in the 1970s. For a variety of safety reasons this tower needs to be decommissioned and a modern engineered tower installed in its place.

Funding Sources	Prior Years Actual	FY2023-24 Budget	Future Budget	Total Project Budget
General Fund		30,000		\$30,000
Water Fund		15,000		\$15,000
WW Fund		15,000		\$15,000

Estimated Operating Impact

Minimal operating impact

Radio System GPS Upgrade and PL Code Transition

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.

Funding Sources	Prior Years Actual	FY2023-24 Budget	Future Budget	Total Project Budget
General Fund		22,500		\$22,500
Water Fund		11,250		\$11,250
WW Fund		11,250		\$11,250

Estimated Operating Impact

Minimal operating impact

Capital Budget and Project Descriptions

Library

Replacement Library Book Transit Van

Description

Replace transit van that is used to collect and deliver library items

Funding Sources	Prior Years Actual	FY2023-24 Budget	Future Budget	Total Project Budget
General Fund		60,000		\$60,000

Estimated Operating Impact

Reduced maintenance costs due to replacing aged vehicle.

Timeline Sidewalk Railing

Description

The railing will be placed on the east end of the new sidewalk. Placement here will allow library patrons to use the new sidewalk to access the library building and will also direct foot traffic away from the historical timeline sidewalk. The timeline sidewalk does not meet ADA standards. Directing people away from this timeline sidewalk will help prevent injuries as well as preserve the longevity of the timeline sidewalk.

Funding Sources	Prior Years Actual	FY2023-24 Budget	Future Budget	Total Project Budget
General Fund		11,400		\$11,400

Estimated Operating Impact

No significant operating impact

Police

Vehicle Replacements – Police Department

Description

Vehicle replacements allow for a modern, efficient, and well maintained fleet, crucial to the continued provision of services to the public.

Funding Sources	Prior Years Actual	FY2023-24 Budget	Future Budget	Total Project Budget
General Fund		1,015,000	2,893,000	\$3,908,000

Estimated Operating Impact

Reduced maintenance costs for an aging fleet.

Capital Budget and Project Descriptions

New Police Vehicles

Description

Three new vehicles are needed due to the addition of new officers in FY2024.

Funding Sources	Prior Years Actual	FY2023-24 Budget	Future Budget	Total Project Budget
General Fund		285,000		\$285,000

Estimated Operating Impact

Increased maintenance and fuel costs because of adding to the fleet.

Police Facility Expansion

Description

An additional police facility building to accommodate future needs based on growth of the city and increased housing on the north side of the city. This building would include a police substation, adequate space for the Prescott Regional Communications Center, and space for property and evidence storage in a secure and modern facility that is easily accessible for employees and customers. The project would be completed in two separate phases; property and evidence and communications in phase one followed by a police facility substation in phase two.

Funding Sources	Prior Years Actual	FY2023-24 Budget	Future Budget	Total Project Budget
General Fund		132,500	2,782,500	\$2,915,000
Police Impact Fee		117,500	2,467,500	\$2,585,000

Estimated Operating Impact

The additional facility would require ongoing operating budget support for maintenance and utilities in future budget years.

Police Facility Enhancements and Renovations

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.

Funding Sources	Prior Years Actual	FY2023-24 Budget	Future Budget	Total Project Budget
General Fund	246,427	245,000		\$491,427

Estimated Operating Impact

No significant operating impact

Capital Budget and Project Descriptions

Police Fleet Cameras

Description

Purchase, install and maintain twenty-one (21) dash camera systems to be installed in new marked police vehicles

Funding Sources	Prior Years Actual	FY2023-24 Budget	Future Budget	Total Project Budget
General Fund		139,163		\$139,163

Estimated Operating Impact

No significant operating impact

Recreation Services

Glassford Dells Regional Park

Description

A partnership between the State of Arizona, Yavapai County, Town of Prescott Valley and the City of Prescott to purchase acreage on Glassford Hill to create the Glassford Dells Regional Park to benefit the surrounding communities and the State of Arizona. This purchase will combine the Glassford Hill purchase with the lands acquired in the Granite Dells to create a Regional Park that will attract visitors and generate sales tax revenue and jobs for the surrounding communities, the county, and the state. In total, this will include 4,600 +/- acres of contiguous land including Watson Lake, Granite Creek, Boulder Creek, Glassford Hill, the Iron King Trail, and the Peavine Trail, which is a designated National Recreation Trail.

Funding Sources	Prior Years Actual	FY2023-24 Budget	Future Budget	Total Project Budget
General Fund		771,950		\$ 771,950
Grants Fund		6,390,550		\$6,390,550
County Contr		1,837,500		\$1,837,500

Estimated Operating Impact

Ongoing maintenance on property will be necessary once park is developed.

Granite Dells Gateway Park

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.

Funding Sources	Prior Years Actual	FY2023-24 Budget	Future Budget	Total Project Budget
General Fund	150,000	1,370,000	3,000,000	\$4,520,000

Estimated Operating Impact

Costs for general maintenance and upkeep once the park is complete.

Capital Budget and Project Descriptions

West Granite Creek Park Improvements

Description

Improvements to West Granite Creek Park including a large pavilion and grass gathering area.

Funding Sources	Prior Years Actual	FY2023-24 Budget	Future Budget	Total Project Budget
General Fund		500,000		\$500,000

Estimated Operating Impact

Costs for general maintenance and upkeep

Parks Maintenance Shop

Description

Addition of shop for securing and storing equipment, materials, and supplies.

Funding Sources	Prior Years Actual	FY2023-24 Budget	Future Budget	Total Project Budget
General Fund		250,000		\$250,000
Streets Fund		200,000		\$200,000

Estimated Operating Impact

Costs for general maintenance and upkeep once building is complete. Positive impact for asset preservation and security of assets.

Vehicle Replacements – Recreation Services

Description

Vehicle replacements allow for a modern, efficient, and well maintained fleet, crucial to the continued provision of services to the public.

Funding Sources	Prior Years Actual	FY2023-24 Budget	Future Budget	Total Project Budget
General Fund		320,000		\$320,000
Facilities Maint		80,000		\$ 80,000

Estimated Operating Impact

Reduced maintenance costs from an aging fleet

Basketball Courts (Outdoor)

Description

Build two outdoor basketball courts at Willow Lake Park

Funding Sources	Prior Years Actual	FY2023-24 Budget	Future Budget	Total Project Budget
General Fund		250,000		\$250,000

Estimated Operating Impact

Future impact will be general maintenance and upkeep

Capital Budget and Project Descriptions

Rec Services Pavement Preservation

Description

Pavement Preservation in all the parks with pavement surfaces. This will be done in conjunction with the public works pavement preservation program.

Funding Sources	Prior Years Actual	FY2023-24 Budget	Future Budget	Total Project Budget
General Fund		200,000	100,000	\$300,000

Estimated Operating Impact

Reduced maintenance costs with new pavement

Groundmaster Mower 4500

Description

Purchase of Groundmaster Mower 4500 for park maintenance

Funding Sources	Prior Years Actual	FY2023-24 Budget	Future Budget	Total Project Budget
General Fund		110,000		\$110,000

Estimated Operating Impact

Normal maintenance of equipment

Equipment Replacement – Recreation Services

Description

Purchase of verti cutter and reel master

Funding Sources	Prior Years Actual	FY2023-24 Budget	Future Budget	Total Project Budget
General Fund		106,000		\$106,000

Estimated Operating Impact

Reduced maintenance costs from aging equipment

Park Maintenance Compact Tractor

Description

Purchase of compact tractor for park maintenance

Funding Sources	Prior Years Actual	FY2023-24 Budget	Future Budget	Total Project Budget
General Fund		72,000		\$72,000

Estimated 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

Recreation Services – Golf Course

Irrigation Improvements – North and South Golf Course

Description

FY22: Upgrade irrigation controllers on both North and South Courses. It is not feasible to do one course at a time as one system needs to run all irrigation.

FY23: South Course, replacement of existing sprinkler heads and swing joints that are currently 29 yrs of age and at end of life.

FY24: North Course, Replacement of sprinkler heads and swing joints that are at end of life.

FY25: Pump Station Replacement. Current pump station is beyond its useful life.

Funding Sources	Prior Years Actual	FY2023-24 Budget	Future Budget	Total Project Budget
General Fund	400,000	250,000	440,000	\$1,090,000

Estimated Operating Impact

Reduced cost of repairs to existing system

Golf Course Equipment

Description

Replacing aging and failing equipment is necessary to maintain course conditions for our customers. Most of the equipment is from 2007. The equipment is essential to maintain the courses.

Funding Sources	Prior Years Actual	FY2023-24 Budget	Future Budget	Total Project Budget
General Fund	250,000	92,000		\$342,000

Estimated Operating Impact

Having operable and the right equipment for projects allows the maintenance crew to work more efficiently and reduce labor hours.

Golf Course Bunker Improvements

Description

Rebuild North and South bunkers, including complete excavation, drainage tile installation with ADS and gravel, phased plan

Funding Sources	Prior Years Actual	FY2023-24 Budget	Future Budget	Total Project Budget
General Fund		45,500	91,000	\$136,500

Estimated Operating Impact

None

Capital Budget and Project Descriptions

Centennial Center Equipment

Description

Purchase awnings, storage shed, blinds and sound system upgrades

Funding Sources	Prior Years Actual	FY2023-24 Budget	Future Budget	Total Project Budget
General Fund		40,000		\$40,000

Estimated Operating Impact

Increased revenue due to more events and conferences

Golf Course Tee Renovations

Description

Laser level and re-sod various north course tee surfaces

Funding Sources	Prior Years Actual	FY2023-24 Budget	Future Budget	Total Project Budget
Bed Tax		25,000	50,000	\$75,000

Estimated Operating Impact

Minimal impact

Golf Course Cart Path Paving

Description

On-going cart path improvements

Funding Sources	Prior Years Actual	FY2023-24 Budget	Future Budget	Total Project Budget
Bed Tax		25,000	37,500	\$62,500

Estimated Operating Impact

None

Manzanita Grill Equipment

Description

Equipment replacements and upgrades

Funding Sources	Prior Years Actual	FY2023-24 Budget	Future Budget	Total Project Budget
General Fund	20,000	8,000	16,000	\$44,000

Estimated Operating Impact

The impact to the operating budget will be positive as the newer equipment is more efficient.

Capital Budget and Project Descriptions

Public Works – Streets Circulation

Prescott Lakes Parkway and Sundog Ranch Road Intersection Improvements

Description

This project includes the construction of a new traffic signal at the intersection of Prescott Lakes Parkway and Sundog Ranch Road. This project includes expanded and extending auxiliary turn lanes, new asphalt pavement, larger radius curb returns with ADA ramps, new traffic signal with street lighting, new sidewalks, handrail, guardrail, retaining wall and drainage modifications to accommodate these improvements.

Funding Sources	Prior Years Actual	FY2023-24 Budget	Future Budget	Total Project Budget
Streets Fund	65,368	778,658		\$844,026
Street Impact Fee		281,342		\$281,342

Estimated Operating Impact

Completion of this project will result in a reduction in overall maintenance of the existing pavement at the intersection due to the improved condition of the transportation and utility systems.

Fair Street and Gail Gardner Way Traffic Signal

Description

The construction of a new traffic signal at the intersection of Fair Street and Gail Gardner Way. This project includes the construction of a new traffic signal, ADA curb ramps, street lighting, new sidewalks, handrails, and drainage modifications as needed to accommodate these improvements.

Funding Sources	Prior Years Actual	FY2023-24 Budget	Future Budget	Total Project Budget
Streets Fund		100,000	200,000	\$ 300,000
Grants Fund		351,850	689,000	\$1,040,850

Estimated Operating Impact

Completion of this project will result in a reduction in overall maintenance of the existing pavement at the intersection due to the improved condition of the transportation and utility systems.

Intersection Signalization Project

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.

Funding Sources	Prior Years Actual	FY2023-24 Budget	Future Budget	Total Project Budget
Streets Fund		220,000	1,000,000	\$1,220,000

Estimated Operating Impact

This project could expand the number of maintained traffic signal systems.

Capital Budget and Project Descriptions

Sidewalk Repair and Replacement Program

Description

This is an annual project to improve pedestrian safety, circulation and connectivity within the City.

Funding Sources	Prior Years Actual	FY2023-24 Budget	Future Budget	Total Project Budget
Streets Fund		200,000	800,000	\$1,000,000

Estimated Operating Impact

Long-term maintenance costs will be required for the life of the infrastructure.

Willow Creek Berm Improvement

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.

Funding Sources	Prior Years Actual	FY2023-24 Budget	Future Budget	Total Project Budget
Streets Fund		31,500	220,500	\$252,000
Grants Fund		18,500	129,500	\$148,000

Estimated Operating Impact

No operating impact

Public Works – Street Reconstruction

Penn Avenue and Eastwood Drive Reconstruction

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.

Funding Sources	Prior Years Actual	FY2023-24 Budget	Future Budget	Total Project Budget
Streets Fund	2,116,097	3,985,501		\$6,101,598
Water Fund	831,324	1,565,732		\$2,397,056
WW Fund	831,324	1,565,733		\$2,397,057

Estimated 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.

Capital Budget and Project Descriptions

Double D Road Reconstruction and Drainage Improvements

Description

Paving and drainage improvements on Double D Drive at Bradshaw Drive.

Funding Sources	Prior Years Actual	FY2023-24 Budget	Future Budget	Total Project Budget
Streets Fund		500,000	3,150,000	\$3,650,000
County Contrib			350,000	\$ 350,000

Estimated 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 and drainage. Long-term maintenance costs will be required for the life of the infrastructure.

Miscellaneous Streets Projects

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.

Funding Sources	Prior Years Actual	FY2023-24 Budget	Future Budget	Total Project Budget
Streets Fund	496,403	200,000	800,000	\$1,496,403

Estimated 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

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

Funding Sources	Prior Years Actual	FY2023-24 Budget	Future Budget	Total Project Budget
Streets Fund	8,006,819	10,060,000	34,000,000	\$52,066,819

Estimated 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

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.

Funding Sources	Prior Years Actual	FY2023-24 Budget	Future Budget	Total Project Budget
Streets Fund	8,006,819	9,660,000	34,000,000	\$51,666,819

Estimated 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

Citywide Water Main Line Replacement Program

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.

Funding Sources	Prior Years Actual	FY2023-24 Budget	Future Budget	Total Project Budget
Water Fund	1,826,057	4,000,000	6,000,000	\$11,826,057

Estimated Operating Impact

Reduction in continuous high maintenance costs and extensive repairs associated with old and inefficient water mains.

Water Meter Replacement Program

Description

Replacement of all residential and commercial small water meters

Funding Sources	Prior Years Actual	FY2023-24 Budget	Future Budget	Total Project Budget
Water Fund		1,500,000	11,000,000	\$12,500,000

Estimated Operating Impact

Reduction in continuous high maintenance costs and extensive repairs associated with the old meters along with increased efficiency and accuracy of reads.

Quaka Crossing – YPIT Water Main Upgrade

Description

Reconstruct the water main from SR89 at Cultural Center Road to the intersection of Sundog Ranch Road and the Yavpe Connector. Improvements will be coordinated and installed in conjunction with the YPIT's Quaka Crossing roadway project.

Funding Sources	Prior Years Actual	FY2023-24 Budget	Future Budget	Total Project Budget
Water Fund		1,242,000		\$1,242,000

Estimated 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 main. Long-term maintenance costs will be required for the life of the infrastructure.

Capital Budget and Project Descriptions

Zone 24/27 Water Pipeline Upsizing – Thumb Butte Road to Upper Thumb Butte Tank

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.

Funding Sources	Prior Years Actual	FY2023-24 Budget	Future Budget	Total Project Budget
Water Fund		633,595	2,850,000	\$3,483,595
WW Fund	78,120	56,405	550,000	\$ 684,525

Estimated Operating Impact

This project will reduce maintenance costs due to elimination of aged infrastructure.

Mountain Club Water System Study

Description

The Mountain Club has approached Yavapai County to assist them in replacing their aging water system. This will provide an allocation for a grant from Yavapai County.

Funding Sources	Prior Years Actual	FY2023-24 Budget	Future Budget	Total Project Budget
County Contr		600,000		\$600,000

Estimated Operating Impact

There is no financial impact to the City.

Copper and Lead Pipe Inventory

Description

Inventory of all water service pipes in the City of Prescott service area.

Funding Sources	Prior Years Actual	FY2023-24 Budget	Future Budget	Total Project Budget
Water Fund		400,000	100,000	\$500,000

Estimated Operating Impact

The study is required by the Environmental Protection Agency (EPA) in the Lead and Copper rule revisions. The City is required to confirm either physically or by reviewing As-Builts that there are no lead lines in the system. If lead service lines are found, a plan to replace them must be established. The inventory of the lines is due to the EPA by October of 2024.

Capital Budget and Project Descriptions

Deep Well Water Infrastructure DA

Description

This water main extension is an obligation of the Deep Well Development Agreement exhibit H T15N-R02W-S23,25,35.

Funding Sources	Prior Years Actual	FY2023-24 Budget	Future Budget	Total Project Budget
Water Fund		250,000		\$250,000

Estimated Operating Impact

Long-term maintenance costs will be required for the life of the infrastructure.

Public Works – Water Production

Water Production and Intermediate Pump Station, Tanks and Pipeline

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.

Funding Sources	Prior Years Actual	FY2023-24 Budget	Future Budget	Total Project Budget
Water Fund	19,434,882	14,276,734	2,100,000	\$35,811,616

Estimated 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.

Capital Budget and Project Descriptions

Zone 41 Mingus Pump Station, Tank and Pipeline

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.

Funding Sources	Prior Years Actual	FY2023-24 Budget	Future Budget	Total Project Budget
Water Fund	41,000	4,286,027	5,460,000	\$9,787,027

Estimated 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.

Zone 56 Tank and Pipeline and Zone 7 Pump Station

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.

Funding Sources	Prior Years Actual	FY2023-24 Budget	Future Budget	Total Project Budget
Water Fund	5,168,172	2,547,177		\$7,715,349

Estimated Operating Impact

Additional long-term tank maintenance including cleaning and painting.

Zone 52 Water Main Connect to Northwest Regional Tank

Description

This project is to construct 4,587 lineal feet of twelve (12") inch water main to connect Zone 51 to Northwest Regional Tank.

Funding Sources	Prior Years Actual	FY2023-24 Budget	Future Budget	Total Project Budget
Water Fund	107,488	3,225,000		\$3,332,488

Estimated Operating Impact

Long-term maintenance costs will be required for the life of the infrastructure.

Capital Budget and Project Descriptions

Production Well No. 3 CV - Rehabilitation

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.

Funding Sources	Prior Years Actual	FY2023-24 Budget	Future Budget	Total Project Budget
Water Fund	1,140,934	1,562,647		\$2,703,581

Estimated 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.

PFAS Remediation

Description

Development and construction of a treatment system for the removal of PFAS from City of Prescott drinking water.

Funding Sources	Prior Years Actual	FY2023-24 Budget	Future Budget	Total Project Budget
Water Fund		125,000	5,300,000	\$5,425,000

Estimated Operating Impact

Ongoing maintenance

Capital Budget and Project Descriptions

Public Works – Water Quality

Watson Lake Improvements

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.

Funding Sources	Prior Years Actual	FY2023-24 Budget	Future Budget	Total Project Budget
Water Fund	62,664	1,000,000		\$1,062,664

Estimated 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

Willow Creek Gravity Sewer

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.

Funding Sources	Prior Years Actual	FY2023-24 Budget	Future Budget	Total Project Budget
WW Fund	112,395	2,040,000	5,600,000	\$7,762,395

Estimated 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

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.

Funding Sources	Prior Years Actual	FY2023-24 Budget	Future Budget	Total Project Budget
WW Fund	98,677	1,157,444	1,910,000	\$3,166,121

Estimated Operating Impact

Completion of this project will result in a long term reduction in overall operational and maintenance expenses due to the improved infrastructure.

Sundog Trunk Main, Phase C

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.

Funding Sources	Prior Years Actual	FY2023-24 Budget	Future Budget	Total Project Budget
WW Fund	882,554	1,427,600	11,266,000	\$13,576,154
Water Fund	143,671	232,400	1,834,000	\$ 2,210,071

Estimated Operating Impact

This project will reduce longer term operations and maintenance costs through a centralized wastewater system.

Slaughterhouse Gulch Sewer Improvement

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.

Funding Sources	Prior Years Actual	FY2023-24 Budget	Future Budget	Total Project Budget
WW Fund	6,528	1,040,000		\$1,046,528

Estimated 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. .

Capital Budget and Project Descriptions

Prescott Lakes Parkway Lift Station

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.

Funding Sources	Prior Years Actual	FY2023-24 Budget	Future Budget	Total Project Budget
WW Fund	444	325,000	1,010,000	\$1,335,444

Estimated Operating Impact

Long-term maintenance costs will be required for the life of the infrastructure.

Garden/Wester Sewer and Pavement Improvements

Description

Sewer main upgrades on Western Ave. from Grove to Garden. With subsequent paving rehabilitation on Garden from Gurley to Prescott College and Western in the same corridor.

Funding Sources	Prior Years Actual	FY2023-24 Budget	Future Budget	Total Project Budget
WW Fund	1,303	460,000		\$461,303
Streets Fund	983	340,000		\$340,983

Estimated Operating Impact

Long-term maintenance costs will be required for the life of the infrastructure.

Wastewater Treatment

Sundog Wastewater Treatment Plant Sand Filters

Description

Rehabilitation of two sand filters at Sundog Wastewater Treatment Plant (WWTP)

Funding Sources	Prior Years Actual	FY2023-24 Budget	Future Budget	Total Project Budget
WW Fund		800,000		\$800,000

Estimated Operating Impact

There will be a one-time cost for the repairs and on-going maintenance costs.

Capital Budget and Project Descriptions

Centralization – Effluent Tank, Pipeline and SR89 Widening (Dells)

Description

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. Upon completion of the utility infrastructure improvements, SR89 will be widened to 4 lanes.

Funding Sources	Prior Years Actual	FY2023-24 Budget	Future Budget	Total Project Budget
WW Fund	38,995	645,000	10,875,000	\$11,558,995
Streets Fund			16,250,000	\$16,250,000

Estimated Operating Impact

This project will reduce longer term operations and maintenance costs through a centralized wastewater system.

Centralization – Airport WRF Solids Handling Facility

Description

This project is for design and construction of a new solids handling facility. The existing facility is undersized to meet the solids dewatering/removal demand and there is currently no redundancy. There is only one (1) centrifuge capable of meeting the dewatering needs and a failure could result in a violation of the aquifer protection permit. The project will include a new building, a new sludge holding tank, new piping and two (2) new dewatering centrifuges.

Funding Sources	Prior Years Actual	FY2023-24 Budget	Future Budget	Total Project Budget
WW Fund		500,000	12,100,000	\$12,600,000

Estimated Operating Impact

There will be a one-time cost for designing the solids handling facility and continuing operations and maintenance costs.

Card Key Lock System AWRF

Description

Upgrade of Security Access system at Airport and Sundog Wastewater Treatment Plants

Funding Sources	Prior Years Actual	FY2023-24 Budget	Future Budget	Total Project Budget
WW Fund		150,000		\$150,000

Estimated Operating Impact

No significant operating impact

Capital Budget and Project Descriptions

Public Works – Facility, Vehicles, Other Capital

Vehicle Replacements – Public Works

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.

Funding Sources	Prior Years Actual	FY2023-24 Budget	Future Budget	Total Project Budget
Streets Fund		2,406,923	2,941,000	\$5,347,923
Water Fund		431,121	1,360,000	\$1,791,121
WW Fund		504,478	2,345,000	\$2,849,478
Solid Waste Fund		1,799,836	5,903,000	\$7,702,836
Engineering Fund		166,685	189,000	\$ 355,685

Estimated 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.

New Sideloaders

Description

Purchase of five new residential collection vehicle. The vehicles will consist of a chassis and an automated side load body.

Funding Sources	Prior Years Actual	FY2023-24 Budget	Future Budget	Total Project Budget
Solid Waste Fund		2,079,100		\$2,079,100

Estimated Operating Impact

Increased maintenance costs due to additions to the fleet.

Capital Budget and Project Descriptions

Street Maintenance Admin Building

Description

The Street Maintenance Division will relocate onto the Sundog Wastewater Treatment Plant site as the wastewater division decommissions this plant in favor of the Airport Wastewater Reclamation Facility (AWRF). The first phase of this multi-phase project, the Streets Snow Facility, is already underway. Street Maintenance has already purchased a prefabricated building to be used for administrative space as well as storage for vehicles, tools, materials, and equipment.

Funding Sources	Prior Years Actual	FY2023-24 Budget	Future Budget	Total Project Budget
Streets Fund		1,650,000	600,000	\$2,250,000

Estimated Operating Impact

There will be an initial cost to assemble and construct the Street Maintenance Admin Building with tenant improvements scheduled for the subsequent fiscal years. Routine maintenance and upkeep will be required thereafter.

Solid Waste Additional Fee Booth and Scales

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.

Funding Sources	Prior Years Actual	FY2023-24 Budget	Future Budget	Total Project Budget
Streets Fund		678,540		\$678,540
Solid Waste Fund	38,540	471,460		\$471,460

Estimated Operating Impact

Routine maintenance and upkeep will be required thereafter.

Water Hydro Excavator Purchase

Description

Purchase of new hydro excavator vehicle used for soft dig operations. Previously Water and Streets shared vacuum truck #1234 until the vehicle was deemed totaled by insurance. With both divisions being increasingly busy, Water will be purchasing their own vehicle.

Funding Sources	Prior Years Actual	FY2023-24 Budget	Future Budget	Total Project Budget
Water Fund		625,000		\$625,000

Estimated Operating Impact

Increased maintenance due to addition to fleet.

Capital Budget and Project Descriptions

Miscellaneous Water and Wastewater Projects

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.

Funding Sources	Prior Years Actual	FY2023-24 Budget	Future Budget	Total Project Budget
Water Fund	21,474	352,000	1,408,000	\$1,781,474
WW Fund	12,079	198,000	792,000	\$1,002,079

Estimated 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.

Streets Division Snow Equipment Facility

Description

This project is to replace an outdated and unsafe spreader rack to house Street Maintenance snow equipment. The facility is being built at the Sundog Wastewater Treatment Plant site, as the treatment plant decommissions, Street Maintenance will relocate to this site.

Funding Sources	Prior Years Actual	FY2023-24 Budget	Future Budget	Total Project Budget
Streets Fund	2,472,794	220,000	3,350,000	\$6,042,794

Estimated Operating Impact

Impacts to the operating budget would include building maintenance.

PUSD Affordable Housing Project

Description

Prescott Unified School District (PUSD) is building affordable housing for teachers and City of Prescott first responder employees. The project will include 6 modular units and utilities to be built on a pad on the Northside of Taylor Hicks School.

Funding Sources	Prior Years Actual	FY2023-24 Budget	Future Budget	Total Project Budget
Water Fund	12,393	354,663		\$367,056
WW Fund	16,427	75,337		\$ 91,764

Estimated Operating Impact

Long-term maintenance costs will be required for the life of the infrastructure.

Capital Budget and Project Descriptions

Solid Waste Excavator

Description

Purchase of a new excavator

Funding Sources	Prior Years Actual	FY2023-24 Budget	Future Budget	Total Project Budget
Solid Waste Fund		300,000		\$300,000

Estimated Operating Impact

Increased maintenance costs due to the addition of capital.

Impact Fee Ordinance Project

Description

Perform an updated rate and fee analysis associated with the water and wastewater models updates.

Funding Sources	Prior Years Actual	FY2023-24 Budget	Future Budget	Total Project Budget
Water Fund	2,750	150,000	168,000	\$320,750
WW Fund	2,750	150,000	168,000	\$320,750

Estimated Operating Impact

No operating impact

Methane Monitoring Landfill

Description

Methane monitoring of the closed landfill

Funding Sources	Prior Years Actual	FY2023-24 Budget	Future Budget	Total Project Budget
Water Fund		200,000		\$200,000

Estimated Operating Impact

No operating impact

Capital Budget and Project Descriptions

Inert – Crushing Concrete

Description

Inert crushing is another facet of solid waste management that facilitates diversion of reusable materials from the landfill. The Solid Waste Division crushes collected concrete, asphalt, cinders, building materials, and other aggregates. The process of crushing breaks and combines the aggregates to roughly 3/4".

Funding Sources	Prior Years Actual	FY2023-24 Budget	Future Budget	Total Project Budget
Streets Fund		100,000	200,000	\$300,000
Solid Waste Fund		100,000	200,000	\$300,000

Estimated Operating Impact

No operating impact

Automatic Meter Reading Equipment

Description

Purchase of meter reading equipment for meter readers.

Funding Sources	Prior Years Actual	FY2023-24 Budget	Future Budget	Total Project Budget
Water Fund		150,000		\$150,000

Estimated Operating Impact

On-going maintenance costs

Aerial, Digital Elevation Model, Contour

Description

This project is a refresh of our high resolution aerial imagery. The scope of this imagery is Prescott city limits and the immediate surrounding area. The data acquired from this process is used to produce two foot contour information for the same areas.

Funding Sources	Prior Years Actual	FY2023-24 Budget	Future Budget	Total Project Budget
Water Fund		36,667		\$36,667
WW Fund		36,666		\$36,666
Streets Fund		36,667		\$36,667

Estimated Operating Impact

No operating impact

Capital Budget and Project Descriptions

Street Division Wing Plows (2)

Description

Purchase of two wing plows for snowplow vehicles.

Funding Sources	Prior Years Actual	FY2023-24 Budget	Future Budget	Total Project Budget
Streets Fund		95,000		\$95,000

Estimated Operating Impact

No operating impact

Streets Division Riding Snowplow/Sweeper

Description

Purchase of new Stand-on mower with broom and snowplow attachments.

Funding Sources	Prior Years Actual	FY2023-24 Budget	Future Budget	Total Project Budget
Streets Fund		42,000		\$42,000

Estimated Operating Impact

Maintenance costs for the life of the equipment

Capital Budget

Five-Year Capital Improvement Plan

Description	Funding	FY2024	FY2025	FY2026	FY2027	FY2028	Future Years	Total
<u>Airport - City Only Funded Projects</u>								
Airport Pavement Preservation Program - City	G	775,581	486,860	575,670	603,702	550,757		2,992,570
Bottleneck Hangar Complex Improvements	G	350,000						350,000
Airport Master Lock and Badging System	G	20,000						20,000
T-Hangar Taxilanes and Ramp Expansion	G		300,000	1,400,000				1,700,000
Vehicle Replacements	G		280,000					280,000
Tractor & Flail Mowing System (New)	G		200,000					200,000
Fuel System	G		95,000					95,000
Landside Expansion - Parking	G			300,000				300,000
Clubhouse Drive Extension Study	G				100,000			100,000
Total		1,145,581	1,361,860	2,275,670	703,702	550,757	-	6,037,570
<u>Airport - Grant Funded Projects</u>								
Land Acquisition - Airport Protection	G,GR	3,214,761	3,445,000	3,445,000				10,104,761
Taxiway D Rehabilitation	G,GR	2,300,000						2,300,000
TWY C Realignment, RIM & Hotspot Mitigation	G,GR	1,712,550						1,712,550
ARFF, Airport Ops & Maintenance and Snow Removal Equip Storage Facility	G,GR	775,000					14,000,000	14,775,000
Strategic Academic Flight Education (SAFE) Comp	G,GR	651,667						651,667
Runway 3L/21R Lighting and Signage	G,GR	642,367						642,367
Runway 3R/21L Extension	G,GR	455,000	802,632	4,000,000	33,000,000	33,000,000		71,257,632
Taxiway E Rehabilitation	G,GR	375,000	1,800,000					2,175,000
North Ramp Rehabilitation	G,GR	337,500		2,000,000	818,055			3,155,555
UL Avgas and Ramp Runup; Bypass	G,GR	255,150	3,500,000					3,755,150
RWY 3L/21R PAPI's (Both Ends)	G,GR	170,625						170,625
E.A. Love Statue	DON	80,000						80,000
Runway 12-30 Lighting and Signage Improv	G,GR		350,000		3,300,000			3,650,000
ARFF - Index B Truck	G,GR			1,050,000				1,050,000
Perimeter Vehicle Service Roadway Completion	G,GR					575,000		575,000
New Airport Vehicles and Equipment	G,GR					500,000		500,000
Total		10,969,620	9,897,632	10,495,000	37,118,055	34,075,000	14,000,000	116,555,307
<u>City Manager</u>								
Center for the Future	G	32,811						32,811
Whiskey Row Alley	GR	8,303						8,303
Total		41,114	-	-	-	-	-	41,114
<u>Community Development</u>								
CDBG Entitlement Grants	GR	491,896						491,896
CDBG CARES Grant	GR	258,964						258,964
Scanning Project for Commercial Building Permit Re	GR	60,000						60,000
Customer Service and Staff Area Improvements	G	10,000						10,000
Historic Preservation Grant	GR	4,500						4,500
Total		825,360	-	-	-	-	-	825,360
<u>Facilities Maintenance</u>								
New City Hall Improvements	G,S,W,WW,SW	2,870,250						2,870,250
Library ADA Parking Improvement Project	FAC	450,000						450,000
Police Department Card Lock	FAC	230,000						230,000
New City Hall Generator (carryover)	G,S,W,WW,SW	225,000						225,000
Parking Lots; replacement/refurbished	FAC	250,000	200,000	200,000	200,000	200,000		1,050,000
City-Wide Card Lock System	FAC	200,000						200,000
HVAC Replacements (partial carryover)	FAC	200,000	100,000	100,000	100,000			500,000
New City Hall Signage (carryover)	G,S,W,WW,SW	100,000						100,000
Solid Waste Building Updates	SW	50,000						50,000
Police Headquarters Electrical Survey (carryover)	G	30,000						30,000
Total		4,605,250	300,000	300,000	300,000	200,000		5,705,250

Capital Budget

Five-Year Capital Improvement Plan

Description	Funding	FY2024	FY2025	FY2026	FY2027	FY2028	Future Years	Total
Fire Department								
Vehicle Replacements	G	2,771,777	1,890,500	1,124,500	594,500	86,000		6,467,277
Fire Station 76 (Build #1)	G	1,600,000	6,333,000					7,933,000
Fire Training Center	GR	1,252,989	4,435,950	220,185				5,909,124
Fire Station Alerting	G	350,000						350,000
Fire Status Management Software	G	140,000						140,000
Self Contained Breathing Apparatus (SCBA) Breathin	G	88,127						88,127
ImageTrend Software Package	G	67,600						67,600
Cardiac Heart Monitor	G	45,000			372,000			417,000
ARFF - Aqueous Film Forming Foam (AFFF) Testing E	G	35,000						35,000
Hydraulic Extrication Tool	G	30,000						30,000
Lucas Chest Compression System	G	21,550						21,550
EMS Simulation Manikin	G	15,000						15,000
Fire Station 77 (Build #2)	G		1,595,000	7,095,000				8,690,000
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 (SCBA)	G					700,000		700,000
Total		6,417,043	14,295,450	8,613,685	1,006,500	786,000	-	31,118,678
Fleet Maintenance								
New Oil Heater and Oil Heater Replacement	FM	50,000						50,000
Replacement Pressure Washer on Virginia Street Co	FM	25,000						25,000
Total		75,000	-	-	-	-	-	75,000
Information Technology								
Public Safety Radio Equipment Upgrades	G	600,000						600,000
Mingus Tank Site Tower Replacement	G,W,WW	60,000						60,000
Radio System GPS Upgrade and PL Code Transition (c	G,W,WW	45,000						45,000
IT Rodeo Campus Development	G		2,076,000	2,076,000				4,152,000
Replacement Vehicles	G		55,000					55,000
Laserfiche Cloud Migration	G		49,000					49,000
Total		705,000	2,180,000	2,076,000	-	-		4,961,000
Library								
Replacement Library Book Transit Van	G	60,000						60,000
Timeline Sidewalk Railing	G	11,400						11,400
Branch Library	G,IMP,DON		7,044,745					7,044,745
Disk Repair Replacement	G		21,995					21,995
Automated Materials Handler	G				200,000			200,000
Total		71,400	7,066,740	-	200,000	-	-	7,338,140
Police Department								
Vehicle Replacements	G	1,015,000	1,265,000	593,000	637,000	398,000		3,908,000
New Police Vehicles (tied to new Officer request)	G	285,000						285,000
Police Facility Improvements	G,IMP	250,000	2,000,000	250,000	3,000,000			5,500,000
Police Facility Enhancements and Renovations	G	245,000						245,000
Police Fleet Cameras	G	139,163						139,163
Total		1,934,163	3,265,000	843,000	3,637,000	398,000		10,077,163
Recreation Services								
Glassford Dells Regional Park	G,GR,CC	9,000,000						9,000,000
Granite Dells Gateway Park	G	1,370,000	3,000,000					4,370,000
West Granite Creek Park Improvements (c/o)	G	500,000						500,000
Parks Maintenance Shop (partial c/o)	G,S	450,000						450,000
Vehicle Replacements	G,FAC	400,000	80,000					480,000
Basketball Courts (Outdoor) - partial c/o	G	250,000						250,000
Rec Services Pavement Preservation	G	200,000		100,000				300,000
Groundmaster Mower 4500	G	110,000						110,000
Equipment Replacement - Recreation Services - part	G	106,000						106,000
Parks Maintenance Compact Tractor	G	72,000						72,000
Light Pole Replacement	G		250,000	250,000	250,000	250,000		1,000,000
Skidsteer	G		115,000					115,000
Park Amenities Replacement Program	G		15,000					15,000
Tennis Court Renovation	G		300,000					300,000
Parks and Recreation Master Plan	G		100,000					100,000
Camping - Willow Lake	G			200,000				200,000
Mountain Bike Competitive Track - Pioneer Park	BT			80,000				80,000
Total		12,458,000	3,860,000	630,000	250,000	250,000		17,448,000

Capital Budget

Five-Year Capital Improvement Plan

Description	Funding	FY2024	FY2025	FY2026	FY2027	FY2028	Future Years	Total
Recreation Services - Golf Course								
Irrigation Improvements - North and South Golf Cou	G	250,000	440,000					690,000
Golf Course Equipment	G	250,000	92,000					342,000
Golf Course Bunker Improvements	G	45,500	45,500		45,500			136,500
Centennial Center Equipment	G	40,000						40,000
Golf Course Tee Renovations	BT	25,000	25,000		25,000			75,000
Golf Course Cart Path Paving	BT	25,000	12,500	12,500	12,500			62,500
Manzanita Grill Equipment	G	8,000	8,000	8,000				24,000
Total		643,500	623,000	20,500	83,000	-		1,370,000
Public Works								
Street Circulation								
Prescott Lakes Parkway and Sundog Ranch Road Inte	S,IMP	1,060,000						1,060,000
Fair Street and Gail Gardner Way Traffic Signal	GR	451,850	889,000					1,340,850
Intersection Signalization Project	S	220,000	400,000	100,000	400,000	100,000		1,220,000
Sidewalk Repair and Replacement Program	S	200,000	200,000	200,000	200,000	200,000		1,000,000
Willow Creek Berm Improvement	S	50,000	350,000					400,000
Willow Lake Road Turning Improvements	S			3,090,000				3,090,000
Total		1,981,850	1,839,000	3,390,000	600,000	300,000		8,110,850
Street Reconstruction								
Penn Avenue and Eastwood Drive Reconstruction	S,W,WW	7,116,966						7,116,966
Double D Rd Reconstruction and Drainage Improver	S,CC	500,000	3,500,000					4,000,000
Miscellaneous Streets Projects	S	200,000	200,000	200,000	200,000	200,000		1,000,000
E. Willis Street Reconstruction	S,W,WW		450,000	2,500,000	2,500,000			5,450,000
McCormick/Sheldon Street Reconstruction - Gurley t	S,W,WW		150,000	1,500,000				1,650,000
Sunset Avenue Reconstruction	S			250,000	2,000,000			2,250,000
W. Merritt Avenue Reconstruction	S,W,WW				250,000	2,275,000		2,525,000
Total		7,816,966	4,300,000	4,450,000	4,950,000	2,475,000		23,991,966
Street Preservation, Rehabilitation and Maintenance								
Pavement Preservation Program	S	9,660,000	8,500,000	8,500,000	8,500,000	8,500,000		43,660,000
Total		9,660,000	8,500,000	8,500,000	8,500,000	8,500,000		43,660,000
Drainage								
Citywide Drainage Improvements Program	S,CC	600,000	600,000	600,000	600,000	600,000		3,000,000
Sheldon Street Drainage Improvements	S			100,000	1,000,000			1,100,000
Carleton St Neighborhood Reconstruction and Drain.	S					250,000	2,250,000	2,500,000
Total		600,000	600,000	700,000	1,600,000	850,000	2,250,000	6,600,000
Water Distribution								
Citywide Water Main Line Replacement Program	W,WW	4,000,000	1,500,000	1,500,000	1,500,000	1,500,000		10,000,000
Water Meter Replacement Program	W	1,500,000	2,750,000	2,750,000	2,750,000	2,750,000		12,500,000
Quaka Crossing - YPIT Water Main Upgrade	W	1,242,000						1,242,000
Zone 24/27 Water Pipeline Upsizing - Thumb Butte R	W	690,000	3,400,000					4,090,000
Mountain Club Water System Study	CC	600,000						600,000
Copper and Lead Pipe Inventory	W	400,000	100,000					500,000
Deep Well Water Infrastructure DA	IMP	250,000						250,000
Zone 61 Water Main Upgrade	S,W,WW		2,243,300	1,156,700				3,400,000
North Airport Distribution System Loop	W		867,200	785,200				1,652,400
Wilkinson/Larry Caldwell Drive Water Main Upsizing	W			650,000				650,000
SR69 Corridor Water Main	W,IMP			470,000	200,000	1,330,000		2,000,000
Zone 42 Pipeline Upgrade	S,W,WW			175,000				175,000
Zone 40 and Zone 41 Water Main Upgrades	S,W,WW			145,000	1,450,000			1,595,000
Arrowhead Distribution System Loop	W			80,000	865,000			945,000
Zone 48 Distribution System Loop	W				500,000			500,000
Total		8,682,000	10,860,500	7,711,900	7,265,000	5,580,000	-	40,099,400

Capital Budget

Five-Year Capital Improvement Plan

Description	Funding	FY2024	FY2025	FY2026	FY2027	FY2028	Future Years	Total
Water Production								
Water Production and Intermediate Pump Station, T	W	14,276,734	2,100,000					16,376,734
Zone 41 Mingus Pump Station, Tank and Pipeline	W	4,286,027	5,460,000					9,746,027
Zone 56 Tank and Pipeline and Zone 7 Pump Station	W	2,547,177						2,547,177
Zone 52 Water Main Connect to Northwest Regional	W	3,225,000						3,225,000
Production Well No. 3 CV-Rehabilitation	W	1,562,647						1,562,647
PFAs Remediation	W	125,000	1,350,000	2,600,000	1,350,000			5,425,000
Zone 40 Cedarwood Tank Upsizing	W				225,000	1,500,000		1,725,000
Production Well No. 2 CV-Rehabilitation	W					400,000	4,500,000	4,900,000
Production Well No. 6 AP - New	W					400,000	4,500,000	4,900,000
Production Well No. 1 CV-Rehabilitation	W					400,000	4,500,000	4,900,000
Zone 30 Pump Station	W					200,000		2,381,000
Upper Rancho Vista Pump Station Upgrade	W					145,000	880,000	1,025,000
Total		26,022,585	8,910,000	2,600,000	1,575,000	3,045,000	16,561,000	58,713,585
Water Quality								
Watson Lake Improvements	W	1,000,000						1,000,000
Total		1,000,000	-	-	-	-	-	1,000,000
Wastewater Collections								
Willow Creek Gravity Sewer	WW	2,040,000	4,100,000	1,500,000				7,640,000
Yavapai Hills #1 Lift Station Rehabilitation	WW	1,157,444	1,910,000					3,067,444
Sundog Trunk Main, Phase C	W,WW	1,660,000	9,450,000	3,650,000				14,760,000
Slaughterhouse Gulch Sewer Improvement	WW	1,040,000						1,040,000
Prescott Lakes Parkway Lift Station	WW	325,000	1,010,000					1,335,000
Garden/Western Sewer and Pavement Improvemen	WW,S	800,000						800,000
Loma Rica and Skyline Lift Station Abandonment	WW		1,890,000					1,890,000
Willow Creek Dam Repair: Discharge Valve	WW		1,500,000					1,500,000
Ruger Airport Trunk Main Phase 2	WW,IMP		200,000	3,700,000				3,900,000
Yavapai Hills Lift Station Force Main	WW		100,000					100,000
Timber Ridge #1 Regional Lift Station Rehab	WW			3,075,000	2,800,000			5,875,000
Gurley, Sheldon, EZ Street and Roughrider Improven	WW			542,000				542,000
Willow Creek Trunk Main Upsize	WW			317,600	2,858,400			3,176,000
5th Street, 6th Street and Hillside Sewer Main Upsize	WW				821,000			821,000
City Lights Gravity Sewer	WW				360,000			360,000
Hassayampa Sewer Trunk Main Upsizing	WW				275,000	2,850,000		3,125,000
Montezuma and Gurley Street Improvements	WW				265,000			265,000
Willow Creek Road, Rosser St and Demerse St Area S	WW,W,S				250,000	2,500,000		2,750,000
Sun Street Sewer Main Upgrade	WW					1,200,000		1,200,000
Peace Lane and Gail Gardner Way	WW					125,000		125,000
Total		7,022,444	20,160,000	12,784,600	7,629,400	6,675,000	-	54,271,444
Wastewater Treatment								
Sundog Wastewater Treatment Plant Sand Filters	WW	800,000						800,000
Centralization - Effluent Tank, Pipeline and SR89 Wic	WW,IMP,S	645,000	2,875,000	20,150,000	4,100,000			27,770,000
Centralization - Airport WRF Solids Handling Facility	WW	500,000	8,000,000	4,100,000				12,600,000
Card Key Lock System AWWF	WW	150,000						150,000
Centralization - Airport WRF Expansion, Phase 2	WW		1,000,000	10,000,000	7,750,000			18,750,000
Airport WRF Reclaimed Water Tank Maintenance	WW		35,000	250,000				285,000
Centralization - Sundog Equalization Basin and Plant	WW,IMP			800,000	1,500,000			2,300,000
Total		2,095,000	11,910,000	35,300,000	13,350,000	-	-	62,655,000

Capital Budget

Five-Year Capital Improvement Plan

Description	Funding	FY2024	FY2025	FY2026	FY2027	FY2028	Future Years	Total
Facility, Vehicles, Other Capital								
Streets Replacement Vehicles	S	2,361,923	1,014,000	330,000	1,047,000	550,000		5,302,923
New Sideloaders (5)	SW	2,079,100						2,079,100
Solid Waste Replacement Vehicles	SW	1,799,836	1,838,000	1,909,000	776,000	1,380,000		7,702,836
Street Maintenance Admin Building	S	1,650,000	300,000	300,000				2,250,000
Solid Waste Additional Fee Booth and Scales	S,SW	1,150,000						1,150,000
Water Hydro Excavator Purchase	S	625,000						625,000
Miscellaneous Water and Wastewater Projects	W,WW	550,000	550,000	550,000	550,000	550,000		2,750,000
Wastewater Replacement Vehicles	WW	504,478	300,000	970,000	810,000	265,000		2,849,478
Water Replacement Vehicles	W	431,121	235,000	350,000	425,000	350,000		1,791,121
Streets Division Snow Equipment Facility	S	220,000		200,000	3,150,000			3,570,000
PUSD Affordable Housing Project	W,WW	430,000						430,000
Solid Waste Excavator	SW	300,000						300,000
Impact Fee Ordinance Project	W,WW,IMP	300,000	5,500		5,500	325,000		636,000
Methane Monitoring Landfill	SW	200,000						200,000
Inert - Concrete Crushing	S,SW	200,000		200,000		200,000		600,000
Engineering Replacement Vehicles	ENG	166,685	141,000	48,000				355,685
Automatic Meter Reading Equipment	W	150,000						150,000
Aerial, Digital Elevation Model, Contour	S,W,WW	110,000						110,000
Street Division Wing Plows (2)	S	95,000						95,000
Stormwater Replacement Vehicles	S	45,000						45,000
Street Division Riding Snowplow/Sweeper Purchase	S	42,000						42,000
Transfer Station/Street Maintenance Yard Paving	S,SW		1,000,000					1,000,000
Transfer Station Master Plan	SW		250,000					250,000
Section 32 and 33 Water and Sewer Main	W,WW,IMP		500,000	5,000,000				5,500,000
Transfer Station Expansion	SW			1,500,000	12,000,000			13,500,000
Water and Wastewater Models Update	W,WW					500,000		500,000
Total		13,410,143	6,133,500	11,357,000	18,763,500	4,120,000	-	53,784,143
Funding Sources, all projects								
General Fund		15,773,505	26,539,191	14,904,605	5,654,507	2,902,257	350,000	66,124,065
Grant Funds		17,713,574	10,055,191	9,824,250	35,881,250	33,142,500	13,650,000	120,266,765
Facilities Fund		1,504,999	315,000	315,000	315,000	215,000	-	2,664,999
Fleet Maintenance Fund		75,000	-	-	-	-	-	75,000
Library Impact Fee Fund		-	487,400	-	-	-	-	487,400
Police Impact Fee Fund		117,500	940,000	117,500	1,410,000	-	-	2,585,000
Bed Tax Fund		50,000	37,500	92,500	37,500	-	-	217,500
Gifts/Donations Fund		1,332,989	5,164,400	-	-	-	-	6,497,389
Streets Fund		22,253,314	15,634,500	25,763,750	23,152,000	13,850,000	3,000,000	103,653,564
Street Impact Fee Fund		281,342	-	4,030,000	820,000	-	-	5,131,342
County Contribution		2,437,500	350,000	-	-	-	-	2,787,500
Water Fund		29,221,888	17,371,525	9,703,825	8,963,000	9,115,750	11,311,000	85,686,988
Water Impact Fee Fund		9,513,150	4,091,475	6,739,325	340,250	903,750	4,500,000	26,087,950
Wastewater Fund		11,384,886	29,839,750	23,215,200	9,645,550	5,241,750	-	79,327,136
Wastewater Impact Fees		1,102,840	2,207,750	13,784,400	8,536,100	953,750	-	26,584,840
Solid Waste Fund		5,110,159	2,888,000	3,509,000	12,776,000	1,480,000	-	25,763,159
Engineering Fund		166,685	141,000	48,000	-	-	-	355,685
Airport Fund		142,688	-	-	-	-	-	142,688
Total Funding Sources		118,182,019	116,062,682	112,047,355	107,531,157	67,804,757	32,811,000	554,438,970

Five-Year Capital Improvement Plan

Appendix

Budget Resolutions	269
Auditor General Schedules	275
Authorized Position Listing	286
Authorized Pay Ranges.....	294
Glossary of Terms	295



Appendix

Budget Resolutions

RESOLUTION NO. 2023-1855

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 2024, 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 2024. 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 27th day of June, 2023, at 3:00 P.M., in the Council Chambers of the Municipal Offices Building, 201 North Montezuma 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 2024 for the City of Prescott. The proposed budget may be examined weekdays at 201 North Montezuma 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 11th day of July, 2023, at 3:00 P.M. in the Council Chambers of the Municipal Building, 201 North Montezuma Street, Prescott, Arizona, for the purpose of adopting the property tax levy for Fiscal Year 2024 for the City of Prescott.

Budget Resolutions

RESOLUTION NO. 2023-1855

PAGE 2

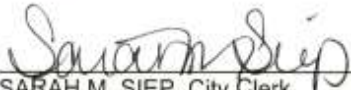
SECTION 3. THAT money from any fund may be used for any of these appropriations except money specifically restricted by State Law, City Charter, codes, ordinance, or resolution.

PASSED and ADOPTED by the Mayor and Council of the City of Prescott, Arizona, on this 13th day of June, 2023.



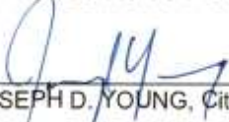
PHILIP R. GOODE, Mayor

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 16 day of June, 2023.



Savannah

Budget Resolutions

RESOLUTION NO. 2023-1856

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 2024, DECLARING THAT THE SAME SHALL CONSTITUTE THE BUDGET FOR THE CITY OF PRESCOTT FOR SAID FISCAL YEAR, ESTABLISHING THE EXPENDITURE LIMITATION, APPROVING THE AUTHORIZED EXPENDITURE LIST FOR FISCAL YEAR 2024, 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 13th, 2023, 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 27, 2023, 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 levy; and

WHEREAS, the City Council approved the Approved Expenditure List (AEL) as provided by the Prescott City Code 1-27-3 and included in the accompanying exhibit; 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 11, 2023, in Prescott City Council Chambers at 201 North Montezuma 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

Budget Resolutions

RESOLUTION NO. 2023-1856

PAGE 2

the accompanying exhibit A as now increased, reduced or changed are hereby adopted as the budget of the City of Prescott for the Fiscal Year 2024.

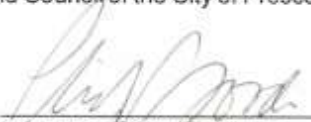
SECTION 2. THAT, all sums contained in said estimated expenditures shall be considered as specific appropriation and authority for the expenditure thereof, as provided for and in said budget, the laws of the United States, the State of Arizona, and the Charter and Code of the City of Prescott.

SECTION 3. THAT, the expenditure limitation for the City of Prescott for Fiscal Year 2024 be established at \$258,135,559.

SECTION 4. THAT, the Approved Expenditure List (AEL) included in the accompanying exhibit B is approved as outlined in Prescott City Code 1-27-3.

SECTION 5. THAT, the Roster of Jobs shown in the attached accompanying exhibit C 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 27th day of June, 2023.



PHILIP R. GOODE, Mayor

ATTEST:



SARAH M. SLEP, City Clerk

APPROVED AS TO FORM:



JOSEPH YOUNG, City Attorney

PAGE 3

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. 2023-1856 is a true, correct and accurate copy of Resolution No. 2023-1856, passed and adopted at a Voting Meeting of the Council of the City of Prescott, Yavapai County, Arizona, held on the 27 day of June, 2023, at which a quorum was present and, by a 4-0 vote, SIX voted in favor of said resolution.

Given under my hand and sealed this 28 day of June, 2023.



Satan's

Auditor General Schedules

City of Prescott, Arizona

Table of Contents

Fiscal Year 2024

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 2024

Fiscal year	S c h	Funds								
		General Fund	Special Revenue Fund	Debt Service Fund	Capital Projects Fund	Permanent Fund	Enterprise Funds Available	Internal Service Funds	Total all funds	
2023	Adopted/adjusted budgeted expenditures/expenses*	E 1	87,677,613	63,776,539	0	0	0	120,761,300	9,004,751	281,220,203
2023	Actual expenditures/expenses**	E 2	49,849,843	50,541,840	0	0	0	94,308,383	8,340,847	203,040,913
2024	Beginning fund balance/(deficit) or net position/(deficit) at July 1***	3	22,998,554	22,988,070	0	5,684,634	0	40,542,540	5,252,759	97,466,557
2024	Primary property tax levy	B 4	2,227,185							2,227,185
2024	Secondary property tax levy	B 5								0
2024	Estimated revenues other than property taxes	C 6	55,106,318	47,227,653	0	979,000	0	70,743,828	7,572,885	181,629,684
2024	Other financing sources	D 7	11,000,000	0	0	0	0	18,250,160	0	29,250,160
2024	Other financing (uses)	D 8	0	0	0	0	0	0	0	0
2024	Interfund transfers in	D 9	1,991,622	1,654,286	0	0	0	2,671,252	0	6,317,160
2024	Interfund Transfers (out)	D 10	(4,179,262)	(593,000)	0	0	0	(1,544,898)	0	(6,317,160)
2024	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
	Maintained for future retirement contributions									0
										0
2024	Total financial resources available	12	97,502,941	72,463,009	0	6,663,634	0	133,752,678	12,825,644	323,207,906
2024	Budgeted expenditures/expenses	E 13	73,453,024	53,487,929	0	281,342	0	121,025,336	9,887,928	258,135,559
Expenditure limitation comparison							2023		2024	
1 Budgeted expenditures/expenses							\$ 281,220,203		\$ 258,135,559	
2 Add/subtract: estimated net reconciling items										
3 Budgeted expenditures/expenses adjusted for reconciling items							281,220,203		258,135,559	
4 Less: estimated exclusions										
5 Amount subject to the expenditure limitation							\$ 281,220,203		\$ 258,135,559	
6 EEC expenditure limitation or voter-approved alternative expenditure limitation							\$ 281,220,203		\$ 258,135,559	

* Includes expenditure/expense 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 nonspendable amounts (e.g., prepaids and inventories) or amounts legally or contractually required to be maintained intact (e.g., principal of a permanent fund). See the Instructions tab, cell C17 for more information about the amounts that should and should not be included on this line.

Auditor General Schedules

City of Prescott, Arizona Tax levy and tax rate information Fiscal Year 2024

	2023	2024
1. Maximum allowable primary property tax levy. A.R.S. §42-17051(A)	\$ 2,145,005	\$ 2,227,185
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	\$ 1,905,279	\$ 2,227,185
Property tax judgment		
B. Secondary property taxes		
Property tax judgment		
C. Total property tax levy amounts	\$ 1,905,279	\$ 2,227,185
4. Property taxes collected*		
A. Primary property taxes		
(1) Current year's levy	\$ 1,883,804	
(2) Prior years' levies	21,475	
(3) Total primary property taxes	\$ 1,905,279	
B. Secondary property taxes		
(1) Current year's levy	\$	
(2) Prior years' levies	67	
(3) Total secondary property taxes	\$ 67	
C. Total property taxes collected	\$ 1,905,346	
5. Property tax rates		
A. City/Town tax rate		
(1) Primary property tax rate	0.2281	0.2520
Property tax judgment		
(2) Secondary property tax rate		
Property tax judgment		
(3) Total city/town tax rate	0.2281	0.2520
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 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 2024

Source of revenues	Estimated revenues 2023	Actual revenues* 2023	Estimated revenues 2024
General Fund			
Local taxes			
Privilege and Use Tax	\$ 22,215,000	\$ 22,480,000	\$ 22,740,000
Franchise Taxes	1,700,000	1,700,000	1,715,000
Intergovernmental			
State	15,404,455	15,404,455	19,609,218
County	4,362,814	4,362,815	4,539,043
Local Jurisdictions	2,446,886	2,226,443	2,736,304
Licenses and Permits	1,035,100	1,037,510	1,035,900
Charges for services	2,546,520	2,664,157	2,367,220
Fines and forfeits	301,100	299,491	272,100
Interest Earned	1,500	1,500	1,500
Miscellaneous	52,433	57,070	90,033
Total General Fund	\$ 50,065,808	\$ 50,233,441	\$ 55,106,318
SPECIAL REVENUE FUNDS			
Streets Fund			
Streets Privilege and Use Tax	\$ 22,215,000	\$ 22,480,000	\$ 22,740,000
Intergovernmental - State (HURF)	4,785,603	4,785,603	4,859,415
Intergovernmental - County	840,000	840,000	600,000
Charges for Services	365,000	365,000	375,000
Licenses and Permits	100,000	100,000	100,000
Miscellaneous	70,000	70,000	50,000
	\$ 28,375,603	\$ 28,640,603	\$ 28,724,415
PSPRS			
PSPRS Privilege and Use Tax	\$ 8,330,625	\$ 9,370,000	\$
Total PSPRS Dedicated Tax Fund	\$ 8,330,625	\$ 9,370,000	\$
Transient Occupancy Tax			
Transient Occupancy Tax	\$ 1,475,000	\$ 1,450,000	\$ 1,500,000
Total Transient Occupancy Tax Fund	\$ 1,475,000	\$ 1,450,000	\$ 1,500,000
Grant Funds			
Miscellaneous Grants	\$ 8,610,832	\$ 11,055,915	\$ 16,873,238
Total Grant Funds	\$ 8,610,832	\$ 11,055,915	\$ 16,873,238
Acker Trust			
Interest Earned	\$ 14,375	\$ 14,375	\$ 14,500
Total Acker Trust	\$ 14,375	\$ 14,375	\$ 14,500
Miscellaneous Trust Funds			
Gifts and Donations	\$ 155,744	\$ 99,284	\$ 115,500
Interest Earned			
Total Miscellaneous Trust Funds	\$ 155,744	\$ 99,284	\$ 115,500
Total Special Revenue Funds	\$ 46,962,179	\$ 50,630,177	\$ 47,227,653

Auditor General Schedules

City of Prescott, Arizona Revenues other than property taxes Fiscal Year 2024

Source of revenues	Estimated revenues 2023	Actual revenues* 2023	Estimated revenues 2024
CAPITAL PROJECTS FUNDS			
Impact Fees			
Charges for Services	\$ 979,000	\$ 979,000	\$ 979,000
Total Impact Fee Funds	\$ 979,000	\$ 979,000	\$ 979,000
Total Capital Projects Funds	979,000	979,000	979,000
ENTERPRISE FUNDS			
Water			
Charges for Services	\$ 20,403,000	\$ 20,403,000	\$ 21,395,000
Impact Fees	2,400,000	2,400,000	1,800,000
Interest Earned	100	100	100
Miscellaneous	16,500	67,918	16,500
Total Water Fund	\$ 22,819,600	\$ 22,871,018	\$ 23,211,600
Wastewater			
Charges for Services	\$ 15,349,664	\$ 15,349,664	\$ 15,662,000
Impact Fees	1,200,000	1,200,000	1,200,000
Total Wastewater Fund	\$ 16,549,664	\$ 16,549,664	\$ 16,862,000
Solid Waste			
Charges for Services	\$ 10,566,000	\$ 11,818,965	\$ 13,386,000
Miscellaneous	4,670	14,908	2,150
Total Solid Waste Fund	\$ 10,570,670	\$ 11,833,873	\$ 13,388,150
Golf Course			
Charges for Services	\$ 4,156,205	\$ 4,156,205	\$ 4,086,855
Miscellaneous	1,013,900	1,013,900	54,350
Total Golf Course Fund	\$ 5,170,105	\$ 5,170,105	\$ 4,141,205
Airport			
Intergovernmental - Grants	\$ 13,792,048	\$ 9,696,988	\$ 10,419,947
Charges for Services	2,230,771	2,361,836	2,678,840
Miscellaneous	23,950	43,035	42,086
Total Airport Fund	\$ 16,046,769	\$ 12,101,859	\$ 13,140,873
Total Enterprise Funds	\$ 71,156,808	\$ 68,526,519	\$ 70,743,828
INTERNAL SERVICE FUNDS			
Fleet Maintenance	\$ 2,700,000	\$ 2,857,772	\$ 2,800,000
Risk Management	1,095,000	1,095,000	1,095,000
Engineering	1,500,000	1,500,000	1,500,000
Facilities Maintenance	1,957,459	1,957,459	2,177,885
Total Internal Service Funds	\$ 7,252,459	\$ 7,410,231	\$ 7,572,885
Total all funds	\$ 176,416,254	\$ 177,779,368	\$ 181,629,684

* 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 2024

Fund	Other financing 2024		Interfund transfers 2024	
	Sources	(Uses)	In	(Out)
General Fund				
General Fund	\$ 11,000,000	\$	\$ 1,991,622	\$ (4,179,262)
Total General Fund	\$ 11,000,000	\$	\$ 1,991,622	\$ (4,179,262)
Special revenue funds				
Streets Fund	\$	\$	\$	\$ (483,724)
Transient Occupancy Tax				(109,276)
Grants Fund			1,654,286	
Total special revenue funds	\$	\$	\$ 1,654,286	\$ (593,000)
Enterprise funds				
Water Fund	\$ 14,276,734	\$	\$	\$ (777,449)
Wastewater Fund	173,426			(575,587)
Solid Waste Fund	3,800,000		64,702	(191,862)
Golf Course Fund			591,725	
Airport Fund			2,014,825	
Total enterprise funds	\$ 18,250,160	\$	\$ 2,671,252	\$ (1,544,898)
Total all funds	\$ 29,250,160	\$	\$ 6,317,160	\$ (6,317,160)

Auditor General Schedules

City of Prescott, Arizona Expenditures/expenses by fund Fiscal year 2024

Fund/Department	Adopted budgeted expenditures/ expenses 2023	Expenditure/ expense adjustments approved 2023	Actual expenditures/ expenses* 2023	Budgeted expenditures/ expenses 2024
GENERAL FUND				
City Council	\$ 41,174	\$	22,507	\$ 72,963
City Clerk	159,710		31,992	163,675
City Court	702,806		652,856	777,110
City Manager	810,574	700,000	1,471,146	562,810
Legal	275,973	160,000	398,215	354,185
Budget & Finance	411,778	65,000	467,807	477,355
Community Development	2,156,856		1,852,121	2,256,295
Recreation Services	11,892,519		8,482,653	11,957,403
Library	2,569,974	40,000	2,581,209	2,943,151
Police Department	16,383,288		15,179,957	18,857,278
Fire Department	14,753,251		12,727,918	18,366,098
Regional Communications	2,030,001		1,805,462	2,299,508
Non-Departmental	37,659,709	(3,135,000)	4,176,000	14,365,193
Total General Fund	\$ 89,847,613	\$ (2,170,000)	\$ 49,849,843	\$ 73,453,024
SPECIAL REVENUE FUNDS				
Streets				
Public Works	\$ 31,760,742	\$	25,406,526	33,502,222
Recreation Services	8,889,522		8,790,156	589,175
Total Streets Fund	\$ 40,650,264	\$	\$ 34,196,682	\$ 34,091,397
Transient Occupancy Tax				
City Manager	\$ 1,246,160	\$ 250,000	1,495,236	1,211,991
Recreation Services	87,500		50,000	100,000
Total Transient Occupancy Tax	\$ 1,333,660	\$ 250,000	\$ 1,545,236	\$ 1,311,991
Grants				
City Court	\$ 36,000	\$	36,000	47,000
City Manager	3,025,225		2,998,326	
Community Development	817,051		524,044	800,327
Recreation Services		25,000	10,000	9,000,000
Library		40,000	30,046	
Police Department	1,136,026		872,066	1,085,864
Fire Department	1,457,214		397,664	3,197,385
Public Works	50,000		5,000	466,850
Non-Departmental	5,075,000	(84,000)	42,861	3,075,000
Total Grants Fund	\$ 11,596,516	\$ (19,000)	\$ 4,916,007	\$ 17,672,426
Acker Trust				
Recreation Services	\$ 14,375	\$ 4,000	17,000	14,500
Total Acker Trust	\$ 14,375	\$ 4,000	\$ 17,000	\$ 14,500
Miscellaneous Trust Funds				
City Manager	\$ 11,842	\$	11,842	16,842
Community Development	5,032		5,032	
Recreation Services	17,242	5,000	19,223	16,173
Library	90,661		90,661	118,408
Police Department	137,944	10,000	142,042	152,942
Fire Department	13,378		13,115	10,505
Airport	125,000		85,000	82,745
Miscellaneous Total Trust Funds	\$ 401,099	\$ 15,000	\$ 366,915	\$ 397,615

Auditor General Schedules

City of Prescott, Arizona Expenditures/expenses by fund Fiscal year 2024

Fund/Department	Adopted budgeted expenditures/ expenses 2023	Expenditure/ expense adjustments approved 2023	Actual expenditures/ expenses* 2023	Budgeted expenditures/ expenses 2024
PSPRS Dedicated Tax				
Non-Departmental	\$ 8,330,625	\$ 1,200,000	9,500,000	
Total PSPRS Dedicated Tax	\$ 8,330,625	\$ 1,200,000	\$ 9,500,000	\$
Total Special Revenue Funds	\$ 62,326,539	\$ 1,450,000	\$ 50,541,840	\$ 53,487,929
CAPITAL PROJECTS FUNDS				
Impact Fees				
Public Works	\$			\$ 281,342
Total Impact Fee Funds	\$		\$	\$ 281,342
Total Capital Projects Funds	\$		\$	\$ 281,342
ENTERPRISE FUNDS				
Water Fund				
Budget & Finance	\$ 306,195	\$ 20,000	318,584	352,935
Public Works	58,145,525		45,051,171	56,714,217
Total Water Fund	\$ 58,451,720	\$ 20,000	\$ 45,369,755	\$ 57,067,152
Wastewater Fund				
Public Works	\$ 24,668,991		\$ 17,340,230	\$ 26,150,764
Total Wastewater Fund	\$ 24,668,991		\$ 17,340,230	\$ 26,150,764
Solid Waste Fund				
Public Works	\$ 13,170,101		\$ 12,606,503	17,778,498
Total Solid Waste Fund	\$ 13,170,101		\$ 12,606,503	\$ 17,778,498
Golf Course Fund				
Recreation Services	\$ 3,660,907		\$ 2,987,867	\$ 548,000
Non-Departmental	2,698,531		2,494,610	4,183,935
Total Golf Course Fund	\$ 6,359,438		\$ 5,482,477	\$ 4,731,935
Airport Fund				
Fire Department	\$ 452,460		\$ 447,793	\$ 512,254
Airport	17,638,590		13,061,625	14,784,733
Total Airport Fund	\$ 18,091,050		\$ 13,509,418	\$ 15,296,987
Total Enterprise Funds	\$ 120,741,300	\$ 20,000	\$ 94,308,383	\$ 121,025,336
INTERNAL SERVICE FUNDS				
Fleet Maintenance				
Recreation Services	\$ 2,665,323	\$ 300,000	\$ 2,841,058	\$ 3,071,674
Risk Management				
Legal	\$ 1,095,000	\$ 400,000	1,325,000	1,184,513
Engineering				
Public Works	\$ 1,843,117		1,647,139	2,046,621
Facilities Maintenance				
Recreation Services	\$ 2,701,311		2,527,650	3,585,120
Total Internal Service Funds	\$ 8,304,751	\$ 700,000	\$ 8,340,847	\$ 9,887,928
Total All Funds	\$ 281,220,203	\$	\$ 203,040,913	\$ 258,135,559

* 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 2024

Department/Fund	Adopted budgeted expenditures/ expenses 2023	Expenditure/ expense adjustments approved 2023	Actual expenditures/ expenses* 2023	Budgeted expenditures/ expenses 2024
Airport				
Airport Fund	\$ 17,638,590	\$	13,061,625	14,784,733
Miscellaneous Trust Funds	125,000		85,000	82,745
Airport Total	\$ 17,763,590	\$	\$ 13,146,625	\$ 14,867,478
Budget & Finance				
General Fund	\$ 411,778	\$ 65,000	467,807	477,355
Water Fund	306,195	20,000	318,584	352,935
Budget & Finance Total	\$ 717,973	\$ 85,000	\$ 786,391	\$ 830,290
City Clerk				
General Fund	\$ 159,710	\$	31,992	163,675
City Clerk Total	\$ 159,710	\$	\$ 31,992	\$ 163,675
City Council				
General Fund	\$ 41,174	\$	22,507	72,963
City Council Total	\$ 41,174	\$	\$ 22,507	\$ 72,963
City Court				
General Fund	\$ 702,806	\$	652,856	777,110
Water Fund	36,000		36,000	47,000
City Court Total	\$ 738,806	\$	\$ 688,856	\$ 824,110
City Manager				
General Fund	\$ 810,574	\$ 700,000	1,471,146	562,810
Grant Funds	3,025,225		2,998,326	
Miscellaneous Trust Funds	11,842		16,874	16,842
Transient Occupancy Tax	1,246,160	250,000	1,495,236	1,211,991
City Manager Total	\$ 5,093,801	\$ 950,000	\$ 5,981,582	\$ 1,791,643
Community Development				
General Fund	\$ 2,156,856	\$	1,852,121	2,256,295
Grant Funds	817,051		524,044	800,327
Miscellaneous Trust Funds	5,032			
Com Development Total	\$ 2,978,939	\$	\$ 2,376,165	\$ 3,056,622
Fire Department				
General Fund	\$ 14,753,251	\$	12,727,918	18,366,098
Grant Funds	1,457,214		397,664	3,197,385
Miscellaneous Trust Funds	13,378		13,115	10,505
Airport Fund	452,460		447,793	512,254
Fire Department Total	\$ 16,676,303	\$	\$ 13,586,490	\$ 22,086,242
Legal				
General Fund	\$ 275,973	\$ 160,000	398,215	354,185
Risk Management Fund	1,095,000	400,000	1,325,000	1,184,513
Legal Department Total	\$ 1,370,973	\$ 560,000	\$ 1,723,215	\$ 1,538,698

Auditor General Schedules

City of Prescott, Arizona Expenditures/expenses by department Fiscal year 2024

Department/Fund	Adopted budgeted expenditures/ expenses 2023	Expenditure/ expense adjustments approved 2023	Actual expenditures/ expenses* 2023	Budgeted expenditures/ expenses 2024
Library				
General Fund	\$ 2,569,974	\$ 40,000	2,581,209	2,943,151
Grant Funds			30,046	
Miscellaneous Trust Funds	90,661	40,000	90,661	118,408
Library Total	\$ 2,660,635	\$ 80,000	\$ 2,701,916	\$ 3,061,559
Police Department				
General Fund	\$ 16,383,288	\$	15,179,957	18,857,278
Grant Funds	1,136,026		872,066	1,085,864
Miscellaneous Trust Funds	137,944	10,000	142,042	152,942
Police Department Total	\$ 17,657,258	\$ 10,000	\$ 16,194,065	\$ 20,096,084
Public Works				
Streets Fund	\$ 31,760,742	\$	25,406,526	33,502,222
Grant Funds	50,000		5,000	466,850
Impact Fee				281,342
Water	58,145,525		45,051,171	56,714,217
Wastewater	24,668,991		17,340,230	26,150,764
Solid Waste	13,170,101		12,606,503	17,778,498
Engineering	1,843,117		1,647,139	2,046,621
Public Works Total	\$ 129,638,476	\$	\$ 102,056,569	\$ 136,940,514
Recreation Services				
General Fund	\$ 11,892,519	\$	8,482,653	11,957,403
Streets	8,889,522		8,790,156	589,175
Transient Occupancy Tax	87,500		50,000	100,000
Grant Funds		25,000	10,000	9,000,000
Miscellaneous Trust Funds	17,242	5,000	19,223	16,173
Acker Trust	14,375	4,000	17,000	14,500
Golf Course	3,660,907		2,987,867	548,000
Fleet Services	2,665,323	300,000	2,841,058	3,071,674
Facilities Maintenance	2,701,311		2,527,650	3,585,120
Recreation Services Total	\$ 29,928,699	\$ 334,000	\$ 25,725,607	\$ 28,882,045
Regional Communications				
General Fund	\$ 2,030,001	\$	1,805,462	2,299,508
Reg Communications Total	\$ 2,030,001	\$	\$ 1,805,462	\$ 2,299,508
Non-Departmental				
General Fund	\$ 37,659,709	\$ (3,135,000)	4,176,000	14,365,193
Golf (Outsourced Operations)	2,698,531		2,494,610	4,183,935
Grant Funds	5,075,000	(84,000)	42,861	3,075,000
PSPRS Dedicated Tax	8,330,625	1,200,000	9,500,000	
Non-Departmental Total	\$ 53,763,865	\$ (2,019,000)	\$ 16,213,471	\$ 21,624,128
TOTAL ALL DEPARTMENTS	\$ 281,220,203	\$	\$ 203,040,913	\$ 258,135,559

* 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

Auditor General Schedules

City of Prescott, Arizona Full-time employees and personnel compensation Fiscal year 2024						
Fund	Full-time equivalent (FTE)	Employee salaries and hourly costs	Retirement costs	Healthcare costs	Other benefit costs	Total estimated personnel compensation
	2024	2024	2024	2024	2024	2024
General Fund	358.75	\$ 29,578,674	\$ 5,257,432	\$ 4,000,741	\$ 2,658,978	\$ 41,495,825
Special Revenue Funds						
Streets Fund	47.99	\$ 3,237,131	\$ 397,486	\$ 586,329	\$ 412,059	\$ 4,633,005
PSPRS Dedicated Tax	2.75	217,073	27,015	19,416	18,906	282,410
Transient Occupancy Tax	14.07	1,930,467	53,831	60,328	47,317	2,091,943
Grants	64.81	5,384,671	478,332	666,073	478,282	7,007,358
Total Special Revenue Funds						
Enterprise funds						
Water	42.55	\$ 3,074,553	\$ 363,733	\$ 510,749	\$ 302,988	\$ 4,252,023
Wastewater	41.19	2,742,845	334,072	437,487	286,005	3,800,409
Solid Waste	38.52	2,399,262	288,518	413,135	306,518	3,407,433
Airport	19.06	1,511,684	170,948	172,050	133,664	1,988,346
Total Enterprise Funds	141.32	\$ 9,728,344	\$ 1,157,271	\$ 1,533,421	\$ 1,029,175	\$ 13,448,211
Internal Service Funds						
Fleet Maintenance	11.00	\$ 712,411	\$ 85,900	\$ 111,727	\$ 72,282	\$ 982,320
Risk Management	1.00	61,801	7,670	14,232	5,810	89,513
Engineering	13.76	1,177,271	142,286	157,725	107,300	1,584,582
Facilities Maintenance	7.48	448,618	53,996	88,657	51,808	643,079
Total Internal Service Funds	33.24	\$ 2,400,101	\$ 289,852	\$ 372,341	\$ 237,200	\$ 3,299,494
Total All Funds	598.12	\$ 47,091,790	\$ 7,182,887	\$ 6,572,576	\$ 4,403,635	\$ 65,250,888

Note: Full-Time Equivalent (FTE) includes 564 FTE permanent employees and an estimated 34.12 FTE temporary employees

Authorized Position Listing

FY24 Budget - Authorized Position Roster

Positions by Department and Division	FTE's			Pay Range			Pay Grade
	FY2022	FY2023	FY2024	Min	Mid	Max	
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	1.00	1.00	1.00		Unclassified		Open
Capital Project Manager	0.00	1.00	1.00	82,742	103,427	124,112	118
Airport Operations Supervisor	2.00	2.00	2.00	61,829	77,287	92,744	113
Management Analyst	0.00	1.00	1.00	61,829	77,287	92,744	113
Airport Operations & Maintenance Coordinator	1.00	1.00	1.00	51,913	64,891	77,870	110
Airport Operations Specialist	1.00	1.00	1.00	49,441	61,801	74,162	109
Administrative Services Specialist	2.00	0.00	0.00	44,844	56,056	67,267	107
Airport Operations Technician	3.00	2.00	2.00	44,844	56,056	67,267	107
Administrative Specialist	0.00	1.00	1.00	40,675	50,844	61,013	105
Total Airport	12.00	12.00	12.00				
Budget and Finance							
<u>Budget and Treasury</u>							
Finance Director	1.00	1.00	1.00		Unclassified		Open
Budget Manager	1.00	1.00	1.00	65,539	81,924	98,309	114
Total Budget and Finance	2.00	2.00	2.00				
<u>Purchasing</u>							
Purchasing Manager	0.00	1.00	1.00		Unclassified		Open
Financial Services Specialist III	0.00	1.00	1.00	47,087	58,858	70,630	108
Total Purchasing	0.00	2.00	2.00				
<u>Accounting Services</u>							
Deputy Finance Director	0.00	1.00	1.00		Unclassified		Open
Accounting Services Manager	1.00	0.00	0.00		Unclassified		Open
Sr Accountant	0.00	1.00	1.00	69,471	86,839	104,207	115
Payroll Supervisor	1.00	1.00	1.00	65,539	81,924	98,309	114
Accountant	1.00	1.00	1.00	58,330	72,912	87,494	112
Accounts Payable & Purchasing Specialist	1.00	0.00	0.00	42,709	53,386	64,064	106
Accounts Receivable & Assessments Specialist	1.00	0.00	0.00	42,709	53,386	64,064	106
Total Accounting Services	5.00	4.00	4.00				
<u>Revenue Services</u>							
Revenue Manager	1.00	1.00	1.00		Unclassified		Open
Billing Analyst	0.00	1.00	1.00	51,913	64,891	77,870	110
Tax Compliance Analyst	0.00	1.00	1.00	51,913	64,891	77,870	110
Senior Utility Billing Specialist	1.00	0.00	0.00	47,087	58,858	70,630	108
Financial Services Specialist III	0.00	2.00	2.00	47,087	58,858	70,630	108
Financial Services Specialist I & II	0.00	4.00	4.00	42,709	53,386	64,064	106
Tax Compliance Specialist	1.00	0.00	0.00	42,709	53,386	64,064	106
Utility Billing Specialist	2.00	0.00	0.00	42,709	53,386	64,064	106
Utility Billing Representative	4.00	0.00	0.00	40,675	50,844	61,013	105
Total Revenue Services	9.00	9.00	9.00				
Total Budget and Finance	16.00	17.00	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	44,844	56,056	67,267	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	0.75	0.75	40,675	50,844	61,013	105
Total City Council	7.00	7.75	7.75				

Authorized Position Listing

FY24 Budget - Authorized Position Roster

Positions by Department and Division	FTE's			Pay Range			Pay
	FY2022	FY2023	FY2024	Min	Mid	Max	Grade
City Court							
Business Manager	1.00	1.00	1.00	51,913	64,891	77,870	110
Court Clerk I & II	6.00	6.00	6.00	40,675	50,844	61,013	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	0.75	1.00	1.00		Unclassified		Open
Executive Assistant	1.00	1.00	1.00	51,913	64,891	77,870	110
Administrative Specialist	1.00	0.00	0.00	40,675	50,844	61,013	105
Total City Manager's Office	3.75	3.00	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	58,330	72,912	87,494	112
Administrative Specialist	0.00	0.25	0.25	40,675	50,844	61,013	105
Total Community Outreach & Tourism	3.00	3.25	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	2.00	65,539	81,924	98,309	114
Human Resources Business Partner	1.00	1.00	2.00	51,913	64,891	77,870	110
HRIS Technician	1.00	1.00	0.00	44,844	56,056	67,267	107
Human Resources Support Specialist	1.00	1.00	1.00	40,675	50,844	61,013	105
Total Human Resources	6.00	6.00	7.00				
<u>Information Technology</u>							
Director of Information Technology	1.00	1.00	1.00		Unclassified		Open
IT Operations Manager	1.00	1.00	1.00		Unclassified		Open
Help Desk Manager	1.00	1.00	1.00		Unclassified		Open
GIS Coordinator/Historic Preservation	0.50	0.00	0.00	73,640	92,050	110,460	116
GIS Coordinator	0.00	1.00	1.00	73,640	92,050	110,460	116
Network Engineer	3.00	3.00	3.00	69,471	86,839	104,207	115
IT Database Administrator	1.00	1.00	1.00	69,471	86,839	104,207	115
IT Specialist I & II	6.00	8.00	9.00	58,330	72,912	87,494	112
GIS Specialist	2.00	2.00	2.00	58,330	72,912	87,494	112
Web Development Specialist	1.00	0.00	0.00	55,028	68,785	82,542	111
Total Information Technology	16.50	18.00	19.00				
<u>Neighborhood Services</u>							
Deputy City Manager	0.25	0.00	0.00		Unclassified		Open
Code Compliance Inspector	2.00	0.00	0.00	51,913	64,891	77,870	110
Total Neighborhood Services	2.25	0.00	0.00				
Total City Manager	31.50	30.25	32.25				
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	0.00	0.00	73,640	92,050	110,460	116
Planner	1.00	1.00	2.00	65,539	81,924	98,309	114
Development Services Supervisor	0.50	0.50	0.50	58,330	72,912	87,494	112
CDBG Admin/Com Dev Coordinator	1.00	1.00	1.00	55,028	68,785	82,542	111
Development Services Representative II	1.00	1.00	1.00	42,709	53,386	64,064	106
Development Services Representative I	1.00	1.00	1.00	40,675	50,844	61,013	105
Administrative Specialist	0.00	0.00	1.00	40,675	50,844	61,013	105
Total Administration/Planning and Zoning	6.50	6.00	8.00				

Authorized Position Listing

FY24 Budget - Authorized Position Roster

Positions by Department and Division	FTE's			Pay Range			Pay
	FY2022	FY2023	FY2024	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	78,058	97,573	117,087	117
Senior Plans Examiner/Building Inspector	0.00	1.00	1.00	61,829	77,287	92,744	113
Development Services Supervisor	0.50	0.50	0.50	58,330	72,912	87,494	112
Plans Examiner/Building Inspector	2.00	1.00	1.00	58,330	72,912	87,494	112
Building Inspector	2.00	2.00	2.00	51,913	64,891	77,870	110
Permit Technician/Plans Examiner	1.00	1.00	1.00	44,844	56,056	67,267	107
Total Building Safety	7.00	7.00	7.00				
<u>Neighborhood Services</u>							
Code Compliance Inspector	0.00	2.00	2.00	51,913	64,891	77,870	110
Total Neighborhood Services	0.00	2.00	2.00				
Total Community Development	13.50	15.00	17.00				
Fire Department							
<u>Administration</u>							
Fire Chief	1.00	1.00	1.00	Unclassified			Open
Business Manager	1.00	1.00	0.00	51,913	64,891	77,870	110
Administrative Coordinator	0.00	0.00	1.00	51,913	64,891	77,870	110
Administrative Specialist	0.00	0.00	1.00	40,675	50,844	61,013	105
Total Administration	2.00	2.00	3.00				
<u>Community Risk Reduction</u>							
Wildfire Risk Reduction Manager	0.00	0.00	1.00	61,829	77,287	92,744	113
Plans Examiner/Building Fire Inspector	2.00	2.00	2.00	58,330	72,912	87,494	112
Forestry Crew Coordinator	1.00	1.00	0.00	49,441	61,801	74,162	109
Forestry Crew Technician	2.00	2.00	0.00	44,844	56,056	67,267	107
Administrative Specialist	0.00	0.00	1.00	40,675	50,844	61,013	105
Total Community Risk Reduction	5.00	5.00	4.00				
<u>Emergency Services</u>							
Deputy Fire Chief	1.00	1.00	1.00	Unclassified			Open
Operations Chief	0.00	0.00	1.00	Unclassified			Open
Division Chief/Battalion Chief	3.00	3.00	3.00	98,547	123,183	147,820	121
Fire Captain	16.00	16.00	16.00	78,058	97,573	117,087	117
Fire Engineer	19.00	19.00	19.00	65,539	81,924	98,309	114
Firefighter	22.00	31.00	31.00	51,913	64,891	77,870	110
Total Emergency Services	61.00	70.00	71.00				
<u>Fire Professional Services</u>							
Division Chief/Battalion Chief	1.00	1.00	1.00	98,547	123,183	147,820	121
Administrative Coordinator	0.00	0.00	1.00	51,913	64,891	77,870	110
Administrative Specialist	1.00	1.00	0.00	40,675	50,844	61,013	105
Total Fire Professional Services	2.00	2.00	2.00				
Total Fire Department	70.00	79.00	80.00				
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	92,968	116,211	139,453	120
Legal Services Administrator	1.00	1.00	1.00	51,913	64,891	77,870	110
Risk Coordinator	0.00	1.00	1.00	47,087	58,858	70,630	108
Safety Coordinator	0.00	0.00	1.00	47,087	58,858	70,630	108
Legal Assistant I & II	3.00	2.00	2.00	42,709	53,386	64,064	106
Total Legal Department	8.00	8.00	9.00				

Authorized Position Listing

FY24 Budget - Authorized Position Roster

Positions by Department and Division	FTE's			Pay Range			Pay
	FY2022	FY2023	FY2024	Min	Mid	Max	Grade
Library							
Public Services							
Library Director	1.00	1.00	1.00		Unclassified		Open
Assistant Library Director	0.00	1.00	1.00		Unclassified		Open
Library Manager, Senior	1.00	0.00	0.00		Unclassified		Open
Lead Librarian	2.00	2.00	2.00	61,829	77,287	92,744	113
Librarian	4.00	4.00	4.00	55,028	68,785	82,542	111
Librarian Trainee	1.00	1.00	1.00	55,028	68,785	82,542	111
Library Specialist	2.00	2.00	2.00	42,709	53,386	64,064	106
Library Assistant	4.50	4.50	4.50	36,894	46,117	55,340	103
Total Public Services	15.50	15.50	15.50				
Support Services							
Library Manager, Support Services	1.00	1.00	1.00		Unclassified		Open
Librarian	1.00	1.00	1.00	55,028	68,785	82,542	111
Maintenance Technician	1.00	1.00	1.00	42,709	53,386	64,064	106
Administrative Specialist	0.00	1.00	1.00	40,675	50,844	61,013	105
Library Assistant	2.00	1.00	1.00	36,894	46,117	55,340	103
Custodian	1.00	1.00	1.00	33,464	41,830	50,195	101
Total Support Services	6.00	6.00	6.00				
Total Library	21.50	21.50	21.50				
Police Department							
Administration							
Police Chief	1.00	1.00	1.00		Unclassified		Open
Deputy Police Chief	1.00	1.00	1.00		Unclassified		Open
Police Administrator	1.00	1.00	1.00	104,459	130,574	156,689	122
Administrative Supervisor	1.00	1.00	1.00	61,829	77,287	92,744	113
Administrative Coordinator	0.00	1.00	1.00	51,913	64,891	77,870	110
Senior Victim Advocate	1.00	1.00	1.00	47,087	58,858	70,630	108
Administrative Services Specialist	1.00	0.00	0.00	44,844	56,056	67,267	107
Victim Advocate	1.00	1.00	1.00	42,709	53,386	64,064	106
Total Administration	7.00	7.00	7.00				
Patrol Operations Bureau							
Police Lieutenant	2.00	2.00	2.00	104,459	130,574	156,689	122
Police Sergeant	6.00	6.00	7.00	82,742	103,427	124,112	118
Police Officer	40.00	44.00	49.00	61,829	77,287	92,744	113
Animal Control Supervisor	1.00	1.00	1.00	47,087	58,858	70,630	108
Animal Control Officer	1.00	1.00	1.00	42,709	53,386	64,064	106
Office Assistant	0.50	0.50	0.50	35,137	43,921	52,705	102
Total Patrol Operations Bureau	50.50	54.50	60.50				
Special Operations Bureau							
Police Lieutenant	1.00	1.00	1.00	104,459	130,574	156,689	122
Police Sergeant	3.00	3.00	3.00	82,742	103,427	124,112	118
Police Officer	21.00	21.00	21.00	61,829	77,287	92,744	113
Administrative Coordinator	0.00	1.00	1.00	51,913	64,891	77,870	110
Crime Scene Investigator	1.00	1.00	1.00	49,441	61,801	74,162	109
Property & Evidence Technician	1.00	2.00	2.00	47,087	58,858	70,630	108
Administrative Services Specialist	1.00	0.00	0.00	44,844	56,056	67,267	107
Civilian Parking Accident Investigator	1.00	1.00	1.00	44,844	56,056	67,267	107
Station Coordinator	1.00	1.00	1.00	40,675	50,844	61,013	105
Office Assistant	1.00	1.00	1.00	35,137	43,921	52,705	102
Total Special Operations Bureau	31.00	32.00	32.00				

Authorized Position Listing

FY24 Budget - Authorized Position Roster

Positions by Department and Division	FTE's			Pay Range			Pay
	FY2022	FY2023	FY2024	Min	Mid	Max	Grade
<u>Support Bureau</u>							
Police Officer	1.00	1.00	2.00	61,829	77,287	92,744	113
Police Records Supervisor	1.00	1.00	1.00	58,330	72,912	87,494	112
Police Records Clerk	3.00	3.00	3.00	40,675	50,844	61,013	105
Administrative Specialist	0.50	1.00	1.00	40,675	50,844	61,013	105
Total Support Bureau	5.50	6.00	7.00				
Total Police Department	94.00	99.50	106.50				
<u>Public Works</u>							
<u>Engineering</u>							
City Engineer	0.34	0.00	0.00		Unclassified		Open
Quality Assurance Manager	0.40	0.40	0.40		Unclassified		Open
Water Resource/Environmental Svcs Manager	0.00	0.34	0.34		Unclassified		Open
Civil Engineer/Supervisor	0.33	0.33	0.33	82,742	103,427	124,112	118
Capital Project Manager	5.00	5.00	5.00	82,742	103,427	124,112	118
Real Estate Administrator	1.00	1.00	1.00	82,742	103,427	124,112	118
City Surveyor	1.00	1.00	1.00	78,058	97,573	117,087	117
Construction Inspection Supervisor	1.00	1.00	1.00	61,829	77,287	92,744	113
Senior Engineering Technician/EIT	0.00	0.50	0.00	61,829	77,287	92,744	113
Senior Engineering Technician/Plan Review Supv	0.50	0.00	0.00	61,829	77,287	92,744	113
Senior Engineering Technician	0.50	0.50	0.50	61,829	77,287	92,744	113
Environmental Coordinator	0.80	1.00	1.00	61,829	77,287	92,744	113
Stormwater Specialist	1.00	1.00	1.00	55,028	68,785	82,542	111
Construction Inspector	5.00	5.00	5.00	55,028	68,785	82,542	111
Building Inspector	0.50	0.50	0.50	51,913	64,891	77,870	110
Engineering Technician	0.40	0.40	0.90	51,913	64,891	77,870	110
Permit Technician/Plans Examiner	0.40	0.40	0.40	44,844	56,056	67,267	107
Total Engineering	18.17	18.37	18.37				
<u>Utilities</u>							
Public Works Director	0.50	0.50	0.50		Unclassified		Open
Deputy Public Works Director	0.50	1.00	1.00		Unclassified		Open
City Engineer	0.66	0.00	0.00		Unclassified		Open
Water Resource/Environmental Svcs Manager	0.00	0.66	0.66		Unclassified		Open
Utilities Manager	1.00	1.00	1.00		Unclassified		Open
Capital Program Manager	0.66	0.66	0.66		Unclassified		Open
Financial & Business Operations Manager	0.50	0.50	0.50		Unclassified		Open
Quality Assurance Manager	0.60	0.60	0.60		Unclassified		Open
Senior Infrastructure Analyst	1.00	1.00	1.00	87,706	109,633	131,559	119
Civil Engineer/Supervisor	0.67	0.67	0.67	82,742	103,427	124,112	118
Water Resource Project Manager	2.00	2.00	2.00	78,058	97,573	117,087	117
Water Superintendent	1.00	1.00	1.00	78,058	97,573	117,087	117
Wastewater Superintendent	1.00	1.00	1.00	78,058	97,573	117,087	117
Water Operations Supervisor	2.00	2.00	2.00	61,829	77,287	92,744	113
Wastewater Collection Supervisor	2.00	2.00	2.00	61,829	77,287	92,744	113
WW Treatment Plant Operations Supervisor	1.00	1.00	1.00	61,829	77,287	92,744	113
Management Analyst	0.50	0.50	0.50	61,829	77,287	92,744	113
Environmental Coordinator	0.20	0.00	0.00	61,829	77,287	92,744	113
Senior Engineering Technician/EIT	0.00	0.50	0.00	61,829	77,287	92,744	113
Senior Engineering Technician/Plan Review Supv	0.50	0.00	0.00	61,829	77,287	92,744	113
Senior Engineering Technician	0.50	0.50	0.50	61,829	77,287	92,744	113
Contract/Purchasing Administrator	0.50	0.50	0.50	58,330	72,912	87,494	112
Senior WW Treatment Plant Operator	2.00	2.00	2.00	55,028	68,785	82,542	111

Authorized Position Listing

FY24 Budget - Authorized Position Roster

Positions by Department and Division	FTE's			Pay Range			Pay Grade
	FY2022	FY2023	FY2024	Min	Mid	Max	
Wastewater Treatment Plant Operator	5.00	5.00	5.00	51,913	64,891	77,870	110
WWTP Lab Tech/Relief Operator	1.00	1.00	1.00	51,913	64,891	77,870	110
Engineering Technician	0.60	0.60	1.10	51,913	64,891	77,870	110
Building Inspector	0.50	0.50	0.50	51,913	64,891	77,870	110
Administrative Coordinator	0.00	1.00	1.00	51,913	64,891	77,870	110
Elect Maint & SCADA Tech	1.00	1.00	1.00	49,441	61,801	74,162	109
Maintenance Specialist	4.00	4.00	5.00	49,441	61,801	74,162	109
Water Protection Specialist	2.00	2.00	2.00	49,441	61,801	74,162	109
Water Operator	5.00	5.00	5.00	49,441	61,801	74,162	109
Senior Utility Worker	11.00	11.00	11.00	47,087	58,858	70,630	108
Permit Technician/Plans Examiner	0.60	0.60	0.60	44,844	56,056	67,267	107
Development Coordinator/Records Control	0.67	0.67	0.67	44,844	56,056	67,267	107
Accounts Payable/Purchasing Specialist	0.50	0.50	0.50	42,709	53,386	64,064	106
Utility Worker	19.00	19.00	19.00	42,709	53,386	64,064	106
Administrative Specialist	2.60	1.60	1.60	40,675	50,844	61,013	105
Office Assistant	1.50	1.50	2.00	35,137	43,921	52,705	102
Total Utilities	74.26	74.56	76.06				
<u>Solid Waste</u>							
Public Works Director	0.25	0.25	0.25		Unclassified		Open
Deputy Public Works Director	0.25	0.50	0.50		Unclassified		Open
Traffic Engineer	0.50	0.00	0.00		Unclassified		Open
Financial & Business Operations Manager	0.25	0.25	0.25		Unclassified		Open
Solid Waste Superintendent	1.00	1.00	1.00	78,058	97,573	117,087	117
Management Analyst	0.25	0.25	0.25	61,829	77,287	92,744	113
Solid Waste Supervisor	2.00	2.00	2.00	61,829	77,287	92,744	113
Contract/Purchasing Administrator	0.25	0.25	0.25	58,330	72,912	87,494	112
Senior Equipment Operator	4.00	4.00	4.00	49,441	61,801	74,162	109
Equipment Mechanic	1.00	1.00	1.00	47,087	58,858	70,630	108
Equipment Operator	14.00	17.00	23.00	44,844	56,056	67,267	107
Accounts Payable/Purchasing Specialist	0.25	0.25	0.25	42,709	53,386	64,064	106
Administrative Specialist	0.60	0.60	1.10	40,675	50,844	61,013	105
Office Assistant	1.25	1.25	1.00	35,137	43,921	52,705	102
Fee Booth Attendant	1.00	1.00	1.00	35,137	43,921	52,705	102
Maintenance Worker	4.00	2.00	2.00	35,137	43,921	52,705	102
Total Solid Waste	30.85	31.60	37.85				
<u>Street Maintenance</u>							
Public Works Director	0.25	0.25	0.25		Unclassified		Open
Deputy Public Works Director	0.25	0.50	0.50		Unclassified		Open
Transportation Manager	0.00	1.00	1.00		Unclassified		Open
Traffic Engineer	0.50	0.00	0.00		Unclassified		Open
Financial & Business Operations Manager	0.25	0.25	0.25		Unclassified		Open
Capital Program Manager	0.34	0.34	0.34		Unclassified		Open
Street Maintenance Superintendent	1.00	1.00	1.00	78,058	97,573	117,087	117
Traffic Signal Supervisor	1.00	1.00	1.00	65,539	81,924	98,309	114
Management Analyst	0.25	0.25	0.25	61,829	77,287	92,744	113
Street Maintenance Supervisor	2.00	2.00	2.00	61,829	77,287	92,744	113
Traffic Control Supervisor	1.00	1.00	1.00	61,829	77,287	92,744	113
Contract/Purchasing Administrator	0.25	0.25	0.25	58,330	72,912	87,494	112
Traffic Signal Specialist	2.00	2.00	2.00	51,913	64,891	77,870	110
Traffic Engineering Technician	0.75	0.00	1.00	51,913	64,891	77,870	110
Senior Equipment Operator	4.00	4.00	4.00	49,441	61,801	74,162	109
Development Coordinator/Records Control	0.33	0.33	0.33	44,844	56,056	67,267	107

Authorized Position Listing

FY24 Budget - Authorized Position Roster


Positions by Department and Division	FTE's			Pay Range			Pay Grade
	FY2022	FY2023	FY2024	Min	Mid	Max	
Equipment Operator	17.00	18.00	18.00	44,844	56,056	67,267	107
Traffic Control Worker	2.00	2.00	2.00	44,844	56,056	67,267	107
Accounts Payable/Purchasing Specialist	0.25	0.25	0.25	42,709	53,386	64,064	106
Administrative Specialist	1.80	1.30	1.30	40,675	50,844	61,013	105
Office Assistant	0.25	0.75	1.00	35,137	43,921	52,705	102
Maintenance Worker	1.00	0.00	0.00	35,137	43,921	52,705	102
Total Street Maintenance	36.47	36.47	37.72				
Total Public Works	159.75	161.00	170.00				
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	1.00	1.00	1.00		Unclassified		Open
Recreation Services Superintendent	0.00	1.00	1.00	78,058	97,573	117,087	117
Recreation Services Supervisor	4.00	4.00	2.00	61,829	77,287	92,744	113
Parks Maintenance Coordinator	1.00	1.00	1.00	49,441	61,801	74,162	109
Landscape Coordinator	1.00	1.00	1.00	49,441	61,801	74,162	109
Lakes Coordinator	1.00	1.00	1.00	49,441	61,801	74,162	109
Maintenance Specialist	0.00	1.00	1.00	49,441	61,801	74,162	109
Equipment Mechanic	3.00	2.00	1.00	47,087	58,858	70,630	108
Turf & Irrigation Specialist	1.00	1.00	1.00	44,844	56,056	67,267	107
Maintenance Technician	9.00	9.00	9.00	42,709	53,386	64,064	106
Irrigation Technician	2.00	2.00	0.00	42,709	53,386	64,064	106
Administrative Specialist	0.00	2.00	1.00	40,675	50,844	61,013	105
Groundskeeper	2.00	2.00	0.00	35,137	43,921	52,705	102
Total Parks, Lakes, Trails, and Landscape	27.00	30.00	22.00				
<u>Recreation Programming</u>							
Administrative Supervisor	1.00	1.00	1.00	61,829	77,287	92,744	113
Recreation Program Manager	1.00	1.00	1.00	55,028	68,785	82,542	111
Recreation Coordinator	1.00	1.00	1.00	49,441	61,801	74,162	109
Administrative Specialist	1.00	1.00	1.00	40,675	50,844	61,013	105
Total Recreation Programming	4.00	4.00	4.00				
<u>Forestry Crew</u>							
Forestry Crew Coordinator	0.00	0.00	1.00	49,441	61,801	74,162	109
Forestry Crew Technician	0.00	0.00	2.00	44,844	56,056	67,267	107
Total Forestry Crew	0.00	0.00	3.00				
<u>Facilities Maintenance</u>							
Facilities Superintendent	1.00	1.00	1.00	78,058	97,573	117,087	117
Maintenance Specialist	2.00	2.00	2.00	49,441	61,801	74,162	109
Facilities Coordinator	2.00	2.00	2.00	49,441	61,801	74,162	109
Custodian	2.00	2.00	2.00	33,464	41,830	50,195	101
Total Facilities Maintenance	7.00	7.00	7.00				
<u>Fleet Services</u>							
Fleet Manager	1.00	1.00	1.00	78,058	97,573	117,087	117
Fleet Maintenance Supervisor	1.00	1.00	1.00	61,829	77,287	92,744	113
Administrative Coordinator	1.00	1.00	1.00	51,913	64,891	77,870	110
Senior Equipment Mechanic	1.00	2.00	2.00	49,441	61,801	74,162	109
Parts and Service Specialist	1.00	1.00	1.00	49,441	61,801	74,162	109
Equipment Mechanic	5.00	5.00	5.00	47,087	58,858	70,630	108
Total Fleet Services	10.00	11.00	11.00				
Total Recreation Services	48.00	52.00	47.00				

Authorized Position Listing

FY24 Budget - Authorized Position Roster

Positions by Department and Division	FTE's			Pay Range			Pay
	FY2022	FY2023	FY2024	Min	Mid	Max	Grade
Regional Communications							
PRCC Manager	1.00	1.00	1.00	82,742	103,427	124,112	118
PRCC Assistant Manager	1.00	1.00	1.00	69,471	86,839	104,207	115
Public Safety Dispatch Supervisor	4.00	5.00	5.00	61,829	77,287	92,744	113
Public Safety Dispatcher	23.00	28.00	28.00	49,441	61,801	74,162	109
Total Regional Communications	29.00	35.00	35.00				
Total City-wide Authorized	520.25	548.00	565.00				

Authorized Pay Grade Ranges

<div>  <div> City of Prescott Pay Plan Fiscal Year 2024 Effective 6/25/2023 </div> </div>						
Grade	Hourly Minimum	Hourly Midpoint	Hourly Maximum	Annual Minimum	Annual Midpoint	Annual Maximum
101	16.0883	20.1104	24.1324	\$33,463.63	\$ 41,829.54	\$ 50,195.45
102	16.8927	21.1159	25.3390	\$35,136.81	\$ 43,921.02	\$ 52,705.22
103	17.7373	22.1717	26.6060	\$36,893.65	\$ 46,117.07	\$ 55,340.48
104	18.6242	23.2803	27.9363	\$38,738.34	\$ 48,422.92	\$ 58,107.50
105	19.5554	24.4443	29.3331	\$40,675.25	\$ 50,844.07	\$ 61,012.88
106	20.5332	25.6665	30.7998	\$42,709.02	\$ 53,386.27	\$ 64,063.52
107	21.5598	26.9498	32.3398	\$44,844.47	\$ 56,055.58	\$ 67,266.70
108	22.6378	28.2973	33.9567	\$47,086.69	\$ 58,858.36	\$ 70,630.03
109	23.7697	29.7122	35.6546	\$49,441.02	\$ 61,801.28	\$ 74,161.54
110	24.9582	31.1978	37.4373	\$51,913.07	\$ 64,891.34	\$ 77,869.61
111	26.4557	33.0696	39.6836	\$55,027.86	\$ 68,784.82	\$ 82,541.79
112	28.0430	35.0538	42.0646	\$58,329.53	\$ 72,911.91	\$ 87,494.30
113	29.7256	37.1570	44.5884	\$61,829.30	\$ 77,286.63	\$ 92,743.96
114	31.5092	39.3865	47.2637	\$65,539.06	\$ 81,923.83	\$ 98,308.59
115	33.3997	41.7496	50.0996	\$69,471.41	\$ 86,839.26	\$ 104,207.11
116	35.4037	44.2546	53.1055	\$73,639.69	\$ 92,049.61	\$ 110,459.53
117	37.5279	46.9099	56.2919	\$78,058.07	\$ 97,572.59	\$ 117,087.11
118	39.7796	49.7245	59.6694	\$82,741.56	\$ 103,426.94	\$ 124,112.33
119	42.1664	52.7080	63.2496	\$87,706.05	\$ 109,632.56	\$ 131,559.07
120	44.6964	55.8704	67.0445	\$92,968.41	\$ 116,210.51	\$ 139,452.62
121	47.3781	59.2227	71.0672	\$98,546.52	\$ 123,183.15	\$ 147,819.77
122	50.2208	62.7760	75.3312	\$104,459.31	\$ 130,574.13	\$ 156,688.96
OR	-	-	-	-	-	-

110-S	17.8274	22.2841	26.7409	\$51,913.25	\$64,891.34	\$77,869.61
114-S	22.5066	28.1332	33.7598	\$65,539.21	\$81,923.83	\$98,308.59
117-S	26.8057	33.5071	40.2085	\$78,058.23	\$97,572.59	\$117,087.11
121-S	33.8415	42.3019	50.7623	\$98,546.52	\$123,183.15	\$147,819.77

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.

Glossary of Terms

Bonds - Bonds are debt instruments which require repayment of a specified principal amount on a certain date (maturity date), 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.

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.

Glossary of Terms

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.

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.

Glossary of Terms

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.

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.

Glossary of Terms

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.

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.

Glossary of Terms

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.

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.

Glossary of Terms

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.

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.

Glossary of Terms

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).